



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution

SERAMPORE GIRLS COLLEGE

- Name of the Head of the institution **Dr. Soma Roy**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **+913326623723**
- Mobile No: **9674238715**
- Registered e-mail **serampore_girls_college@yahoo.co.in**
- Alternate e-mail **principal@seramporegirlscollege.org**
- Address **13, T.C, Goswami Street,
Serampore, West Bengal 712201**
- City/Town **Serampore**
- State/UT **West Bengal**
- Pin Code **712201**

2.Institutional status

- Type of Institution **Women**
- Location **Semi-Urban**

- Financial Status **Grants-in aid**
- Name of the Affiliating University **University of Calcutta**
- Name of the IQAC Coordinator **Dr. Sayanti Mukhopadhyay
(Talukdar)**
- Phone No. **9831068384**
- Alternate phone No. **7044967019**
- Mobile **7044967019**
- IQAC e-mail address **iqac@seramporegirlscollege.org**
- Alternate e-mail address **serampore_girls_college@yahoo.co.
in**

**3. Website address (Web link of the AQAR
(Previous Academic Year)**

http://seramporegirlscollege.org/sgc/AQAR/2020-21/SGC_agar_report_2020-21.pdf

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

http://seramporegirlscollege.org/sgc/docs/academic_calendar_2021-22.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	76% percentage	2007	31/03/2007	30/03/2012
Cycle 2	B	2.34	2016	19/01/2016	18/01/2021

6. Date of Establishment of IQAC

17/12/2007

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
nil	nil	nil	nil	nil

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 **5**

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

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

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)

1. AQAR preparation for the academic session 2020-2021 2. Quality enhancement initiative by IQAC for improvement of teaching-learning, extra curricular activities. 3. Preparation of Departmental report for evaluation of academic and other curricular activities by the department. 4. Infrastructural development and maintenance. 5. Centralized Continues Internal Evaluation (CIE) examination for students' performance improvement.

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
In the academic session 2021-2022 there was lockdown from July 2021 to Nov 2021 and again in January 2022.	Classes were therefore held in both online and offline mode
Academic Calendar was prepared for 2021-2022	Teachers followed the academic calendar for both online and offline classes including parent teachers coordinating program, online class tests, seminar, quiz, extension lectures by teachers from other institutions.

13. Whether the AQAR was placed before statutory body? Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	10/11/2022

14. Whether institutional data submitted to AISHE

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2021-2022	13/01/2023				
15. Multidisciplinary / interdisciplinary					
<p>Being an affiliated college, the course structure and the contents (Course curriculum) are designed by the parent university (the University of Calcutta, a state university) which is yet to implement the Multidisciplinary/interdisciplinary approach fully.</p>					
16. Academic bank of credits (ABC):					
<p>The institutional preparedness in implementation of Academic Bank of Credits solely depends upon the guidelines of the affiliating University and Higher Education Department, Govt of West Bengal. The provisions of Academic bank of Credit proposed in the NEP 2020 is to facilitate multiple entries and exit points in the academic programs. This is an innovative idea to earn and deposit credits through National schemes like SWAYAM, NPTEL, etc. leading to credit transfer and accumulation which will help the students to get the program completed.</p>					
17. Skill development:					
<p>In this Academic Session, the College emphasized on Skill development course for the development of the job prospect of the current and pass out students. The courses are as follows:</p> <ol style="list-style-type: none"> Short Term Communicative English Course by Netaji Subhas Open University in collaboration with Serampore Girls' College was conducted in the academic session 2021-2022. The course was undertaken with a Memorandum of Understanding signed on 16.11.2021- around 52 students enrolled for the course. 					

2. IT-ITeS Sector Skills Council NASSCOM (SS NASSCOM) and Serampore Girls' College signed a MoU (Memorandum of Understanding) on 25.05.2022 for conducting a 6 months certificate course on Domestic Data Entry Operator. Around 30 students enrolled for the course and 15 students took the examination. The certificate provided by NASSCOM IS VALID ALL OVER India
3. MoU (Memorandum of Understanding) was signed between Beauty Wellness Sector and Serampore Girls College on 29.06.2022. In accordance to the MoU a Yoga instructor course was held in the academic session 2021-2022 for which 22 students enrolled themselves up.

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

Appropriate integration of Indian Knowledge system (teaching in Indian Language, and culture, using online courses) Indian knowledge systems find a place of pride in our curriculum through content delivered in many of our courses. The departments of Sanskrit, Hindi, English, Philosophy, History, Music, Sciences , Sociology, etc. are actively transacting information pertaining to these and are adding to their understanding of modernity in the larger context of tradition. Moreover, a large part of our content is delivered in classrooms in Bengali, Urdu Hindi and other mother tongues.

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

The courses offered by Serampore Girls' College are based on the curriculum designed by University of Calcutta. Many faculty members of the college are also involved in designing this curriculum, question paper setting etc of the affiliating university. In addition, the college has created an ecosystem for transformation of curriculum towards outcome based education. We empower students to become a good citizen, teachers, entrepreneurs, scientists, soldiers, and administrators with motivation. Some of the common outcomes outlined for the programs of study offered at Serampore Girls' College are: knowledge acquisition, analytical skills, application of knowledge and problem solving, etc. Our college organizes several academic events such as webinars/seminars and workshops to provide interactive platform for knowledge acquisition.

20.Distance education/online education:

During the Covid pandemic, online classes were conducted very effectively by all the faculty members in all programs, helping

the students to study e-contents for all subjects in all semesters. Both faculties and students have experienced the online teaching and evaluation process through different software. Institute is also preparing to make available all such type of e-content materials prepared by faculty members to all students through online mode to meet the future challenges. Even the whole semester examination is conducted digitally by the parent University till the end of 2021-22 academic year. So, the institution is well prepared in this regard.

Extended Profile

1.Programme

1.1

11

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

File Description	Documents
Data Template	View File

2.Student

2.1

2168

Number of students during the year

File Description	Documents
Data Template	View File

2.2

458

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

572

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	56
File Description	Documents
Data Template	View File
3.2 Number of Sanctioned posts during the year	56
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	35
4.2 Total expenditure excluding salary during the year (INR in lakhs)	19.24
4.3 Total number of computers on campus for academic purposes	55
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>The Institution ensures effective curriculum delivery through a well-planned and documented process. The College follows the curriculum designed and prescribed by the affiliating university (University of Calcutta). The parent university updates the syllabus periodically for UG and PG Courses. All the courses are offered in semester mode. At the commencement of the academic year an orientation programme is organized to introduce the students to the syllabus, rules and regulations and the schedule of the semesters.. Institute Academic calendar are aligned with the</p>	

calendar provided by the University. This includes both curricular and co-curricular activities and is uploaded on the website at the commencement of the academic year. Programme-specific outcomes and the course outcome are well defined. All teachers attend Faculty Development Programme and Faculty Enrichment Programmes periodically to ensure quality enhancement and effective implementation of pedagogy. Academic committee meetings are held 2-3 times/semester to discuss action plans to ensure effective delivery of the curriculum. The teaching-learning process aims at achieving not only the professional and academic development of the students but also their overall personality.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://seramporegirlscollege.org/sgc/docs/academic_calendar_2021-22.pdf

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

Under the CBCS system (first batch enrolled in 2018) the progress of the students was monitored by Continuous Internal Evaluation. It enables the students to work upon their own strengths and weakness before appearing for the University examination. Class tests following the completion of a few topics are followed by respective departments of the college. Remedial classes also take care of students in need of special assistance and their answers are evaluated by subject teachers so that they do not lag behind and are able to cope with the rest of the class. With the introduction of the Choice Based Credit System (CBCS) in 2018, the college has accepted and welcomed several new teaching-evaluation methods. The Continuous Internal Evaluation (CIE) in turn has become far more structured than before and has undergone several critical reforms. Continuous Internal Evaluation (CIE) has gained formal acceptance in measuring and assessing course outcomes. Under the CBCS, the reformed Continuous Internal Evaluation (CIE) includes the following

(i) 2 CIE exams/per semester

(ii) 70% attendance mandatory to attend CIE

(iii) failing to pass the CIE exam and low attendance will result

in not being allowed to seat in the final exam/University Internal exam.

(iv) Internal/Tutorial exam of University

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://seramporegirlscollege.org/sgc/docs/academic_calendar_2021-22.pdf

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

B. Any 3 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	No File Uploaded

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

11

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
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)

3

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

101

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

101

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

The College lays immense emphasis upon imparting holistic education to its students. The teaching-learning process is

further enriched by laying emphasis upon incorporating courses on Ethics, Gender sensitivity, importance of conservation of Environment and the need for Sustainability. This is effectively done in two ways: (a) Apart from Core courses related to the mentioned topics some departments have opted for Discipline Specific Electives and skill enhancement courses that have the afore-mentioned points directly as part of the CBCS curriculum and (b) Besides the CBCS syllabus prescribed content delivered by different departments of the College. Departments organize seminars/webinars, and lectures, that impart knowledge about the aforementioned values.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

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

3

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	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

91

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://seramporegirlscollege.org/sgc/feedback/2021-22/feedback_2021_22.pdf

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 sanctioned seats during the year

955

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

301

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

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The learning levels of students are assessed through various academic programs. During this session due to partial lockdown all such academic programs were carried out virtually through online interactions up to December 2021. From January 2022 academic activities were conducted on offline mode. Generally, on 2nd and 3rd month two test were taken for continuous internal evaluation (CIE). From 2021-22 academic year CIE were organized centrally for all department and all programs. Students who score above 60% were marked as advanced learner and all other who score less than 60% were treated as slow learner. Evaluated answer script sown to the students for doubt clearing. Respective subject teacher clears their doubt and suggest remedies for improvement.

Action taken for Slow learners:

Remedial classes, Parent Teacher meeting:

Action taken for advanced learners:

Students' Seminars

Quiz contests or debate

Book review:

Project competition:

Poster Presentation:

Extension lecture:

Link for documents

https://drive.google.com/drive/folders/1y_xp1-xBRU1zHgdcyNsypnRrA9z7i-icQoS1B-1YqvS_UVXa4II-j37begK8kDV3kukZl3y2?usp=share_link

File Description	Documents
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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
2168	55

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

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

To make the teaching -learning process more effective following events are common and practised in our college.

a)Experiential learning: We organised practical sessions on theoretical concepts, extension lectures by expert resource person, projects, field visit/field survey/ study tour/excursion by different departments

We have organised earth day celebration and science exhibition on 22nd April 2022

b) Participative learning: Our motto is to enhance students' learning skill by collaborative study and to strengthen them to express themselves. The departments organised the following events by providing the students a scope to participate in a collaborative way in various events like Quiz/ debates, Group projects, book review, wall magazine, e-magazine, student's seminar, viva-voce/group discussion, activity period, peer-teaching and learning etc.

c) Problem Solving Methodology: To address and accelerate students' problem-solving techniques the departments organised the following events: Doubt clearing session, assignment, case studies, essay writing competition, drawing competition etc. Open House programs organized during this period, gave a scope to the students to share their problems with the teachers.

Link for documents

https://drive.google.com/drive/folders/11Umsb66cFQ9tCAwmX-ERJKuG0qydTBZ8ZwdaJBkKr05fi_d9B6cjRF404gp4VAFy4P1t13Dg?usp=share_link

File Description	Documents
Upload any additional information	View File
Link for additional information	https://drive.google.com/drive/folders/1Umsb66cFQ9tCAwmX-ERJKuG0qydTBZ8ZwdaJBkKr05fi_d9B6cjRF4O4gp4VAFy4Plt13Dg?usp=share_link

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

2.3.2. Teachers use ICT enabled tools for an effective teaching-learning process

As the period 2021-22 went under partial lockdown, the teaching-learning process was carried out virtually through online interactions. From, January 2022 the teaching-learning process started with usual offline mode. To make the teaching-learning process more interesting and effective, our teachers made use of different ICT tools.

Power point presentations were extensively used by sharing screens in Zoom and Google Meet platforms. In offline mode teachers took their classes in ICT enabled class room through PowerPoint presentation.

Study materials were shared through Google classrooms and what's app groups.

You-tube lectures were uploaded in the college website for students.

Class tests were conducted through Google forms and Google classrooms.

Various study materials downloaded from Google and prepared by the college teachers were uploaded in the departmental page of the college website. PDF versions of the text books and reference books were shared in the respective what's app groups as hardcopies of the books were not available to the students during partial lockdown. You-tube lectures and study materials uploaded in the college website were the e-resources supplied to the

students.

<https://www.youtube.com/channel/UCFY96RCg1AH9eDz-Jqu-B2Q/featured>

Semester wise and Department wise use of ICT tools by teachers
2021-22

Link

https://drive.google.com/drive/folders/1xPkmesm_zzlimC1NiA0ht8FIRnSIY1FSjGnOd5bKWJf7MEusZByOcp5HwhcSzQd2C9mEB-D_?usp=share_link

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://drive.google.com/drive/folders/1xPkmesm_zzlimC1NiA0ht8FIRnSIY1FSjGnOd5bKWJf7MEusZByOcp5HwhcSzQd2C9mEB-D_?usp=share_link

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

53

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
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

55

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

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

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

22

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

523

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.

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode:

In each semester two Continuous Internal Evaluation (CIE)/class tests were taken during second and third month. Mode of conduct was written examination. Question pattern was either objective type questions of one marks or subjective type of two marks. Some departments were taken tests on broad type questions according their university question pattern such that students can prepare themselves for final university exams. Test were undertaken by subject teacher of each department with prior notice of the department. From January 2022 the college organized continuous internal evaluation (CIE) centrally with all departments and programs. To inform the students about the test prior notification were given in the college website along with routine of the CIE. Students are allow to enter in their allotted examination room.

link for Exam Routine

https://drive.google.com/drive/folders/1EpZmA815B68rynREI_h70WnAJE1G_AOk?usp=share_link

File Description	Documents
Any additional information	View File
Link for additional information	https://drive.google.com/drive/folders/1EpZmA815B68rynREI_h70WnAJE1G_AOk?usp=share_link

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

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

To reduce internal examination related grievance the following procedure was undertaken

1. After evaluating answer script marks were uploaded either in the departmental page of college website or hanging in departmental notice board.
2. Showing answer script with doubt clearing session by respective subject teacher. In this session students can

clear why they got low marks and how to improve their marks.

3. Identify slow learner and advance learner
4. Completing this process within a week of taking internal test
5. Side by side there is provision of any sorts of complain that can be lodged by students in the grievance redressal cell (grievance@sermporegirlscollege.org)

Link for

Seat Allotment

https://drive.google.com/drive/folders/1zmPVVFWHD_GfJ1lWquE5BIM0Dej70wys?usp=share_link

Link for CIE (Notice, results identification of slow learner and advanced learner, doubt clearing)

By semester and department and course

https://drive.google.com/drive/folders/1U3-OAggjIhFlzxxOf6wPtOeinWC1SEMO?usp=share_link

File Description	Documents
Any additional information	View File
Link for additional information	https://drive.google.com/drive/folders/1U3-OAggjIhFlzxxOf6wPtOeinWC1SEMO?usp=share_link

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

Serampore Girls' College follows the curriculum and syllabus framed by the University of Calcutta. In our college responsibility of framing course outcome is given on academic Committee. Each departmental head has frame appropriate course

outcomes of their Honours and General Programme in consultation with members of the department and submit it to the academic committee. The convener of the academic committee finalizes COs of each department after reviewing each COs in tune with mission and vision of the college. The final version of Course Outcomes are communicated to students, Guardians and alumni for their awareness in four ways. COs are available online in each departmental page in college website (www.seramporegirlscollege.org) which help the students to compare different COs before admission. All entry level students must undergo an orientation program. Each class teacher demonstrates Course outcomes of their respective courses in orientation day which is printed on departmental syllabus book of the college. It is also displayed in flex print at the departmental class room. Side by side COs also available in departmental notice board.

Please click on the link : Serampore Girls College

Go to academic --à Department--à click respective departments and find

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://seramporegirlscollege.org/sgc/
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

2.6.2: Attainment of Programme outcomes and course outcomes are evaluated by the institute

In our College a general method is formulated to measure the attainment of POs, PSOs and COs for all program. For that Course

Outcome is mapped to Programme Outcomes (PO) and Programme Specific Outcomes (PSOs). The method of mapping is in such a way that the attainment of Course Outcome (CO) will contribute to the attainment of Program Outcome (PO) and Programme specific outcome. The Procedure followed for measuring attainment of Course Outcomes in our college is direct measure. It is calculated by using the data obtained from student's mark, from the Continuous Internal Assessment (CIA) and final exam results. CIA result is used to measure the attainment of POs, PSOs and COs. Academic committee asked every teacher to frame questions for CIA in such a way that it covers COs, POs and PSOs. For that each department is followed CO-PO-PSOs mapping. We measure attainment level in five-point scale. If attainment level of a class is less than our target, we adopt remedial measures for the respective class by providing notes and discussion. Respective class teacher is personally interrogating each weak student and taken necessary steps for the improvement.

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

485

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	Nil

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://seramporegirlscollege.org/sgc/feedback/2021-22/feedback_2021_22.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

NIL

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

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

NIL

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution

during the year

2

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

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

5

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

27

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

The college organizes several extension activities to promote the institute-neighborhood community to sensitize the students towards community needs. Our college students actively participate in social service activities, leading to their overall development. The college runs effectively National Service Scheme and National Cadet Corps Units. Through these units, the college undertakes various extension activities in the neighborhood community.

NSS organizes a seven-day camp in a nearby adopted slum and several activities were carried out by NSS volunteers addressing social issues which include cleanliness, tree plantation, Women and child health, awareness on child immunization programme, Environmental awareness, Women empowerment, National Integrity, etc. The NCC unit of the college comes under 2 Bengal Girls BN. It aims at developing qualities of leadership, patriotism, maintaining discipline, character building, the spirit of adventure, and the idea of self-service. The NCC unit of the college organizes various extension activities such as tree plantation, Swachhta Abhiyan, Puneet Sagar Abhiyan, Organise World No Tobacco Day, National equality awareness, etc. All these mentioned activities have a positive impact on the students and they developed student community relationships, leadership skills, and self-confidence of students. It also helped cultivate the hidden personalities of students and created awareness among students.

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

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

NIL

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

3.3.3 - 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

3.3.3.1 - 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

08

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

201

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

2

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year**3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**

4

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

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

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

The Serampore Girls' College (SGC) is largely spread over 3538.8 square metre with sprawling lawns, classrooms, gym, health Centre, laboratories and much more- all of which caters to the requirements of young learners and faculty. As of now we have 35 classrooms and 55computers for students learning enhancementand faculty's administrative reponsibilities.

In the year 2021 -22, the college has purchased external devices that function in sync with smart phones and projectors that help in conducting ICT classes for Hons and General students. Along with this, L&T has donated electronic devices (computer, audio-visual system, interactive screen and electronic podium) to conduct informative classroom in SB 22. Secondly, P C chandra has donated a Projector to conduct more ICT classes in the college and uplift the standard of teaching-learning processes and Computer Set and Printer donated to library for bookkeeping and other library related activities.

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

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

The institution organises various types of cultural activities for the students. The faculty encourages students to organise and even host programmes celebrating the spirit of dance, music and drama. Classrooms are allotted for practice and often work as green room on the day of cultural programs. Apart from this, we have many sports facilities that help students build and maintain physical regimen. There are tools that help in strengthening of muscles as well. Yoga is a crucial part of our sports facilities which is encouraged to be practiced everyday for students and teachers. Our Physical Education faculty (consisting of 2 teachers) impart valuable knowledge with regard to asanas and their benefits (long and short term).

MoU (Memorandum of Understanding) was signed between Beauty Wellness Sector and Serampore Girls College on 29.06.2022. In accordance to the MoU a Yoga instructor course was held in the academic session 2021-2022 for which 22 students enrolled themselves up.

To keep up with the present times, the institution encourages faculty to organise and assign few ICT classes to ensure the lectures are interactive and entertaining as well. In the ICT classes not only specific topics are taught, the professors guide the students with regard to writing descriptive answers during university exams (online and offline). ICT classes are also

important for organising documentary movies which provide a modern perspective to foundational concepts.

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

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

11

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

11

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
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)

9.5

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 Library of SGC uses KOHA, a partially enabled software with 18.11 version installed in 2020.

Our college library has a collection of 13968 books and 14 journals as on 30th June ,2021.

Bookwarm software has been recently replaced by koha software.

Automation works of library functions using Integrated Library Management System ' koha' with latest version 18.11 has already been started from the 2020 to 2021(03/12/2020).

The library housekeeping operations include acquisitions, cataloguing, circulations, and web OPAC.

The software supports all the activities of circulation section including issue, return of books. The web OPAC facilities searching of complete library collection with the results, providing the location of a book in a particular library. The ILMS provides a distributed system of input for bibliographic details of the books. Our college library is a member of NLIST program of the UGC INFLIBNET centre for the purpose of accessing the electronic resources like e-books, e-journals etc.

About more than 6293 full text electronic journals, and 29336 full text electronic books are being accessed under this program .

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

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

D. Any 1 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)

1.17

File Description	Documents
Any additional information	View File
Audited statements of accounts	No File Uploaded
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

40

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The institution has IT facilities that are accessed by the teaching and non teaching staff for academic and administrative purposes. Although, the college was shut for a long time, the institution took initiative for updating software's in computers, regular cleaning of computers. The LAN facility and the computer

room was often used by teachers to upload marks and complete university exam related activities during the lockdown period. The usage of technological products was less during this time frame but regular maintenance was undertaken from time to time. There are 55 computers used by students for learning software.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

55

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	No File Uploaded

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)

9.72

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.

Our college has facilities for regular cleaning and maintainance purposes. There are cleaning staff individuals entrusted with such responsibility. To coordinate with the work the college has created committee that assist in such work. The premises including washrooms are cleaned on a frequent basis and elctronic gadgets are also maintained as per requiremnts.

Our college library has a collection of 13968 books and 14 journals as on 30th June ,2021. Automation works of library functions using Integrated Library Management System '' koha'' with latest version 18.11 has already been started from the 2020 to 2021(03/12/2020). The library housekeeping operations include acquisitions, cataloguing, circulations, and web OPAC. Our college library is a member of NLIST program of the UGC INFLIBNET centre for the purpose of accessing the electronic resources like e-books, e-journals etc. The library staff continuously ensures that books and reference materials are kept safely and any wear and tear of pages are rectifies so that no futher damage is dne to the essential resources. Interestingly, every department has their own libraries which are organised and cleaned regularly by the college staff itself.

The college has decided laboratory for science departments such as Physics, Zoology, Electronics, Geography and others. Students perform various types of experiemnts and share the results with the faculty. The laboratory are gifted with equipments that encourages students to perform experiments. Often, Calcutta University practicals are held in the same laboratories as when notification is released from the University. The new experiemnts and innovations are faculty with the faculty for their feedback and suggestions.

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

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

1233

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

34

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://seramporegirlscollege.org/sgc/#
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	
98	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
98	
File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student	A. All of the above

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

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

105

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

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

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.

0

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

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)

Serampore Girls' College encourages the students to participate in various administrative, co curricular and extracurricular activities. During the academic year 2021-22, many departments have organised various events with the enthusiasm of the students. Department of Philosophy organised activities such as, Departmental Wall Magazine, Farewell Prog of Depart faculty, Prof. Chandrima Roy, Study tour was organised at Eco-Park Kolkata, also Freshers and Farewell of the students were also organised by the student community. Education Depart organised study tour at Carey library at Serampore College. Dept of Music organised a study tour at Abhinandranath Tagore Bagan Bari, Konnagar. Department of Sanskrit organised a study tour at Eco Park, Kolkata along with the farewell programme. Deptof English celebrated Language Day Celebration which consisted of student speeches, poetry reading session, performance of selected scenes from Macbeth amd Dance drama. Department of Pol Sc organised study tours at Abhinandranath Tagore Bagan Bari and Victoria Memorial. Department of Sociology organised Farewell and field study tour at Rabri village, Hooghly. They also organised a Wall Magazine. Deptof Hindi also organised a study tour at Abhinandranath Tagore Bagan Bari, freshers, farewell and Wall Magazine. They also celebrated Hindi Diwas with active participation from the student community. Department of Bengali organised Wall magazine and International Language Day Celebration and study tour at Jorasanko Thakurbari and Vivekanada Birth Place. They also celebrated Rabindrajayanti Celebration and Farewell and Freshers welcome. Department of Sciences has organised Earth Day and Science Exhibition.

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

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

5.4 - Alumni Engagement

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

Serampore Girls' College has an active Student's Alumini Association. However, the students actively participate in the physical form and does not contribute financially. Also due to the lockdown upto 7th Nov 2021 and again from 3rd Jan 22 upto 3rd Feb 22. Due to this many alumni participation could not be facilitated during the academic year 2021-22.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

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

6.1.1 Vision

1. To become a centre of educational excellence for empowering women in a variety of ways by realizing their potentialities so that they can take their rightful place in the society.
2. To create an environment for the overall development of the students, crossing the hurdles of backwardness and rural backdrops.

Mission

1. To impart education to young women from all the strata of society.
2. To enable the young women to develop as intellectually mature, socially responsible and morally inspired women leaders to serve the society
3. The learning process and experiences are geared to liberate, transform and empower the learner.
4. To provide quality higher education and career guidance.

File Description	Documents
Paste link for additional information	https://seramporegirlscollege.org/sgc/milestone.php
Upload any additional information	No File Uploaded

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

Our organization performs decentralization practices for smooth running and efficiency. Decentralization of responsibilities between staff and teachers is very important for maintaining the academic / curriculum standards of any organization. There are various committees headed by the conveners for conducting academic or extra-curricular activities, conducting university examinations and administrative activities. The convener of each committee shares his innovative ideas for carrying out the activities of that particular committee. The members of each committee discuss among themselves and share their ideas and implement various rules and regulations accordingly.

Different Committees: a) IQAC b) Academic Committee c) Admission Committee d) Purchasing Committee e) Building Committee f) Campus Beautification Committee Two Subparts Garden and Building Cleaning

g) Magazine Committee c) Cultural Committee i) Sports and Youth Affairs Committee) Students Union K) Women's Cell l) Grievance Redressed Cell m) Committee for CAS and other financial matters for staff n) Research, Journal and Seminar Committee o) NSS Advisory Committee p) Library Committee q) Routine Committee r) Vishakha Cell s) Anti-Ragging Committee t) Anti-Ragging Squad u) RTI Cell v) Internal Complaints Committee w) Inclusive Growth Cell

Participatory management

(A) The Governing Body is made up of teachers and non-teaching staff who have the power to decide on the main activities of the College regarding overall development.

(B) Teachers and non-teaching organizations have effective representation. They make decisions regarding the college's big financial plans.

(c) NAAC-SSR preparation work has been distributed among the teachers as per the criteria.

File Description	Documents
Paste link for additional information	https://seramporegirlscollege.org/sgc/#
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

During the period 2021-22, classes and some academic activities for the even semester session, July to December, 2021 were carried online due to pandemic Covid-19 and lockdown following it. For rest of the session, which started in the month of November, 2021, classes were held normally in offline mode.

We follow our own innovative measures for the enhancement of the students' learning.

1. Series of class tests/tutorials:
2. Parent-Teacher-Students coordination program:
3. Annual academic excursion:

Teaching and Learning:

1. Faculty exchange program/ Extension lecture:
2. Student's Seminars:
3. Quiz contest session:
4. Open house session:
5. Wall Magazine:
6. Imparting education/lesson through e-resources:
7. Certificate Course:

Examination and Evaluation: Our college takes extra measure to improve the general learning and result and results of students at the University level. Academic Calendar (Session- 2021-22) is prepared at the beginning of each semester (i) Initial assessment for semester (ii) Tutorial classes as per routine. (iii) Continuous internal evaluation (CIE) (iv) Remedial/Doubt clearing classes for students. (v) Submission of term paper for honours students (vi) Submission of term paper for general students (vii) Final exam of each Semester. Due to pandemic and lockdown imposed up to October, 2021 all class and examinations were held online. But after March, 2022 all examinations conducted by the college and University were held in offline mode.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
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.

College authority is the governing body of the college which consists of three nominees from Department of Higher Education, Government of West Bengal, two nominees from mother University (University of Calcutta), three teacher's representative from Teacher's Council and one representative from non-teaching staff, one nominee from West Bengal Higher Education Council. Among these members GB president is local MLA and principal is the Secretary. Academic, financial and other activities are done through a decentralized process. These activities are planned and executed by different committees which consist of one or two GB members, teaching and non-teaching staff. The committees submit budgets for

different activities and it is sanctioned after approval from finance committee and principal. College authority appoints assistant professors after recommendation by West Bengal College Service Commission. Service rules for teachers are as per orders of the government of West Bengal. For appointment of contractual/guest teachers in college advertisements are published in renowned newspapers mentioning the requirements for the posts. Then after interview taken by the expert committee formed by the governing body appointment letter is given to the selected candidate.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
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

B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

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

Teaching staff of the college gets all the leave benefits like casual leave, medical leave, earned leave etc. There are pension and gratuity for the government appointed teachers. For non teaching and SACT there is provision of bonus whose salary is below 35000.00per month. Also Rs. 20000/ advanced salary are

available for non teaching and SACT before puja. Also For non-teaching staff Swastha Sathi Scheme, Govt. of west Bengal has been implemented.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

0

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

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

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

0

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

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

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

11

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	No File Uploaded
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

For Assistant professors, appointed by College service commission, the appraisal system is as per government rule of career advancement scheme: the number of classes they take in each academic year, refresher/faculty development program they attend,

article/book publication, research guidance, administrative work etc. All the appraisal work of teaching faculties including assistant professors has been done by the students' feedback system carried online. But there is no such appraisal system for non-teaching staff.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

In every 2 years, Government approved auditors (external auditors) approved by Educational directorate, Department of Higher Education, Government of West Bengal audit college accounts and submit certificate of audit. At present Government audit up to financial year 2019-20 has been completed. College was closed due to lockdown. Hence no financial audit could be carried out in the college

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

1

File Description	Documents
Annual statements of accounts	No File Uploaded
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

Rs 100000 obtained from Radhamadhab institution has been used for library upgradation. To purchase two desktop PC (for catalogue browsing and internet search for students), projector set for seminars in library, library books total Rs. 212071 has already been expended.

L & T company has granted smart class room (including electronic podium, smart board, projector, two A.C machine).

File Description	Documents
Paste link for additional information	Nil
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

IQAC held several meetings in online and offline mode during the period 2021-22. The meetings were held with the members of IQAC and all teaching staff for assessing the progress being made in the teaching learning field, mentoring of the students, whether academic activities like class test, tutorials, students' seminars, faculty exchange programs, parent teachers' meetings etc were carried out sincerely. Depending on the reports and feedback by the teachers, problems faced, if any, suggestions for development were given to the teachers. Continuous internal evaluation (CIE) was introduced in a more systematic manner for both honours and general students according to a centralized routine. ICT classes were taken by every department according to routine. In the month of December, 2021 IQAC had organized a

quality initiative program for all the teachers of the college where senior teacher had shared her work experience, principal of our college delivered lecture on mentoring and IQAC coordinator had elaborately discussed the SSR of the last five years. IQAC also contributed in organizing seminars for the departments.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

All the departments were advised to prepare departmental reports for the evaluation of the progress of the departments(i.e students) and these reports were submitted both online and offline. IQAC core team had minutely studied the departmental reports.

ICT classes held according to routine.

CIE for both honours and general was systematically carried out according to a centralized routine.

The students who had failed in the CIE were asked to sit for/take the exam second time and as a result performance by those students improved considerably in the University examination.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

B. Any 3 of the above

agencies (ISO Certification, NBA)	
File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	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	
<p>The women cell of the College celebrated International Women's Day on 8th March 2022. The program was preceded by one IMA member- DR PK Das who spoke on Women Health and Moral Development. Another talk was also placed by one of the Assistant Professor of the College - Mrittika Nandy- on Life and struggle of Women- Jhulan Goswami. The program ended with another inspirational lecture by Sk Riajul Midde - Assistant Professor of History on Position of Women in Indian History. The participation of student was also noted in the program with a discussion made by Sanchita Chakraborty of 4th semester Honours, Department of History- on the present problem faced by the Women of India.</p>	
File Description	Documents
Annual gender sensitization action plan	Nil
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	Nil
7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy	D. Any 1 of the above

Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

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

In our College we recycle or safely dispose of wide goods, computers and electrical appliances. Use reusable resources and containers and avoid unnecessary packaging wherever possible. Always purchase recycled resources where these are both suitable and available.

Composting and vermi composting of soiled organic waste have been considered as economically available and sustainable waste management technologies. However waste often contains pollutants, heavy metals that are toxic to decomposer microorganisms. Thus heavy metals are a challenge for successful biological treatment. Waste may also contain a mixture of organic pollutants that certain microbes, such as microalgae, are known to degrade. Understanding the role of Vermicomposting as a management tool in mitigating solid organic waste, our college has built a Vermicompost plant. It is not worthy to maintain that microbes also play a pivotal role in the degradation process, wherein the enzymes secreted during the process aid in the decomposition of complex molecules into simpler compounds. Also the extracellular polymeric substance secreted by the earthworm under metal stress serves as a source of nutrients for the bacteria to flourish. Our college has a well-designed vermicompost plant. The product of the plant is used in the garden of our college.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded
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 5.landscaping with trees and plants	B. Any 3 of the above
File Description	Documents
Geo tagged photos / videos of the facilities	View File
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	E. None of the above

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

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	No File Uploaded

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).

All departments celebrated Teacher's Day, fresher's and Farewell programmes. Some department organised wall magazine program and

educational tour. All the departments organised the educational tour programmes. They visited various places to enhance the knowledge of students. Students of Hindi department organised it on 22/4/22, and students of History department organised it on 24/12/2. Students of various department organised the same on different date. Many national and international events like Hindi Diwas, Vivekanand Birth Anniversary, Netaji's Birthday, Republic Day, Bhasha Diwas, Women's Day, Earth Day etc. were celebrated in our college. Some events were organized through online and some were offline mode due to covid 19 pandemic. Hindi Diwas was celebrated on 22/09/21 by Hindi department through online mode. This programme was inaugurated by principal Dr. Soma Roy. All students of Hindi department were participated and Professors of other department were also joined these programmes. Swami Vivekanand birth anniversary was celebrated on 12/01/22 through online mode by the department of History. Professors of our college delivered the speech on the importance of Indian constitution and highlighted the rights and duties of an Indian citizen. Bhasha Diwas was celebrated on 21/2/22 by the department of Bengali through offline mode.

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

Principal of college took some value education classes for regular students in academic year 21-22. Some classes were taken in virtual mode and some offline classes. Discussion were on following points along with interactive session:

1. Need of value Education- It increases will power to achieve success in life and helps in personality development.
2. Meaning of success in life - a) at first to be financially independent in future b) then to take responsibility of

family, after that society and nation.

3. And ultimately to enjoy happiness throughout the life by doing good work.
4. What to do for self - management for self development to gain self confidence to bear self responsibility.
5. How to select goal of life
6. How to the girls will prepare themselves to achieve goal in life.
7. How to manage the time to be successful in life
8. How to prepare themselves for exam
9. Lesson to control mind for being focused towards to achieve goal in life.
10. In this digital era most of the students are being addicted to their mobile phone. Lesson was given to use mobile for self development, not to use it for external distraction.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

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

D. Any 1 of the above

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

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

Many national and international events like Hindi Diwas, Vivekanand Birth Anniversary, Netaji's Birthday, Republic Day, Bhasha Diwas, Women's Day, Earth Day, Independence day etc. were celebrated in our college. Some events were organized through online and some were offline mode due to covid 19 pandemic. Hindi Diwas was celebrated on 22/09/21 by Hindi department through online mode. Swami Vivekanand birth anniversary was celebrated on 12/01/22 and Netaji birth anniversary was celebrated on 23/01/22 through online mode. Republic day was celebrated on 26/01/22 through online mode. Professors of our college delivered the speech on the importance of Indian constitution and highlighted the rights and duties of an Indian citizen. Bhasha Diwas was celebrated on 21/2/22 by the department of Bengali through offline mode, English Language Day (23/01/2022). Women's Day was organized in Our college. A workshop was organized during this programme by women cell through offline mode. One guest was invited to delivered the speech on the topic of "women's Health and Moral." Earth Day was celebrated on 22/4/22 as an international event in our college. In this celebration, science department organized an exhibition and students displayed their presentation in this exhibition.

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.

1. Teaching Learning practice

b- Objective of the Practice:- One important feature in the Offline mode of teaching learning has been the regular CIE- Continuous Internal Evaluation program for the assessment of students - for both Honours and General Courses.

c- The Practice- A centralized routine was framed up in order to conduct the CIE program. The students who has secured poor marks were made to sit for the second CIE. Along with that remedial classes were also conducted for their improvement.

e- Evidence of Success- As a result of conducting CIE- the student's performance has improved considerably in the University examination.

1. Activities by the NCC and NSS of the institution

College has a NSS unit and NCC Unit under 2Bengal Girls' Battalion with 100 cadets.

NSS Activities:

- Food distribution during the Lockdown period
- Participation in Fit India Freedom
- Organized Art competition for local children
- Participation in the national Republic Day Parade Camp in Delhi
- Conducted 7 days special camp

The NCC Activities:

- CATC Camp
- Kachanjunga Sikkim trekking Camp
- Blood donation Camp in Fort William Conducted National Youth Day program
- Earth Day Program
- Firing Training

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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

In this Academic Session, the College emphasized on Skill development course for the development of the job prospect of the current and pass out students. The courses are as follows:

1. Short Term Communicative English Course by Netaji Subhas Open University in collaboration with Serampore Girls' College was conducted in the academic session 2021-2022. The course was undertaken with a Memorandum of Understanding signed on 16.11.2021- around 52 students enrolled for the course.
2. IT-ITeS Sector Skills Council NASSCOM (SS NASSCOM) and Serampore Girls' College signed a MoU (Memorandum of Understanding) on 25.05.2022 for conducting a 6 months certificate course on Domestic Data Entry Operator. Around 30 students enrolled for the course and 15 students took the examination. The certificate provided by NASSCOM IS VALID ALL OVER India
3. MoU (Memorandum of Understanding) was signed between Beauty Wellness Sector and Serampore Girls College on 29.06.2022. In accordance to the MoU a Yoga instructor course was held in the academic session 2021-2022 for which 22 students enrolled themselves up.

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

7.3.2 - Plan of action for the next academic year

A short glimpse of the Plan of Action for the Academic Session 2022-2023 is stated below.

1. For the Academic Improvement of the students under Offline mode INCLUSION OF Continuous Internal Evaluation in its Academic Calendar -conducted on a centralized pattern for identifying the advance and slow learner students. Along with that more ICT , Remedial classes and doubt clearance session for students' progression and transparency of the system.
2. Infrastructural development will also be undertaken in order to provide Modern Library facilities and Auditorium for the students.
3. In respect to Skill Development Course- we are again thinking of undertaking short- and long-term Skill Development Course through Corporate Social Responsibility. We have approached L&T Limited and Mahindra and Mahindra Groups for such initiative.
4. We are also planning to open a training center under National Skill Development Co-operation in order to run Government Scheme for Skill Development and Employment of the students.
5. In order to improve the academic outlook and job orientation of the students in the upcoming session- we are thinking of enhancing the quality of the Library by including more text, reference, Career Oriented- Newspaper, Books and Journals for the students.