YEARLY STATUS REPORT - 2022-2023

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.	9674238715
• 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	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Women
• Location	Urban

• Financial Status	**Grants-in aid**	
• Name of the Affiliating University	**University of Calcutta**	
• Name of the IQAC Coordinator	**Dr. Upasana Roy Barman**	
• Phone No.	**9874217353**	
• Alternate phone No.	**9874217353**	
• Mobile	**9874217353**	
• 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)	https://seramporegirlscollege.org/sgc/docs/SGC_AQAR_2021-22.pdf	
4.Whether Academic Calendar prepared during the year?	**Yes**	
• if yes, whether it is uploaded in the Institutional website Web link:	https://seramporegirlscollege.org/sgc/docs/ACADEMIC%20CALENDAR%20even%20semster%202022-2023.jpg	

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	**9**	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	[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- Monitoring all academic and extracurricular activities is carried out as per the Academic Calendar. 2- Organizing National and International Seminar, Workshop and Add on Course for up gradation of the students. 3- Introduction of WEBEL diploma and certificate course in the Skill Development Programme. 4- Initiated the concept of Learning while Earning through Art and Craft Exhibition and Food Bazar in 2022-2023. 5- Career Advancement Scheme and Faculty Development Programme are continuously processed by IQAC

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
1- Initiation Memorandum Of Understanding with other colleges and Institutions for academic and co curricular enrichment of the students.	1- The institution has initiated several Memorandum of Understanding for conducting faculty exchange programme and formation of Heritage Club
2- Exhibition Programme for students progression	2-The institution has conducted Art and Craft Exhibition and Science Exhibition (on Earth Day celebration).
3-To develop entrepreneurship skill among the students	3- Art and Craft Exhibition and Food Bazar provided a fiorum to the students to display and sell their creative products and self prepared food items .
44. Acknowledging and awarding academic and extracurricular activities	4-On the day of Cultural Competition the Session Topper of each Honours and General subjects are awarded. The winners of different events of the Cultural Competition, best entrepreneur and best model maker were awarded.
5- Programmes for development personality, communicative, cognitive and job oriented skills of the students	5-The institution has initiated several Skill Development programmes and Add on Courses. Some of them were organized in collaboration with other institutions like NSOU, NASSCOM and WEBEL

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	10/10/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-2023	**06/02/2024**

15.Multidisciplinary / interdisciplinary

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)

- University of Calcutta introduces regulations for semester-wise Three-Year B.A./B.Sc. (Multidisciplinary) Courses under CCF, 2022.
- The regulations are enacted under Section-54 of the Calcutta University Act 1979.
- These regulations are applicable to all students enrolled in the specified courses at the university.
- The regulations override any other existing rules and will be effective from the Academic Session 2023-2024.

Title and Commencement

- Title: The Regulations for Semester Wise 3 Year B.A./B.Sc. (Multidisciplinary) Degree Programme under CCF, University of Calcutta.
- Commencement: These regulations will be in effect from the academic session 2023-2024.

Duration of the Programme

- The B.A./ B.Sc. Programme consists of six consecutive semesters, each lasting six months.
- There is an exit option after the 2nd and 4th semesters.
- Odd semesters begin in July, while even semesters begin in January each year.
- A student must pass all semesters within seven years of admission to the course and combination.
- Failure to do so will result in the cancellation of the student's enrollment.

Applicability of the Regulations:

a) These regulations shall be applicable to the students taking admission to the B.A./ B.Sc. Course from the academic session 2023-2024. b) Students who have already successfully completed any U.G. degree earlier are not eligible to take admission into above

course.

Interdisciplinary Courses (IDC)

For Three-year B.A./B.Sc. (Multidisciplinary) Courses of Studies (CSR/04/2023, dt. 23.6.2023) and Four-year B.A./B.Sc. (Honours & Honours with Research) Courses of Studies (CSR/05/2023, dt. 23.6.2023), students must complete Interdisciplinary Courses (IDC) comprising 3 papers, each carrying 3 credits.

16.Academic bank of credits (ABC):

- Institutional preparedness for Academic Bank of Credits depends on University of Calcutta and Higher Education Department, Govt of West Bengal guidelines.
- The Academic Bank of Credits, proposed in NEP 2020, aims to offer multiple entry and exit points in academic programs.
- The concept allows students to earn and deposit credits through national schemes like SWAYAM, NPTEL, etc.
- These credits can be transferred and accumulated, facilitating the completion of the academic program.

17.Skill development:

Name of Add on /Certificate /Value added programs offered and online MOOC programs like SWAYAM, NPTEL etc. programs offered	Course Code (if any)	Year of offering	No. of times offered during the same year	Duration of course	Number of students enrolled in the year	Number of Students completing the course in the year
"Employability skills-English	N/A	2022-2023	1	40 HOURS	150	52

at Work" in collaboration with Mahindra Pride classroom (NAANDI Foundation, Mahindra CSR program) at Serampore Girls' College						
"Employability skills Training Program" in collaboration with Mahindra Pride classroom (NAANDI Foundation, Mahindra CSR program) at Serampore Girls' College	N/A	2022-2023	1	30 HOURS	142	65
"Employability and Domain Skill Training" in collaboration with	N/A	2022-2023	1	40 HOURS	218	150

Mahindra Pride classroom (NAANDI Foundation, Mahindra CSR program) at Serampore Girls' College						
"Communicative English (CICE)" Course in collaboration with Netaji Subhas Open University (NSOU) at Serampore Girls' College	CICE	2022-2023	1	42 HOURS	44	31
Ten days spoken Sanskrit series	N/A	2022-2023	1	10 days	12	12
Certificate in Computer Application conducted by Serampore Girls' College and West Bengal Electronics Industry	CCA	2022-2023	1	6 months (150 hours)	145	93

Developme nt Corpor ation Limited (WEBEL) Govt of West Bengal Un dertaking)							
NAASCOM"C ertificat e in Domestic Data Entry Operator (DDEO) Under National Associati on of Software and Service Companies (NASSCOM) and Serampore Girls' College "	DDEO	2022-2023	1	6 months	38	20	

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

- Indian Knowledge System Integration: Indian knowledge systems are prominently integrated into the curriculum through various courses.
- Department Involvement: Departments like Sanskrit, Hindi, English, Philosophy, History, Music, Sciences, Sociology, actively disseminate information related to Indian knowledge systems.
- Modernity and Tradition: These departments explore the understanding of modernity in the broader context of Indian tradition.
- Content Delivery: A significant portion of course content is delivered in classrooms using Bengali, Urdu, Hindi, and other mother tongues.

- Cultural Emphasis: The curriculum emphasizes teaching in Indian languages and incorporates aspects of Indian culture.
- Online Courses: Indian knowledge systems are also disseminated through online courses, making them accessible to a wider audience.
- Pride in Indian Knowledge: The inclusion of Indian knowledge systems in the curriculum enhances their importance and recognition.
- Enriching Perspectives: Students gain insights into the rich heritage and contributions of Indian knowledge systems to various disciplines.
- Holistic Learning: Integrating Indian knowledge systems enriches students' understanding and offers a holistic educational experience.

Overall, the appropriate integration of Indian knowledge systems through teaching in Indian languages, cultural contexts, and online courses fosters a deep appreciation for the country's diverse intellectual heritage and promotes a well-rounded education for students.

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

- Serampore Girls' College courses follow the curriculum designed by the University of Calcutta.
- Faculty members actively contribute to designing the curriculum and setting question papers for the university.
- The college promotes outcome-based education, empowering students to excel in various roles, including citizens, teachers, entrepreneurs, scientists, soldiers, and administrators.
- Common outcomes for the programs include knowledge acquisition, analytical skills, application of knowledge, and problem-solving abilities.
- The college fosters an ecosystem to transform the curriculum towards outcome-based education.
- Students are motivated to develop essential skills and abilities to succeed in diverse fields.
- Serampore Girls' College organizes academic events such as webinars, seminars, and workshops to provide interactive platforms for knowledge acquisition and skill development.

Serampore Girls' College takes pride in aligning its courses with the University of Calcutta's curriculum and emphasizes outcome-based education. Through the active involvement of faculty members and a well-designed ecosystem, the college aims to prepare students for successful careers and meaningful contributions to society. The institution's focus on knowledge acquisition, analytical thinking, problem-solving, and interactive academic events enhances the

overall learning experience for its students.

20.Distance education/online education:
Distance learning or online education at Serampore Girls' College offers a flexible and accessible learning platform for students, providing a dynamic educational experience beyond traditional classroom settings. Through innovative technologies and interactive online tools, the college ensures that students can pursue their academic goals from anywhere, allowing them to balance their studies with other responsibilities. **Serampore Girls' College leverages state-of-the-art digital resources and a well-structured online curriculum designed to meet the academic standards set by the University of Calcutta. Engaging and experienced faculty members actively support students in their virtual classrooms, facilitating discussions, providing feedback, and guiding them throughout their learning journey.** **Distance learning at Serampore Girls' College emphasizes outcome-based education, enabling students to acquire essential knowledge and skills, fostering critical thinking, problem-solving abilities, and self-motivation. The college also organizes webinars, seminars, and workshops, creating interactive platforms for knowledge exchange and enhancing the overall learning experience.** **With distance education/online education, Serampore Girls' College is committed to empowering young women with quality education and preparing them to excel in their chosen fields while fostering a sense of community and empowerment in the virtual learning environment.**

Extended Profile

1.Programme

1.1   **430**

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

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

2.Student

2.1   **1800**

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   **547**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **54**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   **54**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**430**

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

2.Student

2.1 Number of students during the year	**1800**

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

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**458**

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

2.3 Number of outgoing/ final year students during the year	**547**

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

3.Academic

3.1 Number of full time teachers during the year	**54**

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

3.2 Number of Sanctioned posts during the year	54

File Description	Documents
Data Template	No File Uploaded

4.Institution

4.1 Total number of Classrooms and Seminar halls	35
4.2 Total expenditure excluding salary during the year (INR in lakhs)	115
4.3 Total number of computers on campus for academic purposes	65

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

- The Institution ensures a seamless curriculum delivery through a meticulously planned and well-documented process. - The College adheres to the curriculum meticulously designed and prescribed by the esteemed affiliating university, University of Calcutta. - The parent university regularly updates the syllabus for UG Courses, keeping it fresh and relevant. - All courses are conducted in the semester mode, ensuring a structured and efficient learning experience. - An orientation program at the beginning of the academic year acquaints students with the syllabus, rules, regulations, and semester schedule. - The Institute's Academic calendar synchronizes with the University's schedule, encompassing both curricular and co-curricular activities, and is promptly uploaded on the website at the start of the academic year. - Programme-specific outcomes and course outcomes are meticulously defined to facilitate targeted learning objectives. - Faculty members actively participate in Faculty Development Programmes and Faculty Enrichment Programmes, ensuring continuous improvement and

effective pedagogy implementation. - Regular academic committee meetings (2-3 times per semester) strategize to ensure an optimal curriculum delivery. - The teaching-learning process is designed to foster not only students' professional and academic growth but also their holistic personality development.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

Serampore Girls College orchestrates an impeccably designed and comprehensive Centralized Continuous Internal Evaluation (CIE) process. This intricate system ensures continuous and thorough assessment of student performance throughout their academic journey. Meticulously crafted evaluation methodologies enable the college to gauge students' progress, strengths, and weaknesses seamlessly. Embracing a centralized approach, Serampore Girls College harmonizes various evaluation components, facilitating a holistic view of each student's academic prowess. This streamlined and dynamic CIE process exemplifies the college's commitment to fostering excellence and nurturing the intellectual growth of its students.

- Under the CBCS system (first batch enrolled in 2018), student progress is closely monitored through Continuous Internal Evaluation (CIE). - CIE empowers students to identify their strengths and weaknesses, enabling them to improve before the University examination. - Class tests, organized by respective departments after completing topics, help assess students' comprehension. - Remedial classes support students needing special assistance, with subject teachers evaluating their progress to ensure they keep pace with their peers. - The Choice Based Credit System introduced in 2018 embraced new teaching-evaluation methods, refining CIE through critical reforms. - CIE now formally measures and assesses course outcomes, incorporating two CIE exams per semester. - A minimum of 70% attendance is mandatory to sit for CIE exams. - Failure to pass CIE exams or inadequate attendance bars students from taking the final University/Internal exams. - The reformed CIE also involves Internal/Tutorial exams of the University, providing a comprehensive evaluation framework.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	Nil

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	No File Uploaded
Any additional information	[View File](#)

1.2 - Academic Flexibility

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

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

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)

17

File Description	Documents
Any additional information	[View File](#)
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
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

1929

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

1929

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

1.3 - Curriculum Enrichment

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

- The College prioritizes providing a holistic education to its students. - The teaching-learning process is enriched with courses on Ethics, Gender sensitivity, Environment conservation, and Sustainability. - Two effective approaches are implemented for this purpose: - Some departments have included these topics directly as part of the CBCS curriculum, offering Discipline Specific Electives and skill enhancement courses. - Apart from the CBCS syllabus, various departments deliver content that aligns with these values. - To enhance awareness, departments organize seminars, webinars, and lectures, imparting knowledge about these essential principles.

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	<u>View File</u>

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

18

File Description	Documents
Any additional information	<u>View File</u>
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
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)	<u>View File</u>

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

1046

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

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

A. All 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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://seramporegirlscollege.org/mainsite/Administration/Feedback_System

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

243

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

Students generally have different levels of competence. To assess the primary competence-level of the learners, the college conducts Initial Assessment after one month of their classes. Class tests/ Continuous Internal Assessment are organized to assess their learning levels and to prepare the students for their forthcoming end semester examination. Advanced and Slow Learners are designated on the basis of their performance in these assessments.

Programmes for Advanced Learners:

- Advanced Learners present papers/ PPT in Students' seminars and write book reviews.
- They contribute articles for Wall Magazine.
- They interact with the resource person in Extension Lecture Programme & Faculty Exchange Programmes.

Programmes for Slow Learners

- Students scoring poor marks in Initial Assessment or CIE are designated as slow learners. Special remedial classes are conducted for the slow learners and their academic problems are addressed and resolved.
- Parent-Teacher meetings are conducted for those students who remain absent or fail in both CIEs. This practice notifies the guardians and makes them alert about the forthcoming end semester examination.
- Supplementary Tests are conducted for students who score poor marks or remain absent in Internal assessment.
- Slow learners are encouraged to participate in Quiz programme so that they can be aware of their shortcomings

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
1800	**54**

File Description	Documents
Any additional information	**No File Uploaded**

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

The suitable adoption of student-centric modes of teaching helps the students to progress from passive listeners to eager explorers.

Experiential Learning:

- **Students participate in study tours, field visits, museum visits, excursions, and prepare Field reports /Survey reports on such tours.**
- **Students prepare Projects on Environmental Science ,Sociology, Geography, Physics, Zoology and Botany.**
- **Practical- Students of Physics, Botany, Zoology, Computer Science, Chemistry, Geography, Physical Education and Music learn through regular practical classes.**
- **Students undertake Heritage walk to the local sites with the Heritage Club.**

Participative Learning:

- **Students actively participate in Quiz, Seminars, Stage performance (syllabus). Extension lecture and Faculty exchange programmes (through interactions).**
- **Students participate in Students Seminars and Peer teaching?......**
- **Students participate in preparing College magazine and Wall magazines.**
- **Students participate in various competitions-- Poster making, drawing, essay writing, to develop their learning skills.**
- **Students enroll in Add on Courses. Students participate in Viva voce (English, Sanskrit and Bengali), to develop their communicative skills.**

Problem Solving Methodology

- **In Doubt-clearing classes the answer scripts of CIE are shown to the students and their doubts are cleared.**
- **In Open House and Mentoring classes the grievances of the students on various aspects are addressed and solutions, within the capacity of the college, are provided.**

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	**Nil**

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

The teachers often resort to ICT enabled tools like Smart Classroom and projectors which are student-centric, and ensure active participation of the students in the learning process. It minimizes communication gap, concretizes graphs and designs which remain abstract if described without being demonstrated. The following measures are adopted to improvise the conventional chalk and talk teaching learning process.

- **The campus is WiFi enabled to facilitate e-learning process. There are two smart classrooms, 14 ICT enabled classrooms, Laptops and dongles for accessing internet directly.**
- **Video lectures on academic and non-academic subjects are uploaded in the college You Tube channel.**

- **Whatsapp groups and official Emails are used to share e-resources, e-books and classnotes.**
- **The teaching learning process gains a new dimension with Power Point presentations Film shows and You Tube Video clips which are extensively used in ICT enabled classrooms.**
- **For compulsory LCC classes , class tests are conducted through google forms.**
- **The college is equipped with an Automated Library, KOHA enabled with OPAC facility. E-resources can be assessed through INFLIBNET.**
- **Students also used ICT tools in the Computer Laboratory to prepare their projects, term papers, power point presentation and practical assignments.**

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.seramporegirlscollege.org/cms/upload/webpage_docs/files/ict%2022-23_merged(1).pdf

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

54

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	**No File Uploaded**

2.4 - Teacher Profile and Quality

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

54

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	**No File Uploaded**

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

20

File Description	Documents
Any additional information	**No File Uploaded**
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

551

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

2.5 - Evaluation Process and Reforms

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

Serampore Girls' College, affiliated to the University of Calcutta, strictly adheres to the rules and regulations laid down by the University in conduction Internal Assessment.

Following the Academic Calendar, the College has adopted the practice of regular Continuous Internal Evaluation(CIE) to assess the progress of learners, to prepare the students for the university examination and to give them a scope to correct their errors. To make CIE transparent and robust, the college has introduced following reforms:

1. CIE for all papers of 20 marks each through centralized system

2. Viva- voce test

3. Internal assessment & Tutorial

- Students are notified about the CIE through the Academic calendar and Official notice on the College website in order to make the examination process transparent, time bound and efficient. As regards to frequency, for each Semester two CIEs are held before the Internal Assessment.
- External Subject Experts from other colleges are assigned to conduct practical examinations for the sake of transparency.

- Term papers and Tutorial projects comprising written test, viva voce, paper presentation, projects are evaluated on the basis of originality and creativity. These assignments are time-bound and a dateline is fixed for submission.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://www.seramporegirlscollege.org/cms/upload/webpage_docs/files/2_5_1%20FINAL%20CRITERIA%202CIE%202022-2023(1).pdf

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

It is compulsory for all students to appear in the CIE. The students are assessed on the basis of the marks scored in CIE.

- After the CIE, the marks scored in CIE are walled up on the

notice board. The evaluated scripts are shown to students and their grievances regarding exam related issues are addressed in doubt-clearing classes. Doubt clearing classes are conducted by each teacher after the marks of CIE are walled up. Teachers discuss the errors and justify the score to individual student to ensure that the students find the evaluation unbiased and transparent.

- Parent-Teacher meetings are conducted for those students who remain absent or fail in both CIEs. The grievances and problems of the students are addressed in these meetings. This practice makes them alert about the forthcoming final examination.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://www.seramporegirlscollege.org/cms/upload/webpage_docs/files/2_5_1%20FINAL%20CRITERION%202%20GRIEVANCE%20OF%20%202022-2023%20Grievances%20and%20Transparency(1).pdf

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.

The institution offers B.A/ B.Sc. Honours and B.A/B.Sc. General programmes. The college explicitly states all Programme and Course outcomes, displays them on college website and also strives towards achieving the learning outcomes objectively.

- In addition to this, students are informed about the Outcomes through the posters walled up in their departmental classrooms.
- At the beginning of their First Semester classes, the newly admitted students are introduced to the Course and Programme Outcomes.
- Printed copies of the CO and PO are distributed among the students on the Orientation day.
- Printed copies of the CO and PO are also kept in the college library for the students
- To give the Programme and Course Outcome a successful turn,

the departments take the initiatives to explain in details to the students the Examination structure of the University and the future prospect of the course.

- The Students are encouraged to imbibe the responsibility towards her society, environment and nation through interaction in the Orientation class.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://seramporegirlscollege.org/mainsite/Academics/Programme_Outcome
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.

The institution acts as a platform not only for the attainment of Academic and Professional skills, but also fosters all round development of student as a responsible human being. The assessment regarding attainment of programme outcomes and course outcomes can be categorized as:- Academic Attainment:- The CO and PO are evaluated by the institution for each student. It is calculated on the basis of the data obtained from the marks scored by them in Continuous Internal Evaluation (CIE) and End- semester University examination. Assessment Process- The attainment of PO and CO is measured in a 5 point scale for CIE and 10 point scale as per University rule, for End semester final examination. If the attainment is poor, certain measures are undertaken. For example, class notes, suggestive reading, discussion sessions, parent-teachers meeting and remedial classes are organized. The teacher takes special care of each weak student, thereby suggesting methods for improvement. Continuous Internal Evaluation- - After the results of CIE are walled up, the performance of the students are mapped in terms of Excellent/ Very Good/ Good/ Average / Poor. The class performance of the students in terms of regularity, attentiveness, interactive and hardworking is taken into consideration. University Final Exam- After the declaration of the final University results, each department places the report of result analysis before the academic committee.

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

287

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/mainsite/IQAC/SSS

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

3.1.2 - Number of 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

0

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**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

07

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

13

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - 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

25

File Description	Documents
Any additional information	View File
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

One of the visions of our college is to empower women in a variety of ways by realizing their potentialities so that they can take their rightful place in the society, perform their rightful duties for society and Nation in future.

Regular NSS activities

- Environmental awareness in local community
- Drawing Competition was conducted among local under privileged children
- Cleanliness programme by NSS Volunteers
- Tree plantation within and beyond campus

Regular NCC activities

- Statue Cleaning, awareness rally, poster making, Punit Sagar Abhiyan under Swachh Bharat Abhiyan
- International Yoga Day was conducted in Command Hospital, Kolkata
- International Millet Year campaign and awareness rally in the local community.
- Kargil Vijay Diwas- Statue cleaning and Poster making

Woman Cell Activities

1. Awareness about different social issues like rights of woman in society, gender equity
2. `Self-defence course build confidence levels among the students

Other Activities –

1. Yoga workshop increase both physical and mental fitness of the students
2. To protect environment and sustainable development students involve in different activities within and beyond campus to engage the neighbourhood communities in order to sensitize them in about the role of women in our society.

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

05

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

10

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

442

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

05

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

06

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

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.

Infrastructure and Physical Facilities 1.Teaching and Learning- Classroms

32 well-furnished classrooms.

Each department room is equipped with notice boards displays CIE results and academic calendar, flex explaining program outcome, wall magazines that displays creative writing and attractive paintings, which bring forth their hidden talents.

(02) water coolers cum RO purifier and (06) water coolers

A large central library with 14584 books, e-books, e-journals, magazines, and weekly and daily newspapers (both English & Bengali).

A Department library in Geography Department can be accessed by students and academic staff for research and academic progress.

(10) well-equipped science laboratories

1.ICT Facilities- Smart Class and LMS

Among classrooms 12 ICT enable classrooms (with WiFi facility).

2 smart classrooms to conduct various academic and extra-curricular activities. These classrooms to conduct career counselling, awareness program cultural activities.

Computer centre to provides ICT/Computer skill development courses.

LMS facilities like google classroom, Google workspace for education (Google provided free of cost to our college) and a special portal in College Website are used since Covid period for teaching learning and examinations.

The College library has KOHA (ILMS software) that allows users to remotely search the library catalogue at any time and from anywhere.

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 College has well maintained infrastructure for regular cultural and sports activities

1.Cultural committee of the college along with teachers of Music Department guide students in various cultural activities. There are various equipment's in music department for practice and learning of students.

2.Cultural competitions (music, dance, recitation, drawing, poster) are regularly held.

3.3 big classrooms are equipped with sound system to conduct cultural activities.

4.Our Physical Education faculty (consisting of 2 teachers) impart valuable knowledge with regard to yoga and other sports.

5.One sprawling green playground within the college premises for playing volleyball, kabaddi, khokho, badminton, athletics and NCC training. This playground facilitates the practical of physical education department, Geography, Botany.

6.Functional gymnasium with all equipment for student practice.

7.A large number of sports equipment are managed by physical education department for demonstration and practice of students.

8.Department of Physical Education conducts a certified course on

yoga instructor under NSDC and Skill Development for students' brighter future prospects.

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.

12

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

12

File Description	Documents
Upload any additional information	View File
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)

79.88

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The Central Library keeps pace with its mother institution Serampore Girls' College which started its journey in the year 1981 as an undergraduate college under the University of Calcutta. Serampore Girls'College Central library was established in 1981 along with the foundation of this college .The library of this college is an open access library with collection of approximately 14584 books. Books are classified by using DDC 23rd edition classification schedule and OCLC (Online Computer Library Centre). Library is being using Smart College, BookWorm, Smart Roster Software. The software had been installed in the year of 2010. But, due to lack of up gradation, proper training and other problem, the software became irrelevant to our current library requirement. So our Library moves to install new open source software on recommendation of IQAC and members of library committee. In the year of 2020, open source software named Koha has been installed. It is totally cloud –based and Version: 22.11.02 (rel dt 03/12/2020).It is partially automated and 24/7 access to the server. It has 24x7x365 OPAC (Online Public Access Catalogue) search facility. KOHA ILMS in Cloud Server that users can remotely search the library catalogue at any time and form anywhere

ame of ILMS software Koha

ature of automation (fully or partially) Partially

ersion 22.11.02

ear of Automation 03/12/2020

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the `D. Any 1 of the above`
following e-resources e-journals e-
ShodhSindhu Shodhganga Membership e-
books Databases Remote access toe-resources

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

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

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

`0.625`

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

`50`

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

4.3 - IT Infrastructure

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

The College has adequate IT facilities for providing environment for academic and administrative operations, and is well maintained and upgraded regularly.

- Internet Facilities
  - 2018-19: Two Optical Fibre Broadband Connection of Alliance Broadband with connection distribution over LAN.
  - 2019-20: Two Optical Fibre Broadband Connection of Alliance Broadband with connection distribution over LAN. Wi-Fi network in office block for administrative work.
  - 2020-21: Two Optical Fibre Broadband Connection of Alliance Broadband with connection distribution over LAN. Wi-Fi network in office block for administrative work.
  - 2021-22: Two Optical Fibre Broadband Connection of Alliance Broadband with connection distribution over LAN. Wi-Fi network in office block for administrative work
  - 2022-23: Three Optical Fibre Broadband Connection of Alliance Broadband with connection distribution over LAN for Office, Swami Vivekananda Bhawan (2nd & 3rd floor) & Old Building (2nd floor) respectively. JIOFIBER Wi-Fi network for students and teaching staff in Vidyasagar Building, Wi-Fi access in administrative block
- IT Facilities
  - Desktop and Laptop Facility
    - 67 Desktops and 5 laptops
  - Printing Facility
    - 10 Printers, 3 Scanners
    - 03 Photocopier machine
- Power Backup Facility
  - AC Generator (diesel)
  - 50 UPS
- Audio-visual learning facility
  - 21 Projectors for all departments
  - 2 digital boards
  - 03 classrooms with sound system
  - 3 Mobile audio system with microphone
  - 02 smart classrooms
  - 2 LED Televisions
- Security Surveillance Facility
  - 32 HD CCTV cameras with recording & live streaming

        facility
- **IT Facility in Library**
    - **PC terminal for catalogue browsing**
    - **Photocopier**
    - **Online OPAC search portal**
    - **Free Wi-Fi.**

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

65

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

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<u>View File</u>
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)

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	**No File Uploaded**
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.

Institute continuously strives to meet the growing needs of the academics making available adequate physical infrastructure and constantly upgrading facilities in order to provide a good teaching learning environment. Academic Council/IQAC convenes regular meetings to assess the infrastructural facilities and requirements.In order to ensuremaintenance and optimum utilization, various systems and procedures are established so as to benefit all the stakeholders. Administrative officer of the Institute oversees the campus maintenance which includes buildings, classrooms, laboratories, hostels, playground, lawns etc. Cleaning, Dusting, Sweeping and Mopping, Maintenance of Garden, Pest control, entire campus snag work etc. is undertaken daily by the housekeeping staff. Institute has a workforce of Carpenters, Masons, Electricians and Plumbers for repair work. CCTV cameras have been placed at strategic places to help in maintaining discipline and a sense of security, in addition to Security Guards hired through an external private agency. The Institute has deployed Fire Alarm Systems too. Files relevant to Library and Library services are well maintained and labelled for easy access. Periodic servicing and calibration of equipment/instruments are carried out in all the laboratories. System Administrator is responsible for the maintenance of computers and IT facilities.

File Description	Documents
Upload any additional information	**No File Uploaded**
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

1054

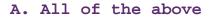| File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

37

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	**Nil**
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

1582

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

1582

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

21

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

90

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

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

2

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

5.3 - Student Participation and Activities

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

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

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

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

Serampore Girls College is a vibrant institution that prioritizes the holistic development of its students. With a strong commitment to fostering a well-rounded educational experience, the college actively encourages and facilitates students' representation and engagement in a diverse range of activities.

The college provides ample opportunities for students to participate in administrative, co-curricular, and extracurricular activities. This inclusive approach not only enhances the students' academic journey but also contributes significantly to

their personal and professional growth.

From representing their peers in administrative matters to actively participating in co-curricular events and engaging in various extracurricular pursuits, students at Serampore Girls College find a platform to express their talents and interests. The institution's supportive environment empowers students to take on leadership roles, develop essential life skills, and build a strong sense of community.

At Serampore Girls College, the emphasis on student involvement goes beyond the classroom, creating a dynamic and enriching educational experience that prepares young women for success in all facets of life.

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

The Alumni gives a strong support to the institution. An active Alumni Association can contribute in academic matters, student support as well as mobilisation of resources. The alumni association of Serampore Girls' College Alumni Association (SGCAL) was formed in the institution from 2007 and was registered in 2015. The alumni also has significant contribution in college activities such as:- Saraswati Puja, College Social, Cultural and Sports activities with children from the local neighbourhood. During the Covid pandemic period the alumni association had been non-functional. It was again re-formed in 2022 under the name "The Alumni Association of Serampore Girls' College" and was registered in 2023. Academically the alumni also helps in conducting career counselling awareness programme for the students of respective departments. In the year 2022-23, five departments conducted such programme. Two members of the alumni have provided technical assistance for the preparation of College Website . The present President of Alumni Association is at present working as Assistant Professor of Sanskrit Department. The present Secretary of Alumni Association is at present working as State Aided College Teacher I. A member of the alumni has been appointed as a guest teacher in the Department of Bengali.

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

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

File Description	Documents
Upload any additional information	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

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 do academic activities that rigorously follows academic calendar for the attainment of a Degree in honors and general course.
2. Introduction of subject specified add on courses to achieve excellence in the subject
3. Introduction of skill development course along with soft skill, life skill, communicative skill and personality development workshop/course to achieve employability skill for future.
4. Grooming to do community work through NSS, NCC to spread the feeling of Nationalism, team work and human values amongst the new generation.
5. Encourage students to participate in sports and cultural competitions for all round development.

File Description	Documents
Paste link for additional information	https://seramporegirlscollege.org/mainsite/About/Vision_Mission
Upload any additional information	View File

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

The college seeks to provide better opportunity to all its stake holders to participate in the decision- making process of the administrative and academic matters. The administrative and academic structure of the college is designed to promote participative management. 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

File Description	Documents
Paste link for additional information	https://seramporegirlscollege.org/mainsite/Administration/Governing_Body
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

1. Series of class tests/tutorials: Continuous internal
   examination for both honours and general according to a
   centralized routine has been arranged twice within one
   semester in 2022-23 session.
2. Wall Magazine: This is another healthy practice in which
   students are assigned topics from their syllabus. They work
   happily putting their efforts to wall up a magazine on their
   respective display board which in curricular based, yet well
   designed.
3. Imparting education/lesson through e-resources: Use the
   digital technology (ICT), videos, online courses etc. for
   making them resourcefully aware of advanced technology
   motivating the students to take active participation.
4. Certificate Course: We have started various job oriented
   certificate courses (Yoga training, Communicative English,
   Data entry operator) for both the current and outgoing
   students.
5. A large number of research papers are being submitted and
   books being published with ISBN numbers. MOOC, SWAYAM are
   the other sources that are of importance for further

development and seminars are being conducted for the general awareness of the teachers and students.

6. Solar power plant has been installed according to the plan.
7. Academic and Administrative audit by external members was conducted in 2023 under auspices of IQAC.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

As it is a govt. aided college and follows all govt. orders and policies of the dept. of higher education, govt. of WB. Development and long-term policies are taken by college authority which is the governing body of the college.

Administrative set up:

Governing body is the authority of the college. The governing body consists of Principal, Three teachers' representatives, one representative from non-teaching staff, two representatives from affiliating University, two representatives from state government, one representative from WBSCHE. Among these members GB president is local MLA and principal is the Secretary.

Appointment:

College authority appoints assistant professors recommended by West Bengal College Service Commission.Contractual/visiting/guest teachers are appointed after interview taken by the expert committee of the college. Non-teaching staff are appointed by the GB of the college as per the order of the dept. of higher education.

Service rule:

Service rules including promotion and leave rules for teachers and non-teaching staff are as per orders of the government of West

Bengal.

Career advancement scheme of teachers is done following UGC order and the concurrence order of the state govt. Promotion rules of non-teaching staff are as per govt. order.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	https://seramporegirlscollege.org/mainsite/Administration/Organogram
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	**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, study leave, maternity leave, child care leave, duty leave (for orientation program, refresher course, short term course, participation in seminar, workshop) etc. as per uniform leave rule as per order no. 762-Edn(CS)/2L-10/08 Dated 3rdDecember, 2009 and by the dept. of higher education,**

govt. of West Bengal for govt. aided colleges.

- Non-teaching staff also avail similar leaves as per the dept. of higher education, govt. of West Bengal for govt. aided colleges.
- There are pension and gratuity, leave encashment for 300 days and benefit of GPF for the government appointed teachers and non-teaching staff.
- For non-teaching and SACT* there is provision of bonus granted by govt. of WB every year whose salary is below 35000/ per month.
- Provision of refundable and non-refundable loan from GPF from college.
- Recovery based advanced for occasion are available for non-teaching staff from college fund.
- For non-teaching staff and SACT*Swastha Sathi Scheme, Govt. of west Bengal has been implemented.
- Bonus for casual staff before Durga puja.
- Use of Gymnasium by teaching and non-teaching staff.

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

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

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

13

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

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

6.3.3.1 - Total number of professional development /administrative training Programmes

organized by the institution for teaching and non teaching staff during the year

`1`

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

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

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

`47`

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

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

- `e-diary for teachers`

- University results for every semester is entered in excel sheet and result analysis is done. Principal discusses performance of every department based on the analysis. Teachers share their innovative teaching practice among themselves.
- Before promotion every assistant professor submits filled up academic Performance indicator format of department of higher education to IQAC. 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. If the yearly and or periodic score exceeds the minimum marks prescribed in the order 1373-Edn(CS)/5P-52/98 dated 07.12.2017 then it is processed for promotion. An expert team is formed with one or two subject experts from affiliating University, one from department of higher education and principal to measure the performance of the assistant professor.

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

6.4 - Financial Management and Resource Mobilization

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

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.

Governing body approved Internal audit team —completed financial audit for the year 2020-21, 2021-22,2022-23.

There was no objection in the audit report

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

1.07

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

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

- **Every academic department and library of college submits requirements to convener, finance subcommittee. Requirements for other infrastructure and other activities are raised in teachers' council meeting and from students. All these requirements along with estimates are discussed in finance committee meeting and recommendation of finance committee are placed in GB meeting for approval.**
- **Govt. grant and CSR grant for specific purpose are spent for that and Utilization certificate are submitted.**
- **College purchases equipment and books at minimum quoted price after taken comparative statement from minimum three quotation.**

2022-23

CSR grant- PC Chandra Group

Development of drinking water infrastructure facility

1,07,000

02.03.2023

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

• **Various Skill development Course and Add on courses were organized by various departments and committees for the academic enrichment and development of skills. This all courses were undertaken in collaboration with different institution and organization through MoU.**

• **IQAC regularly advises the Women Cell to organize Gender Sensitization programme and Self Defense Workshop for increasing the awareness and confidence among the students.**

ICT classes were gradually increased augmenting required infrastructure. Computer center has been established to take several computer-based skill development courses like Webel Computer Application programme.

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

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

IQAC held several meetings in online and offline mode during the period of five years. The meetings were held with the members of IQAC and all teaching staff for assessing the progress being made

in the teaching learning process, 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 from the session 2021-22. This system was continued in the session 2022-23.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.
- After publication of semester wise University results office staff of the college prepare statistical data using excel sheet of results for each paper student wise. Result analysis is taken. In joint meeting of academic committee and IQAC these analyses are discussed regularly department wise. Principal points out the departments where students are not performing all. Some teachers discussed about the strategies to improve student's performance.

File Description	Documents
Paste link for additional information	https://seramporegirlscollege.org/mainsite/IQAC/IQAC_Minutes
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File](#)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

As a girls college- the vision of College is to Educate, Enlighten and Empower the students of the college. In accordance to that the mission is to groom the students to be Self-Confident, Self-reliant and Responsible Citizens of the country. To achieve that mission the institution has set up Women Cell- comprised of Teaching and Non-teaching staff for regular gender sensitization of the students.

A large number of students of the college are from minority category, reserved categories, lower income group and 1st generation learners. They are unaware and deprived of the opportunities, scopes and rights available to them. Some of the problems that are faced by them are Domestic Violence, Health Hazard, Deprived of Equal opportunity in Education and Financial Insecurity. In order to raise awareness among the students- the Women's Cell of our college organizes several Sensitization Programs where they get a platform to share and discuss their experiences. To combat physical assault and to be mentally and physically strong, students are trained for Self-defense.

Initiative

  1. Women Cell-

  - **Health Check Up for girls' students**
  - **Gender sensitization programs including Seminar Lectures with students interaction and Films Shows**
  - **Awareness program on Legal rights of Women**

- **Awareness program on Child care and Birth Control and Health checkup for Local Women.**
- **Lecture program and interaction with the doctors on Sexually Transmitted Diseases.**
- **Seminar lecturers on Health Hazards and the precautionary measures for Women.**
- **Awareness program on Domestic Violence during Lockdown.**
- **10 day Workshop on Self Defense through Karate Training program**

File Description	Documents
Annual gender sensitization action plan	https://seramporegirlscollege.org/mainsite/Administration/Gender_Audit
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/105897/7.1.1_1704622188_13493.pdf

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

A. 4 or All of the above

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

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

In our College we recycle or safely dispose of wide goods, computers and electrical appliances. Use reusable resources and containeras and avoid unnecessay packiging wherepossible. Always purchase recyled resources where these are both suitable and available. Composting and vermi composting of soiled organic waste have been considered as economically available and sustanaible waste management technologies. However waste often content

pollutants, heavy metals that are toxic to decomposer micro organisms. Thus heavy metals are challenged for successful biological treatment waste may also content a mixture of organic pollutants that certain microbes, such as microlgae are known to degrade. Understanding the roll of Vermicomposting as a management tool in mitigating soild organic wastage our college has build a Vermicompost plan. It is not worthy to maintain that a microbes also play a pivotal roll in the degration process, whereinthe enzymes secret during the process aid in the decompositionofcomplex molecules into sympler compounds. Also the extracerricular polymeric substance secreted by the earthworm under the metal stress service as a souce of newtrients for the bactria to flourish. Our college has a well-designed vermicompost plan. 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	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

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

D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered

    vehicles
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

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

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	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).

- Inclusivity through Multilingualism:

- Encourages a multilingual approach with Hindi, Bengali, and English.

- Ensures effective communication and equal access to education.

- Fosters unity and understanding among diverse linguistic backgrounds.

- Promotion of Civic Responsibility:

- Establishes the Electoral Literacy Club.

- Educates students about voting rights and procedures.

- Empowers informed and responsible citizens.

- Active engagement in the democratic process contributes to society.

- Values Education:

- Offers Value Education lectures.

- Instills ethical perspectives in students.

- Prepares them for academic success and moral navigation.

- Cultivates a sense of responsibility towards society.

- Clear Code of Conduct:

- Prominently displayed for students and staff.

- Cultivates a harmonious campus environment.

- Encourages mutual respect and ethical behavior.

- Supports conducive learning and personal growth.

- Support for Diversity:

- Commits to supporting minority and reserved category students.

- Provides government scholarships.

- Eases financial burdens.

- Ensures equitable access to education and opportunities.

- Promotes social equity.

In summary, this institution stands as a beacon of holistic and inclusive education, emphasizing civic responsibility, values, and diversity. Its active efforts in fostering national integration aim to nurture well-rounded, responsible citizens who contribute positively to society, embodying the ideals of a vibrant and inclusive educational community.

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

- Constitutional Awareness: Engages students in understanding constitutional duties through Youth Parliament programs.

- Financial Assistance: Offers tuition fee concessions and informs students about financial support schemes.

- Special Privileges: Grants social advantages during admission to socially disadvantaged students.

- Mentorship: Regular mentor-group meetings create a supportive learning environment.

- Gender Equality and Legal Awareness: Organizes awareness programs on women's issues and legal aid.

- Cultural Diversity: Celebrates diversity and engages with local underprivileged children through extracurricular activities.

- Festive Celebrations: Enthusiastically celebrates cultural festivals and national days, promoting unity among diverse students.

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

C. Any 2 of the above

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

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

- **Institutional initiatives to celebrate International and National Commemorative Days- To make the students aware and responsible towards their Nation, its Culture and Heritage the college regularly commemorates National and International Days through various programs.**

- **Celebration of Birthdays of Great Personalities.**
- **Celebration of Republic Day and Independence Day**
- **Celebration of Swachh Bharat, International Yoga Day, Teachers Day, International Women's' Day, Hindi Divas, English Language Day, World Philosophy Day, International Mother Language Day, Martyr's Day, World Heritage Day and Millet Day**
- **Celebration of Earth Day, Ozone Day, Environment Day and Prevention of Pollution Day.**

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

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC

format provided in the Manual.

Best practice 1: Empowerment and Resilience: A Journey through Women's Self-Defence

OBJECTIVE:

The self-defence program aims to enhance physical and mental health while addressing to safety concerns. It rejuvenates the mind and body while focusing on stress management.

CONTEXT:

Building confidence and addressing potential threats.

Practice:

A 10-day certificate course was conducted with 64 attendees

Evidence of Success:

- Certification and best performance award

Outcome of the Course

The students achieved training in the technique of martial art.

Problems Encountered:

- Lack of awareness about the importance of Self defense
- Conservative family background
- Lack of proper diet

Resources Required

- Fund to recruit trainers and reward the students.
- Explore diverse avenues for program expansion and improvement

Best Practice 2: Automotive Vehicle Free Campus

Objective:

- **Pollution-free environment**

- **Reduces carbon footprint, promotes sustainability.**
- **Encourages bicycle usage**

Context:

Fostering environmental awareness and practical application.

Practice:

The college enforces a strict ban on Automotive vehicle , designates bicycle stands, and uses awareness posters

Evidence of Success:

The success of the initiative is evident in the high participation of students and teachers in cycling and walking.

Problems Encountered

Challenges include limited space for cycle stands

Resources required

- **Funding for cycle stand expansion and traffic management resources.**

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	**No File Uploaded**

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

Capacity building through Various Skill Development Course.

With the mission of promoting all round development of the students, the college endorses capacity building through various Skill Development Courses. The Skill Development courses are designed around a discipline to train students on the hands-on

skills in their respective fields of study areas.

Objective:

- Empowering individuals with the necessary tools for capacity building and employability.
- Equip students with necessary resources, guidance, and skills
- For personal, academic, and professional development.
- To develop self-confidence through a disciplined training programme.

Practice:

- Regular awareness programs to enhance students' employability skills, soft skills, life skills, communicative skills, and personality development
- Organization of various skill development courses to prepare students for the job market.
- Yoga and self-defence courses and workshops to enhance students' physical and mental fitness and confidence

- Students participate in career counselling workshops facilitated by external experts from the government and non-government sectors.

Outcome:

- .Certification of enrolled students after completion of course

- Awareness about eligibility requirements in job market.
- Nurtures their mental health.
- The Job Fair provided a training ground for testing their employability skill.

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

- The Institution ensures a seamless curriculum delivery through a meticulously planned and well-documented process. - The College adheres to the curriculum meticulously designed and prescribed by the esteemed affiliating university, University of Calcutta. - The parent university regularly updates the syllabus for UG Courses, keeping it fresh and relevant. - All courses are conducted in the semester mode, ensuring a structured and efficient learning experience. - An orientation program at the beginning of the academic year acquaints students with the syllabus, rules, regulations, and semester schedule. - The Institute's Academic calendar synchronizes with the University's schedule, encompassing both curricular and co-curricular activities, and is promptly uploaded on the website at the start of the academic year. - Programme-specific outcomes and course outcomes are meticulously defined to facilitate targeted learning objectives. - Faculty members actively participate in Faculty Development Programmes and Faculty Enrichment Programmes, ensuring continuous improvement and effective pedagogy implementation. - Regular academic committee meetings (2-3 times per semester) strategize to ensure an optimal curriculum delivery. - The teaching-learning process is designed to foster not only students' professional and academic growth but also their holistic personality development.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

Serampore Girls College orchestrates an impeccably designed and comprehensive Centralized Continuous Internal Evaluation (CIE) process. This intricate system ensures continuous and thorough

assessment of student performance throughout their academic journey. Meticulously crafted evaluation methodologies enable the college to gauge students' progress, strengths, and weaknesses seamlessly. Embracing a centralized approach, Serampore Girls College harmonizes various evaluation components, facilitating a holistic view of each student's academic prowess. This streamlined and dynamic CIE process exemplifies the college's commitment to fostering excellence and nurturing the intellectual growth of its students.

- Under the CBCS system (first batch enrolled in 2018), student progress is closely monitored through Continuous Internal Evaluation (CIE). - CIE empowers students to identify their strengths and weaknesses, enabling them to improve before the University examination. - Class tests, organized by respective departments after completing topics, help assess students' comprehension. - Remedial classes support students needing special assistance, with subject teachers evaluating their progress to ensure they keep pace with their peers. - The Choice Based Credit System introduced in 2018 embraced new teaching-evaluation methods, refining CIE through critical reforms. - CIE now formally measures and assesses course outcomes, incorporating two CIE exams per semester. - A minimum of 70% attendance is mandatory to sit for CIE exams. - Failure to pass CIE exams or inadequate attendance bars students from taking the final University/Internal exams. - The reformed CIE also involves Internal/Tutorial exams of the University, providing a comprehensive evaluation framework.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

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/	B. Any 3 of the above

Diploma Courses Assessment /evaluation process of the affiliating University	

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	**No File Uploaded**
Any additional information	View File

1.2 - Academic Flexibility

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

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

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)

17

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
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

1929

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

1929

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

1.3 - Curriculum Enrichment

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

- The College prioritizes providing a holistic education to its students. - The teaching-learning process is enriched with courses on Ethics, Gender sensitivity, Environment conservation, and Sustainability. - Two effective approaches are implemented for this purpose: - Some departments have included these topics directly as part of the CBCS curriculum, offering Discipline Specific Electives and skill enhancement courses. - Apart from the CBCS syllabus, various departments deliver content that aligns with these values. - To enhance awareness, departments organize seminars, webinars, and lectures, imparting knowledge about these essential principles.

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	View File

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

18

File Description	Documents
Any additional information	[View File](#)
Programme / Curriculum/ Syllabus of the courses	**No File Uploaded**
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

1046

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	**A. All 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	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://seramporegirlscollege.org/mainsite/Administration/Feedback_System

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

243

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

Students generally have different levels of competence. To assess the primary competence-level of the learners, the college conducts Initial Assessment after one month of their classes. Class tests/ Continuous Internal Assessment are organized to assess their learning levels and to prepare the students for their forthcoming end semester examination. Advanced and Slow Learners are designated on the basis of their performance in these assessments.

Programmes for Advanced Learners:

- **Advanced Learners present papers/ PPT in Students' seminars and write book reviews.**
- **They contribute articles for Wall Magazine.**
- **They interact with the resource person in Extension Lecture Programme & Faculty Exchange Programmes.**

Programmes for Slow Learners

- **Students scoring poor marks in Initial Assessment or CIE are designated as slow learners. Special remedial classes are conducted for the slow learners and their academic problems are addressed and resolved.**
- **Parent-Teacher meetings are conducted for those students who remain absent or fail in both CIEs. This practice notifies the guardians and makes them alert about the forthcoming end semester examination.**
- **Supplementary Tests are conducted for students who score poor marks or remain absent in Internal assessment.**
- **Slow learners are encouraged to participate in Quiz programme so that they can be aware of their shortcomings**

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	[View File]()

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

Number of Students	Number of Teachers
1800	**54**

File Description	Documents
Any additional information	**No File Uploaded**

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

The suitable adoption of student-centric modes of teaching helps the students to progress from passive listeners to eager explorers.

Experiential Learning:

- **Students participate in study tours, field visits, museum visits, excursions, and prepare Field reports /Survey reports on such tours.**
- **Students prepare Projects on Environmental Science ,Sociology, Geography, Physics, Zoology and Botany.**
- **Practical- Students of Physics, Botany, Zoology, Computer Science, Chemistry, Geography, Physical Education and Music learn through regular practical classes.**
- **Students undertake Heritage walk to the local sites with the Heritage Club.**

Participative Learning:

- **Students actively participate in Quiz, Seminars, Stage performance (syllabus). Extension lecture and Faculty exchange programmes (through interactions).**
- **Students participate in Students Seminars and Peer teaching?......**
- **Students participate in preparing College magazine and Wall magazines.**
- **Students participate in various competitions-- Poster making, drawing, essay writing, to develop their learning skills.**
- **Students enroll in Add on Courses. Students participate in Viva voce (English, Sanskrit and Bengali), to develop their communicative skills.**

Problem Solving Methodology

- **In Doubt-clearing classes the answer scripts of CIE are shown to the students and their doubts are cleared.**
- **In Open House and Mentoring classes the grievances of the students on various aspects are addressed and solutions, within the capacity of the college, are provided.**

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	**Nil**

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

The teachers often resort to ICT enabled tools like Smart Classroom and projectors which are student-centric, and ensure active participation of the students in the learning process. It minimizes communication gap, concretizes graphs and designs which remain abstract if described without being demonstrated. The following measures are adopted to improvise the conventional chalk and talk teaching learning process.

- **The campus is WiFi enabled to facilitate e-learning process. There are two smart classrooms, 14 ICT enabled classrooms, Laptops and dongles for accessing internet directly.**
- **Video lectures on academic and non-academic subjects are**

- uploaded in the college You Tube channel.
- **Whatsapp groups and official Emails are used to share e-resources, e-books and classnotes.**
- **The teaching learning process gains a new dimension with Power Point presentations Film shows and You Tube Video clips which are extensively used in ICT enabled classrooms.**
- **For compulsory LCC classes , class tests are conducted through google forms.**
- **The college is equipped with an Automated Library, KOHA enabled with OPAC facility. E-resources can be assessed through INFLIBNET.**
- **Students also used ICT tools in the Computer Laboratory to prepare their projects, term papers, power point presentation and practical assignments.**

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.seramporegirlscollege.org/cms/upload/webpage_docs/files/ict%2022-23_merged(1).pdf

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

54

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	**No File Uploaded**

2.4 - Teacher Profile and Quality

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

54

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	**No File Uploaded**

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

20

File Description	Documents
Any additional information	**No File Uploaded**
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

551

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

2.5 - Evaluation Process and Reforms

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

mode. Write description within 200 words.

Serampore Girls' College, affiliated to the University of Calcutta, strictly adheres to the rules and regulations laid down by the University in conduction Internal Assessment.

Following the Academic Calendar, the College has adopted the practice of regular Continuous Internal Evaluation(CIE) to assess the progress of learners, to prepare the students for the university examination and to give them a scope to correct their errors. To make CIE transparent and robust, the college has introduced following reforms:

1. CIE for all papers of 20 marks each through centralized system

2. Viva- voce test

3. Internal assessment & Tutorial

- Students are notified about the CIE through the Academic calendar and Official notice on the College website in order to make the examination process transparent, time bound and efficient. As regards to frequency, for each Semester two CIEs are held before the Internal Assessment.
- External Subject Experts from other colleges are assigned to conduct practical examinations for the sake of transparency.

- Term papers and Tutorial projects comprising written test, viva voce, paper presentation, projects are evaluated on the basis of originality and creativity. These assignments are time-bound and a dateline is fixed for submission.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://www.seramporegirlscollege.org/cms/upload/webpage_docs/files/2_5_1%20FINAL%20CRITERIA%202CIE%202022-2023(1).pdf

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

bound and efficient

It is compulsory for all students to appear in the CIE. The students are assessed on the basis of the marks scored in CIE.

- After the CIE, the marks scored in CIE are walled up on the notice board. The evaluated scripts are shown to students and their grievances regarding exam related issues are addressed in doubt-clearing classes. Doubt clearing classes are conducted by each teacher after the marks of CIE are walled up. Teachers discuss the errors and justify the score to individual student to ensure that the students find the evaluation unbiased and transparent.

- Parent-Teacher meetings are conducted for those students who remain absent or fail in both CIEs. The grievances and problems of the students are addressed in these meetings. This practice makes them alert about the forthcoming final examination.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	https://www.seramporegirlscollege.org/cms/upload/webpage_docs/files/2_5_1%20FINAL%20CRITERION%202%20GRIEVANCE%20OF%20%202022-2023%20Grievances%20and%20Transparency(1).pdf

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.

The institution offers B.A/ B.Sc. Honours and B.A/B.Sc. General programmes. The college explicitly states all Programme and Course outcomes, displays them on college website and also strives towards achieving the learning outcomes objectively.

- In addition to this, students are informed about the Outcomes through the posters walled up in their departmental classrooms.
- At the beginning of their First Semester classes, the newly admitted students are introduced to the Course and

Programme Outcomes.
- Printed copies of the CO and PO are distributed among the students on the Orientation day.
- Printed copies of the CO and PO are also kept in the college library for the students
- To give the Programme and Course Outcome a successful turn, the departments take the initiatives to explain in details to the students the Examination structure of the University and the future prospect of the course.
- The Students are encouraged to imbibe the responsibility towards her society, environment and nation through interaction in the Orientation class.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://seramporegirlscollege.org/mainsite/Academics/Programme_Outcome
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.

The institution acts as a platform not only for the attainment of Academic and Professional skills, but also fosters all round development of student as a responsible human being. The assessment regarding attainment of programme outcomes and course outcomes can be categorized as:- Academic Attainment:- The CO and PO are evaluated by the institution for each student. It is calculated on the basis of the data obtained from the marks scored by them in Continuous Internal Evaluation (CIE) and End- semester University examination. Assessment Process- The attainment of PO and CO is measured in a 5 point scale for CIE and 10 point scale as per University rule, for End semester final examination. If the attainment is poor, certain measures are undertaken. For example, class notes, suggestive reading, discussion sessions, parent- teachers meeting and remedial classes are organized. The teacher takes special care of each weak student, thereby suggesting methods for improvement. Continuous Internal Evaluation- - After the results of CIE are walled up, the performance of the students are mapped in terms of Excellent/ Very Good/ Good/ Average / Poor. The class performance of the students in terms of

regularity, attentiveness, interactive and hardworking is taken into consideration. University Final Exam- After the declaration of the final University results, each department places the report of result analysis before the academic committee.

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

287

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/mainsite/IQAC/SSS

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

3.1.2 - Number of 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

0

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**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

07

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

13

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - 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

25

File Description	Documents
Any additional information	View File
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

One of the visions of our college is to empower women in a variety of ways by realizing their potentialities so that they can take their rightful place in the society, perform their rightful duties for society and Nation in future.

Regular NSS activities

- Environmental awareness in local community
- Drawing Competition was conducted among local under privileged children
- Cleanliness programme by NSS Volunteers

- **Tree plantation within and beyond campus**

Regular NCC activities

- **Statue Cleaning, awareness rally, poster making, Punit Sagar Abhiyan under Swachh Bharat Abhiyan**
- **International Yoga Day was conducted in Command Hospital, Kolkata**
- **International Millet Year campaign and awareness rally in the local community.**
- **Kargil Vijay Diwas- Statue cleaning and Poster making**

Woman Cell Activities

1. **Awareness about different social issues like rights of woman in society, gender equity**
2. **`Self-defence course build confidence levels among the students**

Other Activities –

1. **Yoga workshop increase both physical and mental fitness of the students**
2. **To protect environment and sustainable development students involve in different activities within and beyond campus to engage the neighbourhood communities in order to sensitize them in about the role of women in our society.**

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

05

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

10

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

442

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

05

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

06

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Infrastructure and Physical Facilities 1.Teaching and Learning-Classroms

32 well-furnished classrooms.

Each department room is equipped with notice boards displays CIE results and academic calendar, flex explaining program outcome, wall magazines that displays creative writing and attractive paintings, which bring forth their hidden talents.

(02) water coolers cum RO purifier and (06) water coolers

A large central library with 14584 books, e-books, e-journals, magazines, and weekly and daily newspapers (both English & Bengali).

A Department library in Geography Department can be accessed by students and academic staff for research and academic progress.

(10) well-equipped science laboratories

1.ICT Facilities- Smart Class and LMS

Among classrooms 12 ICT enable classrooms (with WiFi facility).

2 smart classrooms to conduct various academic and extra-curricular activities. These classrooms to conduct career counselling, awareness program cultural activities.

Computer centre to provides ICT/Computer skill development courses.

LMS facilities like google classroom, Google workspace for education (Google provided free of cost to our college) and a special portal in College Website are used since Covid period for teaching learning and examinations.

The College library has KOHA (ILMS software) that allows users to remotely search the library catalogue at any time and from anywhere.

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 College has well maintained infrastructure for regular cultural and sports activities

1.Cultural committee of the college along with teachers of Music Department guide students in various cultural activities. There are various equipment's in music department for practice and learning of students.

2.Cultural competitions (music, dance, recitation, drawing, poster) are regularly held.

3.3 big classrooms are equipped with sound system to conduct cultural activities.

4.Our Physical Education faculty (consisting of 2 teachers) impart valuable knowledge with regard to yoga and other sports.

5.One sprawling green playground within the college premises for playing volleyball, kabaddi, khokho, badminton, athletics and NCC training. This playground facilitates the practical of physical education department, Geography, Botany.

6.Functional gymnasium with all equipment for student practice.

7.A large number of sports equipment are managed by physical education department for demonstration and practice of students.

8.Department of Physical Education conducts a certified course on yoga instructor under NSDC and Skill Development for students' brighter future prospects.

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.

12

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

12

File Description	Documents
Upload any additional information	[View File](#)
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)

79.88

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The Central Library keeps pace with its mother institution Serampore Girls' College which started its journey in the year 1981 as an undergraduate college under the University of Calcutta. Serampore Girls'College Central library was established in 1981 along with the foundation of this college .The library of this college is an open access library with collection of approximately 14584 books. Books are classified by using DDC 23rd edition classification schedule and OCLC (Online Computer Library Centre). Library is being using Smart College, BookWorm, Smart Roster Software. The software had been installed in the year of 2010. But, due to lack of up gradation, proper training and other problem, the software became irrelevant to our current library requirement. So our Library moves to install new open source software on recommendation of IQAC and members of library committee. In the year of 2020, open source software named Koha has been installed. It is totally cloud -based and Version: 22.11.02 (rel dt 03/12/2020).It is partially automated and 24/7 access to the server. It has 24x7x365 OPAC (Online Public Access Catalogue) search facility. KOHA ILMS in Cloud Server that users can remotely search the library catalogue at any time and form anywhere

ame of ILMS software Koha

ature of automation (fully or partially) Partially

ersion 22.11.02

ear of Automation 03/12/2020

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)

0.625

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

50

File Description	Documents
Any additional information	[View File](#)
Details of library usage by teachers and students	**No File Uploaded**

4.3 - IT Infrastructure

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

The College has adequate IT facilities for providing environment for academic and administrative operations, and is well maintained and upgraded regularly.

- **Internet Facilities**
    - **2018-19: Two Optical Fibre Broadband Connection of Alliance Broadband with connection distribution over LAN.**
    - **2019-20: Two Optical Fibre Broadband Connection of Alliance Broadband with connection distribution over LAN. Wi-Fi network in office block for administrative work.**
    - **2020-21: Two Optical Fibre Broadband Connection of Alliance Broadband with connection distribution over LAN. Wi-Fi network in office block for administrative work.**
    - **2021-22: Two Optical Fibre Broadband Connection of Alliance Broadband with connection distribution over LAN. Wi-Fi network in office block for administrative work**
    - **2022-23: Three Optical Fibre Broadband Connection of Alliance Broadband with connection distribution over LAN for Office, Swami Vivekananda Bhawan (2nd & 3rd floor) & Old Building (2nd floor) respectively. JIOFIBER Wi-Fi network for students and teaching staff in Vidyasagar Building, Wi-Fi access in administrative block**
- **IT Facilities**
    - **Desktop and Laptop Facility**
        - **67 Desktops and 5 laptops**
    - **Printing Facility**
        - **10 Printers, 3 Scanners**

- ■ **03 Photocopier machine**
- **Power Backup Facility**
    - ○ **AC Generator (diesel)**
    - ○ **50 UPS**
- **Audio-visual learning facility**
    - ○ **21 Projectors for all departments**
    - ○ **2 digital boards**
    - ○ **03 classrooms with sound system**
    - ○ **3 Mobile audio system with microphone**
    - ○ **02 smart classrooms**
    - ○ **2 LED Televisions**
- **Security Surveillance Facility**
    - ○ **32 HD CCTV cameras with recording & live streaming facility**
- **IT Facility in Library**
    - ○ **PC terminal for catalogue browsing**
    - ○ **Photocopier**
    - ○ **Online OPAC search portal**
    - ○ **Free Wi-Fi.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

65

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

A. ? 50MBPS

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)

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	**No File Uploaded**
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.

Institute continuously strives to meet the growing needs of the academics making available adequate physical infrastructure and constantly upgrading facilities in order to provide a good teaching learning environment. Academic Council/IQAC convenes regular meetings to assess the infrastructural facilities and requirements.In order to ensuremaintenance and optimum utilization, various systems and procedures are established so as to benefit all the stakeholders. Administrative officer of the Institute oversees the campus maintenance which includes buildings, classrooms, laboratories, hostels, playground, lawns etc. Cleaning, Dusting, Sweeping and Mopping, Maintenance of Garden, Pest control, entire campus snag work etc. is undertaken daily by the housekeeping staff. Institute has a workforce of Carpenters, Masons, Electricians and Plumbers for repair work. CCTV cameras have been placed at strategic places to help in maintaining discipline and a sense of security, in addition to Security Guards hired through an external private agency. The Institute has deployed Fire Alarm Systems too. Files relevant to Library and Library services are well maintained and labelled for easy access. Periodic servicing and calibration of equipment/instruments are carried out in all the laboratories. System Administrator is responsible for the

maintenance of computers and IT facilities.

File Description	Documents
Upload any additional information	**No File Uploaded**
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

1054

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

37

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	**Nil**
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

1582

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

1582

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	**No File Uploaded**
Details of student grievances including sexual harassment and ragging cases	[View File](#)

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

21

File Description	Documents
Self-attested list of students placed	[View File](#)
Upload any additional information	[View File](#)

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

5.2.2.1 - Number of outgoing student progression to higher education

90

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

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

2

File Description	Documents
Upload supporting data for the same	[View File](#)
Any additional information	[View File](#)

5.3 - Student Participation and Activities

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

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

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

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

Serampore Girls College is a vibrant institution that prioritizes the holistic development of its students. With a strong commitment to fostering a well-rounded educational experience, the college actively encourages and facilitates students' representation and engagement in a diverse range of activities.

The college provides ample opportunities for students to participate in administrative, co-curricular, and extracurricular activities. This inclusive approach not only enhances the students' academic journey but also contributes significantly to their personal and professional growth.

From representing their peers in administrative matters to actively participating in co-curricular events and engaging in various extracurricular pursuits, students at Serampore Girls College find a platform to express their talents and interests. The institution's supportive environment empowers students to take on leadership roles, develop essential life skills, and build a strong sense of community.

At Serampore Girls College, the emphasis on student involvement goes beyond the classroom, creating a dynamic and enriching educational experience that prepares young women for success in all facets of life.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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

The Alumni gives a strong support to the institution. An active Alumni Association can contribute in academic matters, student support as well as mobilisation of resources. The alumni association of Serampore Girls' College Alumni Association (SGCAL) was formed in the institution from 2007 and was registered in 2015. The alumni also has significant contribution in college activities such as:- Saraswati Puja, College Social, Cultural and Sports activities with children from the local neighbourhood. During the Covid pandemic period the alumni association had been non-functional. It was again re-formed in 2022 under the name "The Alumni Association of Serampore Girls' College" and was registered in 2023. Academically the alumni also helps in conducting career counselling awareness programme for the students of respective departments. In the year 2022-23, five departments conducted such programme. Two members of the alumni have provided technical assistance for the preparation of College Website . The present President of Alumni Association is at present working as Assistant Professor of Sanskrit Department. The present Secretary of Alumni Association is at present working as State Aided College Teacher I. A member of the alumni has been appointed as a guest teacher in the Department of Bengali.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

File Description	Documents
Upload any additional information	**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

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 do academic activities that rigorously follows academic calendar for the attainment of a Degree in honors and general course.**
2. **Introduction of subject specified add on courses to achieve excellence in the subject**
3. **Introduction of skill development course along with soft skill, life skill, communicative skill and personality development workshop/course to achieve employability skill for future.**
4. **Grooming to do community work through NSS, NCC to spread the feeling of Nationalism, team work and human values amongst the new generation.**
5. **Encourage students to participate in sports and cultural**

competitions for all round development.

File Description	Documents
Paste link for additional information	https://seramporegirlscollege.org/mainsite/About/Vision_Mission
Upload any additional information	View File

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

The college seeks to provide better opportunity to all its stake holders to participate in the decision- making process of the administrative and academic matters. The administrative and academic structure of the college is designed to promote participative management. 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

File Description	Documents
Paste link for additional information	https://seramporegirlscollege.org/mainsite/Administration/Governing_Body
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

1. **Series of class tests/tutorials: Continuous internal examination for both honours and general according to a centralized routine has been arranged twice within one semester in 2022-23 session.**
2. **Wall Magazine: This is another healthy practice in which students are assigned topics from their syllabus. They work happily putting their efforts to wall up a magazine on their respective display board which in curricular based, yet well designed.**
3. **Imparting education/lesson through e-resources: Use the digital technology (ICT), videos, online courses etc. for making them resourcefully aware of advanced technology motivating the students to take active participation.**
4. **Certificate Course: We have started various job oriented certificate courses (Yoga training, Communicative English, Data entry operator) for both the current and outgoing students.**
5. **A large number of research papers are being submitted and books being published with ISBN numbers. MOOC, SWAYAM are the other sources that are of importance for further development and seminars are being conducted for the general awareness of the teachers and students.**
6. **Solar power plant has been installed according to the plan.**
7. **Academic and Administrative audit by external members was conducted in 2023 under auspices of IQAC.**

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

As it is a govt. aided college and follows all govt. orders and policies of the dept. of higher education, govt. of WB. Development and long-term policies are taken by college authority which is the governing body of the college.

Administrative set up:

Governing body is the authority of the college. The governing body consists of Principal, Three teachers' representatives, one representative from non-teaching staff, two representatives from affiliating University, two representatives from state government, one representative from WBSCHE. Among these members GB president is local MLA and principal is the Secretary.

Appointment:

College authority appoints assistant professors recommended by West Bengal College Service Commission.Contractual/visiting/guest teachers are appointed after interview taken by the expert committee of the college. Non-teaching staff are appointed by the GB of the college as per the order of the dept. of higher education.

Service rule:

Service rules including promotion and leave rules for teachers and non-teaching staff are as per orders of the government of West Bengal.

Career advancement scheme of teachers is done following UGC order and the concurrence order of the state govt. Promotion rules of non-teaching staff are as per govt. order.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	https://seramporegirlscollege.org/mainsite/Administration/Organogram
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination — **A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**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, study leave, maternity leave, child care leave, duty leave (for orientation program, refresher course, short term course, participation in seminar, workshop) etc. as per uniform leave rule as per order no. 762-Edn(CS)/2L-10/08 Dated 3rdDecember, 2009 and by the dept. of higher education, govt. of West Bengal for govt. aided colleges.**
- **Non-teaching staff also avail similar leaves as per the dept. of higher education, govt. of West Bengal for govt. aided colleges.**
- **There are pension and gratuity, leave encashment for 300 days and benefit of GPF for the government appointed**

teachers and non-teaching staff.

- For non-teaching and SACT* there is provision of bonus granted by govt. of WB every year whose salary is below 35000/ per month.
- Provision of refundable and non-refundable loan from GPF from college.
- Recovery based advanced for occasion are available for non-teaching staff from college fund.
- For non-teaching staff and SACT*Swastha Sathi Scheme, Govt. of west Bengal has been implemented.
- Bonus for casual staff before Durga puja.
- Use of Gymnasium by teaching and non-teaching staff.

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

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

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

13

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

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

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

1

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

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

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

47

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

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

- **e-diary for teachers**
- **University results for every semester is entered in excel sheet and result analysis is done. Principal discusses**

performance of every department based on the analysis. Teachers share their innovative teaching practice among themselves.

- Before promotion every assistant professor submits filled up academic Performance indicator format of department of higher education to IQAC. 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. If the yearly and or periodic score exceeds the minimum marks prescribed in the order 1373-Edn(CS)/5P-52/98 dated 07.12.2017 then it is processed for promotion. An expert team is formed with one or two subject experts from affiliating University, one from department of higher education and principal to measure the performance of the assistant professor.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.4 - Financial Management and Resource Mobilization

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

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.

Governing body approved Internal audit team –completed financial audit for the year 2020-21, 2021-22,2022-23.

There was no objection in the audit report

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

1.07

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

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

- **Every academic department and library of college submits requirements to convener, finance subcommittee. Requirements for other infrastructure and other activities are raised in teachers' council meeting and from students. All these requirements along with estimates are discussed in finance committee meeting and recommendation of finance committee are placed in GB meeting for approval.**
- **Govt. grant and CSR grant for specific purpose are spent for that and Utilization certificate are submitted.**
- **College purchases equipment and books at minimum quoted price after taken comparative statement from minimum three quotation.**

2022-23

CSR grant- PC Chandra Group

Development of drinking water infrastructure facility

1,07,000

02.03.2023

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

• Various Skill development Course and Add on courses were organized by various departments and committees for the academic enrichment and development of skills. This all courses were undertaken in collaboration with different institution and organization through MoU.

• IQAC regularly advises the Women Cell to organize Gender Sensitization programme and Self Defense Workshop for increasing the awareness and confidence among the students.

ICT classes were gradually increased augmenting required infrastructure. Computer center has been established to take several computer-based skill development courses like Webel Computer Application programme.

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

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

IQAC held several meetings in online and offline mode during

the period of five years. The meetings were held with the members of IQAC and all teaching staff for assessing the progress being made in the teaching learning process, 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 from the session 2021-22. This system was continued in the session 2022-23.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.
- After publication of semester wise University results office staff of the college prepare statistical data using excel sheet of results for each paper student wise. Result analysis is taken. In joint meeting of academic committee and IQAC these analyses are discussed regularly department wise. Principal points out the departments where students are not performing all. Some teachers discussed about the strategies to improve student's performance.

File Description	Documents
Paste link for additional information	https://seramporegirlscollege.org/mainsite/IQAC/IQAC_Minutes
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File](#)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

As a girls college- the vision of College is to Educate, Enlighten and Empower the students of the college. In accordance to that the mission is to groom the students to be Self-Confident, Self-reliant and Responsible Citizens of the country. To achieve that mission the institution has set up Women Cell- comprised of Teaching and Non-teaching staff for regular gender sensitization of the students.

A large number of students of the college are from minority category, reserved categories, lower income group and 1st generation learners. They are unaware and deprived of the opportunities, scopes and rights available to them. Some of the problems that are faced by them are Domestic Violence, Health Hazard, Deprived of Equal opportunity in Education and Financial Insecurity. In order to raise awareness among the students- the Women's Cell of our college organizes several Sensitization Programs where they get a platform to share and discuss their experiences. To combat physical assault and to be mentally and physically strong, students are trained for Self-defense.

Initiative

1. Women Cell-

  - **Health Check Up for girls' students**
  - **Gender sensitization programs including Seminar Lectures**

- with students interaction and Films Shows
- **Awareness program on Legal rights of Women**
- **Awareness program on Child care and Birth Control and Health checkup for Local Women.**
- **Lecture program and interaction with the doctors on Sexually Transmitted Diseases.**
- **Seminar lecturers on Health Hazards and the precautionary measures for Women.**
- **Awareness program on Domestic Violence during Lockdown.**
- **10 day Workshop on Self Defense through Karate Training program**

File Description	Documents
Annual gender sensitization action plan	https://seramporegirlscollege.org/mainsite/Administration/Gender_Audit
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://assessmentonline.naac.gov.in/storage/app/hei/SSR/105897/7.1.1_1704622188_13493.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**A. 4 or All of the above**

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

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

In our College we recycle or safely dispose of wide goods, computers and electrical appliances. Use reusable resources and containeras and avoid unnecessay packiging wherepossible. Always purchase recyled resources where these are both suitable

and available. Composting and vermi composting of soiled organic waste have been considered as economically available and sustanaible waste management technologies. However waste often content pollutants, heavy metals that are toxic to decomposer micro organisms. Thus heavy metals are challenged for successful biological treatment waste may also content a mixture of organic pollutants that certain microbes, such as microlgae are known to degrade. Understanding the roll of Vermicomposting as a management tool in mitigating soild organic wastage our college has build a Vermicompost plan. It is not worthy to maintain that a microbes also play a pivotal roll in the degration process, whereinthe enzymes secret during the process aid in the decompositionofcomplex molecules into sympler compounds. Also the extracerricular polymeric substance secreted by the earthworm under the metal stress service as a souce of newtrients for the bactria to flourish. Our college has a well-designed vermicompost plan. 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	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File

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

D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for

A. Any 4 or All of the above

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**

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 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**A. Any 4 or all of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	[View File](#)
Certification by the auditing agency	**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,	**C. Any 2 of the above**

mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Policy documents and information brochures on the support to be provided	**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).

- Inclusivity through Multilingualism:

- Encourages a multilingual approach with Hindi, Bengali, and English.

- Ensures effective communication and equal access to education.

- Fosters unity and understanding among diverse linguistic backgrounds.

- Promotion of Civic Responsibility:

- Establishes the Electoral Literacy Club.

- Educates students about voting rights and procedures.

- Empowers informed and responsible citizens.

- Active engagement in the democratic process contributes to society.

- Values Education:

- Offers Value Education lectures.

- Instills ethical perspectives in students.

- Prepares them for academic success and moral navigation.

- Cultivates a sense of responsibility towards society.

- Clear Code of Conduct:

- Prominently displayed for students and staff.

- Cultivates a harmonious campus environment.

- Encourages mutual respect and ethical behavior.

- Supports conducive learning and personal growth.

- Support for Diversity:

- Commits to supporting minority and reserved category students.

- Provides government scholarships.

- Eases financial burdens.

- Ensures equitable access to education and opportunities.

- Promotes social equity.

In summary, this institution stands as a beacon of holistic and inclusive education, emphasizing civic responsibility, values, and diversity. Its active efforts in fostering national integration aim to nurture well-rounded, responsible citizens who contribute positively to society, embodying the ideals of a vibrant and inclusive educational community.

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

- Constitutional Awareness: Engages students in understanding constitutional duties through Youth Parliament programs.

- Financial Assistance: Offers tuition fee concessions and informs students about financial support schemes.

- Special Privileges: Grants social advantages during admission to socially disadvantaged students.

- Mentorship: Regular mentor-group meetings create a supportive learning environment.

- Gender Equality and Legal Awareness: Organizes awareness programs on women's issues and legal aid.

- Cultural Diversity: Celebrates diversity and engages with local underprivileged children through extracurricular activities.

- Festive Celebrations: Enthusiastically celebrates cultural festivals and national days, promoting unity among diverse students.

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	C. Any 2 of the above

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

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

- Institutional initiatives to celebrate International and National Commemorative Days- To make the students aware and responsible towards their Nation, its Culture and Heritage the college regularly commemorates National and International Days through various programs.

- Celebration of Birthdays of Great Personalities.
- Celebration of Republic Day and Independence Day
- Celebration of Swachh Bharat, International Yoga Day, Teachers Day, International Women's' Day, Hindi Divas, English Language Day, World Philosophy Day, International Mother Language Day, Martyr's Day, World Heritage Day and Millet Day
- Celebration of Earth Day, Ozone Day, Environment Day and Prevention of Pollution Day.

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

7.2 - Best Practices

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

Best practice 1: Empowerment and Resilience: A Journey through Women's Self-Defence

OBJECTIVE:

The self-defence program aims to enhance physical and mental health while addressing to safety concerns. It rejuvenates the mind and body while focusing on stress management.

CONTEXT:

Building confidence and addressing potential threats.

Practice:

A 10-day certificate course was conducted with 64 attendees

Evidence of Success:

- **Certification and best performance award**

Outcome of the Course

The students achieved training in the technique of martial art.

Problems Encountered:

- Lack of awareness about the importance of Self defense
- Conservative family background
- Lack of proper diet

Resources Required

- Fund to recruit trainers and reward the students.
- Explore diverse avenues for program expansion and improvement

Best Practice 2: Automotive Vehicle Free Campus

Objective:

- Pollution-free environment

- Reduces carbon footprint, promotes sustainability.
- Encourages bicycle usage

Context:

Fostering environmental awareness and practical application.

Practice:

The college enforces a strict ban on Automotive vehicle , designates bicycle stands, and uses awareness posters

Evidence of Success:

The success of the initiative is evident in the high participation of students and teachers in cycling and walking.

Problems Encountered

Challenges include limited space for cycle stands

Resources required

- Funding for cycle stand expansion and traffic management resources.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	**No File Uploaded**

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

Capacity building through Various Skill Development Course.

With the mission of promoting all round development of the students, the college endorses capacity building through various Skill Development Courses. The Skill Development courses are designed around a discipline to train students on the hands-on skills in their respective fields of study areas.

Objective:

- **Empowering individuals with the necessary tools for capacity building and employability.**
- **Equip students with necessary resources, guidance, and skills**
- **For personal, academic, and professional development.**
- **To develop self-confidence through a disciplined training programme.**

Practice:

- **Regular awareness programs to enhance students' employability skills, soft skills, life skills, communicative skills, and personality development**
- **Organization of various skill development courses to prepare students for the job market.**
- **Yoga and self-defence courses and workshops to enhance students' physical and mental fitness and confidence**

- **Students participate in career counselling workshops facilitated by external experts from the government and non-government sectors.**

Outcome:

- **.Certification of enrolled students after completion of course**

- **Awareness about eligibility requirements in job market.**
- **Nurtures their mental health.**
- **The Job Fair provided a training ground for testing their employability skill.**

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

Plan of action for the next academic Year

- **To strive towards holistic development of the students in order to provide them a better future**
- **To set up an Archive for upholding the rich heritage of Serampore**
- **To create a linkage between the institution and the industry for job opportunities through skill development programme**
- **To set up Psychological lab and Language lab for the students.**
- **For enhancing the academic outlook of the students more Add –on and Value – added Courses will be commenced.**
- **To undertake activities for conservation of the Environment**
- **To escalate activities aimed at Community development**
- **To augment Library service by installing RF-ID**
- **To set up college auditorium**