



Yearly Status Report - 2018-2019

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 own campus		Yes
Phone no/Alternate Phone no.		03326623723
Mobile no.		9674238715
Registered Email		serampore_girls_college@yahoo.co.in
Alternate Email		serampore.girls.college@gmail.com
Address		13 T.C. Goswami Street
City/Town		Serampore
State/UT		West Bengal
Pincode		712201
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Semi-urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Sayanti Mukhopadhyay (Talukdar)
Phone no/Alternate Phone no.	919831068384
Mobile no.	7044967019
Registered Email	iqacsgc@gmail.com
Alternate Email	serampore_girls_college@yahoo.co.in

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://seramporegirlscollege.org/wp-content/uploads/2019/01/WBCOGN13397-Serampore_Girls_college_AQAR_17-18.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://seramporegirlscollege.org/wp-content/uploads/2019/03/academic-calender.jpg

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B+	80	2007	31-Mar-2007	30-Mar-2012
2	B	2.34	2016	19-Jan-2016	18-Jan-2021

6. Date of Establishment of IQAC	17-Dec-2007
---	-------------

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Hygiene & Cleanliness awareness	18-Jul-2018 1	24
View File		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Serampore Girls College	Installation of Napkin Vending machine	Higher education, Govt. of West Bengal	2019 0	65696
Serampore Girls College	Construction of College Building	Higher education, Govt. of West Bengal	2019 0	100000
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

5

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

Introduction of the Certificate courses for the students.

Introduction of Science Subjects like Zoology, Botany, Chemistry etc.

Regular monitoring of the academic performances of the students.

"IQAC has organized an International Seminar on 26th June, 2019: Topic: 'Women's Emancipation: its Strategies and challenges in Literature and Society' Organised by Bengali Department in collaboration with "Global Multidisciplinary Research Organization". "

Installation of Biometric Machine.

[View File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
All Departments plan to conduct extension lectures, faculty exchange, student seminars.	Students are greatly benefitted as it reflected in their presentation skills and also in their examination results.
All departments will prepare program outcome, program specific outcome and course outcome and wall up all these for students' benefit.	Done internally department wise
View File	

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body	04-Sep-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

23-Feb-2019

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

The College has software regarding Student Management System to collect fees, for confirmation of different types of scholarships applied by the students, for preserving records of student's promotion and other information of students. The salary of the all employees of the college comes through pay packet given by Department of Higher Education, Govt. of West Bengal through Integrated Financial

Part B

CRITERION I – CURRICULAR ASPECTS**1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Institution has taken up several academic measures over the last few years for the curriculum development leading to overall improvement of students both academically and personality shaping, fostering/ building their confidence and skill. (a) Series of class tests/ tutorials: Each department conducts these tests every month, semester-wise, enabling the students to prepare their lessons well in advance before they appear for final semester examinations. Teachers are therefore in a position to assess their progress and also suggest remedial measures. (b) Parents-Teachers-Students Coordination Programme: Each department organizes Students-Parents-Teachers coordination programme every academic session that are arranged to seek parents' suggestions for improvements of the department. This is essentially a mutual awareness programme in which there is one-to-one participation involving exchange of ideas, opinions leading to all round development of teaching-learning method and the required facilities. Parents are informed about their wards' academical excellence/ debacle/ attendance in class through these programmes. (c) Annual Academic Excursion: Academic excursions are held in every academic session keeping the students' interests in mind to the extent that their educational aspirations are fulfilled along with entertainment in the friendly ambience. (d) Faculty Exchange Program/ Extension lecture: In faculty exchange programme, teachers of one department is to impart lecture on a related topic to the students of another department and vice-versa thus fostering mutual coordination and understanding benefitting the students. Institution also holds extension lectures, department wise, by professors of other colleges for the students with a view to guide and inculcate in them a deep insight into the specific topic of discussion thus engaging them in interaction as well. (e) Students' seminars: These seminars are held with a view to encourage and inculcate extensive reading habits and presentation skills in students. The students are highly benefitted and their response too is satisfactory. (f) Quiz contest Sessions: These sessions motivate the students to go through their lessons thoroughly enabling them to face questions of various types. Such practice encourages healthy competitions among the students, helping them to relax their minds from monotonous studies and exercising their brains simultaneously. (g) Open House Session: This is another important development of Institution. A set of questionnaire is being prepared for the students in accordance to which their answers are sought regarding the growth of the department in every sphere including Departmental library, availability of books, teaching-learning methods, aids and extra -amenities required. Students' suggestions are taken into account and through this practice, we address their grievances, if any, thus resolving them in the process. (h) 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-boards which is curricular based, yet uniquely designed. (i) Imparting education/lessons through e-sources: Use of digital technology, videos, online courses etc for making them resourcefully aware of advanced technology motivating the students to take active participation. (j) Certificate Courses: Introduction of Certificate in Information Technology Application under Department of Sport and Youth Affairs, WB.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certificate in Information Technology Application [CITA] under Dept. of Sports and Youth Affairs, Govt. of West Bengal.	NA	03/01/2019	178	Official Work	Basic knowledge of Computer Application

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NA	Nil
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	ARTS	01/07/2018
BSc	Science	01/07/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	40	Nil

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
NA	Nil	Nil
No file uploaded.		

1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Socio- Economic Survey of Rural Village- Khayrabari, Jalpaiguri- (2nd year Hons.)	33
BSc	Socio-Economic survey of Ramnagar Mouza- Singur. (General) Part-II	15

BSc	Population Diversity on Biramnagar Primary School (2nd Sem General)	12
BA	Educational tour : Visit to William Carry Museum	32
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

<p>Feedback Obtained</p> <p>The institution obtains feedback under 4 sections for the overall development of the institution. The 4 sections are A- From the end of the Student, B- From the end of the Guardian, C- From the end of the Principal and D- From the end of the Teaching Staff. The feedback is primarily obtained through online process in the framework of a definite Questionnaire. Some of the areas that are being emphasized under the different sections of the Feedback process are cited below. a- From the end of the Student- The questionnaire primarily focuses on certain sections in order to have a more comprehensive analysis of the existing circumstance. The sections that are mainly focuses are 1- The communication skill of the teacher 2- The level of interest generated by the Teacher on definite subject 3- The amount of the syllabus covered by the Teacher during an academic session 4- The number of Seminars, Debate, Quizes organized by the department. 5- The amount of learning material provided by the department under the new CBCS system 6- The evaluation process undertaken by the teachers of the department at regular interval. 7- The results of analysis of the evaluation process by the teachers of the department with the students and their guardians 8- An analysis of the health care, sanitation, drinking water, canteen and other facilities 9- The amount of co-operation provided by the College office 10- The co-operation provided by the College office regarding different issues 11- The type of Career Counselling provided by the institution in respect to their academic and non academic performances. 12- The amount of space provided by the institution for generating and participating in co-curricular activities for the students. 13- The act of the teaching authority as a monitoring body and acting as a Bridge thereby catering to the needs of students b- From the end of the Teachers- The questionnaire primarily focuses on certain sections in order to have a more comprehensive analysis of the existing circumstance. The sections that are mainly focuses are 1- The student attendance and performance 2- The amount of learning resources provided to the Student by the Library 3- The College office co-operation provided to the students 4- The participation of students in activities like Seminar, Quiz, Debate, Co-curricular and NCC and NSS. 5- An analysis of the Guardian meet conducted at regular interval 6- Student's perception about the existing syllabus 7- The amount of other resources in terms of financial aid and other scholarships provided to the students. The data in terms of the result are stated to each and every department of the college through an Open House</p>

Program for the overall development of the institution. The results of the Feedback in terms of the Perception about the Syllabus both from the end of the Students and Teacher are well coordinated to the Board of Studies by our faculty members.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	BSc general	30	18	2
BSc	Computer science honours	25	23	9
BA	B.A.General	370	1181	357
BA	Philosophy Honours	50	118	29
BA	Political Honours	55	130	55
BA	History Honours	55	125	45
BA	Education Honours	60	193	52
BA	Sanskrit Honours	60	159	55
BA	English Honours	60	200	47
BA	Bengali Honours	60	374	50

[View File](#)

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	2105	Nil	22	Nil	Nil

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
22	19	11	4	4	2

[View File of ICT Tools and resources](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

1. Our institution mentors students through academic assessments. 2. Students are also mentored through grievance cells wherein their complaints and suggestions are taken into account and addressed accordingly. 3. Through seminars held on prevention of sexual harassments at work places, effected through the concerned cells. Seminars and various programmes are conducted to address the matter and bring about significant motivation and awareness regarding the “Girl-Child” harassed and traumatized from early age both at domestic sphere and later at work-place. 4. Students’ aid fund created and maintained by teachers. 5. Aid funds/ Half-ship/ free ship for the students who have regular attendance in classes and have bright prospects academically but from poor economic background. However there is no formal procedure of mentoring followed as such other than informal one to one guidance received by the studnets form the teachers but we are in the process of introducing fromal mentoring in the next session 2019-20

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
Nill	Nill	Nill

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
35	22	13	2	15

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	NA	Nill	NA
No file uploaded.			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	HONOURS	semeseter 1	03/01/2019	21/02/2019
BA	HONOURS	semeseter 2	12/07/2019	30/08/2019
BA	HONOURS	PART-III	27/04/2019	25/06/2019
View File				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institution undertakes certain definite steps or method to initiate and regulate the Internal Reform process. The methods are a- They are made aware of the process by the teachers of their definite departments in their Orientation Program, primarily undertaken at the beginning of their academic session. b- The evaluation process has questions both from the University Exam Pattern and also in relation to their understanding of the Subject matter. c- The resulting marks of the Students are uploaded by the Faculty members in the University

Portal. d- The result of the evaluation process undertaken is displayed in the Departmental Notice Board and the Parents are notified about the overall development of their Wards in the Parents- teachers meeting. It is necessary to state that the Result is analyzed by the Faculty members on the basis of the Pass percentage of the students. This Pass percentage is calculated by dividing the total no of Students appeared and passed in the exam. In addition to that student's participation in Class lecture, Departmental programs and their attendance are also taken into account. The Principal takes a review of the Results. e- Remedial classes are also conducted for the students who are basically slow learners. At the end of every course the faculty member undertakes doubt clearing classes for the betterment of the students. f- The faculty members appointed by the University of Calcutta as member of the Board of Studies convey messages to their respective Board.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Our institution prepares a year-planner-cum-Academic calendar for every session. Likewise an academic calendar for the session 2018-2019 has also been prepared and adhered to for BA/BSc students. [Details are given in the Academic Calender] As per the calendar the examinations and other curricular activities are carried on with special emphasis on teaching-learning improvement and general betterment of the students.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://seramporegirlscollege.org/sgc/docs/student_outcome_report18-19.jpg

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Honours	BA	Nil	209	203	97
GENERAL	BA	Nil	356	189	53
Honours	BSc	Nil	18	18	100
GENERAL	BSc	Nil	10	7	70
No file uploaded.					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://seramporegirlscollege.org/sgc/docs/student_satisfaction_survey_2018-19.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	0	Nil	Nil	Nil

No file uploaded.

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NA	NA	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	Nil	NA
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	Nil
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
0	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	PHILOSOPHY	2	0
National	EDUCATION	9	0
National	BENGALI	1	0
International	EDUCATION	1	0
View File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
BENGALI	2
POLITICAL SCIENCE	1
URDU	1
SANSKRIT	1
COMPUTER SCIENCE	1
EDUCATION	2
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	NA	NA	Nil	0	0	Nil
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	Nil	Nil	Nil	0
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	Nil	3	4	Nil
Attended/Seminars/Workshops	9	11	8	Nil
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Summer Internship	NSS Unit I II	2	30
Special Camp	NSS Unit I II	2	40
Raksha Bandhan Celebration at Crashor Home (Community)	NSS Unit I II	2	25
THAL SENA GROUP COMPETITION	16 BENGAL BN NCC	1	4
CATC 9- CAMP	21 BENGAL BN NCC	1	1
CATC 11- CAMP	21 BENGAL BN NCC	1	1
NAMCHI SIKKIM TREK	21 BENGAL BN NCC	1	2
LRDC- LOCAL REPUBLIC DAY CAMP	NCC WEST BENGAL SIKKIM	1	2
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Calcutta University Convocation Award	Best Volunteer Award	University of Calcutta	1
View File			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat	Serampore Girls' College	Camping on a slum community	2	30
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
The college undertakes Intra College Faculty Exchange Programme.	45	institution	1
View File			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NA	NA	NA	Nil	Nil	NA
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NA	Nil	NA	Nil
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
7000000	6272245

Added	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NA	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
0	0	0	0

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Our college has adopted procedures and policies for maintaining and utilizing physical, academic and support facilities. Laboratory: Different well-equipped laboratories have been set up with required amenities to provide adequate help to the students of different streams as per their subject and syllabus. Computer laboratory has ample number of computers that students can avail and computer-training lab is well maintained, training being imparted whole heartedly. Science laboratories, over the years have been functioning effectively as well providing students with the scope to deal with lab-based science subjects with special emphasis on scientific- technological aspects- Physics/ Electronics etc. Geography Laboratory is another important aspect where students have been working with lot of enthusiasm with special emphasis on topography. Respective teachers of departments have been guiding the students with great dedication. Library: Our Institution maintains a well-organised, advanced Library with E-resources that has approximately (2,22,325) number of books of different subjects . Students are encouraged to sit and study at the library and avail books of their respective subjects thus enabling them to prepare their lessons independently, besides being taught in class. The library of our college is also a big step towards providing benefit to those students who are not economically strong to afford private tuition, buy books, more so in a way that students in general do not find it necessary as well. Sports complex: Our Institution has been very keen in maintaining sports-ground/complex that has held many sports competitions/ Annual sports and have witnessed several talents over the years awarding sports champions each year giving them inspiration as well. Physical education as an elective subject forms part and parcel of our college with adequate, well-equipped gymnasium that has had enthusiastic students learning and participating. Students participate in college as well as several district competitions, university competitions and inter-college competitions. Hence, physical health of students has been taken care of. Computers: computer education/ computer training is one of the major focus of our Institution. A large number of students have been benefitted so much so that they have taken jobs in which computer-education has been extremely helpful. College has intro certificate courses under the auspicious department of youth affairs and Sports/ government of West Bengal.

Classrooms are well-maintained with adequate blackboards, desks, chairs, fans, light as per requirements. Special care has been taken to procure projectors and other advanced technology in the classrooms to keep the students abreast of the modern times making them self-sufficient individuals, still leaving scope for further infra-structural development due to financial crisis.

<https://seramporegirlscollege.org/sgc/aqar4.4.2.php>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Half and full Free of Tuition Fee	66	16075
Financial Support from Other Sources			
a) National	Various state and central schemes	943	13818100
b) International	NA	Nil	0

[View File](#)

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Certificate in Information Technology Application (CITA)	03/01/2019	40	Department of Sports and Youth Services, Govt. of West Bengal

[View File](#)

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	NA	Nil	Nil	Nil	Nil

No file uploaded.

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
31	19	35

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		

Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NA	Nil	Nil	NA	Nil	Nil
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	53	B.A. and B.Sc. from Serampore Girls' College	Bengali, English, Sanskrit, Philosophy, Political Science, History, Education, Computer Science	University of Calcutta, St. Xaviers' College, Ashutosh College	M.A. and M.Sc.
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Civil Services	Nil
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Intra College Cultural competition	College Level	32
Annual Sports	College Level	174
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	TSFI 6th National Tang Soo Do Championship 2018, recognised by Delhi Olympic Association (2nd Nov -	National	1	Nil	Nil	Priyanka Singh

4th Nov,
2018)

[View File](#)

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Activity of students' council and representation of students on academic and administrative bodies/ committees of the Institution. Previous Students' Council has been dissolved as per Government decision. No Students election has been held in different colleges of West Bengal. Hence there is no students' representation in academic and administrative bodies/ committees despite this, students actively participate in different programs of the college enthusiastically.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Alumni Association (SGCAL) was registered in the year 2015 under Society Registration Act but non functional for the session 2018-19

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

Alumni associatio was non functional for the session 2018-19

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Our Institution carries out practices of decentralization for smooth running and functioning. For any Institution to maintain its academic/ curricular standards 'Decentralization' of the responsibilities among the staff/ teachers is a major factor. There are different committees headed by the conveners to perform different activities, relating to academic/ extracurricular activities, conducting University examinations and administrative activities as well. Convener of each committee presents his/her innovative ideas to perform the activities of that specific committee. Members of every committee hold discussions among themselves and execute/ implement different rules and regulations accordingly. The List of Committees and the Conveners: a) IQAC 1. Principal, Chairman 2. Dr. Sayanti Mukhopadhyay (Talukdar), Co-ordinator b) Academic Committee: 1. Principal 2. Smt. Chandrima Roy (Convener) c) Admission committee: 1. Anita Khasnobis (Convener) d) Purchase Committee 1. Dr. Malancha Lahiri, Bursar (Convener) e) Building Committee 1. Dr. Bimal Mondal, Governing body Member (Convener) f) Campus Beautification Committee • Gardening 1. Smt. Tanusree Samanta (Convener) • Building Cleaning 1. Principal 2. Dr. Malancha Lahiri (Convener) g) Magazine Committee 1. Dr. Arindam Bhattacharya (Convener) h) Cultural Committee Dr. Sayanti Mukhopadhyay (Talukdar) i) Committee for Sports and Youth Affairs 1. Sri. Shyamal Kr. Daripa (Convener) j) Students' Union 1. Principal 2. Smt. Chandrima Roy k) Women's Cell 1. Dr. Sarmistha Maitra (Convener) l) Grievance redressed Cell 1. Dr. Goutam Banerjee (Convener)

m) Committee for CAS and other financial matters for staff 1. Dr. Sampa Sarkar (convener) n) Research and Journal Committee 1. Dr. Sampa Sarkar (Convener) o) NSS Advisory Committee (NSS unit 1) 1. Dr. Arindam Bhattacharya (Program Officer) Participative Management a. There is a representation of teachers and non-teaching staff in governing Body which has a power to take decisions on major activities of the college pertaining to overall development. b. There is effective representation of teaching and non-teaching body. They take decisions regarding major financial planning of the college.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	As per order of government of West Bengal, college has introduced online admission system since last 4 years. Hence admission of students is in accordance to merit.
Industry Interaction / Collaboration	is not applicable.
Human Resource Management	University, Department of Higher education, Non-teaching, Treasury conduct workshops in various fields, one day training programs are held and participation is satisfactory.
Library, ICT and Physical Infrastructure / Instrumentation	Our college has well maintained library wherein books are distributed liberally among the students. 2018-2019 No. of books Rs./cost Newly added books: 492 1,10,841 Total text books: 282 77,768 Total Reference books: 210 38,073 Magazines: 19 643 However there is scarcity of books for the syllabus recently introduced at CBCS (choice based credit system) in the absence of any book grants by the UGC. Due to paucity of funds, required no. of books cannot be purchased: thereby the demand/ requirements of the students cannot be fulfilled satisfactorily. • ICT: 6 rooms have ICT facilities. Physical infrastructure/ Instrumentation Required instruments are unavailable for newly introduced subjects like physical education, music etc.
Research and Development	A research committee has been created. It undertakes national seminars/ publication and research work (Ph.ds). 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 teachers and students. An International seminar was being organized by Bengali Department topic - 'Women's' emancipation': It's strategies and challenges in Literature and Society. An International Journal is to be published consisting of the research papers submitted in this seminar

Examination and Evaluation

There are series of examinations which are held regularly as per University rules/Curriculum. Besides, our college takes extra measures to improve the general learning and results of students at the University level. Year Planner-cum Academic calendar (session 2018-19): i. Initial Assessment for Semester-I: 3rd week of November'18 ii. Tutorial classes: As per routine iii. Test for Semester-I: 4th week of November'18 iv. Test for Part III students: 2nd week of December'18 v. Test for Part II students : Last week of January'18 vi. Final Exam for Semester-I: 2nd week of December'18 vii. College Remedial Coaching for 3rd year students: January'19 viii. College Remedial Coaching for 2nd year students: February'19 Academic calendar for B.A/BSc. Semester-II students (Jan'19-June'19): i. Submission of Project/Term paper for Honours students: Last week of March'19 ii. Submission of Project/Term paper for General students: 1st week of April'19 iii. Internal examination of all Semester-II students: 3rd week of May iv. Tutorial/Practical/Project examination: 4th week of May'19 v. Tentative date for final examination for B.A./B.Sc. semester II 2019: 2nd week of June'19

Teaching and Learning

1. Faculty Exchange Program/ Extension lecture: In faculty exchange programme , teachers of one department is to impart lecture on a related topic to the students of another department and vice-versa thus fostering mutual coordination and understanding benefitting the students. 2. Students' seminars: These seminars are held with a view to encourage and inculcate extensions reading habits and presentation skills in students. The students are highly benefitted and

their response too is satisfactory. 3. Quiz contest Sessions: These sessions motivate the students to go through their lessons thoroughly enabling them to face questions of various types. Such practice encourages healthy competitions among the students, helping them to relax their minds from monotonous studies and exercising their brains simultaneously. 4. Open House Session: This is another important development of Institution. A set of questionnaire is being prepared for the students in accordance to which their answers are sought regarding the growth of the department in every sphere including Departmental library, availability of books, teaching-learning methods, aids and extra-amenities required. Students' suggestions are taken into account and through this practice, we address their grievances, if any, thus resolving them in the process. 5. 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-boards which in curricular based, yet uniquely designed. 6. Imparting education/lessons through e-resources: Use of digital technology, videos, online courses etc for making them resourcefully aware of advanced technology motivating the students to take active participation. 7. Certificate Courses: Another recent development. Moreover there is Departmental Seminar/Lecture Programs by eminent persons.

Curriculum Development

University Curriculum pattern is being strictly adhered to as per University Stature. Besides, we follow our own innovative measures for the enhancement of the students' learning. 1. Series of class tests/ tutorials: Each department conducts these tests every month, semester-wise, enabling the students to prepare their lessons well in advance before they appear for final semester examinations. 2. Parents-Teachers-Students Coordination Programme: Each department organizes Students-Parents-Teachers coordination programme every academic session that are arranged to seek parents' suggestions for improvements of the

department. 3. Annual Academic Excursion: Academic excursions are held in every academic sessions keeping the students' interests in mind to the extent that their educational aspirations are fulfilled along with entertainment in the friendly ambience.

Research and Development

1- One Day Awareness Workshop on Swayam MOOC- Teaching/ Learning in a Digital Age was conducted on 17th July 2019 by Serampore Girls' College in collaboration with Indian Institute of Technology, Kharagpur. The Workshop was conducted by Mr Shib Sankar Das, Centre for Education Technology, IIT Kharagpur. 2- The Bengali Department of our College has organized an One day International Seminar on Women's Emancipation and Challenging Aspects in Literature and Society on 26th June 2019 in collaboration with Global Multidisciplinary Research Organization. The Seminar was conducted by Speakers- Dr Ismail Md Zain- Former Senior Lecturer, Malaysia Teacher's Institute of Education- Director, Dynamic Global Vision, Prof Debjani Gupta, Department of Education- University of Kalyani, Former Director for Women's Studies- University of Kalyani, Dr Sandip Mondal- Department of English- University of Calcutta and Dr Chandan Khan- Department of Bengali, Parimal Mitra Smriti Mahavidyalaya Mal, Jalpaiguri West Bengal. The Seminar was followed by Publication of a Book, which is in due process.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
<p>Planning and Development</p>	<p>Some specific planning like application for RUSA grant are submitted online. Rashtriya Uchchar Shiksha Abhiyan holistic scheme of development for higher education are submitted online along with the hard copy.</p>
<p>Administration</p>	<p>We appraise the stakeholders through the website we upload the AQAR (Annual Quality Assurance Report) which is the yearly appraisal of college activities is uploaded for the perusal of the stakeholders. Also, activities like day to day affairs of the college, recruitment of the guest lecturers, circulating the tender notice etc are done through e-governance.</p>

<p>Finance and Accounts</p>	<p>Finance: All government grants, including salary are received and disbursed through e-governance. Students receive all government aids through e-governance. Accounts: affairs of college accounts are conducted through e-governance.</p>
<p>Student Admission and Support</p>	<p>Student Admission takes place through 100 online procedures (e-governance). Support: students receive various types of scholarships which are provided by Central/State Governments and other private organizations. Hence the office of the college, after verifying the documents of students properly, confirm their application for scholarship online. Scholarships are credited to students' bank accounts.</p>
<p>Examination</p>	<p>6.2.2 : Implementation of e-governance in areas of operations: • Planning and Development: Some specific planning like application for RUSA grant are submitted online. Rashtriya Uchcharat Shiksha Abhiyan holistic scheme of development for higher education are submitted online along with the hard copy. • Administration: We appraise the stakeholders through the website we upload the AQAR (Annual Quality Assurance Report) which is the yearly appraisal of college activities is uploaded for the perusal of the stakeholders. Also, activities like day to day affairs of the college, recruitment of the guest lecturers, circulating the tender notice etc are done through e-governance. • Finance and Accounts: Finance: All government grants, including salary are received and disbursed through e-governance. Students receive all government aids through e-governance. Accounts: affairs of college accounts are conducted through e-governance. • Student admission and Support: Student Admission takes place through 100 online procedures (e-governance). Support: students receive various types of scholarships which are provided by Central/State Governments and other private organizations. Hence the office of the college, after verifying the documents of students properly, confirm their application for scholarship online. Scholarships are credited to students' bank accounts. • Examination: It includes processing of form-fill-up</p>

for examination, Admit card generation, Review, students' DR (Description Roll) which bears presence and absence of students, all are carried out online (through University online procedures). Result: All processing of examination is done through the university portal online. Examiners of the respective examinations upload the marks online. All publication/ review are done online.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	NA	NA	NA	Nil
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	NA	NA	Nil	Nil	Nil	Nil
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
7 Days workshop, Organized by MHRD	1	04/02/2019	11/02/2019	7
35th Orientation Programme under North Bengal University.	1	04/09/2018	01/10/2018	26
Women Studies, Refresher Course, Ranchi University.	1	06/07/2018	26/07/2018	20

The U.N and the Global Perspectives of Human Rights (Inter-disciplinary), Refresher Course, Jadavpur University.	1	01/11/2018	26/11/2018	25
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	2	2	2

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
West Bengal University and College Teacher Health Scheme	Swasthya Sathi Scheme, Govt. of West Bengal	nil

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

In every 2 years, Government approved auditors(external auditors) approved by Education Directorate, Department of Higher Education, Government of West Bengal audit college accounts and submit certificate of audit. At present, Government audit upto financial year 2018-19 has been completed.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	NA
No file uploaded.		

6.4.3 – Total corpus fund generated

1378941

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Null	No	Null
Administrative	No	Null	No	Null

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

- Parent teacher meetings are done regularly for each department and feedback from parents are taken regarding the students' preparation at home.
- On the other hand parents are informed by the teachers about their wards' progress in

class thereby providing enough scope for improvement. • These kind of Parent Teachers coordination Program facilitates learning and doing quite well in the examinations.

6.5.3 – Development programmes for support staff (at least three)

nil

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Certificate courses have been introduced. 2. Introduction of science subjects like Biology, Chemistry etc. 3. Laboratories/ Computer Training Centres have been started and Physical Education as a subject too has been introduced.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	One day Seminar on Nation Institutional Ranking Framework	07/06/2018	07/06/2018	07/06/2018	50
View File					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Take Control : Enjoy Life Speaker : Dr. Hasi Mukherjee Dr. Subrata Sarkar	17/07/2018	17/07/2018	452	Nil
Women's Day Celebration : Seminar on Women Issues Speaker : Dr. Maitree Bose Biswas Dr. Farjana Saheen Dr. Nandita	08/03/2019	08/03/2019	163	Nil

Mukherjee				
Reach out Program for Local Women: Organised by Women's Cell and Alumni Association Speaker : Dr. Bandana chakraborty	10/04/2019	10/04/2019	41	Nil

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
1. ENVS is a part of the syllabi. Each student is to take it as a compulsory subject and submit projects after rigorous field work. 2. Both NSS and NCC have conducted Swachh Bharat Abhiyaan both inside and outside the campus.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	10

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
Nil	2	2	Nil	1	2	2	300
View File							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
NA	Nil	NA

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
NA	Nil	Nil	Nil
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. NSS organizes special camps for plantation of trees in various village areas, and within the college campus for promoting greenery. 2. NSS campaigns for plastic free zone within the campus. 3. NCC takes initiatives in conducting 'Swachha Bharat Abhiyaan' outside the campus. 4. Students are encouraged to make posters highlighting the necessity of eco-friendly environment in and around the college campus. 5. We tried to make our campus plastic-free by systematically banning the use of plastics and replacing the same with suitable environmental friendly substitutes like newspaper packets/ Sal and banana plant leaves.
--

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

- **Best practice (Academic):** Regular presentation of seminar papers by students on University prescribed syllabus and preservation of those papers in the respective Departments for benefit of other students as examples.
- **Eco-friendly plastic free-zone:** It is one of the best practices that has already been taken up as an important measure for preservation of environment which is to be further developed.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://seramporegirlscollege.org/sgc/bestPractices.php>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Kanyashree is an initiative taken by the Government of West Bengal on 14th August 2013 to improve the life and the status of the girls by helping economically backward families with an incentive in term of Cash. There are three prime objectives of this scheme first, deterring marriage till at least the age of 18, which indeed will reduce the risks of early pregnancies, child mortality, and other debilitating health conditions. Secondly, to continue their education since enrollment in School and Colleges is the prime basis for securing the Grant, which indeed will provide them a footing in the social and economic sphere. Thirdly, this enrollment in an educational institution for securing the scheme in term of cash is in a way development of the Human Resource and indeed increase their Self esteem as a Gender itself. In June 2017 United Nations honours, Kanyashree with the highest public service award. It was ranked the best among 552 such social sector schemes from across 62 countries that were nominated for the coveted award. Under the Kanyashree Prakalpa there has been two conditional cash benefit components. 1. The first is K1, an annual scholarship of Rs. 1000/- to be paid annually to the girls from 13 to 18 years of age group for every year that they remain in education, provided they are unmarried at the time. 2. The second benefit is K2, a one-time grant of 25,000/-, to be paid when girls turn 18. It is necessary to state that till 2017-2018 family income was set forth as an criteria to disseminate the Cash but from 2018-2019 it was taken out. What is important is not only to avail the Grant, but more important is to disseminate the Grant among the section who is in need of it. In respect to that our Institution has been at the forefront in the Hooghly district for securing, arranging and distributing the fund among the students of our institution. Under this Scheme the institution provides both K1 and K2 to students on the basis on certain conditions. First, if a student date of birth is below 18 years, then she can opt for K1 renew which was started in the school. Secondly, if a student K1 is done in the school, then she carries that forth at the college level for K2. Thirdly, if any student has not done K1 and is below 18 years then she can freshly apply for K1. Fourthly is any student has done K2 at the school level and have received the incentive then she cannot apply for K2 any further at the college level. In case of K1 the amount is Rs 1000 per year while for K2 it is Rs 25000 one time. The student has to have educational linkage with the college and as criteria have to be unmarried. A short overview of the different types of scholarship provided by the institution along with the number of students benefited out of it is given below.

Provide the weblink of the institution

<https://seramporegirlscollege.org/sgc/aqar7.3.php>

8.Future Plans of Actions for Next Academic Year

We have already complied with the plans of action that were taken in the last academic session 2017-2018 ? Proper infrastructure and resource development has been initiated for the CBCS (Choice Based Credit System) examinations that have been in progress since 2018. It is in full swing and classes, examinations, evaluations are functioning smoothly (ofcourse there is scope for further improvement). ? Language Lab has been introduced as per NAAC recommendation. ? Our institution has a newly constructed three storied building which is used for teaching learning process facilitating suitable learning environment and Administrative section has also been shifted to the newly constructed building. ? Certificate course is introduced in computer training under Department of Youth Affairs of Government of West Bengal.