YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

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

2.Institutional status

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

- Financial Status **Grants-in aid**

- Name of the Affiliating University **University of Calcutta**

- Name of the IQAC Coordinator **Dr. Sayanti Mukhopadhyay (Talukdar)**

- Phone No. **9831068384**

- Alternate phone No. **7044967019**

- Mobile **7044967019**

- IQAC e-mail address **iqac@seramporegirlscollege.org**

- Alternate e-mail address **serampore_girls_college@yahoo.co. in**

3.Website address (Web link of the AQAR (Previous Academic Year) https://seramporegirlscollege.org/sgc/aqar.php

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_CALENDAR_2020-21-H1.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B+**	**76**	**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
Institutional	Corporate Social Responsibility	Larsen and Toubro Serampore	2020/ 1year	85000
Institutional	Vidhayak Unnayan Tahabil	Government of West Bengal	2020 /1 year	44600

8.Whether composition of IQAC as per latest NAAC guidelines   Yes

- Upload latest notification of formation of IQAC   No File Uploaded

9.No. of IQAC meetings held during the year   2

- 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. Smooth running and functioning of CBCS curriculum in the year 2020-2021 with special emphasis upon mentoring for which forms were distributed among students which they filled up and their grievances were addressed by the teachers and adequate measures were taken 2. Continues internal assessments by all departments (humanities and Science) 3. Successful functioning and conducting of skill enhancement courses in computer training, communicative English, and arts and craft by skilled and trained teachers. ICTbased classes also. 4. the Year 2020-2021 due to continuation of global pandemic Covid 19 our college conducted online classes till November 2021.

We, teachers, motivated the students to join online classes so that normal running of classes could be possible as a part of the New Normal 5. From 16th Novemeber 2021 offline classes has been started maintaining Covid protocol. Students of Semester 1 and Semester 3/5 attended classes on alternative days to maintain Covid measures.

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
Nil	**Nil**

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	**08/12/2021**

14.Whether institutional data submitted to AISHE

Part A
Data of the Institution

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• Name of the IQAC Coordinator	Dr. Sayanti Mukhopadhyay (Talukdar)

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- Name of the statutory body

Name	Date of meeting(s)
Governing Body	08/12/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	27/02/2022

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

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

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

20.Distance education/online education:

Extended Profile

1.Programme

1.1	11

Number of courses offered by the institution across all programs during the year	
File Description	**Documents**
Data Template	View File

2.Student

2.1	**2150**
Number of students during the year	
File Description	**Documents**
Data Template	View File

2.2	**408**
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	**465**
Number of outgoing/ final year students during the year	
File Description	**Documents**
Data Template	View File

3.Academic

3.1	**56**
Number of full time teachers during the year	
File Description	**Documents**
Data Template	View File

3.2	**56**
Number of Sanctioned posts during the year	

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

4.Institution

4.1 Total number of Classrooms and Seminar halls	**35**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**19.09**
4.3 Total number of computers on campus for academic purposes	**54**

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

We honor traditional chalk and talk methods for classroom teaching. Besides this, we have taken the following measures.

a.We emphasize on students understanding and execution of the class lectures. Hence we always promote the interest in their original interpretations of the lesson provided in the classroom by the teachers.

b.We also encourage group discussions on the prescribed syllabus provided by the university.

c.Students also participate in frequent classroom quizzes conducted by the specific subject teachers. d.Extempore speeches are also encouraged to chisel their quality of defending their causes/proposals during any challenging interview they may face during their professional career.

e.students' seminars are regularly held on their prescribed syllabus.

f.Their understanding of classroom lectures are also sometimes substantiated by limited educational tours.

g.The periodical wall magazines are regularly put up on contemporary issues and topics that are taught in class by all the departments of science and humanities.

File Description	Documents
Upload relevant supporting document	**No File Uploaded**
Link for Additional information	**Nil**

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

Under the system of the Three Year Degree Course (the last batch enrolled in 2017), the progress of the students was monitored by Continuous Internal Evaluation. It enables the students to work upon their own strengths and weakness before appearing for the University examination. Continuous Internal Evaluation methods includes the following: Mid-Term examinations and Selection Tests are conducted before the final examination. Class tests following the completion of a few topics are followed by respective departments of the college. Remedial classes also take care of students in need of special assistance and their answers are evaluated by subject teachers so that they do not lag behind and are able to cope with the rest of the class. With the introduction of the Choice Based Credit System (CBCS) in 2018, the college has accepted and welcomed several new teaching-evaluation methods. The Continuous Internal Evaluation (CIE) in turn has become far more structured than before and has undergone several critical reforms. Continuous Internal Evaluation (CIE) has gained a formal acceptance in measuring and assessing course outcomes. Under the CBCS, the reformed Continuous Internal Evaluation (CIE) includes the following: Internal assessment has been assigned 10 weightage for every Core and Generic courses in both General and Honours streams in each semester. Tutorial Examinations carry 30weightage in every course to map the progress of the students. Home Assignments and Class Tests at the end of each unit/ topic/ chapter are an integral part to analyse academic progress of the students. The assignments provided to students encourage them to refer to text and reference books to find out the answers and understand the expected objective of the given problem.

File Description	Documents
Upload relevant supporting documents	**No File Uploaded**
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	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

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)

0

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	**No File Uploaded**

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

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

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

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 Prospectus contains a section on the code of conduct for the students, including the various rules and regulations which must be adhered to both inside and outside the classrooms, the library, and the common room. It is distributed to the newly-admitted students at the beginning of each academic session.

http://seramporegirlscollege.org/sgc/cocts.php

http://seramporegirlscollege.org/sgc/cocst.php

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

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

3

File Description	Documents
Any additional information	[View File](#)
Programme / Curriculum/ Syllabus of the courses	**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

114

File Description	Documents
Any additional information	[View File](#)
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File](#)

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	D. Any 1 of the above

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

1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://seramporegirlscollege.org/sgc/aqar.php

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

918

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

220

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

The learning levels of students are assessed through various academic programmes. During this session of lockdown all such academic programmes were carried out virtually through online interactions. After one month from the commencement of the courses, both Honours and General, students who scored below 50% were marked as slow learners. Students scoring above 70% were marked as advanced learners. Remedial classes were organized for slow learners along with special class tests. The improvements made by the slow learners after attending the remedial classes are assessed by special class tests for slow learners. The corrected answer scripts are shared with them and instructions are provided for further progress. For advanced learners, Students' Seminars were organized where they presented their papers before the students and the teachers. Quiz contests were organized for both slow and advanced learners by individual departments. To encourage the students, the best performers were also awarded. Advanced Learners write 'Book Reviews' which are preserved by the departments for junior students.

Link for documents

https://drive.google.com/drive/u/5/folders/16Cv8NmFcpyyLvGXX44OIrwa_w2MydcFg

File Description	Documents
Link for additional Information	[https://seramporegirlscollege.org/sgc/aqar.php](#)
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
2150	54

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

2.3.1: Teaching learning Process

To make the teaching –learning process more effective, experimental learning, participative learning and problem-solving methodologies are a common practice. Study tours are organized, wall-magazines are prepared every year. As the entire period was under lockdown, such participative learning processes were hampered. International, National, State level Webinars were organized by all the departments. Students' Seminars, Extension lectures were organized on online platform. Students actively participated in such seminars and interacted with the resource persons. They expressed their views and shared their ideas on various field of study. The students of some departments along with their teachers prepared departmental e-Magazines which were uploaded in college website and departmental what's app groups. Students of some departments of both Honours and General courses have written their term papers on various subject related topics. These term papers were submitted online to the departmental teachers for evaluation. Viva-voce for students was also conducted. Book reviews written by some students were also a part of participative learning. Course related departmental Quiz was organized to make teaching learning process more interesting. In such sessions students discussed and shared their knowledge with other students. To solve subject related problems, special doubt-clearing classes were organized. Students were provided an online forum to clear their doubts. Open House programs organized during this period, gave a scope to the students to share their problems with the teachers.

Link for documents

https://drive.google.com/drive/u/5/folders/10CVuKePmsRt9d2xfJFkcfX IwHrgWusId

E magazine link – https://www.seramporegirlscollege.org/dept/uploa d/Geography/2021-01-1709:27:04amSGC%20SPECTRUM%20WEBZINE.pdf

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	https://seramporegirlscollege.org/sgc/aqar.php

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

2.3.2

As the entire period was under lockdown, the entire teaching-learning process was carried out virtually through online interactions. To make the process interesting, he teachers made use of ICT tools. Power point presentations were extensively used by sharing screens in Zoom and Google Meet platforms. Study materials were shared through Google classrooms and whats app groups. You-tube lectures were uploaded in the college website for students of. Class tests were conducted through Google forms and Google classrooms. Various study materials downloaded from Google and prepared by the college teachers were uploaded in the departmental page of the college website. PDF versions of the text books and reference books were shared in the respective whats app groups as hardcopies of the books were not available to the students during lockdown. You-tube lectures and study materials uploaded in the college website were the e-resources supplied to the students during the pandemic.

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

webinar link- https://seramporegirlscollege.org/sgc/webinar.php

Bengali-

Botany- https://youtu.be/rAOK7qcFT-M

Urdu- https://youtu.be/lV1IplVoHiE

Physics- https://youtu.be/hl-poms51tU

Math and computer Day1- https://youtu.be/BWPFwgOC9BI

Day-2 https://youtu.be/syApVvsTAAw

Economics- https://www.youtube.com/watch?v=h-kmuCTjsFY&feature=youtu.be

History- https://www.youtube.com/watch?v=uIXLBaytZsU

Music- https://youtu.be/A6aPV0O_Foc

Department of Bengali-
http://seramporegirlscollege.org/sgc/department.php?did=Bengali

Department of English-
http://seramporegirlscollege.org/sgc/department.php?did=English

Department of Sanskrit
http://seramporegirlscollege.org/sgc/department.php?did=Sanskrit

Department of Education- http://seramporegirlscollege.org/dept/upload/Education/2020-05-1912:58:04pmEDUCATION,%20Programme%20Outcomes-converted.pdf

Department of Geography-
http://seramporegirlscollege.org/sgc/department.php?did=Geography

Department of Philosophy-
http://seramporegirlscollege.org/sgc/department.php?did=Philosophy

Department of History-
http://seramporegirlscollege.org/sgc/department.php?did=History

Department of sociology -
http://seramporegirlscollege.org/sgc/department.php?did=Sociology

Department of Hindi-
http://seramporegirlscollege.org/sgc/department.php?did=Hindi

Department of Urdu-
http://seramporegirlscollege.org/sgc/department.php?did=Urdu

Department of Physical Education- http://seramporegirlscollege.org
/sgc/department.php?did=Physical%20Education

Department of Music-
http://seramporegirlscollege.org/sgc/department.php?did=Music

Department of Economics-
http://seramporegirlscollege.org/sgc/department.php?did=Economics

Physics-
http://seramporegirlscollege.org/sgc/department.php?did=Physics

Mathematics-
http://seramporegirlscollege.org/sgc/department.php?did=Mathematic
s

Chemistry-
http://seramporegirlscollege.org/sgc/department.php?did=Chemistry

Zoology-
http://seramporegirlscollege.org/sgc/department.php?did=Zoology

Botany-
http://seramporegirlscollege.org/sgc/department.php?did=Botany

Electronics- http://seramporegirlscollege.org/sgc/department.php?d

```
id=Electronic%20Science
```

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://seramporegirlscollege.org/sgc/aqar.php

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

44

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

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	View File

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

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

21

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

473

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.

Internal assessments (including initial assessment and class tests) were conducted by every department. Internal assessment was conducted after the first month of the commencement of the course. This was followed by two class tests for each paper in the following two months. Prior to the commencement of the End term Examination, Internal assessment of the University was organized with proper notification on online mode. To maintain transparency of the Internal assessment, the students were notified a week prior to the date of the assessment about the time and schedule of the assessment. After the assessment the marks were shared either in the what's app group or Google classrooms and the screenshots of their corrected and evaluated answer scripts were shared with them. A special doubt-clearing class was arranged to clarify their mistakes and instructions were provided for rectification and improvement.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	https://www.seramporegirlscollege.org/sgc/#

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

In order to reach out to each and every student of the institution, the students were officially notified in departmental what's app groups and college website about the date and time schedule of the assessment. To prevent the student from overlooking the date of assessment, the students were instructed about the online tests even in their online classes. To cater to the transparency of the evaluation process, the marks scored by the students are shared in the respective what's app groups. The grievances, if any, were discussed and solved in the doubt-clearing class held after the assessment. The mistakes were pointed out by the teachers and proper instructions were given for improvement.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	https://www.seramporegirlscollege.org/sgc/#

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.

By course outcomes (CO)we mean the narrow statement describing significant and essential learning that learners have achieved and can reliably demonstrate at the end of a course. These relate to the skills, knowledge, and behavior that students acquire in their curriculum through the course. Serampore Girls' College is affiliated to University of Calcutta. It follows the curriculum and syllabus framed by the University of Calcutta. In our college responsibility of framing Course outcome is given on Academic Committee. Each departmental head has frame appropriate course outcomes of their Honours and General Programme in consultation with members of the department and submit it to the academic committee before the beginning of academic session every year. The CO statements are defined by considering the syllabus covered in each module of a course. By using the action verbs of learning levels, COs will be designed. Generally, four to five course outcomes may be specified for each course base on its weights. The convener of the academic committee finalizes COs of each department after reviewing each COs in tune with mission and vision of the college. The final version of Course Outcomes are communicated to students, Guardians and alumni for their awareness in four ways. COs are available online in each departmental page in college website(www.seramporegirlscollege.org) which help the students to compare different COs before admission. All entry level students have to undergo an orientation program. Each class teacher demonstrates Course outcomes of their respective courses in orientation day which is printed on departmental syllabus book of the college. It is also displayed in flex print at the departmental class room. Side by side COs also available in departmental notice board.

Table 1: Mechanism of Communication: The ways to communicate Course Outcome to students, parents and alumni

How Published?

Where Published?

How Disseminated

Print

Syllabus book of departments

Distribution and explain to students on orientation day

Print in paper

Department Notice boards

Self-reading by students, parents and alumni

Print in Flex

Class rooms/ Laboratories ·

Self-reading by students, parents and alumni

Online

Department in college Website

Available for Self-reading in public domain

Please click on the link to obtain Course outcome of each Programme

Department of Bengali-
http://seramporegirlscollege.org/sgc/department.php?did=Bengali

Department of English-
http://seramporegirlscollege.org/sgc/department.php?did=English

Department of Sanskrit
http://seramporegirlscollege.org/sgc/department.php?did=Sanskrit

Department of Education- http://seramporegirlscollege.org/dept/upl

oad/Education/2020-05-1912:58:04pmEDUCATION,%20Programme%20Outcome
s-converted.pdf

Department of Geography-
http://seramporegirlscollege.org/sgc/department.php?did=Geography

Department of Philosophy-
http://seramporegirlscollege.org/sgc/department.php?did=Philosophy

Department of History-
http://seramporegirlscollege.org/sgc/department.php?did=History

Department of sociology -
http://seramporegirlscollege.org/sgc/department.php?did=Sociology

Department of Hindi-
http://seramporegirlscollege.org/sgc/department.php?did=Hindi

Department of Urdu-
http://seramporegirlscollege.org/sgc/department.php?did=Urdu

Department of Physical Education- http://seramporegirlscollege.org
/sgc/department.php?did=Physical%20Education

Department of Music-
http://seramporegirlscollege.org/sgc/department.php?did=Music

Department of Economics-
http://seramporegirlscollege.org/sgc/department.php?did=Economics

Physics-
http://seramporegirlscollege.org/sgc/department.php?did=Physics

Mathematics-
http://seramporegirlscollege.org/sgc/department.php?did=Mathematic
s

Chemistry-
http://seramporegirlscollege.org/sgc/department.php?did=Chemistry

Zoology-
http://seramporegirlscollege.org/sgc/department.php?did=Zoology

Botany-
http://seramporegirlscollege.org/sgc/department.php?did=Botany

Electronics- http://seramporegirlscollege.org/sgc/department.php?d
id=Electronic%20Science

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

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

Description 2.6.2: Method of measuring the level of attainment of POs, PSOs and COs

Attainment is the action or fact of achieving a standard result towards the accomplishment of desired goals. Primarily attainment is the standard of academic attainment as observed by test or examination result.

CO – PO & PSO Mapping

In Serampore Girls' College a general method is formulated to measure the attainment of POs, PSOs and COs for all program. For that Course Outcome is mapped to Programme Outcomes (PO) and Programme Specific OutComes (PSOs). The method of mapping is in such a way that the attainment of Course Outcome (CO) will contribute to the attainment of Program Outcome (PO) and Programme specific outcome. The Procedure followed for measuring attainment of Course Outcomes in our college is a direct measure. It is

calculated by using the data obtained from marks scored by the students, from the Continuous Internal Assessment (CIA) and final exam results. The tests which are conducted in the semester and which are assessed by respective course teacher is named as Internal Assessment (IA). For the regular monitoring we conducted three such tests with one month interval. The tests which are conducted by university is named as External Assessment (EA). As the information about the marks is readily and directly available after each assessment method it is called as Direct Assessment (DA). As the result of external examination is obtained at the mid of the next semester, there is no scope to adopt any measure for the improvement of the slow learner and the betterment of advanced learner. So the academic committee takes a resolution that we have to focus on CIA to improve result of the respective semester. The CIA result is used to measure the attainment of POs, PSOs and COs. Academic committee asked every teacher to frame questions for CIA in such a way that it covers COs, POs and PSOs. For that each department followed CO-PO-PSOs mapping (The blank table is provided in given link). COs are already stated for each programme in 2.6.1. Following NAAC we adopted 7 POs. we hoped that students of all undergraduate degree programme at the time of graduation will be enable for 1) Critical Thinking 2) Effective Communication 3) Social Interaction 4) Effective Citizenship 5) Ethics 6) Environment and sustainability 7) Self direct and lifelong learning. Programme specific outcome is constructed by respective subject teacher. The marks obtained by students in each CIA is then used to measure attainment level in two ways. One, as overall class attainment and second for each individual student. Full marks of each CIA is 20. We measure attainment level in five point scale. Poor (<30), Average (30

Table 1: CO-PO-PSO mapping

Course Outcome

Programme Outcomes

Programme specific outcomes

Critical Thinking

Effective communication

Social interaction

Effective Citizenship

Ethics

Environment and Sustainability

Self -directed and lifelong learning

PO1

PO2

PO3

PO4

PO5

PO6

PO7

PSO1

PSO2

PSO3

CO1

CO2

CO3

CO4

Effective Citizenship

Ethics

Environment and Sustainability

Self -directed and lifelong learning

CO5

Average CO

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

465

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	https://seramporegirlscollege.org/sgc/aqar.php

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://seramporegirlscollege.org/sgc/aqar.php

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

NIL

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

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

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

NIL

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

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

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

21

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

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

6

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

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

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

11

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

3.3 - Extension Activities

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

Serampore Girls' College promotes extension activities in the neighbourhood community for sensitizing students to social issues and their holistic development. The collegeprovide the students with an opportunity to extend their classroom knowledgement into practical experience. Through its diverse community oriented programmes and activities focused at holistic development of students with community, the NSS, NCC, Women cell, Department of Sociologyof the collegeaim at developing a sense among students about attachment to the community, utilizing their knowledge in finding solutions to community problems, acquiring leadership qualities and democratic attitudes, developing capabilities and skills to meet emergencies and natural disasters and participating

in community services by actively involving in various campaigns and programmes.

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

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

0

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

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

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

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

24

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

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

0

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	[View File](#)

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

3

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The Serampore Girls' College (SGC) is largely spread over 3538.8 square metre with sprawling lawns, classrooms, gym, health Centre, laboratories and much more- all of which caters to the requirements of young learners and faculty. Since 1981, the institution has garnered much appreciation for setting up 28 classrooms, 7 laboratories and a computer room for the students with limited funds and dedicated leadership. But during the period of 2020 to 2021, the college was largely closed to due to the outbreak of corona virus, as a result the offline teaching shifted to an online mode. The Faculty of SGC conducted ICT classes, seminar and other academic activities (Faculty Exchange, Quiz, Student Seminar, Webinar, Practical Classes) in an online mode.

File Description	Documents
Upload any additional information	No File Uploaded
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 a dedicated gymnasium room for students. The institution has indoor and outdoor sports facilities accessed by students, teachers and administrative staff of the college. During the lockdown period, this room was not accessible much but college administration ensured regular cleaning and maintenance of equipment to ensure its longevity and productivity.

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

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

11

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

11

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

11.68

File Description	Documents
Upload any additional information	**No File Uploaded**
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 Library of SGC uses KOHA, a partially enabled software with 18.11 version installed in 2020.

File Description	Documents
Upload any additional information	**No File Uploaded**
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	**B. Any 3 of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<u>View File</u>

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

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

1.15

File Description	Documents
Any additional information	**No File Uploaded**
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)	<u>View File</u>

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

19

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

4.3 - IT Infrastructure

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

The institution has IT facilities that are accessed by the teaching and non teaching staff for academic and administrative purposes. Although, the college was shut for a long time, the institution took initiative for updating software's in computers, regular cleaning of computers. The LAN facility and the computer room was often used by teachers to upload marks and complete university exam related activities during the lockdown period. The usage of technological products was less during this time frame but regular maintenance was undertaken from time to time. There are 54 computers used by students for learning software.

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

4.3.2 - Number of Computers

54

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

4.3.3 - Bandwidth of internet connection in the Institution	**C.10 - 30MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
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)

11.68

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.

Our college has facilities for regular cleaning and maintainance purposes. There are cleaning staff individuals entrusted with such responsibility.To coordinate with the work the college has created committee that assist in such work.But during lockdown the committees cannot work physically.But whenever college reopened the committtee members supervised selective activities.

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

788

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
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

26

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	**E. none of the above**

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	**No File Uploaded**

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

0

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	**No File Uploaded**

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	**No File Uploaded**
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

0

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

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

5.2.2.1 - Number of outgoing student progression to higher education

131

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	View File

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

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

government examinations) during the year

0

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

5.3 - Student Participation and Activities

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

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

0

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

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

The academic year 2020-2021 could not facilitate much activities. However, some of the departments have conducted online activities, such as NCC, NSS. NCC conducted Swachhta Pakwada awareness rally in and around the campus. They also conducted Open Dafecation Free rally and celebrated Consitution Day in College on 5th December 2020. NCC also participated in the World Blood Donor Day 14th June 2021. NCC students donated blood on that specific day. NCC students have also participatrd in the statue cleaning on Kargil Vijay Diwas.

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

0

File Description	Documents
Report of the event	**No File Uploaded**
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)	**No File Uploaded**

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

We have a registered Alumini Association in the college that is registered in the name , Serampore Girls' College Alumi Association (SGCAL). It was started in the institution from 2007 and was registered in 2015. However, the activities could not be carried forward due to restrictions imposed by COVID 19 crisis.

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

5.4.2 - Alumni contribution during the year	**E. <1Lakhs**

(INR in Lakhs)

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

4. To provide quality higher education and career guidance

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

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

Our organization performs decentralization practices for smooth running and efficiency. Decentralization of responsibilities

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

Different Committees: a) IQAC b) Academic Committee c) Admission Committee d) Purchasing Committee e) Building Committee f) Campus Beautification Committee Two Subparts Garden and Building Cleaning g) Magazine Committee c) Cultural Committee i) Sports and Youth Affairs Committee) Students Union K) Women's Cell l) Grievance Redressed Cell m) Committee for CAS and other financial matters for staff n) Research, Journal and Seminar Committee o) NSS Advisory Committee p) Library Committee q) Routine Committee r) Vishakha Cell s) Anti-Ragging Committee t) Anti-Ragging Squad u) RTI Cell v) Internal Complaints Committee w) Inclusive Growth Cell

Participatory management

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

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

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

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

During the period 2020-21, all academic activities were carried online due to pandemic Covid-19 and lockdown following it.

Curriculum Development:

University curriculum pattern is being strictly adhere to as per University stature. Besides we follow our own innovative measures for the enhancement of the students' learning. All class test/ tutorials/parents - teachers' programmes were held online -

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 in final semester examinations.
2. Parent-Teacher-Students coordination program: Each department organizes Parent-Teacher-Students coordination program every academic session that are arranged to seek parents' suggestions for improvements of the department.
3. Annual academic excursion: Could not be held because of the pandemic in 2020 -21.

Teaching and Learning:

1. Faculty exchange program/ Extension lecture: In faculty exchange program teachers' of one department is to impart lecture on a related topic to the students of another department and vice versa. Fostering mutual coordination and understanding benefits the students.
2. Student's Seminars: Seminars are held with a view to encourage and inculcate extensions reading habits and presentation skill in students. The students are highly benefited and their response too is satisfactory.
3. Quiz contest session: These sessions motivate students to go through their lessons thoroughly enabling them to face questions of various types. Such practice encourages healthy competitions among 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 the 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 their practices 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 board which in curricular based, yet well designed.

6. Imparting education/lesion through e-resources: Use the digital technology, videos, online courses etc. for making them resourcefully aware of advanced technology motivating the students to take active participation.

7. Certificate Course: We have started various job oriented certificate courses for both the current and outgoing students.

Examination and Evaluation: Series of examinations are held regularly as per University curriculum. Besides, our college takes extra measure to improve the general learning and result and results of students at the University level. Academic Calendar (Session- 2020-21) (i) Initial assessment for semester- 2021 (ii) Tutorial classes as per routine. (iii) Final exam of Semester-II, IV & VI: August 2021 (iv) Remedial classes 6TH semester students.

(v) Submission of term paper for honours students: 2nd week of June2021. (vi) Submission of term paper for general students : 2nd week of June 2021. Due to pandemic and lockdown imposed August'21 onwards all class and examinations were held online.

Research and development: The research committee of our college undertakes national seminars, publications and research work (Ph.D). 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.

Library

Our College has well maintained library wherein books are distributed liberally among the students. 2020-2021 No. of text books added is 243 of total cost 72641; no of reference books added is 57 having cost 19288. 12new journals/magazines of cost 240 have been added. Also available no. of e-books is 160809 and e-journal is 6293.

However there is scarcity of books for the syllabus recently introduced at CBCS in the absence of grants by the UGC. Due to paucity of funds, required no. of books cannot be purchased and so the demand of students cannot be fulfilled satisfactorily.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
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.

The functioning of institutional bodies is effective and efficient which is reflected in policy implementations, administrative setup, appointment, and service rules. The college is a government-aided college affiliated with the University of Calcutta. Administrative set up appointments, service rules including leave, pension all are as per government order (department of higher education government of West Bengal). Full-time teachers under UGC scale are appointed in college after a recommendation from the west Bengal college service commission, the government of West Bengal. Permanent Non-teaching staff is appointed through a selection procedure in two stages as per government order. The overall functioning of the college mainly policy decisions regarding the development of infrastructure, administrative activities, and others are taken in meetings of the governing body which is considered as the authority of the college. There is a separate order for the composition of the governing body where 3 persons are nominated by the department of higher education, two persons are nominated by the mother university and 1 person is nominated by the West Bengal council of higher education and other members are representative of teaching and non-teaching staff of the college.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://seramporegirlscollege.org/sgc/images/organogram-sgc.jpg
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

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

For non-teaching staff Swastha Sathi Scheme, Govt. of west Bengal has been implemented.

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

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

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

0

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

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

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

0

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

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

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

9

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

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

For Assistant professors, appointed by College service commission, the appraisal system is as per government rule of career advancement scheme: the number of classes they take in each academic year, refresher/faculty development program they attend, article/book publication, research guidance, administrative work etc. All the appraisal work of teaching faculties including assistant professors has been done by the students' feedback system carried online. But there is no such appraisal system for non-teaching staff.

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

6.4 - Financial Management and Resource Mobilization

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

In every 2 years, Government approved auditors (external auditors) approved by Educational directorate, Department of Higher Education, Government of West Bengal audit college accounts and submit certificate of audit. At present Government audit up to financial year 2019-20 has beencompleted. College was closed due to lockdown. Hence no financial audit could be carried out in the college in 2020-21.

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

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

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

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

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

The college is a government aided college and the department of higher education regularly sanctions the monthly salary which is disbursed at the end of month for teaching and non teaching staff of the college. But the college has to seek the development fund from the state government , UGC and from industry also. For example in the year 2021 college did not receive any development grant including library development either from state government or from central government. Only MLA local area development grant was given to purchase a computer and L & T limited donated a water cooler for the students. The college authority submitted a prayer to Radhamadhab Trust (PC Chandra group) for a grant to purchase books and computers for the library. This grant may come in the next financial year. Regular maintenance of college infrastructure including repairing and renovation is done through the development fees received from the students of the college.Some urgent purchase of equipment for office, accounts, computer centre and academic departments are also done from these development fees given by the student.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC held several meetings online during the period 2020-21. The meetings were held with the members of IQAC and all teaching staff for assessing the progress being made in the teaching learning field, mentoring of the students, whether academic activities like class test, tutorials, students' seminars, faculty exchange programs, parents 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.

IQAC also contributed in organizing webinars of all departments of the college (both humanities and sciece faculties). Webinars were highly successful with maximum participation by the students and the professors of not our college only but other colleges too.

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

Due to the breakout of the pandemic Covid-19 there has been lockdown from March 2020. Since then academic activities have been carried out online. In the online teaching learning mode many innovative methods have been introduced in the New Normal.

a) Online classes have been held through Google meet

b) Study materials were regularly uploaded in the college

departmental website, whatsapp groups, youtube lectures

c) Continuous Internal Assessment through google class rooms, google forms, whatsapp, tests were taken through whatsapp and mail ids.

d) Students activities like students' seminar, quiz, open house discussion through online, book review, faculty exchange programmes, extension lectures etc.

e) Subject wise webinars of all departments were held successfully.

f) Value education imparted by Principal of our college through online mode to facilitate moral upliftment among our students.

g) Library facilities were made available to the students. Some of the students availed of the facilities.

h) IQAC reviews the teaching – learning process through departmental profiles (hard copies) which have been prepared with full academic reports by different departments. IQAC members verified different departmental profiles, doubt clearing, experiential learning, participative learning, mentoring, remedial teaching.

Study tours are held every year. However due to pandemic and lockdown study tours could not be held in 2020-21. Most departments have contributed to teaching learning wholesomely which has been reviewed thoroughly through departmental profiles and it has been found out that academic results have improved tremendously. Most of the students have scored above 70%.

File Description	Documents
Paste link for additional information	Nil
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)	B. Any 3 of the above

Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

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

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

Several gender equality workshops were conducted. Post lock down many webinars were held on gender equality. Webinars on domestic violence on women during the Pandemics/ Lockdown for the period 2020-2021. During the period 2020-21, a webinar was held on Domestic violence-"Muffeld Voices from within:-Lockdown and violence against women " organized by Women's cell and IQAC of Serampore Girls' College.

One day International Webinar on Changing on Pattern of Relationship Covid-19 and It's aftermath Date 24/07/2020.

File Description	Documents
Annual gender sensitization action plan	<u>Nil</u>
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	<u>a. Safety and Security</u>

7.1.2 - The Institution has facilities for alternate sources of energy and energy	**D. Any 1 of the above**

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

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	**No File Uploaded**

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

in our college, we recycle or safely dispose of white goods, computers, and electrical appliances. Use reusable resources and containers and avoid unnecessary packaging where possible. Always purchase recycled resources where these are both suitable andavailable.

Composting and vermicomposting of solid organic waste have been considered as economically viable and sustainable waste management technologies. However, wastes often contain pollutants, such as heavy metals that are toxic to decomposer micro-organisms. Thus, heavy metals are a challenge for successful biological treatments. Waste may also contain a mixture of organic pollutants that certain microbes, such as microalgae are known to degrade. Understanding the role of vermicomposting as a management tool in mitigating solid organic wastes our college has built a vermicompost plant. It is noteworthy to mention that the microbes also play a pivotal role in the degradation process, wherein the enzymes secreted during the process aid in the decomposition of complex molecules into simpler compounds. Also, the extracellular polymeric substance secreted by the earthworm under metal stress serves as a source of nutrients for the bacteria to flourish. Our college has a well-designed vermicompost plant. The product of the plant is used in the garden of our college.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

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

D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

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

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

E. None of the above

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit

D. Any 1 of the above

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

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

`Our Institution has always been motivational towards building an`
`inclusive environment for student where tolerance and harmony in`

culture, regional aspects for eg. No discrimination been done on this, all students being treated equally, love and care been given to them. Students from different back grounds treated with respect, college has been actively helping them grow and develop their personalities in an eco-friendly environment.

No students are discriminated due to diverse socio-economic backgrounds. Some belong to higher income groups while many students are from poor economic background. Students who are diligent, disciplined and good academically but from poverty-stricken homes are given half of full free fees to carry on with their academics.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
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

This is done through guidance on values, rights/duties, responsibilities.

Value education Classes were held in 2020-2021 on online mode in which they were made aware of their values, ethics, duties, responsibilities as youth towards their parents and society at large.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	**No File Uploaded**
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	B. Any 3 of the above

the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	

File Description	Documents
Code of ethics policy document	<u>View File</u>
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	**No File Uploaded**

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

During this period 2020-21 some activities/ or celebration were carried out online such as teachers day celebration and 'Hindi Divas' celebration. A 'blood donation camp' & 'Kargil Vijay Divas' were held by NCC.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	**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.

1. Title: Sanitizationand Health

2. Objective of the Practice: The objective of the practices is the sensitization of the students and the local venue of the neighborhood for the systematic programming of the active unit of

the college.

Eco-friendly campus along with effective best management system. (Plastic free campus and green management)

Health Objective: Physical Education has been introduced as an elective subject since 2017 academic year with the objective of making students physically strong, mentally strong, healthy, fit individual. Thus keeping themselves well aware of the pandemic. They might face difficulties and take the challenge to combat against physical and mental violence themselves.

3. The Context: In the context of the challenging physical and social violence specially during the pandemic and subsequent lockdown. It has been incumbent on the women of our generation to keep themselves physically strong with sufficient nutrition being provided at home. Physical exercise, Yoga, Karate being all are more necessary for the girl student of our college.

4. The Practice: As per the advice in the Environment Audit Report conducted in 2015, a number of initiatives have been taken towards the environmental awareness/ protection.

A number of Sensitization program have been conducted:

a) Threat of global warning.

b) Future of excessive use of plastic.

c) Prevention of wastage in water and electricity.

d) Re cycling of E- wastage.

A tree plantation program by the two units of NSS had been conducted during the session. About 20 saplings had been planted along with herbal garden are maintained by the NSS Volunteers and garden keeper of the institution.

LED lamps and in place of traditional bulbs, tube light were used to save energy. (2016-2017)

Sensitization scenario and workshops are being held in college to develop the students' sense and awareness regarding women and girls' health hygiene and nutrition.

Eco- friendly campus:

Health: -

Initiation of Physical Education as a general subject course was the major objective of our college that had been successfully implemented by our college since 2017 with a aim of sensitizing the group of youth, the young future citizens of our nation and protection of human surrounding.

3. The Context: For the hundreds of the students of our college, many of them from remote village and socially and financially marginalized families. They stop them (students) to pursue higher education. The teacher considers it to be their sacred duty to boost morale of the students to acquire a good hygiene sense which will ultimately make our campus ideal seat of learning.

4. The Practice: The active units of NSS, two active units. NSS, NCC. Women Cell and Alumni Association tirelessly endeavor to sensitization of the students and local girls and women. Through systematic in- campus and off-campus programme besides this regular training for Korean Karate unable our students to be confident about self dependents and facing the odds of the life. With the inspiring Moto " Not Me But You" the students reach out to females of neighborhood. To uplift the living condition of her health.

Sensitization Programmes of 2016-17:

- Awareness Programme on Protection of Child Right in college campus Shilbagan Slum Area,(NSS, 5th & 6th April 2016.)
- Workshop on prevention of child marriage. (WC, 6th July 2016)
- Seminar on Celebration of International Human Right Day: Free Legal Right of Women. (WC, 10th Dec, 2016)
- Seminar on Celebration of International Women's Day: Anti Girl Trafficking Movement (NSS & WC, 29th March 2017)
- KOREAN KARATE training classes are held twice a week. Classes are conducted by trained and authorized trainers.

5. Evidence of Success:

The whole hearted response of the neighborhood and our stakeholders made the conveners of different units confident to carry on their projects. The initials success of the ventures encouraged them to expand the areas of discussion and activity and organize gender specific programme with wider ambiance.

- A large number of students have expressed their willingness to join the cell and units to take part in this noble venture of sensitization of girls and women. Since ours is a girl's college, the stakeholder, i.e. the guardians and the community people are also enthusiastic about different 'on' and 'off' campus programme which is evident in their willingness to extend their help for their children's activities, in spite of their limited resource.
- Our Sempai of KARATE team won several medals (3 gold, 2 silver, 1 bronze Medals) in district Level, organized by Tang Tsu Doo Karate Association of India in June, 2017. Presently our students are enthusiastically preparing for the next State Level Championship in January, 2018.

6. problem encountered and resource required:

- Most of the student who take part in this programme commute from distant places. In many cases they have to stay back in the college campus even after academic classes are over. Extra Tiffin is required for them. Women cell has no regular financial provision for this. We have approached the finance committee of the college to make provision for this support. The matter will be placed in the governing body.
- Though railway concession is available for the students multiple breaks- up of Bus/ Auto rickshaw / Toto / Rickshaw journey to make up the time seem to be an extra burden.
- But the financial support from the Kanyashree project seems to solve their financial problems.
- The mother university provides regular grant for the activity of the NSS programme as per the rule.
- We are yet to receive any government or university grant for KARATE training programme.

2. Title: Teaching Learning

Year 2020-21 was the period when Teaching and-learning was carried in online mode. All classes were held online very seriously. Regular class test and tutorials were held sincerely. Academic activities were not disturbed. Periodical activities such as parents-teacher meeting, Students seminars, quiz contest programs, faculty exchange programs-extension lecture were held online and students participated with lot of enthusiasm. As far as academic were concerned, we, teachers saw to it that everything was carried out to the best of our abilities.

Next coming to other activities, ICT classes were also held online by many Departments. Some of the teachers taught through you tube videos and recordings. Besides this the teachers with study materials through Pdf and Links. Many materials were uploaded on college departmental website so that students could avail them.

The college or organized several competitions like Nature club, Poster making competition which were held online in which several students participated essay competitions were held on English, Bengali, Hindi and Urdu.

The competitions were judged and students got rank / and were awarded.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
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

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 disabling health conditions. Secondly, to continue their education since enrolment 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 enrolment 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, Kanyashreewith the highest public service award. It was ranked the best among 552 such social sector scheme from across 62 countries that were nominated for the coveted award. Under the Kanyashree Prakalpa there has been two conditional cash benefits 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, provide 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 2018-2019 family income was set forth as an criteria to disseminate the cash but from 2019-2020 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 districts 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 students has done K2 at the school level and have received the incentive than she cannot apply for K2 at the school 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.

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

We have already complied with the plans of action that were taken in the last academic session 2019-2020 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 full swing and classes, examinations, evaluations are functioning smoothly (of course 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 courses are introduced in computer learning, Communitive English and Art and Craft. Very good student response in these courses.

Due to global pandemic, Covid-19, rapidly spreading worldwide and subsequent lock down being imposed, our Institution has been conducting routine-bound online classes since April 2020. If pandemic continues online mode of teaching and learning is to continue. Study materials to be provided in college website and Students' what's app group for their better understanding of lessons and tutorials to be conducted simultaneously.

ICT classes to be continued in the online mode.

Students are to be motivated and mentored to address their problems and difficult of they hamper their academic progress.

College authority applied to UGC to introduce three certificate courses (Data entry operator, Yoga Instructor & Sewing Machine operator) under NSDC(National Skill Development Corporation) as per UGC notification approved the three course with financial assistance but till 30th June 2021 UGC didn't sanction any fund. College authority is planning to introduced the courses with college development fund.