



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution

Seth Soorajmull Jalan Girls' College

- Name of the Head of the institution Chandana Dutta
- Designation Teacher-in-Charge
- Does the institution function from its own campus? No
- Phone no./Alternate phone no. 9831749045
- Mobile No: 6289835475
- Registered e-mail ssjalancollege@yahoo.co.in
- Alternate e-mail ssjgcnaac@gmail.com
- Address 8/9, BANKIM CHATTERJEE STREET
- City/Town KOLKATA
- State/UT West Bengal
- Pin Code 700073

2.Institutional status

- Type of Institution Women
- Location Urban
- Financial Status Grants-in aid

- Name of the Affiliating University **University of Calcutta**
- Name of the IQAC Coordinator **Dr. Lutfun Nesha**
- Phone No. **9674067711**
- Alternate phone No. **9831749045**
- Mobile **6289835475**
- IQAC e-mail address **ssjgcnaac@gmail.com**
- Alternate e-mail address **iqac.ssjgc@gmail.com**

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

<https://ssjalangirlscollege.org.in/Files/pdf/AQAR%202019-20.pdf>

4. Whether Academic Calendar prepared during the year?

Yes

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

<https://ssjalangirlscollege.org.in/Files/doc/AC-2020-2021.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	75.30	2006	02/02/2006	01/02/2011
Cycle 2	B+	2.66	2016	05/11/2016	04/11/2021

6. Date of Establishment of IQAC

26/07/2006

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	Nil	0

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9. No. of IQAC meetings held during the year

4

- 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)

Promotion to next higher stage of one faculty member under CAS

Huge number of books were purchased for the library.

Feedback collected online from the students, parent and alumni through google form, analysed and action is taken as far as practicable.

Introduction of Management Information System

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
Introduction of MIS	MIS is operative from February 2021.
To organise departmental seminars, audio visual screenings etc.	Seminars and audio visual screenings were conducted virtually. Lectures were delivered by the subject experts. Students took active part in educational programmes.
Performance Appraisal under CAS	Promotion process for next stage under CAS has been completed for one faculty member.
To arrange Covid awareness Programme	Covid Awareness Programme has been arranged virtually
Reduction in College Tuition Fees and Development Fees and other fees.	In view of lock down for pandemic situation, college fees has been reduced to help students.
Waiving of Admission Fees to needy students in lock down period	Admission fees have been waived for the needy students during lock down period.

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

- Name of the statutory body

Name	Date of meeting(s)
Administrator	08/02/2022

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• Name of the Head of the institution	Chandana Dutta
• Designation	Teacher-in-Charge
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• Alternate phone No.	9831749045				
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• Alternate e-mail address	iqac.ssjgc@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://ssjalangirlscollege.org.in/Files/pdf/AQAR%202019-20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://ssjalangirlscollege.org.in/Files/doc/AC-2020-2021.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
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Cycle 2	B+	2.66	2016	05/11/2016	04/11/2021
6.Date of Establishment of IQAC			26/07/2006		
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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
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8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			4		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional			Yes		

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<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
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Name	Date of meeting(s)
Administrator	08/02/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	29/01/2022

15. Multidisciplinary / interdisciplinary

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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 Number of courses offered by the institution across all programs during the year	7
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	1235
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	295

File Description	Documents
Data Template	View File
2.3	480
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	37
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	39
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	20
Total number of Classrooms and Seminar halls	
4.2	7.50521
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	105
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The teachers of our Institution are not involved in designing and implementing the curriculum. However the College follows the syllabus as per the curriculum set up by the University of Calcutta. Some Departments gave their valuable suggestions in curriculum designing for the CBCS (choice Based Credit System) course in B.A and B.Com, undergraduate level. The teachers of the different departments have attended the workshop in Curriculum designing and implementation of the CBCS course.

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

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

Every year the college prepares academic calendar and adheres to that for conducting examination as far as possible and other events held in the college. For the preparation of academic calendar, the college has to follow the rules regulation of University of Calcutta to which the college is affiliated. The dates of different examinations are set by the said university and college accordingly follows those date and fixes up the dates of internal examination of the college. About the syllabus of the examination, the teachers of all the departments make a teaching plan among the teachers of the department. The teaching plan is made in such a way so that students can understand clearly the number of lectures devoted to each topic side by side the name of teachers assigned to the respective topic. The dates of internal, test examination and University examination are mentioned in the academic calendar. Apart from courses work and examination, many academic, social and cultural activities of the college are performed by the students. Different activities like observation of specific days like Independence Day, Literacy Day, Human Rights Day, Women's Day, Saraswati Puja etcare held with pre specification of those dates and events in the academic calendar, Seminar, work shop, debate, mock parliament, study touretc are also held but no pre fixed dates are mentioned in the Academic Calendar. Different departments organize these events as per the convenient time of the departments

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://ssjalangirlscollege.org.in/Files/doc/AC-2020-2021.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

C. Any 2 of the above

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

1.2 - Academic Flexibility

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

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

7

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)

NA

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

0

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

In the syllabus of B.COM and B.A designed by the University of Calutta a major part is associated with the issues like Professional Ethics, Gender, Human Values, Environment and Sustainability. Our students get the opportunity to be well equipped with the information and knowlodge about these most needful issues of the society. As someexamples it can be mentioned that Environmental Science is a compulsory subject of the students of both the courses., students of Commerce and Economics Department get to know about the professional ethics from their syllabus where as students of Political Science, Education, Philosophy and History Department get the scope to know about Human Values, Gender from different topics of their syllabus,

syllabus of Geography reflects the issue of environment and sustainability very significantly and ofcourse these mentioned issues are important part of the curriculum of Language and Literature which is also compulsory for every student. Some relevant portions of the syllabus are uploaded here as examples.

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

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

1

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
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)	No File Uploaded

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

148

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

1.4 - Feedback System

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

B. Any 3 of the above

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

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://ssjalangirlscollege.org.in/Files/pdf/1643278354863_Analysis%20of%20Feedback%20from%20Students%202020-converted.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

655

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

60

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

After admission students' learning levels are assessed through participatory classes, project work, co-curricular activities and through tutorial and internal examination. But the institution cannot organize special programme for advanced learners and slow learners. Along with scheduled programmes, the teachers give extra class time out-side the class to the students regarding to their need. The institution suffers from lack of proper a infrastructural facility that's why many programmes could not be implemented.

The college organizes orientation programme for the students at the commencement of the new batch every year. This programme helps students to get familiarized with the institution, curricular, co-curricular activities, facilities, rules and regulations which are also enlisted in the e-prospectus of the college.

Students are counseled throughout the year to determine their strengths and weakness in their chosen discipline some of them are individually mentored by the departmental teachers to solve the difficulties faced by them. Learning levels of the students are constantly assessed through interactive classes, Tutorial, Class-Test, Internal Examinations, and Projects etc. In some of the

departments, the students are asked to prepare Term papers which are evaluated by the teachers following which improvements are suggested. Some-times Viva and Mock Test are taken to enable the students to familiar with the examination system, intermediatory or final. Based on these results as well as on the basis of interactive performance in the classes, weaker students are identified and remedial classes are held by the teachers as and when they found is necessary. Advanced learners are also identified through these processes and they are advised to consult a little higher level of books and provide richer reference materials. They encouraged writing the answers of the questions from the Question Bank of the University Examination which is present in the library. The faculty members of the Commerce Departments suggest the advanced learners of their departments to learn and practice questions from professional examinations, like CA, CMS, and CSetc. which also help students to crack the entrance examination of those professional courses.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
1235	37

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

Experimental Learning: Our college uses combination of several methods to enhance learning experience in students. The lecture methods Is used most commonly by all the Departments as it enables the teachers to interpret, explain and revise the content of a text for better understanding of the subject. Online reference, lecture talks, motivational talks, educational videos and films and web reference also support the teaching-learning process.

For enhancing learning experiences the institution adopts experimental learning procedure, so that the students can engage themselves intellectually, creatively, emotionally, socially and physically. The main aim of the Institution is to help the students to understand and reflect on the subjects, so that they are able to connect theories and knowledge learnt to the real world situation. The Institution encourages learning through laboratory works, industry visit and educational tour, writing in college magazine, wall magazine and other such activities, so that the students can learn from their experiences and observations. The Institution also follows participative learning procedure where students directly participate in the learning programme. The students involve themselves in the preparation of wall magazine, project works and in various cultural and educational programmes like seminars, debate, mock parliament, inter- college competition, observation of birth anniversaries of renowned educationist and social reformers. Apart from the above mentioned procedures, problem- solving methodologies are used by the teachers to make the students aware of the University examination and preparing them accordingly.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

The Lecture method is used most commonly by all Departments as it enables the teacher to interpret, explain and revise the content of a text only for better understanding of the subject. Some of the teachers use ICT enabled teaching through Wi-Fi enabled class rooms with LCD, Projector, Smart Class rooms where e-learning resources are used to aid conventional teaching methods. Power Point Presentation, online reference, lecture talks, motivational talks, educational videos support the teaching-learning process. The institution has installed Wi-Fi in the campus to support the educational activities of the learners. During Lock down period all the teachers took online classes through different online platforms. E-materials are supplied, online Boards are used for the classes such as, Mathematics, Economics, Accountancy, Costing, Taxation, Financial management etc. Google Forms are widely used in teaching learning method.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

37

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

2.4 - Teacher Profile and Quality

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

37

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

15

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

498

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.

Students are evaluated by a variety of internal assessments which are transparent and conducted regularly and sincerely following the guidelines of University of Calcutta under the Choice Based Credit System [CBCS] which was introduced by the University of Calcutta in 2017 for B.Com stream and in 2018 for B.A./B.Sc. stream, Students have to appear for internal assessment which carry a weightage of 20%. The students of Arts stream are required to submit tutorial assignments followed by viva voce in some departments which carry 15% weightage of total marks. Students from B.Com stream have to prepare and submit laboratory note books to concerned teacher under which practical classes are held. They are also required to prepare a project work and have to face viva voce examination which is taken by an external expert along with the internal examiner. The internal examination, Tutorial assignments, Viva voce, Project work, preparation of laboratory note book are held once in a semester make the internal assessment

robust.

In previous 1+1+1 system, students were evaluated through Mid-Term examination and selection Test internally before facing University Examination. For appearing University examination, a student had to qualify in selection Test conducted by the college.

Apart from the above, Class Tests are taken by the teachers under both the system as and when necessary. To maintain transparency of internal assessment, teachers discuss the answers of internal assessment in the class so that the students can understand their mistakes and thrust upon the areas where they need to improve. In 1+1+1 system, answer scripts were shown to the students for better understanding of their mistakes. Students can approach the concerned teacher directly in case of any clarification or discrepancy regarding internal assessment in the class or beyond class hours.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

For clarification or discrepancy or any grievance related to the internal assessment, a student can directly approach to the teacher concerned and the matter is sorted out within a day or two (02). In case a student is not still satisfied, she can approach the head of the department or Teacher-in-charge and Grievance Redressal Cell of the college and can also write her grievance to the RTI Cell [Right To Information] of the college. Then the matter is sorted out within shortest period of time. If the student is not satisfied with the marks of University Examination, she can apply for review of her answer scripts within a stipulated time set by the University. In that cases, the answer script rechecked and result of review is published at the earliest and certainly before the next semester examination so that the student should not face any difficulty. The University of Calcutta has also started the provision of RTI where students can get access to a copy of their evaluated answer script.

All the above systems are time bound and ensure and guarantees of efficiency and transparency of the mechanism

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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.

Programme outcomes, programme specific outcomes and course outcomes for all programmes offered by the institution are stated and displayed on the website and communicated to the teachers and the students.

Every year the institution offers a number of programmes as enlisted in the prospectus. The outcomes are assessed through Assignments and tests, feedback and others through the application and analysis of courses internally. The students are evaluated and monitored through tests, class work and different compositions. The main purpose of the institutional learning and programme outcomes are the development of knowledge, skills, abilities and attitudes as a result of the overall experiences of the students.

In addition, since the College is affiliated to the University of Calcutta, programmes at the undergraduate level are to be followed by the College. Hence, the outcomes of all the semesterial programmes are stated and displayed on the University authorized website. Students can also know their outcomes from the college office after it is published in the website of University of Calcutta. The College issues mark sheets, sent by the University, to the respective students.

The programme outcomes are communicated to the teachers by the examination committee and result committee of the College in the Teachers' Council Meeting and a copy of the same is handed over to the Departmental heads.

The Programme Learning Outcomes emphasize and augment the hopes of a faculty to evaluate and to accomplish successfully in offering the course to the students

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The result of University examinations, intermediary and final, mainly shows the attainment of PO, PSO and CO. Results of the students are documented in the office as well as in the individual department. Each department then evaluates the result and analyzes the student performance in the University examinations. On the basis of the evaluation, the faculties make different strategies to improve the student performance in the next examination. The statistics of the number of students and of the successful students or graduated students per department per year help the college to allot more resources to the needy departments in terms of increasing teaching-learning tools, laboratory equipment's, number of computers or in increasing the number and variety of library resources.

The Institution has a system of giving a number of awards to the students to motivate and recognize their performances which boost their confidence level and positively amongst them. Gold Medals are given to the meritorious students in the Annual Function of the college who score first class marks in their final examination. This help the outgoing students to increase their confidence level to perform more in their after graduation lives, whether in higher studies or in professional lives. This does not only increase the confidence of graduated students, but also inspires and motivates the other students of the college to give their best in the examinations. To increase the reading habit of books and reference work, college gives Best Library User Awardevery year which also helps the students to perform well in the examinations. An award is given to the students who attend classes (physically) more than 90% of the total class every year for every specific programme course. This helps students to learn and clarify their doubts more often with the teachers during class hours and beyond. This increases the interaction between a teacher and a student which ultimately help the students to perform well.

Apart from these, different departments occasionally organize Seminars, Workshops, Talks, Career counseling, Placement related talks to keep students aware of the need to constantly excel in academics and beyond. Departmental teachers are also in touch with some of the alumnus and get their feedback and suggestion to improve the course outcomes of the department.

The college believes that learning does not stop on securing marks and acquisition of a University certificate alone so it works on cultivating in each student a healthy work life balance so that when they leave the institution they do not walk out fearing their entry into rat race.

File Description	Documents
Upload any additional information	No File Uploaded
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

478

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://ssjalangirlscollege.org.in/Files/doc/Result%20of%20Final%20Year%20Students%202021.pdf

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://ssjalangirlscollege.org.in/Files/doc/SSS-Analysis.pdf>

RESEARCH, INNOVATIONS AND EXTENSION**3.1 - Resource Mobilization for Research****3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)****3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

Nil

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

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

0

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**

4

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

3

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

10

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

3.3 - Extension Activities

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

The NSS unit of our College organises programmes related to social issues. The students are encouraged to visit slums and special schools to help the women and children with their constructive

initiatives. Moreover, lectures are conducted for enhancing the environmental and ethical awareness among the students. The Eco Club is very active in the College.

Besides annual sports, blood donation and thalassaemia awareness camp are annually organised for the noble cause of serving the society.

But, because of Covid-19 pandemic in the said year we could not carry out our general practice of extension activities, as lockdown was in force.

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

Nil

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

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

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

0

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

2

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

3.4 - Collaboration

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

Nil

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

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

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

Nil

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
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.

As per the Calcutta University Act 1979 [Amended by the West Bengal University Laws (Amendment) Act 2011], there is no specified minimum requirements of facilities for the teaching - learning process in its affiliated colleges. The statute is mainly to provide for the reconstitution of the University of Calcutta and for certain matters incidental there too.

The college runs in only one building with the average number of students around 1250 over the last five years where adequate teaching learning facilities are provided.

Classrooms: There are 20 classrooms with proper lighting facility and ventilation. 8 of these classrooms are equipped with audio visual aids and wi-fi facilities suitable for ICT enable teaching learning. Master routine is prepared judiciously to maximize the total no. of classes utilizing all classrooms and staff strength.

A good number of classrooms are equipped with public address system. Apart from classroom teaching, this PA system is used to conduct departmental events like welcoming of the freshers, orientation programme, students seminars and workshops.

Laboratories: The college has one laboratory in the Department of Geography with necessary equipments and instruments. We also have two computer laboratories with internet facilities which are

mainly used for practical classes of the Department of Commerce. Apart from this, students can use computer laboratory for carrying out project and tutorial work.

Computers: The institute provides around 77 computers for teaching- learning. These include separate computer laboratories with internet facilities for the students

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.

1. Permanent stage on the ground floor used since 1954 for Saraswati Puja celebration and other cultural activities.

The open area in front of the stage is used for different purposes - gathering during assembly, seating arrangements for spectators during cultural programs, for blood donation camps and other NSS activities.

Indoor gaming and yoga facilities are available for the students in the Games room on the third floor of the college. Carrom board, Table Tennis Board, Badminton etc are available in the Games room and also in the Common room on the first floor. Apart from these, weighing machine, Height Measuring Bar, Shot Put Iron, Discuss iron/ Wooden Steel Rim, Javelin Metal, Skipping Ropes, Floor thick mats, Badminton rackets and shuttle cocks, Badminton nets, carom boards with folding stands have been purchased in the year 2020-21 from the EUSA 2.0 grant. Storage cupboards have also been procured from RUSA 2.0 grant for storage of sports goods.

1. The Games Room on the third floor is used for yoga, gym and indoor games activities. Under the RUSA 2.0 scheme, three (3) storage cupboards (78"X34"X18") single locker were purchased in 2020-2021 for storage of sports goods. The following were also purchased under the above scheme for games, gym and yoga of the students.

1. Weighing Machine (1 Pc)
2. Height Measuring Bar (1 Pc)
3. Shot Put Iron 4 kg (1 Pc)
4. Discuss Iron / Wooden Steel Rim 1 Kg (1 Pc)
5. Javelin Metal 600 gm (1 Pc)
6. Skipping Rope Nylon Heavy Ball Bearing Set (10 Pc)
7. Floor Thick Mat (For Yoga) (4 Pc)
8. Badminton Racket (10 Pc)
9. Badminton Net (2 Pc)
10. Badminton Shuttle Cock (30 Pc)
11. Carom Board Match Quality 48"X48" with Striker and Cover (2 Pc)

Carom Board Metal Stand (Folding) (2 Pc)

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.

8

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

8

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)

0

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Data Requirement for last five years: Upload a description of library with,

- Name of ILMS software: Koha
- Nature of automation (fully or partially): Partially
- Version: 20.11
- Year of Automation: We used Green Campus Software for Library automation from 2016-2019. In 2019, we introduced Koha for Library Automation and the process was completed on January, 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

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

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

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

0.1855

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

0

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

4.3 - IT Infrastructure

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

All departments of the college, office, library and computer laboratory have internet facilities. Presently, the college has Alliance Broadband for Wi-Fi connectivity. Presently the college has 300 Mbps capacity to serve internet facility.

Recently the college has set up two smart classrooms of which one has set up from the fund provided by RUSA 2.0. These rooms are utilized for conducting classes, student seminar, academic talks etc.

Regarding administration, the entire database of students, fees collection has been made computerized. Recently in the academic year 2020-21, the college has introduced the Management Information System out of the fund provided by RUSA 2.0. Now, the

whole administration process is controlled through MIS. The salary bills of the college employees were prepared using the 'Computerization of Salary Accounts' (COSA) software under the e-Governance policy of the Finance Department of Govt. of West Bengal from 2013 to 2015. The system was then replaced by IFMS (Institutional Financial Management Scheme) and thereafter from the year 2017, HRMS (Human Resource Management Scheme) of the Govt. of WB is being used for payment of staff salary till date.

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

4.3.2 - Number of Computers

105

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

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

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)

3.80266

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The modernization and maintenance of the college infrastructure facilities has always been a primary objective for the overall development of the college. Repair work of college building inside and outside including laboratories, library, classrooms and other rooms, washroom, support system like canteen is done whenever is necessary. College building is also maintained through regular painting.

We have one Geography laboratory and two computer laboratories. Geography lab attendant takes care about the instruments and other materials used in the laboratory. For any repair work or new purchase, a requisition is placed from the Department of Geography to the Head of the Institution. After the examination of the requisition, the necessary steps are followed. In the academic year 2019-20, some new materials and equipments have been purchased worth Rs. 100907 from the RUSA 2.0 grant for the Geography laboratory.

The computer laboratories are also maintained by the lab assistants. The computers in the labs and all other computers in the college are maintained regularly through annual maintenance contract by a private company.

It is also to be mentioned apart from the old desktops and desktops; college has purchased 16 more laptops and 30 desktops of worth Rs. 1471000 from RUSA 2.0 grant for the use of students. Requisition is given for any repair work needed or for any purchase of gadgets.

The college library has a rich collection of books, journals and magazines. Presently the library is partially automated and open access is allowed to all the members, students, teachers and other

staff. Provision for library reader services, literature retrieval service to researchers is available. The library is constantly updating the institutional website with activity related information. The ICT application has helped the upgradation of library services such as automation of catalogue procurement functions and circulation operations including membership records. The library has digitized its resources including e-delivery of information. The library has a secured system with CCTV monitoring of all activities. Shelf order maintenance is carried out regularly by the staffs of the library. Every year new books are purchased according to the students demand. Old books are maintained through preservation and conservation. A huge number of books are purchased in the year 2019-20 out of RUSA 2.0 grant.

The college has 33 rooms in total out of which 20 are classrooms. All the rooms are utilized judiciously and maintained properly. The Head Clerk along with care taker of the college keep the note of the required repairing and renovation work of all the rooms, canteen, washrooms, stage, main entrance etc. Any small repair/renovation work is done promptly, but for other major repair/renovation work involving more than Rs. 10000, the quotation is called first followed by the issue of work order. A considerable renovation work is done in college office and in Accounts office out of RUSA 2.0 grant. The electrician of the college looks after the electrical connection of the whole college building including electrical connection of computers, smart class rooms, ICT enabled class rooms and all other regular connections. The water purifiers and the college lift are maintained through Annual Maintenance Contract (AMC). Beside this, a lift man, casual staff has also been appointed by the management for regular operation and maintenance of the lift. In addition to one sweeper appointed by the Govt. of West Bengal, the College has also appointed one casual sweeper mainly to clean the washrooms in order to maintain cleanliness and hygiene. Everyday, washrooms are cleaned twice during college hours or more as and when required.

The cleanliness and hygiene is strictly maintained in the sick room on a regular basis. First aid box is frequently updated by the teachers associated with students association. The sanitary napkins are also available in case of need. The whole college building is under the surveillance of CCTV.

Any kind of maintenance work whether it is related to the physical, academic or support facilities is taken care of by the head clerk and caretaker of the college with the help of support

staff after getting approval from the Head of the Institute. But any maintenance work which involves a considerable amount of money, is passed through the Purchase Committee and Finance Committee and final approval is taken from the Administrator of the College.

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

139

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

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

11

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

17

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

17

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)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

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

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

1

File Description	Documents
Self-attested list of students placed	View File
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

14

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

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

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

0

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

5.3 - Student Participation and Activities

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

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

0

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

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

Students' Association is a very significant part of the college. It actively participate in day to day activities of the college, like organising assembly everyday and maintaining discipline of the college. The association also participate actively in different cultural activities of the college, Saraswati puja, in eco club activities etc. Every year from each semester class representatives are selected. Not only that General Secretary, Assistant General Secretary and Cultural Secretary also are selected for the smooth run of the association and for well management of academic and non-academic activities. In this pandemic phase also Students' Association organised online programmes on different occasions. Student Representatives also prepared chart and posters for the awareness regarding COVID-19 along with other students under the guidance of the teachers. One of the students of English Department is the member of IQAC Committee as well. She conveys the opinion, suggestion and requirement behalf of all the students. This Students' Association nurtures the quality of leadership, sense of responsibility, development of the cooperative mind of the students.

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

2

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

5.4 - Alumni Engagement

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

The process of registration of Alumni Association has already started but for some technical causes it is pending yet and moreover for the pandemic situation this process is delayed. But this process of registration will be completed very soon.

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

5.4.2 - Alumni contribution during the year (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

The institution has a well-defined administration with a Governing Body as the highest decision-making body. But at present, after the dissolution of the GB of the college by the Department of

Higher Education, Government of West Bengal in September 2019 an administrator has been appointed by the Govt of West Bengal to look after the administration of the college. The day-to-day activities of the college are monitored by the Teacher-in-Charge with the help of the IQAC, TC, different committees and with the non-teaching staff. All major decisions are taken at the IQAC meetings, TC meetings and staff meetings and then if required, is placed before the GB/Administrator. Several committees are formed at the beginning of the academic session to ensure that the Institution can maintain the highest level of proficiency in matters of discipline, learning, culture and other activities. All the departments function independently in all matters related to classroom teaching and day to day work. The Heads of the Department act as the link between the departments and the administration.

The primary focus of the college is the academic evaluation of the students which is conducted through regular examinations and class tests. The overall development of the students are monitored and ensured through informal counselling, tutorial classes, practical classes and parent-teacher meet. Every department in the college organizes student seminars in order to increase their oratory skills, self confidence and develop interests in research and higher studies. New books are purchased every year to enrich the library and seminar libraries for the benefit of both teachers and students.

Apart from academics, a diverse range of activities are arranged in the institution. Every year the Annual sports and the Annual function are held with great enthusiasm and zest. Students participate in both inter college and intra college competitions on cultural and sports events. NSS of the college organizes events like Blood Donation Camp, Thalassaemia screening camp and other Community Development Programme.

File Description	Documents
Paste link for additional information	Nil
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.

The effective leadership is visible in various institutional practices such as decentralization and participative management. Seth Soorajmull Jalan Girls' College runs on the principle of decentralization and participative management. For example. Regarding purchase of any item/books/assets of non-recurring nature, the decision is first taken in the IQAC meeting or the TC meeting. The resolution taken in the above-mentioned meetings are then placed before the purchase committee. Thereafter, purchase committee collects the quotation from different vendors by calling tenders in the college website if the required amount of purchase is more than 10,000. Then the work order is issued based on the lowest quotation with required quality after the approval from the Finance committees. Before payment to the vendor, Finance committee checks thoroughly all the required documents and takes the resolution for payment. Then the cheque/document for online payment is placed to the Teacher-in-Charge and thereafter to the Administrator for signing with Finance Committee's resolution.

The above steps were followed to replace the collapsible Gate in the main entrance of the college which can be an example of decentralization and participative management in the institution.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution always make strategic plan before the commencement of any work and deploy the plan into action through different committees. For example, the institution was selected to receive RUSA 2.0 (Rastriya Uchchatar Shikha Abhiyan 2.0) grant under the component 9.0 to receive Rs.2 crores. The amount was divided under two heads as per the instruments of RUSA:

1. Building 2. Procurement.

Since the college has no building of its own, we did not get the amount of Rs.1 crore for the building. The college has received Rs.1 crore only for the purpose of procurement.

According to RUSA instruction, PMU has been set up with the Chairperson who is the Head of the institution, one coordinator, one nodal officer and seven members from the teaching faculty. They have prepared the DPR for the utilization of the amount received which was approved by the Higher Education Dept, RUSA Cell, Govt of WB.

The plan has been successfully implemented and till date the committee has successfully utilized Rs. 6203641 and the utilization certificate (UC) of the mentioned amount has already been sent to RUSA office.

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

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

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

The Governing Body is the highest decision-making body. At present, the Administrator appointed by the Higher Education Dept, Govt. of WB is the highest decision-making body. The college functions following the rules and regulations and orders issued by the UGC, Higher Education Dept, Govt of WB and the University of Calcutta. The teacher-in-Charge (Principal-in-Charge) makes the policies for the day-to-day activities of the college with the help of the IQAC and the Teachers' Council. The policies are effectively and efficiently implemented through different committees, Heads of Departments, Librarian and other non-teaching staff

Appointment- Appointment of the teaching staff and librarian are strictly made following recommendations of the College Service Commission, Govt of WB. Non-Teaching staff are also appointed following the Rules and Approval of Higher Education Dept, Govt of WB. Apart from the above few casual non-teaching staff are also working in the college for reducing the work load. They have been

appointed by the college authority on casual basis only.

Service Rules- The college strictly follows the service rules of West Bengal Universities and Colleges Act, 2017, applicable for the Govt-Aided colleges.

The teaching and the non-teaching staff members enjoy advantages of General Provident Fund and Government approved leaves.

Promotional Policies- The IQAC of the college looks into the matters of promotion of teaching staff members. Currently, the promotion is done in view of G.O No. 1373 Edn(CS) dated 07/12/17. The promotion of the non-teaching staff members is done following the G.O No- 245-Edn (CS) dated 10/1/95 and G.O No. 277-Edn(CS) dated 21/4/09.

Grievance Redressal Mechanism- The college has a Grievance Redressal Committee to look into any kind of grievance received from the students, teaching or non-teaching staff. After the enquiry the committee takes decision to redress the grievances and submit the report to the authority for approval.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://ssjalangirlscollege.org.in/Files/doc/Organogram.pdf
Upload any additional information	No File Uploaded

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The college does not have any effective welfare measures for the teaching staff as such. The Teachers; council of the college collects some fund from all the teachers, which, on many occasions have ben used to provide financial support to the teaching and the non-teaching staff members in times of emergency.

For the non-teaching staff, college provides the benefit of Employees State Insurance policy by contributing an amount per month to the Employees Staff Insurance. Apart from this, the college also provided ex-gratia to the non-teaching staff.

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

3

File Description	Documents
IQAC report summary	View File
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

Individual teaching staff is required to write their arrival -departure time, classes allotted taken, extra classes taken in the attendance register and on daily basis. Apart from these they also have to mention about PTM, students' seminar, number of examination duties conducted, number of staff meetings etc. in the Register kept in the T.I.C's room. These details are then counter signed by the TIC or any senior teacher on monthly basis.

The details of other work done by the teachers, such as number of answer-scripts checked, conducting internal assessment, project work, uploading of marks of internal and final assessment, tutorial work-all these are maintained in the individual departments on yearly basis. These records are used for the final performance appraisal which is related to the promotion of individual teachers,

The promotion of individual teacher (Career Advancement Scheme) is carried out following the definite UGC Guidelines and then followed by the different orders issued by the Higher Education Dept, Govt of WB from time to time,

A similar kind of attendance register is maintained for the non-teaching staff. The Head clerk of the college keeps the record or work done by the non-teaching staff on a daily basis. These records help during the final promotion of the 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

The Higher Education Dept, Govt. of WB appoints a statutory auditor to audit the receipts and payments accounts and Income and the Expenditure accounts and the Balance sheet of the college. Any suggestion and reservation made by the Statutory Auditor is properly taken care off and the correction or rectification is made then and it is followed from that year onwards in which the suggestion of rectification has been made. The Audit of final accounts of the year 2016-2017 to 2019-2020 are completed. For the F.Y 2020-2021, the college has already given a letter to the HED, Govt of WB requesting to send the name of the Statutory Auditor. The Audit work of 2020-2021 will be started as soon as we would receive the name of the auditor from the Govt and thereafter when we receive a date from the auditor to conduct the audit of accounts of our college, The internal audit of Students Association is done by a Chartered Accountant.

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)

0

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 main source of income of the college is the fees obtained from the students. Apart from this, the college also receives grants from UGC, RUSA and from the State Govt for the development of the infrastructure of the college. The college tries to use all the income optimally by forming different committees, such as Purchase Committee, Finance Committee, UGC Committee, Committee for RUSA (PMU) etc.

At the beginning of every financial year, the college prepares budget of Income and Expenditure so as to spending can be done judiciously. The college tries to maintain the expenditure below or at par of the budget made. On the basis of the actual expenditure of the previous year, the college tries to prepare the budget of the currant year. For giving work orders for any purchase or procurement or repair and renovation of the building, the college follows the norms set by the Finance Department, Govt of WB

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

Apart from teaching-learning, IQAC of the college looks after the overall development of the students and also contributes in building the togetherness among the students as well as between the teachers and students. To achieve this IQAC with the help of

different committees organizes different programmes in the college. The IQAC conducts students' seminars to increase the oratory skills and self confidence among the students. Different programmes are conducted on some specific occasions so that students can understand the importance of the events and can also understand the duties and responsibilities as a responsible citizen. The few programmes which are conducted by the IQAC are celebration of Saraswati Puja, Independence Day, Annual Function, Annual Sports, Freshers Welcome, Farewell to the outgoing students, Programme on Human Rights, Sexual Harassment etc. All the students of the college has to assemble everyday in Assembly Hall for the prayer at a fixed time. Few teachers also assemble with the students during the prayer. All the special announcements are made in the Assembly Hall.

The IQAC processes the Career Advancements Schemes of teachers regularly in a very disciplined and transparent manner. The faculty members participate in Refresher Course, Orientation Programmes, Short Term courses conducted by the UGC- Human Resource Development Centres of different universities and other Faculty Development Programmes organized by different institutions for upgrading their knowledge and teaching skills. The teachers are encouraged for doing research work over the last five years, few teachers have availed study leave under UGC -FDP Programmes for completing their Ph.D work.

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

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

1. Apart from traditional method of delivering classroom lectures, efforts have been made to make the teaching-learning method more appealing and enriching to the students. To fulfil this objective the college has transformed two ordinary classrooms into smart classrooms and ICT based classrooms are also made. Again, wherever possible, students are taken to educational tours and industrial visit to gain some practical knowledge. Teachers are also motivated to join workshops and seminars to enrich their skills of teaching-learning process. Again, as per the recommendation made

by the NAAC Peer team in 2nd cycle accreditation, the college has applied for starting Masters in Hindi. The inspection has been made by the University of Calcutta and the Higher Education Department, Govt of WB. The result of the inspection is awaiting.

The college had applied for full term principal and one principal had joined on the recommendation of the College Service Commission in the month of March 2021. But due to his personal problems, he left the college and joined his former college.

To aid in teaching-learning process the library automation process had been started. In September 2016, the college library had introduced Green Campus (Local Software) for library Automation Activities. Then Koha Library Automation (Cloud Hosting) has been installed and configured. For all these automation processes, now it has become very easy for both students and teachers to search and borrow the text and reference books of their choices. Every year books are purchased on the basis of the necessity of the students and teachers. A huge number of books has been purchased in the year from RUSA 2.0 Fund. Library users can also take the advantage of open access resources and open Educational Resources (OERs) using resourceful library website. The college library subscribes Inflibnet N-List program and gives access to the teachers for better teaching-learning activities. Users can also gain knowledge through different journals, magazines and newspapers available in the library. The college is also planning to take the membership of e-books, e-journals, e-shadhsindhu etc.

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

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

D. Any 1 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The founding stone of our institution was laid in the belief to create a better society where men and women shall have equal role in every aspect of life. Education being the essence of enlightening a human soul, the dream and the goal of our institution from inception has remained to empower girls by the means of educating them. The core value and sincere effort of each and every member of college remains to see how better education with other curricular exposure can be provided to the girls so that an holistic development of their character can take place, in order to make them not only an educated but also a responsible citizen of the country. Besides time to time different seminars takes place as a part of gender sensitization of our college. Students are also encouraged through extra-curricular activity to come up with their presentation as a reflection of their way of seeing the world. We have a counseling cell in our college where teachers interact with students listening to their problem giving suggestion as a way of setting a dialogue with the students so that they can share their problems, concerns and finally overcome them. During the June-July 20-21 sessions an online talk was organized where Dr. Kaberi Chakraborty (Professor, Calcutta University) gave an insightful lecture on "Pandemic through Gender Lens", bringing out the intricacies of gender issues during pandemic. Our endeavor towards gender equity remains the utmost priority of our institution and we shall continue to strive towards ensuring a more equitable one.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

D. Any 1 of the above

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

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

The college aims to promote the idea of Reduce - Reuse - Recycle to implement sustainable waste management to the best of ability. Awareness among students and staffs of the college are spread through posters and slogans on notice boards and college walls to minimize waste generation, proper segregation and disposal and discourage the use of single use plastics to make the campus clean, green and healthy.

Separate color coded waste bins kept for dry and wet wastes on various locations of each floor are daily cleaned by the college housekeeping staffs and disposed off to the Municipal cart. Biodegradable solid wastes of the college including canteen waste, food waste, paper, leaves etc. and non biodegradable wastes containing plastic, metal, glass etc. are disposed accordingly. Leaves and plant wastes are reused as manure in the plant pots. All scraps and large scale paper wastes from Examination and administrative sections, Library etc. are properly kept at store room and periodically given to the local vendors for recycling.

The college tries to encourage digital communication to reduce the use of paper wherever possible. College canteen does not use plastic plates or cups. Sanitary napkin incinerator has been installed for sustainable disposal of sanitary napkins.

Liquid waste from toilets, bathrooms, wash basins and canteen are connected with sewage septic tank and Municipal drainage system. RO wastewater generated from water purifier is reused for watering plants in the college. No hazardous chemical, radioactive or biomedical waste is generated in the campus.

E-wastes are generated from computer laboratories, academic and administrative departments in the form of out of order devices like desktops, laptops, network cables, printer, scanner, Wi-fi devices, cartridges, sound systems, UPS etc. Old machines are reused after necessary maintenance and repairing. Obsolete and non functional items are stored and disposed off periodically through authorized vendors to ensure their safe recycling.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus E. None 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: C. Any 2 of the above

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

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

D. Any 1 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 is taking efforts in providing an inclusive environment. The initiatives are to promote better education and setting communal harmony. The extension activities are conducted primarily for the development of holistic environment for the students. Our Institution follows the concept of equality of all cultures and traditions. Students belonging to different caste, religion and language are studying without any discrimination. The College maintains equal approach towards cultural, regional diversities.

With great fervour the national festivals are celebrated every year by the students and the staff. The NSS unit of our College organises programmes related to social issues. The students are encouraged to visit slums and special schools to help the women and children with their constructive initiatives. Moreover, lectures are conducted for enhancing the environmental and ethical awareness among the students. The Eco Club is very active in the College.

Our Institution also runs a yearly Students' magazine titled 'Smriti' and organizes debate, symposium and both intra-College competition to promote intellectual and artistic skills of the students.

Besides annual sports, blood donation and thalassemia awareness camp are annually organised for the noble cause of serving the society.

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

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Our Constitution is the hallmark of the political process through which our country and the society it constitute has evolved in decades after independence. Our institution takes due care in observing and inculcating constitutional values, believes and practices among the students and employees. Different seminars, lectures, essay, poster competitions are organized every year as a part of academic curriculum to establish a process of dialogue with the student fraternity of the college to make them aware about the rights and duties that are enshrined in our constitution as a step towards making them responsible citizens of the country. The year 2020 and thereafter the world has been engulfed in an unprecedented outbreak of corona pandemic disrupting the normal way of life. However our academic progress continued through the virtual mode and we the teaching faculty tried our best through virtual interaction with students to inculcate in them the ethos of our constitution. During the July - June session of 20-21 through virtual celebration of Independence Day students were encouraged to participate in the program by presenting the values upheld in our constitution. During this period we had also observed National Human Rights day were eminent professor of Calcutta University Dr. Kaberi Chakraborty addressed the students about imperative of rights enshrined in our constitution and how during the pandemic we have strived to protect it. Due to lockdown during this session college campuses had been shut to prevent pandemic menace from spreading which had created little stumble in our progress as direct interaction with students were . However, we are hopeful in coming period our zeal and enthusiasm of the students shall make the process of sensitization a more fruitful one.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

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

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

India is known for its most diversified religious societies and cultures. In order to appreciate the amalgamation of cultural and religious identities, the college celebrates various festivals and days of national importance with vigour and fanfare. These events are organised under the supervision of NSS, Students' Association & respective committees.

Due to ongoing Corona pandemic whether it is work, educational institutions were totally shut down for more than a year in order to serve the corona protocol so during this academic year

2020-2021 our college arranged-

1. virtual Covid awareness campaign by NSS volunteers.
2. International Yoga Day was celebrated virtually.
3. Human Rights Day was observed virtually.
4. Republic Day was celebrated virtually by Students' Association & NSS volunteers.

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

7.2 - Best Practices

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

'Tamasoma Jyotirgamaya' is the call the College believes in and bring the light of knowledge to dispel the darkness of ignorance. Our College seeks to ensure inclusiveness and awaness of various social dymensions through its discipline, code of conduct and academic practices. Our College is also known to be one of the most disciplined Colleges in the area. We also put due focus on the issues of national value and interest. The College conducts everyday prayer in its assembly, where all the students reiterate the values of inclusiveness, and also conducts the National Anthem. The assembly is also used for important announcements which includes admiring acknowledging students noteworty success and in doing so we inspire and encourage other students also. The College also organises Blood Donation camp, Career guidance test, awareness regarding anti sexual harassment and also provided legal consciousness among students through Legal Aid Cell.

The Institution also takes care of the Career Advancement Schemes of its Teaching Staff. After submission of promotion application in prescribed format with necessary documents the institution processes the file from its end and tries its best to carry out the process of promotion as early as possible.

The Institution also has brought its non-teaching employees under

the Employee State Insurance Scheme (ESIC) as a much needed welfare gesture to them.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

As a girls' college, the Institution has always emphasised on and prioritised the issue of women's education. It strives to ensure a milieu that is conducive to women's overall education, an understanding of the inter-play of several factors relating to various societal issues, and in the process, to women's empowerment. The Institution is working in this direction with utmost assiduity and hope.

A very significant aspect, that's worth mentioning in this regard, is that majority of our students are from non-Bengali families and most of them are the first generation learners. The Institution tries its best to cater to their academic needs and encourage them for a better, dignified and an enlightened future. For students from the economically weaker families, apart from the available Government scholarships, the College has also its own 'half-free' or 'full-free' scheme that relieves them of the required tuition fees. The College also focuses on the aspect of discipline and is known for that as well as its regular teaching-learning practice.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The teachers of our Institution are not involved in designing and implementing the curriculum. However the College follows the syllabus as per the curriculum set up by the University of Calcutta. Some Departments gave their valuable suggestions in curriculum designing for the CBCS (choice Based Credit System) course in B.A and B.Com, undergraduate level. The teachers of the different departments have attended the workshop in Curriculum designing and implementation of the CBCS course.

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

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

Every year the college prepares academic calendar and adheres to that for conducting examination as far as possible and other events held in the college. For the preparation of academic calendar, the college has to follow the rules regulation of University of Calcutta to which the college is affiliated. The dates of different examinations are set by the said university and college accordingly follows those date and fixes up the dates of internal examination of the college. About the syllabus of the examination, the teachers of all the departments make a teaching plan among the teachers of the department. The teaching plan is made in such a way so that students can understand clearly the number of lectures devoted to each topic side by side the name of teachers assigned to the respective topic. The dates of internal, test examination and University examination are mentioned in the academic calendar. Apart from courses work and examination, many academic, social and cultural activities of the college are performed by the students. Different activities like observation of specific days like Independence Day, Literacy Day, Human Rights Day,

Women's Day, Saraswati Puja etc are held with pre specification of those dates and events in the academic calendar, Seminar, work shop, debate, mock parliament, study touretc are also held but no pre fixed dates are mentioned in the Academic Calendar. Different departments organize these events as per the convenient time of the departments

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://ssjalangirlscollege.org.in/Files/doc/AC-2020-2021.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

C. Any 2 of the above

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

1.2 - Academic Flexibility

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

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

7

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)

NA

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

0

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

In the syllabus of B.COM and B.A designed by the University of Calutta a major part is associated with the issues like

Professional Ethics, Gender, Human Values, Environment and Sustainability. Our students get the opportunity to be well equipped with the information and knowledge about these most needful issues of the society. As some examples it can be mentioned that Environmental Science is a compulsory subject of the students of both the courses., students of Commerce and Economics Department get to know about the professional ethics from their syllabus where as students of Political Science, Education, Philosophy and History Department get the scope to know about Human Values, Gender from different topics of their syllabus, syllabus of Geography reflects the issue of environment and sustainability very significantly and of course these mentioned issues are important part of the curriculum of Language and Literature which is also compulsory for every student. Some relevant portions of the syllabus are uploaded here as examples.

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

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

1

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
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)	No File Uploaded

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

148

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above

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

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://ssjalangirlscollege.org.in/Files/pdf/1643278354863_Analysis%20of%20Feedback%20from%20Students%202020-converted.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

655

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

60

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

After admission students' learning levels are assessed through participatory classes, project work, co-curricular activities and through tutorial and internal examination. But the institution cannot organize special programme for advanced learners and slow learners. Along with scheduled programmes, the teachers give extra class time out-side the class to the students regarding to their need. The institution suffers from lack of proper a infrastructural facility that's why many programmes could not be implemented.

The college organizes orientation programme for the students at the commencement of the new batch every year. This programme helps students to get familiarized with the institution, curricular, co-curricular activities, facilities, rules and regulations which are also enlisted in the e-prospectus of the college.

Students are counseled throughout the year to determine their strengths and weakness in their chosen discipline some of them are individually mentored by the departmental teachers to solve the difficulties faced by them. Learning levels of the students are constantly assessed through interactive classes, Tutorial, Class-Test, Internal Examinations, and Projects etc. In some of the departments, the students are asked to prepare Term papers which are evaluated by the teachers following which improvements are suggested. Some-times Viva and Mock Test are taken to enable the students to familiar with the examination system, intermediary or final. Based on these results as well as on the basis of interactive performance in the classes, weaker students are identified and remedial classes are held by the teachers as and when they found is necessary. Advanced learners are also identified through these processes and they are advised to consult a little higher level of books and provide richer reference materials. They encouraged writing the answers of the questions from the Question Bank of the

University Examination which is present in the library. The faculty members of the Commerce Departments suggest the advanced learners of their departments to learn and practice questions from professional examinations, like CA,CMS,and Csetc. which also help students to crack the entrance examination of those professional courses.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
1235	37

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

Experimental Learning: Our college uses combination of several methods to enhance learning experience in students. The lecture methods Is used most commonly by all the Departments as it enables the teachers to interpret, explain and revise the content of a text for better understanding of the subject. Online reference, lecture talks, motivational talks, educational videos and films and web reference also support the teaching-learning process.

For enhancing learning experiences the institution adopts experimental learning procedure, so that the students can engage themselves intellectually, creatively, emotionally, socially and physically. The main aim of the Institution is to help the students to understand and reflect on the subjects, so that they are able to connect theories and knowledge learnt to the real world situation. The Institution encourages learning through laboratory works, industry visit and educational tour, writing in college magazine, wall magazine and other such

activities, so that the students can learn from their experiences and observations. The Institution also follows participative learning procedure where students directly participate in the learning programme. The students involve themselves in the preparation of wall magazine, project works and in various cultural and educational programmes like seminars, debate, mock parliament, inter- college competition, observation of birth anniversaries of renowned educationist and social reformers. Apart from the above mentioned procedures, problem- solving methodologies are used by the teachers to make the students aware of the University examination and preparing them accordingly.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

The Lecture method is used most commonly by all Departments as it enables the teacher to interpret, explain and revise the content of a text only for better understanding of the subject. Some of the teachers use ICT enabled teaching through Wi-Fi enabled class rooms with LCD, Projector, Smart Class rooms where e-learning resources are used to aid conventional teaching methods. Power Point Presentation, online reference, lecture talks, motivational talks, educational videos support the teaching-learning process. The institution has installed Wi-Fi in the campus to support the educational activities of the learners. During Lock down period all the teachers took online classes through different online platforms. E-materials are supplied, online Boards are used for the classes such as, Mathematics, Economics, Accountancy, Costing, Taxation, Financial management etc. Google Forms are widely used in teaching learning method.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

37

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

2.4 - Teacher Profile and Quality

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

37

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

15	
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	
498	
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.	
<p>Students are evaluated by a variety of internal assessments which are transparent and conducted regularly and sincerely following the guidelines of University of Calcutta under the Choice Based Credit System [CBCS] which was introduced by the University of Calcutta in 2017 for B.Com stream and in 2018 for B.A./B.Sc. stream, Students have to appear for internal assessment which carry a weightage of 20%. The students of Arts stream are required to submit tutorial assignments followed by viva voce in some departments which carry 15% weightage of total marks. Students from B.Com stream have to prepare and submit laboratory note books to concerned teacher under which practical classes are held. They are also required to prepare a project work and have to face viva voce examination which is taken by an external expert along with the internal examiner. The internal examination, Tutorial assignments, Viva voce, Project work, preparation of laboratory note book are held once</p>	

in a semester make the internal assessment robust.

In previous 1+1+1 system, students were evaluated through Mid-Term examination and selection Test internally before facing University Examination. For appearing University examination, a student had to qualify in selection Test conducted by the college.

Apart from the above, Class Tests are taken by the teachers under both the system as and when necessary. To maintain transparency of internal assessment, teachers discuss the answers of internal assessment in the class so that the students can understand their mistakes and thrust upon the areas where they need to improve. In 1+1+1 system, answer scripts were shown to the students for better understanding of their mistakes. Students can approach the concerned teacher directly in case of any clarification or discrepancy regarding internal assessment in the class or beyond class hours.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

For clarification or discrepancy or any grievance related to the internal assessment, a student can directly approach to the teacher concerned and the matter is sorted out within a day or two (02). In case a student is not still satisfied, she can approach the head of the department or Teacher-in-charge and Grievance Redressal Cell of the college and can also write her grievance to the RTI Cell [Right To Information] of the college. Then the matter is sorted out within shortest period of time. If the student is not satisfied with the marks of University Examination, she can apply for review of her answer scripts within a stipulated time set by the University. In that cases, the answer script rechecked and result of review is published at the earliest and certainly before the next semester examination so that the student should not face any difficulty. The University of Calcutta has also started the provision of RTI where students can get access to a copy of their evaluated answer script.

All the above systems are time bound and ensure and guarantees of efficiency and transparency of the mechanism

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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.

Programme outcomes, programme specific outcomes and course outcomes for all programmes offered by the institution are stated and displayed on the website and communicated to the teachers and the students.

Every year the institution offers a number of programmes as enlisted in the prospectus. The outcomes are assessed through Assignments and tests, feedback and others through the application and analysis of courses internally. The students are evaluated and monitored through tests, class work and different compositions. The main purpose of the institutional learning and programme outcomes are the development of knowledge, skills, abilities and attitudes as a result of the overall experiences of the students.

In addition, since the College is affiliated to the University of Calcutta, programmes at the undergraduate level are to be followed by the College. Hence, the outcomes of all the semesterial programmes are stated and displayed on the University authorized website. Students can also know their outcomes from the college office after it is published in the website of University of Calcutta. The College issues mark sheets, sent by the University, to the respective students.

The programme outcomes are communicated to the teachers by the examination committee and result committee of the College in the Teachers' Council Meeting and a copy of the same is handed over to the Departmental heads.

The Programme Learning Outcomes emphasize and augment the hopes of a faculty to evaluate and to accomplish successfully in offering the course to the students

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The result of University examinations, intermediary and final, mainly shows the attainment of PO, PSO and CO. Results of the students are documented in the office as well as in the individual department. Each department then evaluates the result and analyzes the student performance in the University examinations. On the basis of the evaluation, the faculties make different strategies to improve the student performance in the next examination. The statistics of the number of students and of the successful students or graduated students per department per year help the college to allot more resources to the needy departments in terms of increasing teaching-learning tools, laboratory equipment's, number of computers or in increasing the number and variety of library resources.

The Institution has a system of giving a number of awards to the students to motivate and recognize their performances which boost their confidence level and positively amongst them. Gold Medals are given to the meritorious students in the Annual Function of the college who score first class marks in their final examination. This help the outgoing students to increase their confidence level to perform more in their after graduation lives, whether in higher studies or in professional lives. This does not only increase the confidence of graduated students, but also inspires and motivates the other students of the college to give their best in the examinations. To increase the reading habit of books and reference work, college gives Best Library User Award every year which also helps the students to perform well in the examinations. An award is given to the students who attend classes (physically) more than 90% of the total class every year for every specific programme course. This helps students to learn and clarify their doubts more often with the teachers during class hours and beyond. This increases the interaction between a teacher and a student which

ultimately help the students to perform well.

Apart from these, different departments occasionally organize Seminars, Workshops, Talks, Career counseling, Placement related talks to keep students aware of the need to constantly excel in academics and beyond. Departmental teachers are also in touch with some of the alumnus and get their feedback and suggestion to improve the course outcomes of the department.

The college believes that learning does not stop on securing marks and acquisition of a University certificate alone so it works on cultivating in each student a healthy work life balance so that when they leave the institution they do not walk out fearing their entry into rat race.

File Description	Documents
Upload any additional information	No File Uploaded
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

478

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://ssjalangirlscollege.org.in/Files/doc/Result%20of%20Final%20Year%20Students%202021.pdf

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://ssjalangirlscollege.org.in/Files/doc/SSS-Analysis.pdf>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

Nil

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

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

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

0

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

4

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

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

3

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

10

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

3.3 - Extension Activities

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

The NSS unit of our College organises programmes related to social issues. The students are encouraged to visit slums and special schools to help the women and children with their constructive initiatives. Moreover, lectures are conducted for enhancing the environmental and ethical awareness among the students. The Eco Club is very active in the College.

Besides annual sports, blood donation and thalassemia awareness camp are annually organised for the noble cause of serving the society.

But, because of Covid-19 pandemic in the said year we could not carry out our general practice of extension activities, as lockdown was in force.

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

Nil

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

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

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

0

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

2

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

3.4 - Collaboration

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

Nil

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

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

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

Nil

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
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.

As per the Calcutta University Act 1979 [Amended by the West Bengal University Laws (Amendment) Act 2011], there is no specified minimum requirements of facilities for the teaching - learning process in its affiliated colleges. The statute is mainly to provide for the reconstitution of the University of Calcutta and for certain matters incidental there too.

The college runs in only one building with the average number of students around 1250 over the last five years where adequate teaching learning facilities are provided.

Classrooms: There are 20 classrooms with proper lighting facility and ventilation. 8 of these classrooms are equipped with audio visual aids and wi-fi facilities suitable for ICT enable teaching learning. Master routine is prepared judiciously to maximize the total no. of classes utilizing all classrooms and staff strength.

A good number of classrooms are equipped with public address system. Apart from classroom teaching, this PA system is used

to conduct departmental events like welcoming of the freshers, orientation programme, students seminars and workshops.

Laboratories: The college has one laboratory in the Department of Geography with necessary equipments and instruments. We also have two computer laboratories with internet facilities which are mainly used for practical classes of the Department of Commerce. Apart from this, students can use computer laboratory for carrying out project and tutorial work.

Computers: The institute provides around 77 computers for teaching- learning. These include separate computer laboratories with internet facilities for the students

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.

1. Permanent stage on the ground floor used since 1954 for Saraswati Puja celebration and other cultural activities.

The open area in front of the stage is used for different purposes - gathering during assembly, seating arrangements for spectators during cultural programs, for blood donation camps and other NSS activities.

Indoor gaming and yoga facilities are available for the students in the Games room on the third floor of the college. Carrom board, Table Tennis Board, Badminton etc are available in the Games room and also in the Common room on the first floor. Apart from these, weighing machine, Height Measuring Bar, Shot Put Iron, Discus iron/ Wooden Steel Rim, Javelin Metal, Skipping Ropes, Floor thick mats, Badminton rackets and shuttle cocks, Badminton nets, carom boards with folding stands have been purchased in the year 2020-21 from the EUSA 2.0 grant. Storage cupboards have also been procured from RUSA 2.0 grant for storage of sports goods.

1. The Games Room on the third floor is used for yoga, gym and indoor games activities. Under the RUSA 2.0 scheme, three (3) storage cupboards (78"X34"X18") single locker were purchased in 2020-2021 for storage of sports goods. The following were also purchased under the above scheme for games, gym and yoga of the students.

1. Weighing Machine (1 Pc)
2. Height Measuring Bar (1 Pc)
3. Shot Put Iron 4 kg (1 Pc)
4. Discuss Iron / Wooden Steel Rim 1 Kg (1 Pc)
5. Javelin Metal 600 gm (1 Pc)
6. Skipping Rope Nylon Heavy Ball Bearing Set (10 Pc)
7. Floor Thick Mat (For Yoga) (4 Pc)
8. Badminton Racket (10 Pc)
9. Badminton Net (2 Pc)
10. Badminton Shuttle Cock (30 Pc)
11. Carom Board Match Quality 48"X48" with Striker and Cover (2 Pc)

Carom Board Metal Stand (Folding) (2 Pc)

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.

8

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

8

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)

0

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Data Requirement for last five years: Upload a description of library with,

- Name of ILMS software: Koha
- Nature of automation (fully or partially): Partially
- Version: 20.11
- Year of Automation: We used Green Campus Software for Library automation from 2016-2019. In 2019, we introduced Koha for Library Automation and the process was completed on January, 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	D. Any 1 of the above
File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File
4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)	
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)	
0.1855	
File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File
4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)	
4.2.4.1 - Number of teachers and students using library per day over last one year	
0	

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

4.3 - IT Infrastructure

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

All departments of the college, office, library and computer laboratory have internet facilities. Presently, the college has Alliance Broadband for Wi-Fi connectivity. Presently the college has 300 Mbps capacity to serve internet facility.

Recently the college has set up two smart classrooms of which one has set up from the fund provided by RUSA 2.0. These rooms are utilized for conducting classes, student seminar, academic talks etc.

Regarding administration, the entire database of students, fees collection has been made computerized. Recently in the academic year 2020-21, the college has introduced the Management Information System out of the fund provided by RUSA 2.0. Now, the whole administration process is controlled through MIS. The salary bills of the college employees were prepared using the 'Computerization of Salary Accounts' (COSA) software under the e-Governance policy of the Finance Department of Govt. of West Bengal from 2013 to 2015. The system was then replaced by IFMS (Institutional Financial Management Scheme) and thereafter from the year 2017, HRMS (Human Resource Management Scheme) of the Govt. of WB is being used for payment of staff salary till date.

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

4.3.2 - Number of Computers

105

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

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

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)

3.80266

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The modernization and maintenance of the college infrastructure facilities has always been a primary objective for the overall development of the college. Repair work of college building inside and outside including laboratories, library, classrooms and other rooms, washroom, support system like canteen is done

whenever is necessary. College building is also maintained through regular painting.

We have one Geography laboratory and two computer laboratories. Geography lab attendant takes care about the instruments and other materials used in the laboratory. For any repair work or new purchase, a requisition is placed from the Department of Geography to the Head of the Institution. After the examination of the requisition, the necessary steps are followed. In the academic year 2019-20, some new materials and equipments have been purchased worth Rs. 100907 from the RUSA 2.0 grant for the Geography laboratory.

The computer laboratories are also maintained by the lab assistants. The computers in the labs and all other computers in the college are maintained regularly through annual maintenance contract by a private company.

It is also to be mentioned apart from the old desktops and desktops; college has purchased 16 more laptops and 30 desktops of worth Rs. 1471000 from RUSA 2.0 grant for the use of students. Requisition is given for any repair work needed or for any purchase of gadgets.

The college library has a rich collection of books, journals and magazines. Presently the library is partially automated and open access is allowed to all the members, students, teachers and other staff. Provision for library reader services, literature retrieval service to researchers is available. The library is constantly updating the institutional website with activity related information. The ICT application has helped the upgradation of library services such as automation of catalogue procurement functions and circulation operations including membership records. The library has digitized its resources including e-delivery of information. The library has a secured system with CCTV monitoring of all activities. Shelf order maintenance is carried out regularly by the staffs of the library. Every year new books are purchased according to the students demand. Old books are maintained through preservation and conservation. A huge number of books are purchased in the year 2019-20 out of RUSA 2.0 grant.

The college has 33 rooms in total out of which 20 are classrooms. All the rooms are utilized judiciously and

maintained properly. The Head Clerk along with care taker of the college keep the note of the required repairing and renovation work of all the rooms, canteen, washrooms, stage, main entrance etc. Any small repair/ renovation work is done promptly, but for other major repair/ renovation work involving more than Rs. 10000, the quotation is called first followed by the issue of work order. A considerable renovation work is done in college office and in Accounts office out of RUSA 2.0 grant. The electrician of the college looks after the electrical connection of the whole college building including electrical connection of computers, smart class rooms, ICT enabled class rooms and all other regular connections. The water purifiers and the college lift are maintained through Annual Maintenance Contract (AMC). Beside this, a lift man, casual staff has also been appointed by the management for regular operation and maintenance of the lift. In addition to one sweeper appointed by the Govt. of West Bengal, the College has also appointed one casual sweeper mainly to clean the washrooms in order to maintain cleanliness and hygiene. Everyday, washrooms are cleaned twice during college hours or more as and when required.

The cleanliness and hygiene is strictly maintained in the sick room on a regular basis. First aid box is frequently updated by the teachers associated with students association. The sanitary napkins are also available in case of need. The whole college building is under the surveillance of CCTV.

Any kind of maintenance work whether it is related to the physical, academic or support facilities is taken care of by the head clerk and caretaker of the college with the help of support staff after getting approval from the Head of the Institute. But any maintenance work which involves a considerable amount of money, is passed through the Purchase Committee and Finance Committee and final approval is taken from the Administrator of the College.

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	
139	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File
5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year	
5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year	
11	
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

17

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

17

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

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

A. All of the above

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

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

1

File Description	Documents
Self-attested list of students placed	View File
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

14

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

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

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

government examinations) during the year

0

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

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

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

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

Students' Association is a very significant part of the college. It actively participate in day to day activities of the college, like organising assembly everyday and maintaining discipline of the college. The association also participate actively in different cultural activities of the college, Saraswati puja, in eco club activities etc. Every year from each semester class representatives are selected. Not only that General Secretary, Assistant General Secretary and Cultural Secretary also are selected for the smooth run of the association and for well management of academic and non-

academic activities. In this pandemic phase also Students' Association organised online programmes on different occasions. Student Representatives also prepared chart and posters for the awareness regarding COVID-19 along with other students under the guidance of the teachers. One of the students of English Department is the member of IQAC Committee as well. She conveys the opinion, suggestion and requirement behalf of all the students. This Students' Association nurtures the quality of leadership, sense of responsibility, development of the cooperative mind of the students.

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

2

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

5.4 - Alumni Engagement

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

The process of registration of Alumni Association has already started but for some technical causes it is pending yet and moreover for the pandemic situation this process is delayed. But this process of registration will be completed very soon.

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

5.4.2 - Alumni contribution during the year (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

The institution has a well-defined administration with a Governing Body as the highest decision-making body. But at present, after the dissolution of the GB of the college by the Department of Higher Education, Government of West Bengal in September 2019 an administrator has been appointed by the Govt of West Bengal to look after the administration of the college. The day-to-day activities of the college are monitored by the Teacher-in-Charge with the help of the IQAC, TC, different committees and with the non-teaching staff. All major decisions are taken at the IQAC meetings, TC meetings and staff meetings and then if required, is placed before the GB/Administrator. Several committees are formed at the beginning of the academic session to ensure that the Institution can maintain the highest level of proficiency in matters of discipline, learning, culture and other activities. All the departments function independently in all matters related to classroom teaching and day to day work. The Heads of the Department act as the link between the departments and the administration.

The primary focus of the college is the academic evaluation of the students which is conducted through regular examinations and class tests. The overall development of the students are monitored and ensured through informal counselling, tutorial classes, practical classes and parent-teacher meet. Every department in the college organizes student seminars in order

to increase their oratory skills, self confidence and develop interests in research and higher studies. New books are purchased every year to enrich the library and seminar libraries for the benefit of both teachers and students.

Apart from academics, a diverse range of activities are arranged in the institution. Every year the Annual sports and the Annual function are held with great enthusiasm and zest. Students participate in both inter college and intra college competitions on cultural and sports events. NSS of the college organizes events like Blood Donation Camp, Thalassemia screening camp and other Community Development Programme.

File Description	Documents
Paste link for additional information	Nil
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.

The effective leadership is visible in various institutional practices such as decentralization and participative management. Seth Soorajmull Jalan Girls' College runs on the principle of decentralization and participative management. For example. Regarding purchase of any item/books/assets of non-recurring nature, the decision is first taken in the IQAC meeting or the TC meeting. The resolution taken in the above-mentioned meetings are then placed before the purchase committee. Thereafter, purchase committee collects the quotation from different vendors by calling tenders in the college website if the required amount of purchase is more than 10,000. Then the work order is issued based on the lowest quotation with required quality after the approval from the Finance committees. Before payment to the vendor, Finance committee checks thoroughly all the required documents and takes the resolution for payment. Then the cheque/document for online payment is placed to the Teacher-in-Charge and thereafter to the Administrator for signing with Finance Committee's resolution.

The above steps were followed to replace the collapsible Gate

in the main entrance of the college which can be an example of decentralization and participative management in the institution.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The institution always make strategic plan before the commencement of any work and deploy the plan into action through different committees. For example, the institution was selected to receive RUSA 2.0 (Rastriya Uchchatar Shikha Abhiyan 2.0) grant under the component 9.0 to receive Rs.2 crores. The amount was divided under two heads as per the instruments of RUSA:

1. Building 2. Procurement.

Since the college has no building of its own, we did not get the amount of Rs.1 crore for the building. The college has received Rs.1 crore only for the purpose of procurement.

According to RUSA instruction, PMU has been set up with the Chairperson who is the Head of the institution, one coordinator, one nodal officer and seven members from the teaching faculty. They have prepared the DPR for the utilization of the amount received which was approved by the Higher Education Dept, RUSA Cell, Govt of WB.

The plan has been successfully implemented and till date the committee has successfully utilized Rs. 6203641 and the utilization certificate (UC) of the mentioned amount has already been sent to RUSA office.

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

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

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

The Governing Body is the highest decision-making body. At present, the Administrator appointed by the Higher Education Dept, Govt. of WB is the highest decision-making body. The college functions following the rules and regulations and orders issued by the UGC, Higher Education Dept, Govt of WB and the University of Calcutta. The teacher-in-Charge (Principal-in-Charge) makes the policies for the day-to-day activities of the college with the help of the IQAC and the Teachers' Council. The policies are effectively and efficiently implemented through different committees, Heads of Departments, Librarian and other non-teaching staff

Appointment- Appointment of the teaching staff and librarian are strictly made following recommendations of the College Service Commission, Govt of WB. Non-Teaching staff are also appointed following the Rules and Approval of Higher Education Dept, Govt of WB. Apart from the above few casual non-teaching staff are also working in the college for reducing the work load. They have been appointed by the college authority on casual basis only.

Service Rules- The college strictly follows the service rules of West Bengal Universities and Colleges Act, 2017, applicable for the Govt-Aided colleges.

The teaching and the non-teaching staff members enjoy advantages of General Provident Fund and Government approved leaves.

Promotional Policies- The IQAC of the college looks into the matters of promotion of teaching staff members. Currently, the promotion is done in view of G.O No. 1373 Edn(CS) dated 07/12/17. The promotion of the non-teaching staff members is done following the G.O No- 245-Edn (CS) dated 10/1/95 and G.O No. 277-Edn(CS) dated 21/4/09.

Grievance Redressal Mechanism- The college has a Grievance Redressal Committee to look into any kind of grievance received from the students, teaching or non-teaching staff. After the enquiry the committee takes decision to redress the grievances and submit the report to the authority for approval.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://ssjalangirlscollege.org.in/Files/doc/Organogram.pdf
Upload any additional information	No File Uploaded

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The college does not have any effective welfare measures for the teaching staff as such. The Teachers; council of the

college collects some fund from all the teachers, which, on many occasions have been used to provide financial support to the teaching and the non-teaching staff members in times of emergency.

For the non-teaching staff, college provides the benefit of Employees State Insurance policy by contributing an amount per month to the Employees Staff Insurance. Apart from this, the college also provided ex-gratia to the non-teaching staff.

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

3

File Description	Documents
IQAC report summary	View File
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

Individual teaching staff is required to write their arrival-departure time, classes allotted taken, extra classes taken in the attendance register and on daily basis. Apart from these

they also have to mention about PTM, students' seminar, number of examination duties conducted, number of staff meetings etc. in the Register kept in the T.I.C's room. These details are then counter signed by the TIC or any senior teacher on monthly basis.

The details of other work done by the teachers, such as number of answer-scripts checked, conducting internal assessment, project work, uploading of marks of internal and final assessment, tutorial work-all these are maintained in the individual departments on yearly basis. These records are used for the final performance appraisal which is related to the promotion of individual teachers,

The promotion of individual teacher (Career Advancement Scheme) is carried out following the definite UGC Guidelines and then followed by the different orders issued by the Higher Education Dept, Govt of WB from time to time,

A similar kind of attendance register is maintained for the non-teaching staff. The Head clerk of the college keeps the record or work done by the non-teaching staff on a daily basis. These records help during the final promotion of the 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

The Higher Education Dept, Govt. of WB appoints a statutory auditor to audit the receipts and payments accounts and Income and the Expenditure accounts and the Balance sheet of the college. Any suggestion and reservation made by the Statutory Auditor is properly taken care off and the correction or rectification is made then and it is followed from that year onwards in which the suggestion of rectification has been made. The Audit of final accounts of the year 2016-2017 to 2019-2020 are completed. For the F.Y 2020-2021, the college has already

given a letter to the HED, Govt of WB requesting to send the name of the Statutory Auditor. The Audit work of 2020-2021 will be started as soon as we would receive the name of the auditor from the Govt and thereafter when we receive a date from the auditor to conduct the audit of accounts of our college, The internal audit of Students Association is done by a Chartered Accountant.

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)

0

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 main source of income of the college is the fees obtained from the students. Apart from this, the college also receives grants from UGC, RUSA and from the State Govt for the development of the infrastructure of the college. The college tries to use all the income optimally by forming different committees, such as Purchase Committee, Finance Committee, UGC Committee, Committee for RUSA (PMU) etc.

At the beginning of every financial year, the college prepares budget of Income and Expenditure so as to spending can be done judiciously. The college tries to maintain the expenditure

below or at par of the budget made. On the basis of the actual expenditure of the previous year, the college tries to prepare the budget of the currant year. For giving work orders for any purchase or procurement or repair and renovation of the building, the college follows the norms set by the Finance Department, Govt of WB

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

Apart from teaching-learning, IQAC of the college looks after the overall development of the students and also contributes in building the togetherness among the students as well as between the teachers and students. To achieve this IQAC with the help of different committees organizes different programmes in the college. The IQAC conducts students' seminars to increase the oratory skills and self confidence among the students.

Different programmes are conducted on some specific occasions so that students can understand the importance of the events and can also understand the duties and responsibilities as a responsible citizen. The few programmes which are conducted by the IQAC are celebration of Saraswati Puja, Independence Day, Annual Function, Annual Sports, Freshers Welcome, Farewell to the outgoing students, Programme on Human Rights, Sexual Harassment etc. All the students of the college has to assemble everyday in Assembly Hall for the prayer at a fixed time. Few teachers also assemble with the students during the prayer. All the special announcements are made in the Assembly Hall.

The IQAC processes the Career Advancements Schemes of teachers regularly in a very disciplined and transparent manner. The faculty members participate in Refresher Course, Orientation Programmes, Short Term courses conducted by the UGC- Human Resource Development Centres of different universities and other Faculty Development Programmes organized by different institutions for upgrading their knowledge and teaching skills. The teachers are encouraged for doing research work over the last five years, few teachers have availed study leave under

UGC -FDP Programmes for completing their Ph.D work.

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

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

1. Apart from traditional method of delivering classroom lectures, efforts have been made to make the teaching-learning method more appealing and enriching to the students. To fulfil this objective the college has transformed two ordinary classrooms into smart classrooms and ICT based classrooms are also made. Again, wherever possible, students are taken to educational tours and industrial visit to gain some practical knowledge. Teachers are also motivated to join workshops and seminars to enrich their skills of teaching-learning process. Again, as per the recommendation made by the NAAC Peer team in 2nd cycle accreditation, the college has applied for starting Masters in Hindi. The inspection has been made by the University of Calcutta and the Higher Education Department, Govt of WB. The result of the inspection is awaiting.

The college had applied for full term principal and one principal had joined on the recommendation of the College Service Commission in the month of March 2021. But due to his personal problems, he left the college and joined his former college.

To aid in teaching-learning process the library automation process had been started. In September 2016, the college library had introduced Green Campus (Local Software) for library Automation Activities. Then Koha Library Automation (Cloud Hosting) has been installed and configured. For all these automation processes, now it has become very easy for both students and teachers to search and borrow the text and reference books of their choices. Every year books are purchased on the basis of the necessity of the students and teachers. A huge number of books has been purchased in the year from RUSA 2.0 Fund. Library users can also take the advantage of open access resources and open Educational Resources (OERs)

using resourceful library website. The college library subscribes Inflibnet N-List program and gives access to the teachers for better teaching-learning activities. Users can also gain knowledge through different journals, magazines and newspapers available in the library. The college is also planning to take the membership of e-books, e-journals, e-shadhsindhu etc.

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

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

D. Any 1 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The founding stone of our institution was laid in the belief to

create a better society where men and women shall have equal role in every aspect of life. Education being the essence of enlightening a human soul, the dream and the goal of our institution from inception has remained to empower girls by the means of educating them. The core value and sincere effort of each and every member of college remains to see how better education with other curricular exposure can be provided to the girls so that an holistic development of their character can take place, in order to make them not only an educated but also a responsible citizen of the country. Besides time to time different seminars takes place as a part of gender sensitization of our college. Students are also encouraged through extra-curricular activity to come up with their presentation as a reflection of their way of seeing the world. We have a counseling cell in our college where teachers interact with students listening to their problem giving suggestion as a way of setting a dialogue with the students so that they can share their problems, concerns and finally overcome them. During the June-July 20-21 sessions an online talk was organized where Dr. Kaberi Chakraborty (Professor, Calcutta University) gave an insightful lecture on "Pandemic through Gender Lens", bringing out the intricacies of gender issues during pandemic. Our endeavor towards gender equity remains the utmost priority of our institution and we shall continue to strive towards ensuring a more equitable one.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

D. Any 1 of the above

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

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

The college aims to promote the idea of Reduce - Reuse - Recycle to implement sustainable waste management to the best of ability. Awareness among students and staffs of the college are spread through posters and slogans on notice boards and college walls to minimize waste generation, proper segregation and disposal and discourage the use of single use plastics to make the campus clean, green and healthy.

Separate color coded waste bins kept for dry and wet wastes on various locations of each floor are daily cleaned by the college housekeeping staffs and disposed off to the Municipal cart. Biodegradable solid wastes of the college including canteen waste, food waste, paper, leaves etc. and non biodegradable wastes containing plastic, metal, glass etc. are disposed accordingly. Leaves and plant wastes are reused as manure in the plant pots. All scraps and large scale paper wastes from Examination and administrative sections, Library etc. are properly kept at store room and periodically given to the local vendors for recycling. The college tries to encourage digital communication to reduce the use of paper wherever possible. College canteen does not use plastic plates or cups. Sanitary napkin incinerator has been installed for sustainable disposal of sanitary napkins.

Liquid waste from toilets, bathrooms, wash basins and canteen are connected with sewage septic tank and Municipal drainage system. RO wastewater generated from water purifier is reused for watering plants in the college. No hazardous chemical, radioactive or biomedical waste is generated in the campus.

E-wastes are generated from computer laboratories, academic and administrative departments in the form of out of order devices like desktops, laptops, network cables, printer, scanner, Wi-fi devices, cartridges, sound systems, UPS etc. Old machines are reused after necessary maintenance and repairing. Obsolete and non functional items are stored and disposed off periodically

through authorized vendors to ensure their safe recycling.

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

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

E. None 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

C. Any 2 of the above

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above
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File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	D. Any 1 of the above
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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 is taking efforts in providing an inclusive environment. the initiatives are to promote better education and setting communal harmony. The extension activities are conducted primarily for the development of holistic environment for the students. Our Institution follows the concept of equality of all cultures and traditions. Students belonging to different caste, religion and language are studying without any discrimination. The College maintains equal approach towards cultural, regional diversities.

With great fervour the national festivals are celebrated every year by the students and the staff. The NSS unit of our College organises programmes related to social issues. The students are encouraged to visit slums and special schools to help the women and children with their constructive initiatives. Moreover, lectures are conducted for enhancing the environmental and ethical awareness among the students. The Eco Club is very active in the College.

Our Institution also runs a yearly Students' magazine titled 'Smriti' and organizes debate, symposium and both intra-College competition to promote intellectual and artistic skills of the students.

Besides annual sports, blood donation and thalassemia awareness camp are annually organised for the noble cause of serving the society.

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

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Our Constitution is the hallmark of the political process through which our country and the society it constitute has evolved in decades after independence. Our institution takes

due care in observing and inculcating constitutional values, believes and practices among the students and employees. Different seminars, lectures, essay, poster competitions are organized every year as a part of academic curriculum to establish a process of dialogue with the student fraternity of the college to make them aware about the rights and duties that are enshrined in our constitution as a step towards making them responsible citizens of the country. The year 2020 and thereafter the world has been engulfed in an unprecedented outbreak of corona pandemic disrupting the normal way of life. However our academic progress continued through the virtual mode and we the teaching faculty tried our best through virtual interaction with students to inculcate in them the ethos of our constitution. During the July - June session of 20-21 through virtual celebration of Independence Day students were encouraged to participate in the program by presenting the values upheld in our constitution. During this period we had also observed National Human Rights day were eminent professor of Calcutta University Dr. Kaberi Chakraborty addressed the students about imperative of rights enshrined in our constitution and how during the pandemic we have strived to protect it. Due to lockdown during this session college campuses had been shut to prevent pandemic menace from spreading which had created little stumble in our progress as direct interaction with students were . However, we are hopeful in coming period our zeal and enthusiasm of the students shall make the process of sensitization a more fruitful one.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff

C. Any 2 of the above

4. Annual awareness programmes on Code of Conduct are organized

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

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

India is known for its most diversified religious societies and cultures. In order to appreciate the amalgamation of cultural and religious identities, the college celebrates various festivals and days of national importance with vigour and fanfare. These events are organised under the supervision of NSS, Students' Association & respective committees.

Due to ongoing Corona pandemic whether it is work, educational institutions were totally shut down for more than a year in order to serve the corona protocol so during this academic year 2020-2021 our college arranged-

1. virtual Covid awareness campaign by NSS volunteers.
2. International Yoga Day was celebrated virtually.
3. Human Rights Day was observed virtually.
4. Republic Day was celebrated virtually by Students' Association & NSS volunteers.

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

7.2 - Best Practices

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

'Tamasoma Jyotirgamaya' is the call the College believes in and bring the light of knowledge to dispel the darkness of ignorance. Our College seeks to ensure inclusiveness and awareness of various social dimensions through its discipline, code of conduct and academic practices. Our College is also known to be one of the most disciplined Colleges in the area. We also put due focus on the issues of national value and interest. The College conducts everyday prayer in its assembly, where all the students reiterate the values of inclusiveness, and also conducts the National Anthem. The assembly is also used for important announcements which includes admiring acknowledging students noteworthy success and in doing so we inspire and encourage other students also. The College also organises Blood Donation camp, Career guidance test, awareness regarding anti sexual harassment and also provided legal consciousness among students through Legal Aid Cell.

The Institution also takes care of the Career Advancement Schemes of its Teaching Staff. After submission of promotion application in prescribed format with necessary documents the institution processes the file from its end and tries its best to carry out the process of promotion as early as possible.

The Institution also has brought its non-teaching employees under the Employee State Insurance Scheme (ESIC) as a much needed welfare gesture to them.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

As a girls' college The Institution has always emphasised on and prioritised the issue of women's education. It strives to ensure a milieu that is conducive to women's overall education, an understanding of the inter-play of several factors relating

to various societal issues, and in the process, to women's empowerment. The Institution is working in this direction with utmost assiduity and hope.

A very significant aspect, that's worth mentioning in this regard, is that majority of our students are from non-Bengali families and most of them are the first generation learners. The Institution tries its best to cater to their academic needs and encourage them for a better, dignified and an enlightened future. For students from the economically weaker families, apart from the available Government scholarships, the College has also its own 'half-free' or 'full-free' scheme that relieves them of the required tuition fees. The College also focuses on the aspect of discipline and is known for that as well as its regular teaching-learning practice.

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

7.3.2 - Plan of action for the next academic year

Plan of Action for Next Academic Year

- Encouraging greater involvement of teachers in technology enabled teaching and learning.
- Regular communication with the West Bengal College Service Commission for appointment of Principal in the College.
- Speedy Performance Appraisal of Teachers and Librarian under CAS.
- Encouraging Faculty Members in doing research work.
- Put more stress on cleanliness of the College premises.
- Organizing more seminar/webinar and workshops.
- Organizing Career Guidance Tests for students.
- Organising different Awareness programmes, such as, Covid and Vaccination Awareness Programmes, Anti Ragging and Sexual Harassment Awareness Programme, Students Scholarship and Credit Card Awareness Programme etc.
- Organizing Blood Donation Camp, Thalassaemia Screening Awareness Camp for the students.
- Emphasising more on extra-curricular activities like sports and games, debates and elocution contests and quizzes, participation in other inter college activities

and inter college competitions by the students.

- Organizing different Community Development Programmes.
- Registration of Alumni Association.

NAAC