YEARLY STATUS REPORT - 2022-2023

Part A
Data of the Institution

1.Name of the Institution	SETH SOORAJMULL JALAN GIRLS' COLLEGE
• Name of the Head of the institution	DR. PRAGYAN MOHANTY
• Designation	PRINCIPAL
• Does the institution function from its own campus?	No
• Phone no./Alternate phone no.	6289835475
• Mobile No:	9433511084
• 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	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Women
• Location	Urban

• Financial Status	**UGC 2f and 12(B)**
• Name of the Affiliating University	**UNIVERSITY OF CALCUTTA**
• Name of the IQAC Coordinator	**DR. LUTFUN NESHA**
• Phone No.	**6289835475**
• Alternate phone No.	
• Mobile	**9674067711**
• 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/Approved%20AQAR%2021-22%20Pdf.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/Academic%20Calendar%202022-23.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**
Cycle 3	**B**	**2.40**	**2022**	**07/12/2022**	**06/12/2027**

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	**7**	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**No**	
• 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)

Assessment and Accreditation of NAAC 3rd Cycle.
Appointment of Principal
Career Advancement of 3 Faculty Members.
Organisation of Class Seminars, Talks and State Level Seminar.
Installation of Rain Water Harvesting

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
Appointment of Principal through WB College Service Commission.	Appointment letter has been issued to the Principal on the recommendation of the West Bengal College Service Commission.
Encouraging greater involvement of teachers in technology enabled teaching and learning.	Teachers have taken classes utilising facilities in smart rooms as well as through other technology enabled mode.
Speedy Performance Appraisal of Teachers and Librarian under CAS.	Career advancement of three teachers have been done during the year.
Encouraging Faculty Members in doing research work.	Many of the Teachers are engaged in doing Ph.d and continuously publishing the Research Papers in different peer reviewed Journals.
Put more stress on cleanliness of the College premises.	Eco club of the college is continuously monitoring the cleanliness of the college premise.
Organizing more seminar/webinar and workshops.	A State Level seminar, Lectures, Class seminars have been organised as far as practicable.
Organising different Awareness programmes,	Different awareness programmes, such as,Covid and Vaccination Awareness Programmes, Anti Ragging and Sexual Harassment Awareness Programme, Students Scholarship and Credit Card Awareness Programme, Blood Donation Camp have been organised.
Organizing different Community Development Programmes.	A few Community Programmes has also been organised.
Registration of Alumni Association.	The process of registration is in progress.
13.Whether the AQAR was placed before	Yes

statutory body?

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	21/12/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2021-2022	17/01/2023

15.Multidisciplinary / interdisciplinary

Our college offers only commerce and arts stream; and some inter-disciplinary subjects due to infrastructural and time constraints. Students having geography with economics get B.Sc degree from Calcutta University. Environmental education is taught to 2nd semester students. As a part of National Social Service, our students do various community services like creating civic awareness in slums, taking part in blood donation camps, Thalassemia screening camps etc. Our students are mostly 1st generation learners, so they are made aware of various social issues through college programs on gender issues, commemorative events; constitutional and universal values. In the morning assembly, unity in diversity is preached and personal achievements of students are announced to inspire other students. To promote a multi /interdisciplinary approach, different seminars are held on interdisciplinary topics.

16.Academic bank of credits (ABC):

During college admission, academic subjects opted by each student in each semester is digitally stored as an Academic Bank of Credit. So our students can avail the benefit of multiple entries and exit during the chosen program. From 1st to 6th semesters, students can opt for various subjects alternatively between semesters. Faculties indulge in innovative practices by publishing textbooks, giving reading materials, using ICT and smart classrooms while teaching. They are also engaged in research and publications. Dr. Lutfun Nesha published a textbook on Financial Management for C.U., B.Com, 6th Semester students. Dr. Uday Sarkar published a textbook 'Samved Bhashyam' (2021), which is helpful for philosophy students. We follow Choice Based Credit System whereby every end semester students are given Semester Grade Point Average and at the end of

the 6th semester, students' get Semester Grade Point Average as well as final Cumulative Grade Point Average based on all six semesters.

17.Skill development:

Majority of our students are non-Bengali, so language class (Bengali) has been started for them. Yoga classes and Spoken English classes are also offered to the interested students. As a part of the curriculum, ICT is taught in B.Com 3rd semester and Computerized Accounting and e-filing of tax return is taught in 6th semester. Basic knowledge of Computers is taught to B.A. students.

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

Our College offers Hindi honours; and Hindi and Bengali as elective subjects. Hindi/ Bengali/English as a Compulsory Indian Language are taught to our students. Our teachers translate topics in Hindi/Bengali to students who are weak in English. Lectures are also delivered in Hindi and Bengali when necessary besides the lecture in English. For cultural integration, we celebrate Sarawati puja, Bhasha Divas, Hindi Diwas. Citizenship values are taught by celebrating Republic Day, Independence Day, Human Rights day. Our college also conducts annual function, quiz contests, debates, and recitation competition in Indian languages and publishes college magazine where students can write in Bengali, Hindi and English.

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

After performance analysis of the students in the internal examinations, remedial classes are arranged for weak students. Advanced students are encouraged to perform better in University examinations and beyond.

20.Distance education/online education:

Our college does not provide distance education. Online education through zoom, Google Meet was adopted during the Covid pandemic period. Since the college re-opened on 05/02/2022, we are offering blended teaching to students (mainly classes are held offline but online classes are also taken as per requirement

Extended Profile

1.Programme

1.1   **239**

Number of courses offered by the institution across all programs

during the year

File Description	Documents
Data Template	View File

2.Student

2.1   **1143**

Number of students during the year

File Description	Documents
Data Template	View File

2.2   **295**

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

File Description	Documents
Data Template	View File

2.3   **372**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **32**

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

Extended Profile

1.Programme

1.1	**239**
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	**1143**
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	**295**
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	**372**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3.Academic

3.1	**32**
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**39**

File Description	Documents
Data Template	<u>View File</u>

4.Institution

4.1 Total number of Classrooms and Seminar halls	**19**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**2865844**
4.3 Total number of computers on campus for academic purposes	**69**

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 the time of curriculum designing for the CBCS (choice Based Credit System) course in B.A and B.Com, at 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	<u>NA</u>

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/Academic%20Calendar%202022-23.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	[View File](#)
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

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

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	[View File](#)

1.3 - Curriculum Enrichment

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

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 knowlwdge 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	[View File](#)
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

9

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)	View File

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

930

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

1.4 - Feedback System

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

C. Any 2 of the above

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

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdiI6ImM3YlU5N2h3eTZCR1VWZE5YbzdtWlE9PSIsInZhbHVlIjoiNzNoWlN2cUJHcFcwc0dYaHR0Rnk0QT09IiwibWFjIjoiYjFmNjE4M2I3ZjVmZDQyYmU1ZWRmMmZkMzhhMzFiMDFjMmU3ZjZhYmEwMzRjNWRkZmY0ODkwZGU0YmViYTIxMiIsInRhZyI6IiJ9

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	**No File Uploaded**
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

31

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.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. 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 advanced students from commerece department are suggested to practice solving the questions from professional examinations, like CA,CMA,and CS etc.

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
1143	**32**

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

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 workshops, 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 Classrooms 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. If needed, teachers also take online classes through different online platforms. E-materials are supplied. 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

32

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

2.4 - Teacher Profile and Quality

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

32

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

14

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

394

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].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.

Apart from the above, Class Tests are taken by the teachers 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.

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. In case the student is not satisfied, she can approach to Head of the Department or Head of the Institution and can also write her grievance to the Grievance Redressal Cell of the college. The grievance is taken care of and solved within the best shortest time.

If the student is not satisfied with the marks in University Examination, she can apply for re-checkingof her answer scripts as well as the students can apply to acess a copy of the evaluated answer script within a stipulated time set by the University. In that case the result of re-examinationand FSI is published at the earliest and certainly before the next semester examination so that the students should not face any difficulty for appearing in the next Semester Examination. All the above systems are transparent, time bound and ensure and guarantees efficiency.

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 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 shows the attainment of PO, PSO and CO of the individual department. Each department then evaluates the result and analyzes the student performance.

Faculties make different strategies to improve the student performance in the next semester examination. The statistics of the department help the college to allot more resources to the needy departments in terms 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 merit.Medals are given to the meritorious outgoing students in the Annual Function of the college who secure 1st classto increase their confidence level to perform more in their after graduation lives. College gives Best Library User Award every year which also helps the students to use library more frequently. Awards are alsogiven to the students who attend classes (physically) more than 90% of the total class every

year for every specific programme course.

Apart from these, different departments occasionally organize Seminars, Workshops, Talks, Career counseling so that the students can excel in academics and beyond.

The college believes that learning does not stop on securing marks and acquisition of a University certificate only. We believe in overall developmentso 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

209

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

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

chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://ssjalangirlscollege.org.in/Files/pdf/SSS%20Analysis%202022-23.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)	<u>View File</u>

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)	<u>View File</u>
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

3

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

Dengue awareness campaign was organised by Community Development Cell & NSS volunteers jointly visited nearby slum area & Harijan Jagjiwan Primary School on 16th of November, 2022. Students & NSS

volunteers helped primary school children to make hand crafts and super fun alphabet learning activities to help children to play and learn every day. NSS volunteers distributed crayons and drawing books to children.

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

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

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

0

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

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

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

4

File Description	Documents
Reports of the event organized	[View File](#)
Any additional information	[View File](#)
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	[View File](#)

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

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

192

File Description	Documents
Report of the event	View File
Any additional information	View File
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

0

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

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

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

0

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	<u>View File</u>

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college runs in only one building with the average number of students around 1200 over the last five years where adequate teaching learning facilities are provided.

Classrooms: There are 19 classrooms with proper lighting facility and ventilation. 8 of these classroomsare equipped with audio visualaids 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 equipmentsand 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 laboratoryfor carrying out project and tutorial work.

Computers: The institute provides around 69 computers for academic purpose.. 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.

Permanent stage on the ground floor used since 1954 for Saraswati Puja celebration and other cultural activities (fresher's welcome,farewell,Sharadiya Agamoni, etc.). The open area in front of the stage is used for different purposes like gathering during assembly, seating arrangements for audience during cultural programs, for food stall, handicraft stall blood donation, thalassemia camps and other NSS activities. Indoor gaming and yoga facilities are available for the students in the Games room and Common room. Carrom board, Table Tennis Board, Badminton etc. are available in the Games room and also in the Common room. 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 RUSA 2.0 grant. Storage cupboards have also been procured from RUSA 2.0 grant for storage of sports goods. 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.

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.

19

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

19

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)

1.03244

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

4.2 - Library as a Learning Resource

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

Name of ILMS software: Koha.

Nature of automation (fully or partially): Partially (almost completed)

Version: 21.05.08

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 **B. Any 3 of the above** **following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

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

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

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

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

98

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

4.3 - IT Infrastructure

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

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 byRUSA 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 Systemout of the fund provided by RUSA2.0. Now, the whole administration process is controlled through MIS. The salary bills of the college employees areprepared using the HRMS (Human Resource Management Scheme) of the Govt. of WB..

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

4.3.2 - Number of Computers

69

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	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)

27.29539

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.

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.

Geography lab attendant takes care of the instruments and other materials used in the laboratory. The computer laboratories are also maintained by the lab assistants. The computers are maintained regularly through annual maintenance contract .

Provision for library reader services, literature retrieval service to researchers is available. 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.

The electrician of the college looks after the electrical connection of the whole college building including. The water purifiers and the college lift are maintained through Annual Maintenance Contract (AMC).

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.. The sanitary napkins are also available in case of need. The whole college building is under the surveillance of CCTV.

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

329

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<u>View File</u>
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)	<u>View File</u>

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

17

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

D. 1 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)	View File

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

44

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

44

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

5.1.5 - The Institution has a transparent

A. All of the above

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

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

27

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

42

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

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

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

1

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

5.3 - Student Participation and Activities

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

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

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)	View File

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

Students' Association is a very significant part of the college. It actively participate in day to day activities of the college, like organising assembly every Wednesdayand 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. One of the students of English Department and one from Commerce Departmentarethe member of IQAC Committee as well. They convey 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	Nil
Upload any additional information	No File Uploaded

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

7

File Description	Documents
Report of the event	View File
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 already has started but for some technical causes it is pending yet .

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)   **E. <1Lakhs**

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

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 till June 2023 and thereafter by the Principal, with the help of the IQAC, TC, different committees and with the help of non-teaching staff. All major decisions are taken at the IQAC meetings, TC meetings and staff meetings followed by the GB approval. 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.

The overall development of the students are monitored and ensured through regular test, informal counseling, 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 to 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.

Blood Donation Camp and other Community Development Programme are conducted. Students participate in different inter college and intra college competitions.

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. The 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 Rs.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 Principal and thereafter to the Administrator for signing with Finance Committee's resolution.

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 was selected to receive RUSA 2.0 (Rastriya Uchchatar ShikhaAbhiyan 2.0) grant under the component 9.0 to receive Rs.2 crores. The amount was divided under two heads as par the instruments of RUSA:

   1. Building and 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

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

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

The Governing Body is the highest decision-making body. The college functions following the rules and regulations issued by the UGC, Higher Education Dept, Govt of WB and the University of Calcutta. The Principal 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 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.

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

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   **A. All of the above**

Support Examination

File Description	Documents
ERP (Enterprise Resource Planning)Document	<u>View File</u>
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)	<u>View File</u>

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 andthe 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 casual staff

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

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)	<u>View File</u>

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)	<u>View File</u>

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

1

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

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

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 thesethey 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-allthese 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 caried 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 Financial Accounts and Statements of the college. Any suggestion and reservation made by the Statutory Auditor is properly taken care off and the correction or rectification is made and then it is followed from that year onwards in which the suggestion of rectification has been made. The Audit work of 2021-2022 and 2022-2023 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 ofaccounts of our college. The internal audit is conducted by a Chartered accountant and his team. The Internal Audit Report is uploaded here.

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

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

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

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)	[View File](#)

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 current year. For giving work orders for any purchase or procurement or repair and renovation of thebuilding, 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. 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 have to assemble 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. The teachers are encouraged for doing research work. A few teachers have also 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

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. Teachers are 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, the college has applied for starting Master Degree 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 again for full term principal of the

College to the West Bengal College Service Commission due to the resignation of the principal who had joined the college before three months.

To aid in teaching-learning process the library automation process had been started in September 2016.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. Library users can also take the advantage of open access resources and open Educational Resources (OERs. 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-shodhsindhu 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)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdiI6IlNVRGNUTE93Ny95NURNbHVURHo5MFE9PSIsInZhbHVlIjoiaUI1Mit5elc3ZEdQSmF6cHJTNHhWcmVFcm5Xa05XWXFoczRRJTnJGbk1Za2lXM2htWER2dmEyVVR3UkFUdFFh4VyIsIm1hYyI6IjhmZThkZTM5NTY0ZjI0YWEwODViODdkN2U2M2Q4ZmQyMjcyOGFlMGQ2NzFmNTdlYzczMDk1NzFhYTY3YmRkNWMiLCJ0YWciOiIifQ==
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

In our journey towards establishing an equitable and just society, addressing the problem of gender discrimination becomes a matter of utmost importance. As our nation strives towards greater prosperity in the world platform a holistic nature of development is very much needed. Our college 'Seth Soorajmull Jalan Girls' College' from its inception has been and still continues to strive for empowerments of girls in our society by providing them a better scope in higher education. The motto of the institution remains to ensure holistic and all around development of every girl student enrolled in the institutions. All the teachers of the institution gives their best effort to ensure academic betterment of the students, even going to the extent to providing addition educational assistance to academically weaker students. Beside academics and other curricular activities the college also conducts gender sensitization seminars, student paper presentation sessions and observation of International Women's Day. The college has an active Sexual Harassment Cell, Anti-Ragging Committee and Counseling Cell to address problems of distress as part of well being of our students. Thus gender equity is an important priority

for the institution and our continuous endeavor remains to uplift and empower girls for a better tomorrow.

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

C. Any 2 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 cleaning of the college is carried out by the housekeeping staff. The waste collected is segregated and kept in separate coloured bins, finally disposed off to the municipal waste cart.There is also practice of using leaves and plant as manure in plant pots.

Papers and scrap waste produced from daily working of the institution are kept in a separate store room which is periodically sold to vendors. The college has already initiated and activity trying to intensify the use of digital platform for its day to day work, as part of the plan to reduce the use of paper. Use of plastic plates and cups are completely discouraged from being used in college canteen. Facility of Sanitary Napkin incinerator has been installed for sustainable disposal of sanitary napkins. Liquid waste from toilets, wash basins and

bathrooms are connected with the sewerage septic tank and Municipal drainage system. RO wastewater generated from water purifier is used for watering plants in the college.

Electronic devices are periodically maintained and repaired. E-waste that are generated from electronic devices like desktops, laptops, network cables, printer, scanner, cartridges are stored and disposed off periodically through authorized vendors to ensure their safe recycle.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus   D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: A. Any 4 or All of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	**No File Uploaded**

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

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

B. Any 3 of the above

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

The Institution is currently taking various initiatives to ensure tolerance and harmony towards regional, linguistic, cultural, socio-economic, communal and other diversities. The activities are conducted for the development of holistic environment for the students. The College maintains equal approach towards cultural, regional diversities. Students belonging to different caste, religion and language are studying without any discrimination.

With great enthusiasm the national festivals are celebrated every year by the students and the staff. Our NSS unit organizes different programmes related to social issues. The students are encouraged to visit slums to help the women and children with their constructive initiatives. Moreover, organize various motivational lectures to motivate the students. The Eco Club is very active in the College. Our Institution also publishes a Students' magazine and organizes sports, debate, poster and intra-College competition to promote intellectual, artistic and sports skills of the students.

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

Constitution is the pillar of the political process of our nation, society and its citizens. Our institution takes due care in observing and inculcating constitutional values among the students and employees. Different seminars, lectures, essay and poster competitions are organized as a part of academic curriculum to make our students aware about the rights and duties, so that they can become a responsible citizen of India.

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

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

D. Any 1 of the above

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

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

The college lays emphasis on organizing as many as possible national and international days as ways of spreading and

inculcating values, ideas and moral principal among students through active participation of students. The Institution celebrates number of national and international days like Independence Day, Hindi Divas etc.

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	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Women Empowerment is the prime motto of our College. As the proverbial saying goes – 'Knowledge is Power', we want to ensure this empowerment through the call of 'Tamasoma Jyotirgamaya' 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.

The Institution seeks to take care of the appropriate Career Advancement and Welfare Schemes for its teaching, non-teaching staff and students as well.

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 the college caters to the need for girls' education, it tries to emphasize and ensure the prioritization of women issues at the forefront. Through its academic curriculum and other activities the college tries to inculcate values of gender equality and

uphold ideas of women's participation.

The college basically caters to non-bengali families from the adjoining areas and most of them are first generation learners. The faculty of the college tries with their utmost effort to familiarize the students with academic curriculum assists them in the process of learning. Individual counseling sessions are conducted by some of the faculty members to resolve and give a proper guidance to the students. For students coming from economically weaker section the college has a very active scholarship section under able guidance of college teachers to provide scholarships to needy students. The college has also provision for "Half-Free" and "Full-Free" scheme that relieves the students of the required tuition fees. The college advocates and practices a disciplined approach for students in matter of studies. The college is known for its regularized teaching-learning process.

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 the time of curriculum designing for the CBCS (choice Based Credit System) course in B.A and B.Com, at 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](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/Academic%20Calendar%202022-23.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	<u>View File</u>
Institutional data in prescribed format (Data Template)	<u>View File</u>

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

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

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	<u>View File</u>

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 knowlwdge 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	View File
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

9

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)	View File

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

930

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**C. Any 2 of the above**

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

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	[https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdiI6ImM3YlU5N2h3eTZCR1VWZE5YbzdtWlE9PSIsInZhbHVlIjoiNzNoWlN2cUJHcFcwc0dYaHR0Rnk0QT09IiwibWFjIjoiYjFmNjE4M2I3ZjVmZDQyYmU1ZWRmMmZkMzhhMzFiMDFjMmU3ZjZhYmEwMzRjNWRkZmY0ODkwZGU0YmViYTIxMiIsInRhZyI6IiJ9](https://assessmentonline.naac.gov.in/public/index.php/admin/get_file)

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	**No File Uploaded**
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

31

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	<u>View File</u>

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.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. 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 advanced students from commerece department are suggested to practice solving the questions from professional examinations, like CA,CMA,and CS etc.

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
1143	**32**

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

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 workshops,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 Classrooms 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. If needed, teachers also take online classes through different online platforms. E- materials are supplied. 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

32

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

2.4 - Teacher Profile and Quality

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

32

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

14

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

394

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].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.

Apart from the above, Class Tests are taken by the teachers 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.

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. In case the student is not satisfied, she can approach to Head of the Department or Head of the Institution and can also write her grievance to the Grievance Redressal Cell of the college. The grievance is taken care of and solved within the best shortest time.

If the student is not satisfied with the marks in University Examination, she can apply for re-checkingof her answer scripts as well as the students can apply to acess a copy of the evaluated answer script within a stipulated time set by the University. In that case the result of re-examinationand FSI is published at the earliest and certainly before the next semester examination so that the students should not face any difficulty for appearing in the next Semester Examination. All the above systems are transparent, time bound and ensure and guarantees efficiency.

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 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 shows the attainment of PO, PSO and CO of the individual department. Each department then evaluates the result and analyzes the student performance.

Faculties make different strategies to improve the student performance in the next semester examination. The statistics of

the department help the college to allot more resources to the needy departments in terms 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 merit.Medals are given to the meritorious outgoing students in the Annual Function of the college who secure 1st classto increase their confidence level to perform more in their after graduation lives. College gives Best Library User Award every year which also helps the students to use library more frequently. Awards are alsogiven to the students who attend classes (physically) more than 90% of the total class every year for every specific programme course.

Apart from these, different departments occasionally organize Seminars, Workshops, Talks, Career counseling so that the students can excel in academics and beyond.

The college believes that learning does not stop on securing marks and acquisition of a University certificate only. We believe in overall developmentso 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

209

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

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

chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://ssjalangirlscollege.org.in/Files/pdf/SSS%20Analysis%202022-23.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)	View File

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

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

0

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

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

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

3

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)	<u>View File</u>

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

Dengue awareness campaign was organised by Community Development Cell & NSS volunteers jointly visited nearby slum area & Harijan Jagjiwan Primary School on 16th of November, 2022. Students & NSS volunteers helped primary school children to make hand crafts and super fun alphabet learning activities to help children to play and learn every day. NSS volunteers distributed crayons and drawing books to children.

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

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

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

0

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

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

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

4

File Description	Documents
Reports of the event organized	[View File](#)
Any additional information	[View File](#)
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	[View File](#)

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

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

192

File Description	Documents
Report of the event	[View File](#)
Any additional information	[View File](#)
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

0

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

0

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	<u>View File</u>

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college runs in only one building with the average number of students around 1200 over the last five years where adequate teaching learning facilities are provided.

Classrooms: There are 19 classrooms with proper lighting facility and ventilation. 8 of these classroomsare equipped

with audio visualaids 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 equipmentsand 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 laboratoryfor carrying out project and tutorial work.

Computers: The institute provides around 69 computers for academic purpose.. 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.

Permanent stage on the ground floor used since 1954 for Saraswati Puja celebration and other cultural activities (fresher's welcome,farewell,Sharadiya Agamoni, etc.). The open area in front of the stage is used for different purposes like gathering during assembly, seating arrangements for audience during cultural programs, for food stall, handicraft stall blood donation, thalassemia camps and other NSS activities. Indoor gaming and yoga facilities are available for the students in the Games room and Common room. Carrom board, Table Tennis Board, Badminton etc. are available in the Games room and also in the Common room. 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 RUSA 2.0 grant. Storage cupboards have

also been procured from RUSA 2.0 grant for storage of sports goods. 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.

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.

19

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

19

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)

1.03244

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

4.2 - Library as a Learning Resource

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

Name of ILMS software: Koha.

Nature of automation (fully or partially): Partially (almost completed)

Version: 21.05.08

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	**B. Any 3 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)

File Description	Documents
Any additional information	View File
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

98

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

4.3 - IT Infrastructure

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

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 byRUSA 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 Systemout of the fund provided by RUSA2.0. Now, the whole administration process is controlled through MIS. The salary bills of the college employees areprepared using the HRMS (Human Resource Management Scheme) of the Govt. of WB..

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

4.3.2 - Number of Computers

69

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	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)

27.29539

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.

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.

Geography lab attendant takes care of the instruments and other materials used in the laboratory. The computer laboratories are also maintained by the lab assistants. The computers are maintained regularly through annual maintenance contract .

Provision for library reader services, literature retrieval service to researchers is available. 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.

The electrician of the college looks after the electrical connection of the whole college building including. The water purifiers and the college lift are maintained through Annual Maintenance Contract (AMC).

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.. The sanitary napkins are also available in case of need. The whole college building is under the surveillance of CCTV.

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

329

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

17

File Description	Documents
Upload any additional information	**No File Uploaded**
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	D. 1 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)	View File

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

44

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

44

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

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

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

27

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

42

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

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

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

government examinations) during the year

1

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

5.3 - Student Participation and Activities

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

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

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)	[View File](#)

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

Students' Association is a very significant part of the college. It actively participate in day to day activities of the college, like organising assembly every Wednesdayand 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.
One of the students of English Department and one from Commerce
Departmentarethe member of IQAC Committee as well. They convey
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	**Nil**
Upload any additional information	**No File Uploaded**

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

7

File Description	Documents
Report of the event	View File
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 already has
started but for some technical causes it is pending yet .**

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)	**E. <1Lakhs**

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

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

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 till June 2023 and thereafter by the Principal, with the help of the IQAC, TC, different committees and with the help of non-teaching staff. All major decisions are taken at the IQAC meetings, TC meetings and staff meetings followed by the GB approval. 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.

The overall development of the students are monitored and ensured through regular test, informal counseling, 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 to 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.

Blood Donation Camp and other Community Development Programme are conducted. Students participate in different inter college and intra college competitions.

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. The 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 Rs.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 Principal and thereafter to the Administrator for signing with Finance Committee's resolution.

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 was selected to receive RUSA 2.0 (Rastriya Uchchatar ShikhaAbhiyan 2.0) grant under the component 9.0 to receive Rs.2 crores. The amount was divided under two heads as par the instruments of RUSA:

1. Building and 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

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

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

The Governing Body is the highest decision-making body. The college functions following the rules and regulations issued by the UGC, Higher Education Dept, Govt of WB and the University of Calcutta. The Principal 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 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.

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

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 andthe 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 casual staff

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

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

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

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)	[View File](#)

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

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

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)	View File

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

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

1

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

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

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

thesethey 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-allthese 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 caried 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 Financial Accounts and Statements of the college. Any suggestion and reservation made by the Statutory Auditor is properly taken care off and the correction or rectification is made and then it is followed from that year onwards in which the suggestion of rectification has been made. The Audit work of 2021-2022 and 2022-2023 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 ofaccounts of our college. The internal audit is conducted by a Chartered accountant and his team. The Internal Audit Report is uploaded here.

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

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

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

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)	[View File](#)

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 current year. For giving work orders for any purchase or procurement or repair and renovation of

thebuilding, 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. 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 have to assemble 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. The teachers are encouraged for doing research work. A few teachers have also 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

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. Teachers are 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, the college has applied for starting Master Degree 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 again for full term principal of the College to the West Bengal College Service Commission due to the resignation of the principal who had joined the college before three months.

To aid in teaching-learning process the library automation process had been started in September 2016.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. Library users can also take the advantage of open access resources and open Educational Resources (OERs. 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-shodhsindhu 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)	**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://assessmentonline.naac.gov.in/public/index.php/admin/get_file?file_path=eyJpdiI6IlNVRGNUTE93Ny95NURNbHVURHo5MFE9PSIsInZhbHVlIjoiaUI1Mit5elc3ZEdQSmF6cHJTNHhWcmVFcm5Xa05XWXFoczRRJTnJGbk1Za2lXM2htWER2dmEyVVR3UkFUdFFh4VyIsIm1hYyI6IjhmZThkZTM5NTY0ZjI0YWEwODViODdkN2U2M2Q4ZmQyMjcyOGFlMGQ2NzFmNTdlYzczMDk1NzFhYTY3YmRkNWMiLCJ0YWciOiIifQ==
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	[View File](#)
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File](#)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

In our journey towards establishing an equitable and just society, addressing the problem of gender discrimination becomes a matter of utmost importance. As our nation strives towards greater prosperity in the world platform a holistic nature of development is very much needed. Our college 'Seth Soorajmull Jalan Girls' College' from its inception has been and still continues to strive for empowerments of girls in our society by providing them a better scope in higher education. The motto of the institution remains to ensure holistic and all around development of every girl student enrolled in the institutions. All the teachers of the institution gives their best effort to ensure academic betterment of the students, even going to the extent to providing addition educational assistance to academically weaker students. Beside academics and other curricular activities the college also conducts gender sensitization seminars, student paper presentation sessions and observation of International Women's Day. The college has an active Sexual Harassment Cell, Anti-Ragging Committee and Counseling Cell to address problems of distress as part of well being of our students. Thus gender equity is an important priority for the institution and our continuous endeavor remains to uplift and empower girls for a better tomorrow.

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	C. Any 2 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 cleaning of the college is carried out by the housekeeping staff. The waste collected is segregated and kept in separate coloured bins, finally disposed off to the municipal waste cart.There is also practice of using leaves and plant as manure in plant pots.

Papers and scrap waste produced from daily working of the institution are kept in a separate store room which is periodically sold to vendors. The college has already initiated and activity trying to intensify the use of digital platform for its day to day work, as part of the plan to reduce the use of paper. Use of plastic plates and cups are completely discouraged from being used in college canteen. Facility of Sanitary Napkin incinerator has been installed for sustainable disposal of sanitary napkins. Liquid waste from toilets, wash basins and bathrooms are connected with the sewerage septic tank and Municipal drainage system. RO wastewater generated from water purifier is used for watering plants in the college.

Electronic devices are periodically maintained and repaired. E-waste that are generated from electronic devices like desktops, laptops, network cables, printer, scanner, cartridges are stored and disposed off periodically through authorized vendors to ensure their safe recycle.

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 | D. Any 1 of the above |

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

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants	A. Any 4 or All 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	B. Any 3 of the above

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

The Institution is currently taking various initiatives to ensure tolerance and harmony towards regional, linguistic, cultural, socio-economic, communal and other diversities. The activities are conducted for the development of holistic

environment for the students. The College maintains equal approach towards cultural, regional diversities. Students belonging to different caste, religion and language are studying without any discrimination.

With great enthusiasm the national festivals are celebrated every year by the students and the staff. Our NSS unit organizes different programmes related to social issues. The students are encouraged to visit slums to help the women and children with their constructive initiatives. Moreover, organize various motivational lectures to motivate the students. The Eco Club is very active in the College. Our Institution also publishes a Students' magazine and organizes sports, debate, poster and intra-College competition to promote intellectual, artistic and sports skills of the students.

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

Constitution is the pillar of the political process of our nation, society and its citizens. Our institution takes due care in observing and inculcating constitutional values among the students and employees. Different seminars, lectures, essay and poster competitions are organized as a part of academic curriculum to make our students aware about the rights and duties, so that they can become a responsible citizen of India.

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	D. Any 1 of the above

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	**No File Uploaded**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	[View File](#)

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

The college lays emphasis on organizing as many as possible national and international days as ways of spreading and inculcating values, ideas and moral principal among students through active participation of students. The Institution celebrates number of national and international days like Independence Day, Hindi Divas etc.

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	[View File](#)
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

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

Women Empowerment is the prime motto of our College. As the proverbial saying goes - 'Knowledge is Power', we want to ensure this empowerment through the call of 'Tamasoma Jyotirgamaya' 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.

The Institution seeks to take care of the appropriate Career Advancement and Welfare Schemes for its teaching, non-teaching staff and students as well.

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 the college caters to the need for girls' education, it tries to emphasize and ensure the prioritization of women issues at the forefront. Through its academic curriculum and other activities the college tries to inculcate values of gender equality and uphold ideas of women's participation.

The college basically caters to non-bengali families from the adjoining areas and most of them are first generation learners. The faculty of the college tries with their utmost effort to familiarize the students with academic curriculum assists them in the process of learning. Individual counseling sessions are conducted by some of the faculty members to resolve and give a proper guidance to the students. For students coming from economically weaker section the college has a very active scholarship section under able guidance of college teachers to provide scholarships to needy students. The college has also provision for "Half-Free" and "Full-Free" scheme that relieves the students of the required tuition fees. The college advocates and practices a disciplined approach for students in matter of studies. The college is known for its regularized teaching-learning process.

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

- **To implement and innovate modern techniques of teaching with better use of modern technology.**
- **Speedy Performance Appraisal of Teachers and Librarian under CAS.**
- **To encourage research work among faculty members and take initiative for opening a multi-disciplined peer-reviewed journal.**
- **Organizing more seminar/webinar and workshops.**
- **Organizing Career Guidance Tests for students.**
- **Adopting mentor-mentee systems to enhance teacher student's interaction.**
- **Organize different awareness program on health, social and psychological issues.**
- **Organizing Blood Donation camp, Thalassemia Screening Awareness camp for students.**
- **Emphasis more on extra-curricular activities like sports, games, debates, quizzes and elocution contest.**
- **Organizing different Community Development Programmes**
- **Registration of Alumni Association/**
- **Signing of MOU with different Institutions and Agencies.**
- **Signing of MOU with different colleges for student and faculty exchange programme.**