



## YEARLY STATUS REPORT - 2021-2022

### Part A

#### Data of the Institution

##### 1. Name of the Institution

South Calcutta Girls' College

- Name of the Head of the institution **Dr. Aparna De**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **03324542265**
- Mobile No: **9836195339**
- Registered e-mail **southcalcuttagirlscollege@gmail.com**
- Alternate e-mail **principal.scgc@gmail.com**
- Address **72, Sarat Bose Road**
- City/Town **Kolkata**
- State/UT **West Bengal**
- Pin Code **700025**

##### 2. Institutional status

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

- Name of the Affiliating University **University of Calcutta**
- Name of the IQAC Coordinator **Dr. Rehana Khatun**
- Phone No. **03324542265**
- Alternate phone No. **03324753785**
- Mobile **9830168446**
- IQAC e-mail address **iqacscgc1@gmail.com**
- Alternate e-mail address **southcalcuttagirlscollege@gmail.com**

**3. Website address (Web link of the AQAR (Previous Academic Year))** [https://southcalcuttagirlscollege.com/AQAR\\_2020-2021.pdf](https://southcalcuttagirlscollege.com/AQAR_2020-2021.pdf)

**4. Whether Academic Calendar prepared during the year?** **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: <https://southcalcuttagirlscollege.com/AcademicCalendar2021-22.pdf>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 2</b>	<b>B++</b>	<b>2.82</b>	<b>2016</b>	<b>16/12/2016</b>	<b>15/12/2021</b>
<b>Cycle 1</b>	<b>B</b>	<b>70.25</b>	<b>2004</b>	<b>03/05/2004</b>	<b>02/05/2009</b>

**6. Date of Establishment of IQAC** **23/05/2014**

**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
<b>South Calcutta Girls' College</b>	<b>RUSA 2.0 Component 9, Infrastructure Development</b>	<b>RUSA</b>	<b>2018</b>	<b>15000000</b>

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

- Upload latest notification of formation of [View File](#)

## IQAC

**9.No. of IQAC meetings held during the year** 15

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report No File Uploaded

**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)**

Conduction of online yoga and psychological counselling session during restriction period of Covid-19 pandemic for physical and mental improvement of the students and the programme continued in offline mode during post-COVID period as well.

Inter-college poster presentation competition to celebrate National Science Day organized by the Department of Chemistry on 28.02.2022. The theme was "Integrated Approach in Science and Technology for a Sustainable Future".

IQAC promoted inter-college Banner with Slogan competition to celebrate 75 years of independence was organized in collaboration with New Alipore College.

Celebration of World Environment Day on 5.6.2022 by the Green Audit Team of South Calcutta Girls' College. The theme was "Only One Earth".

Several awareness programmes have been organized by the institution:

- IQAC and Placement Cell organized an awareness programme on competitive examination on 10.03.2022 in collaboration with Staff Selection Commission. Mr. Prosenjit Bose, Assistant Director, Staff Selection Commission was the esteemed speaker of this session.
- N.S.S unit of South Calcutta Girls' College organized an awareness programme on HIV-AIDS on 25.3.2022.
- IQAC and Placement Cell

organized an awareness programme on Intellectual Property Rights in collaboration with National IP Awareness Mission on 17.6.2022.

**12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
1. Extensive use of G-suite for Education for academic and administrative purpose.	1. During the restriction period of COVID-19 all classes, examinations, meetings are being held online.
2. To ensure the high speed internet connectivity throughout the campus.	2. Whole campus is Wifi enabled. Faculty, students and staff enjoy uninterrupted internet connection. This facility is available in College Hostel also.
3. To arrange National and International Seminar, Inter and Intra College activities.	3. Several Inter and Intra College activities, National Webinars, Seminars, Awareness programmes have been organised by the institution.
4. To arrange activities for the inclusiveness of the students.	4. Several activities like Rabindra Jayanti Celebration, Celebration of International Mother Language Day, National Science Day etc have been arranged throughout the year for the inclusiveness of the students.
5. Preparation of Academic Calendar and IQAC Calendar.	5. Academic and IQAC Calendars have been prepared incorporating College activities, examination schedule, academic and quality enhancing programme.
6. Upgradation of institutional website.	6. Institutional information are available for all stake holders.
7. To promote faculty development.	7. Teachers have participated in Orientation programmes, Refresher Courses, Short Term Courses as required for CAS.

8. Initiative of Career Advancement Scheme (CAS) for teaching staff.	8. IQAC has arranged CAS meeting for five teachers.
9. New construction of the Seventh Bay of the College building.	9. Work in progress.
10. Setting up Audio-visual Studio for Journalism and Mass Communication department.	10. Proposal has been placed in DPR of RUSA.
11. Implementation of Language Laboratory.	11. Proposal has been placed in DPR of RUSA.
12. Renovation of Toilets.	12. Completed.
13. Renovation of Gymnasium.	13. Ongoing.
14. Roof treatment of the College building from College fund.	14. Work in progress.
15. Canteen renovation.	15. Ongoing.
16. Repairing of all the rooms along with boundary wall of the eastern side of the College.	16. Ongoing.
17. Measures for Green Campus.	17. Initiative of plantation has been taken.

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

- Name of the statutory body

Name	Date of meeting(s)
IQAC	30/11/2021

14. Whether institutional data submitted to AISHE

**Part A****Data of the Institution**

<b>1.Name of the Institution</b>	South Calcutta Girls' College
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• Designation	Principal
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<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

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17. Measures for Green Campus.	17. Initiative of plantation has been taken.
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
IQAC	30/11/2021
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2022	15/02/2022

<p><b>15.Multidisciplinary / interdisciplinary</b></p>
<p>Vibrant multidisciplinary study environment is significant to the academic endeavour of the college. It has arranged several multidisciplinary seminars, webinars, poster presentations etc. We provide with many subject combinations to our students to opt for. Equity, and inclusion through a range of measures, including greater opportunities for public education; provision of scholarships for disadvantaged and underprivileged students, reaffirming the integrity of faculty and institutional leadership positions through merit appointments and career progression based on teaching, research, and service have been undertaken.</p>
<p><b>16.Academic bank of credits (ABC):</b></p>
<p>The institutional preparedness in implementation of Academic Bank of Credits is dependent on the guidelines of the Affiliated University (University of Calcutta) and Higher Education Department, Govt. of West Bengal. To satisfy the purpose of this initiative, a link between centralised database and the database of the college is to be established for digitally storing the academic credits earned by the students from various courses. ABC will allow higher education institutions to maintain a digital repository of credits earned by students.</p>
<p><b>17.Skill development:</b></p>
<p>The National Education Policy (NEP) 2020 has given special emphasis on acquiring various skills to attain the goal of <i>Samagra Shiksha</i>. The college is already conducting the skill enhancement courses as designed by affiliating University of Calcutta from 3rd Semester. The college also encourages the soft skill development of the students by arranging lectures by eminent persons from different fields also. Besides CBCS, the college provides Computer Training Courses and encourages entrepreneurship through different programmes in order to embrace skill development.</p>
<p><b>18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b></p>
<p>The college has made several efforts to integrate Indian knowledge system in its curriculum. Bilingual method, as the medium of the teaching is used in our college. The college celebrates many commemorative days to make students aware of Indian culture and heritage. As a part of it, online Yoga course was effective during pandemic period. Recently offline yoga course has been resumed. Indian medicinal plants are planted in the</p>

campus to strengthen the understanding of the utility of those plants. Arrangement of film show, *Bandhni* art workshop, Museum visit, Excursion have been arranged by our college to impart Indian knowledge base among the students.

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

Following OBE policy our college also keeps record of result of every student through academic audit and mentor mentee system.Course Outcomes and Programme outcomes are discussed by the faculty members and displayed on the website. During pandemic, virtual tours were explored by several departments. Successful alumni are invited to share their experiences to highlight the OBE.

#### 20.Distance education/online education:

During the COVID-19 pandemic, the college has successfully implemented online teaching through G Suite for Education, by providing individual account of each faculty through the college domain. All the online classes were held using the G Suite account only. Assignments and evaluations were also done online. All the meetings were held online. Several webinars and student activity programmes were organisedthrough G Meet. Study materials were uploaded by the faculty members on college website as well as through On Cloud LMS portal through individual login. Even after the college resumed several online practices are still exercised.Our college is the member of NLIST - INFLIBNET for Scholarly Content to extend e- resources.

## Extended Profile

### 1.Programme

1.1 467

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

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1 894

Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2 400

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

File Description	Documents
Data Template	<a href="#">View File</a>

2.3 284

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

### 3.Academic

3.1 39

Number of full time teachers during the year

File Description	Documents
Data Template	<a href="#">View File</a>

3.2 40

Number of Sanctioned posts during the year

<b>Extended Profile</b>	
<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>467</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>894</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>400</b>
File Description	Documents
Data Template	<a href="#">View File</a>
2.3 Number of outgoing/ final year students during the year	<b>284</b>
File Description	Documents
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>39</b>
File Description	Documents
Data Template	<a href="#">View File</a>

3.2	40
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

<b>4.Institution</b>	
4.1	25
Total number of Classrooms and Seminar halls	
4.2	27.5305616
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	25
Total number of computers on campus for academic purposes	

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

To ensure effective curricular delivery, South Calcutta Girls' College adheres to the curriculum laid down by the affiliating University and prepares a well-planned programme at the beginning of each academic session:

- Regular Departmental Meetings (Virtual during the pandemic period) are held for syllabus distribution
- Number of classes for each topic is decided according to the syllabus and has been implemented 100%.
- Well constructed weekly e-Routine/timetable for each semester is provided by the college administration
- Our College has a very rich Central Library.
- INFLIBNET (e-books and e-journals) facility is available for teachers and also for students
- Various e-classroom teaching methods based on various needs of different subjects are regularly used for the

effective delivery of the curriculum, such as:--

1. Apart from chalk and talk method, ICT-enabled teaching-learning method including Google classroom, Google meet, smart-board, power point presentation, audio-visual support etc. are used extensively.
2. Online uploading of study materials by teachers through Google classroom & on Cloud.
3. Demonstration of various theoretical & practicals using video links ,MHRD sponsored NPTEL Lessons, e-Pathshala of UGC.
4. Group discussion among the students during the online class.
5. Webinars and One-day special lectures by experts/resource persons are arranged regularly for the benefit of the students, through online mode.
6. Class notes, e-resources, lecture-videos, PPT and e-books are available in college LMS.
7. Question Bank(for Honours & General) has been prepared and provided for the students of CBCS.
8. Fieldwork/excursion has been organised by the respective departments.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://southcalcuttagirlscollege.com/plannedcurriculum1.1.1additionalAQAR/21-22.pdf">https://southcalcuttagirlscollege.com/plannedcurriculum1.1.1additionalAQAR/21-22.pdf</a>

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

The college adheres to the academic calendar for conducting of continuous internal evaluation system. The Academic Calendar is the first document of the college which is followed meticulously. It serves as follows:-

- It plans the academic, co-curricular, extracurricular and examination schedule.
- The academic calendar includes information regarding the commencement of the university examinations, schedules of internal examinations(CBCS),mid- term test ,class-test,



surprise-test etc.

- The teachers prepare teaching plans by proper distribution of syllabus according to the academic calendar.
- The college conducts internal examination (3rd, and 5th' semester ) in the month of December 2021 (CBCS) along with tutorials and practical examinations. Commencement of 1st semester internal examination (conducted by the University of Calcutta) is held on February 2022. The even semesters (2nd, 4th and 6th) are held generally in the month of May/June: while the internal examinations as well as tutorials / practical are arranged on April.
- Assignments are provided and evaluated by the teachers regularly.
- After the evaluation (class test, unit test ), each faculty member of the respective department clears the doubts of the students with advice and if needed model answers are delivered to them. As a part of CIE, departments conduct the student seminars, group discussion, quiz, paper presentation etc. for enhancing the knowledge of the students.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://southcalcuttagirlscollege.com/academiccalendar1.1.2additionalAQAR/21-22.pdf">https://southcalcuttagirlscollege.com/academiccalendar1.1.2additionalAQAR/21-22.pdf</a>

**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**

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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

18

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 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)

3

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

50

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

00

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

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

South Calcutta Girls' College is committed to adopt best practices blended with educational value system to achieve goal of excellence in providing quality education to our students. The Institution follows the curriculum of University of Calcutta and attaches high priority to core areas of human endeavor. The socially relevant issues relating to Environmental sustainability, Professional Ethics, Human values, Sensitivity to Gender, Community development, National integration etc. have been integrated into the larger framework of the syllabus through a series of programmes of various departments. The syllabus of Environmental Studies also redresses various topics of environment and its' sustainability. These programmes are designed to keep these crucial discourses in the forefront of the holistic engagement.

The Eco Club and NSS of the College has relentlessly pursued its' good work of spreading awareness among the students and the larger community about the threats to our environment and the need to promote sustainability of the environment.

Students are encouraged to participate in various awareness programmes related to Biological Diversity and its' conservation, World Environment Day, World Ocean Day, Save Wildlife Rallies etc.

Green audit has been conducted to ensure the green activities in the campus.

To summarise, South Calcutta Girls' College always strives to shape and fine-tune the values and qualities of our valued students, the future of our society.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

20

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

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

444

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>A. All of the above</b>								
<table border="1"> <thead> <tr> <th data-bbox="76 344 523 421">File Description</th> <th data-bbox="523 344 1394 421">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 421 523 524">URL for stakeholder feedback report</td> <td data-bbox="523 421 1394 524"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="76 524 523 779">Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)</td> <td data-bbox="523 524 1394 779"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="76 779 523 882">Any additional information(Upload)</td> <td data-bbox="523 779 1394 882"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	URL for stakeholder feedback report	<a href="#">View File</a>	Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>	Any additional information(Upload)	<a href="#">View File</a>	
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Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>								
Any additional information(Upload)	<a href="#">View File</a>								
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>								
<table border="1"> <thead> <tr> <th data-bbox="76 1048 523 1124">File Description</th> <th data-bbox="523 1048 1394 1124">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 1124 523 1227">Upload any additional information</td> <td data-bbox="523 1124 1394 1227"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="76 1227 523 1375">URL for feedback report</td> <td data-bbox="523 1227 1394 1375"><a href="https://southcalcuttagirlscollege.com/stakeholdersfeedback1.4.1&amp;1.4.2url/21-22.pdf">https://southcalcuttagirlscollege.com/stakeholdersfeedback1.4.1&amp;1.4.2url/21-22.pdf</a></td> </tr> </tbody> </table>	File Description	Documents	Upload any additional information	<a href="#">View File</a>	URL for feedback report	<a href="https://southcalcuttagirlscollege.com/stakeholdersfeedback1.4.1&amp;1.4.2url/21-22.pdf">https://southcalcuttagirlscollege.com/stakeholdersfeedback1.4.1&amp;1.4.2url/21-22.pdf</a>			
File Description	Documents								
Upload any additional information	<a href="#">View File</a>								
URL for feedback report	<a href="https://southcalcuttagirlscollege.com/stakeholdersfeedback1.4.1&amp;1.4.2url/21-22.pdf">https://southcalcuttagirlscollege.com/stakeholdersfeedback1.4.1&amp;1.4.2url/21-22.pdf</a>								
<b>TEACHING-LEARNING AND EVALUATION</b>									
<b>2.1 - Student Enrollment and Profile</b>									
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>									
<b>2.1.1.1 - Number of sanctioned seats during the year</b>									
868									
<table border="1"> <thead> <tr> <th data-bbox="76 1733 523 1809">File Description</th> <th data-bbox="523 1733 1394 1809">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 1809 523 1872">Any additional information</td> <td data-bbox="523 1809 1394 1872"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="76 1872 523 1980">Institutional data in prescribed format</td> <td data-bbox="523 1872 1394 1980"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	Any additional information	<a href="#">View File</a>	Institutional data in prescribed format	<a href="#">View File</a>			
File Description	Documents								
Any additional information	<a href="#">View File</a>								
Institutional data in prescribed format	<a href="#">View File</a>								
<b>2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC,</b>									

**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**

71

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**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

Learning level assessment is a continuous process as part of the academic system of the college. A strong mentoring system exists in the institution. Since 2019, the main objective of this system is to provide personal guidance to the mentees. Every department takes various measures to differentiate between slow and advanced learners.

**Steps taken for slow learners**

- Regular class tests, tutorials, and group discussions are taken to monitor the performance of these students
- Remedial classes are tailored according to the needs of the slow learners
- Their weaknesses are factored in and solutions are worked out
- Mentors patiently hear them beyond scheduled classroom hours and coordinate with their parents.
- The mentors provide reading materials, reference and text books, question bank
- The slow learners are also encouraged to take part in different departmental activities.

**Steps taken for advanced learners**

- Mentors provide reading material for advanced learning to motivate them for research work.
- Faculty exchange programmes are organized for advanced learning

- Advanced students are encouraged to represent the college in various inter-college events and to apply for internship
- The students are motivated to write articles and present papers
- They are made aware about the various competitive exams and prospects of higher studies.

File Description	Documents
Link for additional Information	<a href="https://southcalcuttagirlscollege.com/Lea_rninglevel2.2.1/21-22.pdf">https://southcalcuttagirlscollege.com/Lea_rninglevel2.2.1/21-22.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
894	39

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

All courses are designed to execute a student centric learning process. This method includes the following:

#### Experiential Learning Method:

- In house student projects are assigned as part of the curriculum of CBCS;
- Excursions and study tours are organized to provide an in-depth analysis of some topics of the syllabus. The Dept. Of Bengali, History, Philosophy have organized study tours to Jorasanko Thakurbari, Indian Museum and Netaji Research Bureau respectively for students of different semesters. The Dept. of Zoology has organised a trip to Alipore Zoo for the 6th Sem Honours students.

- Film and documentary are screened by different departments

#### Participatory Learning Method

- All the departments have organized seminars, poster and PPT presentation competitions to make the curriculum more engaging and participatory.
- Students have commemorated significant days like International Mother language day, Rabindra Jayanti, World Environment Day , World Suicide Prevention Day through ppt and poster competitions.
- Students are encouraged to participate in off campus webinars and competitions.
- Special Lectures are arranged where students interact with eminent scholars
- Departmental wall magazines have been published for embracing the creativity of the students.

Students are encouraged to write stories, poems, articles and to draw pictures for the College magazine 'Barnika' which was published online during the pandemic also.

#### Problem Solving Methodology:

- Regular assignments are given and assessed during both online and offline modes of teaching.
- Mentors take measures to solve the academic problems of the respective mentees.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://southcalcuttagirlscollege.com/Studentcentricmethod2.3.1/21-22.pdf">https://southcalcuttagirlscollege.com/Studentcentricmethod2.3.1/21-22.pdf</a>

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

The teaching learning process has been made more effective with the help of the ICT enabled tools.

ICT tools used for Off line teaching:



- 40 desktops and 5 laptops are used for effective teaching learning process
- The Wi-Fi access spread throughout the campus.
- The seminar hall is provided with fixed /portable LED and LCD Projectors.
- The College is equipped with two smart classrooms, one Audio Visual Room and a virtual classroom.
- Printers and scanners are available in the office and the library
- Faculty members use various devices like Digital camera, short throw projector, LaserJet printers, Microphones, Pen Drives, CDs and DVDs.
- The college library has membership to INFLIBNET. Both the teachers and faculty members through their individual log in ID in N-List can get access to 6000+ e-journals and 199500 e-books.
- Students are encouraged to prepare presentations, assignments, projects by using

M S Words and through power point.

ICT tools used for On line and blended mode of teaching

- G-suite account (individual) is provided to each faculty
- Each faculty creates a Google classroom for uploading teaching materials, audios and PPTs (Continued during off line mode of teaching also)
- Virtual whiteboards and COREL draw are used by some faculties
- Teachers used Google forms while assigning tutorials to their students
- Video links, MHRD sponsored NPTEL lessons, e-pathshala of UGC are made available for students to continue self learning during this pandemic situation

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://southcalcuttagirlscollege.com/ICTUsage2.3.2/21-22.pdf">https://southcalcuttagirlscollege.com/ICTUsage2.3.2/21-22.pdf</a>

**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	
36	
File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>
2.4 - Teacher Profile and Quality	
2.4.1 - Number of full time teachers against sanctioned posts during the year	
39	
File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>
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	
23	
File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

545

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 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.

A proper evaluation is integral to the academic process. So the university and the college are constantly assessing the students' performance in an innovative way. The frequency and mode of transparent and robust internal assessment mechanism are maintained in the following manner:

- To ensure quality learning, three-year undergraduate courses were divided into six semesters from 2018-19.
- Under CBCS system, the students have to sit for the examination twice in a year at the end of each semester.
- The basis (marks distribution + attendance rules) for internal assessment is described in detail on the college website, in the college prospectus and during the departmental orientation programme.
- Question paper setting and the evaluation of answer-scripts of the internal assessment are conducted by the college faculty members.
- Examination committee plays pivotal role in room allocation of the students and duty allotment of the faculty members.
- Uploading marks in the university portal and any other discrepancy related communication with the university pertaining marks upload are monitored by the Examination co-ordination cell.
- The academic performance of the students is continuously evaluated through class-test, viva, and assignments regularly. Teachers guided them to enhance their quality

of critical thinking.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://southcalcuttagirlscollege.com/Internalassessment2.5.1/21-22.pdf">https://southcalcuttagirlscollege.com/Internalassessment2.5.1/21-22.pdf</a>

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

As per the guidelines of University of Calcutta, Continuous Internal Evaluation (CIE) is followed by the college

- There is a "Grievance cell" in the college through which students can express their grievances.
- Students also have the opportunity to express their discontent through students' feedback form.
- If the parents have any discontent, they can express in the Parent-Teacher Meeting and also through Parents' Feedback form.
- If any student did not secure pass marks in the internal examination, she is not allowed to appear in the End Semester Theory Examination. University provides the list of the eligible students. If there is any discrepancy in the candidate list, Examination committee of the college discuss the matter with the concerned department of the University.
- If any student fails to get result, the Exam Coordination Cell of the college takes necessary initiatives.

SPECIAL MEASURE DURING THE BLENDED MODE OF TEACHING DUE TO PANDEMIC

- For upgradation and improvement of the quality of the students, faculty members continuously evaluate the academic performance of the students through class-test, surprise test, assignments via google classroom. If the students have any grievance regarding their result of those tests, respective faculty members address their issues.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://southcalcuttagirlscollege.com/Internalexaminationgrievances2.5.2/21-22.pdf">https://southcalcuttagirlscollege.com/Internalexaminationgrievances2.5.2/21-22.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The success of a curriculum depends on its outcomes. So Course and program outcomes are required to be periodically assessed during student-teacher interactions. Students graduating with science degrees develop a scientific bent of mind. Arts graduates develop a proficiency not only in specific courses but also in communicative languages. The following are the mechanisms of communicating the course outcomes to the students.

- Academic calender is given to the students at the begining of each session to generate awareness among the students regarding courses
- Course outcome of all the courses are communicated to the students of each department through uploading it in the institutional website during every academic session.
- During classroom teaching the opportunities pertain to each course in the field of higher education, professional sphere and in livelihood practices are intimated to the students regularly.
- teachers are members of BOS where they can opine regarding more outome orientedcourses
- The institution has an active placement cell which organises personality development related seminars and webinars as well as placement interviews. It focuses on the relevance of courses in the professional fields too.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://southcalcuttagirlscollege.com/pages/1230">https://southcalcuttagirlscollege.com/pages/1230</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

Programme outcomes and Course outcomes are evaluated by the Institution on a regular basis as an integral part of Teaching-Learning process.

Evaluation of programme outcome is carried out by the institution through following measures:

- Maintenance of data and document of the students who have opted for higher study after completing graduation.
- . Maintenance of data and document about them who achieved placement.
- . The placement cell conducts seminar , workshop for helping the students in personality development, facing interviews, CV preparation etc.

Some measures of assessing the course outcomes are:

- Continuous evaluation by arranging class test, Quiz, Debate, Student Seminar .
- Assessment of performance in internal examination.
- Project writing/Fieldwork
- Participation in co curricular activities
- Performance in End Semester Examination
- Students' participation in professional course
- arranging several intra and inter college competitions
- Overall behavior

The student progression is analyzed by the institution through following measures:

- Result analysis in the departmental meeting

- Academic audit
- Parent-Teacher Meeting
- Feedback analysis
- Analysis of grievances raised by the students

In the academic year 2021-2022 all the above mentioned activities have been performed in blended mode.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://southcalcuttagirlscollege.com/AttachmentofPO-CO2.6.2/21-22.pdf">https://southcalcuttagirlscollege.com/AttachmentofPO-CO2.6.2/21-22.pdf</a>

### 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

225

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	<a href="https://southcalcuttagirlscollege.com/Annualreport2.6.3/21-22.pdf">https://southcalcuttagirlscollege.com/Annualreport2.6.3/21-22.pdf</a>

### 2.7 - Student Satisfaction Survey

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

<https://southcalcuttagirlscollege.com/studentsatisfactionsurvey21-22.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	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

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

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

**NIL**

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<b>No File Uploaded</b>
Paste link to funding agency website	<b>Nil</b>

### 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

**12**



File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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

10

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 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

16

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

**In the session 2021-2022, the College has conducted Extension Activities to sensitize students regarding issues pertaining to**

their physical and mental health as well as the overall wellbeing of the society and environment. The activities were organized by the NSS unit under three categories: Regular programme, Special Camp and Red Ribbon Camp. Within the ambit of Regular programme, on March 3, 2022, our students were trained hands-on to make bio-compost, for which a pit was constructed beside the College Canteen, to store biodegradable wastes from the Hostel kitchen and Canteen. Besides, two other events, celebrating International Women's Day and Plantation of Medicinal Plants were conducted on 9th March and 24th March 2022 respectively. The Special Camp, held during 10th-17th March 2022, It emphasized the imperative of raising awareness and encouraging the holistic well-being of the residents through dissemination of COVID awareness measures, mask distribution and survey of the area; general health and eye check-up camps; sessions on Yoga and psychological counseling and sanitizer preparation and distribution. Finally, the Red Ribbon Camp, which imparted awareness on 'HIV-AIDS' among the students was held on 25th March 2022. The NSS volunteers actively participated in these programmes and diligently fulfilled their responsibility towards the society.

File Description	Documents
Paste link for additional information	<a href="https://southcalcuttagirlscollege.com/extensionactivity3.3.1/2021-22.pdf">https://southcalcuttagirlscollege.com/extensionactivity3.3.1/2021-22.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 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

01

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**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**

06

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**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**

894

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**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**

2

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 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

4

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## 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 not only provides but also regularly upgrades its infrastructure to facilitate the requirements of students and curriculum.

#### Physical Infrastructure:

- The construction of piling work of the 7th Bay of the college building is in progress under the supervision of PWD, West Bengal utilising the grant from RUSA 2.0.
- The roof treatment work is in progress.
- The renovation of canteen, staff quarters along the eastern boundary wall and the pump room has been initiated

utilising the college fund.

- Order has been placed for painting of interior walls of the College building.
- Replacement of broken glasses in the windows has also been initiated.

#### Academic Infrastructure:

- The Department of Geography has purchased new laboratory equipment (Hot Air Oven and Mechanical Stirrer) to upgrade its soil laboratory utilising the College fund.
- Chemicals and glass goods in the Botany laboratory are added to run the laboratory experiments smoothly.
- Order has been placed for wooden chair and table for classrooms, staffroom and library.

#### Other facilities:

- The renovation work of the Auditorium has been completed and ready for performance.
- Amplifiers in the Auditorium have been replaced with new ones.
- 'Blind-curtains' are fixed on windows for more distinct projection.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://southcalcuttagirlscollege.com/4.1.1 Paste Link Document AQAR 2021-22.pdf">https://southcalcuttagirlscollege.com/4.1.1 Paste Link Document AQAR 2021-22.pdf</a>

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

#### Response:

- Renovation work of the college Gymnasium will be initiated shortly. Meanwhile, repairing of gymnasium equipment has been done as part of regular maintenance work.
- The college has a very rich cultural platform. Students from all the disciplines regularly stage different cultural events in the Auditorium. The Auditorium has been renovated with the help of PWD West Bengal utilising the grant from RUSA 2.0.

- New set of amplifiers have been installed to produce better sound.
- 'Blind-curtains' are fixed on windows for more distinct projection.
- To improve and increase sitting arrangements, order has been placed to WBSIDCL to supply sofa set for dignitaries and steel chair for spectators.

Order has also been given to place table and chairs on the Dias during Seminars and special lectures.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://southcalcuttagirlscollege.com/4.1.2">https://southcalcuttagirlscollege.com/4.1.2</a> Paste Link Document AQAR 2021-22.pdf

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

25

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

25

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://southcalcuttagirlscollege.com/4.1.3">https://southcalcuttagirlscollege.com/4.1.3</a> Paste Link Document AQAR 2021-22.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

0.715

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

Data requirement for year: Upload a description of library with,

- Name of ILMS software: KOHA
- Nature of automation (fully or partially): partially
- Version: 18.11.02.000
- Year of Automation: 2012

Library has a rich collection of 23,229 books, print journals, CDs/DVDs etc.

- The users can access the e-books& e-journals subscribed through INFLIBNET-NLIST.
- Users can login the e-resources through their User ID.
- Digitization of prospectus, articles written by faculties have been started by using the DSpace software.
- The Library is partially automated with KOHA ILMS (ver. 18.11.02.000) .The

software is integrated with RFID technology.

- RFID tagging of 15% books have been completed so far.
- Online Public Access Catalogue (OPAC): The Library users can check the availability of the books in the library via OPAC.
- The Library has 1 RFID staff station reader for book circulation.
- One Wall Top Mounted Theft Detector for security.
- The Library has its own website [www.scgclibrary.in](http://www.scgclibrary.in) which provides useful link to various online open resources which helps the students for self learning.

- C.U question papers are available in library website.
- A round -the -clock surveillance is made through the CCTV.
- Pest-control of the stack-rooms are regularly done through AMC.
- AMC of RFID and the Library-software: KOHA andDSpacehave been done.
- Library orientation program for students have been organised.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://southcalcuttagirlscollege.com/4.2.1 Paste Link Document AQAR 2021-22.pdf">https://southcalcuttagirlscollege.com/4.2.1 Paste Link Document AQAR 2021-22.pdf</a>

**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**

**A. Any 4 or more of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

**0.1929**



File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

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

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

19.93

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

#### 4.3 - IT Infrastructure

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

The campus is totally Wi-Fi enabled and therefore the students, faculties and staff members utilize uninterrupted internet connection. IT infrastructure is spread over all the academic departments, library, and hostels as well as administrative sections of the college. These facilities are continuously upgraded to meet the demands generated out of introduction of new curriculum, laboratories, and office management software.

- The College has a centralised computer laboratory with 15 computers which is maintained by Annual Maintenance Contract with a company.
- Every Department of the college is provided with ICT enabled multimedia projectors for a lively presentation of the academic topics through an organised timetable. A smart-board enabled interactive classroom, Virtual Room and Audio-visual room is used for effective teaching.
- QGIS 3.1 and upgraded version of editing software are used as per the requirement of syllabus.
- The College subscribes for unlimited package of high speed broadband with a data speed of 500 Mbps for 365 days.
- The College has an active website continually upgraded and

maintained by a professional agency due to a greater demand for dynamism.

- The College has an organised IT based security system equipped with eight CCTV surveillance.

The Library is protected with RFID Gate.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://southcalcuttagirlscollege.com/4.3.1_Paste_Link_Document_AQAR_2021-22.pdf">https://southcalcuttagirlscollege.com/4.3.1_Paste_Link_Document_AQAR_2021-22.pdf</a>

#### 4.3.2 - Number of Computers

25

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 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)

26.8155616

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

The institute has a definite and systematic mechanism for maintenance and optimum utilization of physical, academic and support facilities.

#### PHYSICAL FACILITIES:

- New construction of the ground floor of the 7th Bay of the College building under the RUSA 2.0 scheme is monitored by the Project Monitoring Unit of RUSA 2.0.
- This year order has been placed for painting of interior walls and replacement of the broken glasses of the college building.
- Water tank and reservoirs are cleaned regularly to ensure safe water supply.
- Annual Maintenance Contracts of the following items are done with respective companies:
  - Computers
  - Photocopiers
  - Library softwares (KOHA, DSpace) & RFID
  - Water purifier
  - Fire Extinguishers
  - Air conditioners
  - Elevator
  - Generator
  - Pest-control of Library
  - Sanitary Napkin Vending Machine

#### ACADEMIC FACILITIES:

- Log books are maintained in the computer laboratory.
- Departmental laboratories and seminar libraries maintain

issue register.

- College library maintains issue register of the students and staff, visitors' register, internet surfing register etc.
- Website Committee maintains and updates College website with the help of a professional agency.

#### SUPPORT FACILITIES:

- Admission, Payment of college fees, University Registration, filling up University Examination Forms- all are done online.
- This year renovation and up gradation work of Canteen, Gymnasium, NSS room, Stack room, Pump room and staff quarter has been initiated.

Private Security Services are engaged to strengthen the security of the college.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://southcalcuttagirlscollege.com/4.4.2 Paste Link Document AQAR 2021-22.pdf">https://southcalcuttagirlscollege.com/4.4.2 Paste Link Document AQAR 2021-22.pdf</a>

## 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

220

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

9

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**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**

**B. 3 of the above**

File Description	Documents
Link to institutional website	<a href="https://southcalcuttagirlscollege.com/Skillenhancement5.1.3aqar/2021-22.pdf">https://southcalcuttagirlscollege.com/Skillenhancement5.1.3aqar/2021-22.pdf</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
245	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
245	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>
<b>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</b>	<b>A. All of the above</b>
File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>
<b>5.2 - Student Progression</b>	
<b>5.2.1 - Number of placement of outgoing students during the year</b>	
<b>5.2.1.1 - Number of outgoing students placed during the year</b>	

6

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

**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**

69

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

**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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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.**

2

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

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 )

**South Calcutta Girls' College Students' Representatives have defined objectives and jurisdiction of work.**

**Objectives:-**

1. To promote socio-cultural responsibility for the betterment of the students in particular and society in general
2. To ventilate genuine grievances of the students and their aspirations before the competent authority by means of democratic ways for redressal and fulfilment
3. To protect environment

**Purposes:**

- o To ensure that the campus remains ragging free.
- o To ensure plastic free, tobacco free campus.
- o To ensure that the students do not face any sexual harassments and if any this sort of unwanted situation arises they raise the issue in college's sexual harassment cell to take necessary action immediately.
- o To organize educational and recreational activities for students like Fresher's Welcome, Teachers' Day, Saraswati Puja, World Yoga Day, World Environment Day, Students' week etc.

**Students are engaged in different bodies, cells and associations**



at college and departmental levels. They are also empowered to organize seminar, workshop, debate and quiz competitions, fresher's welcome, farewell etc under the guidance of teaching staff. Many departments engage their students as editors of the wall magazines and lab journals. The college organizes extension activities like flood relief, free health check-up camp, blood donation camp etc. under the NSS where students representatives participate actively and encourage other students to participate.

File Description	Documents
Paste link for additional information	<a href="https://southcalcuttagirlscollege.com/Studentcouncil5.3.2AQAR/2021-22.pdf">https://southcalcuttagirlscollege.com/Studentcouncil5.3.2AQAR/2021-22.pdf</a>
Upload any additional information	<a href="#">View File</a>

### 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

22

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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 name of the Alumni Association of South Calcutta Girls' College is 'Prayas'. It is a registered Association. Registration Number of Alumni Association is 61711 of 2016- 2017. The association actively keeps contact with the ex-students and organizes

different activities. The college actively encourages students to get involved in cultural activities. As times evolved, women gradually started participating in workforce in larger numbers. Despite their work life and their family life, the ex-students managed time to participate in the activities of the college.

On February 1, 2022 the department of Sociology organised "Alumnae Speak", an event in online mode which provided the first semester students of the department of sociology an occasion to interact with four alumnae who are at present pursuing their post-graduation in Sociology at Pondicherry Central University, University of Calcutta, Jadavpur University and St. Xavier's College, Kolkata. The alumnae speakers shared their academic, extra-curricular and peer experiences at undergraduate level, their preparation and transition into post-graduation and experiences in their current institutions with the students of semester I. This was followed by an open question-answer session, where semester I students raised questions about how to utilise their three years at South Calcutta Girls' College, how to skill themselves for transition into post-graduation and how to strike a balance between enjoying their time in college with serious academic learning.

File Description	Documents
Paste link for additional information	<a href="https://southcalcuttagirlscollege.com/Alumni5.4.1AQ/2021-22.pdf">https://southcalcuttagirlscollege.com/Alumni5.4.1AQ/2021-22.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

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

**Vision:** To empower women with self-confidence, thirst for knowledge, free from prejudices and respect for right values is

the vision of South Calcutta Girls' College.

**Mission:** Our college is dedicated to the all-round development of young women, helping them to face the challenges of the modern world. Besides, encouraging educational achievements, our institution also lays emphasis on fostering self-confidence and inculcating the right values so that our students can establish themselves as responsible citizens. Our college motto "Sa Vidya Ya Vimuktaye" implies knowledge is that which liberates.

- To provide quality education.
- To encourage students for participation in co-curricular, extracurricular and extension activities for their overall development and to build up sense of social responsibility.
- To provide safe and secure environment for girls.
- To inculcate core values that will help them to be responsible citizen.

#### Nature of Governance

- Institution has decentralised governance.
- Governing Body delegates authority to the Principal.
- IQAC coordinator performs academic and Bursar, financial duties.

#### Perspective plan

- Develop physical infrastructure.
- Upgradation of library.
- Promote participative learning initiatives for students.

#### Teachers in decision making

- Teachers participate as departmental heads, sub-committee members and in the Governing Body through their representatives.

File Description	Documents
Paste link for additional information	<a href="https://southcalcuttagirlscollege.com/pastelinkforanyadditionalinformation6.1.1AQAR/2021-2022.pdf">https://southcalcuttagirlscollege.com/pastelinkforanyadditionalinformation6.1.1AQAR/2021-2022.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

Decentralization and participative management is visible in various institutional practices including the admission process, distribution of responsibility to Heads of department, distribution of NAAC work among teaching staff etc.,

- The University examination was conducted by distributing different activities among teaching and non-teaching staff.
- Principal approved and constituted the examination committee. It consists of six teaching staff.
- The non-teaching staff are also a part of the process. They prepare notices for payment of examination fees and form-fill up by students. Admit cards are made available on the college website after they are sent from the University.
- The committee prepares a centralized routine for conducting internal and tutorial examinations for every department.
- University of Calcutta provides the schedule for practical and theoretical examinations. They also allot examination centres. According to the schedule provided by the University the committee prepares invigilation duties and distributes the question papers and answer scripts to the invigilators with the assistance of the non-teaching staff.
- As per the University schedule for uploading of marks for internal, tutorial, practical and theoretical examinations the departments and designated examiners and scrutineers upload the same in the portal.
- Marksheets are distributed by the college office upon being received from the University.

File Description	Documents
Paste link for additional information	<a href="https://southcalcuttagirlscollege.com/pastelinkforanyadditionalinformation6.2.1AQA/R/2021-2022.pdf">https://southcalcuttagirlscollege.com/pastelinkforanyadditionalinformation6.2.1AQA/R/2021-2022.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

## 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- During the academic year 2021-22 the institution has worked towards effective use of G-suite for education for academic and administrative purposes by increasing high speed internet connectivity
- Re-orientation of students to offline mode of education and university examination through psychological counselling.
- The institution has also undertaken infrastructure development work such as repair, painting work and construction work over the 7th Bay.
- The effective deployment of perspective plan can be seen in the ongoing construction of two rooms on the ground floor for classroom purposes. The construction is being done from the RUSA 2.0 grant received by the college and is being done by PWD and is being monitored by the college building committee in consultation with the Head of the institution.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://southcalcuttagirlscollege.com/strategicplan6.2.1AQAR/2021-2022.pdf">https://southcalcuttagirlscollege.com/strategicplan6.2.1AQAR/2021-2022.pdf</a>
Upload any additional information	<a href="#">View File</a>

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.

**Governing Body**

- According to statute of the University of Calcutta, the governance of the college is done through the deliberation of the governing body comprising of thirteen members- President, Principal and Secretary, two nominees from Government of West Bengal, two nominees from University of Calcutta, four teaching, two non-teaching and one student representative.
- Its decisions are implemented by the Principal.

**Administrative Setup**

- Principal discharges her duties with her team of IQAC coordinator, Bursar, Teacher's Council Secretary, Departmental heads, Convenors of the different sub-committees and the Head Clerk.

#### Appointment and service rules -

- Education Bill April, 2017 (1.04.2017), the Calcutta University first statute (latest edition) and the rules of the WBHE department, guide appointments and service rules.
- Teaching staff is appointed by the Governing Body of the college on the basis of recommendation of the West Bengal College Service Commission. Teacher's Career Advancement Scheme is guided by GO No.1373-Edn(CS)/5P-52/98 dated 07.12.2017. MPhil/PhD increment is guided by Memo No.986-ED/2016 dated 24.11.2016.
- West Bengal Government restructured service conditions and benefits of Government Approved Part Time, Contractual Whole Time and Guest Teachers under Memo No.2081-Edn(CS)/10M-83/2019 dated 23.12.2019 w.e.f. 01.01.2020.
- Non-teaching staff appointments are guided by GO No.940-Edn(CS)/4E-25/2010(Part) dated 25.08.2017.

File Description	Documents
Paste link for additional information	<a href="https://southcalcuttagirlscollege.com/pastelinkforanyadditionalinformation.service.rulesandprocedures6.2.2SSR/2021.pdf">https://southcalcuttagirlscollege.com/pastelinkforanyadditionalinformation.service.rulesandprocedures6.2.2SSR/2021.pdf</a>
Link to Organogram of the Institution webpage	<a href="https://southcalcuttagirlscollege.com/organoqram6.2.2/2020-21.pdf">https://southcalcuttagirlscollege.com/organoqram6.2.2/2020-21.pdf</a>
Upload any additional information	<a href="#">View File</a>

**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	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The institution has several measures for welfare of the teaching and non -teaching staff. These include measures which cater to their various needs. Some of the effective welfare measures for teaching and non-teaching staff of the college are as follows:

#### Welfare measures for teaching staff

- Option to join group insurance.
- Prompt facilitation of Provident Fund loans.
- West Bengal Health Scheme and Swasthya Sathi facilities.
- Advance Salary from college fund before fixation of salary.
- Training programmes for teaching Staff.
- Faculty development for Ph.D. with full pay on duty.
- Institution encourages and allows research projects.
- Parking facilities within the campus.
- Gymnasium facilities.

#### Welfare measures for non-teaching staff-

- Membership of Group Insurance.
- Prompt facilitation of Provident Fund loans.
- Swasthya Sathi facilities.
- Advance Salary from college fund before fixation of salary.
- Training programmes for non-teaching Staff.
- Festival advance from college fund.
- Puja Ex Gratia for college appointed casual staff.
- Parking facilities within the campus.
- Accommodation with food and lodging.

File Description	Documents
Paste link for additional information	<a href="https://southcalcuttagirlscollege.com/pastelinkforanyadditionalinformation6.3.1AOAR/2021-2022.pdf">https://southcalcuttagirlscollege.com/pastelinkforanyadditionalinformation6.3.1AOAR/2021-2022.pdf</a>
Upload any additional information	<a href="#">View File</a>

### **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**

1

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

### **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**

2



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

### 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

5

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

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

The appraisal system operates as follows:

#### Appraisal for Teaching Staff

- The performance appraisal of the teaching staff is governed by GO No.1373-Edn(CS)/5P-52/98 dated 07.12.2017. As per this order the performance of substantive teachers is monitored under Career Advancement Scheme.
- Teachers are required to submit a self -appraisal form annually to the IQAC.
- The self -appraisal diary has also been maintained in the online mode during COVID-19 pandemic and is submitted on a monthly basis to the Principal.
- This diary is taken into account for promotion of teachers under the Career Advancement Scheme.
- Every year the students carry out and submit teacher evaluation and merits -demerits of educational environment of the college. The duly filled in forms are analysed by IQAC and the feedback obtained is shared with the teachers in the interest of wellbeing of the students.

#### Appraisal for Non-Teaching Staff

- Non-teaching staff have an appraisal system wherein they receive benefits after 10 and 20 years of service under MCAS. In addition to this the performance of the non-teaching staff is appraised by the students through feedback.
- They are assessed on the parameters of efficiency, cordiality and overall helpfulness.

File Description	Documents
Paste link for additional information	<a href="https://southcalcuttagirlscollege.com/pastelinkforanyadditionalinformation6.3.5AQA/R/2021-2022.pdf">https://southcalcuttagirlscollege.com/pastelinkforanyadditionalinformation6.3.5AQA/R/2021-2022.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### 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

##### Internal Audit-

The internal audit of the institution is done regularly in the college. The assignment of Internal Audit is borne by R. Sarkar

Associates. The company provides an auditor once in a week regularly. Thus, this routine visit helps to update the audit status of the institution. Internal audit is updated till the financial year 2020-2021. The internal audit for the financial year 2021-2022 is under progress.

#### External Audit-

External audit of the institution is done by an auditor who is appointed by the Government of West Bengal. No name for the external auditor has been received from West Bengal Higher Education Department for FY 2021-2022.

File Description	Documents
Paste link for additional information	<a href="https://southcalcuttagirlscollege.com/pastelinkanyadditionalinformation6.4.1AQAR/2021-2022.pdf">https://southcalcuttagirlscollege.com/pastelinkanyadditionalinformation6.4.1AQAR/2021-2022.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### 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)

**NIL**

File Description	Documents
Annual statements of accounts	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	<a href="#">View File</a>

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

Following strategies were employed by the college for fund mobilisation-

- RUSA 2.0 grant is being received by the institution in

instalments

- Fees from students.
- Bank interest received on Fixed Deposit and savings account.
- Sundry income generated through sale of scrap.

Optimal utilisation of resources-

• Financial resources-

- Salary for the substantive teaching and non-teaching staff is received from Govt. of West Bengal and is distributed through DDO.
- Funds are used for infrastructural development (building), upgradation and renovation of college and hostel building.
- Annual Maintenance Contract for upkeep of all infrastructure.
- Funds are used to upgrade the library.
- Ex Gratia for college appointed staff.

1. Online resources-

- Online resources have been optimally utilised. The campus is fully WiFi enabled. In addition to this use of NLIST and other e-resources has been facilitated.

1. Human resources-

The college optimally uses its human resource which constitutes of dedicated and experienced teaching and non-teaching staff.

- Teaching workload is distributed as per UGC norms for maximum productivity.
- Teachers are involved in various committees and administrative works.

File Description	Documents
Paste link for additional information	<a href="https://southcalcuttagirlscollege.com/pastelinkforanyadditionalinformation6.4.3AQR/2021-2022.pdf">https://southcalcuttagirlscollege.com/pastelinkforanyadditionalinformation6.4.3AQR/2021-2022.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

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

IQAC has taken initiatives in this academic year of which the two practices are as follows-

1. Seminars, Webinars, Conferences, Workshops and Invited Lectures-A specific strategy that has been undertaken this year has been to conduct various activities at inter and intra-college levels by student clubs, NSS, departments in collaboration with IQAC of South Calcutta Girls' College. This has ensured wide participation, inclusiveness and involvement of all even amidst lockdown.

2. Mentor- Mentee system- works systematically as a strategy for quality assurance. Faculty of each department take responsibility for a few students and maintain a detailed database of students constituting of their - (i) Personal details(ii) Socio economic background (ii) Academic details- (iv) Medical history(v) Extra-curricular activities.

The system works to provide support by-

- Identifying advanced and slow learners, this is done by different departments on various parameters including examination results, performance in class tests, oral presentations etc.
- Mentors continuously monitor the progress of their mentees through various mechanisms.
- The system provides the mentee with any support that they may require.
- Mentee- mentor system works to instill confidence in students and works to maintain a healthy relationship between teachers and students, in doing so it ensures quality in an institutionalised way.

File Description	Documents
Paste link for additional information	<a href="https://southcalcuttagirlscollege.com/pages/1041">https://southcalcuttagirlscollege.com/pages/1041</a>
Upload any additional information	<a href="#">View File</a>

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

Two practices are:

#### Internal Academic Audit

- IQAC conducts and monitors Internal Academic Audit for every department.
- Audit reviews the student's profile, details of performance in University examinations for both Honours and General students, pass percentage, teacher- student ratio, demand ratio and co-curricular and extra-curricular activities of the students.
- It also reviews publications, seminars attended and research experience of all faculties of the department.
- It is done regularly to assess the strength and weakness of the department and to prepare the academic plan accordingly.
- It ensures monitoring of quality and effectiveness of teaching learning process.

#### Feedback system

Another instance of review of the teaching learning process is visible in the robust feedback of students and their parents, who periodically review and give suggestions about the teaching-learning processes of the department, the syllabus taught as a part of the programme, student assessment mechanisms and reading materials. These feedbacks are received wholeheartedly and are thoroughly analysed. Each department is provided with these feedbacks and are required to initiate a discussion on their strengths and weaknesses. Departments draft an action -taken report based on these feedbacks. This provides a roadmap for improvement of the teaching -learning processes.

File Description	Documents
Paste link for additional information	<a href="https://southcalcuttagirlscollege.com/pastelinkforanyadditionalinformation6.5.2AQA/R/2021-2022.pdf">https://southcalcuttagirlscollege.com/pastelinkforanyadditionalinformation6.5.2AQA/R/2021-2022.pdf</a>
Upload any additional information	<a href="#">View File</a>

<b>6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)</b>	<b>A. All of the above</b>
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File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://southcalcuttagirlscollege.com/annualreport6.5.3/AQAR/2021-2022.pdf">https://southcalcuttagirlscollege.com/annualreport6.5.3/AQAR/2021-2022.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## 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

Gender equity is a major challenge in our society. Our College inculcates the values of equality and inclusivity for creating a safe space for the students and the staff. There is on-campus CCTV surveillance with security guards at the gate.

The Departments organized the following events on gender related themes:

- A Poster Presentation Competition on "The Role of Women in the Indian National Movement" was organized by Department of History to commemorate the 75th year of India's independence and Women's History Month on 22.03.2022.
- A lecture on Gender Sensitization Programme was organized by IQAC, New Alipore College in collaboration with South Calcutta Girls College on 11.03.2022.

- A wall magazine "Aurora" was published on observation of the International Women's Day by Department of English on 8.3.2022.
- The students of semester III of Sociology made a Power point presentation by on 'Gender Issues in Contemporary Society' on 23.12.2021.
- The students of the Department of Education made a Power point presentation on the topic 'Domestic Violence' on 22.12.2021.
- The Department of Philosophy organized a webinar on 'The Ethics of Care' on 09.07.2021.

Though our College is a women's college, there is a sizable number of male teachers and non-teaching staff. Our work culture is based on inclusivity.

File Description	Documents
Annual gender sensitization action plan	<a href="https://southcalcuttagirlscollege.com/GendersensitizationActionPlan7.1.1a/AQAR.pdf">https://southcalcuttagirlscollege.com/GendersensitizationActionPlan7.1.1a/AQAR.pdf</a>
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	<a href="https://southcalcuttagirlscollege.com/SpecificFacilitiesforWomen7.1.1b/AQAR.pdf">https://southcalcuttagirlscollege.com/SpecificFacilitiesforWomen7.1.1b/AQAR.pdf</a>

**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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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**



- **Solid waste management:** Solid waste is collected in waste bins and disposed of through municipality vans. Hostel kitchen waste is deposited in a pit to generate compost. Other waste of the hostel is segregated into biodegradable and non-degradable items and disposed of in the municipality vans. Sanitary napkin Incinerators are maintained in the students' toilets and hostel.
- **Liquid waste from the laboratories, such as chemicals, is disposed in a special pit.**
- **E-waste management:** Computers and peripheral waste items, which have been acquired under UGC grant, are not discarded but stored in a room.
- **Waste recycling system:** Paper is reused to reduce wastage in the office.
- **Hazardous chemicals:** Those are disposed in a special pit.
- **A Hands-on Training Programme for Making of Compost Fertilizers was organized by NSS with IQAC on 3.3.2022. NSS volunteers were shown the process of making compost fertilizers at home with the practical demonstration. There is a pit beside the college canteen for making of compost. Biodegradable materials from hostel kitchen and canteen waste have been dumped in that pit. The project shall continue with the supervision of volunteers.**

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="https://southcalcuttagirlscollege.com/WasteManagement7.1.3b/AQAR.pdf">https://southcalcuttagirlscollege.com/WasteManagement7.1.3b/AQAR.pdf</a>
Any other relevant information	<a href="#">View File</a>

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

**E. None of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 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

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

### 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

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

<p><b>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</b></p>	<p><b>A. Any 4 or all of the above</b></p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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 students as well as the staff of our college belong to diverse linguistic, socio-economic and regional groups. Our College provides an inclusive and harmonious environment to all the groups.
- On an average, nearly 70% of the students admitted in the 2021-22 session belong to Below Low-Income economic category as per the declaration of the students.
- Nearly 20% of the students enrolled in the 2021-22 session belong to the minority communities.
- Needy students were provided full freeship and book grants from the Students' Aid Fund in all the sessions.
- Classes are held in both English and Bengali medium. Bilingual study materials are provided to the students.
- A lecture titled 'Awareness on HIV-AIDS' was organized by NSS on 25.3.2022.

- A Slogan Competition on the theme, "Celebrating 75 Years of Independence" was organized by IQAC with New Alipore College on 20.8.2021 highlighting the inclusiveness of our society.
- The Fit India Freedom Run 2.0 was organized was the Physical Activity Club which saw enthusiastic participation of the students and the staff.
- The various programmes and activities provide opportunities to the students for positive interaction with each other.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

- Apart from teaching curricular programmes, our College strives to impart constitutional values to the students through various activities. These include upholding the unity and integrity of the country, preservation of our cultural heritage and nurture of fellow feeling.
- It is our fundamental duty to preserve and protect the natural environment. To develop awareness among students regarding their role in environmental protection, Eco Club and the department of Botany organized a programme on World Environment Day 2022.
- Eco Club also organised a tree planting ceremony to reinforce greenery on the campus.
- The Department of Philosophy held an Inter-College poster competition on "Green Earth" and an invitational lecture on 'Tagore's Understanding of Nature.'
- A poster competition was held to commemorate World Earth Day by Eco Club to emphasise the importance of protecting our Mother Earth.

- A debate competition on 'Conservation and Development' was organized by the Department of Zoology.
- Making of Bio-compost at home was demonstrated to the students in NSS programme.

The obligation to uphold the unity of India and promote the spirit of patriotism was highlighted through programmes to celebrate 75 years of Independence: Banner Competition, rendering of the National Anthem and the Fit India Freedom Run 2.0.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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**

**A. All of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

South Calcutta Girls' College celebrates several national and international commemorative days which educate the students in the history, tradition and values of India. They also help to foster the spirit of liberalism, fellow-feeling and harmony.

#### Events organized:

- "World Environment day" was celebrated by Department of Botany and Eco Club by planting of trees.
- International Museum Day was observed by Department of History by visiting Indian Museum.
- Rabindra Jayanti was observed by Inter college poster presentation on the theme 'Green Earth' and a seminar on Tagore's Understanding of Nature by Department of Philosophy and IQAC.
- World Earth Day was celebrated by Eco Club and Department of Zoology.
- World Heritage Day was observed by Department of History with Quiz & Debate Club.
- The 75th year of India's Independence and Women's History Month was celebrated by department of History.
- The department of English published a wall magazine "Aurora" to commemorate International Women's Day.
- National Science Day was observed by department of Chemistry.
- International Mother Language Day celebration was held by department of Bengali.
- World Suicide Prevention Day was observed by department of Psychology
- Independence Day was marked by Rendering of the National Anthem and Fit India Freedom Run 2.0.
- World Population Day was observed by department of Geography.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

### BEST PRACTICE 1

#### PSYCHOLOGICAL COUNSELLING CELL:

The Psychological Counselling cell was set up to ensure the mental wellness of the students.

The focus of the sessions was to help students to adjust to the offline mode.

The Cell conducts both individual and group sessions.

Students have verbally reported improvement in their symptoms after a few sessions. About 30 students attended the individual sessions and 79 participated in the group sessions.

Interactive sessions and workshops are required for the family members of the students.

### BEST PRACTICE 2

#### YOGA CLASSES

It is our endeavour to provide for well-being of the mind and the body of the students and the staff.

Yoga helps to improve physical fitness, increase focus and attention, increase the ability to handle stress and enhance energy levels.

Students from all departments of the college could participate in the yoga sessions which were conducted by yoga instructor. Online yoga classes were held on five days a week.

A six-month Certificate course on Yoga was conducted in 2021. Students who completed 30 hours or more of yoga sessions, appeared for the theory and practical examinations.

It was difficult to check if the participants were doing the yoga asanas correctly due to the limited view in the online mode. For the same reason, the breathing technique could not be checked.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 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

The priority and thrust area of South Calcutta Girls' College is the Overall Development of the Students through Teaching-Learning and Co-curricular Activities. Our College provides an inclusive environment for students of diverse socio-economic and cultural backgrounds.

Teaching is conducted in English and Bengali. An assessment test for detecting advanced and slow learners is conducted every year to address varying learning abilities. Online remedial classes are held for slow learners. Various forms of student- engagement programmes are undertaken by the Departments. Students are encouraged to make PPT and paper presentations to create interest in the subject. Students receive guidance and support from their respective mentors. Maintenance of discipline and monitoring of attendance is an integral part of our institution. Webinars, invited lectures, educational tours, collaborative programmes with neighbouring colleges are regularly organized.

Departments and Clubs organize awareness raising programmes regarding the issues of gender discrimination, human dignity,



national unity, communal harmony and environmental conservation. The NSS unit of our College offers an excellent opportunity for students to imbibe the notion of social service. The Psychological Counselling Cell provides psychological support and guidance to students The Physical Activity Club holds Yoga sessions which help to reduce stress and anxiety.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

#### Plan of Action for the Next academic year 2022-23

- Infrastructure development from RUSA 2.0 grant [Third Instalment yet to receive]
- To complete the ongoing construction of the Seventh Bay of the college building.
- To arrange National International Seminars.
- To promote faculty development.
- Purchase of new books in library.
- Setting up Audio-visual Studio for Journalism.
- Implementation of Language Laboratory
- Renovation of the Seating arrangement of the auditorium.
- To complete renovation of Gymnasium.
- To complete roof treatment of the college building from college fund.
- To complete renovation of Canteen.
- To ensure the high speed internet connectivity through out the campus.