



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

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	
• Affiliated / Constitution Colleges	Affiliated
• 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_2021-2022.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/IQACCalendar2022-23.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 3	A	3.13	2023	21/04/2023	20/04/2028
Cycle 2	B++	2.82	2016	16/12/2016	15/12/2021
Cycle 1	B	70.25	2004	03/05/2004	02/05/2009

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
South Calcutta Girls' College	RUSA 2.0 Component 9, Infrastructure Development	RUSA	2018	15000000

8. Whether composition of IQAC as per latest NAAC guidelines	Yes	
<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File	
9. No. of IQAC meetings held during the year	17	
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • 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	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
. IQAC promoted extempore competition on "communal Harmony" to celebrate International Day of Democracy on 23.09.2022 organized by social awareness cell.		
. Inter-college model presentation competition on the theme ' Exploring Science' on 27.09.2022 organized by the Department of Botany , Zoology and Chemistry.		
3. A Seminar on 'Dengue Awareness' on 28.11.2022 organized by Alumni Association . Smt. Bidisha Das, Entomologist under Health Wing, State Urban Development Agency, West Bengal was the esteemed Speaker of this session.		
. Inter- College poster presentation competition to celebrate National Science Day was organized by the Department of Chemistry on 28.02.2023. The theme was 'Global Science for Global Wellbeing"		
Several awareness programmes have been organized by the institution <ul style="list-style-type: none"> • IQAC& Placement cell organized an awareness programme related to Intellectual Property Right in collaboration with National IP Awareness Mission on 17.06.2022. • N.S.S. unit of South Calcutta 		

Girls' College organized an awareness programme to observe Nutrition Month on 08.09.2022. • IQAC and Placement Cell organized an awareness programme on competitive examinations related to TCS NQT Employability in collaboration with Tata Consultancy Services on 23.11.2022. • Staff Awareness Programme on "Human Values and Professional Ethics" was organized by the Department of Philosophy on 20.01.2023.

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
To complete the ongoing construction of the Seventh Bay of the college building	Work in Progress.
Setting up Audio-Visual studio for Journalism	Proposal has been placed in the DPR of RUSA.
Implementation of Language Lab	Proposal has been placed in the DPR of RUSA.
Renovation of the Seating arrangement of the auditorium	Completed.
To complete renovation of the Gymnasium	Completed.
To complete renovation of Canteen	Completed.
To complete roof treatment of the college building	Completed.
To arrange National, International Seminar, Inter and Intra College activities for the students	Several Inter and Intra college activities , National Seminar , Awareness Programmes have been organized by the institution.
To promote faculty development	Teachers have participated in Refresher Courses, Orientation Programmes, and Short Term Courses as required for CAS.
Purchase of new books in the library	New books have been purchased in the library.
Initiative of Career Advancement Scheme (CAS) for Teaching Staff	CAS meeting for teachers have been arranged by IQAC.
To ensure high speed internet connectivity throughout the campus	The campus is totally Wi-Fi enabled. To ensure the high speed internet connectivity the college subscribes for unlimited package of high speed broadband with a data speed of 500MBPS for 365 days.
13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	11/12/2023

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2023	06/01/2023

15. Multidisciplinary / interdisciplinary

The college is already in tune with the purpose of multidisciplinary/ interdisciplinary education. The ancient Indian universities Takshashila, Nalanda, Vallabhi, and Vikramshila, which had thousands of students from India and the world studying in vibrant multidisciplinary environments, amply demonstrated the type of great success that large multidisciplinary research and teaching universities could bring.

The overall development of the students through holistic education is our aim. We have arranged several multidisciplinary seminars, webinars, poster presentations etc. to provide a broad spectrum of knowledge to our students. We provide with many subject combinations to our students to opt for. It facilitates increased creativity and innovation, critical thinking and higher-order thinking capacities, problem-solving abilities, teamwork, communication skills, more in-depth learning and mastery of curricula across fields, increased social and moral awareness, etc., besides general engagement and enjoyment of learning

Following the NEP, 2020 our college has also started Four-year Honours and Honours with Research/ Three- year Multidisciplinary programme of UG courses of study as applicable under CCF 2022. Our college reaffirm the integrity of faculty and institutional leadership positions through merit appointments and career progression based on teaching, research, and service; increased access, equity, and inclusion through a range of measures, including greater opportunities for outstanding public education; provision of scholarships by for disadvantaged and underprivileged students and online education.

16. Academic bank of credits (ABC):

The "Academic Bank of Credits" has been launched by UGC as part of a chain of developments aimed at transforming educational infrastructure. It is a credit facility originally envisioned by the Government of India in the National Education Policy (NEP) 2020. The scheme has the provisions of creating a digital infrastructure that will store the academic credits earned by the students of various higher education institutes within the country.

Significance of Academic Bank of Credit:

The credits stored in the individual accounts of the students will give them a much larger scope of freedom in terms of their academic/career choices.

The students will be able to drop out of their institute from any year/semester and exchange the credits earned so far with a certificate/diploma if eligible. They will also be able to redeem the credits and rejoin the same institute or some other institute of his/her choice at the same time or some other time in future and continue from the year/semester his education is pending from.

It will not let the time a student has spent for his higher education go waste if he/she decides to drop off the course/institute for any reason.

The scheme will do away with the coercive system adopted by some institutes to keep the student enrolled in their courses against their will, with the motive of earning money.

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 to enable the students to study one course in a year in one institution and switch to another one the next year. The college is ready to carry forward the instructions of the University of Calcutta.

17.Skill development:

The National Education Policy (NEP) 2020 has given special emphasis on vocational education through integration and mainstreaming of

vocational education with general education which will help students in acquiring various skills to meet the needs of the industries and to improve the quality of education and to attain the goal of *Samagra Shiksha*. (Refer NEP 2020 Para 20.6) Technical education will, thus, also aim to be offered within multidisciplinary education institutions and programmes and have a renewed focus on opportunities to engage deeply with other disciplines.

The college encourages the soft skill development of the students through arranging lectures by the students (Power Point Presentation), debate, Quiz etc. Through Skill Development students may actively engage with the practical side of their learning and resulting further improvement of their employability.

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

In order to discover the self of Bharat, the exploration of Indian wisdom is the only key. Since the inception of NEP2020 in Indian Education, IKS - the Indian Knowledge System, has been a focal point of discussion. "Living" with 'full of means' has become the lone objective of current education; whereas the "meaningful life" is the goal of Indian Education. This change of direction remains a challenging job until complete integration of Indian Knowledge System takes place in nation's Education.

(Refer NEP 2020 Para 22.1) "India is a treasure trove of culture, developed over thousands of years and manifested in the form of arts, works of literature, customs, traditions, linguistic expressions, artefacts, heritage sites, and more. Crores of people from around the world partake in, enjoy, and benefit from this cultural wealth daily, in the form of visiting India for tourism, experiencing Indian hospitality, purchasing India's handicrafts and handmade textiles, reading the classical literature of India, practicing yoga and meditation, being inspired by Indian philosophy, participating in India's unique festivals, appreciating India's diverse music and art, and watching Indian films, amongst many other aspects. It is this cultural and natural wealth that truly makes India, "Incredible India", as per India's tourism slogan. The preservation and promotion of India's cultural wealth must be considered a high priority for the country, as it is truly important for the nation's identity as well as for its economy."

Following Para 22.10 of NEP 2020 'use the mother tongue/local language as a medium of instruction, and/or offer programmes bilingually, in order to increase access and GER (Gross Enrollment

Ratio) and also to promote the strength, usage, and vibrancy of all Indian languages.' For the slow learners, the medium of the teaching is Bengali as the situation demands.

IKS is a collective range of Indian Knowledge that has exhibited in systematised ways of knowing. Starting from the oldest compositions of knowledge i.e, the Vedic literature to the country's native and tribal folklore, the Indian Knowledge is spread as a spectrum. The college celebrates many commemorative days related to the Self Study Report of SOUTH CALCUTTA GIRLS' COLLEGE Indian culture. College Yoga classes are really effective for the students; it is a well-established methodology for fitness in Indian culture. The college is trying to implement appropriate integration of Indian Knowledge system. Indian medicinal plants are planted in the campus to strengthen the understanding of the utility of those medicinal plants and the relevant Indian culture. Arrangement of film show, *Bandhni* art workshop, Museum visit, Excursion have been arranged by our college. IKS contributes to the various fields indeed.

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

Outcome based education was first introduced by William Spady in 1988. "Outcome-Based Education (OBE) is a student-centric teaching and learning methodology in which the course delivery and assessment are planned to achieve stated objectives and outcomes. It focuses on measuring students' performance i.e outcomes at different levels."

With the implementation of the OBE system, every student's progress can be tracked based on their performance and differential growth at various stages or levels which also adheres to the education standard set by National Education Policy NEP 2020. In tune of this policy our college also keeps record of result of every student through academic audit and mentor mentee system. This model of education permits institutions to identify which factors played the role of catalyst in helping them improve.

In this process, we, the teachers are a co-learner and collaborator and have the role of a mentor and facilitator.

Variety of approaches in teaching Learning process include lectures, seminars, tutorials /workshop/practical and project- based learning field work, technology enabled learning. Course Outcomes and Programme outcomes are discussed by the faculty members of all the departments and displayed on the website. During pandemic, virtual tours were explored by several departments online. Successful alumni are invited to share their experiences to highlight the Outcome

Based Education.

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. The online Education was not only confined to the teaching but also assignments and evaluations were done online. All the meetings were held online. Several webinars and student activity programmes were organised (intra and inter college) through G Meet. Study materials were uploaded by the faculty members on college website as well as through On Cloud LMS portal through individual login. This is to be mentioned that during entire lock down period and even after that our college follow the guideline of NEP, 2020.

(Refer NEP 2020 Para 21.10.)“Quality technology-based options for adult learning such as apps, online courses/modules, satellite based TV channels, online books, and ICT-equipped libraries and Adult Education Centres, etc. will be developed. In many cases, quality adult education could thereby be conducted in an online or blended mode.”

It cannot be assumed that a good teacher in a traditional classroom will automatically be a good teacher in an online classroom. Since teachers require suitable training and development to be effective online educators following the Para 24.3. of NEP 2020 an online training programme regarding the usage of G meet through G suit and G classroom was being organised by college. Online assessments are also been done . Our college has met some of the provisions among the suggested 10 points given in Para 24.4 of NEP 2020 i.e. Digital infrastructure, Online teaching platform, Digital repository, Online assessment and examination and Blended models of learning.

Besides the traditional education, the college is a LSC for Netaji Subhas Open University.

Extended Profile

1.Programme

1.1 36

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

File Description	Documents
Data Template	View File

2.Student

2.1 **817**

Number of students during the year

File Description	Documents
Data Template	View File

2.2 **400**

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

File Description	Documents
Data Template	View File

2.3 **284**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 **39**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 **40**

Number of Sanctioned posts during the year

Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	36
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	817
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	400
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	284
File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	39
File Description	Documents
Data Template	View File

3.2	40
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	25
Total number of Classrooms and Seminar halls	
4.2	37.91737
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:

- Orientation/ Induction programme is held for freshers.
- Regular Departmental Meetings are held for syllabus distribution.
- Academic calendar is prepared and implemented 100%.
- Weekly e-Routine/timetable for each semester is prepared.
- Enriched Central Library having Text books, Reference books and Journals are provided to students.
- INFLIBNET (e-books and e-journals) facility is available for both teachers and students.
- Footfall of students and teachers in the central library are recorded using 'scanr' mobile application and manually.

- Various teaching methods used for effective delivery of the curriculum includes:--
 1. Chalk and talk method, ICT-enabled teaching-learning method like Google classroom, Google meet, smart-board, power point presentation, audio-visual support etc.
 2. Demonstration of various theoretical & practicals using video links ,MHRD sponsered NPTEL Lessons, e-Pathshala of UGC and LMS.
 3. Organising group discussion and debate among the students.
 4. Arranging Seminars and One-day special lectures related to the present curriculam and their future prospectsby experts/resource persons.
 5. Question Bank (Honours & General) are prepared for the benefit of students.
 6. Maintainance of records -classes, assignments,soft and hard copies of projects/field reports, interships etc.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://southcalcuttagirlscollege.com/Plan nedcurriculum1.1.1additionalAQAR/22-23.pdf

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 conduction of continuous internal evaluation system. The Academic Calendar is the first document of the college which is followed meticulously. It serves as follows:-

- Academic, co-curricular, extracurricular and examination schedule.
- Information regarding the commencement of the university examinations, schedules of internal examinations (CBCS) as per university directives, class-test etc.
- Proper distribution of syllabus according to the academic calendar.
- Conductions of internal examination (1st,3rd,and 5th semester) in the month of November (CBCS) along with

tutorials and practical examinations. First semester exams (conducted by the University of Calcutta) is held generally in December and even semesters (2nd,4th and 6th) are held generally in May/June: while the internal examinations as well as tutorials / practical are arranged on April.

- Assignments and their corrections are done regularly by the teachers.
- Each faculty member of the respective department clears the doubts of the students with advice and model answers are delivered to them. Departments conduct seminars, group discussion, quiz, paper presentation etc. for enhancing the knowledge of the students.
- Throughout the session, the academic performance of the students is evaluated to upgrade them, make them self dependent and competent.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://southcalcuttagirlscollege.com/Academiccalendar1.1.2additionalAQAR/22-23.pdf

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

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented****1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

18

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

03

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

204

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

0

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

South Calcutta Girls' College adopts best practices blended with educational values 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. Socially relevant issues related to Environmental sustainability, Professional Ethics, Human values, Sensitivity to Gender, Community development, National integration etc. are integral part of the syllabus like Bengali, Botany, Chemistry, Economics, English, Geography, History, Journalism and Mass Communication, Political Science, Psychology, Philosophy, Physiology, Sanskrit, Sociology, Zoology.

Eco Club and NSS of the College relentlessly pursues its' effort to spread awareness among students and surrounding 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 Biodiversity and its' conservation, World Environment Day, Science Day Celebration, Celebration of International Day of Democracy, World Meteorological Day etc. Psychology department conducts seminars and workshops to discuss the wellness of mental health of students. Thus, the College always strives to shape and fine-tune values and qualities of Women in our valued students.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

20

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

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

561

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

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://southcalcuttagirlscollege.com/Stakeholdersfeedback1.4.1&1.4.2url/22-23.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

868

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

64

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

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 and to apply for internship
- They are made aware about the various competitive exams and prospects of higherstudies.

File Description	Documents
Link for additional Information	https://southcalcuttagirlscollege.com/LearningLevel2.2.1/22-23.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
817	39

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

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.
- 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 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. They are also encouraged

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
- Mentors take measures to solve the academic problems of the respective mentees.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://southcalcuttagirlscollege.com/StudentCentricMethod2.3.1/22-23.pdf

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.

- There are presently, 40 desktops and 5 laptops that are used for this purpose. Wi-Fi access is 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, stylus, Pen Drives, CDs and DVDs.
- The college Library is a registered member of INFLIBNET-NLIST which allows faculty members and students to access more than 6000 e-journals and 1,99,500 e-books.

- Since 2019, the library has been providing automated services using KOHA software (ver.18.11.02.000). The software is integrated with RFID technology and D-Space(faculty publications) is installed.
- Both the students and teachers can log their daily library online attendance using the QR code provided by the college.
- Students are encouraged to prepare seminar presentations, assignments, and projects by using MS Word and PowerPoint.
- A G-suite account (individual) is provided to each faculty member. Each faculty creates a Google classroom for uploading teaching materials, audio and PPTs.
- Virtual whiteboards and COREL draw are used by some faculty members. Video links, MHRD-sponsored NPTEL lessons, and e-pathshala of UGC are made available for students.
- Digital awareness programs have been conducted to increase the skills of both the students and faculties.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://southcalcuttagirlscollege.com/ICTU_SAGE2.3.2/22-23.pdf

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.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

39

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

24

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

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

2.4.3.1 - Total experience of full-time teachers

580

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The academic process requires a proper evaluation which strictly maintains through continuous assessment of the students' performance by the university and the college. The following methods are used to maintain the transparency and robust internal assessment mechanism:

- From 2018-19, Three-year undergraduate courses were split into six semesters to ensure quality learning.
- Students are required to appear in the examination twice a year at the end of each semester under the CBCS system. The rationale (marks distribution + attendance regulations) for internal assessment is thoroughly explained during the departmental orientation programme and also included in the college prospectus,
- The faculty members of the college set the question papers and examine the answer scripts for the internal assessment.
- Room allocation of the students and duty allotment of the faculty members are arranged by the Examination committee.
- The Examination Co-ordination Cell monitors the uploading of marks to the university portal and any other correspondence with the University regarding discrepancies related to marks upload.
- Students' academic performance is regularly assessed through class-tests, viva, and homework assignments. Professors assisted them in enhancing their critical thinking skills.

File Description	Documents
Any additional information	View File
Link for additional information	https://southcalcuttagirlscollege.com/InternalAssessment2.5.1/22-23.pdf

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

The college adheres to the principles pertaining to the requirements as per University of Calcutta regulation for Continuous Internal Evaluation (CIE).

- In the college, there is a "Grievance Redressal Cell" where students can apprise their complaints. Students' feedback forms are provided which gives them the chance to voice their grievances as well.

- The students can intimate their grievances online through google form, the link of which is available in the website.
- Students can specifically send emails to the Exam coordination Cell of the college for examination related grievance redressal.
- Parents can express any discontent in the parent-teacher meeting and also through the 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. The list of eligible students is provided by the university. If there is any discrepancy in the candidate list, the matter is discussed with the concerned department of the University by the Examination Coordination Cell of the college.
- If a student doesn't receive her result, Exam Coordination Cell of the college takes the appropriate action.

File Description	Documents
Any additional information	View File
Link for additional information	https://southcalcuttagirlscollege.com/InternalExaminationGrievances2.5.2/22-23.pdf

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 is determined by its outcomes to a great extent. 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.

- 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.
- Students are also made aware of the course outcomes during the departmental induction programmes at the beginning of each semester
- Mentors make their respective mentees acquainted with the course outcomes at regular intervals

- 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.

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	View File
Paste link for Additional information	https://southcalcuttagirlscollege.com/pages/1577
Upload COs for all courses (exemplars from Glossary)	View File

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

As an integral part of Teaching -Learning process, the institution regularly evaluates Programme outcomes and Course outcomes. This 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 preparation/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

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://southcalcuttagirlscollege.com/AttachmentOfPO-CO2.6.2/22-23.pdf

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

232

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://southcalcuttagirlscollege.com/AnnualReport2.6.3/22-23.pdf

2.7 - Student Satisfaction Survey

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

https://southcalcuttagirlscollege.com/Student_Satisfaction_Survey22-23.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

NIL

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

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

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

0

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

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

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

3

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

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

7

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

24

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

In the session 2022-2023, the NSS unit and Extension Committee of the College have conducted different activities to sensitize students and the people in the vicinity on issues pertaining to

health, environmental sustainability and other social responsibilities.

The activities of NSS unit are categorized under the following three heads:

- Regular programme: for generating awareness on health, nutrition and ill effects of smoking through the 'No Tobacco' campaign; for generating environmental awareness by conducting the 'Clean India Campaign; commemorating significant National and International days.
- Special Camp:(25th - 31stMarch 2023) by NSS volunteers conducted inPeyarabagan slum in the vicinity of the College.Eye check-up camps and awareness programmes on menstrual hygiene etc. were organized.
- Red Ribbon camp:for generating awareness on the causes and prevention of HIV-AIDS.

The Extension activities held in this session included a Flu Prevention Rally;week-long Fit India Run in addition to the Adult Literacy drive conducted throughout the year with the Bustee Welfare Centre.

Sensitizing students through suicide prevention programme, celebration of International Democracy Day, importance of physical activity,extempore competition on "Communal Harmony" were conducted during this session. Film shows and documentaries on many social issues too were organized and received good response.

File Description	Documents
Paste link for additional information	https://southcalcuttagirlscollege.com/ExtensionActivity_3.3.1/2022-23.pdf
Upload any additional information	View File

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

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

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

15

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

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

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

578

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

1

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

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

8

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

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 piling work of the 7th Bay of the college building has

been completed and construction of rooms is in progress under the supervision of PWD, West Bengal utilising grant from RUSA 2.0.

- The roof treatment work has been completed.
- The renovation of Canteen, staff quarters and the Pump room has been completed utilising the college fund.
- Repairing work of the south-western parts of ground floor has been initiated.
- Painting of inside walls and replacement of broken window glasses of the College Building have been completed.

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 in the Botany laboratory are added to run the experiments in practical classes smoothly.
- White boards, soft boards and green glass boards have been mounted as per requisition of the Departments.

Other facilities:

- The renovation work of the Auditorium has been completed and ready for performance.
- The pathways inside the campus are reconstructed.
- A Display Board at the entrance of the College has been installed.
- Two T.V. cum Monitor have been installed in Audio-visual room and Principal's room.

Three more C.C. T.V. Camera have been installed to strengthen the security measures.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://southcalcuttagirlscollege.com/InfrastructureFacility4.1.1/22-23.pdf

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

- Renovation work of the college Gymnasium is complete.

Meanwhile, repairing of gymnasium equipment has been done as a part of regular maintenance work.

- A proposal for modernization and introduction of minor equipment in the said gymnasium has been framed.
- Extension of the students' Common Room facilities has been proposed.
- The college has a very rich cultural platform. Students from all the disciplines regular stage different cultural events in the Auditorium. The Auditorium has been renovated with the help of PWD West Bengal utilising grant from RUSA 2.0.
- To improve and increase sitting arrangements, sofa set for dignitaries and steel chair for spectators have been arranged.

Table and chairs have been purchased for the dias in the Auditorium, utilising College Fund, for use during seminars and special lectures.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://southcalcuttagirlscollege.com/ExtracurricularActivities4.1.2/22-23.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	View File
Paste link for additional information	https://southcalcuttagirlscollege.com/ITenabledClassrooms4.1.3a/22-23.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

0.572

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

4.2 - Library as a Learning Resource

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

? Name of ILMS software : KOHA

? Nature of automation (fully or partially) : Partially

? Version : 18.11.02.000

? Year of Automation : 2012

Peary Mohan Chatterjee Library has a rich collection of 23,258 books, print journals, CDs/DVDs etc.

? The users can access the e-books& e-journals subscribed through INFLIBNET-NLIST.

?Dspace software is used for developing institutional repository. Articles of the Faculty members, Prospectus, Questions have been uploaded .

? The Library is partially automated with KOHA ILMS (ver. 18.11.02.000) .The software is integrated with RFID technology.

? The Library has its own website www.scgclibrary.in which

provides useful link to various online open resources such as NDL, SWAYAM, NPTEL, eGyankosh etc. which helps the students for self-learning .

? Pest control service has been done for proper maintenance of books & journals.

? Library Orientation programmes have been organized time to time(with all departments & department wise separately) for acquainting the students about the library.

? Library Orientation Programme for Teachers' has been also organized.

? Students are also informed about the various facilities of the library for celebration of the 'Students week 'on 02.01.2023

? Book exhibition on 'Rabindranath Tagore' was held on 8th May'2023 for celebration of birthday of Rabindranath Tagore.

? A 'Training programme for Online attendance' was also organized for introducing the online attendance in the library.

? Students take part in Adult Literacy Programme. Books are issued from library in this programme.

? Theft Detector & CCTV are being used for security of the library

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://southcalcuttagirlscollege.com/ILNS-4.2.1/22-23.pdf

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	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

0.29351

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

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

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

36

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The campus is totally Wi-Fi enabled and therefore the students, faculties and staff members can access 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 and university systems.

- The College has a centralised computer laboratory with 15 computers which is maintained by Annual Maintenance Contract with a company.
- 10 computers are upgraded to conduct University Examinations of the Department of Geography.
- 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, 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.
- The College has an organised IT based security surveillance system equipped with eleven CCTV.

The Library is protected with RFID Gate.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://southcalcuttagirlscollege.com/ITFacility4.3.1/22-23.pdf

4.3.2 - Number of Computers

25

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

37.34537

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

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

The 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.
- Building Committee makes arrangements for the regular maintenance of college building. This year order has been placed for painting and repairing of the broken glasses of the inside of the college building.
- Annual Maintenance Contracts of the following items are done with respective companies:

- Computers
- Photocopiers
- Fire Extinguishers
- Elevator
- Generator
- Water Purifier

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 is completed.

Sanitary Napkin Vending Machine is regularly filled and incinerators are used to dispose used sanitary napkins.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://southcalcuttagirlscollege.com/Proc edure&Policies4.4.2/22-23.pdf

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

194

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

1

File Description	Documents
Upload any additional information	View File
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

File Description	Documents
Link to institutional website	https://southcalcuttagirlscollege.com/SkillEnhancement5.1.3aqar/22-23.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

509

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

509

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

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

5

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

82

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

government examinations) during the year

2

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

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

3

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

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

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

Objectives:-

- 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.

- 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, social, farewell etc under the guidance of teaching staff. Many departments engage their students as editors of the wall magazines and lab journals. The college always tries to motivate the students for social work by arranging social outreach programmes. The college organizes extension activities like Swachta Rally, free health check up camp, Awareness Programme on Menstrual hygiene, Eye Check up Camp, Awareness Programme on CPR, Rally on No Tobacco Day etc. under the NSS where student Council members participate actively and encourage other students to participate.

File Description	Documents
Paste link for additional information	https://southcalcuttagirlscollege.com/StudentCouncil5.3.2AQAR/22-23.pdf
Upload any additional information	View File

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

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

16

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

- REUNION

A "Reunion" was organized by the Alumni Association "Prayas" of South Calcutta Girls' College on 11th March 2023. The theme of the event was "Happiness". The programme started with felicitation of the Principal of the college. The event was started with the prize distribution ceremony. Prizes were awarded to students who have achieved excellence in several fields and as well as students obtaining first positions in their respective fields in the examination held in sessions 2019-2020 and 2020-2021. The prize distribution was followed by a cultural events performed by the Alumni Association members. The most enjoyable event was "Down the Memory Lane" in which many of alumnae shared the happy memories of their college life.

- DENGUE AWARENESS

A seminar titled "Dengue Awareness" was organized by the Alumni Association "Prayas" of the college. The seminar was organized on 28th November 2022, by Ms. Bidisha Das, Entomologist SUDA, and ex-student of South Calcutta Girl's College, (batch: 2016-2019). She gave a vivid description about the lifecycle of the pathogen causing the disease, symptoms of the disease, strategies to be taken by the common public to combat the disease, and mass awareness program that was undertaken by the government to prevent the spread of the disease.

File Description	Documents
Paste link for additional information	https://southcalcuttagirlscollege.com/Alumni5.4.1AQAR/22-23.pdf
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

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

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	https://southcalcuttagirlscollege.com/PasteLinkforanyadditionalinformation6.1.1AQAR/22-23.pdf
Upload any additional information	View File

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

One of the best practices of decentralization is visible in the manner in which the institution has planned and is executing tasks related to the upcoming NAAC assessment and accreditation.

- Principal in consultation with the Governing Body and in discussion with the IQAC coordinator and Bursar has constituted seven NAAC committees to look into matters related to the seven criterions.
- Each committee is headed by a mentor who guides and delivers the work related to their criterion. They are helped in this by a team of other teaching faculty.
- Work related to NAAC pertains to all aspects of functioning of the college so the seven committees periodically write to the departments, office, students, sub-committees etc. to collect and collate relevant information.
- Students have actively contributed and continue to do so by participating in various college and inter-college events organized by NAAC criterions and IQAC.
- Regular meetings of each criterion are being held in the presence of Principal and IQAC coordinator to monitor progress of the work.

This has ensured that the collective team spirit and democratic value of the institution is upheld and everyone contributes their best to the process of evaluation, accreditation and upgradation of their institution.

File Description	Documents
Paste link for additional information	https://southcalcuttagirlscollege.com/Pastelinkforanyadditionalinformation6.1.2AQAR/22-23.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

One activity that has been successfully deployed is as follows:

Strategy:

- MOU will be signed with academic institutions for academic exchanges, development and research.
- MOU will be signed with recycling and waste management service providers.

Action Plan:

- Institution has approached two academic institutions to discuss possibilities for signing MOU with them.
- Institution has looked for potential recycling and waste management service providers with whom they can sign a MOU.

Process and Outcome of Implementation:

- MOU has been signed with Vijaygarh Jyotish Ray College and Raidighi College, Kolkata for quality initiatives, conducting lectures and organising seminars and conferences, online sharing of ideas in teaching, learning and e-governance, use of ICT for innovative pedagogy, exchange of academic information, study materials, scholarly articles and publications. Conducting collaborative research projects, field trips and value based social and cultural initiatives and for visit, training and exchange of faculty, staff and students. MOU also encompasses joint educational and vocational courses, joint consultancy, Ph. D

supervision and publications and any other activities that are mutually agreed upon and are beneficial to both the institutions.

MOU has been signed with M/S Redivivus Recyclers Private Limited, Kolkata to ensure recycling and waste management services for dry recyclables and e-waste.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://southcalcuttagirlscollege.com/PasteLinkforanyadditionalinformation6.2.1bAQAR/22-23.pdf
Upload any additional information	View File

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	https://southcalcuttagirlscollege.com/paste-link-for-any-additional-information-services-and-procedures6.2.2SSR/2021.pdf
Link to Organogram of the Institution webpage	https://southcalcuttagirlscollege.com/organogram6.2.2/2020-21.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

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.
- 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	https://southcalcuttagirlscollege.com/PasteLinkforanyadditionalinformation6.3.1AQAR/22-23.pdf
Upload any additional information	View File

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

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

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

12

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

6

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

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.
 - 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	https://southcalcuttagirlscollege.com/Pastelinkforanyadditionalinformation6.3.5AQAR/22-23.pdf
Upload any additional information	View File

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 2022-2023.

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 2022-2023.

File Description	Documents
Paste link for additional information	https://southcalcuttagirlscollege.com/Pastelinkanyadditionalinformation6.4.1AQAR/22-23.pdf
Upload any additional information	View File

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

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

0

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

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

Following strategies were employed by the college for fund mobilisation

- Government grant is being received by the institution in instalments
- Fees from students.
- Bank interest received on Fixed Deposit and savings account.
- Income generated through sale of scrap and recycling of waste.

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 and laboratories.
- installation of surveillance camera for security enhancement.

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.

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	https://southcalcuttagirlscollege.com/PasteLinkforanyadditionalinformation6.4.3AQAR/22-23.pdf
Upload any additional information	View File

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 their - (i) Personal details (ii) Socio economic background (iii) 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	https://southcalcuttagirlscollege.com/pages/1578
Upload any additional information	View File

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

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	https://southcalcuttagirlscollege.com/Pastelinkforanyadditionalinformation6.5.2AQAR/22-23.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://southcalcuttagirlscollege.com/Annualreport6.5.3AQAR/22-23.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

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. Security has been strengthened with CCTV surveillance and 24 hour security guards on the campus.

Some events on gender related themes were organised by the Departments during 2022-23. These include:

- The film "Nagarkirtan" was screened by the Department of Sociology on 19.5.2023 to create awareness about the lives and struggles of transgender individuals.
- An invited lecture titled, 'Not Your Patient: Transgender As Healthcare Professionals' was organised by the Department of Sociology on 12.5.2023 to highlight the biases faced by transgender persons in the professional field.
- A Students' seminar was held by Department of History to celebrate Women's History Month on 28.03.2023.
- The Department of Sociology organised an invited lecture on 'Various Strands of Feminism' in the online mode on 16.12.2022.

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. It is a safe and fair workplace for all individuals regardless of gender.

File Description	Documents
Annual gender sensitization action plan	https://southcalcuttagirlscollege.com/GenderSensitizationActionPlan2022-23/AQAR.pdf
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	https://southcalcuttagirlscollege.com/SpecificfacilitiesforWomen2022-23/AQAR.pdf

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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
 - 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.
 - Liquid waste from the laboratories, such as chemicals, is disposed in a special pit.
 - E-waste management: old computers and peripherals are stored in a separate room. .
 - Waste recycling system: A waste management programme has been initiated with support and help from Redivivus Recyclers Pvt. Ltd., recycling contractors, with the aim to reduce, recycle and reuse waste generated in the college.

Solid waste generated from the different sources, such as, the departments, the office and the laboratories, was sorted and weighed according to the procedure described and assisted by Redivivus Recyclers. This included paper, glass, cardboard, plastic, metal and old electronic items in non-working condition.

A total amount of 3342 kg of waste material was handed over for recycling in December, 2022.

Hazardous chemicals: Chemical waste from laboratories are disposed in a special pit.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://southcalcuttagirlscollege.com/WasteManagement2022-23/AQAR.pdf
Any other relevant information	View File

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

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **B. Any 3 of the above**

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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 **D. Any 1 of the above**

**following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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**

diversely linguistic, socio-economic and regional groups. Our College provides an inclusive and harmonious environment to all the groups.

- Nearly 40% of the students admitted in the 2022-23 session belong to below low income economic category as per the declaration of the students.
- There are students belonging to religious minority communities. 23% of the students enrolled in the 2022-23 session belong to the minority communities.
- Needy students are provided half free-ship, full free-ship 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.
- The students of the Department of Political Science prepared a wall magazine on 2 topics: "Ambedkar and Casteism" and "India at 75."
- The Extension Committee of South Calcutta Girls' College was organized an awareness programme on 'Flu Prevention' in the surrounding area of the college campus.
- The Fit India Freedom Run 3.0 was organized by the Physical Activity Club which saw enthusiastic participation of the students and the staff.
- An awareness programme on Nutrition was conducted by NSS unit in which residents of the neighbouring Peyarabagan slum area were also invited.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

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, justice, liberty, equality, secularism and human dignity.

- A documentary film show was held on the topic: "Fundamental Rights and Duties", which was organised by IQAC.
- The Department of Political Science published a wall magazine on "Ambedkar and Casteism" highlighting the values of equality and fraternity.
- Flag hoisting ceremony was held on Republic Day. Independence Day was celebrated with a cultural programme to pay tribute to our freedom fighters, and promote the spirit of patriotism.
- A singing competition on the theme of Communal Harmony was organised by Cultural Club emphasizing the fundamental duty of practising secularism.
- Donation was collected from our students and staff as contribution to the National Foundation for Communal Harmony.
- The International Day of Democracy was observed through cultural function, debate and extempore competitions to create awareness about the importance of preserving democracy, equality and liberty.
- It is our fundamental duty to preserve and protect the natural environment. To develop awareness among students regarding their role in environmental protection, World Environment Day, 2022, was celebrated with a tree planting ceremony.
- World Biodiversity Day was observed with a poster competition on 'How we can build back our biodiversity.'

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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 A. All of the above

the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff

4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

Our College celebrates several commemorative days to educate the students about traditions, values and social issues.

Events organized:

- Rabindra Jayanti was observed with a cultural programme.
- Women's History Month was commemorated with a student seminar.
- Students of Geography Hons. visited the Regional Meteorological Centre, Kolkata, to take part in an awareness programme.
- World Happiness Day was observed with a poster competition and a documentary film show.
- An Inter-College Poster Presentation Competition was organized to celebrate "National Science Day, 2023".
- International Mother Language Day was observed with publication of Bengali Department e-magazine.
- Flag hoisting ceremony was held on Republic Day by NSS unit.
- A Student Seminar was held to commemorate World Philosophy Day.
- A programme was organised to celebrate Janjatiya Gaurav Diwas.
- Students and staff participated in Fit India Freedom Run 3.0.

- International Day of Tourism was marked by an inter-departmental Power Point Presentation.
- International Day of Democracy was observed through competition, debate and cultural programme.
- National Cinema Day was commemorated with a special lecture.
- World Suicide Prevention Day was observed with role-play.
- Independence Day was celebrated with a cultural programme.
- World Heritage Day was observed by Department of History and Quiz & Debate Club.
- World Environment Day was celebrated by planting of trees and other events.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

7.2.1 BEST PRACTICE 1

ADULT LITERACY PROGRAMME

The Adult Literacy Programme is an attempt to contribute to the development of underprivileged and illiterate women in the neighbouring slum area.

- It is being conducted in collaboration with the Basti Welfare Centre since 2015.
- Our student volunteers take classes the Adult Literacy Centre once a week.
- Books are provided for the classes from the College library.

- In the 2022-23 session, 19 women attended the classes regularly and benefitted from the guidance they received from our student volunteers.
- Students derive great satisfaction from this voluntary work.

BEST PRACTICE 2

PSYCHOLOGICAL COUNSELLING CELL

Psychological Counselling Cell provides support to students to resolve their problems and professional guidance strategies for coping with life challenges.

- It operates once a week under the supervision of the Department of Psychology.
- It conducts both individual and counselling sessions.
- Emphasis is given to the individualistic approach which recognizes that every person is unique.
- The topics of the group sessions are decided according to the requests of the students.
- Students participate enthusiastically in the motivational counselling sessions.
- The State-Trait Anxiety Test was conducted in the 2022-23 session to assess their anxiety levels.
- The feedback given by the guardians has been very positive.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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.

Our College has been accredited in the 3rd cycle with Grade A by NAAC in 2023. The faculty makes continuous efforts for the academic uplift of the students through assessment tests, remedial classes and mentoring. Remedial classes are held for all learners.

Various forms of student engagement programmes are undertaken by the Departments to motivate them and to create interest in the subject. Students receive guidance and support from their respective mentors.

Invited lectures, educational tours, collaborative programmes with neighbouring colleges are regularly organized.

The students of Journalism and Mass Communication published a tabloid paper in 2022-23.

Departments and Clubs activities 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 and thus, improve physical health.

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:

- Orientation/ Induction programme is held for freshers.
- Regular Departmental Meetings are held for syllabus distribution.
- Academic calendar is prepared and implemented 100%.
- Weekly e-Routine/timetable for each semester is prepared.
- Enriched Central Library having Text books, Reference books and Journals are provided to students.
- INFLIBNET (e-books and e-journals) facility is available for both teachers and students.
- Footfall of students and teachers in the central library are recorded using 'scanr' mobile application and manually.
- Various teaching methods used for effective delivery of the curriculum includes:--
 1. Chalk and talk method, ICT-enabled teaching-learning method like Google classroom, Google meet, smart-board, power point presentation, audio-visual support etc.
 2. Demonstration of various theoretical & practicals using video links ,MHRD sponsered NPTEL Lessons, e-Pathshala of UGC and LMS.
 3. Organising group discussion and debate among the students.
 4. Arranging Seminars and One-day special lectures related to the present curriculam and their future prospects by experts/resource persons.
 5. Question Bank (Honours & General) are prepared for the benefit of students.
 6. Maintainance of records -classes, assignments, soft and hard copies of projects/field reports, interships etc.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://southcalcuttagirlscollege.com/Plannedcurriculum1.1.1additionalAQAR/22-23.pdf

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 conduction of continuous internal evaluation system. The Academic Calendar is the first document of the college which is followed meticulously. It serves as follows:-

- Academic, co-curricular, extracurricular and examination schedule.
- Information regarding the commencement of the university examinations, schedules of internal examinations (CBCS) as per university directives, class-test etc.
- Proper distribution of syllabus according to the academic calendar.
- Conductions of internal examination (1st,3rd,and 5th semester) in the month of November (CBCS) along with tutorials and practical examinations. First semester exams (conducted by the University of Calcutta) is held generally in December and even semesters (2nd,4th and 6th) are held generally in May/June: while the internal examinations as well as tutorials / practical are arranged on April.
- Assignments and their corrections are done regularly by the teachers.
- Each faculty member of the respective department clears the doubts of the students with advice and model answers are delivered to them. Departments conduct seminars, group discussion, quiz, paper presentation etc. for enhancing the knowledge of the students.
- Throughout the session, the academic performance of the students is evaluated to upgrade them, make them self dependent and competent.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://southcalcuttagirlscollege.com/Academicalender1.1.2additionalAQAR/22-23.pdf

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

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

18

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

03

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

204

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

0

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

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

South Calcutta Girls' College adopts best practices blended with educational values 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. Socially relevant issues related to Environmental sustainability, Professional Ethics, Human values, Sensitivity to Gender, Community development, National integration etc. are integral part of the syllabus like Bengali, Botany, Chemistry, Economics, English, Geography, History, Journalism and Mass

Communication, Political Science, Psychology, Philosophy, Physiology, Sanskrit, Sociology, Zoology.

Eco Club and NSS of the College relentlessly pursues its' effort to spread awareness among students and surrounding 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 Biodiversity and its' conservation, World Environment Day, Science Day Celebration, Celebration of International Day of Democracy, World Meteorological Day etc. Psychology department conducts seminars and workshops to discuss the wellness of mental health of students. Thus, the College always strives to shape and fine-tune values and qualities of Women in our valued students.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

20

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

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

561

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

1.4 - Feedback System

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

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://southcalcuttagirlscollege.com/Stakeholdersfeedback1.4.1&1.4.2url/22-23.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

868

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

64

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

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 and to apply for internship
- They are made aware about the various competitive exams

and prospects of higher studies.

File Description	Documents
Link for additional Information	https://southcalcuttagirlscollege.com/LearningLevel2.2.1/22-23.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
817	39

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

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.
- 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

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. They are also encouraged

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
- Mentors take measures to solve the academic problems of the respective mentees.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://southcalcuttagirlscollege.com/StudentCentricMethod2.3.1/22-23.pdf

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.

- There are presently, 40 desktops and 5 laptopsthat are used for this purpose. Wi-Fi access is 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, stylus, Pen Drives, CDs and DVDs.

- The college Library is a registered member of INFLIBNET-NLIST which allows faculty members and students to access more than 6000 e-journals and 1,99,500 e-books.
- Since 2019, the library has been providing automated services using KOHA software (ver.18.11.02.000). The software is integrated with RFID technology and D-Space(faculty publications) is installed.
- Both the students and teachers can log their daily library online attendance using the QR code provided by the college.
- Students are encouraged to prepare seminar presentations, assignments, and projects by using MS Word and PowerPoint.
- A G-suite account (individual) is provided to each faculty member. Each faculty creates a Google classroom for uploading teaching materials, audio and PPTs.
- Virtual whiteboards and COREL draw are used by some faculty members. Video links, MHRD-sponsored NPTEL lessons, and e-pathshala of UGC are made available for students.
- Digital awareness programs have been conducted to increase the skills of both the students and faculties.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://southcalcuttagirlscollege.com/ICT_USAGE2.3.2/22-23.pdf

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.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

39

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

24

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

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

2.4.3.1 - Total experience of full-time teachers

580

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The academic process requires a proper evaluation which strictly maintains through continuous assessment of the students' performance by the university and the college. The following methods are used to maintain the transparency and robust internal assessment mechanism:

- From 2018-19, Three-year undergraduate courses were split into six semesters to ensure quality learning.
- Students are required to appear in the examination twice a year at the end of each semester under the CBCS system. The rationale (marks distribution + attendance regulations) for internal assessment is thoroughly explained during the departmental orientation programme and also included in the college prospectus,
- The faculty members of the college set the question papers and examine the answer scripts for the internal assessment.
- Room allocation of the students and duty allotment of the faculty members are arranged by the Examination committee.
- The Examination Co-ordination Cell monitors the uploading of marks to the university portal and any other correspondence with the University regarding discrepancies related to marks upload.
- Students' academic performance is regularly assessed through class-tests, viva, and homework assignments. Professors assisted them in enhancing their critical thinking skills.

File Description	Documents
Any additional information	View File
Link for additional information	https://southcalcuttagirlscollege.com/InternalAssessment2.5.1/22-23.pdf

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

The college adheres to the principles pertaining to the requirements as per University of Calcutta regulation for Continuous Internal Evaluation (CIE).

- In the college, there is a "Grievance Redressal Cell" where students can apprise their complaints. Students' feedback forms are provided which gives them the chance to voice their grievances as well.
- The students can intimate their grievances online through google form, the link of which is available in the website.
- Students can specifically send emails to the Exam coordination Cell of the college for examination related grievance redressal.
- Parents can express any discontent in the parent-teacher meeting and also through the 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. The list of eligible students is provided by the university. If there is any discrepancy in the candidate list, the matter is discussed with the concerned department of the University by the Examination Coordination Cell of the college.
- If a student doesn't receive her result, Exam Coordination Cell of the college takes the appropriate action.

File Description	Documents
Any additional information	View File
Link for additional information	https://southcalcuttagirlscollege.com/InternalExaminationGrievances2.5.2/22-23.pdf

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 is determined by its outcomes to a great extent. 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.

- 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.
- Students are also made aware of the course outcomes during the departmental induction programmes at the beginning of each semester
- Mentors make their respective mentees acquainted with the course outcomes at regular intervals
- 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.

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	View File
Paste link for Additional information	https://southcalcuttagirlscollege.com/pages/1577
Upload COs for all courses (exemplars from Glossary)	View File

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

As an integral part of Teaching -Learning process, the institution regularly evaluates Programme outcomes and Course

outcomes. This 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 preparation/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

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://southcalcuttagirlscollege.com/AttachmentOfPO-CO2.6.2/22-23.pdf

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

232

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://southcalcuttagirlscollege.com/AnnualReport2.6.3/22-23.pdf

2.7 - Student Satisfaction Survey

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

https://southcalcuttagirlscollege.com/Student_Satisfaction_Survey22-23.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

NIL

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

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

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

0

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

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

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

3

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

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

7

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

24

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

In the session 2022-2023, the NSS unit and Extension Committee of the College have conducted different activities to sensitize students and the people in the vicinity on issues pertaining to health, environmental sustainability and other social responsibilities.

The activities of NSS unit are categorized under the following three heads:

- Regular programme: for generating awareness on health, nutrition and ill effects of smoking through the 'No Tobacco' campaign; for generating environmental awareness by conducting the 'Clean India Campaign; commemorating significant National and International days.
- Special Camp:(25th - 31stMarch 2023) by NSS volunteers conducted inPeyarabagan slum in the vicinity of the College.Eye check-up camps and awareness programmes on menstrual hygiene etc. were organized.
- Red Ribbon camp:for generating awareness on the causes and prevention of HIV-AIDS.

The Extension activities held in this session included a Flu Prevention Rally;week-long Fit India Run in addition to the Adult Literacy drive conducted throughout the year with the Bustee Welfare Centre.

Sensitizing students through suicide prevention programme,

celebration of International Democracy Day, importance of physical activity, extempore competition on "Communal Harmony" were conducted during this session. Film shows and documentaries on many social issues too were organized and received good response.

File Description	Documents
Paste link for additional information	https://southcalcuttagirlscollege.com/ExtensionActivity_3.3.1/2022-23.pdf
Upload any additional information	View File

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

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

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

15

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

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

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

578

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

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

1

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

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

8

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

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 piling work of the 7th Bay of the college building has been completed and construction of rooms is in progress under the supervision of PWD, West Bengal utilising grant from RUSA 2.0.
- The roof treatment work has been completed.
- The renovation of Canteen, staff quarters and the Pump room has been completed utilising the college fund.
- Repairing work of the south-western parts of ground floor has been initiated.
- Painting of inside walls and replacement of broken window glasses of the College Building have been completed.

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 in the Botany laboratory are added to run the

experiments in practical classes smoothly.

- White boards, soft boards and green glass boards have been mounted as per requisition of the Departments.

Other facilities:

- The renovation work of the Auditorium has been completed and ready for performance.
- The pathways inside the campus are reconstructed.
- A Display Board at the entrance of the College has been installed.
- Two T.V. cum Monitor have been installed in Audio-visual room and Principal's room.

Three more C.C. T.V. Camera have been installed to strengthen the security measures.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://southcalcuttagirlscollege.com/InfrastructureFacility4.1.1/22-23.pdf

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

- Renovation work of the college Gymnasium is complete. Meanwhile, repairing of gymnasium equipment has been done as a part of regular maintenance work.
- A proposal for modernization and introduction of minor equipment in the said gymnasium has been framed.
- Extension of the students' Common Room facilities has been proposed.
- The college has a very rich cultural platform. Students from all the disciplines regular stage different cultural events in the Auditorium. The Auditorium has been renovated with the help of PWD West Bengal utilising grant from RUSA 2.0.
- To improve and increase sitting arrangements, sofa set for dignitaries and steel chair for spectators have been arranged.

Table and chairs have been purchased for the dias in the Auditorium, utilising College Fund, for use during seminars and

special lectures.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://southcalcuttagirlscollege.com/ExtracurricularActivities4.1.2/22-23.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	View File
Paste link for additional information	https://southcalcuttagirlscollege.com/ITenabledClassrooms4.1.3a/22-23.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

0.572

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

4.2 - Library as a Learning Resource

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

? Name of ILMS software : KOHA

? Nature of automation (fully or partially) : Partially

? Version : 18.11.02.000

? Year of Automation : 2012

Peary Mohan Chatterjee Library has a rich collection of 23,258 books, print journals, CDs/DVDs etc.

? The users can access the e-books& e-journals subscribed through INFLIBNET-NLIST.

?Dspace software is used for developing institutional repository. Articles of the Faculty members, Prospectus, Questions have been uploaded .

? The Library is partially automated with KOHA ILMS (ver. 18.11.02.000) .The software is integrated with RFID technology.

? The Library has its own website www.scgclibrary.in which provides useful link to various online open resources such as NDL, SWAYAM, NPTEL, eGyankosh etc. which helps the students for self-learning .

? Pest control service has been done for proper maintenance of books & journals.

? Library Orientation programmes have been organized time to time(with all departments & department wise separately) for acquainting the students about the library.

? Library Orientation Programme for Teachers' has been also organized.

? Students are also informed about the various facilities of the library for celebration of the 'Students week 'on 02.01.2023

? Book exhibition on 'Rabindranath Tagore' was held on 8th May'2023 for celebration of birthday of Rabindranath Tagore.

? A 'Training programme for Online attendance' was also organized for introducing the online attendance in the library.

? Students take part in Adult Literacy Programme. Books are issued from library in this programme.

? Theft Detector & CCTV are being used for security of the library

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://southcalcuttagirlscollege.com/ILN/S-4.2.1/22-23.pdf

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	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

0.29351

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

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

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

36

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

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

The campus is totally Wi-Fi enabled and therefore the students, faculties and staff members can access 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 and university systems.

- The College has a centralised computer laboratory with 15 computers which is maintained by Annual Maintenance Contract with a company.
- 10 computers are upgraded to conduct University Examinations of the Department of Geography.
- 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, 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.
- The College has an organised IT based security surveillance system equipped with eleven CCTV.

The Library is protected with RFID Gate.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://southcalcuttagirlscollege.com/ITFacility4.3.1/22-23.pdf

4.3.2 - Number of Computers

25

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

37.34537

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

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

The 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.
- Building Committee makes arrangements for the regular maintenance of college building. This year order has been placed for painting and repairing of the broken glasses of the inside of the college building.
- Annual Maintenance Contracts of the following items are

done with respective companies:

- Computers
- Photocopiers
- Fire Extinguishers
- Elevator
- Generator
- Water Purifier

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 is completed.

Sanitary Napkin Vending Machine is regularly filled and incinerators are used to dispose used sanitary napkins.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://southcalcuttagirlscollege.com/Procedure&Policies4.4.2/22-23.pdf

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

194

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

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

1

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

File Description	Documents
Link to institutional website	https://southcalcuttagirlscollege.com/SkillEnhancement5.1.3aqar/22-23.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

509

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

509

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

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

5

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

82

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

government examinations) during the year

2

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

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

3

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

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

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

Objectives:-

- 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.

- 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, social, farewell etc under the guidance of teaching staff. Many departments engage their students as editors of the wall magazines and lab journals. The college always tries to motivate the students for social work by arranging social outreach programmes. The college organizes extension activities like Swachta Rally, free health check up camp, Awareness Programme on Menstrual hygiene, Eye Check up Camp, Awareness Programme on CPR, Rally on No Tobacco Day etc. under the NSS where student Council members participate actively and encourage other students to participate.

File Description	Documents
Paste link for additional information	https://southcalcuttagirlscollege.com/StudentCouncil5.3.2AQAR/22-23.pdf
Upload any additional information	View File

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

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

16

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

- REUNION

A "Reunion" was organized by the Alumni Association "Prayas" of South Calcutta Girls' College on 11th March 2023. The theme of the event was "Happiness". The programme started with felicitation of the Principal of the college. The event was started with the prize distribution ceremony. Prizes were awarded to students who have achieved excellence in several fields and as well as students obtaining first positions in their respective fields in the examination held in sessions 2019-2020 and 2020-2021. The prize distribution was followed by a cultural events performed by the Alumni Association members. The most enjoyable event was "Down the Memory Lane" in which many of alumnae shared the happy memories of their college life.

- DENGUE AWARENESS

A seminar titled "Dengue Awareness" was organized by the Alumni Association "Prayas" of the college. The seminar was organized on 28th November 2022, by Ms. Bidisha Das, Entomologist SUDA, and ex-student of South Calcutta Girl's College, (batch: 2016-2019). She gave a vivid description about the lifecycle of the pathogen causing the disease, symptoms of the disease, strategies to be taken by the common public to combat the disease, and mass awareness program that was undertaken by the government to prevent the spread of the disease.

File Description	Documents
Paste link for additional information	https://southcalcuttagirlscollege.com/Alumni5.4.1AQAR/22-23.pdf
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

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

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	https://southcalcuttagirlscollege.com/Pastelinkforanyadditionalinformation6.1.1AOAR/22-23.pdf
Upload any additional information	View File

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

One of the best practices of decentralization is visible in the manner in which the institution has planned and is executing tasks related to the upcoming NAAC assessment and accreditation.

- Principal in consultation with the Governing Body and in discussion with the IQAC coordinator and Bursar has constituted seven NAAC committees to look into matters related to the seven criterions.
- Each committee is headed by a mentor who guides and delivers the work related to their criterion. They are helped in this by a team of other teaching faculty.
- Work related to NAAC pertains to all aspects of functioning of the college so the seven committees periodically write to the departments, office, students, sub-committees etc. to collect and collate relevant information.
- Students have actively contributed and continue to do so by participating in various college and inter-college events organized by NAAC criterions and IQAC.
- Regular meetings of each criterion are being held in the presence of Principal and IQAC coordinator to monitor progress of the work.

This has ensured that the collective team spirit and democratic value of the institution is upheld and everyone contributes their best to the process of evaluation, accreditation and upgradation of their institution.

File Description	Documents
Paste link for additional information	https://southcalcuttagirlscollege.com/Pastelinkforanyadditionalinformation6.1.2AQA/R/22-23.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

One activity that has been successfully deployed is as follows:

Strategy:

- MOU will be signed with academic institutions for academic exchanges, development and research.
- MOU will be signed with recycling and waste management service providers.

Action Plan:

- Institution has approached two academic institutions to discuss possibilities for signing MOU with them.
- Institution has looked for potential recycling and waste management service providers with whom they can sign a MOU.

Process and Outcome of Implementation:

- MOU has been signed with Vijaygarh Jyotish Ray College and Raidighi College, Kolkata for quality initiatives, conducting lectures and organising seminars and conferences, online sharing of ideas in teaching, learning and e-governance, use of ICT for innovative pedagogy, exchange of academic information, study materials, scholarly articles and publications. Conducting collaborative research projects, field trips and value based social and cultural initiatives and for visit, training and exchange of faculty, staff and students. MOU also encompasses joint educational and vocational courses, joint

consultancy, Ph. D supervision and publications and any other activities that are mutually agreed upon and are beneficial to both the institutions.

MOU has been signed with M/S Redivivus Recyclers Private Limited, Kolkata to ensure recycling and waste management services for dry recyclables and e-waste.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://southcalcuttagirlscollege.com/Pastelinkforanyadditionalinformation6.2.1bAQAR/22-23.pdf
Upload any additional information	View File

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	https://southcalcuttagirlscollege.com/pastelinkforanyadditionalinformation.service.rulesandprocedures6.2.2SSR/2021.pdf
Link to Organogram of the Institution webpage	https://southcalcuttagirlscollege.com/organoogram6.2.2/2020-21.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

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.
- 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	https://southcalcuttagirlscollege.com/Pastelinkforanyadditionalinformation6.3.1AOAR/22-23.pdf
Upload any additional information	View File

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

conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

12

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

6

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

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.
 - 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	https://southcalcuttagirlscollege.com/Pastelinkforanyadditionalinformation6.3.5AQA/R/22-23.pdf
Upload any additional information	View File

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 2022-2023.

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 2022-2023.

File Description	Documents
Paste link for additional information	https://southcalcuttagirlscollege.com/Pastelinkanyadditionalinformation6.4.1AQAR/22-23.pdf
Upload any additional information	View File

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

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

0

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

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

Following strategies were employed by the college for fund mobilisation

- Government grant is being received by the institution in instalments
- Fees from students.
- Bank interest received on Fixed Deposit and savings account.
- Income generated through sale of scrap and recycling of waste.

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 and laboratories.
- installation of surveillance camera for security enhancement.

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.

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	https://southcalcuttagirlscollege.com/Pastelinkforanyadditionalinformation6.4.3AQAR/22-23.pdf
Upload any additional information	View File

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 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	https://southcalcuttagirlscollege.com/pages/1578
Upload any additional information	View File

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

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	https://southcalcuttagirlscollege.com/Pastelinkforanyadditionalinformation6.5.2AQAR/22-23.pdf
Upload any additional information	View File

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://southcalcuttagirlscollege.com/Annualrepot6.5.3AOAR/22-23.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

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. Security has been strengthened with CCTV surveillance and 24 hour security guards on the campus.

Some events on gender related themes were organised by the Departments during 2022-23. These include:

- The film "Nagarkirtan" was screened by the Department of Sociology on 19.5.2023 to create awareness about the lives and struggles of transgender individuals.
- An invited lecture titled, 'Not Your Patient: Transgender As Healthcare Professionals' was organised by the Department of Sociology on 12.5.2023 to highlight the biases faced by transgender persons in the professional field.
- A Students' seminar was held by Department of History to celebrate Women's History Month on 28.03.2023.
- The Department of Sociology organised an invited lecture on 'Various Strands of Feminism' in the online mode on 16.12.2022.

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. It is a safe and fair workplace for all individuals regardless of gender.

File Description	Documents
Annual gender sensitization action plan	https://southcalcuttagirlscollege.com/GenderSensitizationActionPlan2022-23/AOAR.pdf
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	https://southcalcuttagirlscollege.com/SpecificfacilitiesforWomen2022-23/AOAR.pdf

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

C. Any 2 of the above

Use of LED bulbs/ power efficient equipment	
--	--

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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
 - 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.
 - Liquid waste from the laboratories, such as chemicals, is disposed in a special pit.
 - E-waste management: old computers and peripherals are stored in a separate room. .
 - Waste recycling system: A waste management programme has been initiated with support and help from Redivivus Recyclers Pvt. Ltd., recycling contractors, with the aim to reduce, recycle and reuse waste generated in the college.

Solid waste generated from the different sources, such as, the departments, the office and the laboratories, was sorted and weighed according the procedure described and assisted by Redivivus Recyclers. This included paper, glass, cardboard, plastic, metal and old electronic items in non-working condition.

A total amount of 3342 kg of waste material was handed over for

recycling in December, 2022.

Hazardous chemicals: Chemical waste from laboratories are disposed in a special pit.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://southcalcuttagirlscollege.com/WasteManagement2022-23/AQAR.pdf
Any other relevant information	View File

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

E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

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	View File
Any other relevant documents	View File

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	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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 diverselinguistic, socio-economic and regional groups. Our College provides an inclusive and harmonious environment to all the groups.
- Nearly 40% of the students admitted in the 2022-23 session belong to below low income economic category as per the declaration of the students.
- There are students belonging to religious minority communities. 23% of the students enrolled in the 2022-23 session belong to the minority communities.
- Needy students re provided half free-ship, full free-ship 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.
- The students of the Department of Political Science prepared a wall magazine on 2 topics: "Ambedkar and Casteism" and "India at 75."
- The Extension Committee of South Calcutta Girls' College was organized an awareness programme on 'Flu Prevention' in the surrounding area of the college campus.
- The Fit India Freedom Run 3.0 was organized was the Physical Activity Club which saw enthusiastic participation of the students and the staff.
- An awareness programme on Nutrition was conducted by NSS unit in which residents of the neighbouring Peyarabagan slum area were also invited.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

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, justice, liberty, equality, secularism and human dignity.
- A documentary film show was held on the topic: "Fundamental Rights and Duties", which was organised by IQAC.
- The Department of Political Science published a wall magazine on "Ambedkar and Casteism" highlighting the values of equality and fraternity.
- Flag hoisting ceremony was held on Republic Day. Independence Day was celebrated with a cultural programme to pay tribute to our freedom fighters, and promote the spirit of patriotism.
- A singing competition on the theme of Communal Harmony was organised by Cultural Club emphasizing the fundamental duty of practising secularism.
- Donation was collected from our students and staff as contribution to the National Foundation for Communal Harmony.
- The International Day of Democracy was observed through cultural function, debate and extempore competitions to create awareness about the importance of preserving democracy, equality and liberty.
- It is our fundamental duty to preserve and protect the natural environment. To develop awareness among students regarding their role in environmental protection, World

Environment Day, 2022, was celebrated with a tree planting ceremony.

- World Biodiversity Day was observed with a poster competition on 'How we can build back our biodiversity.'

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

Our College celebrates several commemorative days to educate the students about traditions, values and social issues.

Events organized:

- RabindraJayanti was observed with a cultural programme.
- Women's History Month was commemorated with a student seminar.
- Students of Geography Hons. visited the Regional Meteorological Centre, Kolkata, to take part in an awareness programme.
- World Happiness Day was observed with a poster competition and a documentary film show.
- An Inter-College Poster Presentation Competition was organized to celebrate "National Science Day, 2023".
- International Mother Language Day was observed with publication of Bengali Department e-magazine.
- Flag hoisting ceremony was held on Republic Day by NSS unit.
- A Student Seminar was held to commemorate World Philosophy Day.
- A programme was organised to celebrate Janjatiya Gaurav Diwas.
- Students and staff participated in Fit India Freedom Run 3.0.
- International Day of Tourism was marked by an inter-departmental Power Point Presentation.
- International Day of Democracy was observed through competition, debate and cultural programme.
- National Cinema Day was commemorated with a special lecture.
- World Suicide Prevention Day was observed with role-play.
- Independence Day was celebrated with a cultural programme.
- World Heritage Day was observed by Department of History and Quiz & Debate Club.
- World Environment Day was celebrated by planting of trees and other events.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

7.2.1 BEST PRACTICE 1

ADULT LITERACY PROGRAMME

The Adult Literacy Programme is an attempt to contribute to the development of underprivileged and illiterate women in the neighbouring slum area.

- It is being conducted in collaboration with the Basti Welfare Centre since 2015.
- Our student volunteers take classes the Adult Literacy Centre once a week.
- Books are provided for the classes from the College library.
- In the 2022-23 session, 19 women attended the classes regularly and benefitted from the guidance they received from our student volunteers.
- Students derive great satisfaction from this voluntary work.

BEST PRACTICE 2

PSYCHOLOGICAL COUNSELLING CELL

Psychological Counselling Cell provides support to students to resolve their problems and professional guidance strategies for coping with life challenges.

- It operates once a week under the supervision of the Department of Psychology.
- It conducts both individual and counselling sessions.
- Emphasis is given to the individualistic approach which recognizes that every person is unique.
- The topics of the group sessions are decided according to the requests of the students.
- Students participate enthusiastically in the motivational counselling sessions.
- The State-Trait Anxiety Test was conducted in the 2022-23 session to assess their anxiety levels.
- The feedback given by the guardians has been very positive.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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.

Our College has been accredited in the 3rd cycle with Grade A by NAAC in 2023. The faculty makes continuous efforts for the academic uplift of the students through assessment tests, remedial classes and mentoring. Remedial classes are held for all learners.

Various forms of student engagement programmes are undertaken by the Departments to motivate them and to create interest in

the subject. Students receive guidance and support from their respective mentors.

Invited lectures, educational tours, collaborative programmes with neighbouring colleges are regularly organized.

The students of Journalism and Mass Communication published a tabloid paper in 2022-23.

Departments and Clubs activities 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 and thus, improve physical health.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Future Plan of Action for 2023-24

1. To complete the ongoing construction of the Seventh Bay of College building.
2. To set up Language Lab.
3. To set up audio-visual studio for Journalism Lab.
4. To arrange National International seminar.
5. To promote faculty development.
6. Purchase of new book in library.
7. CCTV installation.
8. Biometric attendance of staff.
9. Renovation of the boundary walls of North South and East.
10. Renovation of the College building.