YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	SOUTH CALCUTTA GIRLS' COLLEGE
• Name of the Head of the institution	Dr. Aparna De
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03324542265
• Mobile No:	9836195339
• Registered e-mail	southcalcuttagirlscollege@gmail.com
• Alternate e-mail	principal.scgc@gmail.com
• Address	72, Sarat Bose Road
• City/Town	Kolkata
• State/UT	West Bengal
• Pin Code	700025
2.Institutional status	
• Type of Institution	Women
• Location	Urban
• Financial Status	Grants-in aid

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

3.Website address (Web link of the AQAR (Previous Academic Year)	https://southcalcuttagirlscollege.com/AQAR_2019-2020.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/AcademicCalendar2020-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
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**	**2020-21**	**5000000**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**
• Upload latest notification of formation of	View File

IQAC		
9.No. of IQAC meetings held during the year	17	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

11.Significant contributions made by IQAC during the current year (maximum five bullets)

? Online yoga class for all students has been introduced by the institution from 28.08.2020. online examination has also been conducted by the institution. Physical activity club and NSS unit of the college organized a programme to celebrate " International Yoga Day" on 21.06.2021 through live demonstration of yoga by the students. A poster presentation event was also conducted in this occasion.

? IQAC and department of Education jointly organized a national webinar on "Digital Teaching during COVID-19 pandemic with special reference to Teaching Learning Process" on 03.08.2020. Two eminent speakers of this session Dr. Partha Sarathi Mallik, Associate Professor & Head, Schoole of Education, Gangadhar Meher University, Sambalpur, Odisha and Dr. Abhijit Kumar Pal, Professor & Head, Department of Education, West Bengal State University, Barasat.

? NAAC Criterion – III committee in collaboration with IQAC and NSS unit of the college organized on inter-college poster presentation competition on "Challenges of Gender Discrimination" on 25.06.2021. Total 63 posters were presented in this competition by the participants of sixteen neighbouring colleges including our college.

? Department of Botany organized an -inter-college quiz competition for UG-students on 22.09.2020, based on the theme "Plant Biodiversity, Sustainable Development and Conservation". It was a

successful event by active participation of 182 students of 52 different colleges.

? Department of Chemistry organized an inter college power point presentation competition on "Future of Science, Technology and Innovation in Education in COVID-19 pandemic" to celebrate National Science Day on 28/02/2021. Total number of power point presentations: 11. Total Number of participants : 59.

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
Improvisation of Teaching, Learning and Evaluation process online (Completely) due to COVID-19 pandemic condition	Through out the academic year, all classes are being held online via Google Meet. Evaluation process is continuing online.
. Preparation of Academic Calendar and IQAC Calendar.	Academic calendar and IQAC calendar has been prepared incorporating college activities examination schedule, academic and quality enhancing programmes
To promote faculty development programme regarding online teaching, learning process.	A three day faculty development workshop has been organized by the IQAC of the college to enhance the technical skill of the faculty.
To provide link of e-resources to the teachers and students.	Links of e-resources have been provided to both teachers and students.
Upgradation of institutional website.	Institutional information are available for all the stake holders.
Class Time Table preparation.	Students are informed about the Class Time Table.
To arrange National and International seminar, inter and intra college events.	National level webinars, intra and inter college events like power point presentation competition, poster presentation competition on special theme have been organized by the

	institution
Upgradation of Auditorium	Completed
Renovation of boundary wall and gate.	Completed.
To arrange activities for the inclusiveness of the student appeal from syllabus oriented teaching learning	Several activities have been arranged throughout the year like celebration of Rabindra Jayanti, Centinary celebration of the Satyajit Roy etc.

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

- Name of the statutory body

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

14.Whether institutional data submitted to AISHE

Year	Date of Submission
N.A	Nil

Extended Profile

1.Programme

1.1   **474**

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

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

2.Student

2.1   **892**

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   **267**

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	**474**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**892**

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	**267**

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 Number of Sanctioned posts during the year	40

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	28
4.2 Total expenditure excluding salary during the year (INR in lakhs)	74.2806276
4.3 Total number of computers on campus for academic purposes	25

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 (Virtual during the pandemic period) is held for the freshers.**
- **Regular Departmental Meetings (Virtual during the pandemic period) are held for syllabus distribution.**
- **Number of classes for each topic is decided according to the syllabus andhas been implemented 100%.**
- **Well constructed weekly e-Routine/timetable for each semester is provided by the college administration.**
- **Our College has a very rich Central Library. Text books, Reference books are provided to the students. A good number of journals are subscribed by our college.**
- **INFLIBNET (e-books and e-journals) facility is available**

for teachers and also for students.

- Various e-classroom teaching methods based on various needs of different subjects are regularly used for the effective delivery of the curriculum, such as:-

(a) Apart from chalk and talk method, ICT-enabled teaching - learning method including Google classroom, Google meet, online Google meet smart-board, power point presentation, audio-visual support etc are used extensively.

(b) Online uploading of study materials, maps and diagrams by teachers through Google classroom and on Cloud.

(c) Demonstration of various theoretical & practicals using video links, MHRD sponsered NPTEL Lessons, e- Pathshala of UGC.

(d) Group discussion among the students during the online class.

(e) Webinars and One-day special lectures by experts/resource persons are arranged regularly for the benefit of the students, through online mode.

(f) Class notes, e-resources, lecture-videos, PPT and e-books are available in college LMS.

Question Bank(for Honours & General) has been preparedand provided for the students of . CBCS. Departments maintain the detailed record of the classes, assessment, soft copies of theoretical project reports etc.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://southcalcuttagirlscollege.com/plannedcurriculam1.1.1/20-21.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:-

- It plans the academic,co-curricular, extracurricular and examination schedule.
- The academic calendar includes information regarding the commencement of the university examinations, schedules of internal examinations (CBCS), mid- term test, class-test, surprise-test etc.
- The teachers prepare teaching plans by proper distribution of syllabus according to the academic calendar.
- The college conducts internal examination (of 1st, 3rd and 5th semester) in the month of November (CBCS) along with tutorials and practical examinations. Commencement of first semester (conducted by the University of Calcutta) is generally on December. The even semesters (2nd, 4th and 6th) are held generally in the month of May/ June, while the internal examinations as well as tutorials and practical examinations are arranged in April.
- Assignments and their corrections are done regularly by the teachers for each faculty.
- After the evaluation (class test, unit test, midterm etc), each faculty member of the respective department clears the doubts of the students with advice and if needed model answers are delivered to them. Along with the continuous internal evaluation, the departments conduct student seminars, group discussion, quiz, paper presentation etc for enhancing the knowledge of the students.
- All those above mentioned programmes help the students to become self- dependent and intellectually competent. They also make the academic programmes relevant to the social context. Thus throughout the session, the academic performance of the students is evaluated to upgrade them.
- Mentor -Mentee system is another outstanding aspect within the curriculum activity.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://southcalcuttagirlscollege.com/academiccalender1.1.2/20-21.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.	B. Any 3 of the above

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	

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

37

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

01

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

110

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

00

File Description	Documents
Any additional information	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 is committed to adopt best practices blended with educational value system to achieve goal of excellence in providing quality education to our students. The Institution follows the curriculum of University of Calcutta and attaches high priority to core areas of human endeavor. The socially relevant issues relating to Environmental sustainability, Professional Ethics, Human values, Sensitivity to gender, Community development, National integration etc have been integrated into the larger framework of the syllabus through a series of programs of various departments, like Bengali, Botany, Chemistry, Economics, English, Geography, History, Journalism and Mass Communication, Mathematics, Political Science, Psychology, Philosophy, Physiology, Sanskrit, Sociology, Zoology. The syllabus of Environmental Studies also redresses various topics of environment and its' sustainability. These programs are designed to keep these crucial discourses in the forefront of the holistic engagement.

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

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

Our College has also arranged voters' Awareness programs / programs to create awareness among students about the Election machinery of our Country. A Fire Extinguisher training program was also done for all the students and staff members of the institute.

To summaries, South Calcutta Girls' College always strives to shape and fine-tune the values and qualities of Women-Our Valued Students. Thus, the institutional values are reflected in its' conscious and responsible activities towards environment and society.

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

05

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

406	

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

1.4 - Feedback System

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

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	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	stakeholderfeedback1.4.1-1.4.2/20-21.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

89

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

Mentor-mentee system was introduced in our college in 2019. The main objective of this system is to provide the personal guidance to the mentees. Every department takes various measures such as assignments, examinations, viva etc to differentiate slow and advanced learners.

Steps taken for slow learners

- Academic performance of these learners is monitored through class tests, tutorials, and group discussions
- Remedial classes are tailored.
- Their weaknesses and solutions are worked out.
- Mentors spare no pains to boost their esteem and self-confidence. They are engaged to take part in different departmental activities.
- Mentors patiently hear them beyond scheduled classroom hours and coordinate with their parents.
- The mentors provide reading materials, reference and text books, question bank.

Steps taken for advanced learners

Mentors-

- **Provide reading material for advanced learning to motivate them for research work.**

- **Encourage the students to represent college in the inter-college events.**
- **Motivate the students to write articles and present papers, make PPTs.**
- **Make them aware about the various competitive exams and prospects of higher studies.**

File Description	Documents
Link for additional Information	https://southcalcuttagirlscollege.com/learninglevel2.2.1/20-21.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
892	**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

Response:

Student centric learning method is followed in all the courses. The method includes the following:

Experiential Learning Method:

- **In house student projects are assigned as part of the**

curriculum of CBCS;

- Virtual tours are orgainsed by different departments to provide an in-depth analysis of some topics of the syllabus. Dept of History has organised virtual tours of Indian Museum and of heritage sites for Sem III and SEM IV Honours students and they were assigned to write report on that. The Dept. of Zoology has organised a virtual trip to Alipore Zoo for the 5th Sem Honours students.

Participatory Learning Method:

- Students take part in inter college quiz competition. of Dept. of Botany Dept. has organised an inter college quiz competition on PLANT BIODIVERSITY: Sustainable Development and Conservation'.
- Student seminars are organized by all the departments to make the curriculum more engaging and participatory.
- Students celebrate significant days like World Environment Day, National Science Day, World Ocean Day through ppt and poster competitions.

Problem Solving Methodology:

- Regular assignments are given in the google class room and classes on G-meet 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/studentcentricmethod2.3.1/20-21.pdf

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

Response :

The college has made all possible efforts for effective Teaching-Learning through ICT enabled tools. For Offline mode of teaching it has the following tools:

- two smart classrooms;

- **Fixed /portable LED and LCD projectors in the seminar hall ;**
- **Wi-Fi access spread throughout the campus;**
- **Faculty members use various devices like Desktops, Laptops, Digital camera, LaserJet printers, Microphones, Pen Drives, CDs and DVDs,**
- **Digital library(Access to INFLIBNET)**

With the onset of the pandemic, classroom teaching has shifted to online mode.

- **G-suite account (individual) is provided to each faculty**
- **Each faculty creates a Google classroom**
- **PPTs, images, notes, audios, videos are uploaded in the Google classroom and On Cloud LMS through individual log in**
- **Virtual whiteboards and COREL draw are used by some faculties**
- **A variety of e-books and other e-resources are shared. Some departments provide statistical software like STATA**
- **Teachers use Google forms while assigning tutorials to their students**
- **Assignments are graded in the Google classroom**
- **Regular webinars are held.**
- **The college library has access to 6000 e-journals. Students and faculty members have INFLIBNET access through individual account.**

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/ICTusage2.3.2/20-21.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

23

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

511

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.

Response:

The college and the University are continually thinking of the holistic development of the students through innovative ideas. The transparent and robust mechanism of Internal Assessment in terms of frequency and mode are maintained in the following manner:

- **To ensure quality learning, three-year undergraduate courses were divided into six semesters from 2018-19.**
- **Under CBCS, the students have to appear for the end semester examination.**
- **The basis (marks distribution + attendance rules) for internal assessment is described in detail on the college website, in the college prospectus and during the departmental orientation programme.**
- **Question paper setting and the evaluation of answer-scripts of the internal assessment are conducted by the college faculty members.**

INTERNAL ASSESSMENT DURING PANDEMIC

- **Due to the pandemic, the examinations are held online.**
- **The faculty members have organized online workshops to equip the students with online examination system.**
- **The questions of the Internal are sent to the respective E-mail ID of the students.**
- **The question papers are also uploaded in the college website.**
- **The academic performance of the students is continuously evaluated through class-test, viva, and assignments regularly. Teachers guided them to enhance their quality of critical thinking.**

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://southcalcuttagirlscollege.com/internalassessment2.5.1/20-21.pdf

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

Response:

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

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

SPECIAL MEASURE DURING PANDEMIC

- **The academic performance of the students is evaluated continuously by the faculty members through class-test, surprise test, assignments via google classroom for upgrading and improving the quality of the students. If the students have any grievance regarding their result of those tests,respective faculty members address their issues.**

File Description	Documents
Any additional information	View File
Link for additional information	https://southcalcuttagirlscollege.com/internalexaminationgrievances2.5.2/20-21.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.

A course is judged by its scope and outcomes. Course and program outcomes are an integral part of the academic curriculam. These outcomes are 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.
- 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/947
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, evaluation of Programme outcomes and Course outcomes are carried out by the Institution on a regular basis.

Initiatives of the institution to evaluate Programme outcomes:

- 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 of the college conducts seminar , workshop for helping the students in personality development, CV preparation and facing interviews

Some methods of assessing the course outcomes are:

- Continuous evaluation by arranging class test,Quiz,Debate,Student Seminar
- Assessment of performance in Internal Examination.
- Project writing/Field study
- Participation in co curricular activities
- Performance in End Semester Examination.
- Overall behavior
- By arranging several intra and inter college competitions(Online)

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

- Result analysis in the departmental meeting.
- After the declaration of the end semester result by CU, result analysis is reflected in the internal academic audit conducted by 1QAC.
- Parent-Teacher Meeting.
- Feedback analysis.
- Analysis of grievances raised by the students.

In the academic year 2020-21all the above mentioned activities have been performed online via Google meet due to Covid-19 pandemic.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://southcalcuttagirlscollege.com/attainmentofPO-CO2.6.2/20-21.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

267

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/annualreport2.6.3/20-21.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)

studentsatisfactionsurvey/20-21.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)

0

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
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	View File
Paste link to funding agency website	https://southcalcuttagirlscollege.com/funding agency 3.1.2/2020-21.pdf

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

08

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

5

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

17

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

RESPONSE:

In the year 2020-2021, the College has conducted Extension Activities to sensitize students with respect to issues pertaining to their physical and mental health as well as the overall wellbeing of the society. Towards this end, a Dengue Awareness Campaign was held on 6th August 2020, in which, our students were informed and sensitized on the topic, "Spread of Dengue and Various Controlling Measures". It emphasized the necessity to keep our environment clean and mosquito-free.

As the world is reeling under the pandemic, our students have been

actively involved in the programme on "Each One Reach One" through Empathy Building in collaboration with Mahatma Gandhi National Council of Rural Education, held from 10th-14thMay, 2021. This programme oriented the students about making self-reliant decisions, being supportive to others, handling and reducing stress and developing some helper skills to help the students and their families affected with COVID -19 to cope with the situation.

Since a healthy mind and body are inter-related, the International Yoga Day was celebrated on 21st June 2021 (Online mode) in order to encourage our students and their families to practice Yoga on a regular basis. Students were encouraged to disseminate the benefits of Yoga among their friends and family members as well, so that the effort could have a deeper social impact to be stress-free, particularly during the pandemic situation.

File Description	Documents
Paste link for additional information	https://southcalcuttagirlscollege.com/extention_activity3.3.1/2020-21
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

2

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

5

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

589

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

3.4 - Collaboration

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

0

File Description	Documents
e-copies of linkage related Document	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

2

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.

RESPONSE:

The College has provided adequate physical and updated academic facilities as per the requirement of the University and the needs of the students. The total built up area is 3598.00 sq. m with a six storied building on it.

- **In addition to 17 spacious well ventilated class-rooms, 8 more rooms are added after completion of construction of the 2nd to 5th floors of the 6thth Bay of college building from the financial grant of RUSA 2.0. The Routine Committee of the College prepares timetables in account of the optimum**

use of the resources available.

- A ramp at the North-west facing gate has been constructed for the benefit of physically challenged students.
- A lightning arrester has been installed to ensure the safety of the building as well as the electrical gazettes.

- Zoology, Physiology and Psychology departments have purchased new equipment from the grants of RUSA 2.0 in this financial year for the upgradation of their laboratories.

- The development of infrastructure with the financial assistance from RUSA 2.0 and construction by the PWD, West Bengal are as follows:

1. Initiation of the construction of the ground floor of 7th Bay.
2. Renovation work of two front gates and boundary wall.
3. Renovation and upgradation of Auditorium.
4. Construction of a pit to dispose of chemical wastes from laboratories.

- Teachers are provided with G-suite for Education to deliver class lectures and organize student activities and webinars. Study materials are uploaded through Google Classroom as well as On Cloud LMS through individual login accounts.

- Due to the Covid 19 confinement, College is collecting feedback from all stakeholders through Google Form for overall upgradation of the College.

File Description	Documents
Upload any additional information	[View File](View_File)
Paste link for additional information	https://southcalcuttagirlscollege.com/Infrastructurefacility4.1.1/20-21.pdf

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

RESPONSE:

- A well-equipped Gymnasium with trained Gym Instructor is

available within the college campus, in which students are regularly trained in yoga and other fitness activities. Even in this pandemic situation, the College has organisedYoga classes for five days in a week before college hours from 9.00am to 9.45am through Google Meet.

- Special training on breathing exercise and other immunity boosters are organised by qualified trainer through a virtual medium for students' benefit.
- Our Yoga unit under the Physical Activity Club motivates students and encourages them to keep themselves physically and mentally fit in such a pandemic situation. The Physical Activity Club in collaboration with NSS Unit celebrated International Yoga Day on 21.06.2021 through Google Meet.
- The college has a dedicated psychological counselling cell that organises online counselling sessions for students for their mental well being.
- The college has a very rich cultural platform. The students are provided with Harmonium, Tabla etc. for regular practice. This year, though they are away from physical presence in the college, the Cultural Club with the help of the Cultural Committee has organised various cultural programmes for students on a virtual platform in this pandemic situation of Covid 19.
- To enrich the performance of the students, they are given regular rehearsal through Google Meet and the final production is edited by editing tools.
- This year the Quiz & Debate Club has arranged an Extempore Competition for the students in Google Meet Platform.
- The College has added its own YouTube channel and link is created for better watch of cultural events and Seminar Lectures in this pandemic situation.
- The college has a vibrant NSS unit which has arranged a Dengue-awareness program and an Empathy building for students and teachers in the pandemic situation through virtual medium.
- The Extension Committee has organized a virtual training of Bandhni for the students of the college.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://southcalcuttagirlscollege.com/Extracuricularactivitities4.1.2/20-21.pdf

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

5

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/ITenabledclassrooms4.1.3/20-21.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)

59.75216

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)

RESPONSE:

- **The College-library (Peary Mohan Chatterjee Library) has a**

- rich collection of 23,179 books, print journals, CDs/DVDs etc.
- The air-conditioned reading room of the library has a seating arrangement of 35 students with the computers & internet facilities.
- The Library is a member of INFLIBNET-NLIST which allows members to access more than 1,99,500+ e-books & 6000+ e-journals. Individual User ID is given to the students & SACT during the pandemic session.
- The Library is partially automated with KOHA ILMS (ver. 18.11.02.000) .The software is integrated with RFID technology.
- Online Public Access Catalogue (OPAC) : The Library users can check the availability of the books in the library via OPAC.
- The Library has 1 RFID staff station reader for book circulation.
- One Wall Top Mounted Theft Detector for security is installed.
- D-space software is also installed for developing the digitized institutional repository.
- The Library has its own website www.scgclibrary.in
- The website provides useful links to various online open resources such as NDL, SWAYAM, NPTEL, eGyankosh etc. which helps the students for self learning during this pandemic session. Through the 'Utility link' of the website the users can browse various newspapers , employment oriented papers, free books & journals, online courses etc.
- A round –the –clock surveillance is made through the CCTV.

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

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://southcalcuttagirlscollege.com/ILNS 4.2.1/20-21.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-	C. Any 2 of the above

books Databases Remote access toe-resources

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

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

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

2.0301

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

0.92

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 College has a centralised computer laboratory, mainly used by the Departments of Geography and Journalism and Mass Communication. History, Botany and Psychology departments have

Desktop PCs in their respective departments. The College Library and Office are also partially automated. Uninterrupted power supply to the computer laboratory is ensured by heavy duty UPS. The IT infrastructure is maintained by Annual Maintenance Contract with a company.

The campus is totally Wi-Fi enabled and therefore the students, faculties and staff members enjoy uninterrupted internet connection. The College subscribes for unlimited packages of high speed broadband with a data speed of 250Mbps for 365 days. This facility is extended to girls' common room and hostel also by means of routers.

The IT facilities have been upgraded in regular intervals to cater the needs of the modern teaching system.

RESPONSE:

The College and Hostel are under constant surveillance of six CCTV cameras. The Library is protected with RFID Gate which was installed from the grant of RUSA 2.0. KOHA version 18.11.02.000 installed in 2019 is presently used for library automation.

This year, the College has organised various intra-college and intercollege Cultural programmes, Debate, Quiz, Seminars and Webinars on a virtual platform of Google Meet. The College has added its own YouTube channel and a link is created for better watch.

Every Department of the college is offered the facility of ICT enabled multimedia projectors for a lively presentation of the academic topics, through an organised timetable. A smart-board enabled interactive classroom, Virtual Room and Audio-visual room is used for effective teaching. In this pandemic situation, all the faculties are provided with G-suite for Education to deliver class lectures and they are using On Cloud LMS and Google Classroom to upload study materials.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://southcalcuttagirlscollege.com/ITfacility4.3.1/20-21.pdf

4.3.2 - Number of Computers

45

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)

14.5284676

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 and academic facilities.

Maintenance of physical infrastructure:

The Building Committee, headed by the Principal of the College supervises the new construction, extension, renovation and maintenance of the building.

New construction, renovation and upgradation of College building, laboratories and library under the RUSA 2.0 scheme is monitored by the Project Monitoring Unit of RUSA 2.0. PWD (Civil and Electrical) of West Bengal is entrusted with the responsibility of new construction, renovation and upgradation of College building under RUSA 2.0.

Purchase for upgradation of library and laboratories are done through e-Tender under the supervision of PMU. A Tender Committee takes responsibility to open the tenders and monitor the whole process of purchase.

Purchase needed for upgradation or maintenance of infrastructure from college funds is also done through tender floated on the College website.

Facilities like classrooms, seminar halls, offices etc. are cleaned daily by menial staff. Presently, in this pandemic situation, regular sanitization is done through a spray machine and leg-pressing sanitizers are regularly refilled for safety and protection.

A lightning arrester is installed to protect the building as well as all electrical gadgets from damage. A Silent DG set is used during major power failures.

Fire extinguishers are installed on each floor and in laboratories. Regular servicing is done by the supplier agency. Air conditioners, water purifiers and water coolers are given under Annual Maintenance Contract to the respective companies.

Maintenance of academic infrastructure:

The Computer Committee of the College looks after the purchase and maintenance of IT infrastructures. The computers are maintained by an Annual Maintenance Contract (AMC) given to external agencies. UPS is used to protect computers against electric voltage fluctuation.

There is a Website Committee for maintaining and updating College

websites.

The Asset Register Committee keeps records of both physical and academic assets so that any breakage or damage is immediately recorded for repair. Log books and issue registers are sincerely maintained in laboratories and departmental seminar libraries.

The high-end instruments of the laboratories are mainly maintained by the service engineers of the respective manufacturers, who visit the institute for maintenance on call. The instruments are also calibrated as part of their maintenance. Laboratory maintenance expenses are allocated in the Annual Budget. Breakage or damage if any, is reported by the respective department and repairing is done by technical experts.

The Library Committee consisting of The Principal, the Librarian and the heads of all departments monitors the purchase and maintenance of books, journals, e-books, e-journals and updating library website. Furniture for storage is purchased to maintain the books in good condition. Bookbinding and pest-control in the library and AMC for air conditioners in the reading room is periodically done with sincerity.

Maintenance of support facilities:

The College maintains a gymnasium with an expert trainer who even in this pandemic situation had organised yoga and breathing exercise sessions through Google Meet beyond college hours. The Counselling Cell also organised regular sessions to boost up students in this critical situation of Covid-19.

Sports Committee, Common room Committee and the Physical Activity Club, with the help of qualified trainer, jointly organise and maintain sports equipment, indoor and outdoor game items. The Cultural Committee, Cultural Activity Club, Debate and Quiz Club takes responsibility for maintaining the cultural wing of the College.

The College has created facilities of online admission, online fee-submission, application for University Registration, and filling up forms of University Examinations, so that students can avoid hassles of travelling.

Seminars, Webinars, publication of college magazines, cultural activities, commemoration of significant days, presentations and competitions- all are done through virtual medium.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://southcalcuttagirlscollege.com/procedure&policies4.4.2/20-21.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

104

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

14

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/Skillenhancement5.1.3/20-21.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

`218`

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

`218`

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

5.1.5 - The Institution has a transparent   `A. All of the above`

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

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

2

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

71

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

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

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

6

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.

1

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)

Response:

South Calcutta Girls' College Student Council has defined objectives and jurisdiction of work. All the bonafied students of the college are the primary members of the society. The activities organized by the student council are supervised by a Union Advisory Committee consisting of faculty members of the college. Muskan —e-Tahira , student of Zoology honours represents as the student representative in the IQAC. .

During pandemic situation the student union provide information about all online activities of the college to the students and encourage the students to involve in all activities of the college. Many departments engage their students as editors of the wall magazines and departmental journals. The college organized Empathy Building Programme under leadership of Dr. Partha Malakar and Dr. Riya Chakrabarty.The objectives of organizing this program were to orient the students about how to make self reliant decisions and become supportive to others, how to handle and reduce stress, how to develop at least some helper skills and help affected people to cope with COVID-19 situation and how to gain and share professional information. Above all the students Council actively participated all the programmes organized by the NSS unit of the college.

File Description	Documents
Paste link for additional information	https://southcalcuttagirlscollege.com/Studentcouncil5.3.2/20-21.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

21

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

Response:

The name of the Alumni Association of South Calcutta Girls' College is Prayas. It is a registered Association.When the second wave of COVID 19 turned out to be an ocean of disaster on the invaluable lives of the Indians, then Prayash, the alumni association of our beloved South Calcutta Girls' College, made it possible to bring back smile on the faces that lost hope.Their works included arranging plasma, blood, medicines, oxygen, ICU beds, and ventilators for serious patients, free doctor tele-consultation, and food for COVID affected families, home treatment & ICU setup, arranging safe-home, counseling COVID affected families, fighting against the black-marketing.They made a Whatsapp group and dedicated their 24 hours leaving everything behind, just for the cause.

When the cases slowly started decreasing, another disaster that struck Bengal, was the cyclone YAAS. Like last year's Amphan, this time also, the ex-students formed groups and reciprocated as quickly as possible to arrange reliefs for the YAAS affected families. The alumni members along with our secretary and the teaching faculties raised funds to arrange food items for the community kitchen, dry foods for the infants and expected mothers, arranged old clothes, arranged hygiene and other necessary items,organised medical camps.

File Description	Documents
Paste link for additional information	https://southcalcuttagirlscollege.com/Alumni5.4.1/20-21.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

Response:

The institution envisions that higher education makeswomen better human beings and consequently, better citizens of "Mother India". College motto, "Sa Vidya YaVimuktaye" implies knowledge is that which liberates. Our institution is dedicated to the all -round development of young women.

Mission

- **Spread the light of knowledge among girls of under-privileged families and help them become economically self-independent.**
- **Encourage educational achievements to foster self-confidence and inculcate the right values in them.**
- **Develop students as responsible citizens of India.**

Nature of Governance

The institution has decentralised governancewhere duties are distributed among different levels of functionaries; the apex governing body delegates authority to the Principal and Secretary, who delegates academic duties to IQAC coordinator, financial duties to Bursar. Administrative and academic duties are further

delegated through convenors and heads of department.

Perspective plan

- Develop physical infrastructure: new construction, renovation of building, upgradation of laboratories and library.
- Enhance e- learning and e-skills to bridge the digital divide.
- Promote participative learning initiatives for students: counselling, yoga classes, mentoring sessions.

Teachersin decision making

- Determine academic priorities, administrative decision-making as department heads and members of sub-committees.
- Influence college polity through teacher's council and their representatives in the governing body and different sub-committees.

File Description	Documents
Paste link for additional information	https://southcalcuttagirlscollege.com/pages/375
Upload any additional information	View File

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

Response:

The institution is led by practices that are decentralized and participatory in nature. This is exemplified in the workings of the institution, where the head of the institution leads the collective in a manner that fully engages everyone and creates an environment of commitment and participation with accountability.

The online admission procedure adopted by the institution is one of the best instances:

- The online admission is conducted by admission committee constituted by core committee members (teaching and non-

teaching) and heads of the department.

- Every head of the department provides the core committee with eligibility criteria and merit point calculation formula.
- The merit lists provided by the vendor are verified by the respective HOD's and finally approved by the committee.
- Different phases of payment options are opened on the basis of available vacancies through meetings with HODs at regular intervals.
- After admission documents are verified by all members of the department.

In the last academic year, the institution in compliance with the pandemic protocol arranged for online verification of documents. The manner in which admission procedures are conducted in the institution is exemplary of the ethos of decentralization wherein teaching and non- teaching staff is actively engaged at each step.

File Description	Documents
Paste link for additional information	https://southcalcuttagirlscollege.com/decentralisation6.1.2/2020-21.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Response:

One activity successfully implemented based on the perspective plan is the facilitation of e-admissions ande-learning opportunities including curricular, co-curricular activities and wellbeing of students:

- The institution procured G-suite account and systematically organised e-teaching and learning by training its teachers.

- Teachers created google calendar classes as per time-table including remedial lectures and shared it with students.
- Teachers used Google Jam board for interactive classroom style of teaching.
- Students were assigned tests,classwork, presentations and assignments through google classrooms.Field studies were supplemented by virtual educational tours.

- Google classrooms and a portal (on Cloud) was introduced to share all relevant study material and audio.
- Use of open-access, NLIST and e-library students was facilitated.
- The e-initiatives were extended to co-curricular activities as well; creative use of online modality to participate in college, inter-college activities such as contributing to e-magazine, poster competitions, celebration of cultural events and sport events such as online yoga sessions, ensured a wide and meaningful involvement from students even during the pandemic.
- The institutionorganised regular online counselling sessions along with mentor-mentee sessions which focussedpersonalattention onstudents. Sessions on building empathy among students has enabled them to continue to make meaningful impacts at their individualised level.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://southcalcuttagirlscollege.com/strategicplan6.2.1/2020-21.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.

Response:

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 Timeand 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/pages/377
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

Response

The institution has effective welfare measures for teaching and non-teaching staff some of the measures are as follows:

Welfare measures for teaching staff-

- **Option to join group insurance.**
- **Prompt facilitation of provident fund loans.**
- **West Bengal Health Scheme and SwasthyaSathi facilities.**
- **Vaccination drive for Covid-19.**

Welfare measures for non-teaching staff-

- **Membership of group insurance.**
- **Festival advance from college fund.**
- **Puja Ex Gratia for college appointed staff.**
- **Prompt facilitation of provident fund loans.**
- **Vaccination drive for Covid-19.**

File Description	Documents
Paste link for additional information	https://southcalcuttagirlscollege.com/welfaremeasures6.3.1/2020-21.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

1

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

4

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	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

5

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	**No File Uploaded**
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

Response

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. In this regard teachers are required to submit a self -appraisal formannually to the IQAC. In addition to this teacher maintain self appraisal diary which is regularly signed by the heads of the department and then by the Principal. This diary is also 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 through feedback. 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.

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/appraisalsystemforteaching6.3.5/2020-21.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 2020-2021.

External Audit-

External audit of the institution is done by an auditor who is appointed by the Government of West Bengal. The external audit has been completed till 2019-2020 and the Jain Gopal and Company was appointed through the Government of West Bengal up to 2019-2020. No name for the external auditor has been received from West Bengal Higher Education Department for FY 2020-2021.

File Description	Documents
Paste link for additional information	https://southcalcuttagirlscollege.com/financialaudit6.4.1/2020-21.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)

101001/- (One Lakh One thousand and one only)

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

Response-

Following are the various strategies employed by the college for fund mobilisation-

- **Submission of proposals to authorities such as UGC, State government, West Bengal Higher Education Department (WEBHED), RUSA and MP Lad for grants.**
- **Fees from students.**
- **Rental income in 2020-2021 from a portion of college premiserented out to HDFC bank.**
- **Donations (if any)**
- **Sundry income generated through sale of scrap.**

Optimal utilisation of resources-

Financial resources-

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

Online resources-

- **Online resource has been optimally utilised during this pandemic year as college has provided G-Suite for education.**

In addition to this it has facilitated the use of NLIST and other e-resources.

- **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/fund mobilisation6.4.3/2020-21.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

Response

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

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

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

The system works to provide support by-

- Identifying advanced and slow learners, this is done by different departments on various parameters including examination results, performance in class tests, oral presentations etc.
- Mentors continuously monitor the progress of their mentees through various mechanisms.
- The system provides the mentee with any support that they may require.
- Mentee- mentor system works to instil 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/annualreport6.5.3/2020-21.pdf
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

Response

1.Effective teaching-learning and monitoring process

An instance of review of teaching learning process is visible in-

- Implementation of Choice Based Credit System and internal examinations based on it.
- Slow and advanced learners are identified and action is taken.
- MOU with New Alipore College, Kolkata.
- Upgradation of college library- purchase of books.
- Upgradation of laboratories- purchase of new equipments.
- Since 2017 seven committees based on seven criteria of NAAC facilitate various students' clubs to conduct and participate in events related to social and contemporary issues. This ensures inclusivity, quality monitoring of students and instils confidence in them.

2. Feedback system

Another instance of review of 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/pages/787
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)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://southcalcuttagirlscollege.com/annualreport6.5.3/2020-21.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Response:

The College aims to nurture self-confident young women who are aware of the challenges they can face. To generate consciousness about gender related issues various programmes were organised:

- The Department of Bengali organised a student seminar on 21.9.2020 in the online mode on the topic "Bangla SahityeNari"(Women in Bengali Literature). Students made presentations on female characters in the texts analyzing theirroles through their experiences and conflicts.
- The Department of Economics held a poster competition on topic of "Gender Equity andSensitization" on 13.5.2021. Dr. Mahananda Kanjilal, Associate Professor in the Department of Economics, Jogesh Chandra Chaudhuri College, Kolkata, gave a talk on this topic which provided a wide view on women's present status and position in society.
- An online inter college poster competition was organised by the NAAC Criterion 3 committee in collaboration with IQAC and NSS unit of South Calcutta Girls College on 25.6.2021. Students presented posters on the theme 'Challenges of Gender Discrimination'. Students from more than 60 institutions participated in which highlighted gender discriminatory attitudes and practices in our society.

Specific facilities provided for women

Safety and security:

Emphasis has always given to the safety of our students on the campus.

- CCTV cameras are installed in the College building.
- Guards are present on the campus round the clock.
- In 2020-21, security of the campus has been strengthened by the repair of the boundary walls
- replacement of the old main gates by new ones
- installation of lightning arrester
- adequate fire safety measures.
- installation of sanitizer dispenser stands.

Counselling: The Counselling Cell regularly organised programmes designed for helping students in the pandemic situation.

Common Room: Common Room for the students has facilities for games like table tennis, darts, chess, carrom board. It gives them a space for rehearsing for their programmes as well.

1. Any other relevant information:

(i) Hostel: South Calcutta Girls' College is among a few colleges offering boarding facilities for girls. It has a capacity of 60 seats.

(ii) Gymnasium:The College has a gymnasium with modern equipment. The gymnasium instructor is also available.

(iii) Cheap Store: Books and stationery at discounted rate are availablein the cheap store. Facility for photocopying is also available.

(iv) Sanitary napkin vending machines: two machineshave been installed in the campus.

(v) Physical Activity Club- yoga classes were conducted online by the Physical Activity Club.

(vi) Sexual Harassment Redressal Cell: this Cell has been set up according to UGC guidelines.

File Description	Documents
Annual gender sensitization action plan	https://southcalcuttagirlscollege.com/Gender sensitization action plan 7.1.1a/2020-21.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/Specific facilities for women7.1.1b/2020-21.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

1. 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.
2. Liquid waste from the laboratories, such as chemicals, is disposed in a special pit.
3. E-waste management:Computers and peripheral waste items, which have been acquired under UGC grant, are not discarded but stored in a room.
4. Waste recycling system: None

Any other relevant information

Sanitary Napkin Incinerators installed in the Collegewashroom and hostel

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/Wastemanagement7.1.3/2020-21.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 | D. Any 1 of the above |

of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	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	**C. Any 2 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	B. Any 3 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).

- **Students as well as the staff of the college reflect the regional, linguistic and socio-economic diversities.**
- **As per the registration data of 2020-21 admitted students, the percentage of minority students is almost 19%.**
- **66% of the students of the 2020-21 admission batch belong to**

Below Low Income economic category.

- 21% of the of the students of the 2020-21 admission batch belong to Low Income economic category.
- Students and Staff are actively involved in all activities.
- Students are made aware of the significance of tolerance and harmony. In India, multicultural, multilingual and diverse religious traditions have evolved through decades into an extremely tolerant society.
- It is to foster the spirit of tolerance and amity that a programmeon CommunalHarmonywas organised by NAAC Criterion 7 Committee, IQAC, Cultural Club and Social Awareness Cellon 15.09.2020. It was a virtual programme where students recited poems and sang songs of harmony and patriotism. Students made powerpoint presentations highlighting the contributions of various communitiesthorough historical examples and explained the significance of the values of tolerance and harmony.

Inclusivity is practiced in teaching-learning as the bi-lingual medium is used, that teaching is done in both English and Bengali languages.

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

Our students are made aware of their duties as citizens of India through various activities. These include upholding the unity and integrity of the country, preservation of our cultural heritage, nurture offellow feeling, and respect for the noble ideals of our freedom struggle.

- To mark the centenary of the Non-Cooperation Movement, the Department of History organised an online national webinar on "Impact of Non-Violence and Satyagraha on People's

Movements" on 20.7.2020. The resource person, Dr. Manish Sharma, Chairperson, Department of Gandhian and Peace Studies, Punjab University, elucidated the significance of Gandhian principles.

- Several events were held to develop environmental values among our students and to inculcate the sense of duty towards protection and improvement of the natural environment and compassion for living creatures. These include:

- Inter-college e-quiz competition by Department of Zoology and Department of Chemistry on 21.09.2020 on the theme "Environment."

- Inter-college quiz and poster competition by Department of Botany on 22.9.2020 on the theme of "Plant Bio-diversity"

- Inter-college poster competitionsby Department of Botany on 24.9.2020 on thethemes: "Role of plants in Shaping the Environment across time:Past, Present and Future", and "Plant, the defenders of Bio-diversity: A Post Amphan Review."

- Environment Day observed on 5.6.2021 by Eco Club of the College by PPT presentations of students on the theme: "Environmental Impact of a Pandemic: Covid 19."

- In the pandemic situation it is our duty to reach out to the distressed. To make the students aware of the importance of Empathy Building, a programme entitled "Each one Reach one" was organised on 12.05.2021. This was a part of the workshop on "Building Emotional Intelligence and Resilience" organised by Mahatma Gandhi National Council of Rural

Education, Ministry of Education, Government of India'

Any other relevant information

The teaching and non-teaching staff contributed Rs.1,10,761/ to West Bengal State Emergency Relief Fund to help the government relief effort during the pandemic.

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

- The 150th Birth Anniversary of Mahatma Gandhi and the Centenary of the Non-Cooperation Movementwas commemoratedby the Department of History by a webinar on 20.7.2020.
- International Day of Democracy was observed on 15.9.2020 by Criterion VII Committee, IQAC, Social Awareness Cell and Cultural Club.
- World Suicide Prevention Day was observed by Counselling Cell on 21.9.2020.
- Saraswati Puja was observed on 16.2.2021 in a subdued manner in the year of the pandemic.
- International Mother Language Day:is observed on 21st February every year by the Department of Bengali. Our Constitution lays special emphasis on learning through the mother language. The Department of Bengali observed the day as BhasaDibasin 2021 in the virtual mode.
- National Science Day on 28.2.2021 on the theme"Future of Science, Technology and Innovation (STI) in Education under COVID 19 Pandemic" observed by the Department of Chemistry.
- World Earth Day was observed on 22.4.2021 by the Department of Geography.
- Rabindra Jayanti: the birth anniversary of Rabindranath Tagore was observed on 9.5.2021 with RabindraSangeet and recitation of poems.
- International Day of Biological Diversity was observed on 22.5.2021 by Bio Science Department.
- World No Tobacco Day was observed on 31.5.2021.
- World Environment Daywas celebrated by Eco Club on 5.6.2021.
- World Ocean Day was observed on 8.6.2021 by Department of Geography.
- World Yoga Day observed on 21.6.2021 organised by Physical Activity Club.
- Birth centenary of Satyajit Ray celebrated by Cultural Club on 28.6.2021.

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.

Best practice 1: Counselling Cell   The Counselling Cell of the South Calcutta Girls' College has been very active during the academic session 2020-21 and has conducted several sessions in the virtual mode during the pandemic. These sessions were held according to a schedule beyond the College hours. The Cell is monitored by the Department of Psychology and the sessions are conducted by Ms. Yashabanty Sreemany.   Objective of the practice • The pandemic has mostly left us all depressed at times or all the time. There were interactive sessions on Depression in which several causes and symptoms of depression were discussed. Remedial measures were explained. • On special demand from the students, Anger Management sessions has been conducted as they were facing several issues related to anger. • During pandemic, students faced difficulty in concentration or to pay attention in study. Time management was a also a big issue for them. • Few tips were given to help them in examination and discussion on future, career goals. • To create awareness among students on Suicide and how treatment can help them. • To create awareness on to manage daily hassles and stress from the same. • To create awareness on cyber addiction and cyber bullying • Interactive session on causes and remedial measures of social interactions and anxiety. The context • Counselling is confidential and recognizes that each person is unique. • Difference between depression and sadness is explained to students as depression is a clinical condition and can be diagnosed by mental health professionals. • Anger is a basic emotion, difference between reaction and response, to concentrate on assertive communications. • For Time management, it is necessary to follow daily routine. • General discussion on potential, aptitude and interest are undertaken. Steps are outlined to sustain attention during counselling. • Through Power-point presentations, students share their ideas on suicide in

different context. • Discussions are held on how to improve everyday functioning and lead a balanced life. • Management of Internet fixation is also dealt with. . • Discussion on that social anxiety can experience in different ways and in addition to that somatic symptoms . The practice • First an overview of the counselling session is given. The introductory sessions specifically conducted with the newly admitted students to provide them a basic knowledge about counselling. • New individual sessions and the follow up sessions are conducted as and when required. • Students are taught how to accept own emotions • Deep breathing exercises • Mindfulness exercises. • Assertive communication skill training • To focus on the present and follow daily routine. • To reduce screen time • To write a journal • To concentrate on individual strength • To ignore critical comment • To engage in a hobby • To seek professional help any time • Motivational counselling sessions are held prior to examination. • Referred to psychiatrist if required. • World Suicide Prevention Day observed on 25.9.2020. Limitations: • Non projective tests (paper pen) may be included to assess immediate mental state. • Due to financial condition, many students unable to attend online sessions. • Network glitches. • Where family counselling is necessary, parents are often not willing to attend the counselling session. Evidence of success: • On the basis of verbal report students feels better after few session and they referred to other students also. • Group sessions are found also to be helpful. They eagerly participated in those sessions. • Students participated in power-point presentation sessions. Problems encountered • Internet addiction • Adjustment difficulty • Poor concentration in study • Low self esteem • Low self confidence level • Career counselling • Self -harm and suicidal thoughts • Frequent mood swings • Sleep disturbances • Changed in appetite Resources required: • Better net connectivity and more personal interactions.

BestPractice 2

YOGA COURSE

Yoga classes are held under the supervision of the Physical activity Club of south Calcutta Girls' College.

Objectives of the Practice

Yoga is a group of physical mental and spiritual practices that improve physical and mental health. It is an ideal way to build up psycho-physiological health and maintain physical and mental

discipline. It also helps tomanage daily stress and its consequences. Yoga sessions were conducted in the College regularly before the onset of the pandemic. When physical presence was disallowed in the College, online Yoga classes was the best alternative.

The Context

During the pandemic, most students had little scope of engaging in physical activity as they were homebound. This was taking a toll on the physical and mental health of the students. The Physical Activity Club of South Calcutta Girls' College, therefore, took the decision of starting online yoga classes. Students would be able to join the classes from their homes. It does not require much space. Yoga is an excellent way of building a strong physical and mental health system. It also helps to build immunity and relieve tension. Classes began form from August 2020 and were conducted from 9.00-9-45 am five days a week. Smt. Rama Nandi, the gym instructor, conducted the classes.

The Practice

Yoga classes in the virtual medium was a novel experience for the students. The course covered not only asanas but also stretching exercises, pranayama and meditation. It included theory classes as well. As some students showed enthusiasm for the practice and were regular, it was decided to convert it into a certificate course for those who completed 30 hours. These students also taught their family members to do stretching and breathing exercises that were particularly helpful to build immunity. They also participated in the programme on World Yoga Day.

EvidenceofSuccess

Students have benefitted from the classes and are very satisfied. The exercises helped in weight loss and in building discipline. Some students found it difficult to attend regularly due to constraints at home or due to poor internet connectivity. On the whole, the course has been beneficial.

Problems Encountered and Resources Required

In the virtual mode it is not easy to see if the students are doing the postures correctly, as the camera can give only one

view. It is difficult to check the postures and the breathing rhythm of all students at the same time. Besides, due to unsteady internet connectivity, students are not able to maintain continuity of classes.

In all, 59 students completed 30 hours of classes. Of them, 35 students appeared for the theory and practical examinations and were successful. They were awarded certificates on successful completion of the Yoga course.

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

South Calcutta Girls' College, established in 1932, is the third oldest girls' College in West Bengal. • It was established at a time when the need for an institution of higher education for women was acutely felt in the southern part of the city. • The primary objective was to provide quality education to women. • Our College motto, "Sa Vidya Ya Vimuktaye", implies knowledge is that which liberates. Knowledge helps women to be self-reliant. • It is the mission of our College to nurture self-confident young women. • Many of our students are first-generation learners and belonged to marginalized families. • The Mentoring system has been adopted to provide easy accessibility of students to their mentors. Each mentor is given the responsibility of a certain number of mentees so that they can express their problems and the mentors can guide and support and counsel them. • During the pandemic, different initiatives were undertaken to maintain the continuity of teaching-learning and co-curricular activities. • G Suite for education was adopted in April, 2020 and regular online classes have been held according to routine. • Study materials were regularly uploaded in Google Classroom. • Students were kept mentally stimulated through webinars, online student seminars, and competitions. • Yoga and counselling sessions were held online to keep them physically and mentally fit.

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

1. Expecting 3rd installment of RUSA 2.0 grant to receive in the financial year 2021-2022 for infrastructure development.
2. New construction of the Seventh Bay of the college building.
3. To promote faculty development.
4. To arrange National and International Seminars
5. Purchase of new books in library.
6. Setting up Audio-visual studio for Journalism.
7. Upgradation of Class room (ICT enabled).
8. Implementation of Language Laboratory.
9. Renovation of toilets
10. Renovation of Gymnasium
11. Measures for green campus.
12. To take special initiative for the improvement of the physical and mental health of the student in the pandemic condition, apart from curriculum based teaching learning.