



## South Calcutta Girls' College

### Annual report of the Institution

Initiatives taken by the institution in the Academic year **2020-2021**

- Upgradation of Auditorium, renovation of boundary wall and main gate have been completed with the financial help from RUSA 2.0 grant.
- Lightning arrester has been installed.
- Leg pressing sanitizers are installed.
- Installation of touchless spray sanitizer machine.
- Election process for the Governing Body was held on 28.09.2021.
- Procedure for RFID tagging of books with anti-theft stickers is still going on.
- KOHA software is used for the automation of library.
- Introduction of On Cloud Learning Management System and G-Suite for education to continue online teaching learning process due to COVID-19 pandemic condition. Link of e-resources has been provided to both teachers and students.
- Faculty development workshops regarding online teaching and learning methods have been organized by the institution to enhance the technical skill of the faculty.
- Examination of all semesters was conducted through online mode as per directive of University of Calcutta.
- The Mentor-Mentee system has been strengthened through various initiatives.
- Implementation of several COVID safety measures was done for commencement of offline classes from 16.11.2021 as per order and advisory issued by Govt. of West Bengal.
- E-Prospectus was made available on the college website. The process of admission and fees collection was fully online.
- Fees for students of Semester III & V was restructured, revised and reduced.
- The Grievance Redressal Cell collected grievances of students through online feedback and has addressed them.
- All administrative work of the college was conducted throughout the year by following COVID safety measures.
- Meetings for different administrative and academic activities were conducted online through Google Meet.
- West Bengal Health Scheme has been implemented for 26 staff members.
- MOU with New Alipore College on 14.01.2021 for Academic and Cultural Exchange.
- Faculty Exchange Programme for Advanced Learner organised by Department of Journalism and Mass Communication of South Calcutta Girls' College, Vijaygarh Jyotish Ray College and Muralidhar Girls 'College on 23.12.2021.
- Lecture on Green Chemistry as a part of Faculty Exchange Programme at New Alipore College on 7.12.2021.
- National webinar, important days celebration like world yoga day, World Environment Day etc., Inter and Intra college events like powerpoint presentation, poster presentation competition on special themes have been arranged.

- E- Magazine Barnika-2021 was published on the college website in November 2021.
- Online yoga class has been introduced from 28.08.2020 for the physical and mental well-being of the students.
- Group counselling session has been continuing since 17.6.2020.
- 'Each one, Reach one' through empathy building in the times of Pandemic of COVID-19 was organised on 12.05.2021 as a part of the workshop on 'Building Emotional Intelligence and Resilience' by Mahatma Gandhi National Council of Rural Education, Department of Higher Education, Ministry of Education, Government of India.
- West Bengal Students' Credit Card Awareness Camp was held on 23.12.2021 & 27.12.2021.
- The college contributed a sum of Rupees One Lakh only towards West Bengal State Emergency Relief Fund on 03.04.2020 and a sum of Rupees One Lakh Ten Thousand Seven Hundred and Sixty One only on 14.07.2020 which is part of Chief Minister Relief Fund.
- Preparation of SSR for upcoming NAAC Accreditation.
- Green Initiatives- Tube lights in the College Auditorium have been replaced with LED lamps. Carbon Footprint was measured for the college campus. List of flora and fauna on the college campus has been prepared. A separate list of wild medicinal herbs has been prepared.



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Initiatives taken by the institution in the Academic year **2019-2020**

- Construction of 2nd, 3rd, 4th and 5th floors of the 6th bay of the college building has been completed this year with the grants from RUSA 2.0.
- Office renovation under RUSA 2.0 grant-Work completed by PWD.
- Laboratory of the following departments Geography, Psychology, Zoology, Botany and Physiology have been upgraded under RUSA 2.0 grants.
- Upgradation of Auditorium-Work is in progress.
- Renovation of boundary wall and gate-Work is in progress.
- TALLY Accounting Software has been installed.
- INFONETICS for the college management system and online admission has been implemented.
- Pay revision of all staff through HRMS as per Government order no.11-Edn(T)/1P-2T-2019 dated 07.01.2020.
- Appointment of State Aided College Teacher (SACT) as per Government order no. 2081-Edn (CS)/10M-83/2019 dated 23.12.2019.
- Library Services have been upgraded during the year- Partial KOHA automation through Koha version 18.11.02.000. 800 new text books have been added. 520 digital databases have been newly added; 1 CD and video have been newly added and new journals have been added in NLIST.
- New computers have been added.
- Mentor-Mentee system has been introduced by the institution since 2019-20.
- Preparation of Question Bank (for Honours & General) has been introduced in the academic session 2019-20. Emphasis has been given to prepare questions following the newly introduced CBCS Curriculum.
- MOU has been signed with New Alipore College on 14.01.2020.
- Diploma in Computer Application by Webel Informatics Limited (A Govt. Of West Bengal Undertaking) on computer application focussing on employability was introduced on 01/07/2019.
- Value-added courses imparting transferable and life skills such as Psychological Counselling was offered during the year.
- Due to Covid-19 pandemic condition, teachers have taken online classes using various platforms. At the institutional level online LMS has been introduced for Uploading study materials for the benefit of the students. All students have their unique id and password to access their LMS account.
- Institutional G-Suite for Education has been introduced from April 2020 for Teaching Learning Process and individual institutional email IDs have been provided to all the teaching staff.

- Teachers used ICT for effective teaching with Learning Management Systems (LMS), e-learning resources during the year.
- International Seminars on “Element of the Periodic Table in the Chemical Avenues of Biological World- Celebration of International Year of Periodic Table” was organised on 17/12/2019 and One day International Seminar on “Literacy Trends of Two Bengals: From 1970-2019” was organised on 16/09/2019.
- Online counselling sessions have been organised for students during the pandemic year. An initiative named “Share your thoughts” taken by the Department of Psychology and the Counselling Cell has been undertaken.
- Swastha-Sathi Scheme for teaching staff has been implemented.
- Green initiatives- Tube lights in the College Office have been replaced with LED lamps. Solar Panel consisting of 4 lamps being maintained. A Composting pit has been built where all the organic waste of the hostel is dumped. A bird bath has been installed outside the hostel which is looked after by the boarders. Maintenance of 3 Sanitary Napkin Incinerator Machines and 2 vending Machines. Plastic cups in the canteen and staffroom pantry have been replaced by paper cups.



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Initiatives taken by the institution in the Academic year 2018-2019

- PWD has been assigned for the construction of 2nd to 5th floors of the 6th Bay of the main building.
- Repair and renovation of the dining hall and reading room of the hostel building have already been completed.
- Geography, Botany and Physiology laboratories have been upgraded.
- Up-gradation of college office and electrical facilities of the entire building has been done. Increase in Load Capacity by 30 KV has been done.
- The extension of college building is under progress.
- New course in BSc Chemistry General was introduced on 01.07.2018.
- KOHA LMS and D Space have been upgraded in the Library.
- 800 books have been purchased in the library from RUSA grant College.
- Choice Based Credit System (CBCS) has been implemented in B.A. and BSc. Programmes since 1.07.2018. Faculty attended workshops on the choice-based credit system as introduced by the University of Calcutta.
- The College timing is increased by 30 minutes and the duration of each period has been changed to 1 hour to match the CBCS requirements.
- Development Programmes such as PFMS Workshop, Health Scheme related meetings, University registration related workshop, NIRF related meetings, RUSA meetings e- Tendering workshop GeM workshop have been attended by support staff.
- Online Fees-collection and fully online admission process.
- Implementation of HRMS and ePension as directed by Govt. of West Bengal.
- Diploma in Computer Application programme was Webel Informatics Limited (A Govt. Of West Bengal Undertaking 01/07/2018.
- Two day International Conference on 'Environment Development and Livelihood', was organised on 22/ 02/2019 and 23/02/2019.
- Seminar was Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the "New Dimensions of Intellectual Property Rights" IQAC on 10/05/2019.
- Counselling session was held on 18/07/2018 by counselling cell SCGC campus.
- Yoga and meditation sessions were organised by the institution.
- College NSS Unit organised a Health Check up programme for hostel students on 29/03/2019.
- Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS during the year include activities like Kerala Flood Relief, August 2018 N.S.S. Unit South Calcutta Girls' College with Indian Pluralism Foundation, the college has organised an Adult literacy programme- Bustee Welfare centre spreading literacy among women of the neighbouring slum, Peyarabagan basti.
- Green Initiatives for the year include installation of sanitary Vending Machine (GP) and 3 Sanitary Napkin Incinerator Machines, reduction in paperwork by progressing

to the digital medium, a Composting pit has been built where all the organic waste of the hostel is dumped. A bird bath has been installed outside the hostel which is looked after by the boarders. A Workshop for Plastic Recycling was held in collaboration with Pidilite in September,2018. Plastic cups in the canteen and staffroom pantry have been replaced by paper cups.



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Initiatives taken by the institution in the Academic year 2017-2018

- The College has applied for RUSA Grant for infrastructure development.
- A Project Monitoring Unit has been formed to work on the proposed projects. IQAC together with the Project Management Unit has made a detailed Project Proposal for securing a grant of Rs. 2 Crores from RUSA 2.0.
- The College office is in the process of Automation through customised software.
- The College Campus has become Wi-Fi enabled. Library and Office were connected with high-speed BROADBAND INTERNET replacing VPN connection.
- Online Admission and payment were made through online mode only.
- Teachers attended various workshops conducted by the Calcutta University for acquainting the teachers with the new syllabi to be taught in the new CBCS pattern that was implemented in July 2018.
- Seminar on Choice Based Credit System was organised by the Department of Education on 20/02/2018.
- 1 newly created laboratory (chemistry) from college fund.
- Equipments have been purchased during the year from the college fund.
- Department of Philosophy received grant from Indian Council of Philosophical Research for organizing a seminar on Moral Dilemma Between Life and Death: East and West on 21 & 22 November, 2017.
- Q-GIS software is introduced in Geography as new Remote-sensing Software. A Two-day Workshop on Q-GIS was organized by the Department of Geography as this software has been recently introduced in the syllabus.
- Library facilities are extended with addition of sixty-seven new books including reference books.
- To encourage e-learning the College Library has added over one lakh e-books and e-journals through NLIST.
- Library has procured CDs of films, documentaries on various subjects to promote audio visual lectures in classes.
- Webel Informatics is running a course on Graphics Editing Tools, Graphics Designing, 2D Multimedia and Animation and Web Designing from December 2016.
- Kolkata branch of Tata Consultancy Service arranged for an interview for campus recruitment for projects in Business Process Services (BPS) division and Data Processing Role (non-voice). Eight students were finally selected for the job in this session.
- Various NSS activities were undertaken during the year such as Disinfection of college campus from vector-borne diseases; anti-dengue campaigning in Pyrabagan slum on 07.09.17, Diabetes awareness programme on 07.11.17, Collection and donation of old clothes for an NGO "Goonj", NSS Special Camp 2017-18 (19.03.18 to 25.03.18) etc.,
- Green initiatives- Initiative has been taken to maintain cleanliness and to make the college plastic free. Initiative has also been taken towards the plantation of trees. A pit is dug to collect Canteen and Hostel kitchen residue to make compost fertilizer.



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Initiatives taken by the institution in the Academic year **2016-2017**

- IQAC tried to fulfil the recommendations of the Peer Team Members of the 1st cycle of accreditation before the visit for the 2nd cycle.
- The IQAC of South Calcutta Girls' College faced the 2nd Cycle of Accreditation of NAAC from 28th to 30th November 2016 in which the College secured B++ Grade.
- A new plan and detailed vetted Quotation for the remaining part of the College and Hostel Building is received from PWD and the College is trying to seek Grants from the State Government to develop the infrastructure.
- The College office is in the process of Automation through customised software.
- Extension of CC Camera surveillances in Principal's Room and Entry Gate.
- Extension of computer aided learning through one Smart Classroom.
- Installation of another Virtual Classroom by utilising State Government Grant.
- Scope for one more subject option has been created- Chemistry (General) is to be introduced with Botany and Zoology Honours.
- Utilisation of UGC grant of XII plan for Books and Journals, Equipments and Innovative Projects has been completed.
- UGC grant for IQAC is completely utilized.
- The admission of session 2016-17 is done partially through an online process.
- Introduction of SB Collect for online fees collection of college and hostel.
- To encourage e-learning, College Library has added over one lakh e-books and e-journals through NLIST. The library has extended it's video library by purchasing new videos.
- The College has organised interdisciplinary Cluster Programmes to create interest in other areas of learning.
- Two books on contemporary issues have been published with ISBN numbers- (i) OUR PLACE OUR SPACE OUR CASE: Women Issues in Contemporary India; ISBN 978-93-85-119. (ii) NATURE AS A RESTING WHEEL: Man Nature Interactions from Various Perspectives; ISBN 998-93-85-119.
- Webel Informatics has started a course on Graphics Editing Tools, Graphics Designing, 2D Multimedia and Animation and Web Designing from December 2016.
- Enterprise Development Programme was organised in 26th, 27th and 29th September 2016 in collaboration Enterprise Development Institute of Govt. of West Bengal.
- The Social Awareness Cell had arranged a programme on Anti-Ragging and Sexual Harassment in workplace in 29.07.2016. A programme on Domestic Violence and Sexual Harassment was organised in 20.09.2016.
- Development programme for support staff- Principal and 2 other office clerks received training on e-pension from Govt. Of West Bengal. Principal, Cashier and 1 office Clerk received training on online examination form fill-up from University of Calcutta. Principal and 1 office clerk received training from HRMS. Library Clerk (casual) had completed course on KOHA Software from Bengal Library Association. Guest Faculty in Computer Laboratory has taken training in Q-GIS.
- Green initiatives- The College has installed four solar power panels within campus. This is a small step to make the building eco-friendly. Initiative has been taken to



maintain cleanliness and plastic free zone in the college. Initiative has also been taken towards the plantation of medicinal plant.