

# Serampore Girls' College

13, T.C. Goswami Street, Serampore  
Hooghly-712201, West Bengal

Affiliated to the University of Calcutta and Re-accredited by NAAC B, Dec  
2015,Cycle-2

## Internal Quality Assurance Report (AQAR)

July 1, 2015- June 30, 2016

Submitted to

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

*An Autonomous Institution of the University Grants Commission*

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

# Contents

## Part – A

|                                    |   |
|------------------------------------|---|
| 1. Details of the Institution      | 3 |
| 2. IQAC Composition and Activities | 6 |

## Part – B

|  |    |
|--|----|
| 3. Criterion – I: Curricular Aspects                     | 9  |
| 4. Criterion – II: Teaching, Learning and Evaluation     | 10 |
| 5. Criterion – III: Research, Consultancy and Extension  | 13 |
| 6. Criterion – IV: Infrastructure and Learning Resources | 17 |
| 7. Criterion – V: Student Support and Progression        | 20 |
| 8. Criterion – VI: Governance, Leadership and Management | 24 |
| 9. Criterion – VII: Innovations and Best Practices       | 28 |
| 10. Abbreviations  | 36 |

## Part – A

### I. Details of the Institution

1.1 Name of the Institution

Serampore Girls' College

1.2 Address Line 1

13 T.C Goswami Street

Address Line 2

Post Office: Serampore

City/Town

Serampore

State

West Bengal

Pin Code

712201

Institution e-mail address

serampore\_girls\_college@yahoo.co.in

Contact Nos.

033- 2662-3723/ 033- 2652-7850 (Principal)

Name of the Head of the Institution:

Dr. Soma Roy (Jana)

Tel. No. with STD Code:

033- 2564-0646

Mobile:

9674238715

Name of the IQAC Co-ordinator:

Dr. Sarmishtha Maitra

Mobile:

9831166538

IQAC e-mail address:

iqacsgc@gmail.com

1.3 NAAC Track ID

WBCOGN13397

1.4 Website address:

www.seramporegirlscollege.org

Web-link of the AQAR:

<http://seramporegirlscollege.org/wp-content/uploads/2017/06/SGC-AQAR-2015-16.pdf>

1.5 Accreditation Details

| Sl. No. | Cycle                 | Grade | CGPA  | Year of Accreditation | Validity Period     |
|---------|-----------------------|-------|-------|-----------------------|---------------------|
| 1       | 1 <sup>st</sup> Cycle | B+    | 75-80 | 2007                  | 5 YEAR<br>UPTO 2012 |
| 2       | 2 <sup>nd</sup> Cycle | B     | 2.34  | 2015                  | 5 YEAR<br>UPTO 2021 |
| 3       | 3 <sup>rd</sup> Cycle |       |       |                       |                     |
| 4       | 4 <sup>th</sup> Cycle |       |       |                       |                     |

1.6 Date of Establishment of IQAC :

DD/MM/YYYY

17.12.2007

1.7 AQAR for the year

2015-2016

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

i. AQAR 2015-16 (Submitted to NAAC on 28.06.2017)

### 1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

### 1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

Distance Education Centre of RBU

### 1.11 Name of the Affiliating University (for the Colleges)

University Of Calcutta

### 1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University  No

University with Potential for Excellence  No  UGC-CPE  No

|                                  |                                  |                              |                                 |
|----------------------------------|----------------------------------|------------------------------|---------------------------------|
| DST Star Scheme                  | <input type="text" value="No"/>  | UGC-CE                       | <input type="text" value="No"/> |
| UGC-Special Assistance Programme | <input type="text" value="No"/>  | DST-FIST                     | <input type="text" value="No"/> |
| UGC-Innovative PG programmes     | <input type="text" value="No"/>  | Any other ( <i>Specify</i> ) | <input type="text" value="No"/> |
| UGC-COP Programmes               | <input type="text" value="Yes"/> |                              |                                 |

## **2. IQAC Composition and Activities**

|   |  |
|---|--|
| 2.1 No. of Teachers   | <input type="text" value="6"/>   |
| 2.2 No. of Administrative/Technical staff                         | <input type="text" value="1 + 1"/>   |
| 2.3 No. of students   | <input type="text" value="1"/>   |
| 2.4 No. of Management representatives                             | <input type="text" value="1"/>   |
| 2.5 No. of Alumni   | <input type="text" value="1"/>   |
| 2.6 No. of any other stakeholder and<br>community representatives | <input type="text" value="3 + 1"/>   |
| 2.7 No. of Employers/ Industrialists                              | <input type="text" value="Nil"/>   |
| 2.8 No. of other External Experts                                 | <input type="text" value="1"/>   |
| 2.9 Total No. of members  | <input type="text" value="16"/>  |
| 2.10 No. of IQAC meetings held                                    | <input type="text" value="4"/>   |
| 2.11 No. of meetings with various stakeholders:                   | No. <input type="text" value="14"/> Faculty <input type="text" value="10"/>                                |
| Non-Teaching Staff /Students                                      | <input type="text" value="5"/> Alumni <input type="text" value="1"/> Others <input type="text" value="1"/> |
| 2.12 Has IQAC received any funding from UGC during the year?      | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>  |

If yes, mention the amount

Rs. 3.5 Lakhs

For the period 2012 to 2017

### 2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State  Institution Level

(ii) Themes

1. National Level – Works of D .L. Roy in the Light of his Birth Centenary (UGC)
2. State Level – MATLAB & Its Application in Soft Computing (UGC)

### 2.14 Significant Activities and contributions made by IQAC

- 1- Introduction of Initial Assessment Exam (Primary Assessment).
- 2- MCQ In Mid- Term Exam.
- 3- Introduction of Two Professional Courses (Spoken English & Computer Application).
- 4- NCC: An Initiative has been taken to re-introduce from 2016 .
- 5- One new Unit of NSS. (Presently 02 units are being conducted.)
- 6- Initiatives have been taken for the Introduction of two Elective Subjects : Economics & Music
- 7- Signed MOU with Bidhan Chandra College, Rishra, Hooghly, in respect of Faculty Exchange .
- 8- Released ISBN edited book in 2015.

## 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the academic session towards quality enhancement and the outcome achieved by the end of the year .

| Plan of Action                               | Achievements  |
|--|---|
| Academic Calendar                            | Institutional Academic Calendar Published   |
| Initial Assessment And MCQ in Mid-Term Exam. | Initial Assessment Exam (Primary Assessment) has been conducted at the beginning of the new session.<br><br>MCQ Pattern in Mid- Term Examination in last academic year. |
| Introduction Of Professional Courses         | Spoken English and Basic Computer Training: certificates are issued on the completion of courses.   |
| Different Outreach Programs                  | Different outreach activities of NSS and Women cell   |
| Re-introduction of NCC                       | NCC has been started in January, 2016.  |
| Herbal Plant Garden                          | Established   |
| Eco – Club                                   | Established   |

2.16 Whether the AQAR was placed in statutory body Yes  No

Management

Governing Body

Syndicate

Any other body

Teacher's Council

Provide the details of the action taken



## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year  | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|------------------------|-------------------------------|---|-------------------------------------|--|
| PhD                    |                               |   |                                     |  |
| PG                     |                               |   |                                     |  |
| UG                     | 09 + 01+<br>01=11             | Process has been initiated for 02 new subjects for BA General Programme and is expected to be started in 2016-17 session. |                                     |  |
| PG Diploma             |                               |   |                                     |  |
| Advanced Diploma       |                               |   |                                     |  |
| Diploma                |                               |   |                                     |  |
| Certificate            |                               |   |                                     | 02   |
| Others                 |                               |   |                                     |  |
| <b>Total</b>           | 13                            |   |                                     |  |
| Interdisciplinary      |                               | 5   |                                     |  |
| Innovative             |                               | 2   |                                     |  |

##### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

##### (ii) Pattern of programmes:

| Pattern   | Number of programmes |
|-----------|----------------------|
| Semester  | N.A                  |
| Trimester | N.A                  |
| Annual    | 11                   |

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
(On all aspects)

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

*\*Please provide an analysis of the feedback in the Annexure*

##### 1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

We follow affiliating university regulation/curriculum and syllabi

##### 1.5 Any new Department/Centre introduced during the year. If yes, give details.

Process has been initiated for 02 new subjects (Economics + Music)

## Criterion – II

### 2. Teaching, Learning and Evaluation

|                                     |       |                  |                          |            |        |
|-------------------------------------|-------|------------------|--------------------------|------------|--------|
| 2.1 Total No. of permanent faculty* | Total | Asst. Professors | Associate Professors     | Professors | Others |
|                                     | 11    | 02               | 09 (Including Principal) | Nil        | Nil    |

\* Apart from permanent faculty the teacher roll strength of the college includes Govt. approved 06 Contractual Whole Time Teachers (CWTT) and 06 Part Time Teachers (PTT).

2.2 No. of permanent faculty with Ph.D. 04 (+3 CWTT)

|   |                  |    |                      |    |            |    |        |    |       |    |
|---|------------------|----|----------------------|----|------------|----|--------|----|-------|----|
| 2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year | Asst. Professors |    | Associate Professors |    | Professors |    | Others |    | Total |    |
|   | R                | V  | R                    | V  | R          | V  | R      | V  | R     | V  |
|   | 00               | 07 | 00                   | 00 | 00         | 00 | 00     | 00 | 00    | 07 |

2.4 No. of Guest and Visiting faculty and Temporary faculty 31 0 0

2.5 Faculty participation in conferences and symposia:

| No. of Faculty   | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended         | 01                  | 09             | 08          |
| Presented papers |                     | 01             | 07          |
| Resource Persons |                     | <b>02</b>      |             |

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Power Point Presentation, Documentary Film Show and OHP/ICT Method of Teaching and other such innovative process.

2.7 Total No. of actual teaching days during this academic year 215

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) Partial MCQ in mid-term

2.9 No. of faculty members involved in curriculum Re-structuring/ revision/syllabus development 3

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

|     |
|-----|
| 75% |
|-----|

2.11 Course/Programme wise  
distribution of pass percentage :

| Year | College Name            | Subject     | 30-39% | 40 – 49% | 50 – 54% | 55 – 59% | Above 60% | Enrolled |     |
|------|-------------------------|-------------|--------|----------|----------|----------|-----------|----------|-----|
|      | Serampore Girls' Collge | BA HONS.    | BNGA   |          | 05       | 16       | 09        | 02       | 33  |
|      |                         |             | EDCA   |          | 15       | 12       | 04        | 00       | 33  |
|      |                         |             | ENGA   |          | 13       | 04       | 01        | 00       | 20  |
|      |                         |             | GEOA   |          | 04       | 06       | 03        | 00       | 15  |
|      |                         |             | HISA   |          | 14       | 10       | 02        | 00       | 28  |
|      |                         |             | PHIA   |          | 07       | 03       | 00        | 00       | 14  |
|      |                         |             | PLSA   |          | 12       | 09       | 01        | 00       | 34  |
|      |                         |             | SANA   |          | 11       | 08       | 03        | 07       | 34  |
|      |                         | BSC HONS.   | CMSA   |          | 00       | 01       | 02        | 00       | 04  |
|      |                         | BA GENEARL  |        | 42       | 83       | 15       | —         | —        | 319 |
|      |                         | BSC GENERAL |        |          | 01       | 01       | 01        | 02       | 06  |

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

IQAC meetings are regularly held to monitor and evaluate the teaching learning processes.

2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i>   | <i>Number of faculty benefitted</i> |
|---|-------------------------------------|
| Refresher courses                               | 1                                   |
| UGC – Faculty Improvement Programme             | 1                                   |
| HRD programmes                                  | 0                                   |
| Orientation programmes                          | 0                                   |
| Faculty exchange programme (Intra College)      | 03                                  |
| Staff training conducted by the university      | 0                                   |
| Staff training conducted by other institutions  | 0                                   |
| <b>Summer / Winter schools, Workshops, etc.</b> | <b>1</b>                            |
| <b>Others</b>                                   | <b>0</b>                            |

**2.14 Details of Administrative and Technical staff: 06 Administrative Staff & 03 Technical staff**

| Category             | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|----------------------|-------------------------------|----------------------------|--|--|
| Administrative Staff | 01                            | 08                         | 00   | 05                                     |
| Technical Staff      | 00                            | 00                         | 00   | 03                                     |

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Encourages teachers for academic enhancement
- Provide information regarding different UGC sponsored schemes and programmes
- Encouraging teachers to adopt innovative teaching learning processes .

#### 3.2 Details regarding major projects

|                     | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number              | N.A.      | N.A.    | N.A.       | N.A.      |
| Outlay in Rs. Lakhs | N.A.      | N.A.    | N.A.       | N.A.      |

#### 3.3 Details regarding minor projects

|                     | Completed | Ongoing | Sanctioned            | Submitted |
|---------------------|-----------|---------|-----------------------|-----------|
| Number              |           |         | 01 (2.3Lacks in 2014) |           |
| Outlay in Rs. Lakhs |           |         |                       | 01 (2016) |

#### 3.4 Details on research publications

|                          | International | National | Others/ STATE |
|--------------------------|---------------|----------|---------------|
| Peer Review Journals     | 07            | 05       | 02            |
| Non-Peer Review Journals | 03            | 02       | 02            |
| e-Journals               |               | 02       | 01            |
| Conference proceedings   | 06            | 03       | 02            |

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

#### 3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

| Nature of the Project  | Duration Year | Name of the funding Agency | Total grant sanctioned | Received  |
|--|---------------|----------------------------|------------------------|-----------|
| Major projects   | Nil           | Nil                        | Nil                    | Nil       |
| Minor Projects   | 1             | UGC                        | 2.3 Lakh               | 1.95 Lakh |
| Interdisciplinary Projects   |               |                            |                        |           |
| Industry sponsored   |               |                            |                        |           |
| Projects sponsored by the University/ College                                  |               |                            |                        |           |
| Students research projects<br><i>(other than compulsory by the University)</i> |               |                            |                        |           |
| Any other(Specify)   | N.A.          | N.A.                       | N.A.                   | N.A.      |
| Total  | N.A.          | N.A.                       | N.A.                   | N.A.      |

3.7 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
 DPE  DBT Scheme/funds

3.9 For colleges

Autonomy  CPE  DBT Star Scheme   
 INSPIRE  CE  Any Other (specify)

2015-Naac  
 Accreditation  
 (2<sup>nd</sup> Cycle)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the  
 Institution

| Level               | International | National | State | University | College |
|---------------------|---------------|----------|-------|------------|---------|
| Number              |               |          | 02    |            | 02      |
| Sponsoring agencies |               |          | UGC   |            | College |

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs: Nil

From Funding agency

From Management of University/College

Total

3.16 No. of patents received this year

| Type of Patent |         | Number |
|----------------|---------|--------|
| National       | Applied |        |
|                | Granted |        |
| International  | Applied |        |
|                | Granted |        |
| Commercialised | Applied |        |
|                | Nil     |        |

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year- Nil

| Total | International | National | State | University | Dist | College |
|-------|---------------|----------|-------|------------|------|---------|
|       |               |          |       |            |      |         |

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them -

3.19 No. of Ph.D. awarded by faculty from the Institution -

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF       SRF       Project Fellows       Any other

3.21 No. of students Participated in NSS events:

University level       State level   
 National level       International level

3.22 No. of students participated in NCC events: Nil

University level       State level   
 National level       International level

3.23 No. of Awards won in NSS: Nil

University level       State level   
 National level       International level

3.24 No. of Awards won in NCC: NA

University level       State level   
 National level       International level

### 3.25 No. of Extension activities organized

|                  |                      |               |                                 |           |                      |
|------------------|----------------------|---------------|---------------------------------|-----------|----------------------|
| University forum | <input type="text"/> | College forum | <input type="text" value="02"/> |           |                      |
| NCC              | <input type="text"/> | NSS           | <input type="text" value="04"/> | Any other | <input type="text"/> |

### 3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

1. Seminars, Documentary Film Shows & PPT Presentations on common and specific Health Hazards and different Social Menaces are regularly conducted by CWS for our own students and also for community people as a part of Community Development Programme. Throughout the year various Gender Sensitization Programmes take place.,
2. Special Camp by NSS Volunteers has taken place during the year for village people in Provas Nagar, Rishra, Hooghly, for extension activities. Several lectures with practical demonstrations, Cultural Competitions and Hygienic Awareness Programme have taken place. Polio & Dengue Awareness Programmes have been highly held by the people of different local Communities.
3. Like every year, the Alumni Associations conducted Blood Donation Camp, Medical Camp, Sit & Draw Competition and Sports for Destitute Children.
4. Students' Union arranged an Exhibition of different works of art, made by our own students.
- 5 A gorgeous Inter-College Cultural Competition has taken place in our college which is arranged by the members of the Cultural Committee.



## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

| Facilities  | Existing      | Newly created | Source of Fund | Total         |
|---|---------------|---------------|----------------|---------------|
| Campus area   | 0.592<br>Acre | 0             |                | 0.592<br>Acre |
| Class rooms   | 21            |               |                | 21            |
| Laboratories  | 3             | 1             |                | 4             |
| Seminar Halls   | 2             | 1             | MP LAD         | 3             |
| No. of important equipments purchased during the current year.  | 14            | 12            | College        | 26            |
| Value of the equipment purchased during the year (Rs. in Lakhs) | 33143         | 47145         |                | 80288         |
| Others  |               |               |                |               |

#### 4.2 Computerization of administration and library

COSA software for salary system  
Computerized cataloguing in library is under process

#### 4.3 Library services:

|                  | Existing |       | Newly added |       | Total |       |
|------------------|----------|-------|-------------|-------|-------|-------|
|                  | No.      | Value | No.         | Value | No.   | Value |
| Text Books       | 6436     | --    | nil         | --    | 6436  | --    |
| Reference Books  | 5699     |       | nil         | --    | 5699  | --    |
| e-Books          |          |       |             |       |       |       |
| Journals         |          |       | 76          |       |       | 1268  |
| e-Journals       |          |       |             |       |       |       |
| Digital Database |          |       |             |       |       |       |
| CD & Video       |          |       |             |       |       |       |
| Others (specify) | 147      | 2812  | NIL         | Nil   |       |       |

#### 4.4 Technology up gradation (overall)

|          | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Depart-ments | Other s |
|----------|-----------------|---------------|----------|------------------|------------------|--------|--------------|---------|
| Existing | 26              | 2             | 02       | 2                | 01               | 01     | 26           |         |
| Added    | 01              | 0             | 04       | 0                | 0                | 02     | 26           |         |
| Total    | 27              | 2             | 06       | 2                | 01               | 03     | 26           |         |

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

COSA upgraded for salary  
Geography department – purchase of anti-virus - Rs. 945

4.6 Amount spent on maintenance in lakhs :

i) ICT

Rs. 3.3 Lakhs

ii) Campus Infrastructure and facilities

Rs. 22 lakhs

iii) Equipments

**STATEMENT OF RECEIPTS AND PAYMENTS ACCOUNT OF (IQAC)**

| S.L.NO | RECEIPTS                                | AMOUNT | PAYMENTS                    | AMOUNT       |       |
|--------|---|--------|-----------------------------|--------------|-------|
| 1      | Office Equipment                        | 60000  | 1. A.D. System              | 48450        |       |
|        |   |        | Ch. No-579077               |              |       |
|        |   |        | 2.A.D.System                | <u>6196</u>  |       |
|        |   |        | Ch.No.-579076               |              |       |
|        |   |        | 3.A.D.System                | 17000        |       |
|        |   |        |                             | 71646        | 71646 |
| 2      | Honorarium Of<br>Co-Ordinator IQAC      | 60000  | 1. S Maitra                 | 24000        |       |
|        |   |        | Ch. No-320383               |              |       |
|        |   |        | 2. S.Maitra                 | <u>12000</u> |       |
|        |   |        |                             | 36000        | 36000 |
| 3      | Hiring Services &<br>Technical Services | 60000  | 1. Kahan Techknowdge        | 56180        |       |
|        |   |        | Ch No.-460422               |              |       |
|        |   |        | 2.Kahan Techknowdge         | <u>14045</u> |       |
|        |   |        | Ch No.-460421               |              |       |
|        |   |        |                             | 70225        | 70225 |
| 4      | ICTs Communication<br>expenses          | 70000  | 1. Office Staff (Technical) | 5000         |       |
|        |   |        | 2.Library Internet          | 5735         |       |
|        |   |        | 3. M.S .Enterprise          | 41550        |       |
|        |   |        | 4.Office Staff (N.Nath)     | 1500         |       |

|          |                      |               |                      |       |               |
|----------|----------------------|---------------|----------------------|-------|---------------|
|          |                      |               |                      | 53785 | 53785         |
|          |                      |               | <b>5.Contingency</b> |       | <b>14000</b>  |
| <b>5</b> | <b>Contingencies</b> | <b>50000</b>  | <b>1.Stationery</b>  |       |               |
|          |                      |               | Ch No.-579079        | 5770  |               |
|          |                      |               | Ch No.-579080        | 5010  |               |
|          |                      |               | Ch No.-579080        | 4749  |               |
|          |                      |               | Dinesh               | 16000 |               |
|          |                      |               | Contingency          | 11487 |               |
|          |                      |               | Ch No.-460428        | 13866 |               |
|          |                      |               |                      | 56882 | 56882         |
|          |                      |               |                      |       | <b>302538</b> |
|          | <b>Total</b>         | <b>300000</b> |                      |       | <b>300000</b> |

| <b>Statement Of Equipment From UGC Fund</b> |  |  |                        |  |        |
|---|--|--|------------------------|--|--------|
|   |  |  |                        |  |        |
|   |  |  | For The Year 2015-2016 |  |        |
| SL.No.                                      |  |  | Name Of Party          |  | Amount |
| 1   |  |  | M.S. Enterprise        |  | 41550  |
| 2   |  |  | M.S. Enterprise        |  | 33970  |
| 3   |  |  | A.D. System            |  | 87300  |
| 4   |  |  | A.D. System            |  | 70200  |
| 5   |  |  | Livesoft               |  | 40500  |
| 6   |  |  | A.D. System            |  | 6195   |
| 7   |  |  | A.D. System            |  | 48450  |
| 8   |  |  | Arpan Electronics      |  | 5010   |
| Total                                       |  |  |                        |  | 333175 |
| <b>Statement Of Equipment From Ugc Fund</b> |  |  |                        |  |        |
|   |  |  |                        |  |        |
|   |  |  | For The Year 2016-2017 |  |        |
| Sl.No.                                      |  |  | Name Of Party          |  | Amount |
| 1   |  |  | A.D. System            |  | 17000  |

iv) Others

**Total :**

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Remedial classes are regularly conducted for slow learners.
- Special classes are arranged for advanced students.
- Tutorial classes are regularly taken for the benefit of the class in general.
- Up gradation of infrastructural facilities – improvement of students' canteen and installation of 02 more water purifiers.
- Introduction of ' Korean Karate' classes as a measure for self defence of the girl students.
- Arrangement of both indoor and outdoor games accessories with the support of M.L.A. Lad fund.
- Students' awareness programme on common health hazards specially of girls / women by a noted Onco-Gynaecologist.
- More need based books are procured by the departmental libraries of college .
- One additional NSS unit, in addition to the existing one, has been created.

#### 5.2 Efforts made by the institution for tracking the progression

- The Principal, Heads Of the Department and the IQAC Co-ordinator take feedback / information from faculty members, students and parents regarding their progress.
- Attendance of student: constant care is taken for the regular attendance of the students ( at least 75% is recommended in the prospectus as per the university norms).
- Measures have been taken to check the drop-out rates.

#### 5.3 (a) Total Number of students

| UG   | PG | Ph. D. | Others |
|------|----|--------|--------|
| 2000 |    |        |        |

#### (b) No. of students outside the state

Nil

#### (c) No. of international students

Nil

Men

| No | % |
|----|---|
| NA |   |

Women

| No  | % |
|-----|---|
| 100 |   |

| Last Year |    |    |     |                       |       | This Year |     |    |     |                       |       |
|-----------|----|----|-----|-----------------------|-------|-----------|-----|----|-----|-----------------------|-------|
| Gen       | SC | ST | OBC | Physically Challenged | Total | General   | SC  | ST | OBC | Physically Challenged | Total |
| 543       | 95 | 04 | 48  | 00                    | 690   | 576       | 106 | 11 | 46  | 02                    | 741   |

Demand ratio 4675: 2120

#### 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

No fund was available

No. of students beneficiaries

Nil

#### 5.5 No. of students qualified in these examinations

NET  SET/SLET  GATE  CAT   
IAS/IPS etc  State PSC  UPSC  Others

#### 5.6 Details of student counselling and career guidance

Counselling for career and other issues is conducted personally.

After every examination extensive discussion with the students are conducted for the improvement of their academic performance.

No. of students benefitted

Data not available

#### 5.7 Details of campus placement

| <i>On campus</i>                   |                                 |                           | <i>Off Campus</i>         |
|------------------------------------|---------------------------------|---------------------------|---------------------------|
| Number of Organizations Visited    | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| No campus recruitment is conducted |                                 |                           | NA                        |

#### 5.8 Details of gender sensitization programmes

- 1- Three sensitization programs on women empowerment (Dr. Kumkum Sarkar, professor in Sociology, RBU), on Female Health Hazard (Dr. Arunava Ghosh from a Super Speciality Hospital, Howrah), Weather and Women (Dr. Nita Choudhuri Ganguin from Paris, France) have been conducted jointly by Women Cell and NSS Units.
- 2- Departments like Education, English, History, Political Science and Sociology have arranged screened documentaries on women and other issues.

## 5.9 Students Activities

### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

### No. of students participated in cultural events

State/ University level  National level  International level

### 5.9.2 No. of medals /awards won by students in Sports, Games and other events- Nil

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

- Financial support from institution

| Class                      | No. Of Students received Half Free | Amount Concession 2015 – 2016 | No. Of students received Full Free | Amount of Concession 2015 - 2016 |
|----------------------------|------------------------------------|-------------------------------|------------------------------------|----------------------------------|
| <b>1<sup>st</sup> Year</b> | <b>35</b>                          | <b>7980</b>                   | <b>08</b>                          | <b>3600</b>                      |
| <b>2<sup>nd</sup> Year</b> | <b>34</b>                          | <b>7752</b>                   | <b>12</b>                          | <b>5400</b>                      |
| <b>3<sup>rd</sup> Year</b> | <b>27</b>                          | <b>6156</b>                   | <b>12</b>                          | <b>5400</b>                      |
| <b>Total</b>               | <b>96</b>                          | <b>21,888/-</b>               | <b>32</b>                          | <b>14,400/-</b>                  |

- Financial Support from Govt. And Non-Govt. sources :-

|                                   | Number of students | Amount       |
|-----------------------------------|--------------------|--------------|
| Financial support from government | 08                 | Rs. 72,000/- |

|  |                                   |                 |
|--|-----------------------------------|-----------------|
| Financial Support for SC   | Nil                               | Nil             |
| Financial Support for PH   | 03                                | Rs. 4,500/-     |
| Financial Support State Govt. Kanyanshree Prakalpa (K2)              | 280                               | Rs. 70,00,000/- |
| Financial support from other sources                                 | 04<br>(Sitaram Jindal Foundation) | Rs. 12,000/-    |
| Number of students who received International/ National recognitions | Nil                               | Nil             |

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: College Level  State/ University level  National level

International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- Toilet and Purified Water In Each Level.
- More class rooms

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

The college tries to follow the *vision* of University of Calcutta which is 'Advancement of Learning'

Our *mission* is to create a good citizen for our motherland by empowering our students.

#### 6.2 Does the Institution has a management Information System

Governing Body is made well aware of the events & progresses in the college by the GB Secretary (Principal) who briefs the reports received from the IQAC Co-ordinator, Teachers' Council Secretary & the Convenors of different Sub-committees.

#### 6.3 Quality improvement strategies adopted by the institution for each of the following:

##### 6.3.1 Curriculum Development

The Institute follows the curriculum of affiliating university.

##### 6.3.2 Teaching and Learning

- The institution provides an amiable environment in order to improve the teaching learning process.
- All the departments conduct student oriented programmes as per the IQAC Guideline for the promotion of the quality of the students.

##### 6.3.3 Examination and Evaluation

Certain measures have been taken to improve the standard of results in University Examinations:

- The college conducts Initial Assessment in the 1st year class at the beginning of the Session.
- Every Department arrange Weekly Tutorial classes regularly.
- Mid-Term Test in November provides a scope for improvement before the Final College Test Examination.
- Yearly Test in January makes our students ready for the Final University Examination.



#### 6.3.4 Research and Development

FIP 01, MRP 01, on-going PhD Programmes 02

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- Computerized stock checking and library cataloguing is completed.
- Students and teachers are benefited from the new software named 'smart college bookworm', installed in last session.

#### 6.3.6 Human Resource Management

After the recommendation of NAAC (Cycle 2) a Research Committee has been formed with the following Teaching faculty: Dr. Soma Ray Jana (Principal), Dr. Sampa Sarkar (Convener), Dr. Sarmishtha Maitra and Dr. Shahina moiz.

- The Committee arrange for the faculty participation in Orientation and Refresher Courses as and when necessary.
- The Committee also mobilize the support from UGC and other organizations for holding State Level and National Seminars.
- The Committee also encourages the faculty members
  - a) To join Minor and Major Research Projects.
  - b) To attend Seminars and to present papers.
- Apart from regular academic courses 02 professional courses – spoken English and Computer Training and 02 vocational courses Music and Tailoring are on- going.

#### 6.3.7 Faculty and Staff recruitment

Nil

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

Admission of Students are conducted as per University of Calcutta and Higher Education Department's standard rules and regulations.

6.4 Welfare scheme

|              |   |
|--------------|---|
| Teaching     | Nil   |
| Non teaching | Nil   |
| Students     | Students Health Home and Gender Sensitization program |

6.5 Total corpus fund generated

Rs. 5,33,097 (Five lakh thirty three thousand Ninety seven only) out of 04 (Four) fixed deposits in bank.

6.6 Whether annual financial audit has been done    Yes     No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

| Audit Type                   | External |                             | Internal |           |
|------------------------------|----------|-----------------------------|----------|-----------|
|                              | Yes/No   | Agency                      | Yes/No   | Authority |
| Academic                     | Yes      | Calcutta Univ.              | No       | No        |
| Administrative/<br>Financial | Yes      | Bikash Bhawan (Govt. Of WB) | No       | No        |

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes      Yes       No

For PG Programmes      Yes       No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The whole system is formulated, controlled and amended by University Of Calcutta

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

N.A

6.11 Activities and support from the Alumni Association

Like every year, the Alumni Association conducted a medical camp, sit and draw competition & sports for local destitute children.

6.12 Activities and support from the Parent – Teacher Association

- No formal Parent- Teachers Association exists.
- Parent- Teachers' Meetings are regularly organized by each department to assess the progress of the students.

6.13 Development programmes for support staff

Nil

#### 6.14 Initiatives taken by the institution to make the campus eco-friendly

- Swatch Bharat- Campus Cleaning Program by NSS Unit.
- More plantation is done
- An overall development of the Herbal Garden has been done.

### **Criterion – VII**

#### **7. Innovations and Best Practices**

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

- Initial Assessment is functioning properly.
- To make the students competent to sit for both subjective and objective types of Competitive Examinations, both MCQ question, short questions and long questions are set in all the college examination, except the Final Test Examination.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- The proposals offered in the Academic Calendar at the beginning of the year have been implemented.
- The College has also implemented all the proposals suggested by the different Committees.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

### **Best Practice I**

#### **Title : Fitness Programme for the students.**

**Objective:** Men sana in corpori sano (Sound health contains a Sound mind). Measures taken for assuring our students a good health and practice to live in hygienic condition in the institution and at home.

#### **Context:**

- The students, mostly from the marginalised families face more or less same social and fiscal problems which hinder the practice of maintaining healthy habits at home.
- Rampant practice of early marriage demands an address of the hazardous health related situations.
- We felt it necessary to provide them with the medical information offered by the Govt. and non-Govt. organizations.

#### **Practice:**

Arranged seminars where noted Gynaecologists have spoken on sensitive issues relating to **women's Health Hazards**, like breast cancer, effects of taking oral contraceptives pills etc.

- Group discussions on **Reasons of Malnutrition and Low Cost Nutritious Food**, organized by Women Cell.
- A reputed Doctor attends the Health Centre at the college once a week for a free health check up of our students.

### **EVIDENCE OF SUCCESS:**

- Students are encouraged to go for a regular health check up at the College Health Check up Centre which has proved they could not provide because of their pecuniary stringency.
- Many students are benefited from the Seminars, Workshops and Health Check up and acquired sufficient knowledge to direct the members of their families in the question of general health hazards.
- In the Parent-Teacher Meeting, the guardians have expressed their satisfaction over the issue.

### **Resources Required:**

- Fund provided by State Government. (NSS)
- Fund provided by the College. (CWS)
- Fund raised from the Alumni and Teachers. (SGCAL)

In spite of the fund received from the above sources, the extensive social works merit other funding provisions.

### **PROBLEMS ENCOUNTERED:**

- Initial reluctance of the parents and spouses.
- Lack of courage to express the real problem.

## **BEST PRACTICE: II**

### **Title: Focus on Extra Curricular Activities and Reach-out Programme.**

#### **Objectives:**

- To develop discipline and unity among the students of the college
- To develop the initiative among students to explore the different aspects of life apart from academic facet
- To enable the students to identify and understand the different needs of the society
- To develop them as an independent force and to face crisis that arises in our everyday life we live in our society
- To make our students capable for employment

#### **Context:**

- The location of Serampore Girls' College is the suburb of Hooghly District of West Bengal. The surroundings the college mirror certain definite features which provide the frame for the programme.
- The characteristics that are reflected as follows:
  - 1) The Gender bias towards the Educational System.
  - 2) Sanitation problem for Women.
  - 3) Lack of awareness about health hazards arising out of life style.
  - 4) Lack of awareness about Birth Control method.
- Therefore the NSS Unit I along with the Teachers' Council, Women Cell, Students' Union and Alumni Association (SGCAL) formulate different programmes, workshops to identify and eradicate the problems the neighboring people are facing.

#### **Practices:**

The practices that are undertaken to achieve the objectives of the programs are:

- In 2015-2016 the NSS Unit takes up voluntary activities by visiting a local village in Provas Nagar, in Rishra, (located in the District of Hooghly, West Bengal) to present some joyful hours like **Cultural Training** and **Cultural Competitions**.

- In this Special Camp the volunteers also carried out campaign against **Child Marriage, Dowry System and Human Trafficking**.
- Like every year the volunteers also visited a local Destitute Home (Cheshire Home), run by the Christian Missionaries in Serampore (located in the District of Hooghly, West Bengal).
- The Department of Sociology had undertaken an elementary survey work for a definite section of Women to **understand and analyze their awareness and knowledge on social issues**.
- Programmes are also organized specifically for parents of destitute children to make them aware about Child Health Problems.
- Students have also organized their regular awareness programmes against **Mosquito and Water Borne Diseases** in and off campus.
- The college arranged training programmes of **Computer Applications and Spoken English** to enable them to participate in highly competitive job market.

### **Evidences of Success:**

- These programmes have largely been accepted by the stake holders of this venture.
- The NSS Volunteers were happy to notice that the stake holders of the specified areas have been able to identify the problems and are now better capable to handle the crisis themselves as they themselves are suggesting the remedies for various health hazards.
- The concerned villagers and the slum dwellers of our own locality eagerly wait for our volunteers to visit them at a particular time of the year.

### **Resources required:**

- These activities require adequate funds, necessary administrative help and discipline and unity among the students to facilitate the methodical and proper execution of the programmes.
- Apart from NSS financial grant fund from the affiliating university, no other financial support is available. But the volunteers still try to bring the best out of it.
- Education not only broadens and enlightens our mind but also build up our responsibility toward the society. Therefore other Government and Non-Government Funds are required.



## Problem Encountered:

- Most of the student volunteers have to commute from distant places everyday which sometimes pose problem for them to spend a long time after their scheduled classes to undertake the reach-out programmes.
- It is often noticed that the people who are interviewed (specially in single case studies) are reluctant to provide information which are necessary for the project undertaken.

### Contact Details

Name of the Principal: Dr. Soma Ray

Name of the Institution: Serampore Girls` College

City: Serampore, Pin Code: 712201

Accredited Status: B (Cycle 2)

Work Phone : 033-2662 3723 (Office) / 033-2652 7850 (Principal)

Fax: 03326527850

Website: seramporegirlscollege.org

E-mail : serampore\_girls\_college@yahoo.co.in

Mobile: 96742 38715

### 7.4 Contribution to environmental awareness / protection

- Suggestions provided by the Green Audit Report (done by CICA in 2013-14) has been taken care of.
- NSS unit organized campus cleaning program since its inception
- Swatch Bharat program undertaken by NSS unit in 2014-15
- 

7.5 Whether environmental audit was conducted?

Yes

No

7.6 Any other relevant information the institution wishes to add. (for example SWOC Analysis)

**Strength** – a) The institution is always careful to implement the Recommendations made by the NAAC PEER TEAM.

b) The IQAC puts efforts to execute the recommendations made by different Committees for the improvement of the quality of the students in higher education.

c) There a healthy relationship among all the stakeholders of the college: the Students, the teaching & Non-teaching Staff, the Principal and the Guardians.

**Weakness** - Both academic and non-academic inadequacy of infrastructural facilities still remains.

**Opportunity**- Various educational programs, out reach programs, exchange programs (with other colleges) and extra curricular activities act as a motivating factor for the improvement of the teaching- learning process. Funds are being available to address existing problems.

**Challenges**- to provide overall betterment for the poor meritorious students.

## **8. Plans of institution for next year**

- To continue regular academic activities including Initial Assessment, Tutorial, Mid- term and Test Examinations.
- To give emphasis on teaching with ICT aid.
- To continue regular departmental activities- seminar, quiz, debate, students seminar, wall magazine, poster making etc.
- To continue NSS and NCC programmes
- To continue gender awareness program by women cell of our college
- To arrange different outreach programs
- To emphasis on co-curricular activities like sports, teachers day celebration, cultural competition, celebration of days of national importance and annual cultural programs organized by students union.
- To continue professional courses with larger dimensions with the government funding.
- Initiative has been taken to introduce 02 (Two) new Elective subjects: Economics and Music.

Dr. Sarmishtha Maitra



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*Signature of the Coordinator, IQAC*

Dr. Soma Roy (Principal)



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*Signature of the Chairperson, IQAC*

**Abbreviations:**

|      |   |  |
|------|---|--|
| CAS  | - | Career Advanced Scheme                   |
| CAT  | - | Common Admission Test                    |
| CBCS | - | Choice Based Credit System               |
| CE   | - | Centre for Excellence                    |
| COP  | - | Career Oriented Programme                |
| CPE  | - | College with Potential for Excellence    |
| DPE  | - | Department with Potential for Excellence |
| GATE | - | Graduate Aptitude Test                   |
| NET  | - | National Eligibility Test                |
| PEI  | - | Physical Education Institution           |
| SAP  | - | Special Assistance Programme             |
| SF   | - | Self Financing                           |
| SLET | - | State Level Eligibility Test             |
| TEI  | - | Teacher Education Institution            |
| UPE  | - | University with Potential Excellence     |
| UPSC | - | Union Public Service Commission          |

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