



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		SOUTH CALCUTTA GIRLS' COLLEGE
Name of the head of the Institution		Dr.Aparna De
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03324542265
Mobile no.		9836195339
Registered Email		southcalcuttagirlscollege@gmail.com
Alternate Email		principal.scgc@gmail.com
Address		72 Sarat Bose Road
City/Town		Kolkata
State/UT		West Bengal
Pincode		700025
<b>2. Institutional Status</b>		

Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Rehana Khatun
Phone no/Alternate Phone no.	03324542265
Mobile no.	9830168446
Registered Email	southcalcuttagirlscollege@gmail.com
Alternate Email	iqacscgc@gmail.com

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="https://southcalcuttagirlscollege.com/AQAR2018-2019.pdf">https://southcalcuttagirlscollege.com/AQAR2018-2019.pdf</a>
<b>4. Whether Academic Calendar prepared during the year</b>	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://southcalcuttagirlscollege.com/Academic-Calendar2019-20.pdf">https://southcalcuttagirlscollege.com/Academic-Calendar2019-20.pdf</a>

### 5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	B++	2.82	2016	16-Dec-2016	15-Dec-2021
1	B	70.25	2004	03-May-2004	02-May-2009

<b>6. Date of Establishment of IQAC</b>	23-May-2014
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### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
<b>IQAC promoted webinar on Psychoo-social Wellbeing</b>	<b>12-May-2020</b> 1	168

in Pandemic condition		
Department of Chemistry in collaboration with Department of Zoology organized an international seminar on Elements of Periodic Table in the Chemical Avenues of Biological world	17-Dec-2019 1	157
RFID Tagging of books with anti-theft stickers is in progress	16-Sep-2019 180	855
Institutional data submitted to NIRF	29-Nov-2019 365	855
Institutional data submitted to AISHE	07-Feb-2020 365	855
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**8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.**

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	NIL	NIL	2020 00	0
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<b>9. Whether composition of IQAC as per latest NAAC guidelines:</b>	Yes
Upload latest notification of formation of IQAC	<a href="#">View File</a>
<b>10. Number of IQAC meetings held during the year :</b>	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	<a href="#">View File</a>
<b>11. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No
<b>12. Significant contributions made by IQAC during the current year(maximum five bullets)</b>	
Department of Psychology organised interdisciplinary programme to celebrate	

'World Mental Health Day' through poster presentation and power point presentation on 04.09.2019 and 25.09.2019. .

Department of Bengali organized an international seminar on "Literary Trends of Two Bengals 19702019." Prof. Abu Dayen of Jahangir Nagar University, Dhaka, Bangladesh and Prof. Abhra Basu, Viswa Bharati University delivered lecture in this seminar on 16.9.2020.

Department of Chemistry organized an intercollege poster presentation on "Women in Science" to celebrate National Science Day on 28.2.2020.

Earn And Learn scheme has been introduced . under this scheme self defense classes for students of second semester has been started on 4.3.2020.

Department of Political Science in collaboration with Social awareness cell organized a National Seminar on "Legal Literacy".The honourable speakers of the seminar were Dr. Binoda Mishra, practicing Advocate of Odisha High Court and Director, Centre for Studies in international Relations and development (Kolkata) and Prof. Dr. J. K. Das, Dean, faculty of Law, University of Calcutta on 19.9.2019.

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### 13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Upgradation of Laboratory under RUSA 2.0 grant	Laboratory of the following departments Geography, Psychology, Zoology, Botany and Physiology have been upgraded.
Office renovation under RUSA 2.0 grant	Work completed by PWD
Renovation of boundary wall and gate	Work in progress
Upgradation of Auditorium	Work in progress
Construction of new class room	Eight new class rooms have been constructed.
To sign MOU with other colleges for academic exchange	MOU has been signed with New Alipore College.
RFID tagging of book	Safety and security of the Library has been increased by RFID tagging of books with anti theft sticker.
To arrange National and international Seminars	National and International Seminars have been organized by the institution.
Upgradation of college website	All stake holders get information online.
Preparation of Academic Calendar and IQAC Calendar.	Academic and IQAC calendar has been prepared incorporating college activities, exam schedule, academic and quality enhancing programme.

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
IQAC	07-Feb-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2020

Date of Submission

07-Feb-2020

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

a. The institutional website is regularly updated by the relevant information of the college, Notices and announcements. b. The process of admission is fully online. Application forms for admission are uploaded on the website. Merit list is prepared on the basis of merit point calculated through software. c. Payment of fees along with University examination are paid online. d. Salary through HRMS Module. e. Payment is done through PFMS module for RUSA. f. Marks of university examination are uploaded through portal of University of Calcutta. g. Pension module of WBHED is followed. h. eTendering is followed for purchase. i. Online LMS has been introduced for Uploading study materials for the benefit of the students. j. All students have their unique id and password to access their LMS account. k. Institutional GSuite for Education has been introduced from April 2020 for Teaching Learning Process.

Part B

**CRITERION I – CURRICULAR ASPECTS**

**1.1 – Curriculum Planning and Implementation**

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

South Calcutta Girls' College is currently having the following mechanisms for effective delivery of its planned curriculum. (i) At the beginning of the session, an orientation/ Induction programme is held for the freshers and after that the Academic Calender is given to the students of the First Semester. (ii) Departmental Meetings for syllabus distribution are held on each and every academic semester. (iii) Number of classes for each topic is decided according to the syllabus and credits assigned to each topic/group/paper etc. (iv) College administration provides well constructed weekly routine/timetable for each year/semester. . . (v) Our College has a very rich central library and many departments have their departmental libraries. Access to sufficient books help students regularly. 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.(2019-20). (vi) Various classroom teaching methods based on various needs of different subjects are regularly used for the effective delivery of the curriculum, such as:-- (a) Chalk and Blackboard Method. (b) ICT-enabled teaching-learning method including smart-board, power point presentation, audio-visual support etc. (c) Use of scientific models and charts for effective delivery of class lectures. (d) Distribution of class notes, maps and diagrams by teachers. (e) Use of Overhead Projectors in class-teaching. (f) Group discussion among the students during the class. (g) Regular tabloid publication, short documentary production, Debate, Quiz, Poster presentation/competition etc are held regularly where the themes are on current issues/topics. (h) Proper and adequate instrumentation facility is given to the students for their practical classes. (i) Need-based survey programmes, field work and educational excursion are carried by the departments. (j) Seminars and one day special lectures by experts/resource-persons are arranged regularly for the benefit of the students. (k) 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. . (l) Departments maintain the detailed record of the classes, assessment, project/field-reports etc. (m) Regular class-test, Mid-term Examination, Viva-voce are done for the improvement of the students. (n) Self appraisals are prepared by each teacher. (o) Parent-teacher meeting on each semester is held by the respective departments. Feedbacks are collected and its proper implementation are done with utmost effort. College administration also keeps a regular correspondence with the results, departmental proceedings and student needs. It keeps record of the different activities of the college regarding teaching-learning, development and improvement of different methods of effective curriculum delivery.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	Diploma in Computer Application by Webel Informatics Limited(A Govt. Of West Bengal Undertaking)	01/07/2019	365	Employability	On computer application

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
<b>No Data Entered/Not Applicable !!!</b>		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	55	01/07/2019
BSc	13	01/07/2019

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	Nil	70

**1.3 – Curriculum Enrichment**

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Psychological Counselling	01/07/2019	80
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	One day field visit of Zoology Department to 4 no. Captain Bheri, Kolkata on 19.11.2019	20
BA	One day study tour of Political Science Department Bidhan Sabha West Bengal on 30.08.2019	20
BA	One day educational tour of History Department to Indian Museum ,Kolkata on 07.11.2019	8
BSc	One day excursion of Botany Department at Acharya Jagadish Chandra Bose Indian Botanic Garden (AGCIBIG) on 11.09.2019	31
BSc	One day excursion of Botany Department at Subhasgram and surrounding areas on 17.09.2019	23

BSc	One day excursion of Botany Department at Agricultural Experimental Farm, University of Calcutta, Baruipur on 25.09.2019	25
BSc	Five days excursion of Geography Department "Terrakota": the art of clay modelling and the livelihood pattern of Panchmura Village, Bishnipur, Bakura from 15.01.2020 to 19.01.2020	29
BSc	Four days excursion of Department of Physiology on assessment of Nutritional Status Anthropometric Measurements among the children and women tribal workers of Purulia District, West Bengal, India from 12.01.2020 to 15.01.2020.	25
BSc	One day excursion of Zoology Department in Chintamani Kar Bird Sanctuary, Kolkata on 20.11.2019	20
BSc	One day field visit of Zoology Department to Rabindrasarabar, Kolkata on 11.12.2019	20
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#### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
<p>Students' feedback form is filled up by the student at the end of the semester sessions. A 11 point scale is given in the feedback form. There exists several attributes over which the evaluation is done. Feedback is also collected from the parents during parent-teacher meeting that are organised by each and every department of the college. Suggestions and comments, given by the guardians,</p>



are also taken into account for future development of the institution. Data obtained after feedback programmes, are finally tabulated and analysed through graphical and diagrammatic representations

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	General	60	26	4
BSc	Honours	149	768	61
BA	General	100	207	52
BA	HONOURS	559	1191	192

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### 2.2 – Catering to Student Diversity

#### 2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	309	Nil	43	Nil	Nil

### 2.3 – Teaching - Learning Process

#### 2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
75	67	7	7	2	7

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

#### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

A strong student mentoring system is available in the institution. At the beginning of the session, an induction program is organized by the institution where the Principal delivered lectures to make the students familiar about the vision and mission of the college, the facilities available, rules and regulations of the College and the affiliating University. Department level orientation programs have also been arranged. Mentor-Mentee system has been introduced by the institution since 2019-20. In this system each mentor is very much aware about all the details of the mentees. A database of students containing the name, date of birth, address, Adhar No, email-ID, caste, course, club memberships, first generation learner or not, financial condition, medical issues if any etc. is prepared and maintained by the mentor. The mentor prepares the database using admission data and by direct conversation with each mentee. The mentee can approach her mentor with any problem whatsoever. The mentor maintains records of the mentee's performance in all the examinations. Continuous assessment of mentees are done at regular intervals through class tests, tutorials and student presentations. The mentor keeps a record of the mentee's academic performance, regular attendance and guides her on how to improve her scores. Faculty members takes initiatives for the improvements of slow learners. The library is well stocked with books and journals even for advanced readings. The college has a counselling cell for all the students. The counselor provides personal counseling if needed also. Special lectures are arranged by the cell for improving

the mental health of the students. Special guidance is given to the hostel students for their academic and overall activities. Several clubs and cells pertaining to environmental, socio-cultural concerns are formed to enhance the awareness of the students by organizing different Programmes. Almost all the departments take initiative to involve students in different activities like student seminar, debate, quiz, Wall magazine , poster presentation etc. to motivate them to express their special skill and creativity. Different clubs have also encouraged students to participate in activities for their all round developments. The Physical activity club has organized regular online yoga classes through google meet platform. • Apart from traditional teaching -learning method ,ICT tools are used by the teachers for effective teaching. Due to Covid-19 pandemic condition almost all the teachers are taking online classes using various platforms. At the institutional level study material has been uploaded in the college website, Lecture audio files and study materials have also been uploaded in the LMS on Cloud. The college has introduced "G-Suite for Education" for effective online teaching-learning process. Through Google classroom made for each semester, every faculty member uploads audio and video lectures, and through G-meet, online classes have been scheduled. Students are assigned to classworks which are evaluated online. Our moto is to monitor all round development of the student. Institution is striving to achieve this goal even during pandemic.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
855	43	19.88

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
40	32	1	7	28

### 2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year )

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	DR. SATABDI DAS	Assistant Professor	Best paper award Fifth for paper presentation at International Conference organized by UNESCO, The Climate Reality Project and Mobius Foundation on Sustainability Education ,ICSE 2019 during 9-10 September 2019 in New Delhi India.
2019	DR. NAMRATA KOTHARI	Assistant Professor	Certificate of Appreciation for outstanding contribution as parallel session speaker of 2019 International Seminar on The Transformation of Economic Drivers and New Trends in

Human Resource Management" during November 4-5. 2019 in Qingdao, China.

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## 2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	9,12	3RD YEAR	13/03/2020	23/10/2020
BA	8,11	3RD YEAR	13/03/2020	23/10/2020
BSc	9,12	3RD SEMESTER	11/01/2020	06/03/2020
BA	8,11	1ST SEMESTER	13/02/2020	23/09/2020
BSc	9,12	1ST SEMESTER	13/02/2020	23/09/2020
BA	8,11	3RD SEMESTER	11/01/2020	06/03/2020

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Throughout the academic year special focus is given on the gradual academic development of a student through continuous appraisal of her performance in various fields. Several yardsticks are used to monitor a student's progress. The students are evaluated on the basis of their performance in regular and surprise class tests, tutorials, oral presentations, seminar presentations, poster presentations, group discussions, quiz and debates. The departments pay special attention to academically weak students and give them proper guidance. These students are motivated by their teachers to improve their overall performance. Students are encouraged to think clearly and logically on the broad spectrum of issues they study in various subjects. The departments motivate the students to expand their knowledge base beyond their curriculum and develop an integrated idea about contemporary issues. Students are encouraged to write articles for their departmental and college journals. This literary pursuit is actually an attempt to create a forum where students can express their views freely on various issues . Teachers also give guidance to students about the various higher education programs and competitive examinations after their graduation. When a student's performance is evaluated these factors are also taken into account. Students are mentored by their teachers on how to obtain high scores in the university examinations. The students are shown their answer scripts of the various exams held in the college and they are groomed on how to answer more appropriately in the forthcoming exams and improve their scores. Apart from class room teaching as part of syllabus projects and field visits have been organized by the Depts. Of Botany, Physiology, Zoology and Geography. Further, academic visits are also organized by various departments along with classroom teaching to help students in exploring a wider academic horizon.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Being affiliated to the University of Calcutta, the academic calendar of the University is followed by the college. In addition to this, an academic

calendar is prepared and printed which contains all the details of academic activities. Details of dates of commencement of classes and examination schedule are also given. An IQAC calendar is also prepared enumerating academic programs and activities for quality enhancement to be held in the college. The IQAC evaluates such activities during its meetings. The academic calendar and IQAC calendar are also made available online through college website.

## 2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://southcalcuttagirlscollege.com/pages/861>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
12	BSc	GENERAL	33	21	64
9	BSc	HONOURS	59	55	93
11	BA	GENERAL	73	35	48
8	BA	HONOURS	120	114	95

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## 2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://southcalcuttagirlscollege.com/FeedbackIOACandStudentsSatisfactionSurvey.pdf>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	0	N.A	0	0

[View File](#)

### 3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
<b>No Data Entered/Not Applicable !!!</b>		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
<b>No Data Entered/Not Applicable !!!</b>				

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
<b>No Data Entered/Not Applicable !!!</b>					
<a href="#">View File</a>					

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Nil	Nil

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Chemistry	1	3.30
International	Physiology	1	1.66
International	Political Science	2	0
International	Zoology	1	3.21
International	Psychology	1	0
International	Chemistry	1	1.81
International	Physiology	1	1.01
International	zoology	1	3.01
International	zoology	1	0
International	Physiology	1	0

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Bengali	3
Education	1
Political Science	7
Psychology	1

[View File](#)

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Association of TRPV5 gene	Pubali Mitra	World Journal of Urology	2019	0	University of	Nil

polymorphism with calcium urolithiasis : a case-control study from West Bengal, India.		(Springer)			Calcutta	
Demographic diversity of food intake and prevalence of kidney stone diseases in the Indian continent.	Pubali Mitra	Foods (MDPI)	2019	0	University of Calcutta	2
Health hazards and risks for musculoskeletal problems among child labourers in the brickfield sector of West Bengal, India	Banibrata Das	International Health (Oxford Journal)	2019	1.68	Department of Physiology, South Calcutta Girls College	3
Gender differences in prevalence of musculoskeletal disorders and physiological stress among the brick field workers of West Bengal, India	Banibrata Das	Work	2019	1.17	Department of Physiology, South Calcutta Girls College	1
Syntheses,	Shuvankar	ChemistrySelect	2019	2	University	Nil

Crystal Structures and Experimental/Theoretical Magnetic Properties of Two Butterfly NiII2YIII2 Compounds	Mandal, Samit Majumdera and Sasankasekhar Mohanta				of Calcutta	
Experimental and theoretical exploration of sensing and magnetic properties of a triply bridged dicopper(II) complex: The first discrete metal complex to sense picric acid in pure water	Samit Majumder, Abhishek Pramanik, Shuvankar Mandal and Sasankasekhar Mohanta	Journal of Photochemistry and Photobiology A: Chemistry	2019	1	University of Calcutta	1
PREVALENCE OF RESPIRATORY DISORDERS AMONG CARPENTERS IN INDIA	Banibrata Das	Journal of Human Ergology Tokyo	2019	0	Department of Physiology, South Calcutta Girls College	2
<a href="#">View File</a>						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Gender differences in prevalence of musculoskeletal disorders and physio	Dr. Banibrata Das	Work	2019	47	1	Department of Physiology, South Calcutta Girls College

logical stress among the brick field workers of West Bengal, India						
Health hazards and risks for musculoskeletal problems among child labourers in the brickfield sector of West Bengal, India	Dr. Banibrata Das	International Health	2019	27	2	Department of Physiology, South Calcutta Girls College
PREVALENCE OF RESPIRATORY SYMPTOMS AND RESPIRATORY DISORDERS AMONG CARPENTERS IN INDIA	Dr. Banibrata Das	Journal of Human Ergology	2019	17	2	Department of Physiology, South Calcutta Girls College
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### 3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	50	57	21	62
Presented papers	25	8	Nill	Nill
Resource persons	Nill	Nill	1	Nill
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### 3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities



AIDS AWARENESS PROGRAMME on 03.12.19	N.S.S. Unit of South Calcutta Girls' College . Speaker: Dr Tapabrata Guha Ray of R.G. Kar Medical College and Hospital.	12	103
DENGUE AWARENESS PROGRAMME on 06.03.20	N.S.S. Unit of South Calcutta Girls' College Speaker : Dr. Roni Sarkar	4	85
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	Nil
<a href="#">View File</a>			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
ADULT LITERACY --PROGRAMME	NAAC Criterion 7 Committee of South Calcutta Girls' College in collaboration with Bustee Welfare Society, Peyarabagan Bustee.	Adult Literacy	4	15
RED RIBBON CAMP	N.S.S. Unit of South Calcutta Girls' College . Speaker: Dr Tapabrata Guha Ray of R.G. Kar Medical College and Hospital.	AIDS AWARENESS PROGRAMME on 03.12.19	12	103
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### 3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
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Seminar organised by the Department of Bengali on Outline of Contemporary Bengali Poems	10 (Students & Teachers from SCGC)	ONLINE	1
Webinar on Biological Aspects of Corona Virus (Dept. Of Zoology in collaboration with New Alipore College.	39 participants from SCGC	ONLINE	1
Seminar lecture on THE INFLUENCE OF INDIAN PHILOSOPHICAL THOUGHTS ON MIRCEA ELIADES PHILOSOPHY	4 (Students & Teachers from SCGC)	NIL	1
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
<b>No Data Entered/Not Applicable !!!</b>					
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
New Alipore College Block L New Alipore Kolkata 700053	14/01/2020	Memorandum of Understanding for Faculty Exchange. Both the colleges will host some seminars/ conferences / academic activities together. Both the colleges will host special lecture on Awareness Topic/ contemporary Topic.	53
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**CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES**

#### 4.1 – Physical Facilities

##### 4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
2897500	2973216

##### 4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Existing
Video Centre	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Newly Added
Campus Area	Existing
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#### 4.2 – Library as a Learning Resource

##### 4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Koha	Partially	Koha 18.11.02.000 ver.	2019

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	21929	2600528	800	511351	22729	3111879
Reference Books	304	71653	Nil	Nil	304	71653
e-Books	764300	48250	Nil	5900	764300	54150
Journals	6	109222	Nil	8715	6	117937
Digital Database	18402	Nil	520	Nil	18922	Nil
CD & Video	48	12720	1	Nil	49	12720
Library Automation	1	331800	1	66080	2	397880
Weeding (hard & soft)	Nil	Nil	Nil	Nil	Nil	Nil
Others(s pecify)	1	24835	Nil	3835	1	28670

e- Journals	6000	48250	Nil	5900	6000	54150
<a href="#">View File</a>						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
DR. RUCHIRA SENGUPTA	BNGA, BNGG	ON CLOUD LMS (INSTITUTIONAL)	04/04/2020
AHINSUK BARUA	BOTA, BOTG	ON CLOUD LMS (INSTITUTIONAL)	04/04/2020
DR. MAUMITA GHOSH	ECOA, ECOG	ON CLOUD LMS (INSTITUTIONAL)	04/04/2020
DR. APARNA DE	CEMG	ON CLOUD LMS (INSTITUTIONAL)	04/04/2020
SAHELI BISWAS	ENGA, ENGG	ON CLOUD LMS (INSTITUTIONAL)	04/04/2020
SANJUKTA CHATTERJEE	GEOA, GEOG	ON CLOUD LMS (INSTITUTIONAL)	04/04/2020
NIRMAL DEBNATH	HISA, HISG	ON CLOUD LMS (INSTITUTIONAL)	04/04/2020
DR. TANUJA BASU ROY	JORA, JORG	ON CLOUD LMS (INSTITUTIONAL)	04/09/2020
DR. REHANA KHATUN	PHIA, PHIG	ON CLOUD LMS (INSTITUTIONAL)	04/04/2020
DR. SATABDI DAS	PLSA, PLSG	ON CLOUD LMS (INSTITUTIONAL)	04/04/2020
<a href="#">View File</a>			

#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	44	15	44	7	0	5	18	250	17
Added	3	1	3	0	0	0	0	0	3
Total	47	16	47	7	0	5	18	250	20

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

250 MBPS/ GBPS
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4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	<a href="#">NIL</a>

#### 4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
2707500	1332133	4115000	1757848

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Classrooms: • Construction of 2nd, 3rd, 4th and 5th floors of the 6th bay of college building has been completed this year with the grants from RUSA 2.0. • Eight new class rooms are added due to this construction work under the financial support from RUSA 2.0 Laboratory : • There are ten laboratories in the college utilized and maintained by Botany(1), Chemistry(1), Geography(2), Journalism(1), Physiology(1), Psychology(1), Zoology (2) Departments. • New equipment is purchased for Botany, Geography, Physiology, Psychology and Zoology departments from RUSA2.0 and also from the college fund. • The purchase for the laboratories are entirely done through tenders in the college website or through e-tenders. Purchase Committee of the College and Project Monitoring Unit and Tender Committee of RUSA 2.0, supervise the purchase procedure.

Library: • Library has a committee constituted of Principal, Librarian and all the Heads of the Departments. • The Library Committee takes an important role regarding decisions for development of the Library. • The Library has 23,033 books, print journals, newspaper, job-related papers, magazine etc. • RFID Tagging of books with anti-theft sticker is in progress. • Our College is the member of Nlist through which we can get access about 6000 e-journals 224300 e-books. • Koha software is used for automation of the library. OPAC facility is available. • Book grant facility is available for needy students. • RFID, CCTV is used for ensuring safety and security of the Library. • Library has a website - scgclibrary.in through which user can know about the various facilities available to the library.

Sports : • The Sports Committee and the Gym Instructor of the College is in-charge of the sports. • The College has a Physical Activity Club. The members of this club engage in Karate and other physical activities. • Yoga classes are taken by the Gym Instructor.

Computers : • This year, under the pandemic situation, the teachers are taking virtual classes. For this purpose, G-suite for Education has been introduced for teachers. • Teachers upload study materials On Cloud LMS platform (institutional) for the students' convenience. • The College Computer Website Committee works into the maintenance and up-gradation of College website, publication of lectures and other notices of web-site. • The College Computer Website Committee also look into the procurement of hardware and software and other items related to computers. • There is AMC for the maintenance of computers. Other facilities: • Building Committee looks after the maintenance and utilization of the campus. • Regular cleaning and sanitization of the campus is maintained. • Leg-pressing sanitizer stands are installed in every floor. • Aqua-guard water cooler are provided to supply safe drinking water. • Up-gradation of college office and electrical facilities of the entire building are done by the PWD under the scheme of The RUSA 2.0. • Sanitary napkin vending machine is used by the students.

<https://southcalcuttagirlscollege.com/proceduresandpoliciesformaintainingandutilizingphysical.pdf>

#### CRITERION V – STUDENT SUPPORT AND PROGRESSION

##### 5.1 – Student Support

## 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Student Aid Fund	12	20040
Financial Support from Other Sources			
a) National	CMRF, SVMCM, SC/ST/OBC, WBMDFC, Others	103	0
b) International	Kanyasree	55	1375000
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## 5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Self Defence and Earn and Learn Scheme	04/03/2020	50	College
Mentoring: Each department maintains Mentor - Mentee facility to support all students for their betterment in every fields of life	16/07/2020	855	All departments of college
Induction Programme	16/07/2019	309	All departments of college
World Yoga Day	21/06/2020	5	College Gymnasium
Meditation	28/08/2019	80	College Gymnasium
Webinar organized with the department of Psychology and IQAC on 'Psycho-Social Wellbeing in Pandemic Condition'	12/05/2020	168	IQAC promoted webinar organised by Department of Psychology and Counselling cell of college
Interactive session on ' Stress and Coping'	27/09/2019	25	Counselling cell of college
Interactive session on 'Introduction to Psychological Counselling'	26/09/2019	25	Counselling cell of college
World Mental Health Day Celebration	04/09/2019	35	Counselling cell of college
Personal counselling	16/07/2019	80	Counselling cell of college
<a href="#">View File</a>			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2020	Webel computer training for Competitive exams and Career counselling	70	70	Nil	Nil

[View File](#)

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
3	3	7

**5.2 – Student Progression**

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
TCS	Nil	8	NIL	Nil	Nil

[View File](#)

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2020	Nil	N.A	N.A	N.A	N.A

[View File](#)

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	Nil

[View File](#)

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Sports Nil	College	179
Social Nil	College	184

Bahar Nill	Inter- College	189
Bhasa Dibas Nill	College	80
Rabindra Jayanti Nill	College	120
Teachers Day Nill	College	411
World Mental Health Day Nill	College	52
National Science Day observed theme: "Women in Science" Nill	Inter - College Poster Presentation Competition organised by Department of Chemistry	79
Women's Day celebration by Department of Bengali (poster presentation) Nill	College	12
Women's Day celebration by Department of History (Paper presentation on Women in History by students) Nill	College	18
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### 5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	1st Degree Black Belt (SHODAN)	National	1	Nill	CU Registration No. 192035 110086	Priyanka Das
2019	Third (Bronze Medal)	National	1	Nill	CU Registration No. 192035 110086	Priyanka Das
2020	Third	National	1	Nill	CU Registration No. 192035 110086	Priyanka Das
2020	Bronze Medal	National	1	Nill	CU Registration No. 192035 110086	Priyanka Das
<a href="#">View File</a>						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Muskan E Tahira, student of Department Of Zoology, was a member of Student Council. She was also a member of IQAC. The council was actively participating in college cultural activities, sports and other events of the college and informed students regularly regarding other college activities. The Students



Council raised their hands to solve the problems of students and provided suggestions if required.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Registration Number of Alumni Association is 61711 of 2016- 2017. The name of the Alumni Association of South Calcutta Girls' College is Prayas. It is a registered Association. The association actively tries to contact with the Ex Students and also organize meetings and activities. Ms Anindita Banerjee was Selected as the President. The other members are Ms Rita Sen Chowdhury ( Secretary ) and Ms Pampa Ghosh ( Treasurer ).

5.4.2 – No. of enrolled Alumni:

20

5.4.3 – Alumni contribution during the year (in Rupees) :

2500

5.4.4 – Meetings/activities organized by Alumni Association :

i) Meeting was held on 10th August, 2019 ii) A lecture was delivered by Dr. Saswati Bhattacharya, Assistant Professor (WBES), Dr.A.P.J Abdul Kalam Govt College on 9th September, 2019 on the topic of Harmful use of plastic. iii) An exhibition of Handicrafts was organized by the alumni on 27th September in the College Fest 'Bahar'.

### CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

#### 6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Knowledge helps women to be self-sufficient and we have adopted this thought as our vision. It is our mission to spread the light of knowledge among girls of under-privileged and marginalized families. Many of our students are first generation-learners and we aim to educate them to be economically self-dependent. Administrative Practice: The Institutional Administration is decentralised. According to the Statute of University of Calcutta, the Governance of the college is done through the deliberation of the Governing Body comprising of representation of teaching staff, non-teaching staff, students and the nominee from the University of Calcutta and the Government of West Bengal. The college follows decentralisation through Committees for its short term and long term functionalities. E.g. IQAC, Finance Committee, Academic, Purchase, Hostel, Library, ICC, Grievance Redressal, Admission, Examination, Website, Exam-Coordinator cell, student affairs, Seminar Committee, SC/ST Cell, Anti-ragging Committee, Criteria wise Committee for NAAC, Computer Committee, etc. The principle of delegation of authority is followed as it is flowed from Principal- Convenor/Co-ordinator/HOD/Head Clerk/ Committee Members- Departments. The responsibility of financial matters of the college is delegated to Bursar. E.g. The Infrastructural Development of College from RUSA 2.0 is the best example of the decentralisation and participative management of the college. The works are done through project Monitoring Unit of RUSA. Building related activities are done through Building Committee. PWD engineers both Civil Electrical are involved to assist the planning and execution of Building-related works. All purchase is done through Purchase Committee. Library activities are done through Library Committee, Computer and website related works are done through respectively Computer and Website

Committee, Hostel related decisions are taken through Hostel Committee. All the major financial transactions are approved by the Finance Committee. Academic Practice: Admission and Examination related activities are done through respective Committees. HODs have the liberty to finalize the departmental routine. Examination committee allots the invigilation duties to the teachers. AQAR is prepared by the active participation of the IQAC teacher-members with the help of mentors of the respective criterion through several meetings.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

## 6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Human Resource Management	<ul style="list-style-type: none"> <li>• Faculty recruitment is governed by the policy of the State government.</li> <li>• Faculties are encouraged to attend Orientation Program, Refresher Course and Short term course.</li> <li>• Counselling cell conducts several programs for students like stress management, exam phobia etc.</li> </ul>
Library, ICT and Physical Infrastructure / Instrumentation	<p>Library:</p> <ul style="list-style-type: none"> <li>• RFID tagging of books with antitheft stickers is in progress</li> <li>• Purchase of 800 books for Department of Bengali, Botany, Economics, Education, English, Environmental science, Geography, History, Journalism, Mathematics, Philosophy, Physiology, Political Science, Psychology, Sanskrit, Sociology, Statistics, Zoology.</li> </ul> <p>ICT:</p> <ul style="list-style-type: none"> <li>• Computer facilities are available both for students and teachers</li> <li>• Wifi facility is available in college campus for both students and teachers</li> </ul> <p>Infrastructure/ Instrumentation:</p> <ul style="list-style-type: none"> <li>• Laboratory upgradation in the departments of Geography, Zoology, Botany, Physiology from RUSA grant</li> <li>• Renovation of office from RUSA grant.</li> </ul>
Industry Interaction / Collaboration	<ul style="list-style-type: none"> <li>• Webel-student Interaction - The Webel Company provides training of computer to the college students within college campus.</li> <li>• Some of the Departments have their Industry-visit programme and the students interact with different industries. Department of Zoology visited International Poultry Fair on 14.02.2020 and Freshwater Fish Farm at Bheri No.4, Chingrighata on 19.11.2019.</li> </ul>
Admission of Students	<ul style="list-style-type: none"> <li>• Admission process of the students is fully online and merit-based.</li> <li>• Payment mode is online only.</li> </ul>

	University norms and orders from Higher Education Dept., Govt. Of West Bengal are followed for the admission process of under-graduate program.
Curriculum Development	<ul style="list-style-type: none"> <li>• The college follows the curriculum as directed by the University of Calcutta</li> <li>• Both the annual system and CBCS (semester) are followed for undergraduate course.</li> <li>• Academic calendar is prepared by every dept.</li> </ul>
Teaching and Learning	<ul style="list-style-type: none"> <li>• Along with the traditional chalk and talk methods the college is continuing teaching through smart classroom, following audio-visual method, power-point presentation by both the teachers and students and also maintaining Debate-Seminar-Extempore in classroom, Surprise Tests, Tutorials and Educational Excursion regularly.</li> <li>• The Department of Journalism is continuing documentary film-making, Publication of Lab-journal and Editing of Radio-talk.</li> <li>• In COVID-19 pandemic situation every department of the college conducts online classes, uploads study materials through On Cloud, LMS and also through college website.</li> <li>• The college has introduced 'G-suite for Education' for the teaching-learning process from April, 2020.</li> </ul>
Examination and Evaluation	<ul style="list-style-type: none"> <li>• Examination is going on through Semester system under CBCS as per the schedule of the University of Calcutta.</li> <li>• Marks are uploaded in University Portal by the Exam Co-ordination Cell through online process.</li> <li>• Mid-Term Test and final Test Examination of Part II Part III had gone through Annual system.</li> <li>• Evaluation is done throughout the year by Internal Assessment, surprise tests, tutorials etc.</li> <li>• Parent-Teacher Meeting are organised by the concerned departments to make the guardians aware of the results and attendance of the students at regular intervals.</li> </ul>
Research and Development	<ul style="list-style-type: none"> <li>• Faculties present their research works in different National and International Seminars and Workshops.</li> <li>• Faculties also have research publications in reputed journals.</li> </ul>

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
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<p>Student Admission and Support</p>	<p>Admission: • The admission procedure has been completed through online process. • The payment of Admission Fee is also going on through online mode.</p> <p>Support: • Students' progress is monitored by mentor-mentee system • Availability of Book grant and Students' freeship for poor but meritorious students • Online fees payment • Online admission • Registration of students via Registration Portal of University of Calcutta • Scholarships are forwarded through online portal • Wifi in college and Hostel campus • Cheap Store in college campus • Canteen • Gymnasium • Counselling Cell for the students • Common room • Sanitary Vending Machine • Incinerator • Students' health Home • Tobacco free campus • Plastic-free campus • Railway concession</p>
<p>Examination</p>	<p>• Internal exam, tutorial/practical exam, theoretical exam of CBCS are held as per university schedule • Topsheet, AR-DR of examination etc. are to be generated from University portal • Uploading of marks to University of Calcutta through online portal • Generation of students' Admit Card for University examination through online portal</p>
<p>Planning and Development</p>	<p>Planning: • Extension of 6th Bay of college building • Upgradation of Laboratories • Renovation of the office</p> <p>Development: • New construction of the 6th Bay of the college building from RUSA 2.0 grant has been completed by PWD. • The laboratories of Botany, Geography, Physiology and Zoology have been upgraded from RUSA 2.0 grant. • Renovation of the office has been completed by PWD under RUSA 2.0 grant.</p>
<p>Administration</p>	<p>• College website is regularly updated with notices, tenders, events, departmental profiles etc. • Digital maintenance of Accounts through Tally software • Student admission is entirely online • Availability of Student Portal and Teacher Portal through MIS. • e-pension of retired staff • Fees payment by students through SB collect • E-tendering for purchase • Introduction of 'G-suite for education' for Online Teaching-Learning process.</p>
<p>Finance and Accounts</p>	<p>• Accounts maintained digitally</p>

through Tally software • Finance Committee consisting of representatives from the Governing body, teaching and non-teaching staff, finalised and recommended the Annual budget, purchase, major payments and all the financial matters of the college through meeting • Student Fees collection through online only • Payments through PFMS • Salary of all staff through HRMS (Online Portal)

### 6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	Dr. Partha Malakar	6th International Conference on Research in Behavioural and Social Sciences U.K. London	NIL	159000
<a href="#">View File</a>				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	NIRF workshop	NIL	27/09/2019	27/09/2019	2	Nil
2020	Banglar Ucchashik ha	NIL	12/02/2020	12/02/2020	1	Nil
2020	NIL	Training on Tally Software	15/06/2020	15/06/2020	Nil	2
2019	NIRF workshop	NIL	14/11/2019	14/11/2019	2	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development	Number of teachers who attended	From Date	To date	Duration
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programme				
Refresher Course	1	03/02/2020	15/02/2020	13
Refresher Course	1	10/02/2020	24/02/2020	15
Refresher Course	1	03/12/2019	16/12/2019	14
Orientation Programme	1	09/07/2019	29/07/2019	21
<a href="#">View File</a>				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
7	Nil	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Facility of group-insurance policy, Regular Health check-up camp, stress-management programme, Implementation of Swastha-Sathi Scheme, training of teachers (OP,RC,STC etc.), FDP	Facility of group-insurance policy, Regular Health check-up camp, stress-management programme, Implementation of Swastha-Sathi Scheme	FIT India Movement (Yoga and Stress Management) proposed by MHRD, Sanitary Vending Machine, Incinerator, Gymnasium, Students' Health Home, Students' Aid Fund, other scholarships

**6.4 – Financial Management and Resource Mobilization**

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Institution conducts Internal and External financial Audits regularly. Internal Audit is done by R. Sarkar Associates and External Audit is done by Bikash Bhavan, Government of West Bengal. Institution conducts Internal and External financial Audits regularly. Internal Audit is done by R. Sarkar Associates and External Audit is done by Department of Higher Education, Government of West Bengal.
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6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	00
<a href="#">View File</a>		

6.4.3 – Total corpus fund generated

9901035.76
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**6.5 – Internal Quality Assurance System**

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority

Academic	No	no	No	No
Administrative	Yes	Bikash Bhaban, Govt. Of West Bengal	Yes	R. Sarkar Associates

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Regular Parent – Teacher meetings held in the Departments Monitoring the attendance of students Monitoring the academic developments of the students by reporting to their parents.

6.5.3 – Development programmes for support staff (at least three)

PFMS Workshop. Health Scheme related meetings. University registration related workshop. NIRF related meetings. RUSA meetings e-Tendering workshop.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

- Enhanced use of ICT by the Faculty Members.
- Implementation of HRMS e-Pension.
- Online Fees-collection Fully Online admission process.
- Introduction of Chemistry, as an elective subject.
- Initiatives for Green Campus.
- Development of infrastructure (Building)
- Renovation of laboratories, office

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Institutional data submitted to AISHE	01/01/2020	01/01/2020	07/02/2020	855
2019	Institutional data submitted to NIRF	11/09/2019	11/09/2020	29/11/2020	855
2019	RFID tagging of books with anti-theft stickers is in progress	16/09/2019	16/09/2019	15/03/2020	855
2019	Department of Chemistry in collaboration with Department of Zoology Organised an international seminar on	17/12/2019	17/12/2019	17/12/2019	157

	Elements of Periodic Table in the Chemical Avenues of Biological world. 81 Posters were presented in the Sem				
2020	IQAC Promoted webinar on Psycho-Social well being in pandemic condition (Covid-19) was organised by the Department of Psychology and Counselling cell	12/05/2020	12/05/2020	12/05/2020	168
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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Lecture organised by the Department of Economics on the topic: 'Glass Ceiling on Women's Opportunities'	24/09/2019	24/09/2019	25	Nil
National Science Day observed on the theme: "Women in Science"	28/02/2020	28/02/2020	116	10
Women's Day celebration by Department of Bengali (poster presentation)	11/03/2020	11/03/2020	33	1



Women's Day celebration by Department of History	13/03/2020	13/03/2020	22	3
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7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
? Tube lights in the College Office have been replaced with LED lamps. ? Solar Panel consisting of 4 lamps being maintained. ? National Science Day observed on 28.2.2020 the sub-theme: "Contemporary or Environmental Awareness" through Inter-College Poster Presentation Competition

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	Nil
Provision for lift	Yes	Nil
Ramp/Rails	Yes	Nil
Braille Software/facilities	No	Nil
Rest Rooms	Yes	Nil
Scribes for examination	No	Nil
Special skill development for differently abled students	No	Nil
Any other similar facility	Yes	Nil

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2020	1	1	22/03/2020	262	Adult Literacy programme	Spreading literacy among women of the neighbouring slum -Peyarabagan basti	17
2019	1	1	03/12/2019	1	Dr. Tapabrata Guha Ray of the Department	To create awareness and increase	115

					of Community Medicine, R.G. Kar Medical College Hospital delivered a lecture on HIV - AIDS awar eness. Organised by NSS unit.	knowledge about HIV so as to encourage lifestyle changes and reduce chances of infect ion.	
2020	1	1	06/03/2020	1	Dr. Roni Sarkar, Asst. Professor of the De partment of Zoology, SCGC, delivered a talk on dengue pr evention. Organised by NSS unit.	To create awareness for preve ntion of infectiou s and vec tor-borne diseases. As some students come from the local community , it is a way of reaching out to the larger community	89

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
College Prospectus	20/06/2019	An Induction programme was held on 16.7.2019 for the newly admitted students by the Principal informing them about the historical background of the College, the structure of the programmes of study under CBCS, the examination system, facilities available, various events organised in the academic year and rules and regulations through audio-visual presentation.

Hostel Rules and Regulations	01/07/2019	The students are informed about the hostel rules, fees and other relevant details at a meeting attended by the boarders and their guardians..
Lab Manual of Chemistry Laboratory	01/07/2019	The safety measures, precautions to be taken in the laboratory are informed through the lab manual.
Launch of Online Learning Management System	04/04/2020	During the lockdown, this system was implemented to enable students to access study materials.
Launch of G Suite for Education	08/04/2020	A suite for cloud-based tools and services is provided for the easy access by teachers and students for online classes, assessment and interaction.
Guidelines published by the Department of Psychology	03/04/2020	The department has chalked out a guideline consisting of "do's and don'ts" for mental health care during the pandemic.
Guidelines given by the Counselling Cell to stay healthy and avoid negative thoughts during the pandemic situation.	01/04/2020	The students were provided with a schedule so that they can stay fit and spend a quality time at home. The ways to combat negative emotions and how to stay motivated are some of the instructions given to the students.

#### 7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Speech competition to commemorate Independence Day organised by the Department of History remembering the great souls who fought for our freedom	16/08/2019	16/08/2019	35
Programme for promoting physical well-being through	28/08/2019	28/08/2019	80

Yoga, pranayam and meditation			
World Mental Health Day observed through students' poster presentations organised by the Department of Psychology	04/09/2019	04/09/2019	35
World Mental Health Day through students' power point presentations organised by the Department of Psychology	25/09/2019	25/09/2019	17
International Mother Language Day observed by the Department of Bengali	21/02/2020	21/02/2020	47
Celebration of Rabindra Jayanti (birth anniversary of Rabindranath Tagore) by students and staff virtually through G Meet	08/05/2020	08/05/2020	250
Webinar entitled- "Psycho-Social Wellbeing in Pandemic condition (COVID-19)" promoted by IQAC, organised by Department of Psychology and Counselling cell	12/05/2020	12/05/2020	168

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- 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.

Special measure taken during the pandemic situation: Sanitising of the College building by PWD

Installation of hand sanitising unit at the entrance.

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

1. Adult Literacy Programme • South Calcutta Girls' College has adopted the Peyerabagan slum area located in the vicinity wherein the Adult Literacy programme was started in 2015. Our College is collaborating with Peyerabagan Basti Welfare Society which has been conducting this programme for the under-privileged women of the locality who have not had the opportunity of obtaining formal education. • Our student volunteers participate in the programme regularly throughout the year. The classes are held on Mondays every week for 1 hour. Every week, 2-3 student volunteers go to the Basti Welfare Society to teach spoken English, Bengali and simple mathematical calculations. • Our College library is also involved with this programme. The participants are permitted to borrow books from the Library. • Adult Literacy programme has been undertaken to develop sense of social responsibility among students It has helped students to gain teaching experience and serve society by contributing valuable time in sharing knowledge with the under privileged.. • There is considerable enthusiasm among the student volunteers to participate in this activity. About 15 students have volunteered in the academic session 2019-2020. • Unfortunately, due to the pandemic, the programme has been suspended from 22.3.2020. • The programme has been running successfully under the supervision of Dr. Mouri Majumdar (Asst. Professor, Dept. of Bengali), Smt. Anuja Basu (Librarian) and Smt. Sujata Chakraborty (Part-time teacher, Department of History).

2. Counselling Cell • The Counselling Cell has been functioning in South Calcutta Girls' College since 2016 to address the problems faced by the students and provide them with guidance. The Counsellor, Ms. Yashabanti Sreemany, is available once a week from 12-4 pm. • At the commencement of the academic session in July, the Cell conducts group sessions for students to give them an overview of counselling. In the 2019-2020 session, eighty students visited the Counsellor. Other than one-to-one sessions, the Cell also organises group sessions related to specific topics such as Stress Management and Examination Phobia. • Students have benefitted from these sessions. However, due to the compulsory attendance system under the CBCS, students find it difficult to attend counselling session. • During the lockdown and unlock phases, several initiatives were adopted by the Department of Psychology and the Counselling Cell for motivating students. • The students were asked to submit their creative works like poems, short stories, paintings during the pandemic period under the heading "Mon Kemon" so that they would have an avenue of expressing their thoughts and ideas. • An initiative named "Share your thoughts" taken by the Department of Psychology and the Counselling Cell. Students could connect with the college counsellor and share their feelings through a helpdesk number. • Group counselling sessions were organized by the Counselling Cell so that the students are able to discuss their views and problems through interaction with the psychological counsellor. • Guidelines published by the Department of Psychology and the Counselling Cell to stay healthy.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://southcalcuttagirlscollege.com/BestPractices.pdf>

## 7.3 – Institutional Distinctiveness

### 7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust Provide the weblink of the institution in not more than 500 words. • South Calcutta Girls' College which

is the third oldest girls' college in West Bengal, has the primary vision 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. To materialize the mission towards development of complete women, the college endeavors in every possible way towards their growth, empowerment and self-reliance. • Our College caters particularly to the needs and issues faced by the first-generation learners and students of marginalized families by helping them to overcome their difficulties. In this regard, active interaction with the parents at specific intervals, help to identify the individual problems and solve them. • Every department organises special lectures on topics related to the syllabus by inviting external experts. • Interactive learning is encouraged through power-point presentations, poster presentations, quizzes, debates and extempore competitions. • Students are encouraged towards social work through NSS and outreach programmes. These motivational programmes build up social awareness to serve the society at large. • Students also participate in co-curricular activities through various clubs according to their interests, such as Social Awareness Club, Quiz and Debate Club, Cultural Club, Cine Club, Physical Activity Club and Eco Club. • Self-defence classes were organised through the 'Earn and Learn Scheme' but was discontinued due to the pandemic. • During the lockdown when different initiatives were undertaken for motivating students and maintain continuity of teaching-learning. • Study materials were uploaded through the Learning Management System on the College website and student-teacher interaction was facilitated through G Suite for education which was adopted in April, 2020.

Provide the weblink of the institution

<https://southcalcuttagirlscollege.com/Institutional-Distinctiveness.pdf>

### **8.Future Plans of Actions for Next Academic Year**

a. Expecting 2nd installment of RUSA 2.0 grant to receive in the financial year 2020-2021. b. Renovation of boundary wall and main gate of the college under RUSA 2.0 grant. c. Renovation of auditorium under RUSA 2.0 grant. d. New construction of the seventh bay of the college building. e. To arrange national and international seminars. f. To promote faculty development. g. To obtain ISSN for the already published referred journal. h. Purchase of new books in the Library. i. Setting up Audio-visual studio for Journalism. j. Upgradation of class rooms to provide audio visual support. k. Language Lab. l. Measures for Green Campus