

## The Annual Quality Assurance Report (AQAR) of the IQAC of Swami Niswambalananda Girls' College West Bengal

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC.

### Part – A

**AQAR for the year**

2016-17

### 1. Details of the Institution

1.1 Name of the Institution

Swami Niswambalananda Girls' College

1.2 Address Line 1

115, B.P.M.B. Sarani

Address Line 2

P.O: Bhadrakali, P.S: Uttarpara

City/Town

Uttarpara, Dist: Hooghly

State

West Bengal

Pin Code

712232

Institution e-mail address

sngcollege@yahoo.co.in

Contact Nos.

033-26630270

SWAMI NISWAMBALANANDA GIRLS' COLLEGE

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Name of the Head of the Institution:

Tel. No. with STD Code:

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID

OR

1.4 NAAC Executive Committee No. & Date:

1.5 Website address:

Web-link of the AQAR:

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	C++		2007	5 years
2	2 <sup>nd</sup> Cycle	B		2016	5years
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

SWAMI NISWAMBALANANDA GIRLS' COLLEGE

1.7 Date of Establishment of IQAC : DD/MM/YYYY

22/11/2013

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 2016-2017 Submitted on 31-03-2017*

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 (PhysEdu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

## SWAMI NISWAMBALANANDA GIRLS' COLLEGE

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 N.A

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other(*Specify*)

UGC-COP Programmes

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

2.1 No. of Teachers

05

2.2 No. of Administrative/Technical staff

02

2.3 No. of students

01

2.4 No. of Management representatives

03

2.5 No. of Alumni

02

2.6 No. of any other stakeholder and  
community representatives

Nil

2.7 No. of Employers/ Industrialists

Nil

2.8 No. of other External Experts

01

2.9 Total No. of members

14

2.10 No. of IQAC meetings held 02

2.11 No. of meetings with various stakeholders:      No. Nil      Faculty 02

Non-Teaching Staff Nil      Students Nil      Alumni Nil      Others Nil

2.12 Has IQAC received any funding from UGC during the year?    Yes     No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. 2    International     National     State     Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. Encouraging the students for higher studies.. 2. Inspiring to organise seminars. 3. Preparation of questionnaire. 4.Helping the students to be employable. 5. Organising Workshops

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
Process of initiation for introduction of Distance Education in PG courses, Entry into service scheme and also Remedial classes has been taken.	(1)We have already achieved our target of introducing PG Courses in Distance Mode of learning under K.U. (2) Entry into Service scheme and Remedial classes are going on successfully.

2.15 Whether the AQAR was placed in statutory body      Yes       No

Management       Syndicate       Any other body

Provide the details of the action taken

- ❖ Beautification of college campus done.
- ❖ Better supply of purified drinking water among the students.
- ❖ Improvement of sanitary system done.
- ❖ Installation of fire safely system done.
- ❖ Solar systems have been already introduced.
- ❖ Three vacant posts have already been filled up.
- ❖ Up gradation of canteen done.
- ❖ Up gradation of library done.
- ❖ Up gradation of security system done.

## Part – B

### Criterion – I

#### 1. 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	00	04	-	-
UG	09	Nil	Nil	Nil
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
<b>Total</b>	09	04	-	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

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

Pattern	Number of programmes
Semester	-
Trimester	-
Annual	03

##### 1.3 Feedback from stakeholders\*Alumni (On all aspects)

Alumni   
  Parents   
  Employers   
  Students   

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.

No, As C.U. has not changed Syllabus.

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

No

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	23	10	05	-	08

2.2 No. of permanent faculty with Ph.D. 06

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
	03	03	-	03	-	-	-	01	03	04

2.4 No. of Guest and Visiting faculty and Temporary faculty 06 Nil Nil

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	1	10
Presented papers	1	15	2
Resource Persons			

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

1. Internal examinations, 2. Project works, 3. MCQ (multiple choice questionnaires)

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) Oral test, Multiple Choice oriented test

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop NA NA NA



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2.10 Average percentage of attendance of students

76%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division					Total % Of Pass
		Distinction %	I %	II %	II%	Pass %	
<b>B.A(Hons.)</b>							
Bengali	34	-	-	73.52	-	2.94	76.46
Education	23	-	-	86.96	-	-	86.96
English	09	-	-	77.78	-	11.11	88.88
Sanskrit	05	-	-	60.00	-	-	60.00
History	-	-	-	-	-	-	-
Geography	-	-	-	-	-	-	-
Philosophy	04	-	-	25.00	-	-	25.00
Political Science	01	-	-	100.00	-	-	100.00
<b>B.Com.(Hons.)</b> Accounts & Finance	09	-	-	22.22	-	-	22.22
<b>BSc(Hons)</b> Geography	16	-	12.50	75.00	-	6.25	93.75
<b>B.A.(General)</b>	205	-	-	0.98	-	21.46	22.44
B.Com(General)	-	-	-	-	-	-	-
B.Sc.(General)	-	-	-	-	-	-	-

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

- a. Participation in admission process in UG courses.
- b. Filling up the vacant teaching and non teaching posts,
- c. Monitoring the attendance of students, and classes held.
- d. Encouraging students to get involved in social works, cultural activities, sports and games
- e. Motivating students to raise the voice against gender violence.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	Nil
HRD programmes	Nil
Orientation programmes	Nil
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	Nil
Others	Nil

2.14 Details of Administrative and 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	08	07	N.A	02
Technical Staff	N.A			

### Criterion – III

### 3. Research, Consul tancy and Extension

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

Faculty members are encouraged by IQAC to promote research programme, publish articles in different journals and present papers in Seminars.

#### 3.2 Details regarding major projects : Nil

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

#### 3.3 Details regarding minor projects Nil

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	-	-
Outlay in Rs. Lakhs	-	-	-	-

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	-	-
Non-Peer Review Journals	-	-	-
e-Journals	02	-	-
Conference proceedings	-	-	-

#### 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 Nil

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

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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: **NA**

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

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

3.13 No. of collaborations: Nil 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

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3.16 No. of patents received this year :Nil

Type of Patent		Number
National	Applied	N.A
	Granted	N.A
International	Applied	N.A
	Granted	N.A
Commercialised	Applied	N.A
	Granted	N.A

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

NA

NA

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

NA

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events: Nil

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

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3.23 No. of Awards won in NSS: Nil

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC: Nil

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized : Yes

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="-"/>	
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="01"/>	Any other <input type="text" value="01"/>

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

- Plantation Of Trees.
- Children Welfare.
- Flood Relief.

## 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	1.05Acre	Nil	DONATION	1.05 Acre
Class rooms	17	Nil	UGC	17
Laboratories	02	Nil	UGC	02
Seminar Halls	02	Nil	UGC & State Govt.	02
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	Nil	Nil	Nil	Nil
Value of the equipment purchased during the year (Rs. in Lakhs)	Nil	Nil	Nil	NIL
Others :Computer	38	08	State Govt.	46
Printer	15	11	State Govt & U.G.C	26

#### 4.2 Computerization of administration and library

Yes
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#### 4.3 Library services:

	Existing		Newly added		Gross Total	Dep.	Total Value
	No.	Value	No.	Value			
Text Books	9007		541		9548		
Reference Books	5885	186615	338	327884	6223	514499	25725
e-Books	-	-	-	-	-		-
Journals	123	-	30	-	153		-
e-Journals	-	-	-	-	-		-
Digital Database	-	-	-	-	-		-
CD & Video	-	-	-	-	-		-
Others (specify)	-	-	-	-	-		-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	38	18	8	01	01	10	0	Laptop-9
Added	08	02	1 (Wi-Fi)	01	01	03	0	Laptop-0
Total	46	20	09	02	02	13	0	Laptop-9

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

Nil
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4.6 Amount spent on maintenance in lakhs :

i) ICT	0.24
ii) Campus Infrastructure and facilities	3.77
iii) Equipments	0.22
iv) Others	0.14
<b>Total :</b>	4.37



## Criterion – V

### 5. Student Support and Progression

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

IQAC takes initiation to organise Principal's orientation lecture on students and also organising career counselling programmes, psychological counselling session under the supervision of a professional expert in the respective field for the students of our college.

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

Regular class tests/ Mid-term tests/ Annual tests are held. After the publication of result, Teachers participate in the result meeting to track student's progression. Seminars are arranged in respective departments to discuss and highlight the future scope of the students in their respective subjects.

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

UG	PG	Ph. D.	Others
1040	-	-	-

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

01

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

00

Men	No	%	Women	No	%
	NA			1040	100

Last Year 2015-16						This Year 2016-17					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
834	73	09	47	0	963	890	85	05	60	0	1040

Demand ratio = 1:2.42, Dropout % = 6.23%

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

Nil

No. of students beneficiaries

Nil

5.5 No. of students qualified in these examinations N.A

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

5.6 Details of student counselling and career guidance

NIL

No. of students benefitted

5.7 Details of campus placement N.A

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

Proposed

5.9 Students Activities : Nil

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

	Number of students	Amount
Financial support from institution		
Financial support from Government	102 (Kanyashree)	$102 \times 25000 = 2550000/-$
Financial support from other sources	-	-
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives Nil

Fairs : State/ University level  National level  International level

Exhibition: 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: Grievance about college canteen, pure drinking water supply and clean toilet facilities in every floor redressed.

## Criterion – VI

### 6. Governance, Leadership and Management

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

Vision: Though our college is not a very rich college we have a vision to make it a centre of excellence and an institution of national acclaim.

Mission: 1.To enhance the quality of education and overall development of the students .2. To motivate the female students to be self dependent in terms of self employment. 3. To instil in them sense of Social Service through N.S.S programmes.

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

Yes.

The Office, Library and a few classes on some particular subjects are under the purview of MIS.

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

##### 6.3.1 Curriculum Development

- Educational tour.
- Project work.
- Applied for Distance Education.
- Proposed Remedial coaching classes for the students belonging to SC,ST and OBC.
- Initiatives taken to introduce Entry into Service Scheme.

##### 6.3.2 Teaching and Learning

- Delivering lectures in classrooms.
- Internet access for project works.
- Field works.
- Organising seminars and workshops
- Smart class room facilities for IT and Commerce Departments.

##### 6.3.3 Examination and Evaluation

Class tests, midterm tests and annual examinations.

Showing answer scripts and motivating the students to rectify their mistakes.

6.3.4 Research and Development

- Encouraging faculty members for research and development.
- Publication in peer Review journals & e-journals.
- Motivating them to present paper in National/ International Seminars.
- Encouraging them to organising seminars and workshops.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Provision made for ladies hostel.
- Internet facilities for students in commerce & Geography lab
- Provision of more desktops, laptops and projectors for wider use.

6.3.6 Human Resource management

- Encouraging the faculty members to participate in refreshers, orientation & short terms courses.
- Introduction of COSA by NIC for non teaching staff.

6.3.7 Faculty and Staff recruitment

Applications are submitted to WBCSC for recruitment of teachers and requisition has been given to fill up the vacant post of non teaching staff and it has been forwarded to DPI.

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

- Online admission in UG courses.
- Admissions are made strictly on the basis of merit.
- Govt. Rules are followed strictly for reserved categories.

**SWAMI NISWAMBALANANDA GIRLS' COLLEGE**

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6.4 Welfare schemes for

Teaching	On going process
Non teaching	Yes
Students	-----

6.5 Total corpus fund generated

-

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	No	No	Yes	IQAC
Administrative	Yes	Higher Education	No	No

6.8 Does the University / Autonomous College declares 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?

N.A

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

- Publication of college magazine.
- Organising cultural programme annually.

6.12 Activities and support from the Parent – Teacher Association

Though there is no Parent- Teacher association, meetings are held regularly between Parent and Teachers.

6.13 Development programmes for support staff

Not yet started

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

- Lectures are delivered by the resource persons to make the campus eco-friendly.
- To plant more trees.
- To keep free plastic zone.
- To use bins.

## 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.

- Introduction of COSA,
- e-Pradhan & e-Billing,
- Introduction of on line admission process.

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

- Awareness generation to environmental protection.
- Computerization of office administration.
- Introduction of e-pradhan and e-billing.
- Introduction of online admission process.
- Computerization of college library.
- Cultural activities in college campus.
- Providing internet facilities to students.
- Development of the central library with model books.
- Development of the laboratory.
- Development of Wi-Fi .
- Re introduction of NSS unit.
- Introduction of psychological counselling session by a qualified professional.

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

- 1) Awareness generation among the students to Environmental protection.
- 2) Introduction of e-PRADHAN & e-BILLING

7.4 Contribution to environmental awareness / protection

- Plantation of trees.
- Creating plastic free zone.
- Using bins at every floor.
- Introduction of Bio-energy.



7.5 Whether environmental audit was conducted? Yes  No

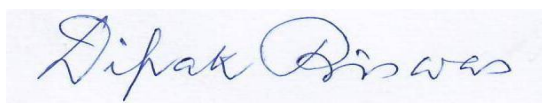
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

- Introduction of COSA,
- Introduction of on line admission process,
- Computerization of Office Administration.
- Computerization of Library.

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

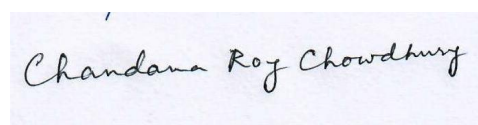
- Emphasis on Research activities.
- Faculty exchange programme.
- Emphasis on Research & Publication.
- Initiative to bring NCC.
- Emphasis on Remedial Courses for the students belonging to SC,ST, OBC and financially backward class.
- Introduction of Entry into services scheme.
- Introduction of PG courses through DODL under Kalyani University.

Name: *DIPAK BISWAS*



\_\_\_\_\_  
*\*Signature of the Coordinator,*

Name: *DR.CHANDANA ROY CHOWDHURY*



\_\_\_\_\_  
*IQAC Signature of the Chairperson, IQAC*

*\*this report has been prepared and signed by the Coordinator of IQAC after taking the charge on 12.08.15.*

*\*\* Signature of the present Principal who joined on June,2015.*

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**Annexure I**

**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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