YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	WOMEN'S COLLEGE, CALCUTTA
• Name of the Head of the institution	DR INDRANI SEN
• Designation	TEACHER-IN CHARGE
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03325544540
• Mobile No:	9836896634
• Registered e-mail	womenscollegekolkata@gmail.com
• Alternate e-mail	indranisenwcc2021@gmail.com
• Address	P-29 KSHIRODE VIDYA VINODE AVENUE
• City/Town	KOLKATA
• State/UT	WEST BENGAL
• Pin Code	700003
2.Institutional status	
• Type of Institution	Women
• Location	Urban
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University		UNIVERSITY OF CALCUTTA
• Name of the IQAC Coordinator		DR SANGHITA BHATTACHARJEE
• Phone No.		03325544540
• Alternate phone No.		
• Mobile		9830033974
• IQAC e-mail address		iqac.wcc@womenscollegekolkata.ac.in
• Alternate e-mail address		sanghita.bhattacharjee@womenscollegekolkata.ac.in

3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.womenscollegekolkata.ac.in/pdf/iqac/AQAR-2019-20.pdf
4.Whether Academic Calendar prepared during the year?	Yes
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.womenscollegekolkata.ac.in/pdf/academic-calendar/IQAC-events-calendar-20-21.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	NA	2007	31/03/2007	30/03/2012
Cycle 2	B++	2.87	2016	05/11/2016	04/11/2021

6.Date of Establishment of IQAC	01/06/2007

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
WOMEN'S COLLEGE,CALCUTTA	SALARY GRANT	STATE GOVT	2021 365	4712456
WOMEN'S COLLEGE,CALCUTTA	RUSA GRANT	UGC	2021 365	10000000

8.Whether composition of IQAC as per latest NAAC guidelines	Yes

• Upload latest notification of formation of IQAC	[View File](#)
9.No. of IQAC meetings held during the year	**5**
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**
• If No, please upload the minutes of the meeting(s) and Action Taken Report	[View File](#)
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
• If yes, mention the amount	

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

* 360 Degree Feedback collection system has been accomplished *Online Faculty and Staff training on Safety at Work was organized on 26.04.2021 * State Level Seminar on CSS, WBHS and other service benefits for college employees was conducted on 8.6.21 and 9.6.21 * Timely submission of AQAR 2019-20 * Continuous modification and updating of the college website

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
UPDATING THE WEBSITE REGULARLY	College website regularly updated: 1. All faculty and departmental pages 2. AQAR 2019-20 uploaded 3. Best Practices 2020-21 uploaded 4. Links of all events updated
Online feedback collection mechanism became operational	Feedback collection from all stake holders : students, alumni and faculty through link on the college website
Enhancing the library facility	Library website updated and linked with the main website under Library section
Event Calendar	All programmes were conducted online involving students and all departments.
Upgrade institutional infrastructure and take necessary actions in order to maintain cleanliness in campus and heath of staff members, in view of the current pandemic	The campus is sanitized on a regular basis and all necessary safety measures are taken. All members of the staff has been fully vaccinated, some of them through the institutio

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

- Name of the statutory body

Name	Date of meeting(s)
GOVERNING BODY	29/01/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	18/02/2022

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**24**

File Description	Documents
Data Template	[View File]

2.Student

2.1 Number of students during the year	**2172 [All semesters (UG+PG)]**

File Description	Documents
Data Template	[View File]

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**640**

File Description	Documents
Data Template	[View File]

2.3 Number of outgoing/ final year students during the year	**546**

File Description	Documents
Data Template	[View File]

3.Academic

3.1 Number of full time teachers during the year	**60**

File Description	Documents
Data Template	[View File]

3.2 Number of Sanctioned posts during the year	**60**

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

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**46**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**16190579**
4.3 Total number of computers on campus for academic purposes	**31**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The Institution adheres to the curriculum laid down by the affiliating University. At the beginning of each semester, all departments arrange a meeting to discuss the syllabus distribution and curriculum delivery. Each department's syllabus is issued to all faculty members depending on various modules and themes, as well as the number of classes allotted. Each semester begins with a plan for internal evaluation, tutorials, project supervision, and practical sessions. The distributions and plans are recorded on a regular basis so that they can be referred to at any moment during the semester.The overall number of classes for each faculty, as well as the total number of classes given in every paper as per the affiliating university (University of Calcuta) syllabus, are frequently used to arrange lessons and curriculum delivery. Depending on the number of teachers in each department, an ongoing effort is made to maintain a balance between the two. Many departments maintain class-wise study plans for each paper and for each faculty, which are shared with the students at the beginning of each semester. Departmental meetings are held on a regular basis to examine curriculum delivery and take appropriate steps to suit students' learning needs. Before the semester-end examination, departmental meetings are held to assess the examination criteria.

File Description	Documents
Upload relevant supporting document	**No File Uploaded**
Link for Additional information	**Nil**

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

As an affiliated institution of the University of Calcutta, the evaluation norms of the University are strictly followed. The current session like the previous year, followed theCredit based evaluation system online, as per CU norms. This includes 15 marks for Tutorial, 10 marks for an Internal Assessment, and 10 marks allotted to class attendance. Within this framework, the College conductsthe Internal Assessment department-wise according to a proper schedule. The marks obtained by the students and the score for attendance are both uploaded in the University website at the appropriate time. The syllabus and timing of these assessments are communicated to the students well in advance. For PG the examination pattern follows the norms laid down by the University of Calcutta. Besides these formal assessments, revision work, class tests, assignments and student presentations strictly adheres to the semester-wise academic calendar as set by the University.

But this year marked a lot of change due to the pandemic situation. The shut-down of academic institution resulted in maximum usage of online platforms already introduced in 2019-20. IQAC initiated an event calendar and all academic activities and examinations were conducted online as per the guidance of the parent university.

File Description	Documents
Upload relevant supporting documents	[View File]()
Link for Additional information	[http://www.womenscollegekolkata.ac.in/]()

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the	**A. All of the above**

following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

24

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

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

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

2

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

55

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

55

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The College affiliated under the University of Calcutta attempts to instill values and ethics in its students through a variety of activities. It not only ensures good curriculum delivery, but also goes out of its way to provide a comprehensive education that extends beyond the curriculum through a variety of events held throughout the year. Through these programmes, students imbibe universal moral and social ideals, gender sensitivity, and generate environmental awareness.

1. Gender sensitization programmes, such as lectures and seminars

2. Adherence to the IQAC Events Calendar for various events

3. Students are encouraged to participate in other programmes, such as online quiz contests, essay competitions hosted by other institutions.

4. Human values are fostered through the NSS and activities of Srijan Centre for Community Welfare. The College's NSS unit uses the Handbook of NSS, University of Calcutta, to educate young minds about their roles and responsibilities as citizens of our country.

5. Community outreach and other social welfare programmes

6. Observance of World Environment Day, by the NSS.

7. The Annual Social, Independence Day and Republic Day celebrations, as well as other activities of the Cells contribute to upholding the values of multiculturalism, Unityin Diversity etc.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

8

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

285	

File Description	Documents
Any additional information	[View File](#)
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File](#)

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above

File Description	Documents
URL for stakeholder feedback report	[View File](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	[View File](#)
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://www.womenscollegekolkata.ac.in/index.php?option=com_content&view=article&id=153&Itemid=0

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1430

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

233

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The faculty members of every department of the institution maintain a strong bond with the students. For advanced learners the approaches adopted are as follows:

- **More challenging work in the form of projects and home assignments**
- **Career counselling programmes are arranged by the Institution through the IQAC sub-committee like the placement cell. Here the students are groomed on the basic principles of job applications, interview appearances and soft skills which give a boost to their confidence and often open up new avenues before them.**

For slow learners:-

- **Regular feedback is taken by the departments verbally to identify the students who face trouble in following the curriculum.**
- **The problem areas are identified, and the members of the**

> respective departments decide upon the manner and pattern of addressing the problem and develop a suitable solution.
> - The institution has a counselling cell, managed by the psychology department, where the students can openly express and discuss their problems. Every individual problem is treated with the utmost attention by the cell members, who offer the student a feasible solution as well as comfort of safety.
> - Evaluated answer scripts of college examinations are discussed with students to identify and address their shortcomings

File Description	Documents
Link for additional Information	http://www.womenscollegekolkata.ac.in/index.php?option=com_content&view=article&id=148&Itemid=0
Upload any additional information	**No File Uploaded**

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1430	**60**

File Description	Documents
Any additional information	**No File Uploaded**

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Both traditional and contemporary teaching methods are adopted by the faculty to make learning more student-centric. Workshops, seminars, film shows (English and Journalism), group discussions (Economics and Education), field trips (Food and Nutrition and Geography), institutional visits, slide shows, visit to heritage sights (History), case study based research projects (Sociology), internship (Food and Nutrition and Psychology), and other methods have been used to motivate students outside the classroom. The college provides all possible support such as:

•Projectors

- **Personal laptops for faculty**

- **Fully Wi-Fi campus**

- **Open access library**

- **Fund for publication of departmental journal**

- **Fund for purchase of laboratory instruments, equipment and material**

File Description	Documents
Upload any additional information	**No File Uploaded**
Link for additional information	**Nil**

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

The online teaching –learning facility has been very much in place with the support of G-Suite since April' 2019. The platform has been put to extensive use during the pandemic when distant teaching-learning became the only mode of communication between the teachers and the students.

Regular classes are taken through this on-line platform in accordance with the fixed routine set by the institution.

Extra materials are made available to the students that can be accessed outside of usual class hours.

A well-equipped open access computerized library with internet connectivity is available for faculty and students. E-resources are available through N-List.

File Description	Documents
Upload any additional information	**No File Uploaded**
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

60

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

60

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

19 - Ph. D

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

670

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Examination Committee coordinatesall the internal and tutorial examinations as well as the University Examinations on online platform. Setting of question papers, evaluating answer scripts, and submitting and uploading of marks were all part of the internal examination process. Some departments use Google Forms to conduct internal examinations, while other departments set question papers. The tutorial are conducted as per guidance of the Universityandinvolves viva-voce, project submissions or group discussions.

The internal and tutorial examinations being a component of the university examination, the marks are not communicated to the students.

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

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

The mechanisms for redressal of grievances with reference to University evaluation are as follows:

- **Review of answer scripts in accordance with university guidelines**
- **The students submit their applications to the college, where after discussion with the Exam Committee, the Institution forward the application to the affiliating university**

File Description	Documents
Any additional information	**No File Uploaded**
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The College Prospectus and the website both list the programme and course outcomes for all of the institution's programmes. Teachers prepare the Prospectus with assistance from the Office, and the Website Committee uploads it to the college's online notice board. The teachers and the office are involved throughout the entire process.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	http://www.womenscollegekolkata.ac.in/home.php
Upload COs for all courses (exemplars from Glossary)	**No File Uploaded**

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The institution follows the syllabi laid down by the affiliating university for all its subjects. It ensures that the syllabusare completed through a teaching plan that is also given to students at the start of the academic session. The Principal, in collaboration with the Department Heads, oversees the execution of the allocated syllabus and ensures that it is completed on time. The course's final outcome is determined by the students' performance, which is assessed at the end of each semester through different evaluation process.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	**Nil**

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

558

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	**No File Uploaded**
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey	

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

http://www.womenscollegekolkata.ac.in/pdf/feedback/2020/Students-Feedback-Summary.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**No File Uploaded**

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

0

File Description	Documents
List of research projects and funding details (Data Template)	**No File Uploaded**
Any additional information	**No File Uploaded**
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

7

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	[View File](#)
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

16

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

5

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

The college carries out extension activities in the neighborhood community. The college has the NSS Unit and a community welfare committee. The community welfare committee is called 'Srijan Centre for Community Welfare' that is registered under societies act. There are 32 beneficiaries from the neighborhood slums. Srijan works with youngsters on a regular basis, guiding them through various cultural activities in addition to providing scholastic assistance. Children are given new dresses as Puja gift every year. Behind this appreciable work of Srijan lies the praiseworthy and relentless dedication of the teachers of Srijan who are also ex-students of Women's College, Calcutta.

In addition, the college has established the Covid Task Force as per guidance of the UGC (F No 1-14/2021(Website). The committee consist of members from NSS apart from other teachers who would look into the psychological well-being, diet and nutrition, students' aid etc. related to the welfare of needy students indistress.

File Description	Documents
Paste link for additional information	http://www.womenscollegekolkata.ac.in/index.php?option=com_content&view=article&id=103&Itemid=0
Upload any additional information	**No File Uploaded**

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	**No File Uploaded**
e-copy of the award letters	**No File Uploaded**

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

3

File Description	Documents
Reports of the event organized	[View File](#)
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	[View File](#)

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

295

File Description	Documents
Report of the event	[View File](#)
Any additional information	**No File Uploaded**
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	[View File](#)

3.4 - Collaboration

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

9

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The institution's infrastructure has been upgraded over the years to keep up with changes and expanding demands in the education sector.

Computers are available in the classrooms of the Geography and Journalism and Mass Communication departments for practical work. There is also a Media room for Journalism and Mass Communication.

Science laboratories can be found in the psychology, chemistry, and food & nutrition departments.

The library also has a computer for searching book catalogues, viewing e-journals, and accessing online learning resources.

Physically challenged students have access to specialized facilities such as a wheelchair, a ramp, and lifts both in the UG and PG buildings.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

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

Student activities – Cultural, Sports, NSS

Cultural - The auditorium is available for extracurricular activities of the institution like cultural functions and seminars. Annual Social is held in Girish Mancha, a renowned Auditorium within the area.

Sports - The ground of Nivedita Udyan in the locality is used for the Annual Sports Meet of the institution.

NSS: Camps and other activities are carried out regularly. The college provides infrastructure and funds for all NSS activities. Funds for specific events of NSS are provided by the affiliating University.

Separate room has been assigned to NSS and Srijan for its regular activities

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	http://www.womenscollegekolkata.ac.in/

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

LMS, etc.

1

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

9

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

6900000 - RUSA EXPENDITURE

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	**No File Uploaded**

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library is partially automated using Integrated Library Management System (ILMS)

Name of ILMS Software :KOHA

Nature of automation : Partial

Automated Version : 3.18

Year of Automation : 2017

File Description	Documents
Upload any additional information	[View File]()
Paste link for Additional Information	http://www.womenscollegekolkata.ac.in/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-resources	**B. Any 3 of the above**

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File]()

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

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

55600

File Description	Documents
Any additional information	[View File]()
Audited statements of accounts	**No File Uploaded**
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File]()

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

Average Use - 30

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

- **GSuite for Education used largely during pandemic for providing regular eContent is still on wide use for the benefit of students**
- **7 new computers have been purchased from the RUSA grant**
- **New wifi broadband line added**
- **All floors of both the UG and PG buildings of the college are wifi enabled**
- **Bandwith of internet connection in the Institution is 300 MBPS**

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

77

File Description	Documents
Upload any additional information	View File
Student – computer ratio	**No File Uploaded**

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

6900000 - RUSA EXPENDITURE

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	<u>View File</u>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	**No File Uploaded**

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Different committees have been established to regularly evaluate, maintain and develop institutional policies and procedural details. Though the college does not have a sports complex, but it maintains its gym infrastructure and it organizes regular annual sports day in Nibedita Sishu Udyan,field in the locality.The college Sports Committee functioning as Teachers' Council committee even during the pandemic situation developed ways to connect with students over social media continuously inspiring them for various indoor sports activities organizing events on special occasions.

Laboratories are regularly cleaned.The college has a Laboratory committee functioning as Teachers' Council committee which continuously assesses the necessity for the smooth functioning of laboratories identifying areas of improvements.

Computer lab maintains usage register along with implementing

disciplinary guidelines while inside the lab. Computers are regularly updated to suit the usage need. The college has purchased new computer and updated many in 2020-21 academic session under the recommendation of IQAC to meet the growing needs for IT support for teaching. IQAC has further taken regular feedback from students' representatives based on which responsibility has been assigned for regular classroom and campus maintenance.Classrooms are regularly cleaned.

The college library functions with relentless support from IQAC for various improvements. There is a Librarycommittee under IQAC wuth representatives of all departments.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for additional information	http://www.womenscollegekolkata.ac.in/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

408

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the

institution / non- government agencies during the year

`66`

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills | **B. 3 of the above** |

File Description	Documents
Link to institutional website	http://www.womenscollegekolkata.ac.in/
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

`Many`

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

`Many`

File Description	Documents
Any additional information	**No File Uploaded**
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	D. Any 1 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

62

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

85-90 PERCENT

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

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

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

4

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	**No File Uploaded**

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The Governing Body of the institution has a provision for the representation of students. IQAC of the college also has student representatives, one each from the PG and UG sections of the college. The representatives have actively shared their views regularly in all IQAC meetings for the improvement of the college.

There is an active cultural committee in the institution. They organize all cultural and co-curricular programmes of the college. Teachers' Day, Fresher's Welcome, and Annual Social are organized exclusively by the members of the Cultural Committee.

The students also organize various awareness campaigns and actively participate in various extension activities.

They also participate in numerous national, international, regional competitions and programmes. Many students achieve award of excellence in such competitions bringing glory for the college. Departmental academic programmes like seminars and webinars are organized by the Students of the department with the guidance of the teachers. In a decentralized pattern each class has a student representative through whom regular students' participation is ensured at departmental levels. During the pandemic situation, where face-to-face engagement with students was not possible, the function of Class Representatives (C.R) chosen by fellow classmates for distributing critical information and acting as a channel between students and professors has grown significantly.

File Description	Documents
Paste link for additional information	http://www.womenscollegekolkata.ac.in/
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

4

File Description	Documents
Report of the event	**No File Uploaded**
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Institution does not have a registered Alumni Association

File Description	Documents
Paste link for additional information	http://www.womenscollegekolkata.ac.in/index.php?option=com_content&view=article&id=106&Itemid=0
Upload any additional information	**No File Uploaded**

5.4.2 - Alumni contribution during the year (INR in Lakhs)

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The institution aspires to provide students with a holistic education that will prepare them to the changing world and groom them into empowered and socially responsible members of society. The Principal's proactive leadership, the involvement of the teaching

faculty and the administrative structure ensure that the vision and objectives are realised.

In recent times, the institution has specially upgraded itself to take up the challenge of online teaching and e-learning is being effectively carried out with the help of G-Suite, a virtual platform dedicated to meeting the needs of complete knowledge sharing.

Self-financing post-graduate degree courses and add-on certificate courses have been introduced to help students become more employable by preparing them to be skilled, self-reliant, and globally competent.

The IQAC and the Teacher's Council work in unification. A variety of co-curricular activities, celebrations of significant days and events, and cultural programmes are organised that aims to boost students' cultural development over the course of the year.

The NSS and Srijan execute different social outreach programmes to instil moral principles such as responsibility, leadership, and social empathy in the pupils.

A number of actions like sapling plantation, installation of solar panels and LED lighting, are used to raise awareness of environmental and ecological challenges and the need for sustainable development.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

(I) Activities of the college are implemented in a highly decentralized manner through various committees and cells. Regular meetings have been held for discussion to develop improvement plans in a participative manner. Representation from various departments and bodies are ensured while developing the policies and its implementation.

(ii) IQAC has developed a highly decentralized management plan for functioning during the whole academic sessions involving different

departments, committees and cells. IQAC has distributed various duties among each of its members and beyond. IQAC has created many cells and committees under it for decentralized functioning. IQAC has also developed Events' Calendar for each department and committees and participative improvement of the institution.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

SEE ATTACHMENT

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](View_File)
Paste link for additional information	**Nil**
Upload any additional information	[View File](View_File)

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

GOVERNING BODY

The Governing Body has 14 members in all. It comprises of the President of the College, the Secretary, The Principal being an ex-officio member, two Government nominees and two nominees from the affiliating University, four Teacher Representatives, 2 Non-Teaching Staff Representative and 1 student representative.

ADMINISTRATIVE SET UP

The President and the Principal form the nucleus of the administration with the former being the final authority in all financial matters. The Principal is vested with the day to day running of the college. The Principal along with the IQAC Coordinator, Coordinators of PG and UG, Departmental Heads, the

Teachers' Council Secretary, the Librarian as well as Convenors of various Committees coordinates and mobilizes the entire work process of the college.

THE FUNCTIONS OF VARIOUS BODIES

IQAC is headed by the IQAC Co-ordinator and the IQAC Core committee

In order to encourage and enhance the research culture among the students and the teachers, Research Committee/ Cell has been set up under the IQAC to facilitate research oriented activities.

The LibraryCommittee assist and advice regarding the formulation of library policies, purchase of library materials, improvement of library and information services, and operational matters.

The Career Counselling and Placement Cell looks after the career prospects and placement of the students.

Teacher's Council is headed by Teachers' Council Secretary. Different TC sub-Committees are set up with teacher Convenors as head who are responsible to carry out the functions of their respective committees.

The Examination Committee helps in smooth conduct of the examinations while the Routine Committee takes care of the class schedules and plan for the academic year respectively.

There are different committees which aim to deliver to the society in numerous ways like National Service Scheme (NSS), Community Welfare Committee, Printing and Publication Committee, Seminar Committee.

Data Committee gathers all the material information from different departments and keeps record of all the activities from time to time. This committe works in unification with the Website Committee under IQAC.

The Cultural Committee of the college is responsible for all the intra and inter collegiate cultural events.

Student Aid Committee tries to help the economically underprivileged but bright students by extending support of full or half Freeship.

SERVICE RULES, PROCEDURES, RECRUITMENT AND PROMOTION POLICIES

Service Rules and procedures are guided by the Calcutta University First Statutes (latest edition), the Constitution of the college and the rules of the state government as amended from time to time in this regard. The recruitment rules for the Teaching staff and Non-teaching staff are as per the G.O. No. 2010Edn (CS) along with the eligibility criteria prescribed by the UGC. The promotional policies for teachers are according to the different government orders as released by the Department of Higher Education.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	http://www.womenscollegekolkata.ac.in/index.php?option=com_content&view=article&id=133&Itemid=0
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The College engages in a variety of welfare programmes for both teaching and non-teaching workers.

- Faculty members are entitled to all statutory leaves, as well as 'On Duty Leaves' for attending the Orientation and

Refresher Courses.

- **Faculty members are encouraged to participate in seminars and conferences at various levels by the College. The college encourages teaching faculties to submit proposals for Major and Minor Research Projects.**
- **The faculty as well as the staffs of the College can get easy loans which are arranged by the Cooperative Credit Society of the College.**
- **The financial concerns of retiring teaching and non-teaching staffs are promptly resolved by the College at the time of superannuation.**
- **Interested teaching staff have enrolled their names in West Bengal Health Scheme.**
- **Students Credit Cards have been offered to students as part of a government initiative to allow them to complete their education without financial restraints.**
- **Students Aid Fund of the college provides freeship toneedy students.**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**No File Uploaded**

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes

organized by the institution for teaching and non teaching staff during the year

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

4

File Description	Documents
IQAC report summary	**No File Uploaded**
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	**No File Uploaded**
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The Institution has an internal performance appraisal system in place for all of its employees, which is overseen by the Principal. The Principal examines and oversees the performance of all of the

**employees and reports on areas for improvement or overall
performance once a year or as needed.**

**At the end of their course, students provide online feedback on all
of their lecturers by subject. There are Grievance Redress and
Suggestion boxes strategically located across the campus where
students can submit their concerns or questions regarding teachers,
which the Principal will examine.**

**The CAS Committee and the IQAC Coordinator oversees the promotion of
teachers under Career Advancement Scheme.**

File Description	Documents
Paste link for additional information	http://www.womenscollegekolkata.ac.in/
Upload any additional information	**No File Uploaded**

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

**Internal audit conducted by reputed charted accountants' firm at
regular intervals. Statutory audit conducted by the higher education
department entrusted CA firm on regular basis which has been
completed up to the financial year of 2020-21**

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

SEE ATTACHMENT

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

SEE ATTACHMENT

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The regular meetings of the IQAC internally as well as with the Principal of the Institution and different committees are conducted to ensure stocktaking and earmarking of the scopes of improvement in all possible spheres of campus life. Regular feedback obtained from different stakeholders like faculty, students, parents and alumni help in proper identification of the target area.TheIQAC sub-committees look into the primary tasks set up by the IQAC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

1. Gender Sensitization Cell, IQAC organized an internal lecture entitled "Sex and Gender – Housework within a U-shaped Curve" on 03.06.2021. Sanghita Bhattacharjeeof the Department of Economics was invited to give the lecture in an online mode.More than 90 students attended the interactive lecture on G-Suite. The interaction process went on for an hour with the participation of all teachers present.

2. IQAC on World Student's Day in commemoration with World Mental Health Day organized a special lecture and interactive session on "Pandemic and Young Women: Issues and Challenges' on 15.10,2020 for the students of the Institution.

3. Being a women's college, safety and security of our students are our prime concern. There is a common room for the students in the ground floor of the PG Block.The college is under CC TV Surveillance.

File Description	Documents
Annual gender sensitization action plan	http://www.womenscollegekolkata.ac.in/index.php?option=com_content&view=article&id=121&Itemid=0
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	**Nil**

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The institution takes responsibility for the management of garbage generated on its premises. Hand sorting is used to separate solid waste. Dry waste is separated from wet waste, which comprises paper, cardboard, plastics, and scrap materials. Organic trash, such as leftover food, peels, and fruit scrapings, is collected separately in bins. The biodegradable garbage is collected and disposed of to the municipality, whereas the chemicals are diluted with water and disposed of with caution.

The College separates obsolete computers, batteries, and wires for E-waste Management and disposes of them at regular intervals. All of

this is given to Hulladeck, an e-waste management firm.

The College Campus, on the other hand, produces no harmful chemical waste. Laboratory wastes are also disposed of in a safe manner. All of this guarantees that the College manages the garbage it generates on a regular basis by minimising waste and attempting to reuse and recycle it.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	**Nil**
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**E. None of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants	**C. Any 2 of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	**No File Uploaded**
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**C. Any 2 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**D. Any 1 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	[View File](#)

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Keeping in view the vision and mission, the college tries to focus on a holistic development of students. With this objective, there is a merit-based selection of students from all communities with different socio-economic backgrounds. Seats are reserved following the reservation rules. Eligible students can apply for Free ship and Student's aid.

Cultural programmes on the Annual Day Celebration are organized as joint effort that lays much emphasis on social harmony and awareness of the rich heritage of our country and gives equal exposure to the children of Srijan.

Students are encouraged to join the different Social outreach Units of the College to actively work with people from diverse socio-cultural backgrounds with an aim of improving society and create a better tomorrow.

Celebration of Republic day & Independence Day by the NSS and Department of Music has been an institutional practice for decades.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Values:

The institution maintains a distinct culture to sensitize the students and employees of the Institution of their constitutional obligation. During the commencement of each session, the Principal of the College delivers an Orientation Lecture to the new batch of students to make them aware of the core values and ethos of the Institution. The address highlights the need of maintaining harmony amongst all diversities, in developing scientific temper, humanism and spirit of enquiry. The young minds who are going to be the responsible citizens of tomorrow learn the lesson of exercising their rights and performing their duties.

Duties and Responsibilities:

The college celebrates Independence Day and Republic Day. Teachers, students and employees of the Institution participate in the flag hoisting ceremony of the institution.

The College Website highlights the rules and regulations of the Institution.

The NSS unit of the College undertakes different kind of activities and teach the students the importance of giving back to the society by believing in the principle of equality, fraternity and societal justice. The students of the College are also encouraged to participate in the programme of NSS and Srijan.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4.

C. Any 2 of the above

Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	**No File Uploaded**
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	**No File Uploaded**

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

The Institution organizes and celebrates a number of national and international days in collaboration with the IQAC

Republic day (January 26) – A program is organized celebrating the Republic day by the NSS

Bhasha Divas (February 21) - Celebration of International Mother Tongue Day by the Department of Bengali with active participation of students.

National Science Day (February 21) is celebrated by the Department of Chemistry

World Health day (April 7) is celebrated by the department of Food and Nutrition

World Environment Day (June 5) is celebrated by planting saplings by students of NSS.

Independence Day-A program is organized to celebrate India's Independence day through reliving our past and paying tribute to the heroes who laid their lives for their motherland.

Teachers Day- students organize programmes for the teachers to celebrate the Birth anniversary of Dr Sarvepalli Radhakrishan.

Hindi Diwas (to commemorate the adoption of Hindi in Devanagri script) - Various competition along with a special lecture is

organized Vidhyasagar Diwas

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	**No File Uploaded**
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	[View File](#)

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

1. Title of the practice:

Outreach Activities i. Preparation of the Event Calendar for accomplishing major events throughout the academic year involving the students in online mode. Event Calendar for 2020-21 is uploaded in the college website. ii. Obtaining the 360 degree feedback from all the stake holders iii. Keeping the college office and major administrative functionaries open throughout the pandemic period for providing support service to students iv. Opening the college for immediate shelter of the adjacent slum inhabitants v. Donation to the CM Fund for Amphan Relief activities vi. Vaccination camp for teachers, non-teaching staff and students vii. Covid Task Force formation and standing behind students facing economic and social upheavals as a result of Covid-19 (Committee and activities uploaded in the college website) All outreach activities are conducted by different committees comprising of teaching and non-teaching staff, members from the alumni association as well as student members. The responsibilities are distributed and the events are conducted under the supervision of assigned teachers. 2. The context that required the initiation of the practice. Since the pandemic's emergence in March 2020, our normal activities were restricted by isolation, contact restrictions, and the requirement for physical separation. 'Together we can' being the need of the hour, these practices were initiated under the following context: i. The global pandemic would be expected to exacerbate anxiety and impact wellness.

ii. During the pandemic situation it was necessary to obtain feedback from all stake holders regarding initiation and improvement of the mode of teaching through online classes iii. Shutting all administrative activities would create information lag among

students iv. Breaking out of massive fire on Wednesday (13.01.21) evening in Hazar Basti, a slum located beside the college. v. Super Cyclonic Storm Amphan that caused widespread damage in West Bengal in May 2020 vi. From June 21, every citizen above the age of 18 years were eligible for vaccination. vii. Launch of the Covid 19 Task Force as directed by the UGC 3. Objectives of the Practice i. To keep students tied up to the different activities of the college ii. Completion of the syllabus per semester before University examinations iii. To continue all necessary administrative college activities during the pandemic situation. iv. To develop a sense of compassion in the young minds for the fellow members as well as the deprived sections of the society and to enable them to reach out to their requirements in whatever small way possible. v. To reach out to the thousands of people affected by the cyclone. vi. To aid in the slowing of the coronavirus pandemic by making vaccines available to all members of Women's College, Calcutta. vii. To support distressed students affected financially by the pandemic 4. The Practice i. Participation in extra-curricular activities has been found to associate with increased well-being ii. Feedbacks were collected from different stake holders like students, Teachers, Employers and Alumni and necessary implementations were made iii. The two units of outreach activities in the institution: namely National Social Service Unit and Srijan Centre for Community Welfare distributed food, clothes, blankets and other winter garments necessary for subsistence on 14.1.20

iv. On 18.1.20, sanitary napkins and other hygiene products like soap, tooth bush, paste and detergent were distributed to 300 beneficiaries on a drive to target all female (stationed at the college) aged 12-48. v. Donation for Amphan cyclone to the CM Relief Fund. vi. Covid Task Force created a fund to reach out to students distressed in times of covid. vii. Covid Vaccination Camp was arranged on 30.9.21 and 8.10.21 with support from local authority. 5. Obstacles faced One of the greatest challenges of students is the constraints of time to conduct socials service activities because of their online academic responsibilities, especially during the pandemic. Regular administrative functions of the college were impeded and delayed as people whose homes were destroyed in the fire were offered shelter inside the college campus. The roof of the institution, which was severely damaged during the cyclone, needed urgent repair. However, due to the pandemic, there were labour shortages that slowed down the process. Generating fund for Covid Task Force within a limited period was a major issue. 6. Impact of the Practice i. The practice of being attached to social causes as part of their academic training goes in building the morale of the students and help themselves to enrich as better human beings. ii.

Positive association with many benefactor helps in drawing contribution and donations for various issues raised. iii. The members of Covid Task Force have used different social media platforms to help people in times of pandemic by posting information about availability of blood, oxygen supply, hospital beds etc. 7. Resources required i. A dedicated group of teaching and non-teaching staff, members of our alumni association and students as well as financial help from institution and benefactors as and when required.

ii. GSuite for Education package iii. Departmental laptops 8. About the Institution i. Name of the Institution: Women's College, Calcutta ii. Year of accreditation: 2016 iii. Address: P-29 Kshirode Vidya Vinode Avenue, Kol – 700 003, West Bengal, India iv. Grade awarded by NAAC: B++ (CGPA: 2.87) v. Email: womenscollegekolkata@gmail.com vi. Contact Person for further details: Dr Indrani Sen Teacher-in-Charge vii. Website: https://www.womenscollegekolkata.ac.in

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Women's College, Calcutta upholds universal moral and social values along with a number of other visions. This year too, the Institution has worked and achieved some milestones as a part of their social outreach activities. The social outreach units like NSS, Srijan and The Covid Task Force have worked to try and touch lives in different strata of the society. Even during the hard times of the pandemic when physical meetings were not possible the outreach units adapted to the need of the hour and continued their services towards the society in all possible ways. Contributions and donations were arranged and forwarded wherever necessary. Student members were also encouraged to participate in various activities and webinars that included participation in quiz, debates etc.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

1. **Enhancing the blended mode of academic activities as per the need and feasibility of the students in the New Normal situation**
2. **Engaging students in various activities as the college adapts to the 'New Normal' after the pandemic**
3. **Encouraging more active research inputs from all faculty**
4. **Arranging for more internship and placement opportunities for the students through placement cell**
5. **Strengthening the Alumni Association**
6. **Strengthening feedback analysis and implementation mechanism**
7. **The 3rd Cycle of NAAC accreditation is impending and so the preparations for submission of the Self Study Report is under progress**