

**Sister Nibedita Government General Degree College for Girls**  
Hastings House, Alipore, Kolkata-700 027

**NOTICE**

**Notice No. SNGGDCG/166**

**Date: 03/06/2025**

This is for the information of all concerned that the following faculties should be present in Room no G1 in the following dates and times during NAAC Peer Team Visit

Time		Members to be present
Day-1		
9.30-10:45	<p>Presentation by the Head of the Institution covering major aspects of institutional quality within the accreditation period.</p> <p>(Presentation to be shared in the folder through Google drive a day prior)</p>	<p>Head of the institution, IQAC Coordinator and members, all members of steering committee</p>
	<p>30minutes presentation followed by 15minutes interaction</p>	
10:45-11:15	<p>Interaction with IQAC Coordinator/Director and Team</p> <p>Metric evaluation:6.5.1:</p> <p>Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. Interviews teaching learning process, structures &amp; methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities(15)</p>	<p>Head of the institution, all members of IQAC</p>

11:15-12:45	<p>Interaction in this session can be by Dean Academics or equivalent. The presentation shall cover aspects Of Academic calendar planning Curriculum planning- Pos and Cos for all Programmes offered by the institution Methodologies of curriculum delivery - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences, · Extent in teacher's use ICT- enabled tools including online resources for effective teaching and learning process , · integration of crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in Transacting the Curriculum, conduct of continuous</p>	<p>Dr. Anik Chattopadhyay ,Dr. Bholanath Pakhira, IQAC Members and all Head of Departments or representative of the departments</p>
	<p>Internal Assessment, Attainments valuation of Pos and COs,</p> <p style="text-align: center;"><u>Metrics to be evaluated</u></p> <p>1.1.1:The Institution ensures effective curriculum planning,and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment (20)</p> <p>1.3.1:Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum(10)</p> <p>2.3.1: Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences and teachers use ICT-enabled tools including online resources for effective teaching and learning process (40)</p> <p>2.5.2: Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient (40)</p> <p>2.6.1 :Programme Outcomes(POs)and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website (25)</p> <p>2.6.2 :Attainment of Pos and Cos are evaluated(20)</p>	

12:45-13:00	<p>This session shall highlight the following:</p> <p>Research Facilities of the institution, Research related to IKS, IPR facilitations, Incubation centers and other facilitations for knowledge creation/enhancement and transfer with outcomes and its evidences</p> <p>Metric to be evaluated:</p> <p>3.2.1 : Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident (10)</p>	<p>Head of the Institution, Dr. Atreyi Sarkar, Dr. Sarmistha Chanda, Durbadal Mandal, Dr. Liza Dutta, Dr. Nivedita Chakraborty, Dr. Roshni Sen, Dr. Paramita Nandy Datta, Dr. Snigdha Bandyopadhyay, Dr. Bholanath Pakhira, Piyanka Sengupta</p>
13:00-14:00	Lunchbreak	

14:00-14:45	<p>This session will evaluate</p> <ul style="list-style-type: none"> <li>Extension activities carried out by institution Adoption of villages or communities , if any Activities in neighborhood communities</li> <li>Impact and sensitization to the students on social issues for their holistic development</li> <li>Awards and recognition earned for the activities,if any</li> <li>Institutional efforts in providing inclusive environment</li> </ul> <p>Metric to be evaluated:</p> <p>3.4.1: Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years (15) .</p> <p>3.4.2 :Awards and recognitions received for extension activities from government / government recognised bodies (5)</p> <p>7.1.4: Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic diversity and Sensitization of students and employees to the constitutional obligations: values, rights, Duties and responsibilities of citizens(10)</p>	<p>Head of the Institution, Debjani Mukherjee (Banerjee), Dr. Purnima Dey, Shyamashree Roy, Dr. Roshni Sen, Dr. Snigdha Bandyopadhyay</p>
14:45-15:15	<p>This session will be interactive session where the Peer team will ask for focused questions to the concerned to</p> <ul style="list-style-type: none"> <li>Infrastructure and other facilities (classrooms, labs, equipments, ICTfacilities, Cultural and sports facilities etc)based on the video tour provided by the HEI</li> <li>Library, its level of automation,its resources lik ebooks and subscriptions</li> <li>Utilization of Library by students and faculties IT infrastructure and internet facilities</li> <li>Gender audit(based on document provided in SSR)</li> <li>The institution should keep scanned documents of proof related to the metric to substantiate the presentation and operations.Live video demonstration on demand of peer</li> </ul>	<p>Head of the institution, IQAC Coordinator and members, Dr. Kaustuv Chakrabarti, , Dr. Samit Bhanja ,Yasmin Chaudhuri</p>

	team members should also be facilitated	
	<p>Metrics to be Evaluated:</p> <p>4.1.1-The Institution has adequate infrastructure and other facilities for teaching–learning,viz.,classrooms,laboratories, computing equipment etc</p> <p>.ICT–enabled facilities such as smart class,LMS etc.</p> <p>Facilities for Cultural and sports activities, yoga centre, games(indoor and outdoor),Gymnasium,auditorium etc (20)</p> <p>4.2.2 -Library is automated with digital facilities using Integrated Library Management System(ILMS),adequate subscriptions to e-resources and journals are made.The library is optimally used by the faculty and students (20)</p> <p>4.3.1-Institution frequently update sits ITfacilities and provides sufficient bandwidth for internet connection (20)</p> <p>7.1.1-Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.</p>	<p>Head of the institution, IQAC Coordinator and members, Dr. Kaustuv Chakrabarti, , Dr. Samit Bhanja ,Yasmin Chaudhuri</p>
15:15-15:45	<p>Alumni Interaction:</p> <p>(It is considered that institution must have provided the registration document of Alumni Societyand related documents in SSR itself)</p> <p>This session will focus on Peerteam’s interaction with Alumna of the institution</p> <p><u>Metric to be evaluated:</u></p> <p>5.4.1:The registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services(10)</p>	<p>PeerTeamand Alumna of the Institution</p>

<p>15:45– 16:15</p>	<p>Peer team Interaction with Management Committee followed by Admin head/staff and finance head/staff on Institutional governance, Institutional practices in line with vision and mission, NEP implementation, Sustained Institutional growth, Decentralization</p> <p>Participative institutional governance, Institutional perspective Plan (short and long term), Deployment and mile stone achievement of Perspective plans, Rules and Regulations at place, Performance Appraisal System for faculty, Welfare measures for teaching and non-teaching staff, Avenues for career progression, strategies for mobilization and optimal utilization of resources and funds, Internal and External audits</p> <p><u>Metric To be evaluated</u></p> <p>6.1.1: The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan(15) .</p> <p>6.2.1: The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc.</p> <p>6.3.1: The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression</p> <p>6.4.1: Institution has strategies for mobilization and optimal utilization of resources and funds from various sources(government/non-government organizations)and it conducts financial audits regularly (internal and external)(10)</p>	<p>Head of the Institution, IQAC Co Ordinator and members, Dr. Bholanath Pakhira, Dr. Roshni Sen</p>
-------------------------	---	--

16:15-16:45	<p>Discussion on</p> <p>7.2.1-two best practices successfully implemented by the Institution</p> <p>Metric to be Evaluated:</p> <p>Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual (30)</p> <p>7.3.1: Institutional Distinctiveness(20)</p>	<p>Head of the institution, IQAC Coordinator and members, NAAC steering committee members, Dr. Arundhati Bhattacharya, Dr. Bholanath Pakhira</p>
Day2		
9:30-10:30	Student Interaction with Peer Team Members	Peer team members and student representatives
10:30-10:45	Teaching Faculty Interaction with Peer Team Members	Peer team members and all teaching faculty members
10:45–11:00	Non-teaching Faculty Interaction with Peer Team Members	Peer team members and non-teaching faculty members
2:30-3:00	Outstanding clarifications or issues by Peer team members (if any) from the Head of the Institution and IQAC Co- coordinator	Head of the Institution and IQAC Co- coordinator and members

3:15-3:30	Discussion of report with the Head of institution and IQAC coordinator followed by closure remarks	Peer team members, Head of Institution and IQAC Coordinator and members
4:00-4:15	Closure Remarks by the Peerteam	Head of Institution and IQAC Coordinator and Faculty members to join for closure remarks

-Sd/-  
 Dr. Sebanti Bhattacharya  
 Officer- In- Charge,  
 Sister Nibedita Government General Degree  
 College for Girls,  
 Kolkata 700027