Yearly Status Report - 2017-2018

Part A	
Data of the Institution	
1. Name of the Institution	**SEWNARAYAN RAMESWAR FATEPURIA COLLEGE**
Name of the head of the Institution	**DR SUJATA MUKHOPADHYAY**
Designation	**Principal(in-charge)**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03482266323**
Mobile no.	**9434061605**
Registered Email	**principal@srfatepuriacollege.in**
Alternate Email	**collegesrf@yahoo.com**
Address	**PO - BELDANGA, DIST - MURSHIDABAD, PIN - 742133**
City/Town	**BELDANGA**
State/UT	**West Bengal**
Pincode	**742133**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Ms. Sonali Bhattacharya**
Phone no/Alternate Phone no.	**03482264040**
Mobile no.	**9433414366**
Registered Email	**principal@srfatepuriacollege.in**
Alternate Email	**iqac@srfatepuriacollege.in**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://srfatepuriacollege.in/doc/SRFC%20AQAR%202016-2017.pdf

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.srfatepuriacollege.in/doc/Academic%20Calandar%202017-18.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.36**	**2016**	**05-Nov-2016**	**04-Nov-2021**

6. Date of Establishment of IQAC	**19-Nov-2014**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Workshop to motivate	**18-Jul-2017**	**348**

Students	1	
Career Awareness Programme on Accounting Profession	13-Sep-2017 1	127
Awareness Programme on Dengue	15-Nov-2017 1	143
Tree Plantation Programme	19-Feb-2018 1	75
International Mother Language Day Celebration	21-Feb-2018 1	124
International Women's Day	08-Mar-2018 1	200

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Sekhar Sil	MRP	UGC	2017 1095	60000
Debarshi Bhattacharya	MRP	UGC	2017 1095	15600
[View Uploaded File](#)				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	[View Link](#)
10. Number of IQAC meetings held during the year :	**5**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	[View Uploaded File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
12. Significant contributions made by IQAC during the current year(maximum five bullets)	

Student gets admitted to the college through the online process. They have to apply online. The total admission process is completed through the online process. # Admission fees and other receipts are collected from students through online. # Notice on college relating matters are circulated through the website of the college. # All necessary and relevant academic and college relating information is shared among staff through WhatsApp group created for the purpose. # Efforts were made to receive feedback from students parents and alumni. # Communication of general information to the students are also shared through the website. # Workshops organised with the objective of ensuring quality in teaching and learning and evaluation.

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

Plan of Action	Achivements/Outcomes
Conduct seminar/workshop to motivate students.	Students motivational workshop organised.
Conduct seminar on health related issues.	Conducted seminar on dengue and tuberculosis.
Organize workshops and seminars by the different departments of the college.	Seminar organised by the departments- Physics, Chemistry and Environmental Science.
Conduct environment related activities specially by NSS and Environmental Science department.	NSS and Environmental Science depart. organised various social awareness and environmental programmes.
Upgradation of the infrastructural quality of the college.	CC Camera, Students Admission Software and water purifier were installed. Expenditure on furniture, flooring and generator room were incurred.
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14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Governing Body of the College	06-Mar-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No

16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	2019

Date of Submission	21-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	Students of both general and honours courses are admitted through the online process. The online application form is given in the college online portal which is specially built for online admission of the students. Based on the online application received merit panel is prepared including reservation for SC/ST/OBC and Physically Challenged students as per W.B. Govt. rules published in the website. After admission, relevant information regarding students' admission is sent to the University through Email. Notice to the students is also shared through the college website. All relevant information regarding the college notices and announcement are uploaded on the college website. All fees and other receipts from students are collected completely through online process. All notices to the teaching staff as well as nonteaching staffs are shared through Notice Book as well as WhatsApp Group created for the purpose.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The college follows the curriculum designed by the University of Kalyani. At the commencement of each academic year, the academic calendar is prepared following the Kalyani University academic schedule and then discussed at the Staff Council meeting. It is the responsibility of each department to prepare Lesson Plan at the departmental meeting held periodically and departmental teachers are allotted various topics with a time frame to complete the syllabus. All these are well documented at the departmental meeting register. Every effort is given to complete the syllabus within the time frame. Tutorial classes are also arranged to encourage students to actively engage in the participative learning process. Periodical internal assessments are also held to evaluate the progress of the students. The examined answer scripts are also shown to the students so that they can correct their mistakes.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development

No Data Entered/Not Applicable !!!

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		

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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		

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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Physical Education Excursion	98
BSc	Geography (H) & Environmental Science (H) Excursion and Field Survey	8
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Nill
Employers	Nill
Alumni	Yes
Parents	Yes

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

Feedback Obtained
The college has the mechanism to collect feedback from only honours students of all the three years (1st year, 2nd year and 3rd year). They have to give feedback on various aspects of the college. Such as college office, library,

laboratory, canteen administration and academic. Feedback received from students are then analysed and strength and weaknesses are identified and summarised. Feedbacks are also collected from parents and alumni at the meetings with parents and alumni respectively. The suggestion received from parents and at the meeting with alumni is summarised for follow up action. On the basis of the feedback received from the above sections, the necessary steps are taken for future improvement of the areas where corrective action are required to be taken for the overall development of the college.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	General	200	165	104
BSc	Hons.	126	489	121
BCom	General	100	0	0
BCom	Hons.	70	16	8
BA	General	2600	2262	1805
BA	Hons.	772	1421	616
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	4302	0	17	0	17

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
17	3	3	3	2	3
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

Students are supported through tutorial and arrangement of remedial classes in most of the departments. Final year students are provided with mentoring from Career Counseling Cell and Alumni of the institution to help them analyse job profiles and career options after completing their graduation. Students are encouraged to participate in various Seminars, Workshops Symposiums. The NSS and NCC departments also organize various events for the benefits of students. Subject wise special remedial classes are provided for slow learners. The College has set up Grievance Redressal Cell for listening and execution of complaints of students. Co-curricular and cultural events are organized. The Part-time, contractual and guest teachers also play a significant role in mentoring

students so that they are guided in the proper path.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
4302	17	1:253

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
25	17	8	0	4

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Continuous evaluation is carried out throughout the year through regular class tests, objective test, project works, students paper presentations, seminars, quizzes etc. The routine tests are given and open book tests are conducted and are much appreciated by students as critical thinking and creativity come to the force. Mid-term test and selection examinations help to prepare the students for University Examinations. The slow learner students are also identified and remedial classes are arranged for them. Corrected answer scripts are shown to the students for scrutiny. The teachers explain as to how scoring by the students can be improved in forthcoming examinations by expressing themselves more appropriate in response to questions. The University enables students to apply for re-evaluation of University answer scripts.

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

As an affiliated college, the Kalyani University calendar is adhered to. In addition to this, an Academic Calendar at the college level is prepared and printed which contains a list of all the interactive and innovative programmes to be conducted by the college, both at the faculty and students level. Detailed schedules with dates are given for Mid-term and Final Examination. Students prepare for these examinations accordingly. Each member of the staff and student community receive a copy of the college calendar to enable them to plan for activities.

2.6 – Student Performance and Learning Outcomes

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

http://www.srfatepuriacollege.in/index.aspx

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
GEOH	BSc	Geography	3	3	100
B.Com.H	BCom	B.Com Hons	2	2	100
General	BA	B.A. General	195	95	48.72
PLSH	BA	Political Sc. Hons.	15	13	86.67
PHIH	BA	Philosophy Hons.	17	12	70.59
HISH	BA	History Hons.	35	32	91.43
GEOH	BA	Geography Hons	26	24	92.31
ENGH	BA	English Hons.	25	22	88
BNGH	BA	Bengali Hons	55	52	94.55
ARBH	BA	Arabic Hons	18	17	94.44

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2.7 – Student Satisfaction Survey

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

http://www.srfatepuriacollege.in/misc/SSS_AQAR_2_7_1.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	1095	UGC	0	1

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3.2 – Innovation Ecosystem

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

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

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
NIL	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Bengali	2
Commerce	2
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self	Institutional affiliation as mentioned in

						citation	the publication
No Data Entered/Not Applicable !!!							
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	4	4	4	0
Attended/Seminars/Workshops	1	0	3	0
Resource persons	0	0	0	0

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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Seminar on HIV AIDS and Adolescence Education	**Students Health Home**	1	135
Seminar on Dengue and Tuberculosis	**Students Health Home**	1	143
Blood Donation Motivation Camp	**NSS Unit**	1	95
Hospital cleaning and awarness programme	**NSS Unit**	1	105
Beldanga Gramin Hospital Cleaning Fruits Distribution	**NSS Unit**	1	173
Swach Abhijan Paksha	**NSS Unit**	1	154
Swach Bharat Abhijan	**NSS Unit**	1	129
Raksha Bandhan	**NSS unit**	10	143

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	**NIL**	**NIL**	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
NIL	NIL	NIL	0	0

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NIL	NIL	NIL	0

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
2072900	2072900

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing

Seminar Halls	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Newly Added
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA	Partially	3.18.03	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Others(specify)	227	73130	0	0	227	73130
Others(specify)	12	75885	1	13750	13	89635
Text Books	25015	2296214	499	108527	25514	2404741
Reference Books	14644	1860545	304	42204	14948	1902749
Journals	38	89386	10	21521	48	110907
Digital Database	1	11450	1	5900	2	17350
CD & Video	29	4090	0	0	29	4090
Library Automation	1	43000	0	0	1	43000
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	72	3	4	1	1	4	16	8	0

Added	0	0	2	0	0	0	0	0	0
Total	72	3	6	1	1	4	16	8	0

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

10 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	[0](0)

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
870197	870197	1202703	1202703

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

The institution has various monitoring committees, such as Purchase Committee, Building Committee and Repair and Maintenance Committee, Library Committee, Sports Committee etc. All maintenance works are done under the supervision of these committees. Every year separate budgetary provision is made for the purpose. The maintenance of classrooms, desks, benches, table-chair, blackboard, speaker/audio system, light, fans, etc. are done on a regular basis and for the purpose, maintenance staffs are there. The Dusting of classrooms and cleaning of toilets are done on a daily basis. To develop the aesthetic value, gardening inside and outside of the college is also done on a regular basis. One gardener has been appointed for the purpose. The institution has tried its level best to arrange the laboratories scientifically and up-to-date within its resources. Different types of instruments, chemicals, machines etc. are being provided for different departments. Cleaning is also done on a regular basis. Safety and security, especially for highly inflammable items are ensured as much as possible. The college has a big and rich library by its resources. There are near about 45,000 different types of documents, such as textbooks, reference books, career guidance books, previous year exam question papers, maps, DVDs, journals, periodicals and database like N-List etc. KOHA as LMS is used in the library and almost all books are entered into the software. It is a partially automated library. Two separate reading room-one for students and one for teachers and other staffs- are there with good sitting arrangement with adequate lights, fans and ventilation. In the students reading room at least 90 students can sit at a time. Drinking water and toilet facilities are also available in the library. A fire extinguisher is also kept for emergency. Various equipment, kits and other accessories are provided to the Physical Education Department. A multi-gym facility is also available in the college. The institution has a playground attached with it and is maintained properly on a regular basis by mowing grass and other darnel. Maintenance of computers, laptops, projectors, printers, cameras wire etc. are done on a regular basis and their upgradation is done as per requirements. To fulfill the urgency, individual system upgradation is also carried out. Maintenance of all such devices and equipment including lights, fans, ACs, speakers, UPS, water purifier and furniture etc. are done on a regular basis. One plumber, one

electrician, one carpenter, two sweepers and one computer maintenance staff regularly visit the college campus for maintenance work. Maintenance of hardware, software, computer, and laptops and other electronics devices projectors and electrical equipment are done through AMC basis. The college automation software and website design and updates are also done by AMC by Aidni Infotech Pvt. Ltd. Maintenance of CCTV, CCTV-display and digital generator are done through authorized agent suppliers/developers.

http://www.srfatepuriacollege.in/doc/4.4.1%20Procedures%20&%20Policies.pdf

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	College Comcession/MM Mollah Free Studentship Fund	52	26040
Financial Support from Other Sources			
a) National	NSP, TSP, SC/ST, OBC	6495	65886742
b)International	0	0	0
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Remedial Coaching	16/02/2018	22	Dept. of English
Career Awareness Programme	13/09/2017	127	IQAC and Career Counselling Cell
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2017	Career Awareness Programme	0	127	0	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NIL	0	0	Nill	0	0

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Annual Sports	Institutional	152
Inter-college District Sports Football Championship	Inter-college	41
Kalyani University Athletic Meet	Inter-Collge	26
State Meet	State	6
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Inactive

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

118

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

3500

5.4.4 – Meetings/activities organized by Alumni Association :

The meetings of the Executive Council and general meetings were held during the academic session 2017-18. The meetings were held on the following dates: 1. 25/11/2017- Annual General Meeting 2. 28/01/2018-Executive Council Meeting 3. 07/04/2018-Executive Council Meeting In these meetings, the following resolutions were taken- 1.Enrolment of new members 2. The overall development of the college. 3. Plantation and beautification of the college. 4.Rain-water harvesting.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

In every sphere, the institution has the practice of following decentralized and participative management style of working. In the academic field, while the academic calendar is prepared keeping in mind the academic calendar of the university, the various departments have the freedom to prepare and implement the lesson plans, evaluate students' performance, arrange tutorial classes and academic tours and excursion independently. The budget is prepared by the accounts department duly approved by the Finance Sub-committee. The various monitoring sub-committees have the freedom to fully utilize the allocated funds accurately by following the prevailing financial rules and regulations of the institution. The Library Committee with heads of all the departments prepares and plans for the book budget every year. There is a Building Committee with members from faculty, architects, engineers, contractors and office staff to assist with the planning and execution of vertical extension of the college and planning for infrastructure associated with the new wing.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	The college follows the undergraduate curriculum set by the affiliated University. Affiliated Institutions are not allowed to design their own curriculum. However, every effort is made in the effective implementation of the curriculum. Academic mentoring of the students is done by the teachers of the respective departments.
Teaching and Learning	The college has a detailed academic

	calendar which is distributed to the students at the commencement of every academic session. Before the commencement of every academic year respective departments prepare a detailed study plan, assignments for the individual teachers and the number of classes allotted to each course. On the basis of this the Routine Committee of the college prepares a detailed lesson plan for the whole academic year. Finally this is distributed to the departmental teachers and the students. The departments organize students' talks, educational tours, film shows, departmental seminars and workshops and quiz contests. Remedial classes are arranged for the slow learners. E-learning resources are available at the library. Teachers are encouraged to participate in faculty development programme.
Examination and Evaluation	Class tests and annual tests are conducted regularly. Continuous assessment is done through interactive sessions with the students in the classrooms. It also enhances and helps students grow in confidence for University examination.
Research and Development	Teachers are encouraged to attend and present papers at regional, national and international seminars, conferences and symposia. The faculty members are encouraged to apply for research projects funded by the UGC, ICSSR etc. They are also encouraged to publish research papers in various books and journals published by reputed publishers and UGC recommended journals.
Library, ICT and Physical Infrastructure / Instrumentation	The Library Sub-Committee of the college regularly meets to take various decisions on library. The library management software KOHA has been installed in the library. Digitization of library resources is going on. Online journals and books are subscribed through inflibnet. The ICT infrastructure is well maintained. The respective departments look after the laboratory infrastructure and take necessary steps time to time. The campus infrastructure is looked after by the Building Committee of the college.
Human Resource Management	Faculty members are encouraged to

	upgrade themselves through participation in Orientation and Refresher Courses, Seminars, short Term Courses and workshops. The staff of the college are encouraged to participate in various training and development programme organized by the DPI, Govt. of W.B., University of Kalyani and other agencies of the Government.
Admission of Students	The admission notification, form fill up process and publication of merit list is completely online according to the instruction of the Govt. of West Bengal. Based on application received, merit list is prepared and displayed on the college website as well as college notice board adhering to the reservation policy of the government. Admission and other fees from students are collected online.

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

E-governace area	Details
Administration	Management Information System (MIS) is in place. The internet and computer programmes are there for administration purpose. All important communications are made through emails of the college. So we use Computer and internet-based services in the administration. Tally ERP 9 software is used to maintain accounts.
Finance and Accounts	Total accounts are maintained in Tally ERP 9 software. Planning Board for financial planning and implementation involves the participation of teachers and nonteaching staff.
Planning and Development	Various important issues raised and discussed at various Sub-committees' meetings are finally deliberated at the Governing Body (G.B.) Meeting. After approval of the G.B., various Monitoring Sub-Committees have the responsibility to successfully implement the decision of the G.B. The teaching and non-teaching staffs are acquainted with various important matters through Whatsapp Group created for the purpose. The wifi connections are there at the Teachers' Room, office and library for the teachers, non-teaching staff and students.
Student Admission and Support	The admission notification, form fill up process and publication of merit list is completely online according to

	the instruction of the Govt. of West Bengal. Based on an application received, a merit list is prepared and displayed on the college website as well as college notice board adhering to the reservation policy of the government. Admission and other fees from students are collected online. The Student Council liaison between the students and the staff. Academic support is provided to weak students. The Library welcomes students for reference and study. A Book Bank is also available. In case of sudden serious illness, students are visited in hospital by staff and companions. Students Health Home facility is also available. Financially challenged students receive concession under various schemes.
Examination	The internal and external evaluations of students are done regularly. In some examination halls, CCTV cameras are there. Examination, starting from Registration, hall ticket issuing, marks putting and result publication and communication are done digitally.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development	Number of teachers who attended	From Date	To date	Duration

programme				
National Research Workshop, Visva Bharati, Santiniketan	1	01/11/2017	10/11/2017	10
RC in North Bengal University	1	08/02/2018	28/02/2018	21
RC in North Bengal University	1	01/03/2018	21/03/2018	21
UGC-IUC Research Associateship Program (National), at Indian Institute of Advanced Study (IIAS), Shimla	1	01/04/2018	30/04/2018	30

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
NIL	NIL	NIL

6.4 – Financial Management and Resource Mobilization

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

> Yes, External Financial Audit is conducted by Bikash Bhavan, Govt. of West Bengal.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL

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6.4.3 – Total corpus fund generated

64921738.88

6.5 – Internal Quality Assurance System

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

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

Academic	No	Nill	Yes	IQAC
Administrative	No	Nill	Yes	IQAC

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

Parent-teacher meetings are held at regular intervals to collect feedback and suggestions from the parents regarding the functioning of the college and to inform them about the performance of the respective students

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

1. College gives special financial help to the children of the management appointed staff admitted in the college.2. All Non-teaching staff are given festive advance.3. The office staff are sent to various training programme conducted by the Govt.

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

Enhanced use of ICT by faculty in the teaching-learning process. More Guest teachers have been appointed in the departments where there is a shortage of permanent teachers. Requisitions had been sent for the appointment of full-time teachers in the required subjects. Initiative had been taken to complete rain-water harvesting system very soon.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Workshop to motivate Students.	18/07/2017	18/07/2017	18/07/2017	348
2017	Career Awareness Programme on Accounting Profession.	13/09/2017	13/09/2017	13/09/2017	127
2017	Awareness programme on Dengue.	15/11/2017	15/11/2017	15/11/2017	143
2018	Tree Plantation Programme	19/02/2018	19/02/2018	19/02/2018	75
2018	International Mother Language Day Celebration.	21/02/2018	21/02/2018	21/02/2018	124
2018	International Women's Day	08/03/2018	08/03/2018	08/03/2018	200

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Seminar on HIV-AIDS and Adolescence Education	17/01/2018	17/01/2018	93	109
Celebration of International Women's Day	08/03/2018	08/03/2018	105	75

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
a) Installation of LED lamps lights, b) To ensure Plastic free campus, c) Energy-saving attempts have been made, d) creation and maintenance of greenery within and outside the college campus, e) Reduction of e-waste, f) Water-saving attempts have been taken up, g) Medicinal plants have been implanted in the Northern side of the Girls' Hostel. h) 'Swachh Bharat Abhiyan'- Seminar, Cleansing of college Campus etc as on 08.08.2017. 'Swachhata Pakhwada'- Street cornering, Road March, performance of social forestry etc as on 07.09.2017-17.09.2017. i) Cleansing operation of Beldanga Gramin Hospital and distribution of fruits amongst the common people of the concerned locality as on 19.09.2017. j) Seminar on Dengue and Tuberculosis was held on 15.11.2017.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	112
Ramp/Rails	Yes	1
Rest Rooms	Yes	5
Braille Software/facilities	No	0
Provision for lift	No	0
Scribes for examination	Yes	3
Special skill development for differently abled students	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages	Number of initiatives taken to engage with and	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff

	and disadvantages	contribute to local community					
2017	0	1	20/07/2017	1	Special Camp in Netaji Park, Word No.7 of Beldanga Municipality	Health Hygiene Awareness Campaign	149
2017	0	1	07/08/2017	1	Rakshya Bandhan	Social, Cultural Communal Harmony	143
2017	0	1	15/08/2017	1	Celebration of 'Independence Day'	Nationalism	151
2017	0	1	12/09/2017	1	Swachhata hi Seva	Clean Pollution Free Environment	129
2017	0	1	07/11/2017	1	Blood Donation Motivation Camp	Public Health	95
2017	0	1	15/11/2017	1	Seminar on 'Dengue Tuberculosis'	Public Health	143
2017	0	1	01/12/2017	1	Observance of 'World AIDS Day'	Public Health	87
2018	0	1	26/01/2018	1	Observance of 'Republic Day'	Nationalism	126
2018	0	1	17/02/2018	1	'Bon Mahotsab' (Green Drive)	Plantation Programme	75

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

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants

Aims and Objectives of Students: A Value-based Motivational Workshop	18/07/2017	18/07/2017	348
The Courage and Patriotism: The Unforgettable Journey of a Soldier	15/08/2017	15/08/2017	151
Observance of 'Teachers' Day'	05/09/2017	05/09/2017	165
Observance of 'International Mother Language Day'	21/02/2018	21/02/2018	124

[View File](#)

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

1. Use of organic manures and natural fertilizers in the college garden 2. Installation of Power Saving LED lamps lights in college campus 3. Implantation of plants trees- both persistent seasonal- inside the campus as well as in the outside garden of the college. 4. The college is trying level best to make the campus a Plastic free zone. 5. There has been a strict restriction in the use of the electrical appliances particularly for the Air Conditioner, water purifying cum cold water machine etc.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1 1. Title of the Practice: Computer Literacy Programme for all students at token cost. 2. The Objective: The noble objective of the programme is to spread computer literacy among the students of the college specifically, to acquaint them with the knowledge of computer fundamentals. 3. The Context: The locality of Beldanga-I Community Development block in which the college is situated has a sizeable economically backward population. Most of them are rural peasants and are labourers viz mason, carpenter etc- this section of the rural community are mostly illiterate. In effect, most of the students who get admission to college are mostly first-generation learners. The economic backwardness of these students debars them to adhere to the technological know-how. In order to make them more tech-savvy particularly in view of the computer awareness (both software and hardware), the institution has taken up initiatives to set up its own Computer Training Centre with the goal of catering computer literacy to all its students at a subsidized cost. 4. The Practice: With the sole objective of increasing computer literacy and brightening the job prospect of the students, a fully well-equipped air-conditioned modern computer laboratory, named as-S.R.Fatepuria College Computer Centre- has been set up at the northern part of the college at the 1st floor of Vidyasagar Bhavan of the campus, in collaboration with Smarttech Computer Management Academy and National All India Council for Computer Training Centre Public Trust Act, Govt. of India, NCT, New Delhi. Under this programme, basic as well as some advanced computer literacy courses are bring taught at nominal fees. After successful completion, certificates of participation are issued to the students for their future career advancement purposes. The courses offered are-??? SHORT-TERM BASIC: Rs. 800/- CITA Rs. 1250/- DITA Rs. 1850/- ADVANCE DIPLOMA Rs. 3500/-. 5. Evidence of Success: In view of offering quality

computer literacy programme at nominal fees has become quite popular and effective amongst the students. In fact, the terms of trade of cost-benefit analysis of this programme are significantly favourable for college students. 6. Problems Encountered and Resources Required: Following problems have been encountered by the institution for implementing the programme meticulously: 1. Inadequate funds 2. The apathy of reputed computer training agencies to extend hands of cooperation 3. Lack of qualified faculties in the locality. 4. Lack of skilled non-teaching staff. Best Practice 2 1. Title of the Practice: Full Computerization of the College Office. 2. The Objective: The sole purpose of the full computerization of the office is to promote an efficient and effective working environment of the College Administration. At the same time scientific recording keeping of all important information. 3. The Context: Manual handling of the office work being tedious and cumbersome to the office staff. It is not possible to recover any document quickly when it is required. There is also the risk of losing data. Full computerization has been done so as to bring efficiency and save time. 4. The Practice: ? Online admission of the students. ? Student ledger access. ? Fee collection. ? Timely training of the office staff. ? Application of the latest software. Students are admitted by following the online admission procedure. Applications are invited online. Applications are processed online and the final merit list is prepared by following the reservation rules of the Government. Admission of the students in this institution is made strictly on the basis of merit according to the availability of seats and fulfilment of certain legal formalities like reservation of seats for the S.C., S.T., OBC, Physically Challenged candidates as per Govt. Rules. Students record are maintained online. Non-teaching staff attain various training programme time to time organized by the DPI, Govt. of West Bengal for their upgradation. Our online software is developed and supported by Aidni Infotech.com. 5. Evidence of Success: The admission process has become fully free of any pressure, transparent and efficient. Fulfilment of admission criteria for admission to various streams has become error-free. It has become easier for the college office to maintain and retrieve students' records that helps further in the registration process. 6. Problems Encountered and Resources: Since the process is dependent on third party software operator, occasionally, the college faces the problem of communication gaps or time management. As the fees collection system is yet to be made fully online, the college faces the problem of a time gap in getting the data from the bank. Close coordination among the college office, software operator and the concerned bank is required for smooth and effective management of the admission process.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://www.srfatepuriacollege.in/doc/Best%20Practice.pdf

7.3 – Institutional Distinctiveness

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

The NCC has come a long way and as an organization, it has assumed a very important place in the country in grooming the youths to be the leader of tomorrow. Living up to its motto i.e. ?Unity and Discipline- it strives in its endeavour to meet all its objectives by bringing together the vibrant youths of the entire country. The NCC unit of the college, namely- 09/5B Coy NCC came into existence in 1994. The Physical Training, Drill, theoretical classes are carried out on every Sunday morning in the college ground and respective classrooms. On every Thursday, additional classes on Common subject and also on Specialized subjects are being taught in the college. ? NCC unit takes care of job oriented programmes and placement of the students through organizing

workshops and symposia. ? The cadets of the unit actively participate in the 'International Day of Yoga', in the 'Anti-Tobacco Rally' to disseminate the necessity of a healthy lifestyle. ? It celebrates the 'World Environment Day' on the 5th of June every year. ? The unit also organizes 'Blood Donation Camps' jointly with the NSS unit of the college to meet up the dearth of blood- which is not reproducible at all- in the blood banks. ? The NCC cadets played a pivotal role in traffic control duties throughout the year, especially during the Puja-Eid Festivals, and at the time of natural disasters- like flood if requisitioned by the public administration. ? NCC unit of the college is highly appreciated for its vigorous exhibition of drill and cultural performance on the august occasion of Republic Day and Independence Day. Besides, NCC Day and Army Day are also being celebrated with full valor and enthusiasm. ? The NCC unit of S.R.F.College comes under the aegis of 9 Bengal Battalion within the Kalyani GrHQ located at Kalyani, Nadia. ? The strength of the Coy is 140. The 9 Bengal Bn has permitted to enrol additional 10 more cadets in the year 2018-19 which will be exhausted in 2021. ? NCC Cadets from the college have participated in Republic Day Camp (RDC) in 2018. Besides, cadets are also participating in National Integration Camp (NIC), Special National Integration Camp (SNIC), (Ek Bharat Shrestha Bharat) EBSB, Army Attachment Camp (AAC) etc.

Provide the weblink of the institution
http://www.srfatepuriacollege.in/doc/7.3%20Institutional%20Distinctiveness.pdf

8.Future Plans of Actions for Next Academic Year

We always try to achieve the holistic development of our students. With that objective in mind, the Academic Calendar for the next year would be prepared to incorporate other necessary social and other activities, such as various environmental awareness events, plantation drives, physical and mental of the students of various departments. In this academic year, we would continue to keep our college surrounding plastic-free. Initiatives would be taken to construct the southern part of college building considering the shortage of classrooms. More beatification of college surrounding would be done. Computer literacy drive would be more strengthened with the introduction of more job oriented courses. Initiatives would be taken for the creation of more teaching and non-teaching posts of the college and at the same time, requisitions would be sent to the West Bengal College Service Commission to fill up vacant teaching posts. Departmental Seminars and talk shows would be arranged for the development of students as well as teachers.