



Yearly Status Report - 2018-2019

Part A

Data of the Institution

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		Semi-urban			
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://www.srfatepuriacollege.in/doc/AQAR%20Report%202017-18n.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%20Calendar%202018-19%20New.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	
Van Mahotsava Week		01-Jul-2018		130	

	7	
Workshop to motivate Students.	09-Jul-2018 1	234
Communal Harmony Day	02-Oct-2018 1	90
National Integration Day	19-Nov-2018 1	125
Soil Conservation for Healthy Life	05-Dec-2018 1	130
National Youth Day	12-Jan-2019 1	175
Wetland and Climate Change	02-Feb-2019 1	150
International Mother Language Day Celebration.	21-Feb-2019 1	120
World No Tobacco Day	21-May-2019 1	150
World Environment Day Celebration	05-Jun-2019 1	180

L::asset('/', 'public') .'/public/index.php/admin/get_file?file_path='.encrypt('Postacc/Special_Status/'. \$instdata->upload_special_status))}

[View Uploaded File](#)

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
Debarshi Bhattacharya	MRP	UGC	2017 1095	157455

[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 :

3

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

No

the funding agency to support its activities during the year?

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

Organised Students motivation workshop to motive students to regularly attend classes. # Organised ParentTeacher meeting for overall academic progress of the students. # Organised awareness programmes on a regular basis on various social issues for the holistic development of the students. # Initiatives taken throughout the academic year to coordinate the activities of various departments for overall academic improvement of the college. # Faculty members have been encouraged to avail various FDPs of state as well as the UGC. # Faculty members have been encouraged to get involved in research activities and write papers. # Efforts were made to receive feedback from students, parents and alumni.

[View Uploaded File](#)

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
Introduction of yearly schedule of the college to the teaching and non-teaching staff and students at the beginning of the year through distribution of academic calendar.	Better participation from the part of all concerned in the college activities.
Organise workshops and awareness camps jointly with NSS department for e overall development of the students.	Organise awareness camps with the NSS department.
Conduct seminar/workshops to motivate students.	Student motivational workshops organised.
Upgradation of practical laboratories of different science departments.	Upgradation work is going on and will complete shortly.
Apply to the College Service Commission to fill-up vacant teaching post of the college.	Expecting to fill up the vacant teaching post in the department of Political Science, Philosophy, English & History.
Construction of second floor of the Souther Part of college buiding to accommodate Online-teaching class room, auditorium, Practical and other class rooms.	Construction work would start very soon.
Apply for the affiliation of Bachelor Degree Programme (BDP) from Netaji Subhash Open University (NSOU) on various honours subjects.	Affiliation granted by the NSOU for introduction of BDP courses.
Organise workshops for the smooth running of the new CBCS programme.	Workdhops organised by the various departments to acquaint students regarding CBCS system of education.

[View Uploaded File](#)

14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1"> <tr> <td>Name of Statutory Body</td> <td>Meeting Date</td> </tr> <tr> <td>Governing Body</td> <td>18-Mar-2020</td> </tr> </table>		Name of Statutory Body	Meeting Date	Governing Body	18-Mar-2020
Name of Statutory Body	Meeting Date				
Governing Body	18-Mar-2020				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2020				
Date of Submission	28-Feb-2020				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	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

Our esteemed institution offers Honours and Programme Courses in total 16 subjects. From the Academic Year 2018-19 all courses are offered under the Choice Based Credit System (CBCS). The college is affiliated to the University of Kalyani and therefore, follows the curriculum designed by the University.

Before the commencement of each Academic Year, the Academic Calendar is prepared by the Academic Calendar Preparation Sub-committee following the Academic Schedule of the University of Kalyani. Every year Master Routine is being prepared after receiving feedback and suggestions from all the departments by the Routine Preparation Sub-committee. At the beginning, departmental meetings of the respective departments are held and Lesson Plans are prepared by each department. All these aspects are then elaborately discussed at the Teachers Council meeting held periodically. The departmental teachers are thus allotted various topics with a time frame to complete the syllabus. All these are well documented by each department at the Departmental Meeting Registers. Students' attendances, results of various examinations, their attendance in various programme/seminars organized at the college level are also properly documented. There is a provision to accept students' feedback or any grievances and all these are properly documented. Proper documents are also maintained for the students attending excursion/field works/surveys. Every effort is given to complete the syllabus within the time frame. Tutorial/remedial 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. All possible efforts are given to properly document the every academic and administrative activities of the college.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Nil	Nil	02/07/2018	00	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	Nil	02/07/2018
No file uploaded.		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Hons. and General	01/07/2018
BSc	Hons. and General	01/07/2018
BCom	Hons. and General	01/07/2018

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
Nil	02/07/2018	0
No file uploaded.		

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	17
BA	Education Excursion	6
BSc	Environmental Science	7
BSc	Geography Excursion and field survey	44
View Uploaded File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>The college has developed the mechanism of collecting feedback from only Honours students of all the departments 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. Feedbacks received from students are then analyzed and strength and weaknesses are identified and summarized. Suggestions and opinions/advice are also collected from parents and alumni members at the meetings with parents and alumni respectively. The suggestion and opinions from parents and alumni members are summarized 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 actions are required to be taken for the overall development of the college.</p>

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
BCom	Programme	200	4	0
BCom	Hons.	70	8	3
BSc	Programme	200	112	104
BSc	Hons.	144	524	109

BA	Programme	2700	2191	1950
BA	Hons.	842	2236	674
View Uploaded File				

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
2018	4449	0	16	0	16

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
16	12	3	3	2	5

[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)

The college has organized motivational workshops for the prevalent as well as passed out students during 2018-2019. Actually, there was a series of pre-scheduled workshops for the whole year. They are generally initiated from the end of July 2018 once the students get admitted into the college. At the onset, students have been given a sense of warmth and integrity with the entire college academics and administration. In the following interactive workshops, they are guided to maintain discipline and to have focus on studies. Special care is taken for those who have come from academically poor backdrop and also to the students particularly who are physically or mentally retarded. Couple of interactive discussions has been arranged by the teachers' council of the college along with its alumni association for the passing out students to disseminate the fact and facets of future job profile. This sort of workshops is meant to acquaint the senior students to take up jobs in academic, administrative as well as in armed forces. The NCC and NSS units of the college also organized few seminars to cater information of job opportunities for students. The College has set up Grievance Redressal Cell for addressing complaints of students. Besides, students are always motivated to participate in many cultural events and activities- Rabindra Jayanti, Republic Day, Independence Day, Teachers' Day and in various events of NSS Special camps of the college.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
4449	16	1:278

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	16	9	0	5

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
2018	Nil	IQAC / CIQA coordinator	Nil
No file uploaded.			

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
BA	GEOH	1ST	21/12/2018	04/04/2019
BA	ENGH	1ST	21/12/2018	04/04/2019
BA	EDCH	1ST	21/12/2018	04/04/2019
BA	BNGH	1ST	21/12/2018	04/04/2019
BA	ARBH	1ST	21/12/2018	04/04/2019
BA	HISH	1ST	21/12/2018	04/04/2019
BA	PHIH	1ST	21/12/2018	04/04/2019
BA	PLSH	1ST	21/12/2018	04/04/2019
BA	SANH	1ST	21/12/2018	04/04/2019
BA	PROGRAMME	1ST	11/01/2019	04/04/2019
View Uploaded File				

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

The students of the college had been kept under continuous evaluation process. This has been quite necessary as many of the students didn't have sound academic background. The evaluation is carried out through regular class tests, assessment of worksheets and assignment papers, project works, participation and presentation of papers in seminars, participation into various competitive events organized by the NCC and NSS units of the college. The IQAC of the college met on a stipulated interval to have shrill perusal of the progress of students on academic and allied activities. The preparation of students for examination particularly of the 3 years degree course has been judged with the mid-term test examinations. These examinations are kind of rehearsals before appearing into the final University level examinations. With the initiation of CBCS in 2018-19, the responsibility to exercise the continuous internal evaluation for students of both 3 years degree course and CBCS has been enhanced. Presently, in a semester mode system of education, there are class tests, unit tests, keeping of attendance records are going on more meticulously throughout the year. The examined answer scripts of class tests and mid-terms examinations are shown to the students particularly for indicating them the flaws in writing and to direct them to find the scope for further betterment in the score. The college has also provided additional classes and individual care to the slow learners.

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

S.R.F. College is affiliated to the University of Kalyani, Nadia. The academic calendar of the college is prepared for the upcoming year in compliance to the academic calendar of the University concerned. The academic calendar is prepared on the basis of host of interactive discussions of teachers' council which are then ratified by the IQAC. After final approval from the Principal of the college, the academic calendar is made open and is displayed in the college website. The academic calendar for 2019-2020, prepared in 2018-19 under CBCS system of Higher education, is cited below- Academic Calendar for B.A./B.Sc./B.Com (Honours Programme/General) Courses of Studies (Under Semester- CBCS Curriculum) for the Academic Year: 2019-2020. Courses (B.A./B.Sc./B.Com) Admission/ Enrolment Date of Commencement of classes Internal Assessment Puja Vacation Date of End Semester Examination SEMESTER- I III Upto 30th June, 2019 (s.t. to specific Govt. order) 1st Week of July, 2019 1st Internal Assessment: September, 2019 (1st Week) 2nd Internal Assessment: November, 2019 (3rd Week) 4th October- 4th November, 2019 December, 2019 (2nd Week onward) SEMESTER- II IV Within 07 days from the date of completion of Semester-I/III Examination Within 07 days from the last date of Enrolment. 1st Internal Assessment: 2nd Week of March, 2020 2nd Internal Assessment: 2nd week of May, 2020 June, 2020 (2nd Week onward) N.B. Dates are provisional and are s.t. changes as per the instructions from the University of Kalyani.

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/doc/Programme%20Specific%20Outcome.pdf>

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
ARBH	BA	HONS.	36	26	72.22
BNGH	BA	HONS.	59	46	77
EDCH	BA	HONS.	9	8	88.89
ENGH	BA	HONS.	11	6	54.55
GEOH	BA	HONS.	47	32	68.09
HISH	BA	HONS.	47	33	70.21
PHIH	BA	HONS.	19	5	26.32
PLSH	BA	HONS.	20	10	50
SANH	BA	HONS.	5	1	20
BA(GEN)	BA	PROG.	380	329	86.58

[View Uploaded File](#)

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/doc/SRFC%20StudentsSatisfactionSurvey%20Report%202018-19.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	157455	157455
View Uploaded File				

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Nil	Nil	02/07/2018

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
Nil	Nil	Nil	02/07/2018	Nil
No file uploaded.				

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
Nil	Nil	Nil	Nil	Nil	02/07/2018
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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)
National	Bengali	1	00
International	Bengali	1	00
International	Chemistry	1	00
International	Commerce	2	00
International	Economics	3	00
International	History	1	00
View Uploaded File			

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	1
COMMERCE	3
View Uploaded File	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Nil	Nil	Nil	2018	0	Nil	0
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	2018	0	0	Nil
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	2	1	0	0
Attended/Seminars/Workshops	0	0	2	0
Resource persons	0	0	0	0
View Uploaded File				

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
Sadbhavna Day	NSS Unit	10	100
Raksha Bandhan	NSS Unit	25	250
Independence Day	NSS NCC Unit	35	200
Blood Donation Motivation Camp	NSS Units with Students Health Home	1	85
Communal Harmony Day	NSS Unit	1	90
World Aids Day	NSS Unit	1	200
Republic Day Flag Hoisting	NSS NCC Units	25	150

International Womens Day Observance	NSS Unit	1	120
World No Tobacco Day	NSS Unit with Students Health Home	2	150
Tree Plantation Programme	NSS Unit	1	180
View File			

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
No file uploaded.			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NIL	NIL	NIL	0	0
No file uploaded.				

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
No file uploaded.			

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
Nil	Nil	Nil	01/07/2018	30/06/2019	00
No file uploaded.					

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
Nil	02/07/2018	Nil	0
No file uploaded.			

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
908239	908239

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
View File	

4.2 – Library as a Learning Resource

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

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

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	25514	2404741	335	90956	25849	2495697
Reference Books	14948	1902749	223	90157	15171	1992906
Journals	48	110907	25	29420	73	140327
CD & Video	29	4090	0	0	29	4090
Others(s pecify)	227	73130	0	0	227	73130
View File						

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
Nil	Nil	Nil	02/07/2018
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co	Computer	Internet	Browsing	Computer	Office	Departme	Available	Others
------	----------	----------	----------	----------	----------	--------	----------	-----------	--------

	computers	Lab		centers	Centers		nts	Bandwidth (MBPS/GBPS)	
Existing	72	3	6	1	1	4	16	8	0
Added	5	0	0	0	0	0	0	0	0
Total	77	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	Nil

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
447796	447796	494073	494073

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)

For better establishment of the system and procedures for maintaining the academic standard, physical and virtual things, support facilities and social responsibilities, the college adopts various positive and decisive steps. For that, different resources whether human or others, the institute tried to use actively. The results have been mentioned in different sections and sub-section in given criteria format. Different sub-committees constituted by general meeting/ teacher's council meeting/ governing body to take part, look after and evaluate the creation, functions and activities of different departmental work and even the overall aspects of the institution. Some such sub-committees are budgetary committee, Purchase Sub-Committee, Building Sub-Committee and Repair and Maintenance Sub-Committee, Library Sub-Committee, Sports Sub-Committee etc. To purchase, subscribe, maintenance, weeded out of different things like furniture, computers, electrical things and electronic gadgets, library documents, laboratory equipment, office materials, plumber works, construction, repair and others related works, the committee played a crucial role. The mentioned works/ activities are done under the supervision of these sub-committees whether it is consumable or non-consumable. 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.

Maintenance of computers, laptops, projectors, printers, wire, cameras 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. The plumber, electrician, carpenter, sweepers and computer maintenance staff regularly visit the college campus for maintenance work on hire basis.

Maintenance of hardware, software, computer, laptops, projectors, CCTV, CCTV-display and digital generator, electrical equipment and electronic gadgets are done on regular basis. The college automation software, website design, regular updates and maintenance are done by authorized developers and committee members. 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, kits, accessories, sports materials etc are being provided for different departments. The institution has a playground facility. Indoor and outdoor games facilities, multi-gym facilities, ladies hostel facilities, day night security are there. Different types of competitions, different level seminars, workshop, training, social and cultural activities, NSS and NCC programs and activities are observed. The college has a rich library with 45,000 different types of documents and resources. Textbooks, reference books, career guidance books, previous year question papers, maps, DVDs, journals, periodicals are there. The institute is the subscriber N-List.

KOHA installed as LMS. It is a partially automated library. Two separate reading rooms for students and staffs- are there with good sitting arrangement. 90 students can use the reading room at a time. Drinking water and toilet facilities are also available in the library. Daily issue, home issue, career guidance and career counseling, various competitions etc are done the library. Safety and security, especially for highly inflammable items are ensured as much as possible. The fire extinguisher kept for emergency. Hired Ambulance facilities also confirmed for urgency.

<http://www.srfatepuriacollege.in/doc/4.4.2-%20Final19.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 concession/MM Molla Free Studentship Fund	7	7330
Financial Support from Other Sources			
a) National	NSP, SC/ST, OBC, BEEDI	3482	13347900
b) International	0	0	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Remedial Coaching	11/09/2018	28	Dept. of History
Remedial Coaching	11/09/2018	37	Dept. of Bengali

[View File](#)

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	Safalya Haather Muthoy by Anandabazar Patrika.	0	110	0	0

[View File](#)

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

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Nil	0	0	Nil	0	0

No file uploaded.

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	182	S.R.Fatepuria College	Bengali, History, English, Education, Political Science, Philosophy	University of Kalyani, Netaji Subhash Open University, S.R.F College Branch, DODL Kalyani University, S.R.F College Branch	PG Programmes

[View File](#)

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

Items	Number of students selected/ qualifying
Any Other	25
View File	

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

Activity	Level	Number of Participants
International Mother Language Day	Institutional	120
National Youth Day	Institutional	172
Teachers' Day	Institutional	167
State Meet	State Level	4
Kalyani University Athletic Meet	Inter College	23
Inter College District Sports and Football Championship	Inter College	39
Annual Sports	Institutional	185
View File		

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
2018	Nil	National	0	0	00	Nil
No file uploaded.						

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) :

4250

5.4.4 – Meetings/activities organized by Alumni Association :

Two meetings were held on 08/09/2018 and on 02/03/2019 respectively.
--

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. While the Governing Body is the ultimate decision making body of the college, there are various sub-committees to look into the various academic and administrative aspects of the college. In the Governing Body, teaching and non-teaching staff representatives are there to put their views. One students' representative is also included in the Governing Body. The Internal Quality Assurance Cell is constituted considering the latest guidelines. In the academic field, while the academic calendar is prepared keeping in mind the academic calendar of the university, the various departments have the full autonomy to prepare and implement the lesson plans, evaluate students' performance, arrange tutorial classes, academic tours and excursion. Periodical students' motivation workshops are organized where students are allowed to put their views. It had become more important for the successful implementation of the CBCS system from the last academic year 2018-19. 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. 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. The Library Committee with heads of all the departments prepares and plans for the book budget every year. The library books purchase are made keeping in view the requirement of various departments subject to the availability fund allotted for the department in the book budget.

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 designed and developed by the concerned Board of Studies under the affiliated University. Affiliated Institutions are not allowed to design their own curriculum. However, departmental teachers participated in the workshops and seminars organized by the University at the time of designing of curriculum and gave their suggestions. 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 Information and Communication Technology (ICT) is also used in some departments. 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

Regular class tests, tutorials and annual tests are conducted for the continuous internal evaluation of the students. Continuous assessment is done through interactive sessions with the students in the classrooms. Their problems are identified and tried to solve them. It also enhances and helps students grow in confidence for University examination. Teachers of this college actively participate in the examination and evaluation process of the University as Head Examiners, Examiners, scrutinizers etc.

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 college office, library, and various departments are wifi enabled. The ICT infrastructure is well maintained. The college has two Smart Classrooms. The

	<p>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.</p>
Human Resource Management	<p>Faculty members are encouraged to upgrade their academic and administrative knowledge through participation in Orientation and Refresher Courses, Seminars, short Term Courses and workshops. The nonteaching 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. Various social awareness programmes are also organized for the students as well as staff of the college.</p>
Admission of Students	<p>The issuance of admission notification every year, Application form fill up, publication of merit list based on application received all are completed through online process by following University guidelines and as per Government directives. 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.</p>
Industry Interaction / Collaboration	<p>No industry interaction or collaboration has been done.</p>

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

E-governance area	Details
Planning and Development	<p>The Plan of action formulated at the IQAC are discussed and placed as a proposal at the Governing Body (GB) for approval. Various important issues raised and discussed at various Sub-committees' meetings are also placed through the IQAC and deliberated at the Governing Body (G.B.) Meeting. All proposals are finally approved at the GB 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</p>

	<p>for the purpose. The wifi connections are there at the Teachers' Room, office and library for the teachers, non-teaching staff and students.</p>
Administration	<p>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. All tenders and notifications are displayed on the website of the college. Efforts are made at the college level in the administrative works to use least papers. So we use Computer and internet based services in the administration. Tally ERP 9 software is used to maintain accounts.</p>
Finance and Accounts	<p>Total accounts are maintained in Tally ERP 9 software. All transactions are recorded electronically by using the software. Planning Board for financial planning and implementation involves the participation of teachers and nonteaching staff. The salary payments to the staff and to the Government offices are made by online banking and HRMS.</p>
Student Admission and Support	<p>The admission notification, admission form fill up, publication of merit list all are done completely through the online process 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. Students are not required to physically present at the college at any stage of the admission process.</p>
Examination	<p>Students' database is automatically generated as all the admission is done electronically. This data base is used to prepare examination related documents at the college as well as university level. 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.</p>

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
2018	Nil	Nil	Nil	0
No file uploaded.				

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)
2018	Nil	Nil	01/07/2018	30/06/2019	0	0
No file uploaded.						

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 programme	Number of teachers who attended	From Date	To date	Duration
STC on Research Methodology, North Bengal University	1	24/08/2018	30/08/2018	7
National Research Workshop, Visva- Bharati, Santiniketan	1	04/09/2018	08/09/2018	5
CATC-XIV Camp, Kalyani	1	19/09/2018	28/09/2018	10
STC in Calcutta University	1	14/11/2018	20/11/2018	7
RC in Burdwan University	1	14/11/2018	04/12/2018	21
STC on e- content Development and Open Educational Resources, North Bengal University	1	30/01/2019	05/02/2019	7

STC on Hands on training on SPSS, AMU	1	28/02/2019	06/03/2019	7
View File				

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)

No internal financial audit is conducted. The external financial audit is conducted by the auditor suggested and appointed by Higher Education Department, Government of West Bengal. The auditor's suggestions and advices are strictly followed to bring improvement in financial activities.

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
No file uploaded.		

6.4.3 – Total corpus fund generated

10268107.00

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	nil	Yes	IQAC
Administrative	No	nil	Yes	IQAC

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

The college does not have any formal Parent-Teacher Association. However, every year parent-teacher meeting is conducted where parents of our students provide various valuable suggestion and feedback. They participate in the Independence Day and Republic Day Programmes organized by the college. They participate in the tree plantation programme.

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

a. Financial help to the children of the management appointed casual non-teaching staff took admission in the college. b. Festive advance is given to all non-teaching staff. c. The office staffs are sent to various training programme conducted for them by the Government of West Bengal.

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

a. Enhanced use of ICT in the teaching-learning process. b. Initiatives taken to extend the southern part of the college building for more theory and practical class rooms and also to construct an auditorium. c. Initiatives take to fill up the permanent vacancies in the full-time teaching posts in various departments. d. Appointment of guest teachers in subjects where there is a shortage of full-time teachers.

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
2018	Van Mahotsava Week	01/07/2018	01/07/2018	07/07/2018	130
2018	Workshop to motivate Students.	09/07/2018	09/07/2018	09/07/2018	234
2018	Communal Harmony Day	02/10/2018	02/10/2018	02/10/2018	90
2018	National Integration Day	19/11/2018	19/11/2018	19/11/2018	125
2018	Soil Conservation for Healthy Life	05/12/2018	05/12/2018	05/12/2018	130
2019	National Youth Day	12/01/2019	12/01/2019	12/01/2019	175
2019	Wetland and Climate Change	02/02/2019	02/02/2019	02/02/2019	150
2019	International Mother Language Day Celebration.	21/02/2019	21/02/2019	21/02/2019	120

[View File](#)

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	01/12/2018	01/12/2018	65	48
Celebration of 'International Women's Day'	08/03/2019	08/03/2019	69	38

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
<p>a) Installation of power saving lights viz. LED, CFL etc. b) maintenance of greenery within and outside the college campus, c) Programmes were organized by the college NCC and NSS units targeted toward plantation of new trees in the college campus, d) Careful dumping and reduction of e-waste, e) Poster competition cum campaign on e-waste disposal f) Water-saving attempts, g) Development of the medicinal plants already existing in the Northern side of the Girls' Hostel, h) Seminar organized on 'Swachhata Pakhwada 2020', i) Landscaping, cleaning, plantation and beautification drives in the college campus under 'Swachh Campus Abhiyan', j) Anti plastic drive- e.g. we have strictly replaced the use of plastic glass, cups in the canteen with the paper made products which are biodegradable k) Anti-Tobacco campaign, l) Anti Dengue-Malaria drive by cleansing of stagnant water, spreading of DDT, Bleaching powder etc. m) We have developed CARE like clubs with the active participation of teaching, non-teaching staff, students, parents and alumni. Note: CARE- Creating Awareness Regarding Environment.</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	105
Ramp/Rails	Yes	2
Rest Rooms	Yes	5
Braille Software/facilities	No	0
Provision for lift	No	0
Scribes for examination	Yes	5
Special skill development for differently abled students	No	0
Any other similar facility	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	0	1	01/07/2018	7	Celebration of	Tree Plantation	127

					'Bon Mahotsab Week' (Go Green Drive)	Programme	
2018	0	1	25/07/2018	1	Special Camp in Madda G.P. Area	Health Hygiene Awareness Campaign	149
2018	0	1	15/08/2018	1	Celebration of 'Independence Day'	Nationalism	115
View File							

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

Title	Date of publication	Follow up(max 100 words)
Nil	02/07/2018	Nil

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
'Unity and Discipline' for students: A Value-based Motivational Workshop	25/07/2018	25/07/2018	298
Celebration of 'Sadbhavana Diwas 2018'	20/08/2018	20/08/2018	152
Observance of 'Teachers' Day'	05/09/2018	05/09/2018	167
Celebration of 'National Voluntary Blood Donation Day'	01/10/2018	01/10/2018	85
Observance of 'National Integration Day' (Quami Ekta Divas)	19/11/2018	19/11/2018	123
Celebration of 'National Youth Day'	12/01/2019	12/01/2019	172
Celebration of 'International Mother Language Day'	21/02/2019	21/02/2019	120
Celebration of 'International Women's Day'	08/03/2019	08/03/2019	107
View File			

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

1. Emphasis on Organic farming in the college garden. 2. Installation and use of Power Saving lamps and lights viz. LED, CFL etc instead of Incandescent light bulbs and fluorescent tube lights within the college campus. 3. Tree plantation programmes: new plants have been input in the college playground, garden particularly under the activities of NCC and NSS units of the college in various august occasions like-Independence Day/NCC Day- Fourth Sunday, November 2018 and NSS Day- 24th September, 2018. 4. There has been continuous effort by the college administration to make the campus completely plastic free zone. There are strict health protocols for not using any kind of hazardous plastic products within the college campus. 5. There has been a strict restriction in the use of all kinds of the electrical appliances- fans, lights etc and more emphasis has been given particularly on the use of Air Conditioner, Refrigerator and water cooler machine. 6. Smoking is strictly prohibited within and outside the college campus.

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 disseminate computer literacy amongst 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 located has a sizeable socially and economically backward population. Most of them are rural peasants and are labourers like 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 knowhow. 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- was set up at the northern part of the college at the 1st floor of Vidyasagar Bhavan of the campus. The computer centre became operative since February, 2013. The centre was started jointly with Cossimbazar Advanced Youth Computer Centre affiliated to the Department of Youth Services and Sports, Govt of West Bengal. However, during 2018-19 academic year, the centre was running in collaboration with Smarttech Computer Management Academy affiliated to the National All India Council for Computer Training Centre, Govt. of India. Under this programme, basic as well as some advanced computer literacy courses are being taught at nominal fees. After successful completion, certificates of participation are issued to the students for their future career advancement purposes. The courses offered were- SHORT-TERM BASIC: Rs. 800/- CITA: Rs. 1250/- DITA: Rs. 1850/- ADVANCE DIPLOMA: Rs. 3500/-. 5. Evidence of Success: A quality computer literacy programme at nominal fees became quite popular and effective amongst the students. 6. Problems Encountered and Resources Required: Following problems have been encountered by the institution for implementing the programme meticulously: (i) Inadequate funds (ii) Apathy of reputed computer agencies to extend hands on training (iii) Lack of qualified faculties in the locality (iv) Lack of skilled non-teaching staff. Best Practice 2 1. Title of the Practice: Full Computerization of the College Office and teaching staff room with wifi Network Management system 2. The Objective: The sole purpose of full computerization of the office is to guarantee efficacy in the academic and administrative works. 3. The Context: The manual handling of the office work has almost been replaced

by computerized operating system. Computerization of office work and bookkeeping is one step forward towards setting up of e-governance. 4. The Practice: Digitalization of the office and academic activities of the college has been ensured. Students are now admitted through online portal of the college. Maintenance of office ledger and folio (digitally as well as in hardcopy). Collection of fees from students, disbursement of various scholarships etc are operated on digital mode. With the inception of CBCS system from the current academic year, digital classes have been arranged in the smart class rooms for the students. Besides, the college has also arranged several digital interactive sessions for the teaching and non-teaching staff so as to make them more acquainted with the newly introduced CBCS academic system.

5. Evidence of Success: The digital mode of work has made the admission process, students' registration and other office works a paperless administration. These paperless records are not only easy to maintain but it also has ecologically sustainable values. 6. Problems Encountered and Resources: All students- particularly those who get into admission in the first Semester- are not completely accustomed with the online admission procedure e.g. input of data, handling with the payment portal etc. This is so, because they are not equally tech savvy- which is why for admission or other digital mode of work many students has to rely on someone other or they are resorted to the nearby cyber cafe. However, from the point of view of college, the successful execution of Online admission, uploading of files etc depends largely on how effectively i.e. in a time saving manner, the third party software operator reciprocates.

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/7.2.1%20Best%20Practice%202018-19.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

National Cadet Corps- NCC, is one of the vibrant units of the college. NCC has been emerged as an organization under the aegis of Ministry of Defence. It has been playing an important role in grooming the youths with the noble objective of nation building since its inception in the year of 1948. The NCC unit of the college, namely- 09/5B Coy NCC came into existence in 1994. The periods of Physical Training and Drill are carried out on every Sunday morning in the college ground. Theoretical periods both for Common subjects and specialized subjects of DGNCC syllabus are taken on every Thursday. All classes are jointly taken by the Associate NCC Officer (ANO) of the college and by the Permanent Instructional Staff (PI) of the 9 Bengal Battalion who are basically army personnel of the rank from Havildar (NCO) to Subedar (JCO). The NCC unit organizes host of workshops for its cadets as well as for the students of the college as a whole to take up career in Armed forces. The cadets of the unit actively participate in various social welfare programmes, like- Tree plantation, Blood Donation Camp, Literacy campaign, Institutional Personal Health and Hygiene programme etc. Cadets also took part in the health awareness events like-the 'International Day of Yoga'- 21st June every year, in the 'Anti-Tobacco Rally' etc. The NCC cadets also played a crucial role in traffic control duties throughout the year, especially during the Puja-Eid Festivals, Book fare in the college ground. 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, Beldanga- 09/5B Coy NCC comes under the 9 Bengal Battalion NCC with its GrHQ located at Kalyani, Nadia. The strength of the Coy is 140. The 9

Bengal Battalion has allowed 10 additional vacancy in the academic year 2018-19 to S.R.F.College. One of NCC Cadets from the college has participated in the Republic Day Camp (RDC) in 2018- SAHANAWAJ HAQUE Regt No.- WBSDA/16/154704. Besides, cadets have also participated 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/7.3.1%20Institutional%20Distinctiveness%20%202018-19.pdf>

8.Future Plans of Actions for Next Academic Year

There has been continuous endeavour by the faculty members and office to procreate an academic as well as administrative ambience conducive for all students. With this view, the academic calendar- conduct of motivational workshops for students, preparation of class routine, tentative date of college level unit tests, practical exams, list of holidays etc for the forthcoming year has been prepared in compliance with the academic calendar of the University of Kalyani to which the college is affiliated. The IQAC plays an important role to run and vigil the academic activities of the college. IQAC has made a plan of work for 2019-20 which will be reviewed in its monthly meetings. IQAC suggests plausible revision of work in the academic purview wherever necessary. Besides, the staff council of the college also prepares a schedule for various societal and environmental awareness activities- such as literacy campaign, HIV-AIDS awareness programme, immunization campaign, social forestry, cleanliness programme etc with the active support from the NCC and NSS units of the college. During 2019-20, the effort to retain the college a plastic free zone will be further strengthened. In order to bridge the shortfall of class rooms and laboratory, a proper plan of work has been taken up by the building sub-committee as well as of the governing body of the college to have horizontal and vertical extension of the southern part of college building. The college is assigning utmost priority to fill up the vacant teaching and non-teaching posts of the college. The teachers' council, in consultation with the IQAC, will be preparing a schedule of college level, state and national level seminars and workshops for 2019-20.