Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**SEWNARAYAN RAMESWAR FATEPURIA COLLEGE**
Name of the head of the Institution	**Dr Suhas Roy**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03482264040**
Mobile no.	**7679236401**
Registered Email	**principal@srfatepuriacollege.in**
Alternate Email	**collegesrf@yahoo.com**
Address	**P.O.-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	**Dr Milan Mandal**
Phone no/Alternate Phone no.	**03482264040**
Mobile no.	**9434639377**
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/SRFC%20AQAR%202018-19%20Final.pdf

4. Whether Academic Calendar prepared during the year

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%202019-20.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
Anti-Tobacco Programme	**28-Nov-2019**	**158**

	1	
Meeting of the IQAC	27-Aug-2019 1	7
Workshop to motivate Students.	25-Jul-2020 1	211
Meeting of the IQAC	24-Jul-2019 1	12
Seminar on Water Crisis & Its Remedies.	19-Jul-2019 2	165
Swachha college Avijan	08-Jul-2019 1	52
Meeting of the IQAC	02-Jul-2019 1	6

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

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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
S.R.Fatepuria College	Murshidabad District Inter College Games and Sports 2020	DPI, Govt. of West Bengal	2020 2	213525
		[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 the funding agency to support its activities during the year?	**No**
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 meetings for the overall academic progress of the students. # Organised awareness programmes on a regular basis on various social issues for the holistic development of the students. # Organising Cleanliness drive through the NSS NCC department of the college to clean the college campus and its surrounding area. # Arrangement was made to reach out to the students through viable digital mode during lockdown period and also preparing for organising Webinars.

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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
Extension of the Chemistry Laboratory of the college.	Extension of the chemistry laboratory was done during this period.
Applied to the appropriate authority for the creation of new permanent teaching and non-teaching posts.	Approval is awaited.
To approve appointment of SACT teachers in various subjects.	Total 44 SACT teachers got approval during the period.
To fill up vacant teaching posts in various subjects.	Six permanent teachers joined in substantive posts in various subjects during this period.
To organise workshop to motivate students to attend classes regularly and also to spread awareness among students.	Organised various workshops during the period to mitivate students and also to spread awareness among students on various social issues.
To complete the construction of second floor of the southern part of the college building.	Construction work started and almost completed during the year. However, during lockdown period construction work was hampered.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body of S.R.Fatepuria College	07-Oct-2021

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 descripiton and a list of modules currently operational (maximum 500 words)	**The college follows the practice of Management Information System in performing most of the activities of the college. The complete process of form fill up, admission and registration of students are done online. Admission fees are also collected online and no manual cash collection is done. As a result, admission related all data are electronically generated. The salary of all fulltime teaching and nonteaching staff are generated through HRMS and directly credited to bank accounts of the staffs. The General Provident Fund amount is deducted from salary as per rule and deposited online in respective individual PF accounts. The Income Tax, Professional Tax and Group Life Insurance amounts are also deducted from salary and deposited in respective heads of account through online. We have incorporated the epension system of the Government of West Bengal for retired employees. Accounts are maintained electronically by using the latest tally software. As a result, accounting information is also electronically generated and analysed. Therefore, the admission and accounts related information are easily available electronically which are helpful for the management in its decision making. The online feedback collection mechanism from students is also there. However, the results of students in various examinations are manually entered in the computer system after the publication of the results. There are various subcommittees that take their decision based on information available and are manually recorded. Important notices are uploaded on the college website. A bulk SMS system for the students is in place for quick information relating to any urgent matters. All notices to the teaching staff as well as nonteaching staff are shared through Notice Book as**

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 has the mechanism for the effective delivery and documentation of the curriculum designed by the University of Kalyani. 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 a Master Routine incorporating all the arts departments is prepared by the Routine Preparation Sub-committee after receiving feedback and suggestions from all the arts departments. The science and commerce departments have their separate routines. The college has the practice of conducting Departmental meetings on a regular basis. At the first meeting of each department, Lesion Plans are prepared and the syllabus is distributed among the departmental teachers and in the subsequent meetings follow up measures are taken. Proper care is taken by the teachers to complete the syllabus within the scheduled time frame. Class tests and internal assessments are also conducted to evaluate the progress of the students. Tutorial/remedial classes are also arranged to encourage students to actively engage in the participative learning process and also to assist academically weaker students. Each department also started to maintain a WhatsApp group for the running semester students so that students can interact with the teachers beyond the class hour to resolve their quarries. The college has the mechanism of keeping all the records at the Departmental Meeting Registers. Students' attendances, results of various examinations, their attendance in various programmes/seminars organized at the college level are also properly documented. There is a provision to accept students' feedback or any grievances. Proper documents are also maintained for the students attending excursions/fieldworks/surveys. All possible efforts are made to properly document every academic and administrative activity 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	Nil	0	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	NIL	Nill
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	01/07/2019
BSc	Hons. and General	01/07/2019
BCom	Hons. and General	01/07/2019

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	Nill	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	Geography Honours	24
BA	Education Honours	41
BA	Physical Education	25
BSc	Environmental Science	10
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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
Feedbacks were obtained from only 2nd and 3rd Semester Honours students of all the departments of the college. They gave their feedback on various aspects of the college, such as college office, library, laboratory, canteen administration and academic. 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. Based on the feedback received from the above-mentioned stakeholders, 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. However, corrective actions were hampered due to Covid-19 related lockdown for the last three months of the academic year.

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	187	110
BSc	Hons.	144	420	105
BCom	General	200	1	1
BCom	Hons.	70	13	4
BA	General	2700	2577	1960
BA	Hons	842	1543	682
[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
2019	2862	0	22	0	0

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
22	5	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)

There has been a pre-scheduled template of mentoring system for students for the entire academic year. They are generally initiated since the end of July 2019, 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 with an orientation workshop. In the following host of interactive workshops, they are guided to maintain discipline and to have a focus on studies. Special care is taken for those who have come from an academically poor backdrop and also for the students particularly who are physically or mentally retarded. Again, Students are supported through tutorials and the arrangement of remedial classes by most of the departments. A 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 the future job profile. This sort of workshop is meant to acquaint the senior students to take up jobs in academic, administrative as well as in armed forces. Several magazines, periodicals, weekly newspapers like- Competition success, Competition Refresher, Achievers, Employment News etc. are offered to the students through the college library for preparation of competitive examinations. The NCC and NSS units of the college also organized a few seminars to cater information of job opportunities for students. The College has set up a 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	Number of fulltime teachers	Mentor : Mentee Ratio

institution		
2862	**22**	**1:130**

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
26	**22**	**4**	**5**	**6**

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
Nill	**NIL**	**Nill**	**NA**
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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
BA	**ARBH**	**3rd Year**	**14/10/2020**	**20/10/2020**
BA	**BNGH**	**3rd Year**	**14/10/2020**	**20/10/2020**
BA	**EDCH**	**3rd Year**	**14/10/2020**	**20/10/2020**
BA	**ENGH**	**3rd Year**	**14/10/2020**	**20/10/2020**
BA	**GEOH**	**3rd Year**	**14/10/2020**	**20/10/2020**
BA	**B.A. General**	**3rd Year**	**14/10/2020**	**20/10/2020**
BCom	**BCOM HONS**	**3rd Year**	**14/10/2020**	**20/10/2020**
BCom	**BCOM GEN**	**3rd Year**	**14/10/2020**	**20/10/2020**
BSc	**MTMH**	**3rd Year**	**14/10/2020**	**20/10/2020**
BSc	**BSC GEN**	**3rd Year**	**14/10/2020**	**20/10/2020**
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The students of the college have been put under a continuous evaluation process. This has been quite necessary as many of the students didn't have a sound academic background. The institution has carried out its continuous evaluation throughout the academic period by means of conducting the following practices viz- taking regular class tests, objective tests, project works, students paper presentations, seminars, quizzes etc. The IQAC of the college met on a stipulated interval to have a shrill perusal of the progress of students on academic and allied activities. With the initiation of CBCS in 2018-19, the responsibility to exercise the continuous internal evaluation for students of both 3 years degree courses 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 the flaws in writing and to direct them to find the scope for further betterment in the score. These examinations are kind of rehearsals before appearing in the final University level examinations. The concluding portion of academic session 2019-20 started with a disrupting situation of the Covid pandemic during which the institution had to shut down following the government directives. As a result, more responsibility was entrusted to exercise the continuous internal evaluation for students. The respective departments organized regular class tests in their own way and kept records of them. However, the classes during the pandemic period were conducted in online mode. During such classes, greater weightage was assigned to the attendance of the students in compliance with the course curricula of CBCS. Head of the respective departments had been given the responsibility to vigil the entire academic activities of the department and report the same at regular intervals to the Head of the institution.

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

S.R.F. College is one of the affiliated colleges of the University of Kalyani, Nadia hence the academic calendar i.e. all the academic activities of the institution as well as of the department are framed inconsonant with the guidelines of the University concerned. The academic calendar is prepared based on a host of interactive discussions of the teachers' council which are then ratified by the IQAC which is eventually approved by the Principal of the college. Finally, the Academic Calendar of the college 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 levels. Detailed schedules with dates are given for all semesters and of the Final Examination so that students could prepare for the examinations accordingly. The Academic calendar has been displayed on the college website so that every teaching, non-teaching staff as well as student could easily access it. The 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 was referred to as Admission/Enrolment, Date of Commencement of classes, Internal Assessment, Puja Vacation, Date of End Semester Examination Semester- I III Upto 30th June 2020. However, with the outbreak of the covid pandemic, the institution was shut down and that's why the scheduled activities in the academic calendar were disrupted severely.

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	23	23	100
BNGH	BA	HONS	73	69	94.52
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2.7 – Student Satisfaction Survey

http://www.srfatepuriacollege.in/doc/SRFC%20StudentsSatisfactionSurvey%20Report%202019-20New.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
Nill	0	NA	0	0

No file uploaded.

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
NA	NA	

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	NA	NA	Nill	NA

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	NA	NA	NA	NA	Nill

No file uploaded.

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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)
International	Bengali	3	0
International	Chemistry	1	0
International	English	1	0
International	History	1	0
International	Political Science	1	0

[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
Political science	3
History	3
English	3
Economics	1
[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
No Data Entered/Not Applicable !!!						
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
No Data Entered/Not Applicable !!!						
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	11	3	2	1
Attended/Seminars/Workshops	3	3	2	8
[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
15th August Celebration	NSS NCC Unit	6	52
Swachha College Abhijan	NSS Unit	3	125
Student Motivation Camp	NSS Unit	2	211
[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
No Data Entered/Not Applicable !!!			
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 activites	Number of students participated in such activites
No Data Entered/Not Applicable !!!				
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	00	NA	00
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	NA	Nill	Nill	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	Nill	NA	0
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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
392239	392239

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	Existing
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
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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
No Data Entered/Not Applicable !!!			
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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
NIL	NA	NA	Nill
No file uploaded.			

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	77	3	6	4	1	4	16	8	0
Added	0	0	0	2	0	0	0	8	0
Total	77	3	6	6	1	4	16	16	0

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

100 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

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
3000000	3036787	400000	392239

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)

To run the institution in smooth and flawless way it is very much essential to maintain and upgrade/ update the academic standard, physical and virtual things, support facilities and social responsibilities. Hence, the college authority and stakeholders adopts various positive and decisive steps. The faculties and various staffs of the college try their best for facility of the students as per their requirements and for their further bright life also. In parallel of classes others extension works and extracurricular activities also made from the end of the Institution. 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 and look after and evaluate the creation, functions and activities of different departmental works, activities, and even the overall aspects of the institution. Some such sub-committees are budgetary committee, Purchase Sub-Committee, Building Sub-Committee, Anti-ragging committee, and Repair and Maintenance Sub-Committee, Library Sub-Committee, Sports Sub-Committee etc. besides, sometimes Ad-hoc committee also be formed for immediate word. 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 and many others these committees are 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. The entrance and exit of the students and staff are confirmed and checked by the security at the main gate. Two security guards with dress code and a night guard are engaged in the institution……………………

http://www.srfatepuriacollege.in/doc/4.4.2%202019-20.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 in Fees (Direct Payment)	706	99000
Financial Support from Other Sources			
a) National	Post Matric, TSP, SVMCP,OBC etc	4539	32380700
b)International	NIL	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
NIL	Nill	0	NA

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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
No Data Entered/Not Applicable !!!					

No file uploaded.

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	NA	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
2020	54	S.R.Fatepuria College	All Departments	DODL Kalyani University,	M.A. - Bengali, Education

					S.R.F College Branch	History

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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 !!!	
No file uploaded.	

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

Activity	Level	Number of Participants
Annual Sports	Institutional	373
Inter College District Sports and Games Championship 2019-2020	Inter College	56
State Meet	State Level	4
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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) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

Two meetings were held on 12/12/2019 and 06/02/2020 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)

I. In every sphere, the institution has the practice of following a decentralized and participative management style of working. The Governing Body (GB) is the highest decision-making body of the college. The GB is well represented by the teaching and non-teaching members of the college. They actively participate in the decision-making process and put their views at the meeting of the GB. There are various sub-committees to look into the various academic and administrative aspects of the college. The decision of the GB is implemented through these sub-committees. There is a provision of including one students' representative preferably the Students Union's General Secretary in the Governing Body of the college. The Internal Quality Assurance Cell (IQAC) is constituted considering the latest guidelines. It looks after mainly the academic activities of the college for overall improvement of quality of education imparted. II. In the academic field, while the academic calendar is prepared to keep 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 excursions. 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 academic year 2018-19. Feedbacks from students are also obtained for the overall improvement of the college. 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, the programmes the University of Kalyani. 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 that 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. 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 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. It also enhances and helps students grow in confidence for University examinations. 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 the library. The library management software KOHA has been installed in the library. Digitization of library resources is going on. Digital resources like e-journal and e-books are available through enlist database which is subscribed from INFLIBNET regularly. The college office, library, and various

	departments are wifi enabled. The ICT infrastructure is well maintained. The college has two Smart Classrooms. The respective departments look after the laboratory infrastructure and take necessary steps from 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 their academic and administrative knowledge through participation in Orientation and Refresher Courses, Seminars, short Term Courses and workshops. The non-teaching staff of the college are encouraged to participate in various training and development programmes 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. an
Admission of Students	The issuance of admission notification every year, Application form fill up, publication of merit list based on the application received all are completed through online process by following University guidelines and as per Government directives. Based on the application received, a merit list is prepared and displayed on the college website as well as the college notice board adhering to the reservation policy of the government. Admission and other fees from students are collected through online payment gateway.

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

E-governace area	Details
Planning and Development	The teaching and non-teaching staff are acquainted with various important matters through WhatsApp Group created for the purpose. Important notifications and announcements are also uploaded on the Website of the college. Bulk SMS is used to communicate with all students.
Administration	Management Information System (MIS) is in place. The internet and computer programmes are there for the administration purpose. All important communications are made through the emails of the college. All tenders and notifications are displayed on the

	website of college. Efforts are made at the college level in the administrative works to use the least papers. So we use Computer and internet-based services in the administration.
Finance and Accounts	Total accounts are maintained in Tally ERP 9 6.6.3 Software. All transactions are recorded electronically by using the software. The salary payments to the staff and to the Government offices are made by online banking and through HRMS.
Student Admission and Support	The admission notification, admission form fill up, publication of merit list all is done completely through the online process 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 the college notice board adhering to the reservation policy of the government. Admission and other fees from students are collected through an online payment gateway.
Examination	Students' database is automatically generated as all the admission is done electronically. This database is used to prepare examination related documents at the college as well as university level. In some examination halls, CCTV cameras are there. Examination, starting from Registration, marks putting and results publication and communication are done electronically.

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
Nill	NIL	NIL	NIL	0
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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	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)

staff						
Nill	NIL	NIL	Nill	Nill	0	0

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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 programme	Number of teachers who attended	From Date	To date	Duration
FDP in Paradigm shift in Teaching learning Pedagogy Scope of Research Method, East Calcutta Girls College	1	09/06/2020	15/06/2020	7
Workshop in MOOCS,e-content development open educational res ources.NBU-HRDC	1	04/02/2020	10/02/2020	7
RC in remote sensing GIS technology application for University teachers govt officer	1	13/06/2020	01/07/2020	28

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
6	0	6	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
GSLI, Provident Fund, Beldanga S.R.F College Employees Credit Cooperative Sociaty Ltd (Own Fund Loan and MT loan)	GSLI, Provident Fund, Beldanga S.R.F College Employees Credit Cooperative Sociaty Ltd (Own Fund Loan and MT loan)	Students Aid Fund, Kanyashree, SVMCMScholarship, WBMDFC Post Metric Scholarship, SC/ST/OBC fund

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	NA

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6.4.3 – Total corpus fund generated

4610069

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 were invited to participate in the Independence Day organized by the college. However, after Covid related lockdown no such programmes were organized.

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 staffsuggestions are sent to various training programmes, 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. Total 6 permanent teachers got appointed as per recommendation of the WBCSC d. 45 State Aided College teachers got approval from the Higher Education Department, Govt. of West Bengal during this period.

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
2019	Workshop	25/07/2019	25/07/2019	25/07/2019	211

2019	Swachha college Avijan	08/07/2019	08/07/2019	08/07/2019	52
2019	Teachers Day Celebration	05/09/2019	05/09/2019	05/09/2019	189
2019	Sadbhavana Day	20/08/2019	20/08/2019	20/08/2019	98
2019	World AIDS Day	02/12/2019	02/12/2019	02/12/2019	215
2020	National Youth Day	12/01/2020	12/01/2020	12/01/2020	138
2020	National Science Day Celebration	28/02/2020	28/02/2020	28/02/2020	89
2020	World Cancer Day	04/02/2020	04/02/2020	04/02/2020	139
2020	National Girls Child Day of India	24/01/2020	24/01/2020	24/01/2020	185

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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	01/12/2019	01/12/2019	117	98

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 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, especially in the hostel surrounding area 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.		

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	20
Ramp/Rails	Yes	2
Rest Rooms	Yes	5
Braille Software/facilities	No	Nill
Provision for lift	No	Nill
Special skill development for differently abled students	No	Nill

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
2019	Nill	1	07/07/2019	7	Celebration of 'Bon Mahotsab Week' (Go Green Drive)	Tree Plantation Programme	125
2019	Nill	1	15/08/2019	1	Celebration of 'Independence Day'	Nationalism	121
2019	Nill	1	01/10/2019	1	Swachhata hi Seva	Clean India Drive	52
2019	Nill	1	02/12/2019	3	Observance of 'World AIDS Day'	Public Health	215
2020	Nill	1	26/01/2020	1	Celebration of 'Republic Day	Nationalism	135
2020	Nill	1	21/02/2020	1	Celebration of 'International Mother Language Day'	Nationalism Culture	113

| 2020 | Nill | 1 | 08/03/2020 | 1 | Celebration of 'International Women's Day' | Gender Issues | 187 |

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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)
NIL	Nill	00

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Knowledge is Power: A value-based Motivational Workshop	22/07/2019	22/07/2019	177
Celebration of Sadbhavanas Diwas-2019	20/08/2019	20/08/2019	101
Observation of Teachers Day	05/09/2019	05/09/2019	132
Celebration of NSS Day	24/09/2019	24/09/2019	107
Observation of National Intregration Day (Quami Ekta Divas)	19/11/2019	19/11/2019	115
Celebration Of NCC Day	24/11/2019	24/11/2019	72
Celebration of National Youth Day	12/01/2020	12/01/2020	141
Celebration of International Mother Language Day	21/02/2020	21/02/2020	113
Celebration of International Womens Day	03/08/2020	03/08/2020	107

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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 2019 and NSS Day- 24th September 2019. 4. There has been a continuous effort by the college administration to make the campus a 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 and taking any kind of narcotics 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 I- (1) Title of the Practice: Library as a Resource hub for students. (2) The Objective: The library of the college has been emerged as one of prime sources of all pedagogy inputs for the students. The library has become very effective for students to acquaint them with the academic ambience of higher education. (3) The Context: The college is located at a peripheral location in Beldanga- a suburban area of Murshidabad district nearly 170 km away from the state capital Kolkata. The college, albeit situated in a Municipal town, is surrounded completely by rural areas consisting of 13 Gram Panchayats which is why, majority of the students are either first- or second-generation learners. It is for them a resourceful library has been set up. (4) The Practice: S.R.F. College with its present infrastructure has a specious composite library building. With its horizontal extension, the library has a super built area of nearly 4500 sqft. The library is configured with 41,624 books in total (inclusive of 4006 books from H.S./P.U./Old syllabus). They are segregated as: Text books 26047, Reference Books15350 Books for job orientation/competitive examination 227 as on 30th June,2020. There are 4 departments for whom the collection of books is relatively higher than other subjects. In fact, science subjects have been introduced much later in the college and the students, at the same time are more fond of studying the Arts subjects as mentioned above. To be more specific the number of books for the aforesaid subjects is: Bengali-9807, Political Science-4661, Philosophy-4283 and History-3779. The library is a good source for scholars and academicians resorting to research activities. The library is subscriber of 101 journals of different disciplines and of types. Some worth mentioning journals are- EPW, The Indian Economic Social History Review, South Asia Research, Indian Journal of Finance etc. The library is a subscriber of one of UGC-CARE listed journals, namely- Indian Literature in the English discipline since June 2018.The focus is on to keep journals which are mostly multidisciplinary in type and indexed in nature. In consonance with the guideline of UGC career advancement scheme, the library plays the proactive role to direct students to have an overall overhaul of various job-oriented magazines and periodicals. The library at present has 28 such types of magazines and periodical with the voluminous collection of 7447 numbers of journals in total. Some nationally acclaimed magazines are- Competition Success, Competition Refresher, Achievers, Civil Service Chronicle, Careers 360 etc. Some magazines like Yojana, Desh, India Today, Frontline, Sportster etc. are subscribed as good means of General Knowledge and Current Affairs for the students. Job oriented newspapers which are also a handsome source of GK, current Affairs, Reasoning etc. are subscribed. They are Employment News, Karma Khetra and Karma Sansthan. The library has digital database and is subscribed to N-List. The faculties are entitled to access e-books and e-journals through this digital platform. The library is partially automated with the ILMS software KOHA having version 3.18.03 since 2016. There are separate reading rooms for the students and staff having capacity of nearly 100 each. In the student's reading room, there is provision for OPAC (Online Public Access Catalogue) for the students and the reading room for the teaching staff there is provision for OPAC search and browsing as well. The library offers extension services to the ex-students, researchers as well for study purpose and reprography. Referral services are also being offered to the students and scholars visiting library in pursuance of study materials. The college meticulously maintains records of University

level question papers since 1986. It also keeps study materials, data etc. in CDs, DVDs. There are 29 such CDs DVDs, at present, in total. Moreover, it also keeps certain types of Survey of India maps. In every year, library of the college organizes orientation programme for the students in which issues regarding OPAC, KOHA, concept of book bank etc. are discussed. One such programme was organized on 26th November, 2019 (Tuesday). (5) Evidence of Success: Alongside good teaching support, the library has played an all-important role to secure good marks for the students in University level examinations. During 2019-20, there are 32 students in Honours subjects who registered above first class marks. Again, for the academic year 2019-20 there are 40 students who were absorbed in government services. (6) Problems Encountered and Resources Required: There are 16 regular programmes with 4605 students in total during 2019-20 in the college. Thus, the number of potential readers for library resources is significantly high but in practice owing to dropping out from college, lack of apathy in study, low interests in visiting library etc the actual number of students studying and accessing books is lower as opposed to what expected. The situation became further worsen for the students from mid of March, 2020 onwards when institutions of higher education were closed due to the outbreak of Covid-19. Best Practice II- (1) Title of the Practice: Consolidation of applicability of computerization in academic and administrative work template of the college. (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 office and academic activities. Students are now admitted through online portal of the college in consonant to the government directives. 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, digital classes have been arranged in the smart class rooms for the students. The e-learning modules are being uploaded in the website and some teaching staff has started uploading audio/visual classes in their own way on the YouTube platform. 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. With the advent of Covid-19 pandemic, as the college was closed since mid of March, 2020 University of Kalyani- to which the college is affiliated- started operating examination, evaluating answer scripts and uploading marks in online mode in a strictly time stipulated manner. The college accomplished this blended mode of examination in all respects as already mentioned and never fell short of time. The head of the departments, in this regard, have been directed to have close liaison with the IQAC coordinator, Teachers' council secretary and the Head of the institution as a whole. (6) Problems Encountered and Resources Required: 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 have 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

http://www.srfatepuriacollege.in/doc/7.2.1%20Best%20Practice%202019-20.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 Defense. 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 after 30 years of setting up of the institution in 1965. The periods of Physical Training and Drill are carried out on every Sunday morning in the college ground at 0800 hrs onwards. 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 NCC who are basically army personnel of the rank from Havildar (NCO) to Subedar (JCO). The Officer Commanding of the Battalion is used to make an Annual inspection of running of NCC unit of the college. During such visit was administered on 9th of January, 2020. 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 take part in the health awareness events like-the 'International Day of Yoga'- 21st June every year, in the 'Anti-Tobacco Rally' etc. 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 26 additional vacancies in the academic year 2019-20 to S.R.F.College. There was 1 cadet who was selected to participate in the DGNCC sponsored Special National Integration Camp (SNIC) at Jaisalmer, Rajasthan on and from 01.11.209-12.11.2019, named Sohel Rana Mondal, Regt No.- WBSDA/17/154709. Again, there were two cadets was selected up to IGC (Inter Gp Competition) of RDC 2020, named- Subhendu Mondal, Regt No.- WB18SDA/154522 for Drill and Nimai Ruidas, Regt No.- WB18SDA/154549 for cultural event. There was a girl cades (SW)- Baby Najmin Khatun, having Regt No. WBSWA/17/154801 secured highest marks amongst all SW cadets in 9 Bengal Battalion in 'B' Examination, 2019 and in addition, she also scored first class marks in 3- year graduation level examination.

Provide the weblink of the institution

http://www.srfatepuriacollege.in/doc/7.3.1%20Institutional%20Distinctiveness%20 2019-20.pdf

8.Future Plans of Actions for Next Academic Year

There have been perpetual efforts by the faculty members and office to maintain its pace in the betterment of academic and administrative ambience. With this goal, the academic calendar- conduct of motivational workshops, preparation of class routine, date of college-level unit tests, practical exams, list of holidays etc for the academic year 2020-21 will be prepared in compliance with the academic calendar of the University of Kalyani. The IQAC plays an important role to run and vigil the academic activities of the college. IQAC has made a plan of work for 2020-21 which will be reviewed in its monthly meetings. IQAC

suggests plausible revisions of work in the academic purview wherever necessary which will be eventually ratified by the Head of the Institution. The office keeps data of students' scores above first class marks and they are being recorded for further guidance for career advancement. On the contrary, for the students who are lagging in studies, there has been provision for remedial coaching. Besides, the NCC and NSS units of the college will be playing a proactive role in administering various social and environmental awareness programmes- such as literacy campaigns, HIV-AIDS awareness programme, immunization campaign, social forestry, cleanliness programme etc in the next academic session. During 2020-21, the efforts to retain the college a plastic-free zone will be further strengthened. In order to bridge the shortfall of classrooms and laboratories, the college administration has already taken up various measures in the recent past. The building sub-committee of the governing body of the college was working on an active task for horizontal and vertical extension of the southern part of the college building. Thus, the focus is on all-round development of infrastructure of the college incommensurate with the objectives propounded in Rashtriya Uchchatar Shiksha Abhiyan (RUSA) of The Ministry of Human Resource Development, Govt of India. The encouraging outcomes have started coming. The proposed Conference Room (30×50 Sqft), IQAC Meeting Room (25×15 Sqft), Science Faculty Room (25×15 Sqft), 2 classrooms having carpet area of 30×15 Sqft and 30×20 Sqft respectively, Computer Room (20×20 Sqft) and one Virtual Class Room (30×40 Sqft) having capacity of 200 students is expected to be completed during 2020-21. The college is assigning utmost priority to fill up the vacant teaching and non-teaching posts of the college. During 2019-20, six new teachers have been appointed as Assistant Professor in different disciplines. Requisition for teachers from WBCSC for some subjects is still awaited. The teachers' council, in consultation with the IQAC, has been preparing a schedule of college-level, state and national level seminars and workshops for 2020-21. The college was closed since mid of March 2020 due to the outbreak of the Covid 19 pandemic. As a result, the college has to opt for online classes instead. Each department has been given the onus to generate a WhatsApp group for students for the purpose of online classes. The departments are also directed to organize online seminars for students, arrange various invited lectures etc in 2020-21