

SEWNAARAYAN RAMESWAR FATEPURIA COLLEGE

A NAAC Accredited Institution

www.srfatepuriacollege.in



Estd : 1965

BELDANGA, MURSHIDABAD, PIN- 742133

ANNUAL QUALITY ASSURANCE REPORT (AQAR) FOR THE ACADEMIC SESSION 2016-17



**Higher Education For
Community Empowerment**

SEWNARAYAN RAMESWAR FATEPURIA COLLEGE

BELDANGA, MURSHIDABAD, WEST BENGAL

The Annual Quality Assurance Report (AQAR) of the IQAC

Academic Session: 2016-17

PART – A

I. Details of the Institution

1.1 Name of the Institution

SEWNARAYAN RAMESWAR FATEPURIA COLLEGE

1.2 Address Line 1

PO - BELDANGA

Address Line 2

DIST - MURSHIDABAD

City/Town

BELDANGA

State

WEST BENGAL

Pin Code

742133

Institution e-mail address

principal@srfatepuriacollege.in

Contact Nos.

+91 9434061605

Name of the Head of the Institution:

DR. SUJATA MUKHOPADHYAY

Tel. No. with STD Code:

(03482) 266323

Mobile:

8918781824

Name of the IQAC Co-ordinator:

DEBARSHI BHATTACHARYA

Mobile:

+91 9830061672

IQAC e-mail address:

iqac@srfatepuriacollege.in

1.3 NAAC Track ID (For ex. MHCOGN 18879)

WBCOGN25923

1.4 NAAC Executive Committee No. & Date:

EC (SC)/18/A&A/76.1, Dated 05.11.2016

1.5 Website address:

www.srfatepuriacollege.in

Web-link of the AQAR:

www.srfatepuriacollege.in/doc/SRFC%20AQAR%202016-2017.pdf

1.6 Accreditation Details :

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.36	2016	05.11.2016 to 04.11.2021
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC:

19/11/2014 (DD/MM/YYYY)

1.8 AQAR for the year:

2016-17

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (for example AQAR 2010-11 submitted to NAAC on 12-10-2011):

- i. AQAR _____ N.A. _____ (DD/MM/YYYY)
- ii. AQAR _____ N.A. _____ (DD/MM/YYYY)
- iii. AQAR _____ N.A. _____ (DD/MM/YYYY)
- iv. AQAR _____ N.A. _____ (DD/MM/YYYY)

1.10 Institutional Status

University	State	<input type="checkbox"/>	Central	<input type="checkbox"/>	Deemed	<input type="checkbox"/>	Private	<input type="checkbox"/>
Affiliated College	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>				
Constituent College	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				
Autonomous college of UGC	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>				

Regulatory Agency approved Institution	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Type of Institution	Co-education	<input checked="" type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input type="checkbox"/>
	Urban	<input type="checkbox"/>	Rural	<input checked="" type="checkbox"/>	Tribal	<input type="checkbox"/>
Financial Status	Grant-in-aid	<input checked="" type="checkbox"/>	UGC 2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>
	Grant-in-aid + Self Financing	<input type="checkbox"/>	Totally Self-financing	<input type="checkbox"/>		

1.11 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>	Science	<input checked="" type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	Law	<input type="checkbox"/>
PEI (Phys Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input type="checkbox"/>
		Others Specify	<input type="text"/>				

1.12 Name of the Affiliating University (for the Colleges)

University of Kalyani

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University	<input type="checkbox"/>	No	
University with Potential for Excellence	<input type="checkbox"/>	No	UGC-CPE <input type="checkbox"/> No
DST Star Scheme	<input type="checkbox"/>	No	UGC-CE <input type="checkbox"/> No
UGC-Special Assistance Programme	<input type="checkbox"/>	No	DST-FIST <input type="checkbox"/> No
UGC-Innovative PG programmes	<input type="checkbox"/>	No	Any other (Specify) <input type="checkbox"/> No
UGC-COP Programmes	<input type="checkbox"/>	No	

2. IQAC Composition and Activities

2.1	No. of Teachers	6					
2.2	No. of Administrative/ Technical staff	1					
2.3	No. of students	1					
2.4	No. of Management representatives	1					
2.5	No. of Alumni	0					
2.6	No. of any other stakeholder and community representatives	1					
2.7	No. of Employers/ Industrialists	0					
2.8	No. of other External Experts	1					
2.9	Total No. of members	11					
2.10	No. of IQAC meetings held	7					
2.11	No. of meetings with various stakeholders:	No	8	Faculty	3		
		Nonteaching Staff	1	Alumni	0	Others (Students)	4
2.12	Has IQAC received any funding from UGC during the year?	Yes	√	No			
	If Yes, mention the Amount	Rs. 3,00,000/-					
2.13	Seminars and Conferences (only quality related)						
	(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC						

Total No	3	International	0	National	0
State	0	Institutional Level	3		

ii) Themes

1. Air Pollution and Its Management.
2. Consumer Affairs and Business Practice.
3. Child Marriage and Sexual Harassment.

2.14 Significant Activities and contributions made by IQAC

Since its inception, the IQAC is working towards continuous improvement of the institution at a holistic level. Various sub-committees are formed to ensure steady improvement of academic and administrative performance of the college.

- IQAC encourages all the departments to organise departmental talks, seminars and workshops in the college. Accordingly, departmental seminars and workshops are organized by the various departments of the college on regular interval.
- IQAC encourages teachers to upgrade themselves through active participation in refresher and orientation courses, seminars, workshops & conferences and publication of their research works in esteemed journals.
- IQAC promotes modern methods and technologies in the area of teaching-learning and record-keeping. Accordingly, IQAC has advised to set up smart classes, free Internet access through Wi-Fi network within the campus and full automation of the library.
- IQAC organizes Students’ Motivation Workshops on regular intervals.
- Best Scored Students of each department and students having highest attendance in the college are get rewarded by the IQAC.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *:

Plan of Action	Outcome Achieved
<i>Short-term Planning :</i>	
1. ICT-enabled teaching-learning system be introduced for all the departments of the college.	➤ One classroom and one seminar hall have been converted into smart classes.
2. College level seminars and workshops be organised.	➤ Three seminars have been organized by the college.
3. Library be fully automated.	➤ Library is fully automated with KOHA software.
4. Wi-Fi facility be provided around the whole	➤ Free Internet Access through Wi-Fi network has been provided around the whole campus.

campus.	
5. Facilities to the Staff and the Students be upgraded.	<ul style="list-style-type: none"> ➤ AC machines have been installed in the Principal Chamber, Meeting Room and Accounts Dept. ➤ Water purifiers-cum-coolers have been installed for the staff and students of the college. ➤ Building has been repaired and renovated. ➤ New Chemistry Lab has been constructed and set up. ➤ Cheap Canteen facility has been upgraded.
6. The campus environment be made eco-friendly.	<ul style="list-style-type: none"> ➤ Regular plantation of plants and trees, regular maintenance of gardens, preservation of old trees, declaring the college campus plastic free zone. ➤ For waste management, a tie up is made with local municipality.
7. Environmental awareness initiative be made.	<ul style="list-style-type: none"> ➤ Special efforts on regular basis have been taken for developing and spreading environmental awareness amongst its students and nearby people through environment-friendly and eco-friendly campaigns, organizing seminars, poster exhibitions, street lectures, field visits etc.
8. Power saving initiative be made.	<ul style="list-style-type: none"> ➤ Old Lights and Fans are being replaced by energy-efficient LED lights and fans.
Long-term Planning :	
1. To start new UG Courses.	<ul style="list-style-type: none"> ➤ Planning has been initiated to commence new viable UG courses from the next possible academic session.
2. Expansion of college building, enhancing number of class rooms and construction of Auditorium.	<ul style="list-style-type: none"> ➤ Plan has been initiated for the purpose.
3. Use of renewable energy	<ul style="list-style-type: none"> ➤ Governing body of the college recently passed a resolution for installation of Solar Power Generation Plant in the college.
4. Water Harvesting Facility be set up.	<ul style="list-style-type: none"> ➤ A Rain Water Harvesting Facility has been set up.

** Attach the Academic Calendar of the year as Annexure. (Refer to Annexure II for Academic Calendar)*

2.15 Whether the AQAR was placed in statutory body

Yes No

Management Syndicate Any other Body

Provide the details of the action taken

**Governing Body approved the report.
(Meeting Dated 22/12/2017, Agenda No 6)**

PART – B**Criterion – I****I. Curricular Aspects :****1.1 Details about Academic Programmes**

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	-	-	-
UG	6	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
Total	6	-	-	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options**(ii) Pattern of Programmes:**

Pattern	No. of Programmes
Semester	-
Trimester	-
Annual	06

1.3 Feedback from stakeholders*

(On all aspects)

Mode of feedback :

Alumni	<input type="checkbox"/>	Parents	<input type="checkbox"/>	Employers	<input type="checkbox"/>	Students	<input checked="" type="checkbox"/>
Online	<input type="checkbox"/>	Manual	<input checked="" type="checkbox"/>	Co-operating schools (for PEI)	<input type="checkbox"/>		

**Please provide an analysis of the feedback in the Annexure (Refer to Annexure III for Students' Feedback)*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

No

1.5 Any new Department/Centre introduced during the year. If yes, give details.

No

Criterion – II**2. Teaching, Learning and Evaluation :**

2.1 Total No. of permanent Faculty

Total	Asst. Professors	Associate Professors	Professors	Others (Librarian)
17	13	4	-	2

2.2 No. of permanent faculty with Ph.D:

3

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others (Principal)		Total	
R	V	R	V	R	V	R	V	R	V
13	8	4	-	-	-	-	1	17	9

2.4 No. of Guest and Visiting faculty and Temporary faculty

-	-	46
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	1	-
Presented papers	3	13	1
Resource Persons	-	-	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:

No specific Innovative measures were taken this year.

2.7 Total No. of actual teaching days during this academic year:

191

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

None

2.9 No. of faculty members involved in curriculum as member of Board of Study/Faculty/Curriculum Development workshop (restructuring/revision/syllabus development)

-

-

1

2.10 Average percentage of attendance of students:

65%

2.11 Course/Programme-wise distribution of pass percentage :

Title of the Programme	Total no. Of students appeared	Division						
		Distinction %	I %	II %	III %	QX%	PNQ%	Pass %
B.Sc Physics Honours	3		66.67	-	-	33.33	-	66.67
B.Sc Maths. Honours	47		0	55.31	-	12.76	31.91	55.31
B.Sc Geography Hons.	4		-	-	-	-	100	0
B.A. Bengali Honours	75		5.33	81.33	-	5.33	8	86.66
B.A. History Honours	36		-	66.67	-	16.67	16.67	66.67
B.A. English Honours	22		-	86.36	-	13.63	-	86.36
B.A. Pol. Sc. Honours	6		16.67	50	-	33.33	-	66.67
B.A. Philosophy Hons	13		-	61.53	-	-	38.47	61.53
B.A. Geography Hons	57		15.78	59.64	-	7.02	17.54	75.43
B.Com. Honours	3		-	33.33	-	33.33	33.33	33.33
B.Com General	0		-	-	-	-	-	-
B.A. General	308		0.32	6.81	56.16	4.87	31.82	63.31
B.Sc General	4		-	-	-	25	75	0

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

IQAC essentially plays advisory role to ensure effective application of Teaching-Learning Process in the institution. It encourages teachers to lay stress on quality of teaching and to go for regular assessment of students with meaningful learning outcomes. IQAC also tries its best to offer effective solutions to any problem that could potentially hamper the academic activities of the institution.

2.13 Initiatives undertaken towards faculty development :

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	-
Summer / Winter schools, Workshops, etc.	4
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the year	Number of temporary positions filled during the year
Administrative Staff	12	17	-	12
Technical Staff	2	-	-	-

Criterion – III**3. Research, Consultancy and Extension :****3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution:**

A Research Promotion Sub-committee has been formed under IQAC to consider research proposals of faculty members for external funding opportunity and to promote research in the institution.

3.2 Details regarding major projects: None

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects:

	Completed	Ongoing	Sanctioned	Submitted
Number	2	2	0	2
Outlay in Rs. Lakhs	5.5	3.8	0	5.5

3.4 Details on research publications:

	International	National	Others
Peer Review Journals	4	2	2
Non-Peer Review Journals	-	-	-
e-Journals	1	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications:

Range **1-6** Average **3** h-index **√** Nos. In SCOUPS **√**

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations:

Nature of the Project	Duration Year	Name of the Funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	2016-17	UGC & ICSSR	9,30,000	6,64,000
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects (other than compulsory by the University)	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	9,30,000	6,64,000

3.7 No. of books published

i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from: N.A

UGC-SAP CAS DST-FIST

DPE DBT Scheme funds

3.9 For colleges: Nil

Autonomy CPE DBT Star Scheme

INSPIRE CE Any other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	0	0		
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

3.17 No. of research awards/ recognitions received by faculty and research fellows of the institute in the year : Nil

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph.D Guides and students registered under them

0

3.19 No. of Ph.D. awarded by faculty from the Institution

0

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones):

JRF	0	SRF	0	Project Fellows	0	Any other	0
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3.21 No. of students Participated in NSS events:

University Level	25	State Level	0
National Level	0	International Level	0

3.22 No. of students participated in NCC events:

University Level	58	State Level	43
National Level	13	International Level	0

3.23 No. of Awards won in NSS:

University Level	2	State Level	0
National Level	0	International Level	0

3.24 No. of Awards won in NCC:

University Level	0	State Level	0
National Level	0	International Level	0

3.25 No. of Extension activities organized

University forum	0	College forum	2
NCC	4	NSS	14
		Any other	0

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

1. Bon-Mahostav (Aforestation Programme in the college);
2. Swachh Bharat Aviyan - Cleaning activities in college premises, roads adjacent to college and in Beldanga Rural Hospital, organized Rally on 'Clean India-Green India';
3. Organized 7-days Seminar / Workshop on *Swachh Bharat*. It was a seven day programme conducted under the aegis of 9 Bengal Bn NCC;
4. Rally for propagation of various social issues like encouragement of girls' education, abolition of child marriage, save of water, save of tree etc.;
5. Organized seminar for dissemination of information of jobs in Indian Armed Forces amongst the students.

Criterion – IV**4. Infrastructure and Learning Resources :****4.1 Details of increase in infrastructure facilities:**

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	14,244.93	-	-	14,244.93
	Sq. mts.			Sq. mts.
Class rooms	17	3	College Fund	20
Laboratories	3	1	College Fund	4
Seminar Halls	2	-	-	2
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	4	AC – 2	College Fund	
		E-language – 1	UGC	
		Smart Class – 1	State Govt.	8
Value of the equipment purchased during the year (Rs. in Lakhs)	16.97	8.135		25.105
Others				

4.2 Computerization of administration and library

- Online Students' Admission System.
- Automation of College Library.
- Fully computerized office administration
- Free Wi-Fi access to students, teachers and staff.
- ICT-enabled classrooms
- Computers provided in the Teachers' Room, Bursar, Librarian and Principal.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	24,841	22,31,458	174	64,756	25,015	22,96,214
Reference Books	14,589	18,18,785	55	41,760	14,644	18,60,545
e-Books	-	-	-	-	-	-
Journals	14	31,401	24	57,985	38	89,386
e-Journals	-	-	-	-	-	-
Digital Database	1	5,700	-	5,750	1	11,450
CD & Video	29	4,090	-	-	29	4,090
Others (specify) : Books on Career Guidance /Competitive Exams	227	73,130	-	-	227	73,130

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others (CC Cam)
Existing	72	2	9	-	1	4	16	16
Added	-	1	4	1	-	1	-	32
Total	72	3	13	1	1	5	16	48

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

None

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.58
ii) Campus Infrastructure and facilities	0.42
iii) Equipments	1.54
iv) Others	-
Total :	2.54

Criterion – V

5. Student Support and Progression :

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Students are made aware of the Student support services provided by the college through:

- College prospectus
- College website

5.2 Efforts made by the institution for tracking the progression

Departments try to keep records of students' progression through personal contact with the students. The college is trying to implement a formal system of collecting information from the outgoing students from the subsequent academic session.

5.3 (a) Total Number of students

UG	PG	PH. D	OTHERS
4236	-	-	-

(b) No. of students outside the state

-

(c) No. of international students

-

	No	%	No	%
Men	2,030	47.92	Women	2,206
				52.08

Last Year: 2015-16						This Year: 2016-17					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
3,227	131	2	754	0	4,114	3,000	204	4	1,026	2	4,236

Demand ratio : 2.18 : 1 Dropout % : 12.83

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

1. Entry in Service Cell.
2. Career Counselling Cell

No. of students beneficiaries

326

5.5 No. of students qualified in these examinations : Data not maintained by the college

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

5.6 Details of student counselling and career guidance

General Counselling: The teachers provide counselling to the students both inside and outside the classroom on academic, financial, career-related and other personal matters.

Carrier Counselling cell works for providing career guidance to the students.

- Institute of Cost Accountants of India (ICA) conducted an interactive session with the students.

No. of students benefitted

253

5.7 Details of campus placement: None

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	-

5.8 Details of gender sensitization programmes

No such programme was conducted during this year.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/University Level National Level International Level

No. of students participated in cultural events

State/University Level National Level International Level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports:

State/University Level National Level International Level

Cultural:

State/University Level National Level International Level

5.10 Scholarships and Financial Support

	Number of Students	Amount (Rs.)
Financial support from institution	5	2,650
Financial support from government :	Amount per head	
SC	107	Directly paid
ST	2	Directly paid
OBC(A)	1,776	Directly paid
OBC(B)	178	Directly paid
Kannasree	566	25,000
UGC	-	-
Financial support from other sources :	Amount per head	
NSP	1,436	5,100
TSP	1,655	4,800
Number of students who received International / National recognitions	-	-

5.11 Student organised / initiatives : **None**

Fairs:

State/University Level National Level International Level

Exhibition:

State/University Level National Level International Level

5.12 No. of social initiatives undertaken by the students

02

5.13 Major grievances of students (if any) redressed: Enhancement of Intake capacity of Students in some departments

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

- To spread higher education, especially amongst the down-trodden, poor and peasantry classes of people of the society.
- To grow the sense of confidence as regards to identity amongst the economically backward mass.
- To enhance the sense of integrity and communal harmony amongst the people of the region.
- Establishment of equal opportunities among different classes of people irrespective of their sex, caste, religion and socio-economic status.
- To make students responsible citizens and exemplary human beings.

MISSION

- **To remain committed to its foremost aim of sustaining a student-friendly ambience perfectly conducive to learning and true enlightenment.**
- **To constantly endeavor towards the holistic developments of students into responsible citizens and exemplary human beings.**
- **To provide inclusive education by making it accessible to all sections of society.**
- **To offer and train innovative and socially relevant skill and knowledge.**

OBJECTIVES

- **To establish ideal academic environment within the institution.**
- **To establish ideal teacher-student relationship within the institution.**
- **To motivate the students for acquiring higher education.**
- **Motivate the students to bring out their creative potential and nurture the spirit of their critical thinking.**
- **To equip students with the skills needed to adopt the changing global scenario and to gain access to multiple career opportunities.**
- **To motivate the students to involve themselves for the welfare of the society.**
- **To spread social, ecological and environmental awareness among the students and the society as a whole.**
- **To motivate the students to participate in various extracurricular activities like N.S.S., N.C.C. etc. along with their academic educational activities.**

6.2 Does the Institution has a management Information System

The college does not yet have integrated Management Information System (MIS) software. However, the acquisition of a MIS is being thought and has been discussed in several forum. At present, the institution ensures updated information system through :

- Collecting information from various committees and sub-committees.
- Collecting information from updated materials like prospectus, books, project works etc.
- Collecting information from the different notifications from office relating to UGC, K.U. and Govt. of West Bengal.
- Collecting and analysing feedback from various stakeholders.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The college follows the undergraduate curriculum developed by the affiliating university. However, it ensures effective implementation of the same.

6.3.2 Teaching and Learning

- The departments organise students' talks, educational tours, film shows, departmental seminars and workshops and quiz contests.
- Remedial classes are arranged for slow learners.
- Teaching learning process is strengthened with e-learning resources.
- Teachers are encouraged to participate in faculty development programmes.

6.3.3 Examination and Evaluation

- Class tests and annual tests are conducted regularly.
- Continuous assessment is done through interactive sessions with the students in the classrooms.

6.3.4 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.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library :

- Library management software KOHA is installed in the library.
- Digitization of library resources is going on.
- Online books and journals are subscribed through Infflibnet.

ICT :

- One classroom and one seminar hall are equipped with ICT-facilities.

Physical infrastructure / instrumentation :

- Campus infrastructure is maintained by the Building Committee of the college.

6.3.6 Human Resource Management

- Faculty members are encouraged to upgrade themselves through participation in orientation and refresher courses, seminars, short-term courses and workshops.
- Staff of the college is encouraged to participate in various training and development programmes organised by the DPI, K.U. and other agencies of the Govt.

6.3.7 Faculty and Staff recruitment

Faculty Recruitment:

The college being under the aegis of the Governing Body (GB), the recruitment of staff is done in the following way:

- The Principal is recruited on the recommendation of the WBCSC subject to approval of GB and pay fixation of Principal is done by the DPI, Govt. of WB.
- The whole-time teachers are recommended by the WBCSC subject to approval of GB and their pay fixation is done by the DPI, Govt. of WB.
- The part-time teachers are selected by the Staff Selection Committee of the college as formed by the GB subject to approval of GB.

Non-teaching Staff Recruitment:

- Non-teaching Staff are recruited by the Staff Selection Committee of the college as formed by the GB on the basis of necessary permission of the DPI, Govt. of WB subject to subsequent approval of GB and their pay fixation is done by the DPI, Govt. of WB.
- Casual non-teaching staff are recruited by the Staff Selection Committee of the college as formed by the GB

6.3.8 Industry Interaction / Collaboration

None

6.3.9 Admission of Students

- Fully online admission procedure is followed

6.4 Welfare Scheme for

Teaching	Cooperative Thrift Fund and Group Insurance
Non teaching	Cooperative Thrift Fund and Group Insurance
Students	Students' Health Home Facility and Students' Aid Fund

6.5 Total corpus fund generated

Rs. 65,46,983.76

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	IQAC
Administrative	No	-	No	No

6.8 Does the University/ Autonomous College declares results within 30 days?

For PG Programmes: Yes No

For PG Programmes: Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Decentralisation of answer scripts of examination has been done by the University of Kalyani.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

Not Applicable

6.11 Activities and support from the Alumni Association

The Alumni meets from time to time and are planning to organize various extension activities like blood donation camps, health check up camp for the staff and students.

6.12 Activities and support from the Parent-Teacher Association

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

6.13 Development programmes for support staff

No such programme was conducted this year.

6.14 Initiatives taken by the institution to make the campus eco-friendly

- A beautiful garden is maintained by the college inside and outside its premises.
- Installation of rain-water harvesting system is under process.
- Littering of the campus is strictly prohibited.
- The campus has been declared as a No-Plastic Zone.
- Power-saving LED lights are installed.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

No specific innovative processes were introduced during the last academic session.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

Actions relating to improvement in teaching learning infrastructure:

- 1 classroom and 1 seminar hall have been converted into smart classes.
- Computerization of the Library is done and the reprographic facilities are installed.
- Digitization of the Library and registered with INFLIBNET.
- Free Internet Access through Wi-Fi network within the campus is installed.

Actions relating to improvement in campus infrastructure:

- ACs been installed in the Principal Room, Meeting Room & Accounts Room.
- Water purifiers-cum-coolers installed for staff and students.
- The Building has been repaired and renovated.
- Old Lights and Fans are being replaced by energy-efficient LED lights and fans.
- CCTV is installed in the entire campus.
- Installation of Rain Water Harvesting Facility has been initiated.

Actions relating to organising seminars and workshops:

- IQAC organised three college-level seminar during the academic year.
- IQAC organised three students' motivation workshop during the academic year.
- IQAC organised award ceremony for best scored student from each course and highest class attended student during the academic year.
- NCC and NSS of the colleged organized various extension activities under the guidance of the IQAC.

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

Best Practice 1: Fully Online Students' Admission Procedure of the institution

Best Practice 2: Computer literacy program for all students at token cost

(Refer to Annexure IV)

7.4 Contribution to environmental awareness / protection

The college campus is declared as "No Plastic Zone" by the administration. Sincere efforts are made to keep the campus clean and green.

7.5 Whether environmental audit was conducted?

Yes

No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

SWOT ANALYSIS

Strength :

- **Availability and approval of college fund for academic and developmental purposes.**
- **Adequate computer facility.**
- **Availability adequate space and infrastructure.**
- **Cordial relationship between management, teachers, students and other employees of the institution.**
- **Voluminous Library with collection of rare books.**
- **Availability of modern aid of teaching.**
- **Diversity of courses.**
- **Sports and games potentiality of students.**
- **Encouragement of research activities.**

Weakness :

- **Shortage of permanent non-teaching staff in the college office.**
- **Shortage of permanent teaching staff.**
- **Vacant post of permanent teaching and non-teaching staff.**
- **Approval of new permanent teaching and non-teaching posts.**
- **Tremendous students' admission pressure.**
- **Shortage of class rooms.**
- **Lack of sufficient space for introducing new subjects, add-on and certificate courses.**
- **No scope for syllabus and curriculum design.**

Opportunity :

- **Growing demand for updating knowledge from all section of people.**
- **Growing demand for introduction of modern subjects and courses.**
- **Growing demand for skill development courses.**
- **Research potentiality.**
- **Adoption of extension activities among the most backward classes of people.**
- **Organization of seminar and conference more frequently.**

Challenges :

- **Socio-cultural-political trends.**
- **Poor response to some viable subjects.**
- **Little scope for introducing innovative curriculum due to pre-scheduled curriculum designed by the parent university.**
- **Migration of trained faculty.**
- **High cost of maintenance of infrastructure.**

Plans of institution for the next academic year

The institution's development is elaborated through the perspective plan. It includes extension of building and class rooms, providing additional facilities, introduction of new courses, employing teachers from the own fund of the college etc. Different sub-committees are formed to facilitate smooth academic growth and infrastructure development of the college. The members of these committees consider several factors while preparing future plans. Some aspects considered for inclusion in the plan for the next year are :

- Widen the scope and range of the courses offered by introducing more subjects at the UG level.
- Introduce viable and relevant carrier oriented /skill development courses.
- Enhance ICT based teaching in departments.
- Purchase of more Books and Journals for the Library.
- Purchase of Laboratory Equipments.
- Encouragement to faculties for more Research and Publications.
- Instigate students for organizing more extension activities.
- To start job oriented, skill-enhancing computer courses for the students.
- To introduce various employment generating add-on courses like Tax-Practices, Travel and Tourism management etc.
- To fill up approved vacant permanent teaching and non-teaching posts.
- Creation of new permanent teaching and non-teaching posts.
- To publish peer reviewed journals by the college.
- To seek funds from UGC to organize state or national level seminars.

Annexure I**Abbreviations**

CAS	-Career Advanced Scheme
CAT	-Common Admission Test
CBCS	-Choice Based Credit System
CE	-Centre for Excellence
COP	-Career Oriented Programme
CPE	-College with Potential for Excellence
DPE	-Department with Potential for Excellence
GATE	-Graduate Aptitude Test
NET	-National Eligibility Test
PEI	-Physical Education Institution
SAP	-Special Assistance Programme
SF	-Self Financing
SLET	-State Level Eligibility Test
TEI	-Teacher Education Institution
UPE	-University with Potential Excellence
UPSC	-Union Public Service Commission

Academic Calendar

Provisional Academic Calendar for the under-graduate courses
(Part – I, Part – II, Part - III) for the Academic session 2016-2017

	Part - I	Part - II	Part - III
Date of admission	Last week of May 2016	15 days from the date of completion of the previous qualifying examinations(provisional)	15 days from the date of completion of the previous qualifying examinations(provisional)
Commencement of classes	3 rd July 2016	1 st week of September	2 nd week of July
Holding of class tests/test Examination by the college	March	February	January
Termination of classes	Last week of April	1 st week of March	1 st week of February
Commencement of University examination		12.07.2016 to 17.08.2016	3 rd week of March to 1 st Week of April
Holidays	Sundays	Puja vacation	Summer Recess
New Years' Day 01	52 Days	7 th October to 2 nd November 2016	w.e.f 16 th May to 30th June as per 2016 University statute
Birth Day of Swami 01 Vivekananda 01			
Netaji's Birth Day 01			
College Foundation Day 01			
Republic Day 01			
Saraswati Puja 02			
Dol Purnima 02			
Good Friday 01			
Chaitra Sankranti 01			
Bengali New Years' day01			
Ambedkar's Birthday 01			
Mahabir Jayanti 01			
May-Day 01			
Tagore's Birthday 01			
Shab-E-Barat 01			
Id-ul-Fiter 02			
Independence Day 01			
Janmastami 01			
Id-ul-uzha 02			
Mahalaya 01			
Gandhi's Birthday 01			
Puja Holidays 27			
Guru Nanak Birth day 01			
Kartick Lada 01			
Fateha do-uz-daham 01			
X-Mas day 01			

Feedback Analysis:Student Feedback on Teachers' Attributes(Done by Third Year B.Com Honours Students)Name of the Teacher: XXXXXXXXXXXX, Assistant Professor.Department: Department of Bengali

10-Point Scale of Rating:

10---9	8----7	6---5	4----3	2-----1
Excellent	Very Good	Good	Moderately Good	Poor

Attributes		Rating (in percentage)				
		10-9	8-7	6-5	4-3	2-1
1.	Communication Skills (in terms of articulation and comprehensibility)	80%	14%	6%		
2.	Interest generated by the Teacher	73%	24%	3%		
3.	Ability to integrate course material with environment/Other Issues to provide a broader perspective	65%	30%	5%		
4.	Ability to integrate across the courses/Draw upon other courses	34%	60%	6%		
5.	Accessibility of the teacher in and out of the class (includes availability of the teacher to motivate outside class discussion)	83%	9%	8%		
6.	Ability to design quizzes/examinations/assignments/projects to test understanding of the course	37%	43%	20%		
7.	Provision of sufficient timely feedback	52%	18%	30%		
8.	Knowledge base of the teacher (as perceived by you)	92%	8%			
9.	Sincerity/commitment of the teacher	90%	10%			
10.	Overall Rating	62%	38%			

BEST PRACTICE – 1

1. Title of the Practice: Fully Online Students' Admission Procedure of the institution

2. The Objective:

Advancement of learning by providing equal access to quality education to all students irrespective of financial , cultural , gender or ethnic identity.

3. The Context:

Transparent, merit-based admission procedure is adopted by the college to avoid requests relating to admission from various quarters that create pressure to the admission procedure.

4. The Practice:

Admission of the students in this institution is made strictly on the basis of merit according to the availability of seats and fulfillment of certain legal formalities like reservation of seats for the S.C., S.T., OBC, Physically Challenged candidates as per Govt. Rules.

Starting from announcement of admission notice till the publication of merit list and generation of the Admission Form and Bank Challan for the selected candidates, the entire process is performed online.

The college has adopted a decentralized fees collection system to avoid harassment of students.

5. Evidence of Success:

The admission process has become fully free of any pressure, transparent and efficient.

Fulfillment of admission criteria for admission to various streams has become error-free.

It has become easier for the college office to maintain and retrieve students' records that helps further in the registration process.

6. Problems Encountered and Resources :

Since the process is dependent on third party software operator, occasionally, the college faces the problem of communication gaps or time management.

As the fees collection system is yet to be made fully online, the college faces the problem of a time gap in getting the data from the bank.

Close coordination among the college office, software operator and concerned bank is required for smooth and effective management of the admission process.

BEST PRACTICE – 2

1. Title of the Practice: Computer literacy program for all students at token cost.

2. The Objective:

The noble objective of the program is to spread computer literacy among the students of the college, as most of them are first generation learners.

3. The Context:

The locality of Beldanga has an enormous population of economically backward and illiterate peasants and labourers together with few educated middle class people. Most of the students who come to this institution for acquiring their higher education degree are first generation learners. Being economically backward, these students are not well equipped with the modern technological knowledge. For making all students capable enough to cope up with the modern technological system, the institution has set up its own Computer Training Centre with a noble objective of providing computer literacy opportunity to its all students at a token cost.

4. The Practice:

Under this program, basic computer literacy courses are taught at minimum fees structure along with some advanced computer courses. After successful completion, certificate of participation and completion of the course is issued to students for their future career advancement purposes.

5. Evidence of Success:

The college has become a popular and reputed centre for undergraduate studies in the city.

The demand for taking admission to the college is increasing over the years.

6. Problems Encountered and Resources Required:

Following problems have been faced by the institution for implementing above program :

1. Inadequate funds;
2. Apathy of reputed computer training agencies to extend hands of cooperation;
3. Discouragement of students from the part of outside training centres;
4. Lack of qualified faculties in the locality.
5. Lack of skilled non-teaching staff.