

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) in Accredited Institutions
(Revised in October 2013)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

The Annual Quality Assurance Report (AQAR) of the IQAC

2015 - 2016

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

I. Details of the Institution

1.1 Name of the Institution	SANTIPUR COLLEGE
1.2 Address Line 1	P.O. SANTIPUR
Address Line 2	DISTRICT: NADIA
City/Town	SANTIPUR
State	WEST BENGAL
Pin Code	741404
Institution e-mail address	santipurcollegenadia@gmail.com
Contact Nos.	(03472)278028
Name of the Head of the Institution:	Dr. Chindrima Bhattacharya
Tel. No. with STD Code:	(03472)278028
Mobile:	09830307994

Name of the IQAC Co-ordinator:

DR. NIRANJAN GUHA

Mobile:

09434244612

IQAC e-mail address:

sc.iqac.coordinator@gmail.com

1.3 **NAAC Track ID** (For ex. *MHCOGN 18879*)

WBCOGN13256

1.4 **NAAC Executive Committee No. & Date:**

(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

www.santipurcollege.in

Web-link of the AQAR:

<http://santipurcollege.in/AQAR-2015-16.pdf>

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+		2007	5 years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

21/01/2015

1.8 AQAR for the year (for example 2010-11)

2015-2016

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 2014-2015 (01/03/2019) (DD/MM/YYYY)
ii. AQAR _____ (DD/MM/YYYY)
iii. AQAR _____ (DD/MM/YYYY)
iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

NSOU study centre

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

University with Potential for Excellence	<input type="text" value="NO"/>	UGC-CPE	<input type="text" value="NO"/>
DST Star Scheme	<input type="text" value="NO"/>	UGC-CE	<input type="text" value="NO"/>
UGC-Special Assistance Programme	<input type="text" value="NO"/>	DST-FIST	<input type="text" value="NO"/>
UGC-Innovative PG programmes	<input type="text" value="NO"/>	Any other (<i>Specify</i>)	<input type="text" value="NO"/>
UGC-COP Programmes	<input type="text" value="NO"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="08"/>		
2.2 No. of Administrative/Technical staff	<input type="text" value="03"/>		
2.3 No. of students	<input type="text" value="01"/>		
2.4 No. of Management representatives	<input type="text" value="01"/>		
2.5 No. of Alumni	<input type="text" value="01"/>		
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>		
2.7 No. of Employers/ Industrialists	<input type="text" value="02"/>		
2.8 No. of other External Experts	<input type="text" value="01"/>		
2.9 Total No. of members	<input type="text" value="18"/>		
2.10 No. of IQAC meetings held			
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="2"/>	Faculty	<input type="text" value="6"/>
Non-Teaching Staff	Students <input type="text" value="4"/>	Alumni	<input type="text" value="1"/>
		Others	<input type="text"/>

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level **05**

(ii) Themes

1. "*Somosamayik Prekshite Bhasha Andalolon*" by Prof. Anup Santra, "Visva Bhatari" in collaboration with Department of Bengali.
2. "Quality Assurance in Higher Education" One-Day State Level Seminar Organised by IQAC, Santipur College. Speakers: Dr. Partha Karmakar, TIC, Muragachha Govt. College
3. "*Shakespearian Tragedy*" by Prof. Sarbani Choudhuri, Dept. of English, K.U. collaboration with Dept. of English.
4. "*Sexual Harassment & Higher Education Instauration*" by Prof. Sarbani Choudhuri, Dept. of English, K.U. collaboration with Women cell Santipur College.
5. "*Poribesh Sochetonata O Basjogyo Prithibi*" by Binoy Dutta. Environmentalist collaboration with NSS Santipur College.
6. "*Celebration of 100 years of General Theory of Relativity*" by Prof. Narayan Banerjee, IISER Kolkata, and Prof. Arunava Chakraborti, Dept. of Physics, K.U., collaboration with Department of Physics.

2.14 Significant Activities and contributions made by IQAC

- On the basis of recommendation of IQAC renovation of Principal's room as well as the college office was done.
- Subsequent to recommendation of IQAC renovation of some toilets in the college campus was performed.
- IQAC proposed renovation of the open air theatre in the college campus.
- IQAC proposed to take effective measures like using LED bulbs as energy sources, with an aim to reduce power consumption as far as practicable.
- The urgent need of automation of the college library was communicated to the Governing Body.
- IQAC recommended to the Governing Body to completely computerise various administrative works in the college office.
- IQAC recommended to the Governing Body stressing upon the need to install CCTV cameras at important positions within the college.
- IQAC recommended that electrical wiring at certain places be done.
- IQAC emphasised the need of using various teaching aids such as LCD Projectors for the benefit of students.
- IQAC encouraged conduction of seminars in the college.
- IQAC has taken active role in forwarding the Career Advancement Scheme (CAS) of teaching faculties.

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		Achievements	
i)	IQAC recommended renovation of Principal's room.	i)	Renovation of Principal's chamber was done.
ii)	IQAC recommended renovation of the college office.	ii)	Partial renovation of the college office was done.
iii)	IQAC recommended renovation of some toilets in the college campus.	iii)	Some toilets within the college campus were renovated.
iv)	IQAC recommended renovation of roof of science block.	iv)	Roof of science block repaired.
v)	IQAC recommended electrical wiring at places within the college which are old and accident prone.	v)	Electrical wiring of the Department of Physics was done.
		vi)	Some courses (English, Bengali and History) under

vi) IQAC recommended opening of courses under DODL in the college.	vii) The teachers' room was shifted to a new spacious hall.
vii) IQAC recommended shifting of teachers' room to a new spacious hall.	viii) Library committee has also made similar recommendation. Automation of the central library is yet to be done.
viii) Proposal for automation of the central library was put forward	ix) Promotion under CAS for ten teachers completed.
ix) IQAC requested and recommended promotion of ten teachers through CAS.	

** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No
Management Syndicate Any other body

Provide the details of the action taken

AQAR has been placed and approved by the G.B of College.

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 programmes	Number of value added / Career Oriented programmes
PhD	NA	NA	NA	NA
PG	NA	NA	NA	NA
UG	15	NA		NA
PG Diploma	NA	NA	NA	NA
Advanced Diploma	NA	NA	NA	NA
Diploma	NA	NA	NA	NA
Certificate	NA	NA	NA	NA
Others(NSOU)	03(UG) 10(PG)	NA	NA	NA
Total	28	NA		NA
Interdisciplinary	NA	NA	NA	NA
Innovative	NA	NA	NA	NA

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

Pattern	Number of programmes
Semester	13 (NSOU courses)
Trimester	NA
Annual	15

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

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.

DODL centre at Santipur College has been sanctioned by the University of Kalyani

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors/Principal	Others
39	23	10	01	05

2.2 No. of permanent faculty with Ph.D.

16

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
01	19	00	00	00	00			01	19

2.4 No. of Guest and Visiting faculty and Temporary faculty

00

00

17

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	09	01
Presented papers	02	09	01
Resource Persons	00	00	00

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

- Teachers communicate with parents through parent- teacher meetings.
- Computers are used for teaching method.
- Sincere efforts are taken by teachers to upgrade students who are lagging by arranging tutorial classes and remedial classes.
- To update and upgrade advanced students further teachers engage in interactions which are either individual interactions or group interactions.
- Departments organise interactive seminars.

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

190

2.8 Examination/ Evaluation Reforms initiated by

As Per University

the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

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

07		
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- 2.10 Average percentage of attendance of students

75 %

- 2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Physics(Hon.)	16	NA	43.75	50	NA	93.75
Math(Hon)	50	NA	18	76	NA	94
Chemistry(Hon)	08	NA	12.5	75	NA	87.5
Botany(Hon)	15	NA	60	40	NA	100
Com. Major	03	NA	33.33	66.67	NA	100
B.A(Gen.)	737	NA	0.14	87.51	NA	87.65
B.Sc(Gen. Pure + Bio.)	23	NA	8.7	86.95	NA	95.65
History(Hon.)	68	NA	2.94	89.7	NA	92.64
Bengali(Hon)	139	NA	10.8	86.33	NA	97.13
English(Hon.)	42	NA	0	78.6	NA	78.6
Political Science(Hon.)	08	NA	0	37.5	NA	37.5
Philosophy(Hon.)	11	NA	0	72.73	NA	72.73
Sanskrit(Hon.)	70	NA	4.3	92.9	NA	97.2
B.COM	0	NA	0	0	NA	0

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

IQAC emphasises the importance of maintaining high academic standards and academic discipline and this is communicated to the academic sub-committee and teachers' council. IQAC stresses the need of strictly adhering to academic calendar to keep academic activities running systematically. IQAC also encourages teachers to take feedbacks from students to assess their academic progress – based upon which advanced learners can be identified as well as one can locate students who need remedial courses.

- 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	03
UGC – Faculty Improvement Programme	01
HRD programmes	Nil
Orientation programmes	00
Faculty exchange programme	00
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.(NSS)	01
Others(Short term course)	02

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 positions filled temporarily
Administrative Staff	04	09	Nil	Nil
Technical Staff	04		Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- IQAC supports and encourages teachers in their research endeavours through a committee called research committee.
- IQAC recommends giving full autonomy to the Principal investigator for smooth conduct of research project.
- IQAC requests and recommends proper intimation and release of funds to the researchers as and when they are received by the agency like UGC or otherwise.
- The college provides major infrastructural facilities like library, laboratory, computer as well as internet facility needed to pursue research.
- Some teachers have acquired their Ph.D, and many others have enrolled themselves in universities as Ph.D aspirants.
- Some teachers are running minor projects under the funding of UGC.

3.2 Details regarding major projects: (NA)

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	05	4		
Outlay in Rs. Lakhs	6.67024	14.686		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	10	01	
Non-Peer Review Journals		01	
e-Journals			
Conference proceedings	02	10	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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	Nil	Nil	Nil	Nil

Minor Projects	4(ongoing)	UGC	14.686	Nil (In 2015-2016)
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects <i>(other than compulsory by the University)</i>	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total			14.686	Nil

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: **NA**

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges **N.A** 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	0	5
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	NIL
	Granted	NIL
International	Applied	NIL
	Granted	NIL
Commercialised	Applied	NIL
	Granted	NIL

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

Total	International	National	State	University	Dist	College
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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

01

01

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

Nil

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. Of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

Best Programme Officer award from **University of Kalyani**

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level

National level International level

3.25 No. of Extension activities organized:

University forum College forum
 NCC NSS Any other

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

- Remarkable welfare work done by the NSS unit of Santipur College as because of which Prof Kinkor Mondal, Programme Officer, NSS unit was adjudged the best field officer award by the University of Kalyani.
- World environment day was celebrated on 5 June 2015.
- The college enthusiastically organised tree plantation ceremony in the month of July 2015.
- The College organized AIDS- awareness programme, hepatitis B awareness also.
- The College organized blood donation camp also.

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	3.39434333 Acre	Nil	N.A.	3.39434333 Acre
Class rooms	18	Nil	N.A.	18
Laboratories	07	Nil	N.A.	07
Seminar Halls	01	Nil	N.A.	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the laboratory, Sports equipment and computer purchased during the year (Rs. in Lakhs)		1.08844 0.2 0.56649	UGC College Fund „	Nil
Others (Rs. In Lakhs)		1.07787	College Fund	Nil

* Audit report of the college 2015-2016 attached.

4.2 Computerization of administration and library

- Automation of the college office was done partially
- Some departments provided with computers.
- Successfully implemented on-line admission in the college.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	27,168	16,61773 /-				
Reference Books	539	97231/-				
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals						
e-Journals						
Digital Database						
CD & Video	4					
Others (Magazine and news paper)	6(M) 2(N)	5566/-				

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	60	02(Math& Computer Major)	03	NIL	NIL	04	54	02 Librar y IQAC
Added	01	0	0	NIL	NIL	0	0	01 Englis h Dept.
Total	61	02	03	NIL	NIL	04	54	03

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

A one-day workshop was organized for on-line admission process.

4.6 Amount spent on maintenance in lakhs :

i) ICT

0.13452

ii) Campus Infrastructure and facilities

13.36679

iii) Equipments + Library	0.017
iv) Others	0.63218
Total:	14.15049

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Circulating information through notice and website.
- Supporting the students by informing the modalities for applying for financial assistance from various agencies, government or otherwise.
- Monitoring the application for scholarships and stipends through college office.
- Departments asked to constitute departmental libraries. Departmental Library of Physics opened.
- Remedial and tutorial classes for students.
- Aquaguard installed for getting purified drinking water.
- The IQAC keeps an eye on maintaining clean classrooms.
- The IQAC keeps an eye on maintaining clean toilets.
- Students of Physics and Mathematics taken to IISER Kolkata to attend a whole day programme.
- Educational tours organised by departments.
- Seminar on gender harassment held in the smart room of the college.
- Courses on DODL sanctioned.
- A book on Quantum Mechanics published by Prof. Jyotirmoy Guha, Associate Prof of Physics.

5.2 Efforts made by the institution for tracking the progression

- Parent teacher meetings are held.
- The progress and performance of students throughout the duration of the course/program is monitored by the institution from time to time.
- Routine bound class room lectures and regular internal assessments are done through which progress of students are monitored.
- Regular class tests, unit tests, half-yearly examination and annual examinations are held.
- Student feedback is taken.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others(NSOU)
5996	Nil	Nil	228(UG) 104(PG)

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	3362	56.07		2634	43.93

Last Year							This Year						
General	SC	ST	OBC	Physically Challenged	Muslim	Total	General	SC	ST	OBC A	OBC B	Physically Challenged	Total
2215	1318	43	81	15	Nil	4672	3133	1779	38	268	778	0	5996

Demand ratio

Dropout %

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

- Departmental library helps students.
- Magazines, Newspaper, Guide books are kept in the central library which students use frequently.
- Departmental seminars help students to prepare for future job interview.
- Tutorial classes are taken by departments
- Remedial classes are held in departments.

No. of students beneficiaries

90

5.5 No. of students qualified in these examinations

NET	01	SET/SLET		GATE	02	CAT	
IAS/IPS etc		State PSC	01	UPSC		Others	10

5.6 Details of student counselling and career guidance

- Teachers always help students with information, career guidance and counselling that would make them stand in good stead in the future days.
- Web addresses of useful sites are also provided to students.

No. of students benefitted

200

5.7 Details of campus placement N.A

<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

- The college already has a gender harassment cell, formed in 2015 acting as per “The Vishaka Guideline”.
- A seminar on Gender harassment was organised in the smart room of the college. It was a well attended seminar that portrayed in graphic details the problem of sexual harassment of women in work place and spelled out clearly the acts and rules in vogue. The seminar was aimed at sensitization of the students, faculty and staff of the college. Speakers made threadbare discussion on the current judicial scenario and the do’s and don’ts for prevention of sexual malpractices. The difference between sex, that we are born with and the gender, that the society bestows on us was well explained and debated.
- There has not yet been any gender bias or gender harassment complaint, thanks to our effort of making students regularly aware of these issues.

5.9 Students Activities

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

State/ University level 25(Uni. level)
06(State level) National level International level 0

No. of students participated in cultural events

State/ University level 0 National level 0 International level 0

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

Sports : State/ **University** level 15 National level International level 0

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution(Poor fund)	BPL students	276000/-
Financial support from government	All SC ST and Minority students	Disbursed directly to students
Financial support from other sources	Nil	
Number of students who received International/ National recognitions	2 (Inspire fellowship)	

5.11 Student organised / initiatives

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

5.13 Major grievances of students (if any) redressed: The grievance regarding toilets has been redressed, Ladies common room.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- To develop the desire within the learner to think independently and rationally -- based upon the lessons learnt and the experiences they go through in their college life.
- To foster in students the need of becoming socially responsible, law abiding citizen.
- To make optimum use of human and natural resources.

6.2 Does the Institution has a management Information System

No

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

6.3.1 Curriculum Development

The Board of Studies of the affiliating university of Kalyani accommodates some of the teachers of this institution. They suggest ways and means for curriculum development based upon feedback and suggestion of faculty members.

6.3.2 Teaching and Learning

- Feedback from students are taken.
- Parent teacher meetings are held department wise.
- Use of modern teaching-learning gadgets is encouraged.
- Internal assessment done regularly (both half yearly as well as annually).
- Class tests and viva are also taken.

6.3.3 Examination and Evaluation

- The curriculum is divided into 3 yearly university exams called Part I, Part II and Part III.
- Each year is sub-divided into half yearly exam, Mid-term exam and test or annual exam.
- Teachers also take class tests and viva voce in the class – some being surprise test type.

6.3.4 Research and Development

- A research sub-committee is there to promote research work done by members of the faculty.
- Teachers take part in conference / seminar either by attending or by presenting paper.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The Library sub-committee has recommended to the authority to digitise the library catalogues and to install INFLIBNET facility in the central library.

6.3.6 Human Resource Management

N.A

6.3.7 Faculty and Staff recruitment

- Employment of regular faculty (permanent teachers and the Principal) is done strictly as per norms laid down by UGC, Government of West Bengal (vide West Bengal College Service Commission Act LXII of 1978) and Affiliating university (University of Kalyani).
- However, if in any subject, where faculty strength falls due to retirement of a teacher and delay in the recruitment of new teacher, the authority takes initiatives to appoint Part-Time Teachers/ Guest Faculty according to the rules and norms laid down by the University of Kalyani and Department of Higher Education, Government of West Bengal.

6.3.8 Industry Interaction / Collaboration

N.A

6.3.9 Admission of Students

On line admission is done as per the instruction of the affiliating university i.e. university of Kalyani. The institution admits students under the supervision of the Admission committee.

6.4 Welfare schemes for

Teaching	Staff Co-operative, Group Insurance Scheme.
Non teaching	Staff Co-operative, Group Insurance Scheme.
Students	Financial assistance to the poor students, West Bengal backward class student aid fund, 'Bidi Shamik' , "Kanyashree Prokolpo".

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done? **No**

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

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

For UG Programmes Yes No

For PG Programmes Yes No

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

NA

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

N.A

6.11 Activities and support from the Alumni Association

- Many Alumni work as faculty of the various colleges.
- Departments asked to open Whatsapp group involving the pass outs.

6.12 Activities and support from the Parent – Teacher Association

N.A

6.13 Development programmes for support staff

- Office staff who were not accustomed with using computers were made to use computers to their benefit..

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

- To prepare a garden containing medicinal plants.
- Smoking has been prohibited within the college campus.
- Use of plastic bags is discouraged within the campus.
- To build flower beds at different locations in the college campus.

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.

- Greater use of computers in imparting lessons.
- Setting up of departmental library.
- Renovation of certain unused regions within the campus.
- Tagore research.

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

- Toilets in the college campus were renovated.
- The NSS and NCC unit of the college perform their duties and formalities regularly.
- Minor Research Projects are going on according to the schedule.
- Principal's room was renovated.
- Some class rooms were renovated.
- Portion of college office was renovated.
- Roof of science building was repaired.

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

- Santipur College NSS unit under leadership of Mr. Kinkar Mondal (Assistant Professor in Political Science, Received **Best field officer Award** from University of Kalyani) successfully organised four day social camp on Thalassaemia awareness and Blood testing with the participation of 500 students, hospital doctors, distinguished persons and delegates.
- Research orientation of faculty members have increased. Also teachers are desirous of publishing research papers and books.

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

- Tree plantation programme embarked upon by the college.
- Students are made aware of various environmental issues through classes on environment.
- The college has been made a no smoking zone.
- The institution discourages use of plastic bags.

7.5 Whether environmental audit was conducted? Yes No

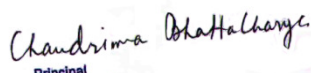
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

8. Plans of institution for next year

- To digitise the library.
- To revamp and further upgrade the on-line admission process.
- To organise a national seminar in the college.
- To organise departmental seminars more frequently.
- To make college magazine more attractive.
- To encourage teachers to apply for more Major and Minor research projects from UGC and other funding agencies.
- To encourage teachers to participate in more national and international seminars.
- To make the college campus and the college garden more attractive.

Name _____

Name Dr. Chandrima Bhattacharya


Principal
SANTIPUR COLLEGE
Santipur, Nadia

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

_____*_*_*_____

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

Annexure-II

COLLEGE ACADEMIC CALENDAR 2015-2016

B.A/B.Sc/B.Com First year

	Commencement of classes	Class test 1	Mid term exam	Class test 2	Test exam	University theoretical exam Part 1	University theoretical exam Part 1
B.A/B.Sc/B.Com First year	1 st week of July 2015	3 rd week of Sept 2015	Last week of Oct 2015	3 rd week of Jan 2016	1 st week of Mar 2016	1st week of June 2016 (Honours) 3rd week of June 2016 (General)	Last week of June 2016 (Honours)

B.A/B.Sc/B.Com Second year

	Commencement of classes	Mid term exam	Test exam	University theoretical exam Part 2	University practical exam Part 2
B.A/B.Sc/B.Com Second year	Immediately after completion of Part 1 exam	Last week of Oct 2015	1 st week of Feb 16	3rd week of April 2016 (Honours) 1st week of May 2016 (General)	3rd week of May 2016 (Honours) Last week of May 2016 (General)

B.A/B.Sc/B.Com Third year

	Commencement of classes	Mid term exam	Test exam	University theoretical exam Part 3	University practical exam Part 3
B.A/B.Sc/B.Com Third year	Immediately after completion of Part 1 exam	Last week of Oct 2015	1 st week of Jan 2016	2nd week of March 2016 (Honours) 3rd week of March 2016 (General)	1st week of April 2016 (Honours) 2nd week of April 2016 (General)

The examination schedule of the university is tentative and may change as per notification.

List of holidays for the academic session 2015-2016

1st July 2015 (Wed)	Dr. B.C. Roy Birth Anniversary	01
18 July 2015 (Sat)	Eid-al-Fitr	01
22nd July 2015(Wed)	Santipur College Foundation day	01
15th Aug 2015(Sat)	Independence Day	01
29th Aug 2015 (Sat)	Rakhi Purnima	01
5th Sept 2015 (Sat)	Janmastami	01
12 Oct 2015 (Wed)	Mahalaya	01
18thOct 2015 (Tue) – 16th Nov 2015 (Wed)	Puja Holidays	30
25th Sept 2015 (Fri)	Id-Ud-Joha	01
17 Nov 2015 (Thu)	Jaggadhatri Puja	01
24th Nov 2015(Thu) - 30th Nov (Wed) 2015	Rashjatra and Guru Nanak's Birthday	06
25th Dec 2015 (Fri) – 31st Dec 2015 (Thu)	Winter Recess	07
1st Jan 2016 (Fri)	New Year's Day	01
17th Jan 2016(Sun)	Fatea-doaz-daham	01
23rd Jan 2016 (Sat)	Netaji Subhas Ch. Bose Birth Anniversary	01
13th Feb 2016 (Sat)	Saraswati Puja	01
26th Jan 2016 (Tue)	Republic Day	01
23rd Mar 2016 (Wed)	Doljatra& Holi	01
25th Mar 2016 (Fri)	Good Friday	01
14 Apr 2016 (Thu)	B.R. Ambedkar Birth Anniversary	01
15th Apr 2016 (Fri)	Bengali New Year's Day	01
1st May 2016 (Sun)	May Day	01
21st May 2016 (Sat)	Buddha Purnima	01
9th May 2016 (Mon)	Rabindra Jayanti	01

Annexure-III

Analysis of Student Feedback (2015-16)

A questionnaire based on prescribed NAAC format helped us seek the views and opinions of the students. Random feedback was taken from about 300 students, a significant fraction of them belonging to 3rd year Honours students. Analysis led to the following details.

1. Curricular Aspects:

The affiliating university viz. the University of Kalyani decides and implements the curricula that the college has to follow.

As evident from the feedback there is divergence in the opinion regarding the content or matter of the curricula. While many are satisfied with the existing course structure some feel that greater emphasis should have been given on the application side.

However there is overwhelming unanimity regarding the medium of instruction. Most of the students, particularly in science stream, feel the absence of quality text books in their mother tongue viz. Bengali language is arresting their comprehension of topics covered in the syllabus. However this difficulty is an initial one and fades with time.

2. Teaching , Learning and Evaluation:

The students in general are quite satisfied with the teaching, learning process prevalent in the campus. Students appreciate the practice of tutorial classes as well as remedial classes.

Some are perturbed at the delay in publication of results of final examination – an area which the college has nothing to do because they are conducted entirely by the university.

The feedback highlights student's eagerness to participate in seminars arranged by them where they wished the audience to be simply their classmates and the respective departmental teachers. The departments always encouraged such thinking and tried to act accordingly by complying with such feedback.

3. Infrastructural facilities:

It was evident from analysis of student feedback that library facilities should be made better. Students are quite satisfied with laboratory facilities offered by the science departments. Few students wished to get a good facility of canteens.

4. Student support and recreational facilities:

The college has multiple playgrounds and students play kabaddi, football, volleyball and other games in the playground, as well as spend leisure time in the college gardens. Students are eager to have a campus that looks attractive and vibrant.

Feedback from Parents 2015-2016

As a significant number of students are first generation learners guardians often come to the college with various queries. To address the situation, departments arrange parent-teacher meetings from time to time. Interaction with teachers satisfies the guardians as they can gauge the progress of their wards. On the other hand the teachers are also benefitted from such interaction as they can gauge their strong points and weak points. Teachers remodel the topics of study, arrange for tutorial class, remedial classes accordingly.

Feedback from Employers 2015-2016

The Governing Body is the employing authority of the college, consisting of twelve members, four of which are teacher representatives, two non-teaching representatives, one student representative and the college Principal acts as Secretary of the Governing Body. Also there is one representative of the Government and two representatives of the affiliating university. These members uphold the points of view and feedback of the Government as well as the university in the Governing body meeting. Also the internal members give feedback of the college staff and students in the meeting. The President, who is an eminent and knowledgeable person, presides over the meeting. After discussion resolutions are taken, recorded and implemented by the Principal of the college.

Annexure-IV

Best Practices

- **Organisation of Social camp on Thalassaemia awareness and Blood camp**

A four day Social camp on Thalassaemia awareness and Blood camp was organised by the NSS unit of Santipur College on 4/12/2015, 8/12/2015, 16/12/2015 and 22/12/2015. The programme was a grand success as around 500 students enthusiastically participated in it. Doctors of Ranaghat Hospital delivered lectures discussing ways and means to increase awareness on Thalassaemia. Other distinguished persons and delegates also addressed the event. Mr. Kinkar Mondal has received best program officer award from the University of Kalyani.

- **Research work and academic activity**

A significant section of teachers are involved in active research in their topic of interest. Some of the teachers of the faculty take classes in nearby universities and keep themselves abreast of latest developments and recent trends.

- **Holding Seminars**

Apart from student seminars the college arranges seminars by inviting eminent personalities from universities and other institutes for delivering talks. The seminars are well attended and the students and teachers are greatly benefitted from listening to the speeches. They also get the rare opportunity of interaction with established personalities.

- **Wall Magazine**

Various Departments run Wall Magazines by students of their Department.

- **On line admission**

To ensure transparency and clarity the college introduced online admission. The college is determined to follow them in the years to come.

- **Cleanliness of college campus**

Our college has plenty of space and efforts are taken to keep the campus clean, beautiful and pollution free.

- **Smoking free zone**

The college is made a non- smoking zone and students are made aware of the deleterious effects of smoking.

Annexure-V

Strengths

- ✓ Due to large number of highly qualified Ph.D holders as teachers students stand to gain from their experience and intellect.
- ✓ Boys' and girls' NCC wing of the college are very active.
- ✓ Number of first classes is quite satisfactory.
- ✓ Teacher – student relation is very harmonious.
- ✓ Students are benefitted from departmental seminars
- ✓ Students get help from departmental library.

Weakness

- ✓ The college is not authorised to make any revision or upgradation or formulation of the syllabus.
- ✓ A large section of the students are first generation learners or from educationally backward groups. This leads to problems of comprehension and communication at the initial stage.
- ✓ Many students take admission to the college who has to earn to meet up the corresponding educational expenses. In some cases family depends on them for livelihood. Apparently these students cannot devote full time to their faculty development.
- ✓ No PG course in the college.

Opportunities

- ✓ The college has a vast playground and the college can do much better in sports and games, in particular in team games like football, volleyball, kabadi, kho kho etc.
- ✓ There is enough space in the college for extending the existing building or create new ones.
- ✓ PG courses can be opened.

Challenges

- ✓ To keep the campus clean.
- ✓ To keep the water body / reservoir of the college clean.