

*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

2014 - 2015

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:	SRI. RATANES MISRA
Tel. No. with STD Code:	(03472)278028
Mobile:	09434343828

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*)

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:

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 <sup>st</sup> Cycle	B+		2007	5 years
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

21/01/2015

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

2014-2015

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 \_\_\_\_\_ (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

300000



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

03

(ii) Themes

1. "Mystery of Sun" by Prof. Santabrata Das, IIT Guwahati, in collaboration with Dept. of Physics.
2. "Text and Context" A student seminar in collaboration with Dept. of English.
3. "Adhunikata o Bengla Kobita" in collaboration with Dept. of Bengali

2.14 Significant Activities and contributions made by IQAC

- IQAC, a regularly functioning unit has put forward proposal to TIC to computerise different administrative works in the college office.
- IQAC put forward proposal to TIC to use various teaching aids such as LCD Projectors by all departments to increase the quality of teaching learning process.
- Proposal to TIC for automation of central library was given to TIC.
- IQAC suggested the TIC for installation of CCTV cameras at different important places of the college.
- IQAC proposed all the heads of various departments to conduct departmental seminars and follow academic calendar.
- 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) A furnished office room for IQAC was suggested.	i) Furnished office room for IQAC has been provided by the college authority.

<p>ii) One desktop computer a printer, telephone connection and broadband internet connection for the IQAC room was requisitioned.</p> <p>iii) IQAC requested an amount of Rs.10000 for each department, as contingency for NAAC related works.</p> <p>iv) Coordinator of IQAC requested all departmental heads and the college Head Clerk to prepare and submit comprehensive plan for development of the college.</p> <p>v) Proposal for automation of the central library was put forward.</p> <p>vi) IQAC requested and recommended promotion of teachers through CAS as and when due.</p> <p>vii) IQAC has encouraged teachers to make more use of ICT-enabled devices for student centric interactive teaching learning process.</p> <p>viii) Encouragement is given to faculties to attend OP/RC as well as seminars and workshops.</p>	<p>ii) A desktop computer, printer, and internet connection (Dongle stick) has been provided.</p> <p>iii) Funds have been provided to the departments for purchase of books for departmental library.</p> <p>iv) Few departments have submitted the proposal for their departments.</p> <p>v) Library committee has also made similar recommendation. Automation of the central library is yet to be done.</p> <p>vi) Promotion under CAS for ten teachers is under process.</p> <p>vii) Teachers are increasingly using computers in preparing notes and delivering class lectures.</p> <p>viii) Faculties are regularly attending OP/RC/seminars and workshops</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

*\* 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.

## 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	09	NA	08	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
<b>Total</b>	22	NA	08	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	17

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.

NO



## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
37	21	11	00	05

2.2 No. of permanent faculty with Ph.D.

20

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
07	04	00	00	00	00				

2.4 No. of Guest and Visiting faculty and Temporary faculty

00

00

18

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	03	07	01
Presented papers	03	06	01
Resource Persons	00	00	00

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

<ul style="list-style-type: none"><li>• Taking help of computers</li><li>• Surprise class tests by individual teachers and Viva.</li><li>• Meeting guardians</li><li>• Keeping students informed regarding recent developments in their subject of study.</li><li>• Organization of student-seminars in various departments.</li></ul>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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

190

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

As Per University

2.9 No. of faculty members involved in curriculum

restructuring/revision/syllabus development  
as member of **Board of Study**/Faculty/Curriculum Development workshop

08		
----	--	--

2.10 Average percentage of attendance of students

70%
-----

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.)	17	NA	47.05	35.3		82.35
Math(Hon)	92	NA	30.43	54.57		85
Chemistry(Hon)	07	NA	14.29	42.85		57.14
Botany(Hon)	06	NA	33.33	16.67		50
Com. Major	03	NA	33.33	0		33.33
B.A(Gen.)	651	NA	0	54.38		54.38
B.Sc(Gen. Pure + Bio.)	44	NA	6.8	77.3		84.1
History(Hon.)	82	NA	6.1	64.9		71
Bengali(Hon)	79	NA	10.12	55.88		66
English(Hon.)	79	NA	0	64.56		64.56
Political Science(Hon.)	38	NA	2.63	81.58		84.21
Philosophy(Hon.)	25	NA	8	44		52
Sanskrit(Hon.)	51	NA	11.76	58.82		70.58
B.COM	02	NA	0	0		0

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

IQAC regularly interacts with the administration and different stakeholders and gives well thought out views and plans for consideration and subsequent implementation. There is a special sub-committee under IQAC which monitors teaching, learning and evaluation process of the institution as well as various student related matters. This monitoring cell meets at regular intervals to assess feedbacks if available from any quarter, say departments or from elsewhere.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	06
UGC – Faculty Improvement Programme	01

HRD programmes	Nil
Orientation programmes	01
Faculty exchange programme	Nil
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops, etc.	03
Others( <b>Short term course</b> )	01

#### 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	06	07	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 encouraged teachers to get involved in research activity by participating in seminars and presenting papers.
- IQAC asked faculty members to contribute to their subject by writing books in their fields of choice.
- IQAC held meetings for discussion of various plans that would help promote research and would serve as a motivation to the faculty members for academic advancement through engagement in research activity in new fields.
- Different schemes and initiatives taken by UGC relating to research were kept track of and efficiently communicated to the faculty members.
- Queries related to various fellowships were often addressed through IQAC.
- Some teachers have completed their Ph.D, and many others have enrolled themselves as potential candidates for Ph.D programme in various universities.

#### 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	03	2	3	
Outlay in Rs. Lakhs	5.17024	4.397	11.789	

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	09	01	
Non-Peer Review Journals			
e-Journals			
Conference proceedings	03	06	01

#### 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	2	UGC	16.186	11.049
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			16.186	11.049

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	3
Sponsoring agencies					Santipur College

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
	01					

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:

Nil

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: Nil

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

The College has carried out extension activities in the various fields through the NSS wing of the college, like health and hygiene awareness, AIDS- awareness programme, hepatitis B awareness, tree plantation in the college garden to mention a few. Also as in previous years blood donation camp was successfully organized.

## 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 ( $\geq$ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)		8.45133	UGC	8.45133
Others	Nil	Nil	Nil	Nil

4.2 Computerization of administration and library

- College office has been partially automated to facilitate works in the college office.
- One computer with internet facility (dongle) has been installed in the central Library of the college.
- On-line admission was conducted successfully.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	26,561	1559215/ -	607	102558/-		
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)	5021/-				

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	59	02(Math& Computer Major)	02	NIL	NIL	04	54	01 Library
Added	01	00	01	NIL	NIL	00	00	01 IQAC
Total	60	02	03	NIL	NIL	04	54	02

#### 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	0.33589
ii) Campus Infrastructure and facilities	0.20846
iii) Equipments + Library	0.06466
iv) Others	2.81154
<b>Total:</b>	<b>3.42057</b>



## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- On the basis of proposals put forward by IQAC Aquaguards have been installed at multiple places and this was a major step in solving drinking water problem in the college at least partially.
- The IQAC keeps an eye on maintaining clean classrooms.
- The IQAC keeps an eye on maintaining clean toilets.
- The IQAC had made sincere efforts in collecting student response through student feedbacks in an effort to gauge their opinions and needs to make the institution better.
- Encouragement was given for arrangement of seminar by departments .
- Students were informed about future scopes relating to their subject of study as well as about different national tests, merit scholarship in National & International Institutes.

#### 5.2 Efforts made by the institution for tracking the progression

- The progress and performance of students throughout the duration of the course/program is monitored by the institution from time to time.
- The faculty of the institution monitors the progress of the students through classroom lectures and internal assessments.
- Regular class tests, unit tests, half-yearly examination and annual examinations are held.
- Interaction with guardians is also held through parent teacher meetings.
- Student feedback is taken.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others( NSOU)
4672	Nil	Nil	175(UG) 82(PG)

#### (b) No. of students outside the state

Nil

#### (c) No. of international students

Nil

Men	No	%	Women	No	%
	2637	56.44		2035	43.56

Last Year	This Year
-----------	-----------

General	SC	ST	OBC	Physically Challenged	Muslim	Total	General	SC	ST	OBC	Muslim	Physically Challenged	Total
3736	1469	63	218	01	42	5529	2215	1318	43	81	15	Nil	4672

Demand ratio

Dropout %

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

- The central library of the college keeps some magazines and newspapers that give information about various examinations in and outside West Bengal as well as articles by luminaries that contain vital statistics regarding their future prospects.
- In some departmental library there is collection of different types of guide books in relation to the competitive examination which students utilize for their benefit.
- Many teachers give their time and energy to motivate & give adequate guidance to students that help them prepare for competitive examinations.

No. of students beneficiaries

80

#### 5.5 No. of students qualified in these examinations

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

#### 5.6 Details of student counselling and career guidance

- Teachers take personal care of students and counsel them, as well as suggest career options to them.
- Teachers provide students with vital information as well as furnish addresses of websites for the purpose.

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

- A Gender Harassment Cell was formed on 2015 to address complaints, grievances and women / girl related issues and to keep adequate focus on the subject of Gender Sensitization. The cell had been structured on the basis of the Honourable Supreme Court judgment of 1999, to be precise “The Vishaka Guideline”.
- Through this cell, girl students are made aware of their social responsibilities. The cell is ever ready to provide mental support to any girl student of the college as well as to any woman staff in the event of any sexual harassment or any untoward incidents involving women. This cell takes initiatives for guidance and counselling of the female students and organises gender awareness programme from time to time.
- 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   
 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
Financial support from institution( <b>Poor fund</b> )	BPL students	380495/-
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 NIL

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

Some teachers of the institution serve as members of the Board of Studies of different departments of the affiliating university (University of Kalyani). They suggest ways and means for curriculum development based upon feedback and suggestion of faculty members.

- 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.

#### 6.3.4 Research and Development

A research sub-committee is there to promote research work done by members of the faculty.

#### 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

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

Alumni Association has made certain suggestions to the institution for making the college office fully automated.

6.12 Activities and support from the Parent – Teacher Association

N.A

6.13 Development programmes for support staff

- Efforts were made to make staff members, who are not yet computer literate, to use computers.

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

- Smoking has been prohibited within the college campus.
- Use of plastic bags is discouraged within the campus.
- Students are made aware of eco friendly practices like conservation of water and energy, and keeping the environment clean.

## 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.

- Taking help of computers while imparting lessons on a particular topic by certain departments.
- Renovation of certain unused regions within the campus.
- Putting emphasis on Tagore research.

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

- Renovation of all toilets has been completed.
- The NSS and NCC unit of the college perform their function as per the action plan.
- Minor Research Projects are going on according to the schedule.
- Renovation and of Principal's Room, Class room and college office is in progress.
- Furnished IQAC room has been completed.

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

- On-line admission has been introduced.
- A sizeable section of the faculty are engaged in active research.

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

7.4 Contribution to environmental awareness / protection

- Environmental classes are taken by teachers and the students are made aware of various environmental issues.
- The college has a huge garden and tree plantation programmes are undertaken by NSS with great zeal.
- The college has been made a no smoking zone.
- The institution discourages use of plastic bags in general and particularly within the campus.



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 revamp and upgrade the on-line admission process.
- 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 organise a national seminar in the college.
- Motivate and guide the students to participate JEST, JAM, and other University entrance exam to peruse the master degree.

Name \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*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 2014-2015

### *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>B.A/B.Sc/B.Com First year</b>	1 <sup>st</sup> week of July 2014	3 <sup>rd</sup> week of Sept 2014	Last week of Oct 2014	3 <sup>rd</sup> week of Jan 2015	1 <sup>st</sup> week of Mar 2015	1st week of June 2015 (Honours)  3rd week of June 2015 (General)	Last week of June 2015 (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>B.A/B.Sc/B.Com Second year</b>	Immediately after completion of Part 1 exam	Last week of Oct 2014	1 <sup>st</sup> week of Feb 15	3rd week of April 2015 (Honours)  1st week of May 2015 (General)	3rd week of May 2015 (Honours)  Last week of May 2015 (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>B.A/B.Sc/B.Com Third year</b>	Immediately after completion of Part 1 exam	Last week of Oct 2014	1 <sup>st</sup> week of Jan 2015	2nd week of March 2015 (Honours)  3rd week of March 2015 (General)	1st week of April 2015 (Honours)  2nd week of April 2015 (General)

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

### **List of holidays for the academic session 2014-2015**

1st July 2014 (Tue)	Dr. B.C. Roy Birth Anniversary	01
22nd July 2014(Tue)	Santipur College Foundation day	01
29 July 2014 (Tues)	Eid-al-Fitr	01
10th Aug 2014 (Sun)	Rakhi Purnima	01
15th Aug 2014(Fri)	Independence Day	01
17th Aug 2014 (Sun)	Janmastami	01
23rd Sep 2014 (Tues)	Mahalaya	01
29th Sep 2014 (Mon) – 28th Oct 2014 (Tue)	Puja Holidays	30
5 th Oct 2014 (Sun)	Id-Ud-Joha	01
1 Nov 2014	Jaggadhatri Puja	01
5th Nov 2014(Wed) - 8 th Nov (Sat) 2014	Rashjatra and Guru Nanak's Birthday	06
25th Dec 2014 (Thu) – 31st Dec 2014 (Wed)	Winter Recess	07
1st Jan 2015 (Thu)	New Year's Day	01
4th Jan 2015	Fatea-doaz-daham	01
23rd Jan 2015 (Fri)	Netaji Subhas Ch. Bose Birth Anniversary	01
24th Jan 2015 (Sat)	Saraswati Puja	01
26th Jan 2015 (Mon)	Republic Day	01
5th Mar 2015 (Thu)	Doljatra& Holi	01
3rd April 2015 (Fri)	Good Friday	01
14 Apr 2015 (Tue)	B.R. Ambedkar Birth Anniversary	01
15th Apr 2015 (Wed)	Bengali New Year's Day	01
1st May 2015 (Fri)	May Day	01
4th May 2015 (Mon)	Buddha Purnima	01
9th May 2015 (Sat)	Rabindra Jayanti	01

## **Annexure-III**

### **Analysis of Student Feedback (2013-14)**

Based on prescribed NAAC format a questionnaire was structured that 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 can be categorised into the following heads.

#### **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:**

Analysis of student feedback highlights the overall satisfaction prevalent amongst the student community. Students are satisfied with the time given to them for individual outside-class interaction from which a more inquisitive student is specially benefitted.

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 themselves 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 – and the grievance could have been properly addressed by a full time librarian which presently the college does not have.

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 boasts of multiple playgrounds and as evident from a feedback analysis this is a strong point of this college. Students enjoy playing kabaddi, football, volleyball and other games in the playground, as well as spend leisure time in the college gardens.

Students wished that the college maintain its campus clean and tidy and keep the gardens decked with plants and flowers so that the campus looks attractive and vibrant.

#### **Feedback from Parents 2013-2014**

Departments arrange parent-teacher meetings from time to time. A good fraction of the students live in adjoining villages and a significant percentage of their parents are weavers. Parents are always concerned about the future prospects of their wards. Parents are also concerned about the smooth running of the college and emphasizes that an academic atmosphere be maintained at all costs. Parents of first generation learners depend on the college faculty solely for shouldering the responsibility of making their wards stand in good stead in future.

#### **Feedback from Employers 2013-2014**

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**

- **Introduction of on line admission**

Online admission ensures transparency and with its introduction admission in the college has become fair and beyond reproach as it can be checked by anyone within or outside the college. Also the staff and teachers are always helpful to students who might feel a bit puzzled initially. The on-line payment facility has made the admission a best practice that the college is determined to follow in the years to come.

- **Research work and academic activity**

A significant section of teachers are involved in active research in their topic of interest and hope to be awarded doctoral degree in the near future.

Some of the teachers of the faculty who already hold doctoral degree from earlier research in universities have engaged themselves in furthering their research career.

Many teachers take classes in nearby universities and keep themselves abreast of latest developments and recent trends.

Some of the faculty are engaged in preparing manuscripts with the lofty intention to write books for the student community in different fields.

- **Maintaining the college Garden**

Our college has plenty of space and there are persons in the college who love to sweat under the sun planting, watering and weeding the college gardens. The flowers in the gardens provide the college campus with more than just nourishment.

Teachers and students take active interest in the gardens, located at multiple places and the multitude of multi-coloured brilliant flowers that dazzles in the garden brings positive changes in the student- attitudes as it has a scintillating effect on the surrounding atmosphere that at once gets warm and lively.

The flowers along with the natural bugs and birds contribute to the local ecosystem. The students recognize the importance of maintaining plant health and are automatically reminded of fostering good health habits. They also imbibe the culture of keeping environment clean, beautiful and pollution free.



## **Annexure-V**

### Strengths

- ✓ Large sections of the faculty are highly qualified as Ph.Ds and students benefit from their exposure.
- ✓ The college has both boys' and girls' NCC and the wing is very active.
- ✓ The result of the college is quite satisfactory as evident from number of first classes.
- ✓ Faculty and staff members are quite dedicated and ever helpful to the students.
- ✓ Students are benefitted from departmental seminars, write-ups to college magazines, discussions on topics on social issues that teachers engage in within class and so on.

### Weakness

- ✓ 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 can not devote full time to the their faculty development.
- ✓ The post of Principal is vacant.
- ✓ All the departments do not have full fledged permanent teachers.

### Opportunities

- ✓ The mission and vision of the college was in harmony with the requirements and aspirations of the people residing in the locality. Hence there is opportunity to develop the college.
- ✓ 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.

### Challenges

- ✓ Introducing Honours for all subjects like Geography, Physical education, Zoology.
- ✓ Introducing vocational courses or some job oriented courses.