

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

2016 - 2017

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. ATREYI PAUL

Mobile:

09432586634

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-2016-17.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*)

2016-2017

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 2015-2016 (12/03/2019) (DD/MM/YYYY)
 iii. AQAR 2016-2017(27/03/2019) (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, DODL under KU

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

NA

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

2. IQAC Composition and Activities

2.1 No. of Teachers	08
2.2 No. of Administrative/Technical staff	03
2.3 No. of students	01
2.4 No. of Management representatives	01
2.5 No. of Alumni	01
2.6 No. of any other stakeholder and community representatives	01
2.7 No. of Employers/ Industrialists	02
2.8 No. of other External Experts	01
2.9 Total No. of members	18
2.10 No. of IQAC meetings held	
2.11 No. of meetings with various stakeholders:	No. <input type="text"/> 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 **04**

(ii) Themes

1. *Environmental Consciousness and Sustainable Development*, One-Day Seminar organized by Santipur College on 27th August, 2016
2. *One-Day National Conference* jointly organized by Departments of Political Science & Philosophy on 10th February, 2017; Speakers: Dr. Kuheli Biswas, Kalyani University & Dr. Amit Ranjan Basu, IAS, Shimla.
3. *One-Day Workshop on the New Syllabus of English Honours, K.U.* organized by the Dept. of English on 3rd December, 2016 Speakers: Dr. Sandip Mondal, (C.U.), Dr. Dhrubajyoti Sarkar (K.U.), Prof. Sharmila Majumdar (K.U.), Prof. Kuntal Bag (K.U).
4. One-day Seminar on “Rabindra Charcha”, organized by the Dept. of Bengali on 1st December, 2016; Speaker: Prof. Anup Santra (Biswa-Bharati University).

2.14 Significant Activities and contributions made by IQAC

- On the basis of recommendation of IQAC virtual classroom was inaugurated subsequent to the assistance provided by the Government of West Bengal.
- Based on the recommendation of IQAC post graduate courses in DODL (Directorate of Open and Distance Learning) was introduced in subjects like Bengali, English, History.
- On the basis of recommendation of IQAC the open air theatre named Amrakunja was inaugurated on 16th February 2017. This open air theatre is to disseminate knowledge in a Santinekatan style.
- IQAC recommended celebration of Basanta Utsov in the college garden around Amrakunja, if possible. Basanta Utsov was celebrated in the Amrakunja with great fan fare by the students of the college.
- IQAC recommended holding of programmes that have direct connection and bearing on the society for the benefit of the students. The college organised Adivasi dance programme as well as arranged debates on social and educational topics. Also NSS organised special camp, digital awareness programmes, tree plantation programmes, blood donation camps, distribution of books to the poor and the downtrodden, conducting economic survey, counselling of parents of school drop outs..
- On the basis of recommendation of IQAC yoga awareness campaign was conducted and Yoga certificate course in collaboration with SVYASA of Bengaluru was conducted.
- Subsequent to recommendation of IQAC renovation of some toilets in the college campus was done and a new ladies toilet for teachers constructed..
- The urgent need of automation of the college library was communicated to the Governing Body.
- On the basis of recommendation of IQAC add on courses on singing and sewing was introduced.
- As recommended by IQAC some CCTV installation works was done.

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 completion and inauguration of virtual classroom in the college.	i)	Virtual classroom was inaugurated subsequent to the assistance provided by the Government of West Bengal
ii)	IQAC recommended post graduate courses in DODL (Directorate of Open and Distance Learning).	ii)	Post graduate courses in DODL (Directorate of Open and Distance Learning) was introduced in subjects like Bengali, English, History.

iii) IQAC recommended refurbishing of the open air theatre named Amrakunja, much alike Santinekatan style.	iii) Amrakunja, the open air theatre was inaugurated on 16 February 2017 for dissemination of knowledge in a Santinekatan style.
iv) IQAC recommended celebration of Basanta Utsov in the college garden around Amrakunja.	iv) Basanta Utsov was celebrated in the Amrakunja with great pomp and splendour by the students of the college.
v) IQAC recommended holding of programmes that have direct connection and bearing on the society for the benefit of the students.	v) The college organised Adivasi dance programme as well as arranged debates on social and educational topics. Also NSS organised special camp, digital awareness programmes, tree plantation programmes, blood donation camps, distribution of books to the poor and the downtrodden, conducting economic survey, counselling of parents of school drop outs.
vi) IQAC recommended yoga awareness campaign.	vi) The college conducted yoga awareness campaign and Yoga certificate course in collaboration with SVYASA of Bengaluru.
vii) IQAC recommended renovation of some toilets.	vii) Renovation of some toilets in the college campus was performed.
viii) IQAC recommended opening of courses on singing and sewing be introduced.	viii) The college introduced courses on singing and sewing.
ix) IQAC recommended some important CCTV installation.	ix) Some CCTV installation works was done.
x) IQAC recommended inauguration of new teachers' staff room.	x) The new teachers' staff room was inaugurated.

* 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)	NA	NA	NA
	10(PG)			
DODL(KU)	03(PG)			
Total	31	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 + 3 (DODL) = 18

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 started 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
	34+1(Librarian) =35	20	08	01	05

2.2 No. of permanent faculty with Ph.D.

15

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
03	23	00	00	00	00			03	23

2.4 No. of Guest and Visiting faculty and Temporary faculty

00

18

18

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:

- Students in some departments placed under mentors, who are departmental teachers.
- Interactive seminars have been organized.
- Method of teaching involves increased use of computers.
- Teachers communicate with parents through parent- teacher meetings.
- Tutorial and remedial classes are arranged to disadvantaged students.
- To update and upgrade advanced students further teachers engage in interactions which are either individual interactions or group interactions.

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

03		
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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.)	40	NA	35	52.5	NA	87.5
Math(Hon)	119	NA	20.2	72.3	NA	92.5
Chemistry(Hon)	12	NA	16.7	50	NA	66.7
Botany(Hon)	13	NA	61.5	23.1	NA	84.6
Com. Major	13	NA	15.4	38.5	NA	53.9
B.A(Gen.)	692	NA	0.14	64.8	NA	65.02
B.Sc(Gen. Pure + Bio.)	42	NA	2.38	97.6	NA	100
History(Hon.)	84	NA	2.38	88.24	NA	91.66
Bengali(Hon)	129	NA	3.1	93.02	NA	96.12
English(Hon.)	75	NA	0	60	NA	60
Political Science(Hon.)	11	NA	9.1	81.8	NA	90.9
Philosophy(Hon.)	11	NA	9.1	81.8	NA	90.9
Sanskrit(Hon.)	52	NA	17.3	76.9	NA	94.2
B.COM	04	NA	25	75	NA	100

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	00
UGC – Faculty Improvement Programme	00
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)	00

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 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.
- IQAC supports and encourages teachers in their research endeavours through a committee called research committee.
- 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	00	03		
Outlay in Rs. Lakhs		1.28		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	04	00	
Non-Peer Review Journals		01	
e-Journals			
Conference proceedings		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 In Lacs	3(ongoing)	UGC	14.686	1.28(In 2016-2017)
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 (in lacs)			14.686	1.28

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	4
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:

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	<input type="text"/>	College forum	<input type="text"/>		
NCC	<input type="text"/>	NSS	<input type="text" value="02"/>	Any other	<input type="text" value="2"/>

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

- Virtual class room inaugurated.
- Post Graduate courses on Bengali, English, History started under DODL
- Inauguration of Open air theatre Amrakunja
- The NSS wing conducted financial literacy mission.
- The NSS wing conducted tree plantation programme.
- The NSS wing conducted digital India workshop on 21.10.2016
- The NSS wing participated in certificate course on social service in university of Kalyani between 17-19 May and 22 to 23 May 2017 .
- The NSS wing organised special camp between 13 to 20 February 2017.
- Counselling of parents of school dropouts was organised.
- Toilet facilities improved and a new ladies toilet for teachers constructed.
- Rabindranath tagore Creation and Philosophy Centre and dalit Sangrahasala inaugurated on 1st December 2016, where several teachers and staff made donation of books and other things of importance.
- World environment day was celebrated on 5 June 2015.
- The College organized AIDS- awareness programme, hepatitis B awareness also.
- Blood donation camp held on 14 February 2017.
- CCTV installed at important places.

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 DODL (Room)	18	Nil 01	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)		3.0 (Virtual Class room's gadget)	W.B. Govt.	Nil
Others (Rs. In Lakhs)		3.94112	College Fund	Nil

* Audit report of the college 2016-2017 attached.

4.2 Computerization of administration and library

- Significant progress achieved in automation of the college office.
- Computers provided to departments.
- 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)	5146/-				

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	61	02 (Math & Computer Major)	03	NIL	NIL	04	55	02 Library IQAC
Added	02	0	01	NIL	NIL	0	01 DODL	01 Virtual Classroom
Total	63	02	03	NIL	NIL	04	56	03

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

<ul style="list-style-type: none"> •A one-day workshop was organized for on-line admission process. • Demonstration regarding virtual class was given by Government.
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4.6 Amount spent on maintenance in lakhs:

i) ICT	1.02706
ii) Campus Infrastructure and facilities	22.71132
iii) Equipments + Library	0.0006
iv) Others	3.14810
Total:	31.483

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Support of virtual class room ensured.
- Santiniketani style of support to students provisioned through inauguration of the open air theatre , the Amrakunja.
- 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.
- Remedial and tutorial classes for students.
- Aquaguard installed for getting purified drinking water.
- The IQAC keeps an eye on maintaining clean classrooms.
- Toilets renovated and new toilet for women teachers made operational.
- PG Courses on Bengali, English, History under DODL started.
- Seminar on gender harassment held in the smart room of the college.
- Educational tour to VECC in 2016 by the department of Physics.

5.2 Efforts made by the institution for tracking the progression

- Progression tracked through tracking student feedback
- 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.
- Parent teacher meetings are held.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others(NSOU + DODL)
5297	Nil	Nil	348(UG) 97(PG)

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	2678	50.56		2619	49.44

Last Year							This Year						
General	SC	ST	OBC A	Physically Challenged	OBC B	Total	General	SC	ST	OBC A	OBC B	Physically Challenged	Total
3133	1779	38	268	0	778	5996	2657	1536	48	248	808	17	5297

Demand ratio

Dropout %

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

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

No. of students beneficiaries

100

5.5 No. of students qualified in these examinations

NET	01	SET/SLET	01	GATE	01	CAT	
IAS/IPS etc		State PSC		UPSC	01	* Others	8

* Assistant Professor in Math, Central University of Sikkim

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

- A gender harassment cell has been formed in 2015 acting as per “The Vishaka Guideline”.
- 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

18 (Uni. level)
7 (State level)

 National level

Nil

 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

12

 National level

0

 International level

0

Cultural: State/ University level

0

 National level

0

 International level

0

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution(Poor fund)	BPL students	283810/-
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

- Students of some department have been grouped and placed under mentor, who are departmental teachers. This helps grooming of the grouped students.
- Efforts to publish departmental magazine was taken that would benefit students immensely.
- Use of modern teaching-learning gadgets is encouraged..
- Parent teacher meetings are held department wise.
- Feedback from students are taken
- 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 subdivided 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 departments of the 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

- Eco friendly Open air class room Amrakunja has been inaugurated.
- 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.
- Conduction of Yoga course
- Introduction of add on courses on sewing
- Introduction of add on course on singing.
- Renovation of certain unused regions within the campus.
- Facilitate research on Tagore.
- Facilitate research on Dalit community and other social aspects.

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

- New ladies' toilet constructed and renovation of toilets in the college campus.
- The NSS and NCC unit of the college perform their duties and formalities in a remarkably successful manner.
- Minor Research Projects are going on according to the schedule.
- Virtual classroom was inaugurated.
- Post graduate courses on Bengali, History, English introduced under DODL.
- College office was automated.
- Open air theatre inaugurated and becomes operational.

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

- Organisation of digital lessons for villagers.
- Attempt at bringing back school drop outs to the main stream.

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

7.4 Contribution to environmental awareness / protection

- Tree plantation programme conducted 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.
- The college office uses power saving led lights.

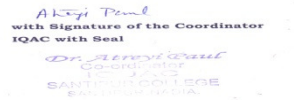
7.5 Whether environmental audit was conducted? Yes No

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

8. Plans of institution for next year

- To keep up the good performance of NSS and NCC and to carry on socially relevant works.
- To digitise the library.
- To upgrade the on-line admission process further.
- To organise a national seminar in the college.
- 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.

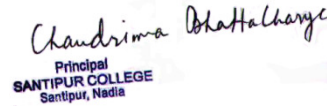
Name Dr. Atreyi Paul



Atreyi Paul
with Signature of the Coordinator
IQAC with Seal
Dr. Atreyi Paul
SANTIPUR COLLEGE
SANTIPUR, NADIA

Signature of the Coordinator, IQAC

Name Dr. Chandrima Bhattacharya



Chandrima Bhattacharya
Principal
SANTIPUR COLLEGE
Santipur, Nadia

Signature of the Chairperson, IQAC

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

Annexure-II

COLLEGE ACADEMIC CALENDAR 2016-2017

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 2016	3 rd week of Sept 2016	Last week of Oct 2016	3 rd week of Jan 2017	1 st week of Mar 2017	1 st week of June 2017 (Honours) 3 rd week of June 2017 (General)	Last week of June 2017 (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 2016	1 st week of Feb 17	3 rd week of April 2017 (Honours) 1st week of May 2017 (General)	3 rd week of May 2017 (Honours) Last week of May 2017 (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 2016	1 st week of Jan 2017	2 nd week of March 2017 (Honours) 3 rd week of March 2017 (General)	1 st week of April 2017 (Honours) 2 nd week of April 2017 (General)

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

List of holidays for the academic session 2016-2017

1 st July 2016(Wed)	Dr. B.C. Roy Birth Anniversary	01
6 th July 2016 (Wed)	Eid-al-Fitr	01
22 nd July 2016(Fri)	Santipur College Foundation day	01
15 th Aug 2016(Mon)	Independence Day	01
18 th Aug 2016 (Thu)	Rakhi Purnima	01
25 th Sept 2015 (Thu)	Janmastami	01
12 th Sept 2016 (Mon)	ID-Ud-Joha	01
30 th Sept 2016 (Fri)	Mahalaya	01
6 th Oct 2016 (Sat) – 2 nd Nov 2016 (Wed)	Puja Holidays	26
9 th Nov 2016 (Wed)	Jaggadhatri Puja	01
14 th Nov 2016 (Thu) – 19 th 2016 Nov(Wed)	Guru Nanak Birth day and Rashjatra	05
25 th Dec 2015 (Fri) – 31 st Dec 2015 (Thu)	Winter Recess	07
1 st Jan 2017 (Fri)	New Year's Day	01
12 th Jan 2017(Thu)	Birthday of Swami Vivekananda	01
23 rd Jan 2017 (Mon)	Netaji Subhas Ch. Bose Birth Anniversary	01
26 th Jan 2017 (Thu)	Republic Day	01
1 st Feb 2016 (Wed)	Saraswati Puja	01
14 th April(Fri)	Good Friday and B.R. Ambedkar Birth Anniversary	01
15 th April (Sat)	Bengali New Year's Day	01
1 st May 2017 (Mon)	May Day	01
9 th May 2017 (Tue)	Rabindra Jayanti	01
26 th June (Mon)	Id-UI-Fitar	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 college mandatorily follows and implements the curricula prescribed by the affiliating university viz. the University of Kalyani.

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 2016-2017

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 digital lessons for villagers**

The NSS unit of the college launched a 10 day awareness programme amongst residents, mostly labourers belonging to the BPL category living 5 villages under Babla gram panchayat area , around 10 k from the college. They were made aware of proper use of debit cards, process of checking bank accounts and how to make digital transaction. These effort of spreading financial literacy has been highly acclaimed and well covered in newspapers.

- **Honest efforts to reduce school drop-outs**

A group of 40 college students surveyed and consequently identified school drop outs of 6 high schools last year from the school authorities in the Santipur rural area. A camp was subsequently organised in June and students went to the concerned homes and tried to convince the families of school drop outs about the ill effects of turning away from the main stream. The varied reasons of the drop outs and discontinuance of studies were identified and brought to the notice of the relevant authorities. The effort of the NSS unit of the college was highly appreciated by all and sundry including the Sarva Siksha Mission in Nadia as well as the university of Kalyani. The initiative taken was well covered by the news papers also. We have succeeded in bringing back 4 of the 12 high school drop outs as per record.

- **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

- ✓ PG course introduced in the college under DODL.
- ✓ NSS unit very active and carrying on social works.
- ✓ 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.

Opportunities

- ✓ There is ample scope of doing better in games and sports due to presence of a large playground.
- ✓ There is enough space in the college for extending the existing building or create new ones.
- ✓ PG courses can be opened in some other subjects.
- ✓ Honours course in Zoology can be opened.

Challenges

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