

The Annual Quality Assurance Report (AQAR) of the IQAC
SARAT CENTENARY COLLEGE
Dhaniakhali, Hooghly, West Bengal

Part – A

AQAR for the year

2005-2006

I. Details of the Institution

1.1 Name of the Institution

Sarat Centenary College

1.2 Address Line 1

P.O.- Dhaniakhali

Address Line 2

Dist. - Hooghly

City/Town

Dhaniakhali

State

West Bengal

Pin Code

712302

Institution e-mail address

principal_scollegednk@rediffmail.com

Contact Nos.

(03213) 255282

Name of the Head of the Institution:

Dr. Subhas Chandra Sen, Principal (Upto 30.11.05)

Dr. Sasanka Sekhar Basu, T.I.C. (From 01.12.2005)

Tel. No. with STD Code:

(03213) 255282

Mobile:

9475969080 (Dr. Sasanka Sekhar Basu)

Name of the IQAC/QC Co-ordinator:

**Dr. Nitai Chand Sinha & Dr. Susanta Bhattacharyya,
acted as the then QC (Quality Cell) Coordinators**

Mobile:

9883181816(N.C.S.), 9477502019 (S.B.)

IQAC/College e-mail address:

**principal_scollegednk@rediffmail.com
iqac.scc@gmail.com**

1.3 NAAC Track ID (For ex. MHCOGN 18879)

OR

1.4 NAAC Executive Committee No. & Date:

EC/36/066 dated May 20, 2005

*(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.scollegednk.ac.in

Web-link of the AQAR:

www.scollegednk.ac.in/iqac/aqar2005-06.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	C++	67.05	2005	5 Years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC/Quality Cell (QC) :

11/07/2005

1.8 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 Not Applicable, Accredited in 2005 (DD/MM/YYYY)
ii. AQAR _____ (DD/MM/YYYY)
iii. AQAR _____ (DD/MM/YYYY)
iv. AQAR _____ (DD/MM/YYYY)

1.9 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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Nil

1.11 Name of the Affiliating University (for the Colleges)

University of Burdwan,
Burdwan, W.B.

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

- Nil

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC/Q.C. Composition and Activities

2.1 No. of Teachers	<input type="text" value="02"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="Nil"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="Nil"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="Nil"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="Nil"/>
2.8 No. of other External Experts	<input type="text" value="Nil"/>
2.9 Total No. of members	<input type="text" value="05"/>

2.10 No. of IQAC/Q.C. meetings held

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff /Students Alumni Others

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/Q.C.

Total Nos. International National
State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC/Q.C.

As per recommendation of the Peer team (NAAC) a few Honours subjects- Chemistry, Geography, Sanskrit – were introduced under self finance scheme. Moreover Philosophy Hons.(Self-finance) was introduced from this academic year.

Publication of the proceedings volume of the UGC sponsored National Seminar on “Post Modern Themes in Social Sciences”.

2.15 Plan of Action by IQAC/Q.C./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
<ul style="list-style-type: none">• Division of the syllabus into three modules recognizing newly introduced University Exam. Pattern: 1+1+1• To enhance the existing ICT equipments• To facilitate Sports Goods to the Students	<ul style="list-style-type: none">• Students were partially accustomed with this newly introduced curricula• New ICT equipments were purchased• New sports goods had been purchased

* 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

The AQAR has been placed and approved by the statutory body.

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				
PG				
UG	10	04 Hons. Subjects	04	00
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total				

Interdisciplinary	Nil
Innovative	Nil

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	14

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*

The teachers of each department make it a point to meet and interact with the outgoing students to receive their feedbacks verbally about the last three years' experience about the college. Later on the teachers discuss the feedbacks received from students in the meeting of the Teachers' Council. Annexure not provided since feedbacks are received in verbal mode.

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

As the College follows the Syllabi and Curricula of The University of Burdwan there is no scope of internal curricular designing, revision or up gradation. However, the cell had taken initiative regarding smooth implementation of the new pattern with an interaction with the 1st year students of the college.

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

Four – Hons. in Chemistry, Geography, Philosophy and Sanskrit

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors/ Principal	Professors	Others
	27	04	18	01	01* + 3**

* Librarian, ** GLI- Graduate Laboratory Instructor

2.2 No. of permanent faculty with Ph.D.

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
0	6	N.A	N.A	N.A.	N.A	0	0	0	6

2.4 No. of Guest and Visiting faculty and Temporary faculty

Nil

Nil

26

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	01	10	07
Presented	01	03	01
Resource Persons			

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

- Thematic talks by invited faculties from other institutes.
- Modularization of the newly introduced syllabus.
- Introduction of class test(for Hons. students).

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

189

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

Beside the test examination, some of the departments took additional mid-term tests/ surprise tests.

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

Two teachers were associated with U.G. Board of studies, B.U.

2.10 Average percentage of attendance of students

77% in average in case of Hons. Subjects and Practical classes.
75% in General (Pass) courses.

2.11 Course/Programme wise distribution of pass percentage (Final Year) :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA(Hons.)	103		0%	94.17%	0%	94.17%
BA(General)	155		0%	20.65%	72.90%	93.55%
B.Sc(Hons.)	08		12.5%	75%	0%	87.5%
B.Sc (General)	11		18.18%	81.82%	0%	100%
B.Com(Hons.)	12		0%	58.33%	0%	58.33%
B.Com (Gen.)	07		0%	14.29%	42.86%	57.15%

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

The Quality Cell interacted with the departments for quality related issues

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	03
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	01
Others	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	21	Nil	Nil	04
Technical Staff	01	Nil	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

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

- Quality Cell encouraged teachers to update their academia and research extension works.
- One teacher in Philosophy received Minor Research Project.

3.2 Details regarding major projects: **None**

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		One		
Outlay in Rs. Lakhs		0.85		

3.4 Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			
e-Journals			
Conference proceedings		07	

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	--	--	--	--
Minor Projects	2006-2008	UGC	Rs. 85000/-	Rs.62500/-
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects <i>(other than compulsory by the University)</i>	--	--	--	--
Any other(Specify)	--	--	--	--
Total			Rs. 85000/-	Rs.62500/-

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

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

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

3.9 For colleges
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					02
	Sponsoring agencies					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	--	01	--	--	--	--

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

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

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

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 College forum
NCC NSS Any other

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

- Blood donation camp organised by NSS & NCC units
- Health Check up camp organised by the students' union

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	3.05 Acre	Nil	N.A.	3.05 Acre
Class rooms	18	Nil	N.A.	18
Laboratories	08	Nil	N.A.	08
Seminar Halls	01	Nil	N.A.	01
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	--	Nil	N.A.	--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	2.76485	UGC & College	
Others(Building construction) (Rs. in Lakhs)	--	5.88305	BUP & UGC	

4.2 Computerization of administration and library

Initiative was taken for partial computerization of library and office.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	14682	479332.86/-	256	33554.75/-	14938	512887.61/-
Reference Books	115	26617.62/-	Nil	N.A.	115	26617.62/-
e-Books	--	--	--	--	--	--
Journals	67	1675/-	44	1200/-	111	2875/-
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	--	--	--	--	--	--
Others (specify)	--	--	--	--	--	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	05	00	01	00	00	02	02	00
Added	04	00	00	00	00	04	00	00
Total	09	00	01	00	00	06	02	00

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

Internal training on PPT presentation conducted by Dr. Jagannath Chattopadhyay.

4.6 Amount spent on maintenance in lakhs :

i) ICT	0. 288
ii) Campus Infrastructure and facilities	4.45224
iii) Equipments	0. 22375/-
iv) Others	--
Total :	4.96399

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC/QC in enhancing awareness about Student Support Services

Quality Cell in collaboration with NSS units organized audio visual talks on AIDS and on Mal-nutritional complications.

5.2 Efforts made by the institution for tracking the progression

Respective committees met the students twice in a year.
Teachers in Hons. Subjects maintain contact with the students as and when required

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1388	N.A.	N.A.	--

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	805	58		583	42

Last Year(2004-05)						This Year (2005-06)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1061	195	64	42	--	1362	1150	152	56	30	--	1388

Demand ratio **1.67:1**

Dropout % - **11%**

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

Teachers in English, Mathematics and Physics organized specific classes taking into account the syllabi of School service Commission.

No. of students beneficiaries

25

5.5 No. of students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	05	UPSC	<input type="text"/>	Others	31

5.6 Details of student counselling and career guidance

Teachers in English, Mathematics and Physics organized specific classes taking into account the syllabi of School service Commission.

No. of students benefitted 25

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

- NSS unit organized gender sensitization campaign and seminar.
- Construction of new toilets for girls' students.

5.9 Students Activities

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

State/ University level 19 National level -- International level --

No. of students participated in cultural events

State/ University level 02 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 ---

Cultural: State/ University level --- National level --- International ---

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	148	Rs. 48,412.50/-
Financial support from government	217	Rs. 6,48,000.00/-
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

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: Grievance on girl's toilet : It has been redressed by renovating in due time.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- Providing quality education at the graduation level as per the university guideline
- To make the students regular in classes and make them academically confident

6.2 Does the Institution has a management Information System

No digital information system had been introduced but conventional mechanism of information system was in operation

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

6.3.1 Curriculum Development

This is under the purview of the affiliating University (B.U.).
The college only follows the modalities as framed by the

6.3.2 Teaching and Learning

Curriculums were divided into modules and class tests were taken in this respect.

6.3.3 Examination and Evaluation

A cell has been formed to conduct the internal examination. And University examinations are conducted as per the guidelines of the Controller of Exam., B.U.

6.3.4 Research and Development

College management encouraged research work and had taken initiative for holding interdisciplinary talks by internal as well as external resource persons. Prof. S. S. Basu had obtained his Ph.D.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Initiatives had taken regarding purchase of updated books and journals in the library and ICT equipments for the college

6.3.6 Human Resource Management

- The Teachers' council, the non-teaching staff association look after the affairs of the teaching and non-teaching staff and interest of the students.
- Strategies had been taken to recruit Part time teachers and engagement of N.T.S. on contractual basis.

6.3.7 Faculty and Staff recruitment

As per the norms of the University and State government recruitment was done.

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

Admission policy was chalked out as per the University and State Government guidelines in order of merit list.

6.4 Welfare schemes for	Teaching	<ul style="list-style-type: none"> • College Employees' Co-operative Credit Society Ltd. continued to serve the interest of the share-holders in terms of bye laws. • Employees were facilitated with the benefits of Group Insurance Scheme(LIC). • College used to provide Salary savings Scheme under LIC.
	Non teaching	
	Students	<ul style="list-style-type: none"> • Provided financial assistance to the college students through the elaborate mechanism of Free, half free ship and poor fund dispensation besides other assistance from the Government. • Health check-up and medical facilities to the students through Students' Health Home, Kolkata, through the Chinchura office.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	B.U.	Yes	T.C.
Administrative	Yes	State Govt.	Yes	G.B.

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

For UG Programmes Yes No

For PG Programmes Yes No

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

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

6.11 Activities and support from the Alumni Association

Once in a year Alumni Association met and placed some suggestions.

6.12 Activities and support from the Parent – Teacher Association

No formal existence of parent – teacher association. However Honours faculties met students/parents on the basis of exigency of the situation.

6.13 Development programmes for support staff

Programme was taken for ICT awareness.

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

NSS and NCC units had taken two programmes to make the college 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.

Introduction of class test for honours courses helped the students to get acquainted with the new exam pattern of the University.

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

College G.B. appreciated and suggested to continue the program of modulation for the newly introduced part I, Part-II, Part-III pattern.

Q.C. suggested for regular class test/ surprise test and accordingly faculties had taken class tests which helped the students towards their academia.

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

- i) Transparency in admission process.
- ii) Extending financial support to the underprivileged and meritorious students of the institution.

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

7.4 Contribution to environmental awareness / protection

Plantation by the NSS units

7.5 Whether environmental audit was conducted?

Yes

No

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

Strength: Qualified teaching faculty

Weakness: Shortage of well equipped class rooms

8. Plans of institution for next year

Quality Cell advised the faculties to increase their participation in research-oriented activities and organize students' seminars, quiz contests, excursions/educational tours.

Q.C. Advised to increase class rooms and Campus area.

Name 1. Dr. Nitai Chand Sinha

Name Dr. Dhiman Kumar Sau

2. Dr. Susanta Bhattacharyya,

1. Nitai Chand Sinha

2. Susanta Bhattacharyya

Dr. Dhiman Kumar Sau

Signature of the Coordinator, IQAC/QC

Signature of the Chairperson, IQAC/QC

Principal & Secretary
Sarat Centenary College
Dhaniakhali, Hooghly

ANNEXURE I: ACADEMIC CALENDER

Academic Calendar for the Session 2005-2006

A. Module-I: 1st Jul, 2005 to 9th Oct 2005 =78 working days

(10th Oct to 5th Nov: Puja Holidays)

B. Module-II: 6th Nov, 2005 to 4th Feb, 2006= 69 working days

C. Module-III: 5th Feb,2006 to 13th May,2006= 69 working days(15th May to 24thJun: Summer Recess)

Month	Description
July, 2005	Commencement of 2 nd year classes: 1 st week
July, 2005	Punaryatra (Rathayatra): 06.07.05 (Wednesday)- Holiday
July, 2005	Commencement of 1 st year classes: 2 nd week
July, 2005	Commencement of 3 rd year classes: 3 rd week
Aug,2005	Jhulanyatra and Rakhi Bandhan: 09.08.05 (Tuesday): Holiday
Aug,2005	Independence Day: 15.08.05 (Monday):Holiday
Aug,2005	Janmastami: 17.08.05 (Wesnesday): Holiday
Aug,2005	Registration form fill up of 1 st year students: 2 nd week
Aug,2005	Enrolment form fill up of 2 nd year students: 2 nd week
Aug,2005	Freshers' Welcome for 1 st year students: 3 rd week
Aug,2005	Sab-e-Miraj: 23.08.05 (Tuesday): Holiday
Sep,2005	Blood Donation Camp: 1 st week
Sep,2005	Sab-e-Barat: 09.09.05 (Friday): Holiday
Sep,2005	NCC Enrolment: 2 nd week
Sep,2005	NSS Enrolment: 3 rd week
Sep,2005	Mahalaya: 22.09.05 (Thursday): Holiday
Sep-Oct,2005	Puja Holidays: 28.09.05-26.10.05: Holidays
Oct,2005	Birthday of Gandhiji: 02.10.05 (Sunday): Holiday
Oct,2005	Id-ul-Fitre: 12.10.05 (Tuesday): Holiday
Oct,2005	Jagatdhatri Puja: 31.10.05 (Monday): Holiday

Nov,2005	Classes for Competitive exam: 2 nd week
Nov,2005	Programme on Gender Sensitization: 3 rd week
Nov,2005	Cultural Competition and Annual Cultural Programme: 4 th week
Dec,2005	NCC Camps by the 3 rd Bengal Battalion: 2 nd week
Dec,2005	NSS Special Camp: 3 rd week
Dec,2005	X-Mas Day: 25.12.05 (Sunday): Holiday
Dec,2005	Winter Recess: 29.12.05-31.12.05: Holiday
Jan,2006	New Years Day: 01.01.06 (Saturday): Holiday
Jan,2006	Id-ud-Zoha: 02.01.06 (Sunday): Holiday
Jan,2006	Part-I Test Exam: 1 st week
Jan,2006	Paus Parvan: 13.01.06 (Friday): Holiday
Jan,2006	Uttarayan: 14.01.06 (Saturday): Holiday
Jan,2006	Annual Sports: 3 rd week
Jan,2006	Part-III Test Exam: 3 rd week
Jan,2006	Netaji's Birth Day: 23.01.06 (Monday): Holiday
Jan,2006	Saraswati Puja: 24.01.06 (Tuesday): Holiday
Jan,2006	Republic Day: 26.01.06 (Thursday): Holiday
Jan,2006	Muharram: 30.01.06 (Monday): Holiday
Feb,2006	Part-II Test Exam: 1 st week
Feb,2006	NCC Exam (For 'B' & 'C' certificate): 1 st week
Feb,2006	Shiva Ratri: 15.02.06 (Wednesday): Holiday
Mar,2006	Dol Yatra: 03.03.06 (Friday) & 04.03.06(Saturday): Holidays
Mar,2006	Part-I Form Fill Up: 1 st & 2 nd week
Mar,2006	Akheri Chahar Sumba: 14.03.06 (Tuesday): Holiday
Mar,2006	Ramnavami: 23.03.06 (Thursday): Holiday
Mar,2006	Annapurna puja: 25.03.06 (Saturday): Holiday
Apr,2006	Fateha-Doaj-Daham: 02.04.06 (Sunday): Holiday

Apr,2006	Good Friday: 07.04.06 (Friday): Holiday
Apr,2006	Chaitra Sancranti: 14.04.06 (Friday): Holiday
Apr,2006	Bengali Navabarsa: 15.04.06 (Saturday): Holiday
Apr,2006	College Foundation Day: 29.04.06 (Saturday): Holiday
Apr,2006	1 st year Annual Exam: 3 rd week
May,2006	May Day: 01.05.06 (Saturday): Holiday
May,2006	Tagore's Birth Day: 08.05.06 (Monday): Holiday
May-Jun,2006	Summer Recess 10.05.06 to 20.06.06
Jun,2006	Part-I Final Exam(B.U) & Part-II Final Exam(B.U)

ANNEXURE II

Best Practice-1

Title of the Practice: Transparency in admission process

Goal: Imparting quality education with a focus on supporting the students from the underprivileged sections of the society.

The Context: The College is located in a rural constituency of Hooghly district of West Bengal. Dhaniakhali is an assembly constituency reserved for Scheduled Castes. The challenges are multi-pronged – involving poverty, remoteness from city, high population of reserved category citizens. Being confronted with the actualities, the institution continues to cater the aspirations for higher education and aspires to illuminate the power of knowledge among the students with an aim to make them confident and socially responsible citizens.

The Practice : Ever-increasing aspiration for higher education germinates multiple problems and challenges at the time of admission of students. Being sensitive to the problem, the College administration divulges planning and activates the administrative mechanism accordingly. The Institution follows the policy of admission of the first year students, both for honours and general courses, strictly adhering to the guidelines of the University of Burdwan and the Department of Higher Education of the Govt. of West Bengal. After proper notification and following the guidelines and procedures mentioned in the College Prospectus, the College Admission Implementation Committee, comprising the Principal, three teachers each one from Arts, Science and Commerce faculties (B.A, B.Sc, B.Com stream), Secretary to the Teachers' Council, Head Clerk of the College and one member from ICT, chalks out the policy and admission schedule. The crux of the policy is to publish a merit list both at the honours and general courses maintaining the current reservation policy of the Govt. of West Bengal.

The College Principal himself conducts and manages the entire implementation process of the admission taking assistance from the teachers and non-teaching staff. The College Principal monitors the whole process.

Vacant sheets in honours subjects, if any, are filled up on the basis of the comprehensive merit list. Moreover, students, once admitted, get a chance to change their options for elective subjects within reasonable parameters laid down in the College Prospectus.

Evidence of Success:

Publication of merit list and chalking out of a comprehensive schedule helps a lot to foster fair and timely admission of the students. The process helps to mitigate many unwanted hazards and to start classes within a reasonable time.

Resources Required : More Computers are required. Proper Computer knowledge is to be expanded among staff. More ICT experts need to be recruited in the College on out-sourcing basis to manage the nitty-gritty of the whole process.

Problems Encountered: Shortage of ICT equipments and staff having adequate knowledge on computers.

Best Practice-2

Title of the Practice: Extending financial support to the underprivileged and meritorious students of the institution.

Goal: Imparting quality education among the students coming from underprivileged sections of the society.

The Context: Situated in a rural area and in an assembly constituency reserved for scheduled caste, most of the students of the College come from underprivileged background of the society. The actualities of the situation implore the Institution to innovate gesture that could inspire the students to aspire for higher education.

The practice : The College is located in a rural area. A formidable section of the students here are from underprivileged sections and many of them are first generation college learners from their families. A good number of students are also from tribal and minority communities marked by the traits of poverty and lack of academic access.

To confront the challenge, the College administration frames up a planning to assist the needy students from the own fund of the College as far as possible. Beside the facilities provided by the Govt. of India, Govt. of WB, and other endowments from the Non-Government organizations, the College is sympathetic in extending financial assistance to the students under the heads of 'full-free-ship', 'half-free-ship' and 'poor-fund'. The modalities are chalked out in a meeting of the "Students' Welfare Committee" comprising a senior teacher as President, a non-teaching staff, General Secretary of the Students' Union and Secretary of the Students' Welfare Committee. After proper notification students are requested to submit their applications in the College office and final dispensation follows accordingly. As the College is now facing fund crunch due to the Government's order to submit fifty percent of the tuition fees to the department of higher education, a contingency plan is to be framed up to meet the challenges for the upcoming days.

Evidence of Success: A good number of students having traits of socio-economic backwardness have been continued to be benefitted through the dispensation process. Otherwise many of them would have been deprived from appearing in the final examinations.

Resources Required: A good number of College employees manage the process with their abilities. The continuation of the support system requires further fund mobilization from different sources.

Problems Encountered: Numbers of applications for free-ship are gradually becoming high. So considering the pros and cons of the situation more comprehensive planning is required.