The Annual Quality Assurance Report (AQAR) of the IQAC

SARAT CENTENARY COLLEGE

Dhaniakhali, Hooghly, West Bengal

Part – A

AQAR for the year

2006-2007

1. 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_sccollegednk@rediffmail.com**

Contact Nos.

> **(03213) 255282**

Name of the Head of the Institution:

> **Dr. Sasanka Sekhar Basu, T.I.C. (Upto 06.12.2006)**
> **Dr. Dhiman Kumar Sau, Principal (From 07.12.2006)**

Tel. No. with STD Code:

> **(03213) 255282**

Mobile:

> **9432159249 (Dr. Dhiman Kumar Sau)**

Name of the IQAC/Q.C. 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_sccollegednk@rediffmail.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.sccollegednk.ac.in**

Web-link of the AQAR: **www.sccollegednk.ac.in/iqac/aqar2006-07.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	1st Cycle	**C++**	**67.05**	**2005**	**5 Years**
2	2nd Cycle				
3	3rd Cycle				
4	4th 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 2010-11submitted to NAAC on 12-10-2011*)

   i. AQAR *2005-2006: Submitted to NAAC on 26-11-2015*   (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 | **NA** |

University with Potential for Excellence | **NA** | UGC-CPE | **NA** |

DST Star Scheme | **NA** | UGC-CE | **NA** |

UGC-Special Assistance Programme | **NA** | DST-FIST | **NA** |

UGC-Innovative PG programmes | **NA** | Any other (*Specify*) | **Nil** |

UGC-COP Programmes | **NA** |

2. IQAC/Q.C. Composition and Activities

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

2.10 No. of IQAC/Q.C. meetings held | 01 |

2.11 No. of meetings with various stakeholders: No. | 04 | Faculty | 02 |

Non-Teaching Staff /Students | 01 | Alumni | 01 | Others | **Nil** |

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 | |

(ii) Themes | |

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

> The Cell with the help of T.C. organized 15 interdisciplinary talks from 12-03-2007 to 20-03-2007.

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
• Academic Committee suggested making the class routine more compact. • Initiative for introduction of a training centre on computer. • Initiatives for opening of the college Gymnasium.	• Accordingly, the routine was partially restructured considering the actualities as far as possible. • Accordingly authority had undergone an agreement with the Institute of Computer Accountants, a Unit of ICA Info Tech (P) Ltd. • Gymnasium started functioning along with a trainer with stipulated guidelines.

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

1. 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	14	Nil	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 initiatives 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.

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors/	Principal	Professors	Others
28	**05**	**18**	**01**	**Nil**	**01* + 3****

* Librarian, ** GLI- Graduate Laboratory Instructor

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
1	5	N.A.	N.A.	N.A.	N.A.	0	--	1	5

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	05
Presented		04	02
Resource Persons			01

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

- Emphasise was given on interdisciplinary talks.
- Introduction of class test and face to face discussion with the students (for Hons. Students only).

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

202

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

78% in average in case of Hons. Subjects and Practical classes.

76% 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.)	95		2.1%	93.68%	-	95.78%
BA (General)	222		0.45%	20.27%	61.71%	82.43%
B.Sc (Hons.)	05		-	80%	-	80%
B.Sc (General)	13		15.38%	69.23%	15.38%	100%
B.Com (Hons.)	08		-	75%	-	75%
B.Com (Gen.)	01		-	100%	-	100%

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

> The Quality Cell maintained more interactions with the departments for the improvement of quality related issues and advised the facultics to become interactive with the students.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	
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.	02
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		**03**	
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

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.18000/-**
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects *(other than compulsory by the University)*	--	--	--	--
Any other(Specify)	--	--	--	--
Total			**Rs. 85000/-**	**Rs.18000/-**

3.7 No. of books published   i) With ISBN No. | 01 | 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 | **NA** | CPE | **NA** | DBT Star Scheme | **NA** |

INSPIRE | **NA** | CE | **NA** | Any Other (specify) | **Nil** |

3.10 Revenue generated through consultancy | **Nil** |

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number			**01**		**07**
Sponsoring agencies			**UGC**		**College**

3.12 No. of faculty served as experts, chairpersons or resource persons | Ni**l** |

3.13 No. of collaborations   International | **Nil** | National | **Nil** | Any other | **Nil** |

3.14 No. of linkages created during this year | **Nil** |

3.15 Total budget for research for current year in lakhs :

From Funding agency | **0.18(UGC)** | From Management of University/College | **Nil** |

Total | **0.18** |

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

One

One

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

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

JRF **Nil**   SRF **Nil**   Project Fellows **Nil**   Any other **Nil**

3.21 No. of students Participated in NSS events:

University level **08**   State level **Nil**

National level **Nil**   International level **Nil**

3.22 No. of students participated in NCC events:

University level **94**   State level

National level **04**   International level

3.23 No. of Awards won in NSS:

University level **Nil**   State level **Nil**

National level **Nil**   International level **Nil**

3.24 No. of Awards won in NCC:

University level **Nil**   State level **Nil**

National level **Nil**   International level **Nil**

3.25 No. of Extension activities organized

University forum [ ] College forum [01]

NCC [01] NSS [01] Any other [ ]

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

- Blood donation and awareness camp organised by NSS & NCC units
- Traffic control programme by NCC volunteers
- College organised a seminar on "Environment & Hygiene"

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	01	College	09
Seminar Halls	01	Nil	N.A.	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	--	Nil	N.A.	--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	--	--	--
Others(Building construction)	--	--	--	--

4.2 Computerization of administration and library

Progress was noticed in computerization of library and office.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value(INR)	No.	Value(INR)	No.	Value(INR)
Text Books	14938	5,12,173.61	712	84,041.1	15,650	5,96,214.71
Reference Books	115	26,617.62	12	691.90	127	27,309.52
e-Books	--	--	--	--	--	--
Journals	111	2,875	38	1,145	149	4,020
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	--	--	--	--	--	--
Others (specify)	--	--	--	--	--	--

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	09	00	01	00	00	06	02	Nil
Added	00	00	00	00	00	00	00	Nil
Total	09	00	01	00	00	06	02	Nil

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 teaching resource available on Internet by Prof. J.P. Halder

4.6 Amount spent on maintenance in lakhs :

i) ICT   0.13988

ii) Campus Infrastructure and facilities   0.60392

iii) Equipments   Nil

iv) Others   0.10937

Total :   0.85317

Criterion – V
5. Student Support and Progression

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

> Providing general awareness to the newly admitted students about financial assistance available from different sources by conducting a meeting.

5.2 Efforts made by the institution for tracking the progression

> Partial improvement in allocating financial support (Half-free/Full-free/Poor Fund) to the students from the college fund and efficacy of the office enhanced accordingly.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1565	N.A.	N.A.	--

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men
No	%
861	**55**

Women
No	%
704	**45**

Last Year(2005-06)						This Year (2006-07)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1150	**152**	**56**	**30**	**Nil**	**1388**	**1292**	**175**	**66**	**32**	**Nil**	**1565**

Demand ratio **1.65 : 1**   Dropout % - **11.25%**

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

> Teachers in English and Pol. Sc. had taken periodic classes for competitive exam.

No. of students beneficiaries   **32**

5.5 No. of students qualified in these examinations

NET [ ]   SET/SLET [ ]   GATE [ ]   CAT [ ]

IAS/IPS etc [ ]   State PSC **03**   UPSC [ ]   Others **22**

5.6 Details of student counselling and career guidance

> Teachers in English and Pol. Sc. had taken periodic classes for competitive exam.

No. of students benefitted   **32**

5.7 Details of campus placement: **N.A.**

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

> - NCC with the help of Students' Union demonstrated an audio-visual programme regarding participation of women on Para-Military forces.

5.9 Students Activities

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

State/ University level **27**   National level --   International level --

No. of students participated in cultural events

State/ University level **Nil**   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	241	Rs. 87,122.50/-
Financial support from government	316	Rs. 9,47,760.00/-
Financial support from other sources	08	Rs. 14,000.00/-
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   **03**

5.13 Major grievances of students (if any) redressed: More books had been purchased as per demands of the students

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

Conventional mechanism of information was in operation.

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

6.3.1   Curriculum Development

This is completely under the purview of the affiliating University (B.U.).

6.3.2   Teaching and Learning

Modulation of the curriculum and extension of class tests in all Hons. Subjects.

6.3.3 Examination and Evaluation

> Examination committee reviewed the problems arising out of conducting the examinations and divulged programs accordingly.

6.3.4 Research and Development

> One minor research project was sanctioned by the UGC in favour of Dr. A. K. Pan, Reader in Philosophy and T.C. organized 15 research oriented talks on and from 12.03.2007 to 20.03.2007. Prof. Kamal Krishna Roy obtained his PhD degree on 25.09.2006.

6.3.5 Library, ICT and physical infrastructure / instrumentation

> Library added more books (724 in numbers) and strategies had been taken to extend the Campus area

6.3.6 Human Resource Management

> - To meet acute shortage of teaching and non teaching staff initiative was taken to recruit more Part time teachers and 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	• College Employees' Co-operative Credit Society Ltd. continued to serve the interest of the share-holders in terms of bye laws.
Non teaching	• Employees were facilitated with the benefits of Group Insurance Scheme(LIC). • College used to provide Salary savings Scheme under LIC.
Students	• 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

Nil

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   N.A.

For PG Programmes   Yes   No   N.A.

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

N.A.

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

> Reunion was organised by the Alumni Association.

6.12 Activities and support from the Parent – Teacher Association

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

6.13 Development programmes for support staff

> Presentation of a talk about the benefits what the State Govt. Employees enjoy.

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

> Dredging of the College Pond and its beautification.

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.

> Surprise class test for some of the honours courses helped the students to be attentive in the classes.

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.
>
> As per the suggestion of the Q.C. the College Authority had undergone an agreement with the Institute of Computer Accountants, a Unit of ICA Info Tech (P) Ltd. to run a computer training centre facilitating infrastructural support.

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.

7.4 Contribution to environmental awareness / protection

> Plantation by the NSS units and maintenance of the existing ones.
>
> College organised a seminar on "Environment & Hygiene"

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 class rooms and equipments

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.
> Q.C. advised G.B. to initiate opening up of Physical Education as General subject.

Name 1. **Dr. Nitai Chand Sinha**　　　　　　*Name* **Dr. Dhiman Kumar Sau**

　　　　2. **Dr. Susanta Bhattacharyya,**

1. *Nitai Chand Sinha*

2. *Susanta Bhattacharyya*

_____　　　　　　_____

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 2006-2007

July, 2006	Commencement of 2nd year classes: 1st week
July, 2006	Punaryatra (Rathayatra): 05.07.06 (Tuesday)- Holiday
July, 2006	Commencement of 1st year classes: 2nd week
July, 2006	Commencement of 3rd year classes: 3rd week
Aug,2006	Jhulanyatra and Rakhi Bandhan: 09.08.06 (Wednesday): Holiday
Aug,2006	Independence Day: 15.08.06 (Tuesday):Holiday
Aug,2006	Janmastami: 16.08.06 (Wesnesday): Holiday
Aug,2006	Registration form fill up of 1st year students: 2nd week
Aug,2006	Enrolment form fill up of 2nd year students: 2nd week
Aug,2006	Freshers' Welcome for 1st year students: 3rd week
Aug,2006	Sab-e-Miraj: 22.08.06 (Tuesday): Holiday
Sep,2006	Blood Donation Camp: 1st week
Sep,2006	Sab-e-Barat: 09.09.06 (Saturday): Holiday
Sep,2006	NCC Enrolment: 2nd week
Sep,2006	Viswakarma Puja & Birthday of Sarat Chandra Chattapadhyay: 17.09.06(Sunday)
Sep,2006	NSS Enrolment: 3rd week
Sep,2006	Mahalaya: 22.09.06 (Friday): Holiday
Sep-Oct,2006	Puja Holidays: 28.09.06-26.10.06(Thursday to Thursday): Holidays
Oct,2006	Birthday of Gandhiji: 02.10.06 (Monday): Holiday(within Puja Holidays)
Oct,2006	Id-ul-Fitre: 25.10.06 (Wednesday): Holiday(within Puja Holidays)
Oct,2006	Jagatdhatri Puja: 31.10.06 (Tuesday): Holiday
Nov,2006	Classes for Competitive exam: 2nd week
Nov,2006	Guru Nanak's Birthday & Raas Yatra: 05.11.06 (Sunday)
Nov,2006	Programme on Gender Sensitization: 3rd week

Nov,2006	Cultural Competition and Annual Cultural Programme: 4th week
Dec,2006	NCC Camps by the 3rd Bengal Battalion: 2nd week
Dec,2006	NSS Special Camp: 3rd week
Dec,2006	X-Mas Day: 25.12.06 (Monday): Holiday
Dec,2006	Winter Recess: 30.12.06-31.12.06: Holiday
Jan,2007	New Years Day: 01.01.07 (Monday): Holiday
Jan,2007	Id-ud-Zoha: 02.01.07 (Tuesday): Holiday
Jan,2007	Part-I Test Exam: 1st week
Jan,2007	Paus Parvan: 14.01.07 (Sunday): Holiday
Jan,2007	Uttarayan: 15.01.07 (Monday): Holiday
Jan,2007	Annual Sports: 3rd week
Jan,2007	Part-III Test Exam: 3rd week
Jan,2007	Netaji's Birth Day: 23.01.07 (Tuesday): Holiday
Jan,2007	Saraswati Puja: 24.01.07 (Wedesday): Holiday
Jan,2007	Republic Day: 26.01.07 (Friday): Holiday
Jan,2007	Muharram: 30.01.07 (Friday): Holiday
Feb,2007	Part-II Test Exam: 1st week
Feb,2007	NCC Exam (For 'B' & 'C' certificate): 1st week
Feb,2007	Shiva Ratri: 16.02.07 (Friday): Holiday
Mar,2007	Dol Yatra: 03.03.07 (Saturday) & 04.03.07(Sunday): Holidays
Mar,2007	Part-I Form Fill Up: 1st & 2nd week
Mar,2007	Akheri Chahar Sumba: 14.03.07 (Wedesday): Holiday
Mar,2007	Ramnavami: 24.03.07 (Tuesday): Holiday
Mar,2007	Annapurna puja: 26.03.07 (Monday): Holiday
Apr,2007	Fateha-Doaj-Daham: 01.04.07 (Sunday): Holiday
Apr,2007	Good Friday: 06.04.07 (Friday): Holiday
Apr,2007	Chaitra Sancranti: 14.04.07 (Saturday): Holiday

Apr,2007	Bengali Navabarsa: 15.04.07 (Sunday): Holiday
Apr,2007	College Foundation Day: 29.04.07 (Sunday): Holiday
Apr,2007	1st year Annual Exam: 3rd week
May,2007	May Day: 01.05.07 (Tuesday): Holiday
May,2007	Tagore's Birth Day: 09.05.07 (Wednesday): Holiday
May-Jun,2007	Summer Recess 10.05.07 to 20.06.07 (Thursday to Wednesday
Jun,2007	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.

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Best Practice-2

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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.