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

Part – A

AQAR for the year

2008-2009

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. Dhiman Kumar Sau, Principal

Tel. No. with STD Code:

(03213) 255282

Mobile:

9432159249

Name of the IQAC/Q.C Co-ordinator:

Dr. Nitai Chand Sinha & Dr. Susanta Bhattacharyya, acted as the then Q.C.(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:**
   (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)

EC/36/066 dated May 20, 2005

1.5 Website address:

www.sccollegednk.ac.in

Web-link of the AQAR:

www.sccollegednk.ac.in/iqac/aqar2008-09.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.(Q.C.)** :

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 *2006-2007: Submitted to NAAC on 26-11-2015* (DD/MM/YYYY)
   iii. AQAR *2007-2008: Submitted to NAAC on 26-11-2015* (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/QC meetings held   `02`

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 in collaboration with the T.C. organized four research oriented talks and one on 'Career Awareness Programme'.
- The Grievance Cell was reconstituted and resolved some of the grievances lodged by the students.
- Computer training centre functioning well catering the needs of the students.

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
• Identification of slow learners in some of the Hons. Subjects and extension of classes accordingly. • Introduction of MCQ model in some Hons. Subjects and encouragement for PPT presentation. • Q.C. suggested for regular class test/ surprise test. • The Cell suggested the authority to take initiative for filling up of the vacant posts. • Computer training centre and construction of girls hostel to be monitored.	• A marginal progress was traced in the attendance of the slow learners of the classes. • MCQ form generated some sort of enthusiasm among the Hons. students. • Surprise test produced better result. • Requisitions were sent to the appropriate authority. • Training centre functioning well and progress of the construction of the girls hostel was moderate.

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	01**
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total				

Interdisciplinary	Nil
Innovative	Nil

** 12 months' course for computer training conducted by Institute of Computer Accountants (ICA).

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 Syllabus and Curriculum of University of Burdwan there is no scope of internal curricular designing, revision or up gradation.

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.   **14**

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	10	N.A	N.A	N.A.	N.A	Temporary faculty -6	--	06	10

2.4 No. of Guest and Visiting faculty and Temporary faculty

Nil	Nil	33

2.5 Faculty participation in conferences and symposia:

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

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

- Introduction of MCQ model in some Hons. Subjects and encouragement for PPT presentation.
- Identification of slow learners in some of the Hons. Subjects and extension of classes accordingly.
- Publication of Wall Magazines containing lively articles on current issues.

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)

Introduction of MCQ in some of the subjects viz. Geography, Mathematics, Physics.

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

One teacher was associated with U.G. Board of studies, B.U.

2.10 Average percentage of attendance of students

Nearly 77% in average in case of Hons. Subjects and Practical classes.

Nearly 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.)	125		2.4%	90.4%	-	92.8%
BA(General)	247		-	5.26%	87.85%	93.11%
B.Sc(Hons.)	06		-	83.33%	-	83.33%
B.Sc (General)	08		37.5%	37.5%	25%	100%
B.Com(Hons.)	02			50%		50%
B.Com (Gen.)	05			80%		80%

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

The Quality Cell reviewed the test exam. results with the senior most faculties and suggested remedial measures by arranging additional classes to the students who didn't got satisfactory performances.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	01
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others (NSS OP -02)	04

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	20	01	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

- Research and consultancy cell was formed to promote research atmosphere.
- T.C. organised four seminar talks along with a career awareness programme with the help of Orion Caltech Pvt. Ltd.

3.2   Details regarding major projects: **None**

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects **None**

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

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: **Nil**

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	--	--	--	--
Minor Projects	**--**	**--**	**--**	**--**
Interdisciplinary Projects	--	--	--	--
Industry sponsored	--	--	--	--
Projects sponsored by the University/ College	--	--	--	--
Students research projects *(other than compulsory by the University)*	--	--	--	--
Any other(Specify)	--	--	--	--
Total			**--**	**--**

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 **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					**05**
Sponsoring agencies					**College**

3.12 No. of faculty served as experts, chairpersons or resource persons **Nil**

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 **Nil**   From Management of University/College **Nil**

Total **Nil**

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
--	--	--	--	--	--	--

3.18 No. of faculty from the Institution
    who are Ph. D. Guides

Nil

    and students registered under them

Nil

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 | Nil | State level | Nil |

National level | 01 | International level | Nil |

3.22 No. of students participated in NCC events:

University level | 09 | State level | |

National level | Nil | 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 | 02 | NSS | 04 | Any other [ ]

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

- Blood donation camp organised by Student's Union, NSS and NCC unit of the college.
- Drawing Competition in the adopted villages on NSS day (24th September, 2008) by NSS.
- Campaigning general awareness about health, hygiene and AIDS in the adopted villages of Champaberia, Harpur and Kachharipara under Dhaniakhali Block by NSS.
- Preparation of Environment-Balance-Sheet in the adopted villages by NSS volunteers.
- Organised a seminar on "Alternative Thinking on Agricultural Development".

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	3.25 Acre	.09	College	3.34 Acre
Class rooms	18	Nil	N.A.	18
Laboratories	09	Nil	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)	--	0.52285	UGC & College	--
Others(Partial construction of boundary wall & building) (Rs. in Lakhs)	--	9.96300	UGC & College	--

4.2 Computerization of administration and library

> Sustainable progress in computerization of office and library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value(INR)	No.	Value(INR)	No.	Value(INR)
Text Books	16047	6,48,095.71	759	96,145.75	16,806	7,44,241.46
Reference Books	142	30,794.52	10	1874.25	152	32,688.77
e-Books	--	--	--	--	--	--
Journals	188	5,180	04	90	192	5,270
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	11	00	02	00	00	06	03	Nil
Added	00	00	00	00	00	00	00	Nil
Total	11	00	02	00	00	06	03	Nil

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

Dr. Mrinal Kanti Roy, Associate Prof. in Mathematics delivered a talk on 'LATEX'.

4.6 Amount spent on maintenance in lakhs :

i) ICT   0.14364

ii) Campus Infrastructure and facilities   0.71846

iii) Equipments   0.10228

iv) Others   0.00582

Total :   0.97020

Criterion – V
5. Student Support and Progression

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

- An interface with the students regarding Career Awareness Programme by Orion Caltech Pvt. Ltd, a Call Centre training institute.
- Presented an Awareness Programme regarding admission at Post-Graduation Courses in different Institutes across India.

5.2 Efforts made by the institution for tracking the progression

Brochures of different Institutes were displayed and communicated to the students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2107	N.A.	N.A.	--

(b) No. of students outside the state **Nil**

(c) No. of international students **Nil**

Men
No	%
1149	**54.55**

Women
No	%
958	**45.45**

Last Year(2007-08)						This Year (2008-09)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1469	**257**	**119**	**57**	**Nil**	**1902**	**1538**	**345**	**140**	**84**	**0**	**2107**

Demand ratio **1.64** : **1**   Dropout % - **1.25%**

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

Teachers in Bengali, Pol. Sc, English and Physics had taken some classes in late hours for competitive exams.

Information Leaflets and paper cuttings were displayed in the library relating to post graduate admissions and competitive exams.

No. of students beneficiaries **41**

5.5 No. of students qualified in these examinations

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

IAS/IPS etc [ ]   State PSC [ ]   UPSC [ ]   Others [**29**]

5.6 Details of student counselling and career guidance

> Teachers in Bengali, Pol. Sc, English and Physics had taken some classes in late hours for competitive exams..
>
> Information Leaflets and paper cuttings were displayed in the library relating to post graduate admissions and competitive exams.

No. of students benefitted [**41**]

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

> - Organised a talk by a social activist on the topic " Bharate Nari Bhrun Hatya: Samassyar Abhimukh O Uttoron".

5.9 Students Activities

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

State/ University level [**16**]   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	329	Rs. 1,07,425/-
Financial support from government	492	Rs. 13,84,150.00/-
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 │ 04 │

5.13 Major grievances of students (if any) redressed: 769 books had been added to the library considering the demands placed by the Student's Union and extension of additional counters in the office considering the gradual increase of 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

Financial statement on income and expenditure of the college was generally framed /developed by the College G.B. on each financial year and initiative was taken for making the audit within reasonable time. Guidelines of the University Statute and Regulations related to Teachers, Employees and students' Union were narrated to the concerned persons by the Principal at least once in an academic session.

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

- Introduction of MCQ model in some Hons. Subjects and encouragement for PPT presentation.
- Identification of slow learners in some of the Hons. Subjects and extension of classes accordingly.

6.3.3 Examination and Evaluation

- A workshop on 'Under privileged students and their problems'.
- Examination committee reviewed the results of the annual test examination and advised the departments to interact with the students about the problems they had faced.

6.3.4 Research and Development

T.C. organized 4 research oriented talks and encouraged faculties for publication of research papers. In this regard a talk on 'Latex', software for preparing research article was held.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library added more books (769 in numbers) and the Campus area had been increased by .09 acre.

6.3.6 Human Resource Management

Reshuffling of official tasks among the non-teaching staff in ensuring the cherished services to the students.

6.3.7 Faculty and Staff recruitment

As per the norms of the University and State government recruitments are done.

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

Admission policy was framed up as per the University and State Government norms and on the basis of merit lists.

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. - 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

Alumni Association met twice and suggested the college authority to computerise the student data for augmenting the scope of involvement in the upcoming years.

6.12 Activities and support from the Parent – Teacher Association

> No formal existence of parent – teacher association. However, some Honours faculties arranged parent-teacher meeting after publication of their results.

6.13 Development programmes for support staff

- A talk and an interface with all employees was held on 'Income Tax Acts of India'
- In an annual general meeting of the College Co-operative Credit Society a lecture was delivered on the problems and prospects of College and University Co-operative Societies.

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

> NSS units maintained the college garden and more saplings were implanted inside 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.

- The Q.C. advised faculties to publish Wall Magazines containing lively articles on current issues and to promote student's talents in this venture and accordingly three Wall Magazines were published and displayed.
- Introduction of MCQ model in some Hons. Subjects and presentation through PPT ignited more interest among the students.
- Identification of slow learners in some of the Hons. Subjects and some of the departments, accordingly, had taken additional classes and interacted with the students.

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

- A marginal progress was traced in the attendance of the slow learners of the classes.
- MCQ form generated some sort of enthusiasm among the Hons. students.
- Surprise tests produced better results.

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

(i) Motivating the students about blood donations and evils of environmental degradation.

(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

- Preparation of environmental balance sheet of the adopted villages during December, 2008 by NSS volunteers.
- Moreover regular cleaning & maintenance of the campus was performed.

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

- Q.C. Advised the G.B. to take initiative for procurement of more equipments and other essentials for the interest of all stakeholders.
- Q.C. advised the authority to complete the boundary wall for protection of the campus environment.

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

   2. **Dr. Susanta Bhattacharyya,**

1. *Nitai Chand Sinha*

2. *Susanta Bhattacherjee*

_____   _____

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 2008-2009

July, 2008	Commencement of classes: 1st week
July, 2008	Rathayatra: 04.07.08 (Friday)- Holiday
July,2008	NCC Enrolment: 2nd week
July, 2008	Punaryatra: 12.07.08 (Saturday): Holiday
July, 2008	Commencement of 1st year classes: 2nd week
July,2008	Sab-e-Miraj: 31.07.08 (Thursday): Holiday
July,2008	Freshers' Welcome for 1st year students: last week
Aug, 2008	Commencement of 2nd year classes: 1st week (Tentatively)
Aug, 2008	Commencement of 3rd year classes: 3rd week (Tentatively)
Aug,2008	Independence Day: 15.08.08 (Friday):Holiday
Aug,2008	NSS Enrolment: 3rd week
Aug,2008	Jhulanyatra and Rakhi Bandhan: 16.08.08 (Saturday): Holiday
Aug,2008	Science Awareness and Cultural Programme: 3rd week
Aug,2008	Sab-e-Barat: 17.08.08 (Sunday)
Aug,2008	Registration form fill up of 1st year students: 2nd week
Aug,2008	Indoors Game: last week
Sep,2008	Teachers' Day: 05.09.08: will be observed
Sep,2008	Janmastami: 24.08.08 (Sunday)
Sep,2008	Enrolment form fill up of 2nd year students: 2nd week
Sep,2008	Birthday of Sarat Chandra Chattapadhyay: 15.09.08 (Monday): Holiday
Sep,2008	Annual Sports: 2nd or 3rd week
Sep,2008	Blood Donation Camp: 1st week
Sep,2008	Viswakarma Puja: 17.09.08(Wednesday)

Sep,2008	Mahalaya: 28.09.08 (Sunday)
Oct,2008	Birthday of Gandhiji & Id-ul-Fitre: 02.10.08 & 03.10.08: Holiday
Oct-Nov,2008	Puja Holidays: 06.10.08 to 01.11.08 (Tuesday-Friday): Holidays
Nov,2008	Jagatdhatri Puja: 07.11.08 (Friday): Holiday
Nov,2008	Raas Yatra: 12.11.08 (Wednesday): Holiday
Nov,2008	Classes for Competitive exam: 2nd week
Nov,2008	Guru Nanak's Birthday: 13.11.08 (Thursday)
Nov,2008	Programme on Gender Sensitization: 4th week
Nov,2008	Cultural Competition and Annual Cultural Programme: 4th week
Dec,2008	Id-ud-Zoha: 09.12.08 & 10.12.08 (Tuesday & Wednesday): Holidays
Dec,2008	NCC Camps by the 43rd Bengal Battalion: 2nd week
Dec,2008	NSS Special Camp: last week
Dec,2008	X-Mas Day: 24.12.08 & 25.12.08 (Wednesday & Thursday): Holidays
Dec,2008	Winter Recess: 26.12.08-31.12.08 (Friday to Wednesday)
Jan,2009	New Years Day: 01.01.09 (Thursday): Holiday
Jan,2009	Paus Parvan: 14.01.09 (Wednesday): Holiday
Jan,2009	Uttarayan: 15.01.09 (Thursday): Holiday
Jan,2009	Annual Sports: 3rd week
Jan,2009	Netaji's Birth Day: 23.01.09 (Friday): Holiday
Jan,2009	Republic Day: 26.01.09 (Monday): Holiday
Jan-Feb,2009	Saraswati Puja: 31.01.09-01.02.09 (Saturday & Sunday): Holidays
Feb,2009	Part-I Test Exam: 1st week
Feb,2009	Part-II & Part-III Test Exam: 2nd week (Tentatively)
Feb,2009	International and Vernacular Day: 21.02.09- will be observed
Feb,2009	Shiva Ratri: 23.02.09 (Monday): Holidays
Feb,2009	National Science Day: 28.02.09: will be observed
Feb,2009	NCC Exam (For 'B' & 'C' certificate): 1st week

Feb,2009	Akheri Chahar Sumba: 25.02.09 (Wednesday): Holiday
Mar,2009	Fateha-Doaj-Daham: 10.03.09 (Tuesday): Holiday
Mar,2009	Dol Yatra 11.03.09 & 12.03.09 (Wednesday & Thursday); Holidays
Mar,2009	Part-I Form Fill Up: 1st & 2nd week
Mar,2009	Ramnavami & Annapurna puja: 03.04.09 (Friday): Holiday
Apr,2009	Chaitra Sancranti: 14.04.09 (Tuesday): Holiday
Apr,2009	Bengali Navabarsa: 15.04.09 (Wednesday): Holiday
Apr,2009	College Foundation Day: 29.04.09 (Wednesday): Holiday
Apr,2009	1st year Annual Exam: 3rd week
May,2009	May Day: 01.05.09 (Friday): Holiday
May,2009	Buddha Purnima: to be notified later
May,2009	Tagore's Birth Day: 09.05.09 (Saturday): Holiday
May-Jun,2009	Summer Recess: 11.05.09 to 12.06.09 (Monday to Friday)
Jun,2009	Environment Day: 05.06.09: will be observed
Jun,2009	Part-I Final Exam(B.U) & Part-II Final Exam(B.U)(Tentatively)

ANNEXURE II

Best Practice-1

Title of the Practice: Motivating the students about blood donations and evils of environmental degradation.

Goal:. Imparting quality education in a holistic approach so that students are made aware about their social responsibilities, the evils of society and general environmental hazards.

The Context: The units of the NSS are doing well in motivating the students towards their social responsibilities. It is not an easy task in an ever growing consumer culture but the progress towards the challenge is worth taking.

The practice: The NSS units of the College maintain regular initiatives and programmes, as far as possible, inside the College campus and in neighbouring adopted villages in motivating the students and local people towards the noble task of blood donation and making them aware about the danger of environmental hazards. Seminars, posters, inter-face sessions, camps in adopted villages, distribution of fruit plants, making audits on health ailments, etc. help to create a positive impact which needs further lubrication. The NSS Units, Students' Union and Alumni Association regularly organize blood donation camps and organize programmes for tree plantation, and cleaning of the campus.

Evidence of Success : NSS activities are being extended. More and more students are eager to enrol themselves within their fold. The local inhabitants have a good impression about the social awareness programmes of the College.

Resources Required : NSS programme officers and volunteers monitor the whole programme taking the financial grants and guidelines from the University of Burdwan from time to time.

Problems Encountered: Holding of night camps comprising girls students appear to be difficult. Considering the actualities programme officers organize programme and planning taking into account ground realities. Collaboration with the local administration is to be extended.

<div align="center">**Best Practice-2**</div>

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.