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

Part – A

AQAR for the year

2009-2010

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:**

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/aqar2009-10.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 *2008-2009: Submitted to NAAC on 26-11-2015*   (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)*   **The 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.   **05**   Faculty **03**

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) **Nil**

   (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.

- With the suggestion of the Cell the T.C. organized three multi disciplinary research talks.
- In collaboration with 'Dhaniakhali Panini cultural association' International Mother Language day was observed.
- A training cum Awareness Programme relating to career counselling through lecture and workshop was done by Frankfinn Institute of Air Hostess training.

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 under-privileged students in some of the departments and to extend few classes to them. • Continuation of MCQ model along with other forms of class tests in Hons. Subjects along with Genl. Subjects in Science streams. • Considering the shortage of teaching faculties the Cell suggested the authority to take initiative for filling up of the vacant posts and for creation of New Posts. • Computerization of the Office and Library to be completed • Captive Generator to be purchased	• Accordingly progress of the under-privileged students' attendance and their activities inside the campus was increased. • Continuation of MCQ model and class tests in different subjects invited better responses. • Six teachers were recruited through WBCSC; regarding new post-creation no fruitful result was achieved. • Initiative was taken for computerization • Process leading to purchase of captive generator was started.

   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 Syllabus and Curriculum of The 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
30	**09**	**16**	**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
6	6	N.A	N.A	N.A.	N.A	PTT-2,CWTT-1	--	09	06

2.4 No. of Guest and Visiting faculty and Temporary faculty

| Nil | | Nil | | 36 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	07	14
Presented	02	04	01
Resource Persons		02	

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

- PPT presentation in some departments.
- Identification of under privileged students in some of the subjects and extension of few classes to them.
- Publication of Wall Magazines containing relevant articles.

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

192

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

- Different faculties adopted MCQ model.
- Faculties reviewed actual performance of the students in the class tests and the problems that they had faced.

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 and another member was associated with P.G. Board of studies.

2.10 Average percentage of attendance of students

Nearly 76% 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.)	128		0.78%	83.59%	-	84.37%
BA(General)	439			6.61%	46.92%	53.53%
B.Sc(Hons.)	04		-	75%	-	75%
B.Sc (General)	05		-	40%	20%	60%
B.Com(Hons.)	03		-	100%	-	100%
B.Com (Gen.)	05		-	60%	-	60%

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

The Quality Cell   encouraged teachers for PPT presentation & Research Activities.
The Cell reviewed Class & Test examination results in two times and requested the faculties to meet the students who didn't do well in their examinations.

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.	01
Others	02

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	19	02	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

- T.C. organized three multi disciplinary research talks.
- Teachers were encouraged for publication of research papers and participation in conferences/ symposia as far as possible.

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		**01**	
Non-Peer Review Journals			
e-Journals			
Conference proceedings		**01**	

3.5 Details on Impact factor of publications:

Range [--]   Average [--]   h-index [--]   Nos. in SCOPUS [--]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations: **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.   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					**04**
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 **21**   State level **Nil**

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

3.22 No. of students participated in NCC events:

University level **20**   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 [ ]

NCC [01]   NSS [04]   Any other [ ]

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

- Blood donation Motivation Campaign through seminar and Blood donation Camp by NSS and NCC unit of the college.
- Distribution and Plantation of fruit trees in the adopted villages by NSS units.
- Workshop on role of NSS volunteers on Health and Nutrition.
- NSS units of the college organised an awareness programme on "Human Rights".

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	3.34 Acre	Nil	N.A.	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)	--	2.8878	UGC & College	--
Others(Starting of the construction of Girl's Hostel) (Rs. in Lakhs)	--	5.045	UGC	--

4.2 Computerization of administration and library

Progress in computerization of office and library was noticed.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value(INR)	No.	Value(INR)	No.	Value(INR)
Text Books	16806	7,44,241.46	513	80,281.75	17,319	8,24,523.21
Reference Books	152	32,688.77	25	5138.25	177	37,807.02
e-Books	--	--	--	--	--	--
Journals	192	5,270	03	donated	195	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.)

Worksop was organised to get hand on experience regarding the office and library automation.

4.6 Amount spent on maintenance in lakhs :

i) ICT   0.10858

ii) Campus Infrastructure and facilities   1.071115

iii) Equipments   0.16183

iv) Others   0.207788

Total :   1.549313

Criterion – V
5. Student Support and Progression

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

- A training cum Awareness Programme relating to career counselling through lecture and workshop by Frankfinn Institute of Air Hostess training.
- Presented an awareness programme about various job opportunities and higher studies.

5.2 Efforts made by the institution for tracking the progression

Paper cuttings of News Papers and Information Brochures of different Institutes was displayed and communicated to the students. Some of the students appeared in National level Competitive tests/examinations.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2424	N.A.	N.A.	--

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No	%
1335	55%

Women

No	%
1089	45%

Last Year(2008-09)						This Year (2009-10)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1538	345	140	84	0	2107	1759	398	171	96	0	2424

Demand ratio **2.54 :1**   Dropout % - **1.15%**

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

Teachers in English, Mathematics and Pol. Sc. had taken few classes for competitive exams.

Paper cuttings of News Papers and Information Brochures of different Institutes had been displayed in the library reading room.

No. of students beneficiaries

45

5.5 No. of students qualified in these examinations

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

IAS/IPS etc [ ]   State PSC [ ]   UPSC [ ]   Others [32]

5.6 Details of student counselling and career guidance

> Teachers in, English, Mathematics and Pol. Sc. had taken few classes for competitive exams.
>
> Paper cuttings of News Papers and Information Brochures of different Institutes were displayed in the library reading room.

No. of students benefitted [45]

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

> - Presented a short drama against prevailing gender inequality by the students of the college in Nabin Baran Utsab.

5.9 Students Activities

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

State/ University level [24]   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	429	Rs. 1,30,290/-
Financial support from government	682	Rs. 21,11,650/-
Financial support from other sources	09	Rs. 36000/-
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: Construction of two toilets as per the demand of the students. Moreover aqua guards three in numbers were installed. More current books were purchased for the library.

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

- Records of the employees, students were kept in updated form.
- Statutes and ordinances of the University, Govt. & UGC were communicated to the stakeholders by the principal whenever necessary.

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

   - Encouragement for PPT presentation & Research Activities.
   - Identification of under privileged students in some of the subjects and extension of few classes to them.

   6.3.3 Examination and Evaluation

   - MCQ model in examination extended.
   - Faculties reviewed the actual performances of the students in the class tests and the problems that they had faced.

   6.3.4 Research and Development

   > T.C. organized three multi disciplinary research talks.
   >
   > Teachers were encouraged for publication of research papers and participation in conferences/ symposia as far as possible.

   6.3.5 Library, ICT and physical infrastructure / instrumentation

   > Library added more books (538 in numbers). Few fund allocation and disbursement was possible for extending campus facilities and infrastructure.

   6.3.6 Human Resource Management

   > T.C. and Non teaching staff jointly organised an interface session in the AGM of College Cooperative Society regarding staff benefits and their optimum management.

   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 divulged as per the University and State Government norms and by the publication 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. • Employees were facilitated with the benefits of Group Insurance Scheme(LIC). • College used to provide Salary savings Scheme under LIC.
	Non teaching	
	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 organised a reunion of the former students.

6.12 Activities and support from the Parent – Teacher Association

> Formally this association didn't exist. However Departmental faculties invited parents and the respective students for further deliberation.

6.13 Development programmes for support staff

> - T.C. and Non teaching staff jointly organised an interface session in the AGM of College Cooperative Society regarding staff benefits and their optimum management.
> - Employees' co-operative society extended in providing more financial assistance to the members.

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

> NSS units cleaned the college campus from time to time and mobilized campaign against the use of plastics/polythene/tobacco products.

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.

> - Presentation of PPT and display of paper cuttings/ information brochures of higher education and market opportunities resulted enthusiasm among the students.
> - Continuation of MCQ model and class tests in other forms created better responses.
> - Identification of under privileged students in some of the subjects and extension of few classes to them yields positive impact.

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

> - Based on Class performances and results of class tests, initiative was taken for additional classes of the identified under-privileged students.
> - MCQ and other forms of class tests extended and resulted positive response.
> - Six teachers were recruited as per recommendation of W.B. College Service Commission.
> - Regarding the creation of new teaching and non-teaching posts, no progress was taken place.
> - Initiatives were taken regarding full computerization of the office and library and for purchase of captive generator.

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 de-gradation.
> (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

- Environmental awareness containing preservation of Natural Resources and heritage of culture by the NSS units in the adopted villages on and from 09.03.2010 to 15.03.2010.
- 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 authority to procure contiguous land for extension of the campus area.
- Q.C. Advised the G.B. to take initiative for procurement of more ICT equipments and other essentials for the interest of all stakeholders.

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*

_____ *** _____

ANNEXURE I: ACADEMIC CALENDER

Academic Calendar for the Session 2009-2010

July, 2009	Commencement of classes: 1st week
July,2009	NCC Enrolment: 2nd week
July, 2009	Punaryatra: 02.07.09 (Thursday): Holiday
July, 2009	Commencement of 1st year classes: 2nd week
July,2009	Sab-e-Miraj: 21.07.09 (Tuesday): Holiday
July,2009	Freshers' Welcome for 1st year students: last week
July,2009	Jhulan Yatra: 31.07.09 (Friday): Holiday
Aug, 2009	Commencement of 2nd year classes: 1st week (Tentatively)
Aug, 2009	Commencement of 3rd year classes: 3rd week (Tentatively)
Aug,2009	NSS Enrolment: 3rd week
Aug,2009	Rakhi Bandhan: 05.08.09 (Wednesday): Holiday
Aug,2009	Science Awareness and Cultural Programme: 3rd week
Aug,2009	Sab-e-Barat: 07.08.09 (Friday): Holiday
Aug,2009	Janmastami: 13.08.09 (Thursday): Holiday
Aug,2009	Independence Day: 15.08.09 (Saturday):Holiday
Aug,2009	Registration form fill up of 1st year students: 2nd week
Aug,2009	Indoors Game: last week
Sep,2009	Teachers' Day: 05.09.09: will be observed
Sep,2009	Enrolment form fill up of 2nd year students: 2nd week
Sep,2009	Birthday of Sarat Chandra Chattapadhyay: 15.09.09 (Tuesday): Holiday
Sep,2009	Annual Sports: 2nd or 3rd week
Sep,2009	Blood Donation Camp: 1st week
Sep,2009	Viswakarma Puja: 17.09.09(Thursday): Holiday
Sep,2009	Mahalaya: 18.09.09 (Friday): Holiday

Sep,2009	Id-ul-Fitre: 21.09.09 & 22.09.09 (Monday & Tuesday): Holidays
Sep-Oct,2009	Puja Holidays: 24.09.09 to 20.10.09 (Thursday to Tuesday)
Oct,2009	Birthday of Gandhiji: 02.10.09
Oct,2009	Jagaddhatri Puja: 27.10.09 & 28.10.09 (Tuesday & Wednesday): Holidays
Nov,2009	Raas Yatra: 12.11.09 (Wednesday): Holiday
Nov,2009	Classes for Competitive exam: 2nd week
Nov,2009	Guru Nanak's Birthday: 02.11.09 (Monday): Holiday
Nov,2009	Raas Yatra: 03.11.09 (Tuesday): Holiday
Nov,2009	Programme on Gender Sensitization: 4th week
Nov,2009	Cultural Competition and Annual Cultural Programme(Social): 1st week
Nov,2009	Id-ud-Zoha: 28.11.09 & 29.11.09 (Saturday & Sunday): Holidays
Dec,2009	NCC Camps by the 43rd Bengal Battalion: 2nd or 3rd week
Dec,2009	NSS Special Camp: last week
Dec,2009	X-Mas Day: 25.12.09 & 26.12.09 (Friday & Saturday): Holidays
Dec,2009	Muharram: 28.12.09 (Monday): Holiday
Dec,2009	Winter Recess: 29.12.09-31.12.09 (Tuesday to Thursday)
Jan,2010	New Years Day: 01.01.10 (Friday): Holiday
Jan,2010	Paus Parvan: 14.01.10 (Thursday): Holiday
Jan,2010	Uttarayan: 15.01.10 (friday): Holiday
Jan,2010	Annual Sports: 3rd week
Jan,2010	Saraswati Puja: 20.01.10 & 21.01.10 (Wednesday & Thursday): Holidays
Jan,2010	Netaji's Birth Day: 23.01.10 (Saturday): Holiday
Jan,2010	Republic Day: 26.01.10 (Tuesday): Holiday
Feb,2010	Part-I Test Exam: 1st week(Tentatively)
Feb,2010	NCC Exam (For 'B' & 'C' certificate): 1st week
Feb,2010	Akheri Chahar Sumba: 10.02.10 (Wednesday): Holiday
Feb,2010	Shiva Ratri: 12.02.10 (Friday): Holidays

Feb,2010	Part-II & Part-III Test Exam: 2nd week (Tentatively)
Feb,2010	International and Vernacular Day: 21.02.10- will be observed
Feb,2010	Fateha-Doaj-Daham: 27.02.10 (Saturday): Holiday
Feb,2010	National Science Day: 28.02.10: will be observed
Feb-Mar,2010	Dol Yatra: 28.02.10 & 01.03.10 (Sunday & Monday): Holidays
Mar,2010	Part-I Form Fill Up: 1st & 2nd week
Mar,2010	Annapurna puja: 23.03.10 (Tuesday): Holiday
Mar,2010	Ramnavami: 24.03.10 (Wednesday): Holiday
Mar,2010	Fateha-yeaj-Doham; 28.03.10 (Sunday)
Apr,2010	Good Friday: 02.04.10 (Friday): Holiday
Apr,2010	Chaitra Sancranti: 14.04.10 (Wednesday): Holiday
Apr,2010	Bengali Navabarsa: 15.04.10 (Thursday): Holiday
Apr,2010	College Foundation Day: 29.04.10 (Thursday): Holiday
Apr,2010	1st year Annual Exam: 3rd week
May,2010	May Day: 01.05.10 (Saturday): Holiday
May,2010	Buddha Purnima: to be notified later
May,2010	Tagore's Birth Day: 09.05.10 (Sunday)
May-Jun,2010	Summer Recess: 10.05.10 to 10.06.10 (Monday to Thursday)
Jun,2010	Environment Day: 05.06.10: will be observed
Jun,2010	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 de-gradation.

Goal:. Imparting quality education in a holistic approach so that students are made aware about their social responsibility, 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.

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.