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

Part – A

AQAR for the year

> 2011-2012

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
iqac.scc@gmail.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/aqar2011-12.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)
   v. AQAR *2009-2010: Submitted to NAAC on 26-11-2015* (DD/MM/YYYY)
   vi. AQAR *2010-2011: Submitted to NAAC on 15-12-2015* (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   **01**

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

Non-Teaching Staff /Students **01**   Alumni ___   Others **01**

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/QC

- The 1st floor of the Girls' Hostel was completed.
- Initiative was taken for completion of the new building besides library.
- RCC(Remedial Coaching Classes) for SC/ST/OBC/MC, Career Counselling Cell, Coaching Classes for Entry in Services under XII plan UGC yielded positive result.
- QC encouraged the teachers for taking class tests to ignite the students.
- QC encouraged a few faculties for PPT presentation in class lectures.
- Restructuring of Students' Welfare Committee was possible for better dispensation of student support facilities.
- QC organised 12 (twelve) seminar talks having research potentialities by external resources.
- QC taking the help of TC was able to organise 12 (twelve) interdisciplinary talks absorbing internal faculty resources.
- QC with the help of TC and Students' Union observed important days.
- College authority in collaboration with the Lions' Club of Dhaniakhali organised an "Eye Testing Camp" and distributed medicines and winter clothes to the needy students and other villagers.
- QC with the help of NSS and Students' Union organised an interactive session with the students for sustainable development.
- With the help of Tarakeswar Fire Station, Government of West Bengal, a demonstration on Fire Fighting Event was presented in the college campus under the purview of NSS and NCC wings.
- All programmes of the Students' Union including cultural competition and Games and Sports were completed within a stipulated period.
- With the help of NSS, NCC & Students' Union QC was able to extend social activities having moral and environmental potentialities.

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 (2011-12)	Achievements
1. Urged the authority to complete the first floor of the Girls' Hostel.	1. 1st floor of the Girls' Hostel was completed.
2. Initiative for completion of the building besides library.	2. Progress found expression towards completion of the building.
3. Requested all faculty members for PPT presentation in class rooms and for taking unit/ surprise tests to motivate the students for their academic fragility.	3. A few faculty members were able to present their class lectures through PPT and also few Honours departments and General Science departments had taken unit/ surprise tests.
4. For academic betterment QC initiated for holding seminar/ lectures and encouraged internal resources for presentation of multi-disciplinary talks.	4. 12 (twelve) seminar talks and 12 (twelve) talks on multidisciplinary aspects were organised.
5. Planned to hold all important programmes of the Students'' Union including Cultural Competition and Games and Sports and to observe important days having cultural and moral significance within the schedule.	5. All programmes were held within the stipulated period with wider participation of the students of this college.
6. Proposed to organise a medical camp with the help of Lions' Club of Dhaniakhali.	6. A programme was held on 'Eye Testing Camp' and medicines and winter clothes were distributed among the needy students and other villagers within a reasonable parameter.
7. To make the students aware about sudden outburst of firing and to make them fit for the challenges, QC suggested the authority to organise a programme related to disaster management.	7. A demonstration on 'Fire Fighting Event' was held with help of Tarakeswar Fire Station, Govt. of West Bengal.
8. QC advised the authority for immediate re-structuring of the Students' Welfare Committee for better dispensation of financial benefits to the students.	8. The committee was re-structured and dispensation policy was extended.
9. QC requested the NCC & NSS wings to take programmes having social relevance.	9. NSS Units of the college had taken some programmes beyond the Special Camp and routine oriented programmes.
10. Pledged for an interactive session with the students to unearth the problems and challenges what they are facing.	10. An interactive session was held with a focus on sustainable development.
11. Planning for effective RCC, Career Counselling, Coaching Classes for Entry in Services.	11. Programmes held as per schedule.

Attach the Academic Calendar of the year as Annexure. (Attached in Annexure-I)

2.16 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
49	**08**	**16**	**01**	**Nil**	**03** + 19#** **+ 02$**

** GLI- Graduate Laboratory Instructor, # **PTT**- Part Time Teacher (Govt. Approved),

$ CWTT- Contractual Whole Time Teacher (Govt. Approved)

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	7	N.A	N.A	N.A.	N.A	0	--	0	07

2.4 No. of Guest and Visiting faculty and Temporary faculty

| Nil | | Nil | | 01 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	18	09
Presented	02	06	
Resource Persons			

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

- Identification of slow learners among the under privileged students in some of the subjects and providing counselling to them.
- PPT presentation in class lectures and continuation of class test in different forms by some departments.
- Remedial Coaching Classes presented through the process of dialogue inviting better response.

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

| 193 |

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

- Few Faculties reviewed results of different exams and had taken follow up measures.
- Faculties inspired to follow unit/class test including MCQ model.

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.; Another teacher from Geography Dept. participated in a two days workshop relating to Syllabus Revision.

2.10 Average percentage of attendance of students

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

Approx. 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		4%	80%	--	84%
BA(General)	381		--	7.61%	41.47%	49.08%
B.Sc(Hons.)	09		--	77.78%	--	77.78%
B.Sc (General)	06		16.67%	50%	--	66.67%
B.Com(Hons.)	Nil		--	--	--	--
B.Com (Gen.)	Nil		--	--	--	--

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

- The Cell requested the faculties to unearth the problems of the students belonging to SC/ST/OBC and to take additional classes.
- The Quality Cell   encouraged teachers to use PPT methods both in class lecture and in multidisciplinary talks and to involve themselves in Research Activities.
- Requested faculties to present their lectures in remedial coaching classes in a lucid style.

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	01
Faculty exchange programme	
Staff training conducted by the university	01
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	01
Others	

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

- QC was successful in organising 12 seminar talks by external resources and with the help of TC organised 12 talks on multi-disciplinary aspects by internal resources.
- QC with the help of faculty members was able to come out from the stereo typed class lecture methods involving the students in the process towards academic fertility.
- New books and projectors were purchased considering demands of the students and faculty members.

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**	**02**	
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					**09**
Sponsoring agencies					**College**

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

3.13 No. of collaborations   International **03***   National **03***   Any other **Nil**

***Dr. Ujjal Kumer Mukherjee and Dr. Santanu Sarkar of Mathematics Department conducted collaborative joint research works and published papers in International journals of repute with International and National level Researchers.**

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
     and students registered under them

Nil

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 **30**   State level **Nil**

National level **03**   International level **Nil**

3.22 No. of students participated in NCC events:

University level **45**   State level

National level **01**   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 [01] College forum [01]

NCC [02] NSS [06] Any other [01]

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

- No Plastic and Anti-Tobacco Campaign at Acharya Jagadish Chandra Bose Botanic Garden, Shibpur, Howrah.
- Plantation at College Campus.
- Distribution and Plantation of Fruit trees in the adopted villages viz. Harpur, Champaberia & Kachharipara.
- Post plantation Treatment by NSS Volunteers during Puja vacation.
- Two NSS Volunteers Tapendu Nandi & Ritanjan Ghosh represented the University of Burdwan from West Bengal to attend the National NSS Programme, "Pilot Scheme-Youth to the Edge at Kohima, Nagaland (Promotion of Adventure in the North Eastern Region; Motto: "Adventure to the Paradise Unexplored").
- Management of Fire Fighting Event by Tarakeswar Fire Station, organised by NSS & NCC wings.
- Traffic control by NCC Volunteers during the festive period.
- Eye testing camp and disbursement of medicines to the poor and distribution of winter clothes were organised by Lions' Club in collaboration with Sarat Centenary College.
- Essay, debate and quiz competition held in the College, organised by the Block Development Office (Govt. of W.B.).
- Remedial Coaching Classes were taken.

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.	--	--	--	--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	--	--	--
Others	--	Total expenditure 6.61206 lakhs	UGC & College	--

4.2 Computerization of administration and library

> College Administration Management Software (CAMS) become operative and it maintained students' data and office data. Library circulation was also computerised.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value(INR)	No.	Value(INR)	No.	Value(INR)
Text Books	18595+ 663*	11,14,247.46	17*	8084.00	18595+ 680*	11,22,331.46
Reference Books	199	41,321.77	Nil	--	199	41,321.77
e-Books	--	--				
Journals	197	5470	Nil	--	197	5470
e-Journals	--	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	--	--	--	--	--	--
Others (specify)	--	--	--	--	--	--

*books for remedial coaching

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	25 + 4(laptop)	06	02	00	00	08	07	06
Added	Nil	00	00	00	00	00	00	00
Total	29	06	02	00	00	08	07	06

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

> Experts from the software developer team of CAMS trained some non teaching staff regarding their software.

4.6 Amount spent on maintenance in lakhs :

i) ICT | 0.20245

ii) Campus Infrastructure and facilities | 2.99347

iii) Equipments | 0.86951

iv) Others | 2.38727

Total : | 6.4527

Criterion – V
5. Student Support and Progression

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

- QC presented an exposure about prospects and opportunities of higher education in India and number of facilities provided to the students for their academic enrichment.
- QC requested the authority to extend possible financial benefits from Government/ Non-Government Organizations and from the College fund to the students coming from marginal categories.
- Guidelines and benefits under the purview of the Students' Health Home, Kolkata, were presented before the students and all students were brought under the beneficiary coverage of the Students' Health Home.
- Coaching classes for entry in services (11th plan) yielded positive response.

5.2 Efforts made by the institution for tracking the progression

A good number of students were benefitted from this Camp and few students had undergone further treatment after diagnosis of the complications.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2901	N.A.	N.A.	--

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

(c) No. of international students | Nil

Men

No	%
1590	**54.8%**

Women

No	%
1311	**45.2%**

Last Year(2010-11)						This Year (2011-12)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1727	**354**	**220**	**80**	**1(included in OBC)**	**2381**	**2163**	**370**	**276**	**92***	**1(included in OBC)**	**2901**

*Students from Minority Community are included under General Category in this year since the OBC category was not split into OBC –A & OBC-B during this session

Demand ratio **3.13 : 1**   Dropout % - **24.02%**

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

Teachers in English, History, Political Science and Geography had taken some classes and have had interactive sessions which enlightened the students towards competitive exams.

News Paper clippings, Admission Posters of different Institutes and information regarding market opportunities were displayed in the library reading room and coaching classes for entry in services were taken.

No. of students beneficiaries   **33+81 = 114**

5.5 No. of students qualified in these examinations

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

IAS/IPS etc [ ]   State PSC **02**   UPSC [ ]   Others **31**

5.6 Details of student counselling and career guidance

Teachers in English, History and Geography had taken some classes and interactive sessions for preparing the students towards competitive exams.

News Paper clippings and Admission Posters of different Institutes were displayed in the library reading room and career counselling cell organised stipulated programme.

No. of students benefitted   **114**

5.7 Details of campus placement: **Nil**

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

- Prof. A. Hajra presented a cultural dimension of "gender equality" in front of the students during fresher's welcome

5.9 Students Activities

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

State/ University level **26**   National level --   International level --

No. of students participated in cultural events

State/ University level [ ]   National level --   International level --

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level **02**   National level ---   International ---

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

5.10 Scholarships and Financial Support

	Number of students	Amount (INR)
Financial support from institution	451	Rs. 1,62,332.50/-
Financial support from government	891	Rs. 39,98,916/-
Financial support from other sources	06	Rs. 24,000/-
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   [09]

5.13 Major grievances of students (if any) redressed: Facilities for drinking water were extended inside the College campus. Some toilets were renovated. Library reading room was extended.

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 with a focus on the problems of the underprivileged students.
- To make the students regular in classes and make them academically confident.

6.2 Does the Institution has a management Information System

- College Administration & Management Software (CAMS) became functional. It helped in recording students' data and other official information.
- Functions and tasks of different committees and sub-committees were reviewed.

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

- Identification of slow learners among the under privileged students in some of the subjects and providing counselling to some extent.
- Encouragement for PPT presentation & Research Activities.
- Encouragement for taking class test in different forms.
- Encouragement for students friendly class lectures.

6.3.3   Examination and Evaluation

- Unit tests and surprise class tests were taken.
- Some of the departments reviewed the results and taken correctional measures.

6.3.4 Research and Development

- QC organized twelve multi disciplinary research talks by the internal resources and twelve seminar lectures by external resources.
- Advised the Teachers to publish papers in academic journals and to attend workshops and conferences.
- Two research papers of the faculties were published in the international journals of repute and one in national.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library added few books. College Management Software CAMS was in operation. Campus infrastructure facilities were extended.

6.3.6 Human Resource Management

Prof. Jyoti Prakash Halder, Associate Prof. in the Department of Commerce, made an exposure on the latest developments of human resource management in an interface programme attended by teachers, non-teaching staff and students of the College.

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 actual admission was done after 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.
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 declare 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 members met once.

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 in some cases.

6.13 Development programmes for support staff

- Employees' Co-operative Society members met once in a year and discussed the possible benefits available under the Co-operative Act.
- Prof. Jyoti Prakash Halder, Associate Prof. In the Department of Commerce, made an exposure on the latest developments of human resource management in an interface programme attended by teachers, non-teaching staff and students of the College.

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

- NSS Units of the college had taken additional programmes beyond the Special Camp and routine oriented programmes.
- An interactive session was held with a focus on sustainable development.

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.

- Unit/ Surprise tests and de-structuralised class lectures initiated response from the students.
- Improvement in the percentage of the students in attending seminar lectures and interdisciplinary talks was noticed.
- Exposure and dissemination of information relating to higher education and market opportunities created healthy atmosphere.
- Suggestions of the QC relating to up-gradation of college campus facilities and ICT equipments were accepted by the authority which helped a lot for imparting quality education.
- Under-privileged students from numerous social, cultural, and economic categories were provided financial back-up from the college fund and academic feed-back from the faculties.
- 6   Programme was taken considering the broader social responsibility and this generated a positive outlook among the local inhabitants.

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

1. Proposal and programme was taken for campus up-gradation and extending facilities.
2. Focus on PPT presentation in class lectures and on holding of class / Surprise tests so that students could be motivated.

3. As a huge number of students of this college are coming from heterogeneous categories, so, importance was given on proper and rational dispensation of benefits from the college fund with the help of reconstructed Students' Welfare committee.
4. QC with the help of TC and Students' Union observed important days.
5. To enrich the students and faculties 12 seminar lectures from external resources and 12 interdisciplinary talks from internal resources were organised.
6. College authority in collaboration with the Lions' Club of Dhaniakhali organised an "Eye Testing Camp" and distributed medicines and winter clothes to the needy students and other needy villagers.
7. QC with the help of NSS and Students' Union organised an interactive session with the students for sustainable development.
8. With the help of Tarakeswar Fire Station, Government of West Bengal, a demonstration on Fire Fighting Event was presented in the college campus under the purview of NSS and NCC wings.
9. All programmes of the Students' Union including cultural competition and Games and Sports were completed within a stipulated period.
10. With the help of NSS, NCC & Students' Union QC was able to extend social activities having moral and environmental potentialities.
11. The students enrolled for college gym, were benefitted.

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

(i) Motivating the students about community development and eco-aesthetic consciousness through extension activities of the Institution.
(ii) Extending support system for the students of socio-economically underprivileged section of society.

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

7.4 Contribution to environmental awareness / protection

- NSS Units of the college had taken additional programmes on environment beyond the Special Camp and routine oriented programmes.
- An interactive session was held with a focus on sustainable development.

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: Resourceful teaching faculty and efficient support staff having healthy relation with the students

Weakness: Shortage of Teachers, supportive staff, class rooms and equipments

8. Plans of institution for next year (i.e 2012-13)

1. Extension of social activities of the college to make it significant among the local inhabitants.
2. Focus on holding of general classes in a regular way so that the college could provide quality education to the students with a focus on the peculiarities of the under-privileged students.
3. Encouragement for PPT presentation in class lectures and holding of class tests in different forms for continuous evaluation of the students.
4. Redressal mechanism to be chalked out to mitigate ever increasing number of absentee students in classes.
5. Holding of seminar lectures and interdisciplinary talks in a comprehensive way so that students could be benefitted from the stereo typed learning process.
6. Importance to be given for identification of slow learners and concomitant suggestions for their enrichment.
7. All programmes of the Students' Union are to be conducted in such a manner so that best possibilities could not be averted.
8. Authority is requested to divulge a civil planning to overcome acute shortage of class rooms.
9. Possibility of collaboration with Lions' Club Dhaniakhali and other organisations if any is to be augured for extending student support services.
10. A planning for extra/ special classes to be chalked out in order to the benefits of the Third year students towards the goal of competitive examinations.
11. Updated books having reference in nature to be purchased considering the demands of the students in respective faculties.

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

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ANNEXURE I: ACADEMIC CALENDER

ACADEMIC CALENDAR (PROVISIONAL) FOR THE SESSION 2011 – 2012

a) MODULE –I :   1st July,2011 to 6th October,2011 = 72 Working Days
b) MODULE –II :   7th October,2011 to 2nd February,2012 = 61 Working Days
c) MODULE –III : 3rd February,2012 to 30th June,2012 = 89 Working Days

Month	Week	Date in the week	Number of Holidays	Number of No class days	Number of days available for holding Classes, Class Tests, Admission work etc.
1	2	3	4	5	6
MODULE –I (1st July,2011 to 6th October,2011)					
July-2011	1st	July(1-7)	1 day: Sunday & Rathayatra-3/7/11	1 day	6 days
July-2011	2nd	July(8-14)	1 day: Sunday & Punaryatra--10/7/11	1 day	6 days
July-2011	3rd	July(15-21)	1 day: Sunday & Sab-e-Barat -17/7/11	1 day	6 days
July-2011	4th	July(22-28)	1 day: Sunday-24/7/11	1 day	6 days
July-Aug,11	5th	July29-Aug4	1 day: Sunday-31/7/11	1 day	6 days
Aug-2011	6th	Aug(5-11)	1 day: Sunday-7/8/11, Jhulanyatra-9/8/11	2 days	5 days
Aug-2011	7th	Aug(12-18)	3 days: Rakhi Purnima-13/8, Sunday-14/8/11, Independence Day-15/8/2011	3 days	4 days
Aug-2011	8th	Aug(19-25)	2 days: Sunday-21/8/11, Janmastami-22/8/2011	2 days	5 days
Aug-Sept 11	9th	Aug,26-Sept,1	3 days : Sunday-28/8/11,: Id-Ul-Fitre-31/8/11 &1/9/11	3 days	4 days
Sept-2011	10th	Sept (2-8)	1 day: Sunday-4/9/11	1 day	6 days
Sept-2011	11th	Sept (9-15)	1 day: Sunday-11/9/11, Birthday of Sarat Chandra-15/9/11	2 days	5 days
Sept-2011	12th	Sept (16-22)	1 day: Sunday& Viswakarma Puja-18/9	1 day	6 days
Sept-2011	13th	Sept (23-29)	2 days : Sunday-25/9, Mahalaya -27/9/11	2 days	5 days
Sept-Oct 11	14th	Sept 30-Oct 6	5 days : Gandhiji's Birthday & Sunday-2/10/11, Puja Holidays-3/10 to 6/10/11	5 days	2 days
MODULE –II (7th October,2011 to 2nd February,2012)					
Oct-2011	15th	Oct(7-13)	Puja Holidays	7days	Nil
Oct-2011	16th	Oct(14-20)	Puja Holidays	7days	Nil
Oct-2011	17th	Oct(21-27)	Puja Holidays	7days	Nil

Oct-2011	18th	Oct 28-Nov 3	4 days:Puja Holidays -28/10 to 31/10	4 days	3 days
Nov-2011	19th	Nov(4-10)	6 days: Jagadhatri Puja-4/11 & 5/11, Sunday-6/11,Id-Ud-Zoha-7/11 & 8/11, Birth Day of Guru Nanak-10/11/11	6 days	1 day
Nov-2011	20th	Nov(11-17)	2 days: Raas Yatra-11/11,Sunday-13/11	2 days	5 days
Nov-2011	21st	Nov(18-24)	1 day: Sunday-20/11	1 day	6 days
Nov Dec-11	22nd	Nov 25-Dec 1	1 day: Sunday-27/11	1 day	6 days
Dec-2011	23rd	Dec(2-8)	1 day: Sunday-4/12, Muharram-6/12/11	2 days	5 days
Dec-2011	24th	Dec(9-15)	1 day: Sunday-11/12	1 day	6 days
Dec-2011	25th	Dec(16-22)	1 day: Sunday-18/12	1 day	6 days
Dec-2011	26th	Dec(23-29)	5 days: Christmas Day & Sunday-25/12, Winter Recess-26/12 to 29/12	5 days	2 days
Dec 13-Jan 12	27th	Dec 30-Jan 5	3 days: Winter Recess- 30/12 & 31/12/11, New year's day & Sunday-1/1/12	3 days	4 days
Jan 2012	28th	Jan(6-12)	1 day: Sunday-8/1/12	1 day	6 days
Jan 2012	29th	Jan(13-19)	3 days : Pous Parvan & Sunday-15/1/12, Uttarayan-16/1/12, Akheri Chahar Sumba-18/1/2012	3 days	4 days
Jan 2012	30th	Jan(20-26)	3 days: Sunday-22/1/12, Birthday of Netaji-23/1, Republic Day- 26/1/2012	1 day	6 days
Jan-Feb 2012	31st	Jan 27-Feb.2	2 days: Saraswati Puja-28/1/2015,Sunday-29/1/12	2 days	5 days

MODULE –III (3rd February,2012 to 30th June,2012)

Feb 2012	32nd	Feb(3- 9)	1 day: Fateha Doaz Daham & Sunday -5/2/12	1 day	6 days
Feb 2012	33rd	Feb(10-16)	1 day: Sunday 12/2/12	1 day	6 days
Feb 2012	34th	Feb(17-23)	3 days : Sunday 19/2/12, Siba Ratri -20/2 & 21/2/2012	3 days	4 days
Feb-Mar,2012	35th	Feb 24-Mar 2	1 day: Sunday-26/2/12	1 day	6 days
Mar-2012	36th	Mar(3-9)	4 days: Sunday-4/3/12,: Fateha Yeaz Daham-5/3/12, Dol Yatra-8/3 & 9/3	4 days	3 days
Mar-2012	37th	Mar (10-16)	1 day: Sunday-11/3/12	1 day	6 days
Mar-2012	38th	Mar (17-23)	1 day: Sunday-18/3/12	1 day	6 days
Mar-2012	39th	Mar(24-30)	1 day: Sunday-25/3/12	1 day	6 days
Mar-April 12	40th	Mar 31-Apr 6	3 days : Annapurna Puja-31/3/12, Ram Navami & Sunday-1/4/12, Good Friday-6/4/2012	3 days	4 days
April-2012	41st	April (7-13)	2 days: Sunday-8/4/12, Chaitra Sankranti-13/4/2012	2 days	5 days
April-2012	42nd	April (14-20)	2 days : Bengali Naba Barsha-14/4/12, Sunday-15/4/12	2 days	5 days

April-2012	43rd	April (21-27)	1 day: Sunday-22/4/12	1 day	6 days
April-May-12	44th	Apr 28- May 4	2 days: College Foundation Day & Sunday 29/4, May Day-1/5/12	2 days	5 days
May-2012	45th	May (5-11)	1 day: Sunday-6/5/12, Birth Day of Rabindranath-8/5/2012, Summer recess-10/5 ,11/5	4 days	3 days
May-2012	46th	May (12-18)	Summer Recess	7 Days	Nil
May-2012	47th	May (19 -25)	Summer Recess	7 Days	Nil
May-June,12	48th	May26- June 1	Summer Recess	7 Days	Nil
June-2012	49th	June(2-8)	Summer Recess	7 Days	Nil
June-2012	50th	June(9-15)	2 days: Summer Recess -9/6, Sunday-10/6/12	2 days	5 days
June-2012	51st	June(16-22)	1 day: Sunday-17/6/12	1 day	6 days
June-2012	52nd	June(23-29)	1 day: Sunday-24/6/12	1 day	6 days
June-2012	53rd	June30	Nil	Nil	1 day

ANNEXURE II

Best Practice-1

Title of the Practice: Motivating the students about community development and eco-aesthetic consciousness through extension activities of the Institution..

Goal: The responsibilities regarding the community development and environment are to be realised by the young minds through the way of extension activities.

The Context: Realising the issues in respect to global context, the activities related to community development and awareness should be emphasised. Considering the above mentioned facts, the NSS and the academic departments are engaged themselves for the responsibilities on the issues of environment and society. The challenging tasks are taken for consideration by the students.

The Practice: The college takes the initiatives with the spread of various activities in the college and adopted villages and allied areas to motivate the students and local people towards the noble job related to community development and making them aware about the hazards of environment. Programmes on plantation and Campaign on 'No Plastic & Anti-Tobacco' were organised. The NSS Units organize the cleaning venture regularly in the campus. The practice was carried out through the following events:

- No Plastic & Anti-Tobacco Campaign at Acharya Jagadish Chandra Bose botanic Garden, Shibpur, Howrah on 15th August 2011 in collaboration with Parag Breweries Limited, Belmuri, Hooghly-712302
- Plantation at College Campus on 2nd & 3rd September 2011
- Plantation at adopted village Harpur, Champaberia & Kachharipara on 28th September 2011
- Post plantation Treatment by NSS Volunteers specially during puja vacation
- Celebration of National Youth Day on19th Jan 2012
- Two NSS Volunteers Tapendu Nandi & Ritanjan Ghosh represented the University of Burdwan from West Bengal to attend the National NSS Programme, "Pilot Scheme-Youth to the Edge at Kohima, Nagaland (Promotion of Adventure in the North Eastern Region; Motto: "Adventure to the Paradise Unexplored") on and from 15th to 22nd March 2012
- Management of Fire Fighting Event on 9th May 2012
- College Campus and adopted villages cleaning venture throughout the year

Evidence of Success: The activities are being extended in the other part of our nation. The participation of our students in the programme at national level reflects the success of the activities of the institute. New students are eager to enrol themselves within the fold of NSS. The social awareness programmes of the college are acknowledged by the local community. Tree plantation and campus cleaning initiatives creates the positive impact on the community. Participation in the fire fighting event may be mentioned here as success.

Resources Required: All the programmes are handled by the NSS programme officers and volunteers with the financial grants and guidelines from the University of Burdwan from time to time. However, more resources are necessary for organising the programmes on a regular basis.

Problems Encountered: Conducting camps at night with female students are difficult due to security concern. There is the need of more helps and cooperation from the part of local administration in this regard. The maintenance of saplings planted in the campus and outside the campus is of great concern.

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Best Practice-2

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Title of the Practice: Extending support system for the students of socio-economically underprivileged section of society.

Goal: Offering quality education for all students irrespective of their caste, creed or religion.

The Context: As because the institute is located in the rural area of reserved constituency of West Bengal, the majority of the students of this college are coming from underprivileged background of the society. A section of the students are utilising the academic platform as first generation college learners from their families. Poverty and lack of academic access are associated deeply with the students of tribal, minority and other reserved categories of this college. The high dropout rate among the students of this college also calls for some student support system from the end of the institute.

The practice: Realising the above mentioned facts, the college authority adopts the policy to lend the hand for the needy students from the own fund of the college as far as possible. Besides, The funds provided by the Government of India, Government of West Bengal, and other endowments from Non-Government Organizations are also taking for consideration. The financial assistance under the schemes of 'full-free-ship', 'half-free-ship' and 'poor-fund' are also practicising for the students of our institute. The process of extending the help are discussed in the meeting of the 'Students' Welfare Committee' with a senior teaching member as President, a non-teaching member, General Secretary of the Students' Union and Secretary of the Students' Welfare Committee. After proper notification students are asked to submit their applications in the college office and final dispensation follows accordingly.

Evidence of Success: The students of economically weaker section of the society have been benefitted through this student support system. The increasing number of applicants endorses the success of this of this support system. In this academic session, 2011 – 2012, **46.47%** of total enrolled students in this institution have been benefitted from the student support systems.

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Details of Student Support System Outcome

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Source of Fund	Number of Beneficiaries	Total Fund
Government (Central & State)	891	Rs. 39,98,916/-
College	451	Rs. 1,62,332.50/-
Other	06	Rs. 24,000/-
Total	1348	Rs. 4185248.5

Resources Required: The feasibility of this support system requires more fund for mobilization from different sources.

Problems Encountered: As the numbers of applicants for economic help are gradually increasing, but the college is now facing fund crunch due to various reasons, a contingency plan is to be framed up to meet the challenges in the upcoming days.