

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

Part – A

AQAR for the year

2012-2013

I. Details of the Institution

1.1 Name of the Institution

Sarat Centenary College

1.2 Address Line 1

P.O.- Dhaniakhali

Address Line 2

Dist. - Hooghly

City/Town

Dhaniakhali

State

West Bengal

Pin Code

712302

Institution e-mail address

principal_scollegednk@rediffmail.com

Contact Nos.

(03213) 255282

Name of the Head of the Institution:

Dr. 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_scollegednk@rediffmail.com
iqac.scc@gmail.com**

1.3 NAAC Track ID (For ex. MHCOGN 18879)

OR

1.4 NAAC Executive Committee No. & Date:

EC/36/066 dated May 20, 2005

*(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)*

1.5 Website address:

www.scollegednk.ac.in

Web-link of the AQAR:

www.scollegednk.ac.in/iqac/aqar2012-13.pdf

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C++	67.05	2005	5 Years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC/Quality Cell.(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 2010-11 submitted 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)
- vii. AQAR 2011-2012: 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

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff /Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related) **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

- Ten (10) interdisciplinary talks were delivered by the internal faculty members of the college.
- Seven (7) seminar talks were organised in which external and internal recourse persons delivered lectures on different topics.
- All internal programmes i.e. Nabin Baran, Social and Cultural Competition and Functions, Games and Sports were completed with the active help of Students' Union.
- Disaster Management Training Programme was organised in association with Parag Breweries Ltd.
- Plantation of saplings in college campus and distribution of saplings to the poor villagers of adopted villages of Champaberia, Harpur and Kachharipara.
- Observation of World AIDS Day through a rally in Dhaniakhali and adjacent areas.
- Seminar on "AIDS Awareness", delivered by Dr. Sanjib Bandyopadhyay, MBBS, MD.
- 'Quiz Programme' on HIV/AIDS was organised by NSS and Red Ribbon Club of the college.
- A seminar on 'Blood Donation and Awareness on Thalassaemia' in collaboration with Association of Voluntary Blood Donors, Kolkata.
- A Five-Day "Hooghly District Inter-College NSS Special Camp" was organised in the college.
- First-Aid Training Camp was organised in collaboration with Parag Breweries Limited, Belmuri, Hooghly.

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
1. Decided to hold seminar talks to motivate the students.	1. Seven (7) seminar talks were organised with the help of external and internal recourses.
2. Focus was given on multidisciplinary talks.	2. Ten (10) interdisciplinary talks were delivered by the internal faculty members of the college.
3. Internal programmes of the students' union to be completed within a schedule.	3. All internal programmes i.e. Nabin baran, Social and Cultural Competition and Functions, Games and Sports were completed with the active the help of Students' Union.
4. Decided to hold a disaster management training in collaboration with an organisation.	4. Disaster Management Training Programme in collaboration with Carlsberg Co. Pvt. Ltd was held.
5. Attention was drawn for more plantation at the college campus.	5. Plantation at College Campus and distribution of Saplings to the adopted villages of Champaberia, Harpur and Kachharipara were done.
6. Proposed to observe World AIDS day considering demands of the stakeholders.	6. Observation of World AIDS Day by a rally in Dhaniakhali and adjacent areas.
7. A programme with power point presentation on "AIDS Awareness" was to be taken.	7. A power point presentation on "AIDS Awareness" was held with a healthy interactive session.
8. Focused on holding a 'Quiz Programme' on HIV/AIDS.	8. Accordingly, a 'Quiz Programme' on HIV/AIDS was successfully organised.
9. To motivate the students about the prime need of donating blood and allied issues, NSS units and the Students' Union were asked to organise an awareness programme.	9. A seminar on "Blood Donation and Awareness on Thalassaemia" in collaboration with Association of Voluntary Blood Donors was held.
10. Considered the approach on the part of the University of Burdwan to organise Hooghly District Inter-College NSS Special Camp.	10. A Five-Day "Hooghly District Inter-College NSS Special Camp was organised in the college with enthusiastic participation of other Institutions
11. The QC requested the authority to go on a First-aid Training programme.	11. A First-Aid Training programme in collaboration with Parag Breweries Limited, Belmuri, Hooghly was held.

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

2.15 Whether the AQAR was placed in statutory body Yes No
 Management Syndicate Any other body

Provide the details of the action taken

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

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	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
	47	07	17	01	Nil 03** + 17# + 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.

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	01	10	02
Presented	01	02	01
Resource Persons			

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

- Teachers were encouraged for PPT in class lectures.
- Identification of the problems of the students from backward section and arrangement for some additional classes in a lucid style.
- Display of popular articles by the departments.
- Emphasise on class tests.

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)

- QC asked the faculties to take class tests in different forms.
- A few faculties reviewed results of different exams and had taken follow up measures.

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

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

2.10 Average percentage of attendance of students

Nearly 76% 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.)	123		3.25%	78.04%	--	81.3%
BA(General)	270		--	3.33%	43.7%	47.03%
B.Sc(Hons.)	05		20%	20%	20%	60%
B.Sc (General)	06		10%	70%	10%	80%
B.Com(Hons.)	01		--	--	--	0.0%
B.Com (Gen.)	01		--	--	100%	100%

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

- The Quality Cell encouraged teachers to use PPT methods both in class lecture and in multidisciplinary talks and to involve themselves in Research Activities.
- The Cell requested the faculties to unearth the problems of the under-privileged students and to evaluate their performance in class tests.
- Faculties presented lectures in a student friendly mode.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	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	18	03	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 contributed the academic climate in organising seven seminar talks and ten multidisciplinary talks integrating external and internal faculty resources.
- QC encouraged the faculty members of this institution to publish their research contribution in the journals and also to participate in seminar/symposium/conferences/workshops etc.
- QC also suggested the faculty members to extend their academic collaboration towards the goal of quality education.
- Seven papers (three international and four national) were published.

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	02	
Non-Peer Review Journals		01	
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. Chapters in Edited Books

ii) Without ISBN No.

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

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

3.9 For colleges
Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number					07
	Sponsoring agencies					College

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

3.13 No. of collaborations International National Any other

*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

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College
--	--	--	--	--	--	--

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 **108** State level **Nil**

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

3.22 No. of students participated in NCC events:

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

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

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	02
NCC	Nil	NSS	09
		Any other	01

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

- First-Aid Training to NSS volunteers at Parag Breweries Pvt. Ltd. Belmuri, Hooghly
- Disaster Management Training Programme at Carlsberg Co. Pvt. Ltd, Belmuri, Hooghly.
- Plantation at College Campus and distribution of Saplings to the adopted villages of Champaberia, Harpur and Kachharipara.
- Formation of Red Ribbon Club in the college.
- Observation of World AIDS Day by a Rally with the Red Ribbon Club members around Dhaniakhali area.
- Organized a Seminar on “AIDS Awareness”: Speaker - Dr. Sanjib Bandyopadhyay, MBBS,MD., Dr. Jagannath Chattopadhyay.
- ‘QUIZ’ Programme on HIV/AIDS at College.
- A seminar on “Blood Donation with Awareness on Thalassaemia” Speakers: Mr. Subimal Bhattacharya & Mr. Prabir Roy.
- A Five-Day “Hooghly District Inter-College NSS Special Camp.

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)	--	7.2326	UGC & College	--
Others	--	Total expenditure 2.98532 lakhs	UGC & College	--

4.2 Computerization of administration and library

New College and Administration Management Software (CAMS) was introduced. Circulation of books in the library and all financial operations, audit works, administrative works become computerised.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value(INR)	No.	Value(INR)	No.	Value(INR)
Text Books	18595+ 680*	11,22,331.46	712*	1,04,464.00	18595+ 1392*	12,26,795.46
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	Departments	Others
Existing	25 + 4(laptop)	06	02	00	00	08	07	06
Added	09	00	00	00	00	03	06	00
Total	38	06	02	00	00	11	13	06

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

Mr. Shyamal Bhattacharaya, an expert on IT, made an exposure on networking system in an interactive session with the teachers and non-teaching staff.

4.6 Amount spent on maintenance in lakhs :

i) ICT

0.1568

ii) Campus Infrastructure and facilities

3.24058

iii) Equipments

0.08153

iv) Others

1.18887

Total :

4.66778

Criterion – V

5. Student Support and Progression

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

- QC contributed the academic climate in organising seven seminar talks and ten multidisciplinary talks integrating external and internal faculty resources. A few lectures were presented for enhancing awareness about Student Support Services.
- QC inspired the Students' Union, NSS, Red Ribbon Club to observe several national and international days of observation, and organised programmes to create awareness among the students about noble ideas and about the dangers of environmental degradation leading to health hazards.
- QC assisted the college in framing guidelines for extending financial support to the socio-economically underprivileged students of the institution through 'Half-Free', 'Full-Free', 'Poor Fund' and making the students aware about other financial support from the Central and State Government along with scholarships from other organisations.
- QC presented an exposure on medical benefits on the Students' Health Home and all students of the college were incorporated into the scheme.

5.2 Efforts made by the institution for tracking the progression

Extension activities motivated a good number of students towards the goal of social responsibilities and allied issues. Some students were benefitted from the medical scheme of the Students Health Home.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3076	N.A.	N.A.	--

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	1640	53.32%		1436	46.68%

Last Year(2011-12)						This Year (2012-13)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2163	370	276	92*	1(included in OBC)	2901	1595	480	312	147	1(included in OBC)	3076

Demand ratio **3.18 : 1** Dropout % - **7.83%**

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

News Paper clippings and Admission Posters of different Institutes were displayed in the library reading room.

Teachers in Geography, English and Political Science had taken some classes having exposure on competitive examinations.

No. of students beneficiaries

54

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others **27**

5.6 Details of student counselling and career guidance

News Paper clippings and Admission Posters of different Institutes were displayed in the library reading room.

Teachers in Geography, English and Political Science had taken some classes towards exposure on competitive examinations.

No. of students benefitted

54

5.7 Details of campus placement: Nil

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

No particular programme was held; however, teachers discussed the issue of gender equality in front of the students in class rooms, NSS activities and cultural programmes.

5.9 Students Activities

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

State/ University level 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 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	453	Rs. 1,62,632.50/-
Financial support from government	1198	Rs. 51,36,100/-
Financial support from other sources	05	Rs. 20,500/-
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Some of the grievances of the female students regarding their common room and drinking water were solved. Newspapers in the library were made available. Provided new vats.

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

- New College and Administration Management Software CAMS was in operation. It was able to record and govern all financial, audit and administrative works.
- Some committees were made active.

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 provided counselling to some extent.
- Encouragement for PPT presentation & Research Activities.

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 contributed the academic climate in organising seven seminar talks and ten multidisciplinary talks integrating external and internal faculty resources.
- QC encouraged the faculty members of this institution to publish their research contribution in the journals and also to participate in seminar/symposium/conferences/workshops etc.
- QC also suggested the faculty members to extend their academic collaboration towards the goal of quality education.
- Seven publications (3 International and 4 national) were published.

6.3.5 Library, ICT and physical infrastructure / instrumentation

712 new books were purchased for remedial coaching. 09 Desktop Computers were purchased. College Management Software CAMS was operational sine 2011.

6.3.6 Human Resource Management

A meeting of the stake holders (excluding students) was held where focus was given on mutual trust and co-operative potentiality towards the goal of institutional accountability and betterment.

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 by the publication of merit list.

6.4 Welfare schemes for

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

6.5 Total corpus fund generated 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

Some Alumni Association members participated in the seminar on “Blood Donation with Awareness on Thalassaemia”

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 available benefits. Audit reports of the Co-operative were examined by an Expert.

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

NSS units and Students Union jointly had taken programmes to clean class rooms and the college campus from time to time. During monsoon period, saplings were implanted inside and outside the college boundary.

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.

- Seven (07) seminar lectures and ten (10) ‘Interdisciplinary Talks’ had positive impact on the academic ambience of the institution.
- Few departments adopted counselling methods and remedial measures for slow learners.
- Evaluation process with a focus on class/surprise tests helped the students to overcome their slackness
- Important days were observed to propagate noble ideas and innovative ventures.
- Introduction of Identity cards for all students helped positive response to enhance academic administration.

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

- Seminar Lectures and Interdisciplinary Talks extended.
- Emphasis on innovative teaching and evaluation methods.
- Remedial classes and Counselling for slow learners were undertaken.
- Observation of national and international days for extending the outlook of the students towards sustainable environment.
- Installation of captive generator to facilitating the stakeholders from frequent power failure.
- Social extension activities were taken.
- Initiative for preparing necessary papers for recruitment of vacant teaching and non-teaching staff.
- Importance on holding class/surprise tests to engage the students with continuous evaluation process.

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

- (i) Extending financial support to the socio-economically underprivileged and meritorious students of the institution.
- (ii) Making the students conscious about environment and social responsibilities through extension activities of the college.

***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

1. Disaster Management Training Programme in collaboration with Carlsberg Co. Pvt. Ltd was held.
2. Plantation at College Campus and distribution of Saplings to the adopted villages of Champaberia, Harpur and Kachharipara were done
3. Observation of World AIDS Day by a rally in Dhaniakhali and adjacent areas
4. A power point presentation on “AIDS Awareness” was held with a healthy interactive session
5. Accordingly, a ‘Quiz Programme’ on HIV/AIDS was successfully organised
6. A seminar on “Blood Donation and Awareness on Thalassaemia” in collaboration with Association of Voluntary Blood Donors was held
7. A Five-Day “Hooghly District Inter-College NSS Special Camp was organised by the college with enthusiastic participation of other institution.
8. A First-Aid Training programme in collaboration with Parag Breweries Limited, Belmuri, Hooghly was undertaken.

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 supportive staff having cordial relation with the students.

Weakness: Shortage of Teachers, Non-teaching staff, class rooms, spacious laboratories and equipments.

8. Plans of institution for next year (i.e 2013-14)

- Concerted planning for extension of seminar lectures and multidisciplinary talks involving internal and external resources for igniting academic interest and excellence.
- Immediate initiative for construction of class rooms owing to the shortage of spaces for taking classes.
- Awareness programmes towards motivating the students about the prime need of donating blood and allied issues. NSS units and the students union were asked to organise awareness programme
- The programmes relating to sports and games in collaboration with other institutions to be extended.
- Cultural competitions along with quiz to be prioritised securing provision for participation of the students.
- Local school students of Class-XI & XII are to be involved in some of the seminars having relevance for their future academic interest.
- Programme and planning for combating natural disasters to be encouraged.
- Importance on holding class tests/ surprise tests to engage the students with continuous evaluation process.
- Faculty members are to be encouraged for power point presentation in their lectures.
- Asked the authority to extend ICT related equipments for quality enhancement.

Name 1. **Dr. Nitai Chand Sinha**

Name **Dr. Dhiman Kumar Sau**

2. **Dr. Susanta Bhattacharyya,**

1. *Nitai Chand Sinha*

2. *Susanta Bhattacharyya*

Dhiman Kumar Sau

Signature of the Coordinator, IQAC/QC

Signature of the Chairperson, IQAC/QC

**Principal & Secretary
Sarat Centenary College
Dhaniakhali, Hooghly**

ANNEXURE I: ACADEMIC CALENDER

ACADEMIC CALENDAR (PROVISIONAL) FOR THE SESSION 2012 – 2013

- a) MODULE –I : 1st July,2012 to 6th October,2012 =74 Working Days
 b) MODULE –II : 7th October,2012 to 2nd February,2013 = 61 Working Days
 c) MODULE –III : 3rd February,2013 to 30th June,2013 = 90 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,2012 to 6th October,2012)					
July-2012	1st	July(1-7)	2 days: Sunday-1/7/12,Sab-e-Barat-6/7	2 days	5 days
July-2012	2nd	July(8-14)	1 day: Sunday-8/7/12	1 day	6 days
July-2012	3rd	July(15-21)	1 day: Sunday-15/7/12	1 day	6 days
July-2012	4th	July(22-28)	2 days: Sunday-22/7/12, Jhulan Yatra-28/7/12	2 days	5 days
July-Aug,12	5th	July29-Aug4	2 days: Sunday-29/7/12, Rakhi Purnima-2/8/12	2 days	5 days
Aug-2012	6th	Aug(5-11)	2 days: Sunday-5/8/12,Janmastami-9/8	2 days	5 days
Aug-2012	7th	Aug(12-18)	2 days: Sunday-12/8/12, Independence Day-15/8/12	2 days	5 days
Aug-2012	8th	Aug(19-25)	3 days: Sunday-19/8/12, Id-UI-Fitre-20/8 & 21/8/12	3 days	4 days
Aug-Sept 12	9th	Aug,26-Sept,1	1 day: Sunday-26/8/12	1 day	6 days
Sept-2012	10th	Sept (2-8)	1 day: Sunday-2/9/12	1 day	6 days
Sept-2012	11th	Sept (9-15)	2 days: Sunday-9/9/12, Birthday of Sarat Chandra-15/9/12	2 days	5 days
Sept-2012	12th	Sept (16-22)	2 days: Sunday-16/9/12, Viswakarma Puja-17/9/12	2 days	5 days
Sept-2012	13th	Sept (23-29)	1 day: Sunday-23/9/12	1 day	6 days
Sept-Oct 12	14th	Sept 30-Oct 6	2 days: Sunday-30/9/2012, Gandhiji's Birthday 2/10/12	2 days	5 days
MODULE –II (7th October,2012 to 2nd February,2013)					
Oct-2012	15th	Oct(7-13)	1 day: Sunday-7/10	1 day	6 days
Oct-2012	16th	Oct(14-20)	3 days: Sunday-14/10,Mahalaya-15/10, Puja Holidays-20/10/12	3 days	4 days
Oct-2012	17th	Oct(21-27)	Puja Holidays	7 days	Nil
Oct-2012	18th	Oct 28-Nov 3	Puja Holidays	7 days	Nil
Nov-2012	19th	Nov(4-10)	Puja Holidays	7 days	Nil
Nov-2012	20th	Nov(11-17)	Puja Holidays -11/11 to 16/11	6 days	1 day

Nov-2012	21st	Nov(18-24)	2 days: Sunday-18/11, Jagadhatri Puja-22/11/12	2 days	5 days
Nov Dec-12	22nd	Nov 25-Dec 1	3 days: Sunday & Muharram- 25/11, Raas Yatra-27/11/12, Birthday of Guru Nanak-28/11/12	3 days	4 days
Dec-2012	23rd	Dec(2-8)	1 day: Sunday-2/12/12	1 day	6 days
Dec-2012	24th	Dec(9-15)	1 day: Sunday-9/12/12	1 day	6 days
Dec-2012	25th	Dec(16-22)	1 day: Sunday-16/12	1 day	6 days
Dec-2012	26th	Dec(23-29)	6 days: Sunday-23/12, Christmas Day-25/12/12,Winter Recess-26/12 to 29/12	6 days	1 day
Dec 12-Jan 13	27th	Dec 30-Jan 5	3 days: Sunday-30/12, Winter Recess-31/12, New year's day1/1/13	3 days	4 days
Jan 2013	28th	Jan(6-12)	2 days: Sunday-6/1/13, Akheri Chahar Sumba-9/1/13	2 days	5 days
Jan 2013	29th	Jan(13-19)	3 days: Sunday-13/1/13,Pous Parvan-14/1/13,Uttarayan- 15/1/13	3 days	4 days
Jan 2013	30th	Jan(20-26)	4 days: Sunday-20/1/13,Birthday of Nataji-23/1/13,Fateha Doaz Daham-25/1/13,Republic Day- 26/1/13	4 days	3 days
Jan-Feb 2013	31st	Jan 27-Feb.2	1 day: Sunday-27/1/13	1 day	6 days
MODULE –III (3rd February,2013 to 30th June,2013)					
Feb 2013	32nd	Feb(3- 9)	1 day: Sunday -3/2/13	1 day	6 days
Feb 2013	33rd	Feb(10-16)	3 days: Sunday 10/2/13, Saraswati Puja-15/2 & 16/2	3 days	4 days
Feb 2013	34th	Feb(17-23)	2 days: Fateha Yeaz Daham-22/2, Sunday 17/2/13,	2 days	5 days
Feb-Mar,2013	35th	Feb 24-Mar 2	1 day: Sunday-24/3/13	1 day	6 days
Mar-2013	36th	Mar(3-9)	1 day: Sunday-3/3/13	1 day	6 days
Mar-2013	37th	Mar (10-16)	1 day:Siba Ratri & Sunday- 10/3/13	1 day	6 days
Mar-2013	38th	Mar (17-23)	1 day: Sunday-17/3/13	1 day	6 days
Mar-2013	39th	Mar(24-30)	4 days: Sunday-24/3/13, Dol Yatra-27/3 & 28/3, Good Friday- 29/3	4 days	3 days
Mar-April 13	40th	Mar 31-Apr 6	1 day: Sunday-31/3/13	1 day	6 days
April-2013	41st	April (7-13)	1 day: Sunday-7/4/13	1 day	6 days
April-2013	42nd	April (14-20)	2 days: Chaitra Sankranti & Sunday-14/4/13,Bengali Naba Barsha-15/4/13	2 days	5 days
April-2013	43rd	April (21-27)	1 day: Sunday-21/4/13	1 day	6 days
April-May-13	44th	Apr 28- May 4	3 days:.,Sunday 28/4/13,College Foundation Day-29/4, May Day- 1/5/13	3 days	4 days
May-2013	45th	May (5-11)	3 days: Sunday-5/5/13,Birthday of Rabindranath-9/5/13,Summer Recess-11/5/13	3 days	4 days
May-2013	46th	May (12-18)	Summer Recess	7 days	Nil

May-2013	47th	May (19 -25)	Summer Recess	7 days	Nil
May-June,13	48th	May26- June 1	Summer Recess	7 days	Nil
June-2013	49th	June(2-8)	Summer Recess	7 days	Nil
June-2013	50th	June(9-15)	Summer Recess-9/6 & 10/6	2days	5 days
June-2013	51st	June(16-22)	1 day: Sunday-16/6/13	1 day	6 days
June-2013	52nd	June(23-29)	1 day: Sunday-23/6/13	1 day	6 days
June-2013	53rd	June30	1 day: Sunday-30/6/13	1 day	Nil

ANNEXURE - II

Best Practice-1

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

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

The Context: As the college is located in the rural area of reserved assembly constituency, the students of this college are mostly coming from backward communities, some of them are first generation learners. A wide number of students from the backward society of tribal, minority and other reserved categories are associated deeply with poverty and lack of academic platform. High dropout rate among the students of these backward communities complement the requirement of student support system.

The practice: On the basis of above mentioned context, the college authority has taken the initiatives to provide the financial assistance to the said students from the fund of its own as possible. The college is also motivated to provide financial assistance to their students under the various schemes in the banner of 'full-free-ship', 'half-free-ship' and 'poor-fund'. Funds provided by the Government of India, Government of West Bengal, and also from Non-Government Organizations are also utilised effectively. The whole process is discussed in the meeting of the "Students' Welfare Committee" consisting of a senior teaching member as President, a non-teaching member, General Secretary of the Students' Union and Secretary of the Students' Welfare Committee. Maintaining proper procedure, students are asked to apply for the same and accordingly final dispensation is done.

Evidence of Success: This student support system is very much helpful to receive the aids of various organisations which is reflected through the growing number of applicants in each year. In the academic session of 2012 – 2013, **53.84%** of total enrolled students of this college have been benefitted from this student support systems.

Details of Student Support System Outcome

Source of Fund	Number of Beneficiaries	Total Fund
Government (Central & State)	1198	Rs. 51,36,100.00/-
College	453	Rs. 1,62,632.50/-
Other	05	Rs. 20,500.00/-
Total	1656	Rs. 53,19,232.50

Resources Required: The process is maintained by the staff members of this college with their efficiency to cope up the situation. More funds from different sources are required to continue the support system.

Problems Encountered: The numbers of applicants are gradually increasing. The college is now facing fund crunch, a contingency plan is to be framed up to meet the challenges for the upcoming days.

Best Practice-2

Title of the Practice: Making the students conscious about environment and social responsibilities through extension activities of the college.

Goal: Approaching through quality education to make aware the students and community about their social responsibilities, cultural heritage and the hazards of environment.

The Context: Environment awareness and social ethics are the important issues in the global scenario. The best possible efforts are exerted by the departments and NSS to make the students aware about the present scenario of the above mentioned issues. This challenge was undertaken in respect to current aspect of over growing population and industrialization.

The Practice: The NSS and the various departments of the institute conducted various developmental activities at regular interval in the college and allied areas for various noble tasks like blood donation, fruit tree distribution, plantation, first-aid training, disaster management training etc. The institute has taken the initiatives to aware about the danger of environmental problems. Seminar, rally, camps etc are organised to realise the importance of these above mentioned activities. The following events were organised:

- First-Aid Training On and from 3-5 August 2012 in collaboration with Parag Breweries Limited, Belmuri, Hooghly
- Disaster Management Training Programme at Carlsberg Co. Pvt. Ltd on and from 18-19 September 2012
- Plantation at College Campus and distribution of Saplings to the adopted villages of Champaberia, Harpur and Kachharipara on 12th & 13th October 2012
- Formation of Red Ribbon Club
- Observation of World AIDS Day by a Rally with the Red Ribbon Club members around Dhaniakhali area on 1st Dec 2012
- Seminar on “AIDS Awareness” delivered by Dr. Sanjib Bandyopadhyay, MBBS,MD. On 1st December 2012 organised by Red Ribbon Club
- ‘Quiz Programme’ on HIV/AIDS on 1st March 2013 organised by Red Ribbon Club
- A seminar on “Blood Donation and Thalassaemia - an awareness on 30th March 2013 organised by Red Ribbon Club in collaboration with Association of Voluntary Blood Donors
- A Five-Day “Hooghly District Inter-College NSS Special Camp on & from 17 to 21 December, 2012
- College Campus and adopted villages cleaning venture throughout the year

Evidence of Success: The successes of these activities are reflected by the enrolment of increasing number of students as volunteer of NSS. The local people are also awaked about the social awareness initiatives of the institute. The initiative on plantation programme to make green vegetation is also the impressible one. Awareness on AIDS and other related issues creates valuable impact among the students and in the villagers. Training on disaster management and first-aid also exerted positive impact on the students.

Resources Required: The extension activities of NSS and other departments are going on in progressive manner with the funds received from the University and college from time to time. However, more funds are required for organising various activities on a regular basis.

Problems Encountered: Holding the camps at night for the female students are difficult due to security concern but the male students are involved at night also. Assistance from the end of local administration needs to be extended in this regard. Maintaining the saplings planted in the campus and adopted villages is also the troublesome.