The Annual Quality Assurance Report (AQAR) of the IQAC

SARAT CENTENARY COLLEGE

Dhaniakhali, Hooghly, West Bengal

Part – A

AQAR for the year

> 2013-2014

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:**   **EC/36/066 dated May 20, 2005**
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address: **www.sccollegednk.ac.in**

Web-link of the AQAR: **www.sccollegednk.ac.in/iqac/aqar2013-14.pdf**

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

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC/**Quality Cell (QC)** :   **11/07/2005**
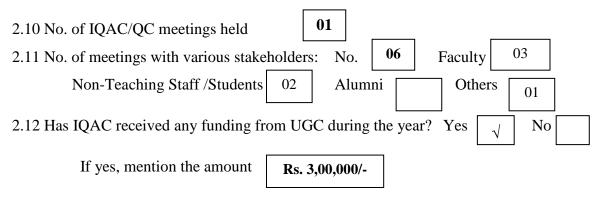
1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((*for example AQAR 2010-11submitted to NAAC on 12-10-2011)*

   i. AQAR *2005-2006: Submitted to NAAC on 26-11-2015*   (DD/MM/YYYY)
   ii. AQAR *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)
viii. AQAR *2012-2013: 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.**

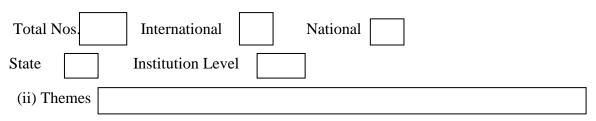1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

   - 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. **06**   Faculty 03

   Non-Teaching Staff /Students 02   Alumni ____   Others 01

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

   If yes, mention the amount **Rs. 3,00,000/-**

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

- QC motivated the Teachers' Council to utilize the teaching faculties of this college engaged with modern research approaches in respective discipline for ensuring quality education through interdisciplinary exchange. In this respect the Teachers' Council organised ten Interdisciplinary Talks to enrich the students and teachers of this college.
- QC inspired NSS to carry on programmes on environmental issues. But due to financial constraints major activities could not been carried out. Although NSS carried out programmes like 'No Plastic Campaign'. NSS initiated the creation of Green Environment through formation of Green Club and maintained cleanliness activities throughout the year as usual.
- QC motivated the Students' Union, Teaching and Non-teaching staff of the college to observe important days having cultural and moral significance.
- QC initiation led to the formation of different relevant committees along with re-structuring of the existing ones.

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
QC requested the Governing Body of the college to take immediate initiative for renovation and extension of the existing college buildings.	The Governing Body of the college initiated planning for renovation and extension of the existing college buildings.
QC urged the authority to complete the first floor of Rabindra Bhawan.	Rabindra-Bhawan completed and opened for class room teaching.

QC suggested formation of anti-ragging committee taking into account the guideline of the UGC.	Anti-ragging committee was formed.
QC requested the Grievance Cell and Students' Welfare Committee to mitigate the problems of the students as reflected in different applications from the students.	Grievance Cell and Students' Welfare Committee took some positive initiatives.
QC requested the authority to restructure the existing body of the Alumni Association towards the goal of active participation of former students towards overall development of the college.	Alumni were not reconstructed.
QC insisted all the stake-holders for observation of important days having cultural and moral relevance.	The important days were observed with active participation of the students, teaching and non-teaching staff.
QC pledged the Teachers' Council to motivate the teachers towards the goal of imparting interdisciplinary discussion.	Ten (10) Interdisciplinary Talks were delivered by internal resources of the college.
Considering the paucity of fund QC requested the Principal to sanction provision for fund to organise seminar lectures.	In spite of limitations 5 (five) seminar lectures by external resources were organised.
QC made an appeal to the Students' Union to complete all their programmes within a stipulated period.	Accordingly, the Students' Union organised Fresher's Welcome, Social & Cultural competitions and functions, sports and games with active participation of their own resources.
QC considered the suggestions put forwarded by the Gym Instructor and requested the authority to repair some of the instruments along with purchased of some new instruments.	Partial progress was scored in this arena.
QC considered all the suggestions of the NSS Units of the College towards the goal of maintaining greenery and environment and requested the authority to encourage their initiative.	Accordingly some programmes were successfully completed incorporating broader participation of the NSS volunteers. The most important successful ventures were the following: No Plastic Zone initiated in the College Campus, Initiation of formation of Green Club, Plantation & Distribution of fruit trees in the adopted villages and Awareness Programme on Pulse-Polio through survey & interaction with the adopted villagers by NSS volunteers at the end of Special Camp.
QC advised the TC to organise some classes for preparing the students towards competitive examinations and to initiate assessment of the teachers by their students initially in Honours and Science subjects.	Some of the teachers (English, Political science, History) had taken limited classes for competitive examinations and QC framed up a format for Feed Back.

Initiative to be taken for extending Sports, Games related competitions in collaboration with other Institutions.	Our college and Physical Education department in collaboration with the Youth and Sports Department of the Government of the West Bengal successfully organised the Hooghly District Inter-College State Sports, Games and Badminton (Women) Championship 2013-14.

*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

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
42	**06**	**13**	**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.

| 10 |

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	12	N.A	N.A	N.A.	N.A	0	--	0	12

2.4 No. of Guest and Visiting faculty and Temporary faculty

| Nil | | Nil | | 10 |

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	01	06	06
Presented papers	01	04	01
Resource Persons			

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

- Information brochures of higher education and market opportunities were displayed in the library and students were made aware.
- Additional classes for the students considering their actual need.
- Interactive session with the students to unearth their problems.
- Focus on class tests and interdisciplinary approaches.

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

| 195 |

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

- Faculties were requested to follow unit/class test including MCQ model.
- Some of the Faculties reviewed results of different exams and had taken follow up measures.
- A few faculties restructured the stipulated syllabus to make it flexible.

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, Burdwan University. One teacher was associated with syllabus (Chemistry) revision committee of West Bengal Council of Higher Secondary Education. One teacher from Chemistry Dept. participated in the syllabus revision workshop at Burdwan University.

2.10 Average percentage of attendance of students

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.)	154		3.9%	75.97%	5.19%	85.06%
BA(General)	424		0.24%	5.66%	36.08%	42%
B.Sc(Hons.)	06		--	50%	--	50%
B.Sc (General)	08		25%	37.5%	--	62.5%
B.Com(Hons.)	03		--	66.67%	--	66.67%
B.Com (Gen.)	01		--	--	100%	100%

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

- Encouraged teachers for interactive class-lectures and use of PPT methods.
- Suggested for evaluation of the performance of the students in class tests and some faculties reviewed the process with follow up mechanism.
- Class lectures through interactive initiative.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	01
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	04
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
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	14	07	02	03
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 facilitated the departments to organise 5 (five) seminar lectures in the college delivered by external resource persons from different colleges and universities of West Bengal.
- QC assisted the Teachers' Council in organising 10 (ten) 'Interdisciplinary Talks' delivered by the faculty members of the several departments of this college.
- QC initiated the process of Feedback Mechanism and for holding special classes for the third year students.
- Activated faculties for their academic career advancement.

3.2   Details regarding major projects: **None**

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects **None**

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4   Details on research publications

	International	National	Others
Peer Review Journals		**01**	
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

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

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations: **Nil**

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

3.7 No. of books published   i) With ISBN No. ☐   Chapters in Edited Books ☐

ii) Without ISBN No. ☐

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

UGC-SAP ☐   CAS ☐   DST-FIST ☐

DPE ☐   DBT Scheme/funds ☐

3.9 For colleges   Autonomy **NA**   CPE **NA**   DBT Star Scheme **NA**

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

3.10 Revenue generated through consultancy **Nil**

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number					**05**
Sponsoring agencies					**College**

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

3.13 No. of collaborations   International **03***   National **01***   Any other **Nil**

*Dr. Ujjal Kumer Mukherjee of Mathematics Department conducted collaborative joint research works 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
01	01*	--	--	--	--	--

*Dr. Ujjal Kumar Mukherjee and co-workers' research paper entitled "On averaging operators for Atanassov's intutionistic fuzzy sets" had been awarded (on 20th December, 2013) the prize of 'best scientific contribution in the year 2011' by the Public University of Novarre, Spain.

3.18 No. of faculty from the Institution
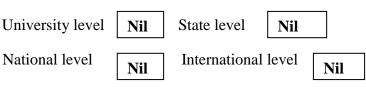who are Ph. D. Guides   Nil
and students registered under them   Nil

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

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)
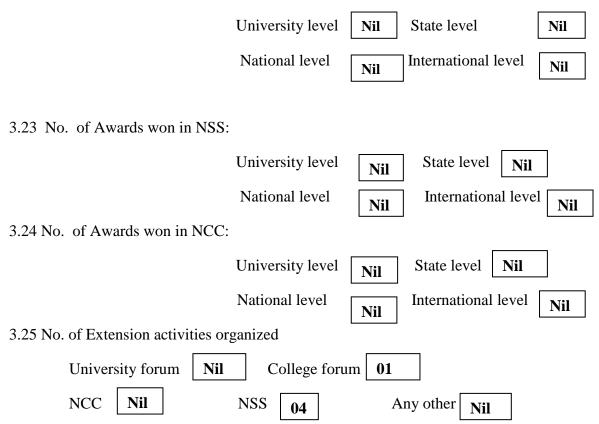
JRF   Nil   SRF   Nil   Project Fellows   Nil   Any other   Nil

3.21 No. of students Participated in NSS events:

University level   Nil   State level   Nil

National level   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   Nil   College forum   01

NCC   Nil   NSS   04   Any other   Nil

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

- Plantation and distribution of fruit trees to the poor villagers at the adopted villages.
- Awareness programme on Pulse-Polio through survey and interaction with the adopted villagers by NSS volunteers at the end of NSS special camp.
- No plastic zone initiated in the college campus.
- Formation of Green club.
- College organised Hooghly District Inter-College State Sports, Games and Badminton(W) Championship- 2013-14.
- A programme on Body Building and Physical Exercise organized by the College Gym and the Department of Physical Education.

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	03	MP Lad through Z.P.	21

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 4.53444 lakhs	UGC & College	--

4.2 Computerization of administration and library

> New College and Administration Management Software (CAMS) helped in maintaining/ updating all financial operation, audit works, administrative management and circulation of books in the library. It maintained all information about the students.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value(INR)	No.	Value(INR)	No.	Value(INR)
Text Books	18595+ 1392*	12,26,795.46	27	2704.00	18622+ 1392*	12,29,499.46
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	34 + 4(laptop)	06	02	00	00	11	13	06
Added	00	00	00	00	00	00	00	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.)

> Dr. D.K. Sau, Principal of the college made a presentation on New Aspects of E-Governance and E-finance.

4.6 Amount spent on maintenance in lakhs :

i) ICT

| 0.1355 |

ii) Campus Infrastructure and facilities

| 0.52041 |

iii) Equipments

| 0.20702 |

iv) Others

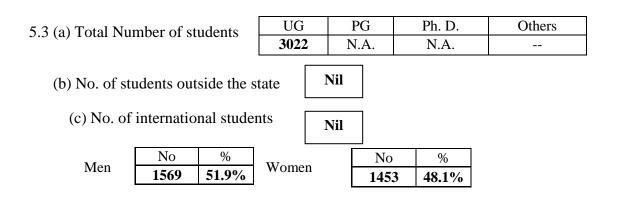| 1.85484 |

Total : | 2.71777 |

Criterion – V
5. Student Support and Progression

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

- Organised 10 'Interdisciplinary Talks' bearing broader social responsibility and moral values.
- An exposure was given on Students Services having financial and academic traits.
- Students were made aware about the guidelines of the Students' Health Home.

5.2 Efforts made by the institution for tracking the progression

- Many students were acquainted with the students' support benefits.
- A few students had undergone medical treatment by the Students Health Home.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3022	N.A.	N.A.	--

(b) No. of students outside the state

| Nil |

(c) No. of international students

| Nil |

Men

No	%
1569	51.9%

Women

No	%
1453	48.1%

Last Year(2012-13)						This Year (2013-14)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1595	480	312	147	1(included in OBC)	3076	2026	540	289	167	--	3022

Demand ratio **1.59 : 1**   Dropout % - **2.91%**

5.4 Details of student support mechanism for coaching for competitive examinations (If any)
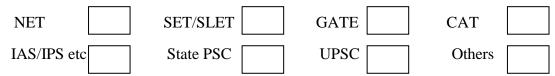
Teachers from English department took some classes on grammatical mistakes and have had interactive sessions with the students.

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

Additional classes for competitive exam were taken.

No. of students beneficiaries   37

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

Teachers from English department took some classes on grammatical mistakes and interactive sessions for updating the students towards competitive exams.

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

Coaching classes for competitive exam were taken.

No. of students benefitted   37

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

No programme was held in this regard.

5.9 Students Activities

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

State/ University level | 36 | 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 | 06 | 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	141	Rs. 43,965/-
Financial support from government	1107	Rs. 53,36,240/-
Financial support from other sources	03	Rs. 12,000/-
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 | 05 | **(The events are mentioned under item 3.26)**

5.13 Major grievances of students (if any) redressed: Amplifiers, facilities for UPS and inverters were 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.
- 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 (2012-13) maintained management information system.
- Functions and tasks of different committees and sub-committees were framed up along with formation of some new committees.

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

- Providing counselling to the underprivileged students as far as possible.
- Presentation of class lectures accommodating the basic pulses of the students.
- Motivating the students towards the library making them mentally alert.

6.3.3 Examination and Evaluation

- Class tests and surprise tests were taken.
- Some of the departments reviewed the results and taken correctional measures.
- Examination committee made an evaluation of the internal and University examinations and suggested for remedies.
- Preservation of all University question papers in the Library.

6.3.4 Research and Development

- 5 (five) seminar lectures and 10(ten)interdisciplinary talks were held.
- Suggested faculties to submit major and minor research projects under different heads.
- Faculties were advised to fulfil academic parameters to enjoy career advancement scheme (CAS).

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Initiative for Inflibnet membership.
- ICT facilities extended.
- Physical infrastructure extension initiated.

6.3.6 Human Resource Management

Dr. Dhiman Kumar Sau, Principal of the College, presented an exposure on the rules and regulations regarding Career Advancement Scheme (CAS).

Reviewed suggestions / observations of the College Audit reports in an extending meeting of the stakeholders.

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 Non teaching	• College Employees' Co-operative Credit Society Ltd. continued to serve the interest of the share-holders in terms of bye laws. • Employees were facilitated with the benefits of Group Insurance Scheme(LIC). • College used to provide Salary savings Scheme under LIC.
Students	• providing 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 and organised a cultural programme in the college.

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 Credit Society members met twice in a year and discussed the benefits under the newly introduced Cooperative Acts of West Bengal.
> - Dr. Dhiman Kumar Sau, Principal of the College, presented an exposure on the rules and regulations regarding Career Advancement Scheme (CAS).

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

> NSS units had taken programmes to clean the college campus from time to time in order to make the surroundings Plastic free. During monsoon period, saplings were implanted inside and outside the college boundary. Formation of Green club was initiated.

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.

- 05 (five) seminar lectures were organised in the college.
- 10 (ten) 'Interdisciplinary Talks' delivered by the faculty members of the several departments of this college.
- Several departments conducted innovative teaching-learning and evaluation methods for students by inducting different type of counselling methods for advanced and slow learners.
- PPT presentations by some of the faculty members created more involvement of the students.
- Initiative taken for Feedback mechanism about the classes after an interface with Teachers' Council.

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

- Extension of 'Seminar Lectures and Interdisciplinary Talks'.
- Innovative teaching and evaluation methods introduced.
- Counselling and remedial measures for slow learners initiated.
- Programmes for observation of important days having social, cultural and moral significance.
- College and the Sports Department of W. B. Govt. organised the Hooghly District Inter-College State Sports, Games and Badminton (Women) Championship 2013-14.
- Social extension activities like 'No Plastic Zone' initiated in the college campus. Initiation of formation of Green Club, Plantation and Distribution of fruit trees to the poor villagers of the adopted villages and Awareness Programme on Pulse-Polio through survey & interaction with the adopted villagers by NSS volunteers carried out at the end of NSS Special Camp.
- Decision for Feedback mechanism was taken.
- Extension of Special classes for preparing the students towards competitive examination.

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

(i) Interdisciplinary Talks and Interdepartmental Teaching
(ii) Providing financial assistance to the socio-economically backward students 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

- 'No Plastic Zone' and Green club formation was initiated in the college.
- Students were motivated towards maintenance of cleanliness in the toilets and other places.
- Plantation & Distribution of fruit trees to the poor villagers of the adopted

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: Conducive academic relation among the Students-Teachers and Supportive staff of the Institution.

Weakness: Shortage of Teachers, class rooms, equipments and laboratories.

8. Plans of institution for next year (i.e 2014-15)

- Immediate initiation for construction and renovation of all the buildings of the college.
- Considering the paucity of the existing library room QC suggested the authority to shift the library to the first floor of newly constructed Rabindra-Bhawan and to provide friendly facilities in the college library.
- To prepare all necessary papers for obtaining permissions for filling up of vacant full-time teaching and non-teaching posts and to submit the same to the concerned department of the Government of West Bengal maintaining all formalities of reservations/de-reservations.
- Construction of new class rooms considering extreme paucity of space so that the students might get more opportunity to have access towards quality education.
- Advised the Governing Body to make arrangements for smart class-rooms.
- More focus on interdisciplinary lectures/talks.
- Renewal of lease deed of the college pond to be executed.
- Formation of Women's Study Cell.
- Construction of new cycle shed and new building providing space for canteen, boys' common room and office room for the students' union.
- Purchase of current books in the library catering the demands of the students.
- Extension of activities having social responsibilities.
- Introduction of evaluation of the faculties by the students through feedback format.
- Holding of blood donation camp and cultural function by the present and former students of the College.
- Introduction of Inflibnet in the library and extension of social activities.

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

   2. **Dr. Susanta Bhattacharyya,**

1. *Nitai Chand Sinha*

2. *Susanta Bhattacharyya*

Principal & Secretary
Sarat Centenary College
Dhaniakhali, Hooghly

Signature of the Coordinator, IQAC/QC   *Signature of the Chairperson, IQAC/QC*

ANNEXURE I: ACADEMIC CALENDER

ACADEMIC CALENDAR (PROVISIONAL) FOR THE SESSION 2013 – 2014

a) MODULE –I :   1st July,2013 to 6th October,2013 = 77 Days
b) MODULE –II :   7th October,2013 to 2nd February,2014 = 66 Days
c) MODULE –III : 3rd February,2014 to 30th June,2014 = 109 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,2013 to 6th October,2013)					
July-2013	1st	July(1-7)	2 days: Sunday-7/7/13, Rathayatra-10/7/13	2 days	5 days
July-2013	2nd	July(8-14)	1 day: Sunday-14/7/13	1 day	6 days
July-2013	3rd	July(15-21)	2 days: Punaryatra-18/7/13 Sunday-21/7/13	2 days	5 days
July-2013	4th	July(22-28)	1 day: Sunday-28/7/13	1 day	6 days
July-Aug,13	5th	July29-Aug4	1 day: Sunday-4/8/13	1 day	6 days
Aug-2013	6th	Aug(5-11)	3 days: Id-Ul-Fitre-9/8 & 10/8, Sunday-11/8/13	3 days	4 days
Aug-2013	7th	Aug(12-18)	2 days: Independence Day-15/8/13, Sunday-18/8/13	2 days	5 days
Aug-2013	8th	Aug(19-25)	1 day: Sunday-25/8/13	1 day	6 days
Aug-Sept 13	9th	Aug,26-Sept,1	1 day: Sunday-1/9/13	1 day	6 days
Sept-2013	10th	Sept (2-8)	1 day: Sunday-8/9/13	1 day	6 days
Sept-2013	11th	Sept (9-15)	1 day: Birthday of Sarat Chandra & Sunday-15/9/13	1 day	6 days
Sept-2013	12th	Sept (16-22)	1 day: Viswakarma Puja-17/9/13, Sunday-22/9/13	1 day	6 days
Sept-2013	13th	Sept (23-29)	1 day: Sunday-29/9/13	1 day	6 days
Sept-Oct 13	14th	Sept 30-Oct 6	3 days: Birthday of Gandhiji - 2/10/13, Mahalaya-4/10/13, Sunday-6/10/2013	3 days	4 days
MODULE –II (7th October,2013 to 2nd February,2014)					
Oct-2013	15th	Oct(7-13)	4 days: Puja Holidays-10/10 to 13/10/13	4 days	3 days
Oct-2013	16th	Oct(14-20)	Puja Holidays	7 days	Nil
Oct-2013	17th	Oct(21-27)	Puja Holidays	7 days	Nil
Oct-2013	18th	Oct 28-Nov 3	Puja Holidays	7 days	Nil
Nov-2013	19th	Nov(4-10)	3 days :Puja Holidays - 4/11 & 5/11/13, Sunday-10/11	3 days	4 days
Nov-2013	20th	Nov(11-17)	4 days: Jagadhatri Puja -11/11 & 12/11, Muharram- 14/11,Birthday of Guru Nanak & Sunday-17/11/13	4 days	3 days

Nov-2013	21st	Nov(18-24)	1 day: Sunday-24/11	1 day	6 days
Nov Dec-13	22nd	Nov 25-Dec 1	1 day: Sunday-1/12/13	1 day	6 days
Dec-2013	23rd	Dec(2-8)	1 day: Sunday-8/12/13	1 day	6 days
Dec-2013	24th	Dec(9-15)	1 day: Sunday-15/12	1 day	6 days
Dec-2013	25th	Dec(16-22)	1 day: Sunday-22/12	1 day	6 days
Dec-2013	26th	Dec(23-29)	5 days: Christmas Day & Winter Recess-25/12 to 29/12/13	5 days	2 days
Dec 13-Jan 14	27th	Dec 30-Jan 5	4 days: Winter Recess-30/12 & 31/12, New year's day 1/1/14 Sunday-5/1/2014	4 days	3 days
Jan 2014	28th	Jan(6-12)	1 day: Sunday-12/1/14	1 day	6 days
Jan 2014	29th	Jan(13-19)	3 days: Pous Parvan-14/1/14, Uttarayan -15/1/14, Sunday-19/1/14	3 days	4 days
Jan 2014	30th	Jan(20-26)	2 days: Birthday of Netaji-23/1/14, Republic Day & Sunday-26/1/14	2 days	5 days
Jan-Feb 2014	31st	Jan 27-Feb.2	1 day: Sunday-2/2/14	1 day	6 days
MODULE –III (3rd February,2014 to 30th June,2014)					
Feb 2014	32nd	Feb(3- 9)	2 days: Saraswati Puja-4/2 & 5/2, Sunday -9/2/14	2 days	5 days
Feb 2014	33rd	Feb(10-16)	1 day: Sunday 16/2/14	1 day	6 days
Feb 2014	34th	Feb(17-23)	1 day: Sunday 23/2/14	1 day	6 days
Feb-Mar,2014	35th	Feb 24-Mar 2	2 days: Siva Ratri-27/2/14,Sunday-2/3/14	2 days	5 days
Mar-2014	36th	Mar(3-9)	1 day: Sunday-9/3/14	1 day	6 days
Mar-2014	37th	Mar (10-16)	1 day: Sunday-16/3/14	1 day	6 days
Mar-2014	38th	Mar (17-23)	2 days: Dol Yatra-17/3/14, Sunday-23/3/14	2 days	5 days
Mar-2014	39th	Mar(24-30)	1 day: Sunday-30/3/14	1 day	6 days
Mar-April 14	40th	Mar 31-Apr 6	1 day: Sunday-6/4/14	1 day	6 days
April-2014	41st	April (7-13)	2 days: Ramnavami-8/4,Sunday-13/4/14	2 days	5 days
April-2014	42nd	April (14-20)	4 days: Chaitra Sankranti-14/4, Bengali Naba Barsha-15/4, Good Friday-18/4/14 Sunday-20/4/14	4 days	3 days
April-2014	43rd	April (21-27)	1 day: Sunday-27/4/14	1 day	6 days
April-May-14	44th	Apr 28- May 4	3 days: College Foundation Day-29/4/14, May Day-1/5/14,Sunday 4/5/14	3 days	4 days
May-2014	45th	May (5-11)	3 days: Birthday of Rabindranath-9/5/14, Summer Recess-10/5/14 &11/5/14	3 days	4 days
May-2014	46th	May (12-18)	Summer Recess	7 days	Nil
May-2014	47th	May (19 -25)	Summer Recess	1 day	6 days
May-June,14	48th	May26- June 1	Summer Recess	1 day	6 days
June-2014	49th	June(2-8)	Summer Recess	1 day	6 days
June-2014	50th	June(9-15)	2 days: Summer Recess -9/6/14, Sunday-15/6/14	2 days	5 days
June-2014	51st	June(16-22)	1 day: Sunday-22/6/14	1 day	6 days
June-2014	52nd	June(23-29)	1 day: Sunday-29/6/14	1 day	6 days
June-2014	53rd	June30	Nil	Nil	1 day

ANNEXURE II

Best Practice-1

Title of the Practice: Interdisciplinary Talks and Interdepartmental Teaching

Goal: The college can be proud of its high quality teaching faculties engaged with modern research approaches in respective discipline. It has now become imperative to share the academic platform in terms of teaching and research experiences amongst the faculties for constantly being updated. Moreover such combined efforts should reach the students alike for their better academic future. Beside these, the college runs with an acute shortage of teaching staff in different departments. As the recruitment process of teaching lies with the College Service Commission, the college has little to do in this matter. But the Teachers' Council of this college has proposed interdisciplinary talks and teaching to overcome this crisis in a novel manner as far as possible. The proposal runs thus: teachers, say, from the department of Political Science will take the classes of dept. of History in relevant matters and vice verse. Similarly teachers of dept. of Mathematics will take the classes in the Commerce department and alike. Undoubtedly, we hope that this type of initiative will create great enthusiasm among our students and teachers also. Interdisciplinary talks by the faculty members enriched the students and teachers of this institute. The ultimate goal of this programme is to strengthen the web of teaching-learning and research activities which improve the academic atmosphere of this college.

The Context: Revolution in information and technology in the early 90's of the last century along with the impact of globalization have change the academic world in a novel way and increasingly blurred the academic barriers of different discipline. To cope with the new situation, the Teachers' Council of the college proposed to start interdisciplinary talks to break the barrier of different disciplines. The talks delivered by the teachers were not only of high quality but very interesting and illuminating

The Practice: Almost all the teachers of different faculties including part time and contractual teachers participated in interdisciplinary talks. The sessions became very lively with active participation of audiences. A list of the talks are given below :

Evidence of success: Several teachers involved in academic research have been immensely benefited from the interdisciplinary talks. Encouraged by the success of these deliberations the teachers councils has to proposed to extend the advantage of the interdisciplinary thinking to the students. Accordingly interdisciplinary special classes have been recently introduced, creating tremendous enthusiasm among the students and our efforts has enhanced the attendance of the honours students.

Problems encountered and resources required: For such interdisciplinary talks, one needs a smart class room with large sitting accommodation facilities. However, recently, a smart class room has been constructed for the purpose though with modest capacity. The enthusiasm of our teachers and students in this regard are our main strength to carry out such high academic programmes for the betterment of the academic atmosphere of the college and inculcate zeal for academic accomplishment and future research to our beloved students.

Best Practice-2

Title of the Practice: Providing financial assistance to the socio-economically backward students of the college.

Goal: Ensuring quality education for all students including the economically weaker section, irrespective of their caste, creed or religion.

The Context: The college is situated in a rural area, within Dhaniakhali reserved constituency, a large number of students of this college come from underprivileged weaker section and many of them are first generation learner from their families. A sizable number of students from tribal, minority and other reserved categories are always facing with the traits of poverty and lack of academic access. The student support system of this college is essentially recommended from the high percentage of dropout rate.

The practice: Taking up the challenge, the college authority adopted the policy of assisting the needy students, to the best of its capability. The funds received from the Government of India, Government of West Bengal and other Non Government Organisations, meant for the needy backward students are utilised with utmost clarity and transparency. But still, a large number of students remain left out as they could not fulfil the necessary requirements prescribed by the above mentioned authorities. To meet the necessity, the college extends financial assistance to the poor, needy and socio-economically backward students from its own funds under the schemes of 'full-free-ship', 'half-free-ship' and 'poor-fund'. The whole process is conducted in an absolute democratic and transparent manner through a committee called "Students' Welfare Committee" comprising of a senior teaching member as President, a non-teaching member, General Secretary of the Students' Union and Secretary of the Students' Welfare Committee. Final dispensation follows after receiving and scrutinising applications received from the needy students.

Evidence of Success: This support system adopted by the college authority has immensely benefitted a large number of students coming from underprivileged section of the society. Year wise increasing number of beneficiaries of the student support system indicates the success of this initiative. In this academic session, 2013 – 2014, **41.4%** of total enrolled students in this institution have been benefitted from the student support systems.

Details of Student Support System Outcome

Source of Fund	Number of Beneficiaries	Total Fund
Government (Central & State)	1107	Rs. 53,36,240/-
College	141	Rs. 43,965/-
Other	03	Rs. 12,000/-
Total	1251	Rs. 53,92,205/-

Resources Required: A good number of college employees manage the process with their abilities. The continuation of the support system requires further fund mobilization from different sources.

Problems Encountered: Numbers of applications for free-ship are gradually increasing. As the college is now facing fund crunch, a contingency plan is to be framed up to meet the challenges for the upcoming days.