

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

Part – A

AQAR for the year

2014-2015

**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. Susanta Bhattacharyya**

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/aqar2014-15.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 <sup>st</sup> Cycle	<b>C++</b>	<b>67.05</b>	<b>2005</b>	<b>5 Years</b>
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.7 Date of Establishment of **IQAC/Quality Cell.(Q.C.)** :

**11.02.2014\***

**N.B. \*Date of formation in the GB Meeting.**

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)
- viii. AQAR 2012-2013: Submitted to NAAC on 15-12-2015 (DD/MM/YYYY)
- ix. AQAR 2013-2014: 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)

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/ Composition and Activities**

2.1 No. of Teachers

07

2.2 No. of Administrative/Technical staff

01

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

02

2.7 No. of Employers/ Industrialists

01

2.8 No. of other External Experts

03

2.9 Total No. of members

15

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**

- IQAC was formed with **15** members.
- IQAC sets the target of preparing and uploading the AQARs from the academic sessions 2005 – 2006 to 2014 – 2015 involving all the teaching and non-teaching members of the college.
- IQAC sets the target of preparing and uploading SSR for NAAC reaccreditation within the academic session 2015 – 2016.
- IQAC facilitated the departments in organising 12 (twelve) Seminar Lectures in the college delivered by external resource persons from different Colleges and Universities of West Bengal.
- IQAC assisted the Teachers’ Council in organising 15 (fifteen) ‘Interdisciplinary Talks’ delivered by the faculty members of the departments of this college.
- IQAC motivated the departments to conduct innovative teaching-learning and evaluation methods for students by tracing out different counselling methods for advanced and slow learners.
- IQAC inspired the Students’ Union, NSS, Alumni Association, Red Ribbon Club to observe several national and international days of observation, and organised programmes bearing noble ideas like national integration, health, environment and social awareness.
- IQAC supervised and ensured the formation of Women’s Study Cell in the college for propagating the issues of gender sensitisation, women empowerment and women health.
- Motivated teachers for research projects.
- Processed evaluation of the faculties by the students through feedback formats and reviewed the outcomes.
- Identification of the points / suggestions found expression in the interface session with the students and parents.
- Blood donation camp and cultural function were held.

- IQAC initiated the process of modernisation by proposing the shifting of college library to a separate building, introducing modern facilities in the college auditorium, making e-books and e-journals available to students and teachers by subscribing to the Inflibnet N-LIST programme.
- IQAC assisted the Governing Body of the college by providing insights and opinions regarding renovation of old college buildings, repairing of electrical and plumbing facilities and construction of new buildings.

#### 2.15 Plan of Action by IQAC 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 (2014-2015)	Achievements
1. IQAC as per NAAC guideline started functioning.	1. Two meetings were held along with programmes.
2. Proposal for preparing AQARs from 2005- onwards.	2. Filling up of AQARs was initiated.
3. Departmental Lectures/Seminars by external resource persons from several colleges and universities of West Bengal for dissemination of knowledge.	3. 12 institutional seminars were organised.
4. Interdisciplinary talks by internal faculty members of the college to cope up with the new challenges and prospects in post globalisation period.	4. 15 Interdisciplinary Talks were held.
5. To introduce and subscribe N-LIST (Inflibnet) for making e-books and e-journals available to students, teachers and non-teaching staff of the college.	5. Inflibnet N-LIST was subscribed and started functioning and yielded benefits to the stakeholders.
6. Proposals for conducting innovative class tests like open-book-tests and online-tests in addition to surprise class tests.	6. Class tests, open-book tests and surprise class tests were taken and reviewed.
7. Encouragement for PPT presentation in classroom teaching.	7. Increasing number of PPT presentation was introduced in classroom teaching.
8. Proposals for encouraging students to deliver short class-lectures on a given topic.	8. 02 short class lectures by the students in English and Zoology were delivered.

9. Proposals for organising Blood Donation Camp, International Yoga Day, World AIDS Day and such other awareness programmes related to health.	9. A Blood Donation Camp & Blood Donation awareness programme was organised by Red Ribbon Club, Students' Union, Alumni Association & NSS. International Yoga day was observed by the department of Physical education. An awareness building rally was organised by NSS on World AIDS Day.
10. Proposals for plantation of saplings in and around the college campus and Distribution of fruit trees in the villages adopted by NSS.	10. Plantation of saplings in the college campus was carried out by NSS. Plantation and distribution of fruit trees in the villages adopted by NSS (Harpur, Champaberia and Kachharipara under Dhaniakhali Block) were carried out.
11. Venture of cleaning college campus and class-rooms at least twice in a month for effective implementation of missions like ' <b>Swachh Bharat</b> ' (Govt of India) and ' <b>Nirmal-Bangla</b> '(Govt of West Bengal) and other programmes related to 'Good Practices'.	11. Programmes and rallies for <b>Swachh Bharat and Nirmal Bangla</b> , were observed with active participation of the students of the local schools and our college.
12. Proposals for observing special international/national days to uphold national integrity and human rights.	12. Observation of <b>Ekta Divas</b> with a focus on 'National Integration'.
13. Proposed the process of modernisation and shifting of the college library to a separate building and purchase of latest books and subscribing journals catering the needs of the stake holders.	13. Modernisation of the library and preliminary works regarding shifting of library was started. Process regarding purchase of books and journals was initiated.
14. Suggested immediate renovation and extension of the college buildings.	14. Renovation and extension of college buildings was started along with a reasonable planning.
15. Suggested renovation and up-gradation of the existing college – auditorium to cater the minimum facilities.	15. Up-gradation of the existing auditorium was started.
16. Suggested the Alumni Association to initiate the process for getting the association registered and to take up initiatives for involving more ex-students into their activities.	16. Alumni association was extended but registration yet not done.
17. Decided to hold interface session with the Students & Parents with the faculty members of the college.	17. Interface session with students and parents were organised in the Science, Commerce and Arts faculties separately.

18. Resolved to involve students, preferably XI & XII of the schools in the locality in some selective seminars in order to motivate the students towards their academic betterment.	18. Department of Mathematics conducted a programme where students of the local schools participated.
19. Proposed to the Governing Body of the college about the necessity of extending the facilities of purified water, water cooling plant, better toilet, cycle shade, canteen and electrification with modern facilities.	19. Progress was in operation into the general repairing, renovation and extension project of the college. Water purifier and water cooling machine were installed. New cycle shade, canteen, students' common room and toilets were constructed. Plumbing and electrification lines were modernised.
20. Proposed to initiate process for filling up vacant teaching and non-teaching posts.	20. Relevant documents submitted to the proper government authority.
21. Proposed the shifting and repairing of the existing power generator to minimise the problem of noise.	21. Proposal yet not implemented.
22. IQAC distributed the forms for Feed-Back among the faculties and requested some of the departments to deliver some lectures having the merit of preparing the students for competitive examinations.	22. Feed-Back process was started and some of the teachers had taken classes for competitive examinations.
23. Proposed for blood donation camp and cultural function involving all present and former students.	23. Programme was held along with Kabi Baran.

\* 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				
<b>Total</b>				

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. (Attached in Annexure-II)*

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
	<b>39</b>	<b>08</b>	<b>12</b>	<b>01</b>	<b>Nil</b>	<b>02** + 15# + 01\$</b>

\*\* **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. **11**

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
2	11	N.A	N.A	N.A.	N.A	0	0	2	11

2.4 No. of Guest and Visiting faculty and Temporary faculty

Nil

Nil

**07**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		04	06
Presented	01	03	05
Resource Persons			

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

- Teachers were motivated for interdisciplinary approaches.
- Faculty members gave more focus on Open-book interactive class lectures
- Unit tests were extended.

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

201

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

- Initiation on multiple form of class test.
- Examination Committee reviewed academic and administrative problems that had cropped up.

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

Three teachers were associated with U.G. Board of studies, Burdwan University. Two teachers Participated in the Workshops relating to Undergraduate 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.)	146		2.74%	61.64%	--	64.38%
BA(General)	415		--	5.06%	21.93%	27%*
B.Sc(Hons.)	08		--	100%	--	100%
B.Sc (General)	06		--	83.33%	--	83.33%
B.Com(Hons.)	01		--	--	--	0.0%
B.Com (Gen.)	01		--	--	--	0.0%

\*Good number of students cleared 3<sup>rd</sup> year examinations. But as their 2<sup>nd</sup> yr results are yet to be published they are not counted here among 27% mentioned above.

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

- Encouragement through power point presentation in class lectures.
- Encouragement towards Interdisciplinary approaches.
- Emphasis on various forms of unit test.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	03
Others	01

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	<b>12</b>	<b>09</b>	<b>Nil</b>	<b>03</b>
Technical Staff	<b>01</b>	Nil	Nil	Nil

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- IQAC facilitated the departments to organise 12 (twelve) seminar lectures in the college delivered by several external resource persons from different colleges and universities of West Bengal.
- IQAC assisted the Teachers' Council in organising 15 (fifteen) 'Interdisciplinary Talks' delivered by the faculty members of the several departments of this college.
- IQAC assisted the college library in making e-books and e-journals available to students and teachers by subscribing to the Inflibnet N-LIST programme.
- Encouraged faculties for submission of Research Projects.

#### 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	<b>01</b>	<b>03</b>	
Non-Peer Review Journals			
e-Journals			
Conference proceedings		<b>01</b>	

#### 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 <i>(other than compulsory by the University)</i>	--	--	--	--
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					<b>12</b>
	Sponsoring agencies					<b>College</b>

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

3.13 No. of collaborations International  National  Any other

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

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

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
 National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
 National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
 National level  International level

3.24 No. of Awards won in NCC:

University level	<b>Nil</b>	State level	<b>Nil</b>
National level	<b>Nil</b>	International level	<b>Nil</b>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<b>02</b>
NCC	<b>0</b>	NSS	<b>07</b>
		Any other	<b>01</b>

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

- Plantation and Distribution of Fruit-trees among the BPL villagers of adopted villages of Harpur
- Observation of World AIDS Day by a Rally of NSS volunteers around Dhaniakhali to aware people against HIV infection and AIDS.
- Vivek-Chetana-Utsab,2015 Celebration of Swami Vivekananda's Birthday with Music and speeches of Swami Vivekananda
- Women's Self Defence Training: A workshop cum seminar of Self-Defence.
- Mission Nirmal Bangla A Rally of NSS volunteers along with other students of the College and also with students of local schools to aware and spread cleanliness to the whole society.
- Blood Donation Camp and Cultural Function Number of Participants - more than 120 & Blood Donors – 65 ; 61 Male and 04 Female
- College Campus and adjacent Cleaning Venture throughout the session.
- A Seminar On 'Women: Education And Power' By Prof Dr. Syed Tanveer Nasreen, Department Of History and Coordinator of Women's Studies University of Burdwan was organised under Women's Study Cell of the college.

## 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	21	Nil	N.A.	21
Laboratories	09	Nil	N.A.	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)	--	0.208	UGC & College	--



Others	--	Total expenditure 20.06137 lakhs	UGC & College	--
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#### 4.2 Computerization of administration and library

Administration and Library was fully computerised.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value(INR)	No.	Value(INR)	No.	Value(INR)
Text Books	18622+ 1392*	12,29,499.46	22	940.00	18644+ 1392*	12,30,439.46
Reference Books	199	41,321.77	Nil	--	199	41,321.77
e-Books**	97000+	--				
Journals	197	5470	Nil	--	197	5470
e-Journals**	6000+	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	--	--	--	--	--	--
Others (specify)	--	--	--	--	--	--

\*books for remedial coaching \*\*through Inflibnet-NList Programme

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	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.)

No programme was held.

#### 4.6 Amount spent on maintenance in lakhs :

i) ICT

**0.68861**

ii) Campus Infrastructure and facilities

**2.66374**

iii) Equipments 0.264

iv) Others 1.78274

**Total :** 5.39909

## **Criterion – V**

### **5. Student Support and Progression**

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC facilitated the departments to organise 12 (twelve) seminar lectures in the college delivered by several external resource persons from different colleges and universities of West Bengal to provide greater academic exposure to the students.
- IQAC assisted the Teachers' Council in organising 15 (fifteen) 'Interdisciplinary Talks' delivered by the faculty members of the several departments of this college with a view to accustom students to the interdisciplinary milieu of the academia.
- IQAC inspired the Students' Union, NSS, Alumni Association, Red Ribbon Club to observe several national and international days of observation, and organised programmes to create students aware about noble ideas like national integration, health, environment and social awareness.
- IQAC supervised and ensured the formation of Women's Study Cell in the college for propagating the issues of gender sensitisation, women empowerment and women health among all the students.
- IQAC initiated the process of modernisation by proposing the shifting of college library to a separate building, introducing modern facilities in the college auditorium, making e-books and e-journals available to students & Teachers by subscribing to the Inlibnet N-LIST programme.
- IQAC initiated the process of lectures delivered by advanced students of some departments acquainting them with the nuance of research related activities.
- IQAC motivated the departments to conduct innovative teaching-learning and evaluation methods for students by tracing out different counselling methods for advanced and slow learners.
- A few departments had carried out programmes on counselling of the students coming from marginal categories.
- IQAC 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 such other financial supports.

- IQAC took crucial role in extending the activities of ‘Student-Parent-Teacher Interface Meetings’ for understanding the needs of the students in a more comprehensive way.
- IQAC 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 such other financial supports.
- IQAC monitors the activities and services of the Students’ Health Home unit of the college.

## 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
<b>2934</b>	N.A.	N.A.	--

### (b) No. of students outside the state

**Nil**

### (c) No. of international students

**Nil**

Men	No	%	Women	No	%
	<b>1480</b>	<b>50.4%</b>		<b>1454</b>	<b>49.6%</b>

Last Year(2013-14)						This Year (2014-15)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
<b>2026</b>	<b>540</b>	<b>289</b>	<b>167</b>	--	<b>3022</b>	<b>1692</b>	<b>508</b>	<b>272</b>	<b>462</b>	<b>0</b>	<b>2934</b>

Demand ratio **1.60 : 1** Dropout % - **19.64%**

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

- A few departments had taken some remedial classes having linkage with competitive examination.
- Information brochures of Higher institutions were displayed for students’ attention.

### No. of students beneficiaries

**46**

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

- A few departments had taken some remedial classes having linkage with competitive examinations.
- Information brochures of Higher institutions were displayed for students' attention.

No. of students benefitted

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

A seminar on 'Women: Education And Power' By Prof. Dr. Syed Tanveer Nasreen, Department of History & Coordinator Of Women's Studies University Of Burdwan. was organised by Women Cell of the college on 08.06.2015. The Women Study Cell had taken a programme on preparing a survey report about the College students.

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	268	Rs. 1,17,040/-
Financial support from government	1202	Rs. 41,91,580/-
Financial support from other sources	Nil	Nil
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  (The events are mentioned under item 3.26)

5.13 Major grievances of students (if any) redressed: In spite of paucity of class rooms demand of the students for compact class routine was partially accommodated. Library contents (E-Books & E-Journals) enhanced by the subscription of Infilbnet-N-List Programme. Some laboratory equipments and computers were repaired/upgraded.

## 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 and Administration Management Software CAMS was in operation: It maintains major data. Conventional mechanism of information was also in operation.

#### 6.3 Quality improvement strategies adopted by the institution for each of the following:

##### 6.3.1 Curriculum Development

This is completely under the purview of the affiliating University (B.U.).

##### 6.3.2 Teaching and Learning

- Encouragement towards research publication and research projects.
- Emphasizing on divulging multidisciplinary approach of studies beyond the syllabus.
- Feedback reports from the students were processed.

### 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

- T.C. had organized 15 multi disciplinary research talks and IQAC organised 12 seminar lectures.
- Five research papers of the faculties were published in the international and national journals of repute and in conference proceedings.
- Motivated teachers towards research projects and initiated to publish an academic journal of the college.

### 6.3.5 Library, ICT and physical infrastructure / instrumentation

- Progress towards extension of physical infrastructure of the institution was tracked.
- Initiated towards the opening of smart class rooms.
- Initiated introduction of Yoga Cell.

### 6.3.6 Human Resource Management

Prof. Anindya Raut, Associate Professor in Commerce, presented 'New high lights of management' in an interactive session with the teaching and non-teaching staff of the college.

### 6.3.7 Faculty and Staff recruitment

As per the norms of the University and State government, recruitments were being done.

### 6.3.8 Industry Interaction / Collaboration

- Suggested collaboration with the KPS Institute of Polytechnic, a local technical College and other institutions for betterment of the college.
- The G.B. was advised to take initiatives to build up academic collaborations through faculty exchange programme with various universities for imparting quality teaching.

### 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"> <li>• College Employees' Co-operative Credit Society Ltd. continued to serve the interest of the share-holders in terms of bye laws.</li> <li>• Employees were facilitated with the benefits of Group Insurance Scheme (LIC).</li> <li>• College used to provide Salary savings Scheme under LIC.</li> </ul>
	Non teaching	
	Students	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Health check-up and medical facilities to the students through Students' Health Home, Kolkata, through the Chinsura office.</li> </ul>

6.5 Total corpus fund generated

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

For PG Programmes Yes  No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

6.11 Activities and support from the Alumni Association

6.12 Activities and support from the Parent – Teacher Association

### 6.13 Development programmes for support staff

- Dr. Dhiman Kumar Sau, Principal and Mr. Shyamal Bhattacharaya, Accountant of the College, presented exposure on e-governance, COSA and allied issues.
- Employees' Co-operative Society members met once in a year and discussed various problems faced by the Co-operative Society and evaluated the audit report in a thread bare.

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

The students of the college inspired by the NSS units and Students' Union took initiatives to clean the campus and adjacent areas to fulfil the objectives of **Mission Bangla** and **Swach-Bharat**.

## 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.

- 12 (twelve) seminar lectures were organised in the college.
- 15 (fifteen) '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 tracing out different counselling methods for advanced and slow learners.
- Several national and international days were observed to propagate noble ideas like national integration, health, environment and social awareness.
- Women's Study Cell in the college was formed to propagate the issues of gender sensitisation, women empowerment and women health.
- Short lectures were delivered by advanced students of some departments.
- Some departments designed counselling methods and remedial measures for slow learners.
- 'Student-Parent-Teacher Interface Meetings' were held for understanding the needs of the students in a more comprehensive way.
- Evaluation of the faculties by the students through feedback format and indentified the emerging trends.
- Cultural function by the present and former students initiated by Alumni and the Students' Union generated healthy culture and good participation.



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

- Concerted effort initiated for NAAC reaccreditation of the college.
- Seminar Lectures and Interdisciplinary Talks extended.
- The Inflibnet N-LIST programme was subscribed.
- Innovative teaching and evaluation methods introduced.
- Counselling and remedial measures for slow learners initiated.
- Programmes for observation of national and international days for creating social, environmental and health related awareness were organised.
- Renovation, repairing, extension and modernisation of college buildings (including library, auditorium, canteen, cycle shade, common room, toilet) were initiated.
- Student-Parent-Teacher Interface Meetings were effectively carried out.
- Social extension activities, like blood donation, tree plantation, were organised.
- Initiative for recruitment of teaching and non-teaching staff in vacant posts was initiated but yielded no result.
- Repairing and shifting of the existing power generator could not be completed.
- Evaluation of the faculties by the students through feedback format was introduced and examined.

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 financial support to the socio-economically underprivileged and meritorious students of the institution.

*\*Provide the details in annexure (annexure need to be numbered as i, ii,..) (Attached in Annexure-III)*

7.4 Contribution to environmental awareness / protection

- College was declared as 'No Plastic Zone'.
- Students and teachers were made aware about reducing carbon emission by reducing the use of personal vehicles.
- Trees planted in and around the college campus.
- Distribution of fruit trees among the BPL villagers in adopted villages.
- Seminar Talks held on "Impact of global climate change" and 'Chemical pollution in agricultural fields and alternatives'.

7.5 Whether environmental audit was conducted?      Yes       No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

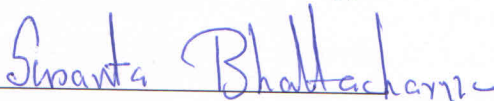
**Strength:** Qualified teaching faculty and efficient supportive staff having cordial relation with the students.

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

## 8. Plans of institution for next year (i.e 2015-16):

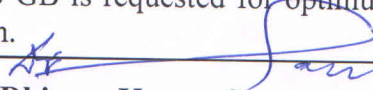
- Expediting the construction, renovation and extension of the college buildings as early as possible.
- Shifting of the existing library to the new building named Rabindra Bhawan.
- Teachers, Teaching supportive staff and Students are requested to take the advantage of Inflibnet N-LIST in the library for their academic Excellency.
- Recruitment of more teachers and supportive staff on temporary basis to cater ever increasing load factors.
- Creation of new teaching and non-teaching posts and opening of new Honours courses in Zoology and Botany and General courses in Santhali and Education.
- Opening of vocational courses in Communicative English and Computer Application.
- Construction of class rooms considering extreme paucity of space so that the students might get more opportunity to have access towards quality education.
- Planning and construction of two floors on Rabindra Bhawan and to complete the structure of the three-storied building contiguous to Netaji Bhawan.
- Beautification of the college ground and adjacent pond.
- Making smart class room operational.
- To enhance and extend socially relevant activities through Women's Study Cell and NSS.
- Scripting of MoU with Lions Club of Dhaniakhali, local brewery industry, local technical college for dissemination of knowledge through academic exchange.
- Setting up of herbal garden under the supervision of Botany department.
- Comprehensive numbering of buildings and rooms along with indicative charts and maps.
- Green audit under supervision of Botany department and NSS.
- Interdepartmental Interdisciplinary Exchange Programme.
- Setting up of departmental libraries.
- Setting up of language laboratory.
- Training of teaching and non-teaching members for upgrading computer related awareness.
- Solar panel to be installed.
- Renovation and up-gradation of facilities in College auditorium.
- Yoga centre to start from the academic session 2015-16.
- Women Study Cell requested to complete their project work within January 2016.
- To make review of the online process of the admission and the problems arising.
- Holding of science / cultural fair and distribution of endowments to the students on the basis of their performance in University Examinations.
- Incorporation of additional points in the feedback format and divulgation of mechanism about the absentee students.
- Proper utilization of the College land outside the College campus.
- As Girls Students are not interest to stay in Hostel so GB is requested for optimum utilization of the Girls Hostel towards quality education.

Name: **Dr. Susanta Bhattacharyya.**



Signature of the Coordinator, IQAC

Name: **Dr. Dhiman Kumar Sau**

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

Signature of the Chairperson, IQAC

## ANNEXURE I: ACADEMIC CALENDER

### ACADEMIC CALENDAR (PROVISIONAL) FOR THE SESSION 2014 – 2015

- a) MODULE –I : 1st July,2014 to 6th October,2014 = 72 Working Days  
 b) MODULE –II : 7th October,2014 to 2nd February,2015 = 69 Working Days  
 c) MODULE –III : 3<sup>rd</sup> February,2015 to 30th June,2015 = 91 Working Days  
 No. of actual teaching days exclude internal examination/test & observation 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
<b>MODULE –I (1<sup>st</sup> July,2014 to 6<sup>th</sup> October,2014)</b>					
July-2014	1st	July(1-7)	2 days: Sunday-6/7, Punaryatra-7/7/14	2 days	5 days
July-2014	2nd	July(8-14)	1 day: Sunday-13/7/14	1 day	6 days
July-2014	3rd	July(15-21)	1 day: Sunday-20/7/14	1 day	6 days
July-2014	4th	July(22-28)	1 day: Sunday-27/7/14	1 day	6 days
July-Aug,14	5th	July29-Aug4	2 days: Id-Ul-Fitre- 29/7, Sunday-3/8/14	2 days	5 days
Aug-2014	6th	Aug(5-11)	1 day: Rakhi Purnima & Sunday-10/8/14	1 day	6 days
Aug-2014	7th	Aug(12-18)	2 days: Independence Day-15/8/14, Janmastami & Sunday-17/8/14	2 days	5 days
Aug-2014	8th	Aug(19-25)	1 day: Sunday-24/8/14	1 day	6 days
Aug-Sept 14	9th	Aug,26-Sept,1	1 day: Sunday-31/8/14	1 day	6 days
Sept-14	10th	Sept (2-8)	1 day: Sunday-7/9/14	1 day	6 days
Sept-14	11th	Sept (9-15)	2 days: Sunday-14/9/14, Birthday of Sarat Chandra-15/9/14	2 days	5 days
Sept-14	12th	Sept (16-22)	2 days: Viswakarma Puja -17/9/14, Sunday-21/9/14	2 days	5 days
Sept-14	13th	Sept (23-29)	2 days: Mahalaya-23/9/14, Sunday-28/9/14	2 days	5 days
Sept-Oct 14	14th	Sept 30-Oct 6	Puja Holidays	7 days	Nil
<b>MODULE –II (7<sup>th</sup> October,2014 to 2<sup>nd</sup> February,2015)</b>					
Oct-14	15th	Oct(7-13)	Puja Holidays	7 days	Nil
Oct-14	16th	Oct(14-20)	Puja Holidays	7 days	Nil
Oct-14	17th	Oct(21-27)	Puja Holidays -21/10/14/14 to 25/10/14	5 days	2 days
Oct-14	18th	Oct 28-Nov 3	3 days: Jagadhatri Puja-31/10 & 1/11,Sunday-2/11/14	3 days	4 days
Nov-14	19th	Nov(4-10)	3 days: Muharram-4/11,Birthday of Guru Nanak-6/11/14,Sunday-9/11/14	3 days	4 days
Dec-14	25th	Dec( 16-22)	1 day: Sunday-21/12/14	1 day	6 days

Dec-2014	26th	Dec( 23-29)	5 days:Christmas Day -25/12, Winter Recess-26/12 to 29/12/14	5 days	2 days
Dec 14-Jan 15	27th	Dec 30-Jan 5	5 days: Winter Recess-30/12 & 31/12, New year's day1/1/15, Sunday-4/1, Fateha Doaz Daham-5/1/15	5 days	2 days
Jan 2015	28th	Jan( 6-12)	1 day: Sunday-11/1/15	1 day	6 days
Jan 2015	29th	Jan( 13-19)	3 days: Pous Parvan-14/1, Uttarayan-15/1, Sunday-18/1/15	3 days	4 days
Jan 2015	30th	Jan( 20-26)	3 days: Birthday of Netaji- 23/1,Sunday-25/1/15, Republic Day -26/1/15	3 days	4 days
Jan-Feb 2015	31st	Jan 27-Feb.2	1 day: Sunday-1/2/15, Fateha Yeaz Daham -2/2/15	2 days	5 days
<b>MODULE –III (3rd February,2015 to 30th June,2015)</b>					
Feb 2015	32nd	Feb( 3- 9)	1 day: Sunday -8/2/15	1 day	6 days
Feb 2015	33rd	Feb( 10-16)	1 day: Sunday 15/2/15	1 day	6 days
Feb 2015	34th	Feb( 17-23)	2 days: Siva Ratri-17/2/15, Sunday- 22/2/15	2 days	5 days
Feb-Mar,2015	35th	Feb 24-Mar 2	1 day: Sunday-1/3/15	1 day	6 days
Mar-2015	36th	Mar(3-9)	3 days: Dol Yatra 5/3/15 & 6/3/15 Sunday-8/3/15	3 days	4 days
Mar-2015	37th	Mar (10-16)	1 day: Sunday-15/3/15	1 day	6 days
Mar-2015	38th	Mar (17-23)	1 day: Sunday-22/3/15	1 day	6 days
Mar-2015	39th	Mar( 24-30)	2 days: Ramnavami – 28/3/15 Sunday-29/3/15	2 days	5 days
Mar-April 15	40th	Mar 31-Apr 6	3 days: 2/4/15, Good Friday - 3/4/15, Sunday-5/4/15	3 days	4 days
April-2015	41st	April (7-13)	1 day: Sunday-12/4/15	1 day	6 days
April-2015	42nd	April (14-20)	3 days: Chaitra Sankranti - 14/4/15, Bengali Naba Barsha-15/4/15, Sunday-19/4/15	3 days	4 days
April-2015	43rd	April (21-27)	1 day: Sunday-26/4/15	1 day	6 days
April-May-15	44th	Apr 28- May 4	4 days:College Foundation Day- 29/4/15, May Day-1/5/15,Sunday 3/5/15, Buddha Purnima -4/5/15	4 days	3 days
May-2015	45th	May (5-11)	3 days: Birthday of Rabindranath- 9/5/15, Sunday-10/5, Summer Recess-11/5/15	3 days	4 days
May-2015	46th	May (12-18)	Summer Recess	7 days	Nil
May-2015	47th	May (19 -25)	Summer Recess	7 days	Nil
May-June,15	48th	May26- June 1	Summer Recess	7 days	Nil
June-2015	49th	June(2-8)	Summer Recess- 2/6 to 6/6, Sunday-7/6,	6 days	1 day
June-2015	50th	June(9-15)	1 day: Sunday-14/6/15	1 day	6 days
June-2015	51st	June(16-22)	1 day: Sunday-21/6/15	1 day	6 days
June-2015	52nd	June(23-29)	1 day: Sunday-28/6/15	1 day	6 days
June-2015	53rd	June30	Nil	Nil	1 day

## ANNEXURE II

### **Summary of Students' Feedback for the Academic session 2014-2015** **Feedback about different aspects of the Institution**

Parameters	Response(%)
Quality of teaching in class room	Excellent: <b>73%</b>
	Good: <b>26%</b>
	Average: <b>1%</b>
Adequacy of teaching-learning process	Excellent: <b>57.14%</b>
	Good: <b>41.40%</b>
	Average: <b>1.46%</b>
Whether the whole syllabus is completed or not within stipulated period:	Yes: <b>97.38%</b>
	No: <b>2.62%</b>
Whether the unit tests are conducted or not:	Yes: <b>99.7%</b>
	No: <b>0.3%</b>
Whether Annual Test Examination is taken or not:	Yes: <b>99.7%</b>
	No: <b>0.3%</b>
Whether the teachers are helpful in extending their co-operation outside their classes:	Yes: <b>98.83%</b>
	No: <b>1.17%</b>
Co-curricular/ Extension activities of the Department:	Excursion: <b>28.86%</b>
	Field work: <b>15.74%</b>
	Observing important days: <b>47.2%</b>
	Cultural Programme: <b>39.65%</b>
	Community service: <b>9.04%</b>
Suggestions for improvement if any: (summary of suggestions received)	More books in the library, preferably newly published books and more journals; More teaching and supportive staff are to recruited; Internet facilities in the departments and more computers; Installation of aqua guards; Spacious reading room in the library; Seminar library in the departments; More special/tutorial class; More class rooms and some specific classroom for a particular department; Improved ventilating system in the Chemistry Lab. Discipline in the lab to be improved.

## ANNEXURE III

### Best Practice-1

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

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

**The Context:** The NSS wing of this college and the academic departments are putting their best efforts in making the students aware about their social responsibilities and environmental issues. It is not an easy task in an ever growing consumer culture but the progress towards the challenge is worth taking.

**The Practice:** The NSS units of the College maintain regular initiatives and programmes, as far as possible, inside the college campus and in neighbouring adopted villages and allied areas, in motivating the students and local people towards the noble task of blood donation and making them aware about the danger of environmental hazards. Seminars, posters, inter-face sessions, camps in adopted villages, distribution of fruit plants, etc. help to create a positive impact. The NSS Units, Students' Union regularly organize blood donation camps and organize programmes for tree plantation, and cleaning of the campus. The practice was carried out through the following events:

- Plantation of saplings in the college campus.
- Distribution of Fruit-trees among the BPL villagers of adopted villages.
- Observation of World AIDS Day through a Rally of NSS volunteers around Dhaniakhali to aware people against HIV and AIDS.
- Vivek-Chetana-Utsab, 2015 – Celebration of Swami Vivekananda's Birthday with cultural programme on the life and works of Swami Vivekananda.
- A workshop cum seminar on Self-Defense with the help of Kyokushin Karate, Japan, was organised with special focus on Women's Self Defense.
- Mission Nirmal Bangla, a mission encouraged by the Government of West Bengal, modelled on the vision of 'Swachh Bharat' of the Government of India, was organised with a Rally of NSS volunteers along with other students of the College and also with students of local schools to spread awareness about cleanliness among the citizens of the surrounding locality. In normal course, College Campus and Adopted Village Cleaning Ventures are undertaken by the students and NSS volunteers on a regular basis.
- Blood Donation Camp was organised by the Red Ribbon Club, NSS and Students' Union. Burdwan Medical and Hospital extended their support in collection and preservation of blood donated by enthusiastic students, teachers and local people.
- Kabi Pronam, a cultural programme to commemorate the birthdays of Rabindranath Tagore and Kazi Najrul Islam, was organised by the institution in addition to the Annual Social and Cultural function of the Students' Union.

**Evidence of Success:** NSS activities are being extended. More and more students are eager to enrol themselves within the fold of NSS. The local inhabitants have a good impression about the social awareness programmes of the College. We have translated our campus into a greener and cleaner state through tree plantation and campus cleaning initiatives. Health and environmental awareness among the students and in the villages adopted by NSS have improved to a great

extent. More and more students are eager to participate in cultural programmes which encourage us to organise more cultural programmes in the coming academic sessions.

**Resources Required:** NSS programme officers and volunteers monitor the whole programme taking the financial grants and guidelines from the University of Burdwan from time to time. However, more funds are required for organising cultural and such other programmes on a regular basis.

**Problems Encountered:** Holding of night camps comprising girls students appear to be difficult due to security concern. Collaboration with the local administration needs to be extended in this regard. The institute needs a full-time Gardener for maintaining the saplings planted in the campus.

### **Best Practice-2**

**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:** Situated in a rural area, within an Assembly Constituency reserved for scheduled caste candidate, most of the students of this college come from underprivileged background of the society. A formidable section of the students here are first generation college learners from their families. A sizable number of students are also from tribal, minority and other reserved categories marked by the traits of poverty and lack of academic access. 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:** To confront the challenge, the college administration adopts the policy to assist 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, the college is determined in extending financial assistance to the students under the schemes of 'full-free-ship', 'half-free-ship' and 'poor-fund'. The modalities are chalked out in a meeting of the "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. After proper notification students are requested to submit their applications in the college office and final dispensation follows accordingly.

**Evidence of Success:** A good number of students having traits of socio-economic backwardness have been benefitted through this student support system. The increasing number of beneficiaries of this student support system endorses the success of this endeavour. In this academic session, 2014 – 2015, 53% 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)	1,202	Rs. 41,91,580.00
College	268	Rs. 1,17,040.00
Other	0	NIL
Total	1470	Rs. 43,08,620.00

**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 due to the Government of West Bengal's order to submit fifty percent of the tuition fees to the Department of Higher Education, a contingency plan is to be framed up to meet the challenges for the upcoming days.