

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

Part – A

AQAR for the year

2016-2017

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. Susanta Bhattacharyya, Teacher in Charge

Tel. No. with STD Code:

(03213) 255282

Mobile:

9477502019

Name of the IQAC/Q.C Co-ordinator:

Dr. Ramanuj Konar

Mobile:

9477502019(S.B.), 9474021041(R.K.)

IQAC/College e-mail address:

**principal_scollegednk@rediffmail.com/
saratcentenary@gmail.com
iqac.scc@gmail.com**

1.3 NAAC Track ID (For ex. MHCOGN 18879)

WBCOGN12417

OR

1.4 NAAC Executive Committee No. & Date:

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

1.5 Website address:

www.scollegednk.ac.in

Web-link of the AQAR:

www.scollegednk.ac.in/images/uploads/aqar_2016-2017.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C++	67.05	2005	5 Years
2	2 nd Cycle	B	2.33	2016	5 Years
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

11.02.2014*

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

1.8 AQAR for the year : 2016 -2017

1.9 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)

➤ Last Assessment and Accreditation by NAAC held on September,2016

1.10 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

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC/ Composition and Activities

2.1 No. of Teachers(including the Chairperson

& the Co-ordinator)

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2. 6 No. of any other stakeholder and
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC 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) **01**

(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 reformed to comply with UGC XIIth plan guidelines.
- IQAC prepared documentations for NAAC visit in September 2016.
- IQAC led the planning and coordination for NAAC visit.
- In view of enhancing Quality culture of the academic atmosphere of the college, the IQAC organized Seminar Lectures with the support of various departments in the college delivered by external and internal resource persons from different Colleges and Universities of West Bengal. Furthermore awareness programmes on various social, ethical topics were also organized by the IQAC, where distinguished external personalities participated.
- Virtual Classroom was set up and inaugurated.
- Online Peer Reviewed Journal launched
- IQAC led the planning and coordination with the 4 principal investigators awarded UGC Minor Research Projects in 2017.
- Awareness Workshop on Pradhan Mantri Krishi Sichai Yojona (PMKSY) organised.
- Awareness Workshop on Pradhan Mantri Fasal Bima Yojana (PMFBY) organised.
- Peer Reviewed print journal launched.
- Staff ability development workshop for Non Teaching staff organised.
- State level workshop on NAAC and RUSA organised with funding from WBSCHE.
- Ability enhancement workshop on herbal dying methods organised for local weavers and handloom owners.

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 (2016-2017)	Achievements
1. To prepare the documentation for presentation to NAAC peer team.	1. Successfully prepared and arranged all required documents.
2. To assist departments in preparing departmental presentations for NAAC peer team departmental visit.	2. All departments prepared presentations for NAAC peer team.
3. To sensitize all stakeholders regarding the importance of NAAC accreditation.	3. Alumni, students' union, parents and all other stakeholders took positive role in NAAC peer team meetings.
4. Opening of skill development courses.	4. NSDC approved skill development centre starts functioning in college..
5. Setting up a virtual classroom	5. Virtual classroom set up and inaugurated.
6. Allocation of fund for research activity	6. Fund allocated in this regard

* 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	02	00	00
PG Diploma				
Advanced Diploma				
Diploma				
Certificate		05* (NSDC approved courses)	05	05
Others				
Total	14	07	05	05

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	16

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.

Botany & Zoology Honours started

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	39	17	07	Nil	14# + 01\$

** **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. **09**

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
09	09	N.A	N.A	N.A.	N.A	0	0	09	09

2.4 No. of Guest and Visiting faculty and Temporary faculty

00 Nil **16**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	07	07	01
Presented papers	01	05	00
Resource Persons	-	-	-

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

IQAC constantly encourage so that more teachers make use of ICT methods and other interactive and research-oriented teaching methods
 Field/ excursion based activity for gathering of practical knowledge
 Use of computational software for visualization of geometric surfaces and curves and use of graphical proof of some mathematical results as an alternative approach

2.7 Total No. of actual teaching days during this academic year **198**

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

- Online class test based on multiple choice questions
- Threshold label test for newcomers

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.

2.10 Average percentage of attendance of students

Nearly 77.5 % 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.)	122		2.46%	87.70%	--	90.16%
BA(General)	336		--	5.65%	29.46%	35.12%*
B.Sc(Hons.)	06	--	--	83.33%	--	83.33%
B.Sc (General)	03		33.33%	66.67%	--	100%
B.Com(Hons.)	03		--	66.67 %	--	66.67 %
B.Com (Gen.)	02		--	--	50 %	50%

*Good number of students cleared 3rd year examinations. But as their 2nd yr results are yet to be published they are not counted here.

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.
- During meeting with teachers discussion takes place about the performances of the students in the University Exams and accordingly IQAC suggests measure to be taken for improvement

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	
HRD programmes	01 (STC)
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	01
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	05
Others	02

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	10	11	Nil	11
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

- IQAC assisted the college library in making e-books and e-journals available to students and teachers by renewing subscription of Inflibnet N-LIST programme.
- Encouraged faculties for submission of Research Projects and to present their work in internal/external seminar
- Requested the college to allocate internal funds for research activity

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	--	04	--	--
Outlay in Rs. Lakhs	--	--	Total sanctioned amount - 8.32 lakhs	--

3.4 Details on research publications

	International	National	Others
Peer Review Journals	01	03	
Non-Peer Review Journals			
e-Journals	01	01	
Conference proceedings		01	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	--	--	--	--
Minor Projects	2016/17 to 2018/19	UGC	8.32 Lakhs	1st installment
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			01		
Sponsoring agencies			wbsche		

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 State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- Observation of Rabindra Jayanti (Cultural heritage)
- Observation of World Environment day through tree plantation
- Plantation programme in adopted villages
- Organisation of Blood donation and cultural programme
- Participation in “Digital India” programme

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)	--	19.05392	UGC & College	19.05392
Others	--	--	--	--

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	19450+ 1400*	1417691.46	175+ 8(R)	28071.00	19625+ 1408*	1445762.46
Reference Books	227	49110.77	18	6591	245	55701.77
e-Books**	97000+	--	..	--	97000+	--
Journals	244(Issue) 07(title)	27190	67 (Issue)	NIL#	311	27190
e-Journals**	6000+	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	--	--	--	--	--	--
Others (specify)	--	--	--	--	--	--

*books for remedial coaching **through Infflibnet-NList Programme

subscription paid in Ac. Yr. 2015-16

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Other s
Existing	38 + 5(laptop)	08	Yes	00	00	12	15	08
Added	7 + 1(laptop)	04	Yes	00	00	00	03	01
Total	45+ 6(laptop)	12	Yes	00	00	12	18	09

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

No new programme was held in this regard

4.6 Amount spent on maintenance in lakhs :

i) ICT

0.5062

ii) Campus Infrastructure and facilities

35.02307

iii) Equipments

2.52546

iv) Others

4.32199

Total :

42.37672

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC motivated the departments to conduct innovative teaching-learning methods and to conduct remedial classes for the concerned students. Accordingly remedial classes held for most of the Honours courses. Some special lectures were also held where teachers from other college delivered lectures on selected topic.
- IQAC monitors the activities and services of the Students' Health Home unit of the college. IQAC monitors the activities and services of the Students' Health Home unit of the college
- Various information on higher studies, fellowship/stipend, examination regulation and schedules are uploaded in the college website under student corner menu to aware the students

5.2 Efforts made by the institution for tracking the progression

- A good number of students were benefitted from remedial classes.
- During meeting with teachers, discussion takes place about the performances of the students in the University Exams and accordingly IQAC suggests remedial measures to be taken

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2519	N.A.	N.A.	--

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	1025	40.7%		1494	59.3%

Last Year(2015-16)						This Year (2016-17)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1754	426	250	227	--	2657	1565	416	246	292	--	2519

Demand ratio **1.4 : 1** Dropout % - **13.16%**

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

- Career Counselling Cell conducted coaching classes for School Service exams for 3 subjects. It also conducted coaching classes for other Competitive exams
- Information brochures of Higher Education institutions were displayed aiminf final year students

No. of students beneficiaries

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

- Information brochures of Higher institutions were displayed for students' attention in College Notice boards and on college website under student corner menu
- Some departments have printout of previous competitive exam questions. They provide it to the students for practising
- Most of the Honours departments provide information on scope of higher education after graduation to their respective students

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

The Women Study Cell and NSS organize programmes in this regard.

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	316	Rs. 74160/-
Financial support from government	1101	Disbursed through DBT
Financial support from other sources	16	Disbursed through DBT
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: Library contents enhanced. More computers purchased. Drinking water facility enhanced.

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.
- Feedback reports from the students were processed.
- Use of power audio-visual aids along with traditional chalk and talk method

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.
- Conduction of online class tests that also give some idea about online competitive exam

6.3.4 Research and Development

- Four Faculty members are carrying out Minor Research Projects
- Faculty members published 6 research papers

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Progress towards extension of physical infrastructure of the institution was tracked.
- Virtual class room started functioning

6.3.6 Human Resource Management

College administration and IQAC take required measures in this regard

6.3.7 Faculty and Staff recruitment

Nine Assistant Professors (including one Librarian) joined in this Academic year after getting recommendation from WBCSC.

6.3.8 Industry Interaction / Collaboration

- Several NSDC approved courses are going on under collaboration with NSDC approved agency

6.3.9 Admission of Students

Admission policy was divulged as per the University and State Government norms and actual admission was done through online mode.

6.4 Welfare schemes for	Teaching	<ul style="list-style-type: none"> • College Employees' Co-operative Credit Society Ltd. continued to serve the interest of the share-holders in terms of bye laws. • Employees were facilitated with the benefits of Group Insurance Scheme (LIC). • College used to provide Salary savings Scheme under LIC.
	Non teaching	
	Students	<ul style="list-style-type: none"> • Provided financial assistance to the college students through the elaborate mechanism of Free, half free ship and poor fund dispensation besides other assistance from the Government. • Group Health insurance scheme for the students introduced from this Academic Year

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	No	--	Yes	T.C.
Administrative	No	--	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?

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 meets at a regular interval and interacts with the Principal/Teacher in Charge regarding various academic issues and helps in organizing blood donation camp
- This year Alumni members played a key role during NAAC Peer Team visits

6.12 Activities and support from the Parent – Teacher Association

Formally this association didn't exist. However, IQAC organised interface session with the students and parents where faculty members interacted.

6.13 Development programmes for support staff

- 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

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.

- '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.
- 'Interdisciplinary Talks' delivered by the faculty members of the several departments of this college.
- Conduction of online class tests by some departments

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

- Successfully prepared and arranged all required documents pertaining to NAAC 2nd cycle Reaccreditation.
- Helped the departments in preparing documents for NAAC peer team.
- Played key roll to interact with various section like Alumni, students' union, parents for the NAAC peer team visit
- NSDC approved skill development centre started functioning in college..
- Virtual classroom becomes operational
- Some funds are allocated for research purpose

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

- (i) Adoption of cashless mode transaction through electronic modes to ensure financial transparency
- (ii) Interdisciplinary Talks and Interdepartmental Teaching - IIFEP

**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'.
- Trees planted in and around the college campus.
- NSS wings of the college observed World Environment Day in the College Campus

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 class rooms and equipments

8. Plans of institution for next year (i.e 2017-18):

- Expediting the construction, renovation and extension of the college buildings
- Applying for ISSN of the Online peer reviewed journal.
- Creation of new teaching and non-teaching posts and opening of General courses in Santhali and Education.
- Broadening the scope of the courses offered by Skill Development centre.
- Planning and construction of two floors on Rabindra Bhawan and to complete the structure of the three-storied building contiguous to Netaji Bhawan.
- Planning of indoor sports complex.
- Broadening the use of ICT based teaching.
- Incorporation of additional points in the feedback format and divulgation of mechanism about the absentee students.
- To organise annual educational exhibition of the college.
- To buy new books for college library.
- To buy new laboratory instruments.
- To organise science quiz to generate science awareness among students.
- To organise blood donation camp.
- To spread environmental awareness among students.
- To launch Sarat Centenary College Research Related Funding guidelines for proper utilisation of research related budgetary allocation from college funding.

Name: **Dr. Ramanuj Konar**



Signature of the Coordinator, IQAC

**Coordinator, IQAC
Sarat Centenary College
Dhaniakhali, Hooghly**

Name: **Dr. Susanta Bhattacharyya**



Signature of the Chairperson, IQAC

**Teacher-in-Charge & Secretary
Sarat Centenary College
Dhaniakhali, Hooghly**



ANNEXURE I: ACADEMIC CALENDER
ACADEMIC CALENDAR (PROVISIONAL) FOR THE SESSION 2016 – 2017

- a) MODULE –I : 1st July,2016 to 14th November,2016 = 78 Working Days
b) MODULE –II : 15th November,2016 to 31st December,2016 = 37 Working Days
c) MODULE –III : 1st January,2017 to 30th June,2017 = 131 Working Days
No. of actual teaching days exclude examination/test & observation days

Month	Days in the Month	Number of Holidays	Number of No class days	Number of days available for holding Classes, Exams, Admission work etc.
1	2	3	4	5
MODULE –I (1st July,2016 to 19th October, 2016)				
July-2016	31	Sunday: 5days(3,10,17,24,31) Holiday: Id-Ul-Fitre& Rath Yatra: 6/7 & 7/7	7 days	24 days
Aug-2016	31	Sunday: 4days(7,14,21,28) Holiday: Independence Day-15/8 Janmastami-25/8	6 days	25 days
Sept-2016	30	Sunday: 4days(4,11,18,25) Holiday: Id-Uz-Zoha-13/9 Viswakarma Puja -17/9, Mahalaya-30/9	7 days	23 days
Oct-2016	31	Sunday: 5days(2,9,16,23,30) Holiday: Birthday of Gandhiji:02/10(Sunday) Puja Holidays-6/10 to 19/10 & 24/10 to 31/10	25 days	6 days
MODULE –II (20th October,2016 to 31 December, 2016)				
Nov-2016	30	Sunday: 5days(6,13,20,27) Holiday: Puja Holidays- 1/11 & 2/11 Jagadhatri Puja-7/11 to 10/11 Guru Nanak Birthday-14/11	11 days	19 days
Dec-2016	31	Sunday: 4days(4,11,18,25) Holiday: Fateha Doaz Daham- 12/12, Local Holiday-19/12 Christmas Day & Winter Recess - 24/12 to 31/12	13 days	18 days
MODULE –III (1st January,2017 to 30th June, 2017)				

Jan 2017	31	Sunday: 5days(1,8,15,22,29) Holiday: Principal Discretion- 10/1 Swamiji's Birthday-12/1, Pous Parvan- 14/1, Netaji's Birthday-23/1, Local holiday- 25/1, Republic Day-26/1	11 days	20 days
Feb 2017	28	Sunday: 4days(5,12,19,26) Holiday: Saraswati Puja-1/2 & 2/2 Shivaratri-24/2 & 25/2	8days	20 days
Mar,2017	31	Sunday: 4days(5,12,19,26) Holiday: Holi & DolYatra-13/3 & 14/3	6 days	25 days
April- 2017	30	Sunday: 5days(2,9,16,23,30) Holiday:Ramnabami-5/4, Good Friday-14/4 Bengali Naba Barsha-15/4, Sab-e- miraj-25/4 College Foundation day 29/4 & 30/4	11 days	19 days
May- 2017	31	Sunday: 4days(7,14, 21,28) Holiday: May day- 1/5, Rabindra Jayanti-9/5, Buddha Purnima-10/5, Sab-e-barat- 12/5	8days	23 days
June- 2017	30	Sunday: 4days(4,11,18,25) Holiday: Id-ul-fitar-26/6 & 27/6	6 days	24 days
Total	365		119	246
Actual Teaching Days				198

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: 80%
	Good: 20%
	Average: 0%
Adequacy of teaching-learning process	Excellent: 60%
	Good: 35%
	Average: 5%
Whether the whole syllabus is completed or not within stipulated period:	Yes: 97%
	No: 3%
Whether the unit tests are conducted or not:	Yes: 100%
	No: 0%
Whether Annual Test Examination is taken or not:	Yes: 100%
	No: 0%
Whether the teachers are helpful in extending their co-operation outside their classes:	Yes: 92 %
	No: 08%
Co-curricular/ Extension activities of the Department conducted (% of student participated among from whom feedbacks were taken)	Excursion: 30%
	Field work: 12%
	Observing important days: 65%
	Cultural Programme: 45%
	Community service: 12%
Suggestions for improvement if any: (summary of suggestions received)	More books required in the library, career oriented journals Spacious reading room in the library; Seminar library in the departments; More class rooms ; Some specific classroom for a particular department;

ANNEXURE III

Best Practice-1

Title: Adoption of cashless mode transaction through electronic modes to ensure financial transparency

Objectives

Cashless mode of transaction would help in real time transfer of money. This mode would also help in financial management as the load of maintaining paper documents would be reduced.

Context

Students have been filling up online admission forms and making online payments for admission since the past few years. Introduction of cashless mode of transaction would also include other fees paid by students from time to time which were earlier paid at the college cash counter.

Methodology

After talking to a bank authority the college arranged for installation of PoS machines at college so that debit/credit cards could be swiped by students to pay their necessary fees. Payments at the portal of the bank in favour of the college were also accepted.

Results

It was easier for most of the students as they could pay from their debit/credit cards. This made real time transfer effective and simplified the operations of the finance section of the college. However, some students preferred to pay in cash as they had no bank accounts.

Best Practice-2

Title: Interdisciplinary Talks and Interdepartmental Teaching – IIFEP

Objectives

Considering the growing interdisciplinary nature of the syllabi this policy aims to make optimum utilisation of the existing human resource available in the institution. This policy would also offer students wider scope to learn from teachers of different disciplines.

Context

It is difficult to master all the aspects of an interdisciplinary subject in the sphere of higher education. However, the institution has been offering different subjects from different disciplines. Exchange of resources among the academic departments would enable students to acquire better understanding of several interdisciplinary aspects of the subjects.

Methodology

Academic council discussed the plan of Interdisciplinary Interdepartmental Faculty Exchange Programme (IIFEP) with all the departments. Interdisciplinary components in different syllabi were identified. Teachers from different subjects opted for different components from other departments and a lecture plan was prepared.

Results

Students found it more enriching to learn from a specialist of a specific interdisciplinary component in their syllabi. This gave them a scope to learn about the real interdisciplinary nature of the subjects they are studying.