The Annual Quality Assurance Report (AQAR) of the IQAC

SARAT CENTENARY COLLEGE

Dhaniakhali, Hooghly, West Bengal

Part – A

AQAR for the year
> 2017-2018

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. 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_sccollegednk@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.sccollegednk.ac.in**

Web-link of the AQAR: **www.sccollegednk.ac.in/images/uploads/aqar_2017-2018.pdf**

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	**B**	**2.33**	**2016**	**5 Years**
3	3rd Cycle				
4	4th 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 : 2017 -2018

1.9 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 *2016-2017: Submitted to NAAC on 30-12-2018*   (DD/MM/YYYY)

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 | **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 (including the Chairperson | **07**
& the Co-ordinator)

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 | **01**

2.7 No. of Employers/ Industrialists | **NIL**

2.8 No. of other External Experts | **01**

2.9 Total No. of members | **11**

2.10 No. of IQAC meetings held   04

2.11 No. of meetings with various stakeholders: No. 08   Faculty 03

Non-Teaching Staff /Students 02   Alumni 02   Others 01

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

If yes, mention the amount   N.A.

2.13 Seminars and Conferences (only quality related) **NIL**

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos NIL   International NIL   National NIL

State NIL   Institution Level NIL

(ii) Themes

2.14 Significant Activities and contributions made by **IQAC**

- Workshop on Road Safety and Traffic rules organised for students.
- Training facility for self defence through martial arts launched for students.
- Training facilitated for up gradation of handloom technology among local weavers.
- Teacher and office staff awareness programme on CBCS semester system introduced by university.
- Student orientation on CBCS during the first week after admission.
- Planning for purchase of new books and equipments for the CBCS system.
- Planning for engagement of guest lecturers from college fund to manage CBCS system.
- Online peer review journal enlisted in UGC list of approved journals.
- Science city (Kolkata) excursion for students organised.
- Annual exhibition of college organised.
- S. N. Bose's birth centenary was observed.
- Science quiz organised and was participated by other institutes also.
- Blood donation camp organised by NSS
- Yoga day observed.
- World environment day observed.
- Save water campaign launched among students.

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 (2017-2018)	Achievements
1. Organizing Seminar Lectures by external resource persons from several colleges and universities of West Bengal for dissemination of knowledge.	1. Seminar Lectures were organised.
2. Interdisciplinary talks by internal faculty members of the college and awareness programmes on contemporary issues to be held.	2. Interdisciplinary Talks and eleven awareness programme were held.
3. Proposals for conducting class tests like online-tests, Threshold level test in addition to surprise class tests.	3. Threshold level tests were taken by all departments and some departments took online class tests.
4. Annual Educational Exhibition and Science Quiz planned to be organised involving neighbouring schools and technical colleges.	4. Educational Exhibition and Science Quiz organised with active participation from local schools and two neighbouring technical colleges.

*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	16	00	00	00
PG Diploma				
Advanced Diploma				
Diploma				
Certificate		04 (NSDC Approved courses)	04	04
Others				
Total	16	04	04	04

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	16
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.

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
39	**18**	**06**	**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.   **12**

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
01	08	N.A	N.A	N.A.	N.A	0	0	0	08

2.4 No. of Guest and Visiting faculty and Temporary faculty

00   Nil   **22**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	06	07	00
Presented	08	07	03
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 better visualization
> .

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

193

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

- Online class test based on multiple choice question
- 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/ Syllabus Committee, Burdwan University.
- Five teachers participated in CBCS workshop organised by the affiliating University

2.10 Average percentage of attendance of students

> Nearly 85 % in average in case of Hons. Subjects and Practical classes.
>
> Approx. 76% 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.)	139		4.32%	60.43%	--	64.75%
BA(General)	183		--	2.73%	25.14%	27.87%*
B.Sc(Hons.)	06		33.33%	50%	--	83.33%
B.Sc (General)	04		25%	-	--	25%
B.Com(Hons.)	00		--	--	--	-
B.Com (Gen.)	03		--	--	--	0.0% *

*Most 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.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	01
Summer / Winter schools, Workshops, etc.	06
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	**08**	**13**	**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.
- Monitored the four ongoing UGC MRPs and 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
- Sarat Centenary College Research Related Funding (SCCRRF) guidelines were prepared and Call for Proposals were issued. SCCRRF is funded from the college's own fund.

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	--	**--**	8.32	--

3.4   Details on research publications

	International	National	Others
Peer Review Journals	**01**	**03**	
Non-Peer Review Journals		**02**	
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	**2016/17 to 2018/19**	**UGC**	**8.32 Lakhs**	**--**
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 **01**

ii) Without ISBN No. **01**

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					**04**
Sponsoring agencies					**College**

3.12 No. of faculty served as experts, chairpersons or resource persons **03**

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

3.14 No. of linkages created during this year **01**

3.15 Total budget for research for current year in lakhs :

From Funding agency **Nil**   From Management of University/College **25000/-**

Total   **25000/- + 2ⁿᵈ instalment of four Minor Research Projects**

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

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 **01**

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 | [ ] | College forum | 02

NCC | 0 | NSS | 05 | Any other | 01

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

- "Rabindra Smarane"(Cultural programme)
- "Swachhta Pakhwada"- programme
- Distribution and plantation of fruit trees in adopted villages
- Seminar on "Save Water"
- Observation of World Environment Day
- Observation of World Yoga Day
- Inter Institutional Quiz Competition and Educational exhibition; Several student outside from the college also participated
- "Sarat Smarak Baktrita"- eminent astrophysicist Dr. Debi Prasad Duari delivered the lecture where students and teachers from nearby schools also participated

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)	--	2.34302	UGC & College	--
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	18644+ 1392*	12339.4404	806+ 8(R)	187252	19450+ 1400*	1417691.46
Reference Books	199	41,321.77	28	7789	227	49110.77
e-Books**	97000+	--				
Journals	311(Issue) 04(Title)	27190	32 (Issue)	NIL#	343	27190
e-Journals**	6000+	--	--	--	--	--
Digital Database	--	--	--	--	--	--
CD & Video	--	--	--	--	--	--
Others (specify)	--	--	--	--	--	--

*books for remedial coaching   **through Inflibnet-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	Others
Existing	45+ 6(laptop)	12	Yes	00	00	12	18	09
Added	00	00	Yes	00	00	00	00	00
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 programme was held.

4.6 Amount spent on maintenance in lakhs :

   i) ICT   **0.44528**

   ii) Campus Infrastructure and facilities   **4.14046**

   iii) Equipments   **0.1316**

   iv) Others   **.3472**

   Total :   **4.61926**

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.
- 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

UG	PG	Ph. D.	Others
2410	N.A.	N.A.	--

students

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No	%
934	**38.76%**

Women

No	%
1476	**61.24%**

Last Year(2016-17)						This Year (2017-18)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1565	**416**	**246**	**292**	**--**	**2519**	**1409**	**440**	**225**	**336**	**0**	**2410**

Demand ratio **1.41 : 1**   Dropout % - **5.78%**

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

- Career Counselling Cell conducted coaching classes for Competitive exams
- Information brochures of Higher Education institutions were displayed aiming final year students

No. of students beneficiaries **41**

5.5 No. of students qualified in these examinations

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

IAS/IPS etc [ ]   State PSC [ ]   UPSC [ ]   Others **7**

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 **115**

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

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 [**21**]   National level [01]   International level [01]

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 [**03**]   National level [02]   International [01]

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

5.10 Scholarships and Financial Support

	Number of students	Amount (INR)
Financial support from institution	365	Rs. 1,17,040/-
Financial support from government	1242	Disbursed through DBT
Financial support from other sources	4	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 [**06**]

5.13 Major grievances of students (if any) redressed: Library contents 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.). However many teachers participated in CBCS Workshops organized by the affiliating University

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

- Four Faculty members are carrying out Minor Research Projects
- Faculty members published 5 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

One assistant professor 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 / 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	- 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

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	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 [ ]   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 meets at a regular interval and interacts with the Principal/Teacher in Charge regarding various academic issues and helps in organizing blood donation camp

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.

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

- Seminar Lectures and Interdisciplinary Talks extended.
- 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 processed.

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

(i) Making students' aware about their roles in ISR

(ii) Student Seminar and Projects

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 Teachers, supportive staff, class rooms and equipments

8. **Plans of institution for next year (i.e 2018-19):**

- Expediting the construction, renovation and extension of the college buildings as early as possible.
- 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.
- Opening of vocational courses.
- 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 2nd floor of Rabindra Bhawan and to complete the structure of the three-storied building contiguous to Netaji Bhawan.
- Green audit under supervision of Botany department and NSS.
- To continue Interdepartmental Interdisciplinary Exchange Programme (IIFEP).
- Setting up of departmental libraries.
- Training of teaching and non-teaching members for upgrading computer related awareness.
- Planning for funding for construction of College auditorium.
- To make review of the online process of the admission.
- 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.

Name: **Dr. Ramanuj Konar**

Signature of the Coordinator, IQAC
Coordinator, IQAC
Sarat Centenary College
Dhaniakhali, Hooghly

Name: **Dr. Susanta Bhattacharyya**

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Teacher-in-Charge & Secretary
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ANNEXURE I: ACADEMIC CALENDER
ACADEMIC CALENDAR (PROVISIONAL) FOR THE SESSION 2017 – 2018

a) MODULE –I : 1st July,2017 to 14th November,2017 = 70 Working Days
b) MODULE –II : 15th November,2017 to 31st December,2017 = 39 Working Days
c) MODULE –III : 1st January,2018 to 30th June,2018 = 129 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,2017 to 22nd October, 2017)		
July-2017	31	Sunday: 5days(2,9,16,23,30) Holiday: Nil	5 days	26 days
Aug-2017	31	Sunday: 4days(6,13,20,27) Holiday: RakhiPurnima-7/8, Janmastami-14/8 Independence Day-15/8, Fresher's Welcome-21/8	8 days	23 days
Sept-2017	30	Sunday: 5days(3,10,17,24) Holiday: Id-Uz-Zoha-1/9 & 2/9 Viswakarma Puja -18/9 & Mahalaya - 19/9 Puja Holidays-25/9 to 30/9	14 days	16 days
Oct-2017	31	Sunday: 5days(1,8,15,22,29) Holiday: Puja Holidays-1/10 to 22/10, Chat Puja- 27/10, Jagadhatri Puja-28/10 & 30/10	26 days	5 days
		MODULE –II (23rd October,2017 to 31st December, 2017)		
Nov-2017	30	Sunday: 4days(5,12,19,26) Holiday: Guru Nanak Birthday -3/11, Rasyatra- 4/11 Local Holidays- 17/11 & 18/11	8 days	22 days
Dec-2017	31	Sunday: 5days(3,10,17,24,31) Holiday: Fateha-doaz- daham- 2/12, Sports- 6/12, Annual Function- 14/12 Christmas Day - 25/12 Winter Recess-26/12 to 30/12	14 days	17 days
		MODULE –III (1st January,2018 to 30th June, 2018)		
Jan 2018	31	Sunday: 4days(7,14,21,28) Holiday: New Years' day-1/1 Swamiji's Birthday-12/1, Uttarayan-15/1, Swaraswati puja-22/1, Netaji's Birthday-23/1,	10 days	21days

		Republic Day-26/1		
Feb 2018	28	Sunday: 4days(4,11,18,25) Holiday: Shivaratri-14/2 & 15/2	6 days	22 days
Mar,2018	31	Sunday: 4days(4,11,18,25) Holiday: Holi & DolYatra-1/3 to 3/3 Principal discretion-12/3 Ramnavami-24/3, Mahabir Jayanti-29/3, Good Friday-30/3	11 days	20 days
April-2018	30	Sunday: 5days(1,8,15,22,29) Holiday: Ambedkar Jayanti-14/4, Akshay Tritia-18/4, Buddha Purnima-30/4	8 days	22 days
May-2018	31	Sunday: 4days(6,13, 20,27) Holiday: May day- 1/5, Sab-e-barat-2/5 Rabindra jayanti- 9/5, Panchayet Election – 17/5 & 18/5	9 days	22 days
June-2018	30	Sunday: 4days(3,10,17,24) Holiday: Dasohara-23/6, Id-ul-fitar-25/6 & 26/6 Ultarath- 29/6	8 days	22days
Total	365		127	238
Actual Teaching Days				193

ANNEXURE II

Summary of Students' Feedback for the Academic session 2017-2018
Feedback about different aspects of the Institution

Parameters	Response(%)
Quality of teaching in class room	Excellent: **74%**
	Good: **23%**
	Average: **3%**
Adequacy of teaching-learning process	Excellent: **59%**
	Good: **40.4%**
	Average: **0.6%**
Whether the whole syllabus is completed or not within stipulated period:	Yes: **96%**
	No: **4%**
Whether the unit tests are conducted or not:	Yes: **98.5%**
	No: 1**.5%**
Whether Annual Test Examination is taken or not:	Yes: **91.5%**
	No: **9.5%**
Whether the teachers are helpful in extending their co-operation outside their classes:	Yes: **97.3 %**
	No: **2.7%**
Co-curricular/ Extension activities of the Department conducted:	Excursion: **32.2%**
	Field work: **15.2%**
	Observing important days: **63.2%**
	Cultural Programme: **42. 5%**
	Community service: **10.1%**
Suggestions for improvement if any: (summary of suggestions received)	More books required in the library, career oriented journals; Internet facilities in the library and in the departments; 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: Making students' aware about their roles in ISR

Objectives

Involvement of students in carrying out institutional social responsibility would enrich their extracurricular capabilities. Such involvement would also endow meaningful involvement of NSS volunteers with local community.

Context

Three NSS units, the students' union, the red ribbon club, the students' health home were all functioning together since long for the betterment of the students and the surrounding area. Their involvement in the ISR policies of the institution was conceived to be upscale what they were already carrying out.

Methodology

Awareness camps on the necessity of ISR and the types of ISR and ways to carry out such ISRs were held with students in general and with the three NSS units, the students' union, the red ribbon club, the students' health home in particular. Planning of the ISR programmes were chalked out and responsibilities assigned among the three NSS units, the students' union, the red ribbon club, the students' health home to function alongside the college authority.

Results

Workshop on Road Safety and Traffic rules organised and the students disseminated awareness among local society. Training facility for self defence martial arts launched for students who in turn trained young members in local clubs.Training facilitated for upgradation of handloom technology among local weavers and students took active role. Annual exhibition of college organised and students helped local school students preparing their exhibits as invitees. Blood donation camp organised by NSS. Save water campaign launched by students among local people.

Best Practice-2

Title Student Seminar and Projects

Objectives

Student seminar and student project would help them to work independently and exhibit their understanding of their topic of study. This would encourage other students to participate and innovate.

Context

With the introduction of CBCS by the university student seminar or student project was made a part of the internal evaluation system. However, these options remain alternatives to the internal tests which were a relatively orthodox evaluation process. Seminar and project would augment the students to innovate and go beyond book based knowledge.

Methodology

Methodology was followed as prescribed by the university for the purpose of internal evaluation of students under CBCS.

Results

Student seminar and student project helped students to work independently and exhibit their understanding of their topic of study. This encouraged other students to participate and innovate. Seminar and project augmented the students to innovate and go beyond book based knowledge.