



From: Principal & Secretary

+91 3213 255282

saratcentenary@gmail.com

scollegednk.ac.in

Dhaniakhali, Hooghly, 712302

# Sarat Centenary College

Dhaniakhali, Hooghly

Founded: 1976

Recognised Under UGC 2F&12B

WB Govt. Aided

Affiliated to The University of Burdwan

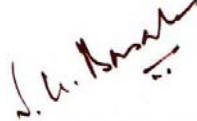
## 3<sup>rd</sup> CYCLE NAAC ACCREDITATION PROCESS-2024

### CRITERION: 7 - Institutional Values and Best Practices

#### Key Indicator: 7.2: Best Practices

**Metric 7.2.1- Describe two best practices successfully implemented by the Institutions as per NAAC format provided in the Manual**



  
[DR SANDIP KUMAR BASAK]  
Principal, Sarat Centenary College  
Principal & Secretary,  
Sarat Centenary College  
P.O.- Dhaniakhali, Dist.- Hooghly



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## Policy on Provision of scholarship from Govt as well as from college funds

### Introduction:

Sarat Centenary College is committed to ensuring that all students, regardless of their financial background, have access to quality higher education. Recognizing that higher education has become increasingly expensive, particularly for students from economically disadvantaged backgrounds, the college has instituted a policy to provide financial assistance to students who are not covered by existing government scholarships. This policy aims to support the educational journey of these students by reducing the financial barriers they face.

### Objective:

1. To ensure that meritorious and financially disadvantaged students can pursue higher education without financial hindrances.
2. To provide additional financial support to students who are not beneficiaries of any government scholarships.
3. To promote equal educational opportunities for all students, particularly those from rural and economically weaker sections of society.

### Scope:

This policy applies to all enrolled students of Sarat Centenary College who meet the criteria of financial need and are not recipients of government scholarships.

### Policy Guidelines:

1. **Establishment of the Students' Welfare Subcommittee:**
  - o A Students' Welfare Subcommittee is constituted, chaired by the Principal, with a teacher serving as the convener, and additional members including faculty, student representatives, and office staff.
  - o The committee is responsible for overseeing the implementation of this policy, including the identification and selection of eligible students.
2. **Eligibility Criteria:**
  - o Students must demonstrate financial need through appropriate documentation.
  - o Students who are not receiving any form of government scholarship is prioritized.
  - o Academic performance and merit is considered when selecting beneficiaries.
3. **Types of Financial Assistance:**
  - o **Full-Freeship:** Waiver of the entire tuition fee for the academic year.







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- **Half-Freeship:** Waiver of 50% of the tuition fee for the academic year.
- **Students' Aid Fund:** Provision of financial assistance to cover additional academic expenses such as books, supplies, and examination fees.

#### 4. Application and Selection Process:

- Eligible students must submit a formal application along with the required documentation to the Students' Welfare Subcommittee within the specified deadline.
- The committee conducts a thorough review and verification process to ensure the authenticity of the applications.
- A list of selected beneficiaries is published, and the financial assistance is disbursed accordingly.

#### 5. Monitoring and Review:

- The policy is reviewed annually by the Students' Welfare Subcommittee to assess its effectiveness and to make any necessary adjustments.

#### Resource Allocation:

The college allocates a portion of its annual budget to fund this initiative. The amount may vary each year based on the availability of funds and the number of eligible students.

#### Problem Resolution:

In cases where the demand for financial assistance exceeds the available resources, the Students' Welfare Subcommittee prioritizes students based on the severity of their financial need and academic performance.

#### Conclusion:

By adopting this policy, Sarat Centenary College reaffirms its commitment to providing equitable access to education for all students. This initiative helps bridge the gap for those who are financially disadvantaged, ensuring that they have the opportunity to achieve their academic and career goals.



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## Best Practice-I- Provision of scholarship from Govt as well as from college funds

### Context:

Higher education in India has become expensive in recent years and financially backward students are its worst victims. The Govt of West Bengal has come out with a great deal of student scholarships and other financial help to a large number of students enabling them to get higher education for upliftment of the society. The college acts as a mediator between the Govt and students in getting financial help as offered by the State Govt in the form of scholarships and others. But such support from the end of the Govt is not sufficient to cater to the needs. Multi-dimensional poverty on the way of higher education may not be eradicated only by such Govt initiatives. For the students who do not receive Government-level support mechanisms but are financially backward, the college made an effort to identify and support them from its own fund in terms of half/full free ship of college tuition fee and by a provision of Students' Aid Fund.

### Objective:

- To provide support to the needy and meritorious students.
- To remove the financial obstacles for the learners on their way to higher education.
- To identify the students who are not obtaining any Government-provided scholarship.

### Practice:

The college always tries to remove the financial obstacles of the financially poor and needy students by enabling them to get full-free and half-free scholarships from the college fund. Moreover, the poor students who do not receive government scholarships are entitled to get the Students' Aid Fund from the college.

The college has a subcommittee of Students' Welfare chaired by the principal and a teacher as convener with teacher members and student representatives, office staff, duly set up by the Governing Body. After receiving applications from the applicant students, the committee needs meticulous scrutiny and discussion, and a list of the beneficiary students is published.

In 2018-19 total of 148 students received the benefit of half/full free ship of which 30 were male students and 118 females. It is to be mentioned here that after the introduction of CBCS half / full freeship became somewhat inconvenient for the semester system. The college authority then took a decision that as most of the students of the college receive somewhat Govt scholarship, those students who do not fall into these categories and of the general category and





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poor would receive financial assistance from the college. During the Corona period i.e., 2019-20, 2020-21 the college reduced tuition fees, library fees, electricity fees etc. but no financial assistance could be done. In 2021-22 and 2022-23, total of 96 students benefited with Rs. 54, 820/- as financial assistance.

### Problem Faced and Resource Required:

SCC is situated in a rural background and the students who come to this college are mostly from poor backgrounds. Though a large section of students receive Govt scholarships still a considerable number of students are left out of these schemes. The college tries to meet the needs of these students but it seems that it is a quite small amount. Financial constraints debarred the college from providing a sufficient amount to needy students.

### Evidence of Success:

The financially backward students who do not receive any Government-provided scholarship benefited from half/full free-ship and Students' Aid Fund. During the Corona period i.e., 2019-20, 2020-21 the college reduced tuition fees, library fees, electricity fees etc. but no financial assistance could be done. In 2021-22 and 2022-23, a total of 96 students benefited from Rs. 54, 820/- as financial assistance. In 2018-19, a total of 148 students benefited from the half/full free-ship scheme. These initiatives taken by the college have been extremely beneficial to our students especially during and after post pandemic situation.



*S. C. Prasad*  
Principal & Secretary  
Sarat Centenary College  
Dhaniakhali, Hooghly



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## Policy on Publication of Interdisciplinary Online Journal

### Introduction:

Sarat Centenary College recognizes the importance of fostering interdisciplinary academic discourse and providing a platform for scholars to publish their research. In line with this, the college has initiated the publication of an online journal, *Postscriptum*, managed by the Department of English. This policy outlines the guidelines and framework for the establishment, management, and ongoing publication of this interdisciplinary journal.

### Objective:

1. To promote interdisciplinary academic research and discourse within and beyond the college community.
2. To provide a platform for scholars, both regional and international, to publish their research.
3. To support the academic and professional development of young faculty members through publication opportunities.

### Scope:

This policy applies to the Department of English, which is responsible for managing and editing the journal, as well as other departments contributing to the content. It also covers the financial and technical support provided by the college for the journal's publication and maintenance.

### Policy Guidelines:

#### 1. Establishment of the Journal:

- *Postscriptum* is established as an interdisciplinary online journal, with its management and editorial responsibilities assigned to the Department of English.
- The journal aims to publish scholarly articles from various disciplines, encouraging a cross-disciplinary approach to academic research.

#### 2. Editorial Board:

- An editorial board is constituted, led by a faculty member from the Department of English. Dr. Ramanuj Konar initially serves as the editor.
- The board includes members from various academic departments to ensure the journal's interdisciplinary nature.
- The editorial board is responsible for the peer review process, selection of articles, and overall editorial management.







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### 3. Financial Support:

- The college provides necessary financial support for the publication and maintenance of the journal, including website hosting, digital tools, and any other resources required.
- Additional funding may be sought through grants, sponsorships, or collaborations to enhance the journal's reach and quality.

### 4. Publication and Accessibility:

- *Postscriptum* is published online to ensure wide accessibility and dissemination of scholarly work.
- The journal is indexed in relevant academic databases and directories to increase visibility and citation impact.

### 5. Contributions and Peer Review:

- The journal accepts submissions from regional, national, and international scholars.
- A rigorous peer review process is implemented to maintain the quality and integrity of the published articles.
- The journal adheres to ethical publication practices, including plagiarism checks and conflict-of-interest disclosures.

### 6. Monitoring and Continuous Improvement:

- The performance and impact of *Postscriptum* is regularly monitored by the editorial board and reported to the college administration.
- Feedback from contributors, readers, and reviewers is sought to improve the journal's quality and relevance.
- The policy is reviewed periodically to ensure it meets the evolving needs of the academic community.

### Resource Allocation:

- Adequate resources, including staffing and funding, is allocated to support the journal's operations.
- The college explores additional funding opportunities to ensure the sustainability and growth of the journal.

### Problem Resolution:

- In case of workload challenges, the college considers appointing additional staff or providing release time for the editor and contributors involved in the journal's publication.
- Financial constraints is addressed by seeking external funding or reallocating existing resources as necessary.





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## Conclusion:

By adopting this policy, Sarat Centenary College is committed to promoting interdisciplinary research and providing a robust platform for scholarly communication. *Postscriptum* serves as a valuable resource for academics and contribute to the college's mission of advancing knowledge and education.

## Best Practices – II: Publication of online journal

### Objective :

The publication of a bi-yearly journal by a college is a quite noteworthy event. Sarat Centenary College publishes an interdisciplinary online journal 'Postscriptum'(ISSN:2456-7507) managed and edited by the Department of English with financial support from the college authority.

### Context :

The interdisciplinary approach is imperative to modern academic practices. Under the impulse of globalized economic order academic exercises have become more nuanced and inclined towards interdisciplinary modulation. Hence the publication online journal Postscriptum.

### Practice :

Postscriptum is being published from 2016 onwards. Outstanding articles from regional, national, and international scholars have been published in the journal. In the last five years (2018-2022) total of 135 articles have been published. At present the website is maintained by the college.

### Success :

Postscriptum had been on the UGC-approved list till 14.06.2019. At present it is indexed in open AIR, Directory of Periodicals in Modern Language Association, DOAJ, ROAD, FATCAT, ZDB, SUDOC, etc. The number of clicks (up to June 2024) is 1.51K. 27.6K







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impressions have been registered. Publication in this Journal has helped a number of young teachers in their respective CAS. So an initiative from a comparatively regional rural college the achievement in this regard is no small. A total of 15 volumes have been published so far with 166 articles of which 29 are from overseas scholars and 7 book reviews and 2 interviews have been published.

## Problems Encountered and Resources Required:

1. Presently the Journal is managed and edited by a single teacher from the English Department, Dr Ramanuj Konar. Workload sharing is a problem in this regard.

More funds are needed for better accomplishment of the e-journal.



*A. H. Ramanuj*  
Principal & Secretary  
Sarat Centenary College  
Dhaniakhali, Hooghly