

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

Part – A

AQAR for the year

2010-2011

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. Nitai Chand Sinha & Dr. Susanta Bhattacharyya,
acted as the then Q.C.(Quality Cell) Coordinators**

Mobile:

9883181816(N.C.S.), 9477502019(S.B.),

IQAC/College e-mail address:

**principal_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/aqar2010-11.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 st Cycle | C++ | 67.05 | 2005 | 5 Years |
| 2 | 2 nd Cycle | | | | |
| 3 | 3 rd Cycle | | | | |
| 4 | 4 th Cycle | | | | |

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

11/07/2005

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 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)

1.9 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Nil

1.11 Name of the Affiliating University (for the Colleges)

**The University of Burdwan,
Burdwan, W.B.**

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

- Nil

Autonomy by State/Central Govt. / University

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/Q.C. Composition and Activities

2.1 No. of Teachers

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/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/Q.C.

- The Cell with the help of T.C. organized five multi disciplinary research talks.
- Annual **Sarat Smarak Baktrita** was organized by the College.
- Remedial Coaching Classes for the students belonging to the SC/ST/OBC/MC, Career & Counselling Cell, Coaching classes for Entry in Services under the XII plan UGC were started and a good number of students (77) were benefitted.
- A Health Awareness Talk and Cardio Screening programme by Dr Swapan Dey, eminent Cardiologist and his support staff of Apollo Gleneagles Hospital, Kolkata was held in the College.
- Dr. Dhiman Kumar Sau, Principal of the College, presented an exposure on the statute, Rules and regulations of the University of Burdwan, Orders and service Rules of Govt. of West Bengal including ROPA.

2.15 Plan of Action by IQAC/Q.C./Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

| Plan of action | Achievements |
|--|--|
| 1. New Student management software to be adopted. | 1. The software is purchased and previous years' data were feeded and ready for use. |
| 2. Functions and tasks of different committees and sub-committees to be framed up. | 2. A tentative guideline for functioning of different committees/sub committees were chalked out and some new committees were formed |
| 3. A programme on 'Gender sensitization' to be organised. | 3. Prof. Dipanwita Roy presented a talk on 'Gender Equality' after an interface session with the students. |
| 4. Encouragement for PPT presentation & Research Activities. | 4. Some teachers used PPT in class lectures. |
| 5. To identify slow learners among the under privileged students in some of the subjects and to provide counselling to them. | |

| | |
|---|---|
| 6. To take regular class tests and review of performances of the students as far as possible. 7. Planned for Remedial Coaching classes for SC/ST/OBC/MC students, Career Counselling Cell, coaching classes for Entry in services. 8. Planning to purchase captive generator. 9. Decided to hold an awareness talk on cardio logical ailments. | 5. Initiative had been taken for identification of the said students and to provide some measures for improvement. 6. Progress tracked in extending class tests and review of the results. 7. All the Cells started functioning. 8. Captive generator installed. 9. Awareness camp and Cardio Screening Programme was held. |
|---|---|

** Attach the Academic Calendar of the year as Annexure.*

2.16 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 | | | | |
| Total | | | | |

| | |
|-------------------|-----|
| Interdisciplinary | Nil |
| Innovative | Nil |

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

| Pattern | Number of programmes |
|-----------|----------------------|
| Semester | |
| Trimester | |
| Annual | 14 |

1.3 Feedback from stakeholders* Alumni Parents

Employers Students

(On all aspects)

Mode of feedback : Online Manual Co-operating schools (for PEI)

**Please provide an analysis of the feedback in the Annexure*

The teachers of each department make it a point to meet and interact with the outgoing students to receive their feedbacks verbally about the last three years' experience about the college. Later on the teachers discuss the feedbacks received from students in the meeting of the Teachers' Council. Annexure not provided since feedbacks are received in verbal mode.

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

As the College follows the Syllabus and Curriculum of The University of Burdwan there is no scope of internal curricular designing, revision or up-gradation.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Nil

Criterion – II

2. Teaching, Learning and Evaluation

| 2.1 Total No. of permanent faculty | Total | Asst. Professors | Associate Professors/ Principal | Professors | Others |
|------------------------------------|-------|------------------|------------------------------------|------------|----------------------------|
| | 50 | 09 | 16 | 01 | Nil 3** + 19# + 02\$ |

** GLI- Graduate Laboratory Instructor, # PTT- Part Time Teacher (Govt. Approved),

\$ CWTT- Contractual Whole Time Teacher (Govt. Approved)

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

| Asst. Professors | | Associate Professors | | Professors | | Others | | Total | |
|------------------|---|----------------------|-----|------------|-----|--------|----|-------|----|
| R | V | R | V | R | V | R | V | R | V |
| 0 | 7 | N.A | N.A | N.A. | N.A | 0 | -- | 0 | 07 |

2.4 No. of Guest and Visiting faculty and Temporary faculty

| | | |
|-----|-----|----|
| Nil | Nil | 01 |
|-----|-----|----|

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | 02 | 12 | 12 |
| Presented | 01 | 03 | 03 |
| Resource Persons | | | |

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

- PPT presentation in class lectures and continuation of class test in different forms by some departments.
- Identification of slow learners among the under privileged students in some of the subjects and provided counselling to them.
- Display of popular articles by the Departments and introduction of Remedial classes.

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

192

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

- Faculties were requested to follow unit/class tests including MCQ model.
- Some of the Faculties reviewed results of different exams and had taken follow up measures.

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

One teacher was associated with U.G. Board of studies, B.U.

2.10 Average percentage of attendance of students

Nearly 78 % 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.) | 143 | | 2.8% | 75.52% | -- | 78.32% |
| BA(General) | 295 | | -- | 12.20% | 51.86% | 64.06% |
| B.Sc(Hons.) | 04 | | 25% | -- | 50% | 75% |
| B.Sc (General) | 01 | | -- | 100% | -- | 100% |
| B.Com(Hons.) | 04 | | -- | 50% | -- | 50% |
| B.Com (Gen.) | 01 | | -- | -- | 100% | 100% |

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

- The Quality Cell encouraged teachers to use PPT methods both in class lecture and in multidisciplinary talks and to involve themselves in Research Activities.
- The Cell requested the faculties to unearth the problems of the under-privileged students and to evaluate their performance in class tests.
- RCC(Remedial Coaching Classes) ignited better response.

2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programmes</i> | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher courses | |
| UGC – Faculty Improvement Programme | |
| HRD programmes | |
| Orientation programmes | 01 |
| Faculty exchange programme | |
| Staff training conducted by the university | 01 |
| Staff training conducted by other institutions | |
| Summer / Winter schools, Workshops, etc. | 01 |
| 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 | 19 | 02 | Nil | 04 |
| 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

- T.C. organized five multi disciplinary research talks.
- To initiate gender sensitization among the students an interface session was organised and basic parameters of gender equality were narrated.
- Four research papers in International Journal of repute were published.

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 | 05 | 02 | |
| Non-Peer Review Journals | | | |
| e-Journals | | | |
| Conference proceedings | | | |

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

| Nature of the Project | Duration Year | Name of the funding Agency | Total grant sanctioned | Received |
|--|---------------|----------------------------|------------------------|-----------|
| Major projects | -- | -- | -- | -- |
| Minor Projects | -- | -- | -- | -- |
| Interdisciplinary Projects | -- | -- | -- | -- |
| Industry sponsored | -- | -- | -- | -- |
| Projects sponsored by the University/ College | -- | -- | -- | -- |
| Students research projects <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

| Level | International | National | State | University | College |
|---------------------|---------------|----------|-------|------------|----------------|
| | Number | | | | |
| Sponsoring agencies | | | | | College |

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

3.13 No. of collaborations International National Any other

*Dr. Ujjal Kumer Mukherjee and Dr. Santanu Sarkar of Mathematics Department conducted collaborative joint research works and published papers in International journals of repute with International and National level Researchers.

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

- Preventive Cardiology and Cardio-Screening Camp on 2nd July, 2010 in collaboration with Apollo Gleneagles Hospital, Salt Lake was organised with active support from NSS.
- College Campus and allied areas cleaning venture by NSS.
- Blood Donation Camp was organised by NSS, NCC and Students' Union on 5th October 2010; Number of Donors – 63.
- NSS Special Camp at Champaberia Yubak Sangha, Harpur Primary School and Kacharipatty on and from 5th to 11th October, 2010.
- Hooghly District Inter-College NSS Camp at Sarat Centenary College, on and from 22-28 Nov 2010.
- One NSS Volunteer represented Loktak National Camp of NSS, Manipur on and from 17-23 May 2011.
- Participation of the NCC volunteers in Traffic control during the festive period.
- Introduction of Coaching classes for Entry in Services (XII plan UGC).

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

| Facilities | Existing | Newly created | Source of Fund | Total |
|---|-----------|---------------------------------|----------------|-----------|
| Campus area | 3.34 Acre | Nil | N.A. | 3.34 Acre |
| Class rooms | 18 | Nil | N.A. | 18 |
| Laboratories | 09 | Nil | College | 09 |
| Seminar Halls | 01 | Nil | N.A. | 01 |
| No. of important equipments purchased (\geq 1-0 lakh) during the current year. | -- | 01(Captive Generator) | UGC | -- |
| Value of the equipment purchased during the year (Rs. in Lakhs) | -- | 17.78427 | UGC & College | -- |
| Others | -- | Total expenditure 6.26770 Lakhs | UGC & College | -- |

4.2 Computerization of administration and library

The College and Administration Management Software CAMS was purchased, Old data were feeded into it and ready for use. Moreover 14 desktop Computers and 04 laptops were purchased to smoothen the process.

4.3 Library services:

| | Existing | | Newly added | | Total | |
|------------------|----------|-------------|---------------|-------------|----------------|--------------|
| | No. | Value(INR) | No. | Value(INR) | No. | Value(INR) |
| Text Books | 17,319 | 8,24,523.21 | 1276 +663* | 2,89,724.25 | 18595+ 663* | 11,14,247.46 |
| Reference Books | 177 | 37,807.02 | 22 | 3514.75 | 199 | 41,321.77 |
| e-Books | -- | -- | | | | |
| Journals | 195 | 5,270 | 02 | 200 | 197 | 5470 |
| e-Journals | -- | -- | -- | -- | -- | -- |
| Digital Database | -- | -- | -- | -- | -- | -- |
| CD & Video | -- | -- | -- | -- | -- | -- |
| Others (specify) | -- | -- | -- | -- | -- | -- |

*books for remedial coaching

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|------------------|---------------|----------|------------------|------------------|--------|-------------|--------|
| Existing | 11 | 00 | 02 | 00 | 00 | 06 | 03 | Nil |
| Added | 14+ 4(laptop) | 06 | 00 | 00 | 00 | 02 | 04 | 06 |
| Total | 29 | 06 | 02 | 00 | 00 | 08 | 07 | 06 |

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

Two members from the software developer team of CAMS presented talks exploring various options available in the package along with possible queries related to it.

4.6 Amount spent on maintenance in lakhs :

i) ICT

0.2281

ii) Campus Infrastructure and facilities

3.99699

iii) Equipments

0.42862

iv) Others

0.49570

Total :

5.14941

Criterion – V

5. Student Support and Progression

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

A health awareness talk and Cardio Screening programme by Dr Swapan Dey, eminent Cardiologist and his support staff of Apollo Gleneagles Hospital, Kolkata was held on 02.07.2010.

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 |
| 2381 | N.A. | N.A. | -- |

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

| | | | | | |
|-----|-------------|------------|-------|-------------|------------|
| Men | No | % | Women | No | % |
| | 1316 | 55% | | 1065 | 45% |

| Last Year(2009-10) | | | | | | This Year (2010-11) | | | | | |
|--------------------|------------|------------|-----------|-----------------------|-------------|---------------------|------------|------------|-----------|---------------------------|-------------|
| General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| 1759 | 398 | 171 | 96 | 0 | 2424 | 1727 | 354 | 220 | 80 | 1(included in OBC) | 2381 |

Demand ratio **2.87 : 1** Dropout % - **6.73%**

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

Teachers in English, History and Geography had taken some classes and have had interactive sessions for updating the students towards competitive exams on 7, 8, 14 & 15 January (Friday & Saturday, consecutive two weeks) 2011.
News Paper clippings and Admission Posters of different Institutes were displayed in the library reading room.
Career Counselling Cell started to function.

No. of students beneficiaries

46

5.5 No. of students qualified in these examinations

| | | | | | | | |
|-------------|----------------------|-----------|----------------------|------|----------------------|--------|----------------------|
| NET | <input type="text"/> | SET/SLET | <input type="text"/> | GATE | <input type="text"/> | CAT | <input type="text"/> |
| IAS/IPS etc | <input type="text"/> | State PSC | <input type="text"/> | UPSC | <input type="text"/> | Others | 34 |

5.6 Details of student counselling and career guidance

Teachers in English, History and Geography had taken some classes and interactive sessions for preparing the students towards competitive exams on 7, 8, 14 & 15 January (Friday & Saturday, consecutive two weeks) 2011.
News Paper clippings and Admission Posters of different Institutes had been displayed in the library reading room.
RCC, Career and Counselling Cell, Coaching Classes for Entry in Services introduced.

No. of students benefitted

46+77 = 123

5.7 Details of campus placement: **N.A.**

| <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

- An interface with the girls students and presentation of a talk on 'Gender Equality' by Prof. Dipanwita Roy was held on 26th November(Friday), 2010.

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 | 389 | Rs. 1,43,805/- |
| Financial support from government | 766 | Rs. 24,80,950/- |
| Financial support from other sources | 03 | Rs 12000/- |
| 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

5.13 Major grievances of students (if any) redressed: More additional books were purchased for the library. More computers and laboratory equipments were provided to the Departments to fulfil the demands of the students.

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 started functioning towards the end of the academic Year.
- Functions and tasks of different committees and sub-committees were framed up along with formation of some new committees.

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

6.3.1 Curriculum Development

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

6.3.2 Teaching and Learning

- Encouragement for PPT presentation & Research Activities.
- Identification of slow learners among the under privileged students in some of the subjects and providing counselling to some extent.

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 five multi disciplinary research talks.
- Annual Sarat Smarak Baktrita was held on 'Idea of Village development in Tagore's Philosophy'.
- Four research papers of the faculties were published in the international journals of repute.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library added more books (1276 in numbers). 14 Desktop Computers, 4 laptops and other ICT equipments were purchased. College Management Software (CAMS), Amplifiers, Inverters and new Projectors were purchased and started functioning from this academic year.

6.3.6 Human Resource Management

Dr. Dhiman Kumar Sau, Principal of the College, presented an exposure on the statute, Rules and regulations of the University of Burdwan, Orders and service Rules of Govt. of West Bengal including ROPA.

6.3.7 Faculty and Staff recruitment

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

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

Admission policy was divulged as per the University and State Government norms and actual admission was done by the publication of merit list.

6.4 Welfare schemes for

| | |
|--------------|---|
| Teaching | <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.Health check-up and medical facilities to the students through Students' Health Home, Kolkata, through the Chinchura office. |

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

| Audit Type | External | | Internal | |
|----------------|----------|-------------|----------|-----------|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | Yes | B.U. | Yes | T.C. |
| Administrative | Yes | State Govt. | Yes | G.B. |

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes Yes No N.A.

For PG Programmes Yes No N.A.

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

N.A.

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

N.A.

6.11 Activities and support from the Alumni Association

Alumni Association members met once and organised a cultural programme in the college.

6.12 Activities and support from the Parent – Teacher Association

Formally this association didn't exist. However Departmental faculties invited parents and the respective students in some cases.

6.13 Development programmes for support staff

- Dr. Dhiman Kumar Sau, Principal of the College, presented an exposure on the statute, Rules and regulations of the University of Burdwan, Orders and service Rules of Govt. of West Bengal including ROPA.
- Employees' Co-operative Society members met once in a year and discussed the welfare benefits available under the Co-operative Law.

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

NSS units and Students Union jointly taken programmes to clean all class rooms and the college campus from time to time. During monsoon period, saplings were implanted inside and outside the college boundary.

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.

- College and Administration Management Software (CAMS) was introduced towards the end of the academic year; Old data were feeded into this new one.
- Class tests invited soft result.
- Identification of slow learners in some of the subjects and providing counselling to some of the students.

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

- College and Administration Management Software (CAMS) was introduced in this academic year.
- Functions and tasks of different committees and sub-committees were framed up and some new committees were introduced.
- A programme on 'Gender Equality' was organised leading to gender sensitization.
- Based on activities inside the college, slow learners among the under privileged were identified in a moderate way.
- Unit tests in different forms in all Hons. Subjects and in Science subjects were taken
- Remedial Coaching Classes and Career Counselling started its functioning.

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

- (i) Ensuring education to the students of the socio-economically backward society of this college through extending financial support.
- (ii) Motivating the students for social responsibilities and eco-aesthetic consciousness through various extension activities of the college.

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

- Awareness Programme on prevention of Child labour, drop outs and prevention of liquor and drug-taking habits through survey work in adopted villages.
- Organised camp on Environment, and Conservation of Cultural/ historical Heritage in adopted villages by the NSS volunteers.

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 cordial relation with the students

Weakness: Shortage of Teachers, class rooms and equipments

8. Plans of institution for next year

- Q.C. advised the authority to expedite the completion of the Girls' Hostel.
- Q.C. Advised the G.B. to take initiative for completion of the construction of the new building contiguous to the library.
- The College Authority was requested to recruit more teachers and supporting staff to cater the needs of the departments/office as per the guideline.
- Advised the authority to take programmes on social responsibility.

Name 1. Dr. Nitai Chand Sinha

Name Dr. Dhiman Kumar Sau

2. Dr. Susanta Bhattacharyya,

1. Nitai Chand Sinha

2. Susanta Bhattacharyya

Dhiman Kumar Sau

Signature of the Coordinator, IQAC/QC

Signature of the Chairperson, IQAC/QC

Principal & Secretary
Sarat Centenary College
Dhanidihali, Hooghly

ANNEXURE I: ACADEMIC CALENDER

ACADEMIC CALENDAR (PROVISIONAL) FOR THE SESSION 2010 – 2011

- a) MODULE –I : 1st July,2010 to 6th October,2010 = 72 Working days
 b) MODULE –II : 7th October,2010 to 2nd February,2011 = 64 Working days
 c) MODULE –III : 3rd February,2011 to 30th June,2011 = 87 Working days

| Month | Week | Date in the week | Number of Holidays | Number of No class days | Number of days available for holding Classes, Class Tests, Admission work etc. |
|--|------|------------------|---|-------------------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| MODULE –I (1st July,2010 to 6th October,2010) | | | | | |
| July-2010 | 1st | July(1-7) | 1 day: Sunday-4/7/10 | 1 day | 6 days |
| July-2010 | 2nd | July(8-14) | 3 days: Sab-e-Miraj-10/7/10, Sunday-11/7/10, Rathayatra-13/7/10 | 3 days | 4 days |
| July-2010 | 3rd | July(15-21) | 2 days : Sunday-18/7/10 Punaryatra-20/7/10 | 2 days | 5 days |
| July-2010 | 4th | July(22-28) | 2 days : Sunday-25/7/10, Sab-e-Barat-20/7/10 | 2 days | 5 days |
| July-Aug,10 | 5th | July29-Aug4 | 1 day: Sunday-1/8/10 | 1 day | 6 days |
| Aug-2010 | 6th | Aug(5-11) | 1 day: Sunday-8/8/10 | 1 day | 6 days |
| Aug-2010 | 7th | Aug(12-18) | 1 day: Independence Day & Sunday-15/8/10 | 1 day | 6 days |
| Aug-2010 | 8th | Aug(19-25) | 3 days : Jhulanyatra-19/8/10, Sunday-22/8/10, Rakhi Purnima-24/8/10 | 3 days | 4 days |
| Aug-Sept 10 | 9th | Aug,26-Sept,1 | 2 days: Sunday-29/8/10, Janmastami-1/9/10 | 2 days | 5 days |
| Sept-2010 | 10th | Sept (2-8) | 1 day: Sunday-5/9/10 | 1 day | 6 days |
| Sept-2010 | 11th | Sept (9-15) | 4 days : Id-Ul-Fitre-10/9 &11/9, Sunday-12/9/10,Birthday of Sarat Chandra-15/9/10 | 4 days | 3 days |
| Sept-2010 | 12th | Sept (16-22) | 2 days : Viswakarma Puja-17/9, Sunday-19/9/10 | 2 days | 5 days |
| Sept-2010 | 13th | Sept (23-29) | 1 day: Sunday-26/9/10 | 1 day | 6 days |
| Sept-Oct 10 | 14th | Sept 30-Oct 6 | 2 days : Gandhiji's Birthday - 2/10/10, Sunday-3/10/10 | 2 days | 5 days |

MODULE –II (7th October,2010 to 2nd February,2011)

| | | | | | |
|---------------|------|--------------|---|--------|--------|
| Oct-2010 | 15th | Oct(7-13) | 3 days : Mahalaya-7/10/10 Sunday-10/10, Puja Holidays - 13/10/10 | 3 days | 4 days |
| Oct-2010 | 16th | Oct(14-20) | Puja Holidays | 7 days | Nil |
| Oct-2010 | 17th | Oct(21-27) | Puja Holidays | 7 days | Nil |
| Oct-2010 | 18th | Oct 28-Nov 3 | Puja Holidays | 7 days | Nil |
| Nov-2010 | 19th | Nov(4-10) | 5 days: Puja Holidays | 5 days | 2 days |
| Nov-2010 | 20th | Nov(11-17) | 2 days : Sunday-14/11/10 Id-Ud-Zoha-17/11/10 | 2 days | 5 days |
| Nov-2010 | 21st | Nov(18-24) | 3 days : Id-Ud-Zoha-18/11/10, Raas Yatra-20/11,Birthdaof Guru Nanak & Sunday-21/11/10 | 3 days | 4 days |
| Nov Dec-10 | 22nd | Nov 25-Dec 1 | 1 day: Sunday-28/11 | 1 day | 6 days |
| Dec-2010 | 23rd | Dec(2-8) | 1 day: Sunday-5/12/10 | 1 day | 6 days |
| Dec-2010 | 24th | Dec(9-15) | 1 day: Sunday-12/12 | 1 day | 6 days |
| Dec-2010 | 25th | Dec(16-22) | 2 day: Muharram-17/12/10, Sunday-19/12/10 | 2 days | 5 days |
| Dec-2010 | 26th | Dec(23-29) | 5 days: Christmas Day-25/12, Sunday-26/12, Winter Recess- 27/12/10 to 29/12/10 | 5 days | 2 days |
| Dec 10-Jan 11 | 27th | Dec 30-Jan 5 | 4 days: Winter Recess- 30/12/10 & 31/12/2010, New year's day -1/1/2011 Sunday-2/1/2011 | 4 days | 3 days |
| Jan 2011 | 28th | Jan(6-12) | 1 day: Sunday-9/1/11 | 1 day | 6 days |
| Jan 2011 | 29th | Jan(13-19) | 2 days: Pous Parvan-15/1/11, Uttarayan & Sunday-16/1/11 | 2 days | 5 days |
| Jan 2011 | 30th | Jan(20-26) | 2 days: Birthday of Netaji & Sunday-23/1/11, Republic Day-26/1/2011 | 2 days | 5 days |
| Jan-Feb 2011 | 31st | Jan 27-Feb.2 | 2 days : Sunday-30/1/11, Akheri Chahar Sumba-2/2/2011 | 2 days | 5 days |

MODULE –III (3rd February, 2011 to 30th June, 2011)

| | | | | | |
|--------------|------|------------------|--|--------|--------|
| Feb 2011 | 32nd | Feb(3- 9) | 3 days : Sunday -6/2/11, Saraswati Puja-8/2/11 & 9/2/11 | 3 days | 4 days |
| Feb 2011 | 33rd | Feb(10-16) | 2 days: Sunday 13/2/11, Fateha Doaz Daham-16/2/11 | 2 days | 5 days |
| Feb 2011 | 34th | Feb(17-23) | 1 day: Sunday 20/2/11 | 1 day | 6 days |
| Feb-Mar,2011 | 35th | Feb 24-Mar 2 | 2 days: Sunday-27/2/11, Siba Ratri-2/3/11 | 2 days | 5 days |
| Mar-2011 | 36th | Mar(3-9) | 1 day: Sunday-6/3/11 | 1 day | 6 days |
| Mar-2011 | 37th | Mar (10-16) | 1 day: Sunday-13/3/11 | 1 day | 6 days |
| Mar-2011 | 38th | Mar (17-23) | 3 days : Fateha Yeaz Daham- 17/3, Dol Yatra-19/3/11, Sunday-20/3/11 | 3 days | 4 days |
| Mar-2011 | 39th | Mar(24-30) | 1 day: Sunday-27/3/11 | 1 day | 6 days |
| Mar-April 11 | 40th | Mar 31-Apr 6 | 1 day: Sunday-3/4/11 | 1 day | 6 days |
| April-2011 | 41st | April (7-13) | 3 days: Sunday-10/4/11, Annapurna Puja-11/4/11, Ramnavami-12/4/11 | 3 days | 4 days |
| April-2011 | 42nd | April (14-20) | 3 days : Chaitra Sankranti-14/4 Bengali Naba Barsha-15/4/11 Sunday-17/4/11 | 3 days | 4 days |
| April-2011 | 43rd | April (21-27) | 2 days: Good Friday-, Sunday- 24/4/11 | 2 days | 5 days |
| April-May-11 | 44th | Apr 28- May 4 | 2 days: College Foundation Day-29/4/2011, Sunday & May Day-1/5/2011 | 2 days | 5 days |
| May-2011 | 45th | May (5-11) | 4 days : Sunday-8/5/11, Birthday of Rabindranath- 9/5/2011, Summer Recess-10/5, 11/5/11 | 4 days | 3 days |
| May-2011 | 46th | May (12-18) | Summer Recess | 7 days | Nil |
| May-2011 | 47th | May (19 -25) | Summer Recess | 7 days | Nil |
| May-June,11 | 48th | May26- June 1 | Summer Recess | 7 days | Nil |
| June-2011 | 49th | June(2-8) | Summer Recess | 7 days | Nil |
| June-2011 | 50th | June(9-15) | 2 days: Summer Recess -9/5, Sunday-12/6/11 | 2 days | 5 days |
| June-2011 | 51st | June(16-22) | 1 day: Sunday-19/6/11 | 1 day | 6 days |
| June-2011 | 52nd | June(23-29) | 1 day: Sunday-26/6/11 | 1 day | 6 days |
| June-2011 | 53rd | June30 | Nil | Nil | 1 day |

ANNEXURE II

Best Practice-1

Title of the Practice: Ensuring education to the students of the socio-economically backward society of this college through extending financial support.

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

The Context: Dhaniakhali is the Assembly Constituency reserved for SC candidate, where the institute is located. Most of the students of this college come from underprivileged weaker section of the society and many of them are first generation learner. A wide number of students from the underprivileged section of the society including tribal, minority and other reserved categories are always intermingled with the facts of poverty and lack of academic access. The student support system of this college is essentially recommended from the above mentioned facts and also considering the high percentage of dropout rate.

The Practice: Considering the challenge in respect to provide education for all, the college authority framed the policy of assisting the poor students, to the best of its potential. The funds received from the Government of India, Government of West Bengal and other Non Government Organisations, meant for the needy backward students are effectively utilised with utmost clarity and transparency. To meet the requirement, the college provides financial assistance to the poor students of socio-economically backward section of the society from its own funds under the schemes of 'full-free-ship', 'half-free-ship' and 'poor-fund'. The whole process is maintained in a transparent manner through a committee called 'Students' Welfare Committee' consisting of a senior teaching member as President, a non-teaching member, General Secretary of the Students' Union and Secretary of the Students' Welfare Committee. Final dispensation occurs after receiving and scrutinising applications received from the poor students.

Evidence of Success: Large number of beneficiaries from the underprivileged section of the society can tell the acceptability of this system. This support system adopted by the college authority has created the opportunity in front of the students of this society. Year wise increasing number of beneficiaries of the student support system indicates the success of this initiative. About **48.64%** of total enrolled students in this institution have been benefitted from this student support systems in the academic session of 2010 – 2011.

Details of Student Support System Outcome

| Source of Fund | Number of Beneficiaries | Total Fund |
|------------------------------|-------------------------|-----------------|
| Government (Central & State) | 766 | Rs. 24,80,950/- |
| College | 389 | Rs. 1,43,805/- |
| Other | 03 | Rs 12000/- |
| Total | 1158 | Rs 26,36,755/- |

Resources Required: The persistence of this support system needs the mobilization of more funds from different sources with the maintenance of utmost care and responsibilities by the human resources.

Problems Encountered: Although the funds received from different sources are effectively utilised, but a large number of students remain left out as they could not fulfil the necessary requirements prescribed by the above mentioned authorities. Numbers of applications for free-ship are gradually increasing. As the college is now facing fund crunch, a contingency plan is to be framed up to meet the challenges in the upcoming days

Best Practice-2

Title of the Practice: Motivating the students for social responsibilities and eco-aesthetic consciousness through various extension activities of the college.

Goal: Imparting quality education through holistic approach to awake the students about the social responsibilities, cultural aspects and the evils of environment.

The Context: The NSS and the different departments of this college are exerting their best possible efforts in making the students aware about their social responsibilities and environmental issues in respect to global aspect and specifically for nation development. It is not an easy task in an ever growing consumer culture but the progress towards the challenge is worth taking.

The Practice: The challenging tasks of such matters, the NSS units and also the different departments of the college taking regular initiatives and programmes in the college campus and also in the adjacent adopted villages as well as allied areas, in motivating the students and local people towards the noble tasks of blood donation and other social activities. The programmes are also undertaken for making awareness about the danger of environmental hazards. The NSS Units also organises health camp special camp and inter-college camp. The following events are conducted:

- Preventive Cardiology and Cardio-Screening Camp on 2nd July, 2010 in collaboration with Apollo Gleneagles Hospital, Salt Lake
- College Campus and allied areas cleaning venture
- Blood Donation Camp on 5th October 2010 Number of Donors – 63
- Visit to Handloom Cottage Industry
- NSS Special Camp at Champaberia Yubak Sangha, Harpur Primary School and Kacharipatty on and from 5th to 11th October, 2010.
- Hooghly District Inter-College Camp at Sarat Centenary College, on and from 22-28 Nov 2010
- One NSS Volunteer represented Loktak National Camp of NSS, Manipur on and from 17-23 May 2011

Evidence of Success: NSS activities are being extended that can be notice through the organisation of inter college camp by our institute as desired by the University of Burdwan. Representation of our student the activity at national level tells the success of our institute. More and more students are eager to enrol themselves in the NSS. The local inhabitants have a positive impact about the social responsiveness of the institute. The cleaning venture throughout the year adopted by the NSS creating good impression on the community. The health programme initiative by the institute impressing the local inhabitants and students.

Resources Required: The programme officers of NSS and volunteers monitors the whole programme taking the financial grants and guidelines from the University of Burdwan from time to time. To continue the above mentioned activities, however, more funds are required.

Problems Encountered: Participation of female students at night in the Special camp appear to be difficult in respect to security concern. Cooperation and help from the end of local administration needs to be extended in this regard. Maintenance of sapling to make the green vegetation is also the matter of consideration.