

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

Part – A

AQAR for the year

2015-2016

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_scollegednk@rediffmail.com

Contact Nos.

(03213) 255282

Name of the Head of the Institution:

Dr. Dhiman Kumar Sau(till 31.01.2016), Principal
Dr. Susanta Bhattacharyya (from 01.02.2016
onwards), Teacher in Charge

Tel. No. with STD Code:

(03213) 255282

Mobile:

9477502019(S.B.)

Name of the IQAC Co-ordinator:

Dr. Susanta Bhattacharyya(till 31.01.2016)

Dr. Ramanuj Konar(from 01.02.2016 onwards)

Mobile:

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

IQAC/College e-mail address:

principal_scollegednk@rediffmail.com/

saratcentenary@gmail.com

iqac.scc@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

WBCOGN12417

OR

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

*This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)*

1.5 Website address:

www.scollegednk.ac.in

Web-link of the AQAR:

www.scollegednk.ac.in/images/uploads/aqar2015-16.pdf

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC :

11.02.2014*

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

1.8 AQAR for the year : 2015 -2016

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR 2005-2006: Submitted to NAAC on 26-11-2015 (DD/MM/YYYY)
- ii. AQAR 2006-2007: Submitted to NAAC on 26-11-2015 (DD/MM/YYYY)
- iii. AQAR 2007-2008: Submitted to NAAC on 26-11-2015 (DD/MM/YYYY)
- iv. AQAR 2008-2009: Submitted to NAAC on 26-11-2015 (DD/MM/YYYY)
- v. AQAR 2009-2010: Submitted to NAAC on 26-11-2015 (DD/MM/YYYY)
- vi. AQAR 2010-2011: Submitted to NAAC on 15-12-2015 (DD/MM/YYYY)
- vii. AQAR 2011-2012: Submitted to NAAC on 15-12-2015 (DD/MM/YYYY)
- viii. AQAR 2012-2013: Submitted to NAAC on 15-12-2015 (DD/MM/YYYY)
- ix. AQAR 2013-2014: Submitted to NAAC on 15-12-2015 (DD/MM/YYYY)
- x. AQAR 2014-2015: Submitted to NAAC on 15-12-2015 (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

2.11 No. of meetings with various stakeholders: No. Faculty
 Non-Teaching Staff /Students Alumni Others

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

If yes, mention the amount

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

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

Total Nos International National
 State Institution Level

(ii) Themes

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

- IQAC prepared and uploaded the AQARs from the academic sessions 2005 – 2006 to 2014 – 2015 getting support from all teaching and non-teaching members of the college.
- IQAC successfully prepared and uploaded SSR for NAAC 2nd cycle accreditation on 31st December, 2015.
- In view of enhancing Quality culture of the academic atmosphere of the college , the IQAC organized 08 (eight) Seminar Lectures with the support of various departments in the college delivered by external(07) and internal resource(01) persons from different Colleges and Universities of West Bengal. Furthermore several awareness programmes on various social, ethical topics were also organized by the IQAC, where distinguished external personalities participated.
- State level workshop on QGIS and GPS organised.
- IQAC assisted the Teachers’ Council in organising 20 (twenty) ‘Interdisciplinary Talks’ delivered by the faculty members of the departments of this college.
- IQAC motivated the departments to conduct innovative teaching-learning and evaluation methods such as online class tests etc. for the students. An internal training programme was organised on the topic “Online Class test, Infilbnet and other allied issues”.
- IQAC inspired the Students’ Union, NSS, Alumni Association, Red Ribbon Club to observe several national and international days of observation such as observation of *Baishe Srabon*, birth anniversary of Swami Vivekananda, International vernacular Day, World Environment Day, International Yoga Day etc.
- With continuous encouragement from IQAC, four teachers submitted Minor Research Project to UGC.
- IQAC motivated the departments to organize 3 interface sessions with the students for their academic betterment, moral up gradation.

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	14	Nil	04	00
PG Diploma				
Advanced Diploma				
Diploma				
Certificate		01 (Computer Application)	01	01
Others				
Total	14	01	05	05

Interdisciplinary	Nil
Innovative	Nil

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	14

1.3 Feedback from stakeholders*

Alumni Parents

Employers Students

(On all aspects)

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

**Please provide an analysis of the feedback in the Annexure. (Attached in Annexure-II)*

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

As the College follows the Syllabus and Curriculum of The University of Burdwan there is no scope of internal curricular designing, revision or up-gradation. New Syllabus introduced by the affiliating University for some of Hons. & General course subjects in this Academic Year.

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

One Certificate course in Computer Application was offered in Collaboration with CMC Academy, Singur

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors/ Principal	Professors	Others
	36 ##	08	11	Nil	01** + 15# + 01\$

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

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

Three Associate Professor, Principal and one GLI retired in this session.

2.2 No. of permanent faculty with Ph.D. 11

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	13	N.A	N.A	N.A.	N.A	0	1 (Librarian)	0	14

2.4 No. of Guest and Visiting faculty and Temporary faculty

Nil Nil 14

2.5 Faculty participation in conferences and symposia:

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

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

- Teachers were motivated for interdisciplinary approaches.
- Use of Graphical Software for analysis and presentation of experimental data
- Use of modern software for visualization of geometric surfaces and curves
- Field based activity for gathering of practical knowledge

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

200

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 tests done by some departments 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, Burdwan University.

2.10 Average percentage of attendance of students

Nearly 78 % in average in case of Hons. Subjects and Practical classes.
Approx. 75% in General (Pass) courses.

2.11 Course/Programme wise distribution of pass percentage (Final Year):

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA(Hons.)	138		2.17%	76.81%	10.87%	89.86%
BA(General)	394		0.25%	5.32%	34.77%	40.36%
B.Sc(Hons.)	8		12.5%	62.5%	--	75%
B.Sc (General)	05			100%	--	100%
B.Com(Hons.)	05		--	--	--	0.0%*
B.Com (Gen.)	04		--	--	--	0.0%*

*Most of the students from this stream cleared 3rd year examinations. But as their 2nd yr results are yet to be published they are not counted here as passed students.

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

- Encouragement on use of audio visual tools in class lectures.
- Encouragement towards Interdisciplinary approaches.
- Emphasis on various forms of class test at regular interval.

2.13 Initiatives undertaken towards faculty development

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

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	10	11	Nil	11
Technical Staff	01	Nil	Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

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

- Encouraged faculties to submit four Minor Research Projects to UGC.
- 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.
- Provided access of IQAC computers to the faculty members for research purpose.
- An internal training programme was organised for the faculty members regarding the access of INFLIBNET contents

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		02	
Non-Peer Review Journals		01	
e-Journals			
Conference proceedings		01	

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

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

Students research projects <i>(other than compulsory by the University)</i>	--	--	--	--
Any other(Specify)	--	--	--	--
Total			--	--

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from: **N.A.**

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges
Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number			01		08
	Sponsoring agencies			College		College

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	Nil
	Granted	Nil
International	Applied	Nil
	Granted	Nil
Commercialised	Applied	Nil
	Granted	Nil

3.17 No. of research awards/ recognitions received by faculty and research fellows Of the institute in the year

Total	International	National	State	University	Dist	College
--	--	--	--	--	--	--

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level

National level International level

3.22 No. of students participated in NCC events:

University level State level

National level International level

3.23 No. of Awards won in NSS:

University level State level

National level International level

3.24 No. of Awards won in NCC:

University level State level
 National level International level

3.25 No. of Extension activities organized

University forum College forum
 NCC NSS Any other

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

- “Mission Nirmal Bangla” awareness program.
- Flood Relief & Health Awareness Program at 5 villages under Dadpur Block.
- Plantation Program in different adjacent villages.
- AIDS/HIV infection awareness Seminar and rally.
- “Japanese Encephalities Vaccination Programme” at College with support from WB Health Dept.
- A seminar on the topic “**Donation of Human Bodies: A New Horizon of Medical Science**” was organized for creating awareness on 21.08.2015
- An awareness programme and a Seminar on “**Prevention of Heart-Ailments**” was held on 05.12.2015
- An awareness programme on “**Trafficking of Women, Eve Teasing, Harassment of Women at home and at Work Place and Media related issues**” was organized on 15.12.2015

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)	--	1.8	UGC & College	1.8
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*	1230439.44	806+ 8(R)	187252	19450+ 1400(R)	1417691.46
Reference Books	199	41,321.77	28	7789	227	49110.77
e-Books**	97000+	--	--	--	97000+	--
Journals	197(Issue) 07(title)	5470	47 (Issue)	--	244 (Issue)	27190
e-Journals**	6000+	--	--	--	6000+	--
Digital Database	--	--	--	--	--	--
CD & Video	--	--	--	--	--	--
Others (specify)	--	--	--	--	--	--

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

4.4 Technology up gradation (overall)

	Total Computers	Computer in computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Other s
Existing	34 + 4(laptop)	06	Yes	00	00	11	13	08
Added	04 + 1(laptop)	02	Yes	00	00	01	02	00
Total	38 + 5(laptop)	08	Yes	00	00	12	15	08

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

- An internal training programme was organised on the topic "Online Class test , Inflibnet and other allied issues".

4.6 Amount spent on maintenance in lakhs :

i) ICT

0.12

ii) Campus Infrastructure and facilities

86.17858

iii) Equipments

.97859

iv) Others

1.209675

Total :

88.486845

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- IQAC initiated the process of modernisation by introducing modern facilities in the college auditorium, making e-books and e-journals available to students & Teachers through subscription of Infilbnet N-LIST programme.
- IQAC motivated the departments to conduct innovative teaching-learning methods and to conduct remedial classes for the concerned students. Some special lectures were held where teachers from other college delivered lectures on selected topic.
- IQAC assisted the college in framing guidelines for extending financial support to the socio-economically underprivileged students of the institution through ‘Half-Free’, ‘Full-Free’, ‘Poor Fund’ and such other financial supports.
- IQAC monitors the activities and services of the Students’ Health Home unit of the college.

5.2 Efforts made by the institution for tracking the progression

A good number of students were benefitted from remedial classes and getting support from the college through ‘Half-Free’, ‘Full-Free’, ‘Poor Fund’ scheme.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2657	N.A.	N.A.	--

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	1226	46.14%		1431	53.86%

Last Year(2014-15)						This Year (2015-16)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1692	508	272	462	0	2934	1754	426	250	227	--	2657

Demand ratio **1.28 : 1** Dropout % - **14.75%**

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

- Information brochures of Higher Education institutions were displayed for students’ attention and also a menu was created in the college website where information on higher studies are displayed.
- Hons. Departments informs the 3rd year students about the scope of Higher studies and strategies to be adopted in Competitive exams.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

- Information brochures of Higher institutions were displayed for students' attention also in college website under student corner menu information on higher studies and scholarships are displayed.
- Some departments have printout of previous competitive exam questions.

No. of students benefitted

5.7 Details of campus placement: **Nil**

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

The Women Study Cell organized some programmes in this regard.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International
Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount (INR)
Financial support from institution	265	Rs. 62190/-
Financial support from government	1432	Disbursed through DBT
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives

Fairs : State/ University level National level International level
Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students (The events are mentioned under item 3.26)

5.13 Major grievances of students (if any) redressed: Library contents (E-Books & E-Journals) enhanced by the subscription of Inflibnet-N-List Programme and addition of 806 text books. Some laboratory equipments and computers were repaired. Toilets are renovated.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- Providing quality education at the graduation level as per the university guideline
- To make the students regular in classes and make them academically confident

6.2 Does the Institution has a management Information System

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

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

6.3.1 Curriculum Development

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

6.3.2 Teaching and Learning

- Encouragement towards research publication and research projects.
- Emphasizing on adopting multidisciplinary approach of studies beyond the syllabus.
- Introduction of online class tests that also give some idea about online competitive exam

6.3.3 Examination and Evaluation

- Unit tests and surprise class tests were taken. Online MCQ based tests are also taken by some departments

6.3.4 Research and Development

- T.C. had organized multi disciplinary research talks and IQAC organised seminar lectures.
- Four research papers of the faculties were published in journals of repute and in conference proceedings.
- Motivated teachers towards submission of research projects and initiated to publish academic journals of the college.

6.3.5 Library, ICT and physical infrastructure / instrumentation

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

6.3.6 Human Resource Management

- An internal training programme was organised on the topic “Online Class test , Infilbnet and other allied issues” for the teachers.

6.3.7 Faculty and Staff recruitment

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

6.3.8 Industry Interaction / Collaboration

One Certificate course in Computer Application was offered in Collaboration with CMC Academy, Singur

6.3.9 Admission of Students

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

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

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

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

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

For UG Programmes Yes No

For PG Programmes Yes No

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

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

6.11 Activities and support from the Alumni Association

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.
- Introduction of online class tests by some departments

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

- Concerted effort initiated for NAAC reaccreditation of the college. Successfully submitted and uploaded AQARs and SSR in due time and subsequently LOI submitted and duly accepted by the competent authority.
- Seminar Lectures and Interdisciplinary Talks extended.
- Subscription of Infilbnet N-LIST programme was renewed.
- Necessary papers submitted regarding introduction of Honours courses in Zoology and Botany and General courses in Santhali and Education to the competent authorities.
- Three months certificate course in Computer Application completed in collaboration with CMC Academy. Advertisement for Tailoring course is published. Introduction of certificate course in Communicative English is under process likely to be introduced in the next academic session.
- Dynamic website was launched where emphasis was given to provide information on various student related topics like fellowship/stipend/higher studies/exam regulation etc.
- State level workshop on QGIS and GPS organised.
- First issue of Online peer reviewed journal "postScriptum" and print journal "Spectrum" published.

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

1. Extending the transparency of admission process through online subject allotment
2. Peer Learning

*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 participated in "Mission Nirmal Bangla" awareness program.

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 2016-17):

- Expediting the construction, renovation and extension of the college buildings as early as possible.
- To plan for development of local handloom and local farmers.
- To set up virtual classroom.
- To prepare comprehensive planning for RUSA funding.
- Teachers, Teaching supportive staff and Students are requested to take the advantage of Infilbnet 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.
- Beautification of the college ground and adjacent pond.
- To enhance and extend socially relevant activities through Women's Study Cell and NSS.
- Setting up of herbal garden under the supervision of Botany department.
- Green audit under supervision of Botany department and NSS.
- Interdepartmental Interdisciplinary Exchange Programme.
- Setting up of more departmental libraries.
- Training of teaching and non-teaching members for upgrading computer related awareness.
- Solar panel to be installed.
- Completion of renovation of College auditorium.
- Holding of science / cultural fair and distribution of endowments to the students on the basis of their performance in University Examinations.

Name: **Dr. Ramanuj Konar**



Signature of the Coordinator, IQAC

Coordinator, IQAC
Sarat Centenary College
Dhaniakhali, Hooghly

Name: **Dr. Susanta Bhattacharyya**



Signature of the Chairperson, IQAC

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



ANNEXURE I: ACADEMIC CALENDER

ACADEMIC CALENDAR (PROVISIONAL) FOR THE SESSION 2015 – 2016

- a) MODULE –I : 1st July,2015 to 14th November,2015 = 85 Working Days
 b) MODULE –II : 15th November,2015 to 31st December,2015 = 40 Working Days
 c) MODULE –III : 1st January,2016 to 30th June,2016 = 126 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,2015 to 14th November, 2015)				
July-2015	31	Sunday: 4days(5,12,19,26) Holiday: Id-Ul-Fitre & Rath Yatra: 17/7&18/7	6 days	25 days
Aug-2015	31	Sunday: 5days(2,9,16,23,30) Holiday: Independence Day-15/8 RakhiPurnima-29/8	7 days	24 days
Sept-2015	30	Sunday: 4days(6,13,20,27) Holiday: Janmastami-5/9 Viswakarma Puja -18/9 & 19/9 Id-Uz-Zoha-25/9 & 26/9	9 days	21 days
Oct- 2015	31	Sunday: 4days(4,11,18,25) Holiday: Birthday of Gandhiji:02/10 Mahalaya-12/10 Puja Holidays-19/10 to 28/10 & 31/10	16 days	15days
MODULE –II (15th November,2015 to 31 December, 2015)				
Nov-2015	30	Sunday: 5days(1,8,15,22,29) Holiday: Puja Holidays- 7/11- 15/11 Jagadhatri Puja-19/11 & 20/11 Guru Nanak Birthday-25/11	15 days	15 days
Dec-2015	31	Sunday: 4days(6,13,20,27) Holiday: Akheri Chahar Sumba- 9/12 Fateha-Doaz-Daham & Christmas Day -25/12	6 days	25 days

MODULE –III (1st January,2016 to 30th June, 2016)				
Jan 2016	31	Sunday: 5days(3,10,17,24,31) Holiday: Winter Recess & New Years' day-1/1 to 2/1 Principal Discretion-7/1 Swamiji's Birthday-12/1, Pous Parvan-14/1, Uttarayan-15/1, Netaji's Birthday celeb-22/1 & 23/1, Republic Day-26/1	14 days	17 days
Feb 2016	29	Sunday: 4days(7,14,21,28) Holiday: Saraswati Puja-13/2	5 days	24 days
Mar,2016	31	Sunday: 4days(6,13,20,27) Holiday: Siva Ratri-7/3 Holi & DolYatra-23/3 & 24/3 Good Friday-25/3	8 days	23 days
April-2016	30	Sunday: 4days(3,10,17,24) Holiday: Chaitra Sankranti -13/4 Bengali Naba Barsha-14/4 Ramnabami-15/4, Mahavir Jayanti-19/4, DC & RC for Assembly Election 2016- 24/4 to 30/4	14 days	16 days
May-2016	31	Sunday: 5days(1,8,15,22,29) Holiday: Assembly Election Day- 2/5 Sab-e-miraj-5/5 Local Holiday- 19/5 & 20/5 Buddha Purnima-21/5, P. Dis- 23/5	11 days	20 days
June-2016	30	Sunday: 4days(5,12,19,26)	4 days	26 days
Total	366		115 days	251 days
Actual Teaching Days-				200

ANNEXURE II

Summary of Students' Feedback for the Academic session 2015-2016 Feedback about different aspects of the Institution

Parameters	Response(%)
Quality of teaching in class room	Excellent: 73%
	Good: 24%
	Average: 3%
Adequacy of teaching-learning process	Excellent: 58%
	Good: 40%
	Average: 2%
Whether the whole syllabus is completed or not within stipulated period:	Yes: 98%
	No: 2%
Whether the unit tests are conducted or not:	Yes: 99%
	No: 1%
Whether Annual Test Examination is taken or not:	Yes: 99.5%
	No: 0.5%
Whether the teachers are helpful in extending their co-operation outside their classes:	Yes: 99.5 %
	No: 0.5%
Co-curricular/ Extension activities of the Department conducted (% of student participated among from whom feedbacks were taken)	Excursion: 20%
	Field work: 15%
	Observing important days: 61%
	Cultural Programme: 40%
	Community service: 11%
Suggestions for improvement if any: (summary of suggestions received)	More books required in the library, more career oriented journals; wi-fi in college campus; Spacious reading room in the library; More class rooms

ANNEXURE III

Best Practice-1

Title of the Practice: Extending the transparency of admission process through online subject allotment

Objectives

Allotment of subject combinations through online mode would enable students to opt for their preferred subject right after they take online admission before their classes start. This process would ensure merit based transparency without any hindrance of hassle of queuing up for physically submitting their choice of subjects.

Context

The students have been applying for admission and completing admission process through online mode for last few years. Now online subject allotment would cut down the amount of paper work and pressure on the college employees by making the whole process mechanised and automated. This would enable the teaching departments save about 7-10 teaching days at the very beginning of an academic session in comparison to previous method of subject allotment.

Methodology

Combination of subjects would be available on the college admission website and would remain open for students to choose and lock their choices. Students would be allowed to log in to the admission portal in phases – in descending order of their rank in the merit panel. Students would receive text messages on their registered mobile number about the phase in which to log in to select subject and about confirmation of the choice after their choice is locked.

Results

Students were satisfied with the procedure. No complaints or anomalies were reported. The load of paper work was drastically cut down. Actual teaching procedure started in the academic department right after the start of class.

Best Practice-2

Title of the Practice: Peer Learning

Objectives

Peer Learning enables students to articulate their views. They learn to understand and solve the problems of their peers. While demonstrating they themselves can find out the areas they need to understand more clearly.

Context

Learning is not a one way route. Exchanging ideas and understanding peers not only enhance the understanding of the students, but also brings cohesion among them. The informal sessions among the students can be turned into more fruitful ones through introduction of peer learning policy.

Methodology

Students are to be encouraged to work in small groups as an initiation. To give it a formal shape peer learning sessions were incorporated by departments in their arrangements of classes.

Results

Students felt more confident after experiencing these sessions. They shared and solved problems among themselves and also consulted their teachers whenever required. Leadership qualities among peers were also seen to emerge through these sessions.