Annual Quality Assurance Report 2016-17

CHANDRAKETUGARH SAHIDULLAH SMRITI MAHAVIDYALAYA

P.O.- DEBALAYA, BERACHAMPA, North 24 Parganas, WEST BENGAL

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution

> CHANDRAKETUGARH SAHIDULLAH SMRITI MAHAVIDYALAYA

1.2 Address Line 1

> P.O.- DEBALAYA

Address Line 2

> BERACHAMPA

City/Town

> BERACHAMPA

State

> WEST BENGAL

Pin Code

> 743424

Institution e-mail address

> chandraketugarh@gmail.com

Contact Nos.

> 03216-242652

Name of the Head of the Institution:

> DR. SAROJ KUMAR CHATTOPADHYAY

Tel. No. with STD Code:

> 03216 -242652

Mobile:

> 9432860358

Name of the IQAC Co-ordinator:

DR. SUDESHNA BISWAS

Mobile:

9830430215

IQAC e-mail address:

iqaccssm@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*

WBCOGN24153

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)

EC(SC)/20/A&A/40.1 dated 16.12.2016

1.5 Website address:

http://www.cssmberachampa.org/

Web-link of the AQAR:

http://www.cssmberachampa.org/doc/AQAR_2016-17.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	1st Cycle	B	2.12	2016	2021
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :DD/MM/YYYY

31.05.2014

1.8 **AQAR for the year** *(for example 2010-11)*

2016-17

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) Not Applicable*

    i. AQAR _____ _____ (DD/MM/YYYY)
    ii. AQAR_____ _____ (DD/MM/YYYY)
    iii. AQAR_____ _____ (DD/MM/YYYY)
    iv. AQAR_____ _____ (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 [ ]

1.11 Type of Faculty/Programme

Arts [✓]   Science [✓] Commerce [ ]   Law [ ]   PEI (Phys Edu) [ ]

TEI (Edu) [ ] Engineering [ ]   Health Science [ ]   Management [ ]

Others (Specify) | Nil |

1.12 Name of the Affiliating University *(for the Colleges)* | West Bengal State University |

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

Autonomy by State/Central Govt. / University   Nil

University with Potential for Excellence   Nil   UGC-CPE   Nil

DST Star Scheme   Nil   UGC-CE   Nil

UGC-Special Assistance Programme   Nil   DST-FIST   Nil

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

UGC-COP Programmes   Nil

2. IQAC Composition and Activities

2.1 No. of Teachers   6

2.2 No. of Administrative/Technical staff   3

2.3 No. of students   1

2.4 No. of Management representatives   2 (Including Principal as Chairperson)

2.5 No. of Alumni   1

2. 6 No. of any other stakeholder and

    community representatives   1

2.7 No. of Employers/ Industrialists   0

2.8 No. of other External Experts   1

2.9 Total No. of members   15

2.10 No. of IQAC meetings held   4

2.11 No. of meetings with various stakeholders: No.   2   Faculty   1

Non-Teaching Staff   1   Students   0   Alumni   0   Others   0

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

If yes, mention the amount   N.A.

2.13 Seminars and Conferences (only quality related)

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

Total Nos. ☐1 International ☐ National ☐ State ☐ Institution Level ☐1

(ii) Themes | Community Enrichment through Rural Educational Institutions : Prospects and Problems

2.14: Significant activities and contributions made by the IQAC

- For quality assurance and academic development of this college, the IQAC maintains checks and balances through supervision and scrutiny.
- The IQAC makes suggestions for the overall development of the college.
- The IQAC makes plans for the future academic, administrative and financial development of the college.
- The IQAC encourages to initiate a Cooperative Society for the welfare of the teaching and non-teaching staff and the process is going on.
- As per proposal of the IQAC, it has been decided to initiate a short term computer training programme for the non-teaching staff of this college. A course outline has already been designed for this purpose.
- The IQAC organized a one-day institutional level workshop on "Community Enrichment Through Rural Educational Institutions: Prospects and Problem" where eminent speakers on the field made their presentations. Almost 110 participants took part in the seminar.
- As per proposal of the IQAC the central library organized a one-day workshop on 'Koha Library Management for Technical Library Development' For the staff of the central library and teachers –in-Charge of the departmental library, to acquaint them on the different facilities provided by the college.
- The IQAC has played an active role in forwarding the CAS of the faculty members.

Annexure : I& II

2.15 Plan of Action by IQAC/Outcome

The plan of action is chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome is reviewed by the end of the year.

Sl. No.	Plan of Action	Achievements
	Curricular Aspects	
1.	It was proposed to increase co-curricular activities of different departments of the college	The students of different department of the college have particularly performed quite well in cultural activities during the last year . Preparation of teaching aids is another area where the students of the college has shown a considerable boost.
2.	It was proposed to open some science courses.	Four new subjects, viz., Botany, Zoology ,Chemistry and Geography, have been sanctioned by the West Bengal State Council of Higher Education, Government of West Bengal to be introduced as general courses from the 2017-18 academic session.
	Teaching, Learning and Evaluation	
1	It was proposed to increase the involvement of students in class room seminars.	All the students of the honours departments participated actively in class room seminars
2..	It was resolved to increase the importance of special classes during the present year.	Tutorial classes have been taken by the teachers whenever necessary.
	Research, Consultancy and Extension	
1.	It was decided to introduce reward system for the departments for encouraging the teachers to involve with MRP and other research works.	This has not yet been implemented at a formal level. However, steps are being taken to initiate such a system at the earliest.
	Infrastructure and Learning Resources	
1.	It was decided to repair and renovate specific part of the college floor.	The project has been fully completed.
2.	It was decided to set up a site map in the college compound	The project has been completely executed
3.	It was to decided to prepare the sports field.	The project has been completely executed

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

2.16 Whether the AQAR was placed in statutory body   Yes ☑   No ☐

Management ☐   Syndicate ☐   Any other body | Governing Body |

Provide the details of the action taken

AQAR for the year 2016-17 was placed in the Governing Body meeting dated 05.08.17. After a thread bare discussion and modification, the report was finally accepted.

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	0	0	0	0
PG	0	0	0	0
UG	15	4	4	0
PG Diploma	0	0	0	0
Advanced Diploma	0	0	0	0
Diploma	0	0	0	0
Certificate	0	0	0	0
Others	0	0	0	0
Total	15	4	4	0

Interdisciplinary	1	0	0	0
Innovative	1	0	0	0

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

Pattern	Number of programmes
Semester	
Trimester	
Annual	✓

1.3 Feedback from stakeholders*   Alumni ☐   Parents ☐   Employers ☐   Students ✓
   (On all aspects)

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

                                                                                        Annexure-IV

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

> During this session no revision of syllabi was done in any department. In admission and examination regulation also there was no revision.

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

> During this year, four new subjects viz. Botany, Zoology, Chemistry and Geography were sanctioned for teaching as general subjects by the West Bengal State Council of Higher Education, and West Bengal State University.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
26	06	04	1(Principal)	Ptt-6 CWTT-9

2.2 No. of permanent faculty with Ph.D.   05

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
01	3	0	0	0	0	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty   11   0   0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	7	2
Presented papers	5	8	2
Resource Persons	0	0	1

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

Innovative process adopted by the Institution in teaching and learning.

- Special   lectures by eminent professors from other higher educational institution were arranged for the honours students.
- Interdisciplinary special lectures by the teachers of other academic departments were organized by the departments of Bengali, English, History ,Education and Philosophy.
- Wall magazines were published by each of the ten honours departments in which a large number of students contributed.
- The department of philosophy published a departmental journal named " Darshan Tatwa Katha".
- Class room seminars by the students were organized by all honours departments.
- The department of Political Science organized a mock parliament, in which students actively participated .
- The departments of Bengali and Political Science had taken open air classes.
- Some departments organized educational tours for the students.
- Very recently, one class room has been converted into a state of the art virtual class room.

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

| 154 |

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

Offline MCQ is used in selection test

Copier machine is used by the college
for the questions of the college level
internal examinations

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

| 4 | 0 | 2 |

2.10 Average percentage of attendance of students

| 75% |

2.11 Course/Programme wise
distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A HONS IN BENGALI	86	N.A.	0	87	0	87
B.A HONS IN ENGLISH	19	N.A.	0	74	0	74
B.A HONS IN PHILOSOPHY	16	N.A.	0	44	0	44
B.A HONS IN POL SCIENCE	02	N.A.	0	100	0	100
B.A HONS IN EDUCATION	48	N.A.	17	81	0	98
B.A HONS IN SANSKRIT	3	N.A.	0	67	0	67
B.A HONS IN ARABIC	31	N.A.	29	61	0	90
B.A HONS IN HISTORY	32	N.A.	0	66	0	66
B.SC HONS IN AGRICULTURE AND RURAL DEVELOPMENT	4	N.A.	50	50	0	100
B.A GENERAL	722	N.A.	0	1.52	78.39	79.91

N.B.: Distinction is not mentioned in the mark sheet issued by our affiliating University.

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

- Monitoring the method and content of classes held

- Monitoring the attendance of students

- Encouraging the departments for educational excursions and or study tours

- Motivating the departments to organise exhibitions, preparation of teaching aids and other co curricular activities closely related with classroom teaching

- Proposing infrastructural and logical support for overall classroom activities.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher Courses	**1**
UGC – Faculty Improvement Programme	0
HRD programmes	**2**
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	**6**
Others	0

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	14	0	3+1(librarian)	0
Technical Staff	1	0	1	0

Criterion – III

3. Research, Consultancy and Extension

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

- The IQAC motivates the faculty members to pursue research work and to apply for Major and Minor Research Projects to UGC or other funding agencies.

- The IQAC in its meeting has resolved to introduce award system for academic departments to acknowledge and appreciate research culture. The proposal would be implemented in the near future.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	N.A.	N.A.	N.A.	N.A.

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	3	1	0	0
Outlay in Rs. Lakhs	6.67	3.35	N.A.	N.A.

3.4   Details on research publications

	International	National	Others
Peer Review Journals	0	3	0
Non-Peer Review Journals	0	0	0
e-Journals	1	0	0
Conference proceedings	1	1	2

3.5 Details on Impact factor of publications:

Range [0 - 0.5]   Average [-]   h-index [-]   Nos. In SCOPUS [-]

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	N.A	N.A	N.A	N.A
Minor Projects	2014-16 2015-17	UGC UGC	667000 335000	667000 247500
Interdisciplinary Projects	0	0	0	0
Industry sponsored	0	0	0	0
Projects sponsored by the University/ College	0	0	0	0
Students research projects *(other than compulsory by the University)*	0	0	0	0
Any other(Specify)	0	0	0	0
Total	0	0	0	914500

3.7 No. Of books published   i) With ISBN No. | 02 | Chapters in Edited Books | 10 |

ii) Without ISBN No. | 0 |

3.8 No. Of University Departments receiving funds from

UGC-SAP | N.A. | CAS | N.A. | DST-FIST | N.A. |

DPE | N.A. | DBT Scheme/funds | N.A. |

3.9 For colleges   Autonomy | NIL | CPE | NIL | DBT Star Scheme | NIL |

INSPIRE | NIL | CE | NIL | Any Other (specify) | UGC |

3.10 Revenue generated through consultancy | NIL |

3.11 No. Of conferences organized by the Institution

Level	International	National	State	University	College	Departmental
Number	0	2	0	0	3	7
Sponsoring agencies	0	UGC	0	0	COLLEGE	COLLEGE

3.12 No. Of faculty served as experts, chairpersons or resource persons `1`

3.13 No. Of collaborations   International `NIL` National `NIL`   Any other `NIL`

3.14 No. Of linkages created during this year `NIL`

3.15 Total budget for research for current year in lakhs :

From Funding agency `10.02`   From Management of University/College `NIL`

Total `10.02`

3.16 No. Of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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
1	0	0	0	1	0	0

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

`NIL`

`NIL`

3.19 No. Of Ph.D. awarded by faculty from the Institution `NIL`

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

JRF `N.A`   SRF `N.A`   Project Fellows `N.A`   Any other `N.A`

3.21 No. Of students Participated in NSS events:

University level `18`   State level `25`

National level `0`   International level `0`

3.22 No. Of students participated in NCC events:

University level [N.A] State level [N.A]

National level [N.A] International level [N.A]

3.23 No. Of Awards won in NSS:

University level [NIL] State level [NIL]

National level [NIL] International level [NIL]

3.24 No. Of Awards won in NCC:

University level [N.A.] State level [N.A.]

National level [N.A.] International level [N.A.]

3.25 No. Of Extension activities organized

University forum [N.A] College forum [0]

NCC [N.A] NSS [04] Any other [2]

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

- An ICDS school consisting of 53 students was adopted by the NSS unit of the college in Jadavpur Village at Deganga Block.
- Awareness programme on ' Rain Water Harvesting' was organized jointly by the departments of Agriculture & Rural Development and Sociology in association with two local clubs of the adjoining areas on 17.10.16.
- Awareness Campaign for Sericulture as an alternative source of income generation was organized in nearby Kaukepara village in association with two local clubs on 18.10.16.
-
- The NSS unit of the college organized Health Camp on 23.11.16.
- The NSS unit of the college organized blood donation camp on 24.11.16.
- The NSS unit of the college organized Optometric and Ophthalmological examination of eyes free of cost and free distribution of spectacles among the members of the local communities on 06.01.17.
- Thalassaemia awareness and family screening & counselling programme was organised by the NSS on 17.02.17.

Annexure :V& VI

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	6232.38sqm	688.84sqm	Donation and college fund	6921.22sqm
Class rooms	19	0	College fund and fund from State Govt.	19
Laboratories	1	0	Fund from State Govt	1
Seminar Halls	1	0	College Fund	1
No. Of important equipments purchased (≥ 1-0 lakh) during the current year.	-	11	W.B Govt. and College Fund	11
Value of the equipment purchased during the year (Rs. In Lakhs)	-	4.48	W.B Govt. and College Fund	4.48
Others	0	0	-	NIL

4.2 Computerization of administration and library

> MIS software is partially functional and Library has been computerised with Koha library automation software and Bar coded technology. OPAC searching system has also been implemented.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	11103	1740967	500	102360	11603	1843327
Reference Books	165	54827	11	14628	176	69455
e-Books	0	0	0	0	0	0
Journals	7 2	Gifted 1000	2	1000	7 4	Gifted 2000
e-Journals	0	0	0	0	0	0
Digital Database	0	0	0	0	0	0
CD & Video	0	0	28	6185	28	6185
Others (specify)	0	0	Membership of N list inflibnet		0	0

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	49	1	49	0	0	office automation software has been partially implemented	Five ICT enable class room	NIL
Added	7	1	2	1	0	0	1 Virtual class room	Inflibnet and nlist facilities,
Total	56	2	51	1	0	1	6	-

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

> Internet facilities are available and academic and administrative offices are interconnected with Local Area network.

4.6 Amount spent on maintenance in lakhs :

   i) ICT | Nil |

   ii) Campus Infrastructure and facilities | 10.743 |

   iii) Equipments | 0.396 |

   iv) Others | 0.20 |

            Total : | 2.339 |

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The IQAC monitors the publication of the Prospectus for newly admitted students.

- It makes arrangement for providing Academic Calendar to the students at the earliest.

- It encourages the students to participate in exhibitions and preparation of teaching and learning aids.

- It encourages the students to participate in Educational Excursions and Study Tour organised by some of the Departments round the year.

- It uses a comprehensive feedback system from all stakeholders with the objective of supervision and maintaining checks and balances on matters related to student support and progression.

5.2 Efforts made by the institution for tracking the progression

- Regular class test and selection tests are held in each of the academic sessions and the performance of the students are analysed so as to provide important inputs in the teaching process.

- The college provide funds for organising special lecture by eminent faculties of other institutions.

- The college provide funds for conducting educational excursions or study tours to supplement the class lecture and make teaching and learning a holistic experience.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
5229	-	-	-

(b) No. Of students outside the state

0

(c) No. Of international students

0

Men

No	%
2216	42.38

Women

No	%
3013	57.62

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
3955	159	41	723	1	4879	3745	230	36	1215	03	5229

Demand ratio   1.26:1   Dropout % : 29

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

N.A

No. Of students beneficiaries
N.A.

5.5 No. Of students qualified in these examinations

NET | 0 | SET/SLET | 4 | GATE | 0 | CAT | 0 |

IAS/IPS etc | 0 | State PSC | 0 | UPSC | 0 | Others | 1 |

5.6 Details of student counselling and career guidance

A. In the year 2013 the counselling cell of this college was formed formally. It should be noted here the journey in this regard had started since 2012.

Sl no	Date	Name of the Programme	Conducted by	No. Of Student participants
1	19.08.16	One day workshop on Psychological Counselling	Dr. Piyali Ghosh Dastider, Associate Professor, Mrinalini Dutta Mahavidyapith , Professional Counsellor & Psychotherapist	23
2	18.11.16	One day workshop on Psychological Counselling	Dr. Piyali Ghosh Dastider, Associate Professor, Mrinalini Dutta Mahavidyapith, Professional Counsellor & Psychotherapist	20
3	28.11.16	Seminar on Basic Computer Awareness	Webel Computer Centre	50
4	10.01.17	Career Guidance Seminar for State and Central Govt. Jobs	RICE Education , Basirhat Branch	115

Annexure :VII

B. i) Books on career guidance were purchased during 2016-17 in a substantial number to setup a Career Counselling Corner in the Central Library.

ii) The college has started subscribing different employment oriented newspapers, journals and periodicals for the students at the Reading Room of the Central Library.

No. of students benefitted
593

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
0	0	0	0

5.8 Details of gender sensitization programmes

Nil

5.9 Students Activities

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

State/ University level [0]   National level [0]   International level [0]

No. of students participated in cultural events

State/ University level [0]   National level [0]   International level [0]

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

Sports : State/ University level [0]   National level [0]   International level [0]

Cultural: State/ University level [0]   National level [0]   International level [0]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	991	3,20,000.00
Financial support from government	1209	1,23,88,200
Financial support from other sources	0	0
Number of students who received International/ National recognitions	0	0

5.11   Student organised / initiatives

Fairs   : State/ University level [0]   National level [0]   International level [0]

Exhibition: State/ University level [0]   National level [0]   International level [0]

5.12   No. of social initiatives undertaken by the students   [0]

5.13 Major grievances of students (if any) redressed:

i) Some students had complaints about non availability of books on career guidance in the central library.

Redressal: Books on Career Guidance were purchased in a substantial number to set up a Career Counselling corner in the reading room of the Central library. The college has also started subscribing for magazine and journals in this area.

ii) Some students had complaints regarding shortage of space in the reading room of the library

Redressal: The problem has not yet been resolved but the decision has been taken in the meeting of the RUSA committee to extend the entire space of library including Students' Reading room.

iii) Some students had complaints about the shortage of books of library, both departmental and central.

Redressal : The library committee has decided to purchase more books and the process is going on.

iv) Some students had grievances regarding shortage of space in both boys' and girls' common room

Redressal : It is decided to construct a new common room each for both the boys and girls.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

- The college purports to promote higher education for the empowerment of the rural youths. It also aims to provide professional and vocational training to meet the changing needs for a better way to living and to make them socially responsible citizen.

Mission:

- The mission of the college is to create an ideal academic ambience in the institute towards the fulfilment of the goal of quality education, particularly higher education, through service and mutual co-operation of all, especially of the teachers, students, non-teaching employees, guardians and other stakeholders. The mission is also to motivate the students for participating in different social and cultural programmes in and outside the college so that they become professionally capable and able to take their own, familial and social responsibilities.

6.2 Does the Institution has a management Information System

There is a Management Information System in our college which is partially implemented. Fully online Admission and Student Data management is running successfully through this system.

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

6.3.1 Curriculum Development:

- As per rule the college has to follow the curriculum and course structure provided by the affiliating university.
- However some of the teachers of this college, as many as 40 % of them being members of under graduate board of studies, involve in curriculum development.
- Honours departments of the college introduce unitization of syllabi, class seminar and power-point. Presentation by the students. Educational Excursion, to supplement the course structure and field studies is often held.

6.3.2 Teaching and Learning

- The college has five ITC enabled rooms for its ten honours departments.
- The teachers give their lessons through Power Point Presentation and other state of the art audio visual means.
- All honours departments hold class seminars where only students present papers.
- Internet access for e-book and e-journal facility is available in the college library.
- OPAC is used in the partially digitized library.
- Recently one virtual class room has been set up.
- Spoken English, Spoken Arabic and spoken Sanskrit are taught to students through a course curriculum framed by the college itself.

6.3.3 Examination and evaluation:

- The college compulsorily arranges for unit tests, class tests and selection tests.
- Final examinations are held at the end of every academic session by the university.
- As a part of continuous evaluation class seminars and Power Point Presentations by the students have been introduced.

6.3.4 Research and development:

- The IQAC motivates the faculty members to pursue research.
- Faculty members are encouraged to present papers in seminars.
- They are inspired to get their articles published in UGC enlisted journals.
- They are encouraged to apply for different research projects funded by the UGC and other funding agencies.
- Wi-Fi connectivity is up and running in the entire college building.
- Internet access for e-book and e-journals are available in the college library.

6.3.5 Library, ICT and physical infrastructure:

- Provision for access of e-book and e-journal facility is available in the college library.
- INFLIBNET and NLIST facilities are provided by the college library.
- The OPAC and KOHA facilities enable the students for efficient searching process.
- LAN and Wi-Fi facility is available.
- Well maintained college website (www.cssmberachampa.org) is existing through which notices are served regularly.
- Digital notice board exists in our college.
- Administrative work is done largely through the use of computers.
- The college has 5(five) ICT enabled class rooms and one (1) Virtual class room to facilitate ICT enabled teaching.

6.3.6 Human Resource Management

- The members of the faculty are assigned administrative duties along with various academic duties.
- Attendance records of Principal, Teaching and Non-Teaching Staffs are properly maintained through a state of the art biometric system.
- All teachers are required to maintain and submit detailed self appraisal reports after every academic session.
- Short term computer training for non-teaching staff has been planned and course outline has been designed.
- Students are required to participate in NSS, Sports and in Class Seminars.
- Exposure in the field of multicultural activity is encouraged.

6.3.7 Faculty and Staff recruitment

Rules of Recruitment procedure are as follows :

Permanent Faculty Members	Part-time/Contractual Faculty Members	Guest Faculty Members	Non Teaching Staff
• Creation of Vacancy • Authentication of 100 point Roster from Backward class welfare office • Sending requisitions for vacant post to the recruiting authority • Receiving recommendations from the West Bengal college Service Commission • Issuing appointment letter to the recommended candidate • Joining of the candidate • Approval and Fixation of pay of the candidate • Confirmation of the service	• Creation of vacancy • Approval of recruitment process from the Governing Body • Nomination of External Expert • Advertisements • Interview process • Approval of the merit panel in the Governing Body • Joining of the Candidate • Approval and Fixation of Pay of the candidate	• Creation of vacancy • Approval of recruitment process from the Governing Body • Nomination of External Expert • Advertisements • Interview process • Approval of the merit panel in the Governing Body • Joining of the Candidate	• Creation of vacancy • Authentication of 100 point roster from Backward class welfare office • Seeking permission to the Government for filling up vacancies • Permission from government for filling up vacancies • Advertisements • Written test and interview • Approval of the merit panel in the Governing Body • Joining of the candidate • Approval and fixation of pay of the candidate • Confirmation of the service.

6.3.8 Industry Interaction and Collaboration

Serial No.	Department	Date	Industry Visit/ Research Institute
1	Agriculture and Rural Development	17th March, 2017	Agriculture Training Centre, Ramakrishna Mission, Narendrapur
2	Agriculture and Rural Development	18th March, 2017	Krishi Bigyan Kendra, Narendrapur

6.3.9 Admission of students

- The admission process is fully online and it is maintained by a third party service provider.
- Admission of students is strictly done on the basis of merit.
- Strict observations of Government rules for reserve categories are followed.
- All payments regarding admission is done through the payment gateways of a nationalized bank.

6.4   Welfare Schemes for

Teaching	• Several welfare schemes of the Govt of West Bengal. namely LTC and West Bengal Health Scheme has been declared by the State Govt. • An employees' co-operative is in the process of its making in the college.
Non teaching	• Welfare scheme of Govt of West bengal namely Swastha Sathi under WB Health Scheme has been declared by the State Govt. • Festival Bonus from the Government and ex-gratia to the casual workers are given from the College fund. • Festival Advance is given from the college fund
Students	• Subsidised medical treatment from Student' Health Home. • Students' Aid Fund is fully operational. • Students Concession is sanctioned by the college. • SC/ST/OBC/Minority Scholarship is sanctioned by the Government. • Kanyashree, Swami Vivekananda Scholarship, Scholarship from Chief Minister's fund and other scholarship from different Private organisations.

6.5   Total Corpus fund Generated: NIL

6.6   Whether annual financial audit has been done   ~~Yes~~   No

(It is presently under process)

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		No	
Administrative	Yes	Government Auditors. Audit of other grants(UGC) is done by reputed chartered Accountants	Yes	Auditor appointed by the Governing Body

6.8   Does the University /autonomous college declares results within 30 days?

              Not applicable

6.9   What efforts are made by the University/autonomous college for examination Reforms?

              Not applicable

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

              Not applicable

6..11 Activities and support from the alumni association

●   An effort is being made to register the Alumni Association under the Societies Registration Act.

6.12 Activities and supports from parent-teacher association

Though any such parent teacher association has not yet formed, regular parent-teacher meeting are held at the departmental levels and the college tries to implement parents' suggestions as far as practicable.

6.13 Developing programme for support staff

A short term computer training programme has been initiated for the non-teaching staff of this college. A course outline has already been designed for this purpose.

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

●   Medicinal garden has been formed since the year 2015.
●   Solar energy unit has been installed since the year 2016.
●   Rain Water Harvesting has been set up since the year 2015.
●   The garden has been properly maintained .
●   Awareness campaign has been initiated to maintain the campus plastic free.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic session which have created a positive impact on the functioning of the institution. Give details.

- Several academic departments published their magazines and journals during 2016-17

  The Department of Philosophy published its own journal called *Darshan Tatwa Katha* and its own Wall Magazine. Wall magazines were also published by all the departments.

- Every honours teaching departments encourage their students to participate in class seminars and use ICT enabled modes like Power Point Presentations.

- These endeavours caused an outpouring amount of the students in Creative Writing and Research which ultimately went a long way in improving the academic atmosphere of the college.

- In order to promote value education and spread multicultural values among the students, to teach them respect diversity of Indian society and acquaint them with the philosophy of great thinkers and path finder, the college celebrates Saraswati Puja and Nabi Diwas, Birth Centinary of Swami Vivekananda, Rabindranath Tagore, Philologist Dr. Sahidullah, International Language Day etc.

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

Curricular Aspects:

- A cultural group comprising of students of different departments has been formed under the leadership of Dr. Mili Dutta Pal, Assistant Professor of Philosophy. This group has staged group songs, group dance and mime show in different cultural programmes organised by the college or by the Students Union of the college. In the Exit Meeting of the NAAC Peer team on 7th December, 2016, the students of this cultural group had performed very well laying bare the multicultural values nurtured by this college. On 21st February 2017 this cultural group had performed at Kolkata in a programme organised by 'Bhasa Chetana Samity' to celebrate International Language Day.

The IQAC had suggested to involve the students of different departments in making teaching aids under the guidance of the teacher. Students of every departments had made a number of teaching aid with zeal and enthusiasm. These teaching aids have been displayed in an exhibition organised by IQAC.

- The college had applied for four new science subjects namely Botany, Zoology, Chemistry and Geography seeking extension of affiliation from the West Bengal State Council of Higher Education, Govt. Of West Bengal and West Bengal State University. Both the Council and the affiliating University have granted extension of affiliation for these four subjects to be introduce as general course from the session 2017-18.

Teaching , Learning and Evaluation

i)   All honours departments had organised class room seminars during the last session. Students were encouraged to present their papers by using LCD projector in front of the Principal, departmental teachers and teachers from the other departments. Some of the Students of Arabic and Sanskrit Departments presented their lecture in these Languages.

ii)   After completing the syllabus usually special classes / tutorial classes are taken by the teachers. Specially after completion of the selection test, every departments have taken tutorial classes whenever necessary.

Research, Consultancy and extension

i)   The issue of introduction of reward system for the departments for encouraging the teachers to pursue Minor or Major Research Project and other research works has been discussed in the IQAC meeting but this has not yet been implemented at the formal level.

Infrastructure and learning resources

1.   It was decided to repair and renovate the floors of the old building of the college, especially, the floor of the office -1, Office- II and the corridor of the ground floor. The repair and renovation work has been fully completed. The cement floor of the old building has been replaced by floor tiles.

2.   A large site map of the college has been set up in the compound.

3.   During the last session, sports field have been completely prepared. One volley ball court, one Badmintan court and football ground have been prepared as per requirement.

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

Best Practice 1	:	Biometric Attendance system has been introduced for the Principal, Teachers and non teaching staff of the college
Best Practice 2	:	OPAC searching system has been introduced in the partially digitized Central Library

Annexure : VIII & IX

7.4 Contribution to environmental awareness / protection

- Aforestation campaigns have been conducted inside the campus.

- The campus has been made plastic free.

- Smoking in the college premises has been strictly prohibited.

- Cleanliness programme has been conducted in the college campus by the NSS unit.

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 :

- Prevalence of multicultural environment and pluralism.

- Committed faculty.

- Cooperative office staff.

- Supportive management.

- Harmonious relationship among all the stakeholders and the governing Body.

Weakness:

- Inadequate infrastructure.

- Low level of student attendance.

- Less than adequate number of permanent faculty.

- Inability to generate revenue other than fees, Government grants and UGC funds.

Opportunities :

- Introduction of skill oriented add on course.

- Collaboration with Industry for employment opportunities.

- Improvement of Research Culture.

- Improvement of IT infrastructure.

- Complete computerisation of administration.

Threats:

- The decreasing number of admission in some subjects is a matter of concern to the college.

- The problem of irregularities of students is a crisis that has to be addressed.

- The increasing   exodus of students from general disciplines to technical areas of knowledge is a growing threat.

8. Plans of institution for next year

For quality enhancement of the college, it is decided to act as per report and recommendations of peer team of NAAC visited during 05th-7th December, 2016 as far as possible in the next session. The decisions are as follows:

Criterion I: Curricular aspects

- The feedback from all stakeholders will be obtained, analysed and used systematically.

Criterion II: Teaching, Learning and Evaluation

- Appropriate strategies will be undertaken for advanced learners.

Criterion III: Research, Consultancy and Extension

- The College will make budgetary provision to provide seed money to teachers for research projects and encourage to develop research culture.

Criterion IV: Infrastructure & Learning Resources

- Renovation of library and reading room facility.
- Purchase of books and journals both for Central and Departmental Library.
- Setting up Language lab to improve spoken English capability of the students.

Criterion V: Student support and progression

- The College will make arrangements to provide free coaching to students to face competitive examinations successfully.

Criterion VI: Governance, Leadership and Management

- Academic audit will be initiated.

Criterion VII: Innovation and Best Practices

- Green audit is to be initiated.

Name: Dr. Sudeshna Biswas

Name : Dr. Sarojkumar Chattopadhyay

Principal
Chandraketugarh S.S.
Mahavidyalaya

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC
P.O.- Debalaya, 24 Pgs.(N)

DETAILS OF WORKSHOP

Name of the programme	One-Day Workshop On 'COMMUNITY ENRICHMENT THROUGH RURAL EDUCATIONAL INSTITUTIONS:PROSPECTS AND PROBLEMS'
Date	25th March, 2017
Name of the Resource Persons	Swami Kamalasthananda, Principal, Ramakrishna Mission Vivekananda Centenary College Dr. Manasendu Kundu, Summer Faculty, Department of Anthropology and Environment Studies, University of California, Santa Barbara
No. of Participant	110
Venue	Seminar Hall

The workshop on 'COMMUNITY ENRICHMENT THROUGH RURAL EDUCATIONAL INSTITUTIONS: PROSPECTS AND PROBLEMS' was held on 25th March, 2017 from 11.30 am in the seminar hall of the college. The intention of the workshop was to investigate into the various methods in which rural educational institutions could maximize their social responsibility. The workshop hosted resource persons from various fields in this area with firsthand knowledge and had as its target audience in the teachers, non-teaching staff and students of the college.

The workshop began with the inaugural session consisting of the concept note read out by Dr. Saurabh Bhattacharyya, assistant professor in English of the college. In the concept note Dr. Bhattacharyya summarized the intention of the organizers behind the holding of the workshop. He also reiterated on the fact that this workshop would herald many similar future activities involving a greater number of stakeholders. The Teacher-in Charge of the college welcomed all resource persons and participants and wished it a complete success.

The Technical Session I began at around 12 noon. The resource person in this session was Swami Kamalasthananda, Principal, Ramakrishna Mission Vivekananda Centenary College, and Rahra. With the help of a power point presentation, the speaker elucidated on various technical and theoretical aspects of dissemination of education in rural institutions. In the extremely animating question and answer session which followed his one hour long address, the speaker provided numerous instances from his own experiences of heading a residential college to drive his point home. The session was followed a lunch break.

The next session, Technical Session II started at about 2 pm.The resource person, Dr. Manasendu Kundu, Summer Faculty, Department of Anthropology and Environment Studies, University of California, Santa Barbara and Guest Faculty, Department of Humanities and Social Sciences, Indian Institute of Engineering Science and Technology, Shibpur spoke on his own experiences of teaching abroad and applied the parameters of such international modes of teaching to the rural educational institution. At the end of the lecture a documentary film entitled 'ICHCHHE', directed by the engineering students of IIEST, Shibpur, and dealing with informal schooling of street children was screened. The question -answer session at the end of his lecture, aided by ICT enabled means, was also extremely interesting.

The workshop ended with a vote of thanks and a valedictory address presented by Professor Rupa Chakraborty of the department of History.

Name of the programme	One-Day Workshop On Koha Library Management Software For Technical Skill Development At Central Library
Date	7th April, 2017
Name of the Resource Person	Soumen Mondal
No. of Participant	20
Venue	Central Library

This one day workshop was organized for an orientation or up gradation for use of library management software Koha which is already implemented in our college Library. In this workshop the resource person gave hands-on training on different modules of Koha for library staff. He focused on mainly cataloguing, patron, circulation modules and generation of report. The teachers in charge of department libraries were also attended the workshop. For them and for library staff also besides training of how to use Koha, he imparted a great lecture on how to use e-resources and suggested the name and websites of free e-books and e-journals so that the teachers can get valuable information for their research work.

ACADEMIC CALENDAR 2016-17

DAYS/MONTHS	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
1	ADMISSION VERIFICATION	PART I EXAM	SEMINAR	CLASS	CLOSED	CLASS	SUNDAY	CLOSED	SELECTIN TEST PART I	CLASS	CLOSED	CLOSED
2	ADMISSION VERIFICATION	PART I EXAM	SEMINAR	SUNDAY	CLOSED	CLASS	CLASS	CLOSED	SELECTION TEST Part 1	SUNDAY	PART II FINAL EXAM	ADMINISTRATIVE WORK
3	SUNDAY	PART I EXAM	CLASS	CLASS	CLOSED	CLASS	ANNUAL SOCIAL	CLASS	SELECTION TEST Part 1	CLASS	PART II FINAL EXAM	ADMINISTRATIVE WORK
4	ADMISSION VERIFICATION	CLASS	SUNDAY	CLASS	CLASS	SUNDAY	CLOSED	CLASS	SELECTION TEST Part 1	CLOSED	PART II FINAL EXAM	ADMINISTRATIVE WORK
5	DO	PART I EXAM	CLASS	CLASS	CLASS	CLASS	CLASS	SUNDAY	SUNDAY	CLOSED	PART II FINAL EXAM	ADMINISTRATIVE WORK
6	HOLIDAY	CLASS	CLASS	PUJA VACATION	SUNDAY	CLASS	CLASS	CLASS	CLASS	CLASS	PART II FINAL EXAM	ADMINISTRATIVE WORK
7	HOLIDAY	SUNDAY	CLASS	PUJA VACATION	CLASS	CLASS	CLASS	Class & SELECTIONTEST PART II	SELECTION TEST	CLASS	SUNDAY	ADMINISTRATIVE WORK
8	ADMISSION VERIFICATIN	CLASS	CLASS	PUJA VACATION	CLASS	CLOSED	SUNDAY	Class & SELECTIONTEST PART II	CLASS	CLASS	PART II FIELD EXAM	ADMINISTRATIVE WORK
9	ADMISSION VERIFICATIN	CLASS	CLASS	PUJA VACATION	CLOSED	CLASS	CLASS	Class & SELECTIONTEST PART II	PART III H FINAL EXAM	SUNDAY	CLOSED	ADMINISTRATIVE WORK
10	SUNDAY	CLASS	CLASS	PUJA VACATION	CLASS	CLASS	CLASS	Class & SELECTIONTEST PART II	PART III FINAL EXAM	CLASS	CLOSED	ADMINISTRATIVE WORK
11	COMMENCEMENT OF 1ST AND 3RD YEAR CLASS	CLASS	SUNDAY	PUJA VACATION	CLASS	SUNDAY	CLASS	Class & SELECTIONTEST PART II	PART III FINAL EXAM (Hons)	CLASS	ADMINISTRATIVE WORK	SUNDAY
12	CLASS	CLASS	CLASS	PUJA VACATION	CLASS	CLOSED	CLOSED	SUNDAY	SUNDAY	CLASS	CLOSED	ADMINISTRATIVE WORK PART I EXAM
13	CLASS	CLASS	CLOSED	PUJA VACATION	SUNDAY	CLASS	CLASS & SELECTION TEST-III (Hons)	Class & SELECTIONTEST PART II	CLOSED	CLASS	ADMINISTRATIVE WORK	PART I EXAM
14	CLASS	SUNDAY	CLOSED	PUJA VACATION	CLOSED	CLASS	CLASS & SELECTION TEST-III (Hons)	CLASS	PART III (Hons) FINAL EXAM	CLOSED	SUNDAY	PART I EXAM
15	CLASS	INDEPENDENCE DAY CELEBRATION	CLASS	PUJA VACATION	CLASS	CLASS	SUNDAY	CLASS	PART III Hons FINAL EXAM	CLOSED	ADMINISTRATIVE WORK	PART I EXAM
16	CLASS	CLASS	CLASS	SUNDAY	CLASS	CLASS	CLASS	CLASS	PART II Hons FINAL EXAM	SUNDAY	ADMINISTRATIVE WORK	PART I EXAM

DAYS/ MONTHS	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
17	SUNDAY	CLASS	CLASS	ADMINISTRATIVE WORK	CLASS	CLASS	CLASS	CLASS	PART II Hons FINAL EAM	CLASS	ADMINISTRATIVE WORK	PART I EXAM
18	CLASS	CLASS	SUNDAY	CLOSED	CLASS	SUNDAY	CLASS & SELECTION TEST-III (G)	CLASS	PART III Hons FINAL EXAM	CLASS	ADMINISTRATIVE WORK	SUNDAY
19	CLASS	CLASS	CLASS	CLOSED	CLASS	CLASS	CLASS & SELECTION TEST-III (G))	SUNDAY	SUNDAY	PART II FINAL EXAM	ADMINISTRATIVE WORK	PART I EXAM
20	CLASS	CLASS	CLASS	CLOSED	SUNDAY	CLASS	CLASS & SELECTION TEST-III (G)	CLASS	PART III FINAL EXAM	PART II FINAL EXAM	ADMINISTRATIVE WORK	PART I EXAM
21	CLASS	SUNDAY	CLASS	ADMINISTRATIVE WORK	CLASS	CLASS	CLASS & SELECTION TEST-III (G)	CLASS	PART III FINAL EXAM	PART II FINAL EXAM	SUNDAY	PART I EXAM
22	CLASS	Class	CLASS	ADMINISTRATIVE WORK	CLASS	CLASS	SUNDAY	CLASS	PART III FINAL EXAM	PART II FINAL EXAM	SUMMER RECESS	PART I EXAM
23	CLASS	Class	CLASS	SUNDAY	CLASS	SPORTS	NETAJI'S BIRTH DAY	CLASS	PART III FINAL EXAM	SUNDAY		PART I EXAM
24	SUNDAY	HOLIDAY	CLASS	ADMINISTRATIVE WORK	CLASS	SPORTS	CLASS	CLOSED	DO	PART II EXAM		PART I EXAM
25	CLASS	HOLIDAY	SUNDAY	ADMINISTRATIVE WORK	CLASS	SPORTS	CLASS	CLASS	CLASS	PART II EXAM		SUNDAY
26	PART I EXAM	CLASS	CLASS	ADMINISTRATIVE WORK	CLASS	SUNDAY	REPUBLIC DAY	SUNDAY	SUNDAY	PART II EXAM		CLOSED
27	PART I EXAM	CLASS	CLASS	ADMINISTRATIVE WORK	SUNDAY	WINTER RECESS	CLASS	SELECTION TEST P I	CLASS	PART II EXAM		CLOSED
28	PART I EXAM	SUNDAY	CLASS	CLOSED	CLASS		CLASS	SELECTION TEST P I	CLASS	PART II EXAM		ADMISSION WORK
29	PART I EXAM	CLASS	CLASS	CLOSED	CLASS		SUNDAY	-	CLASS	PART II EXAM		ADMISSION WORK
30	PART I EXAM	CLASS	CLOSED	SUNDAY	CLASS		CLASS	-	CLASS	SUNDAY		ADMISSION WORK
31	SUNDAY	CLASS	-	CLOSED	-		SELECTION TEST	-	CLASS	-		-

N.B. : Students are directed to contact their respective departments for dates of class test.

CHANDRAKETUGARH SAHIDULLAH SMRITI MAHAVIDYALAYA

Students' Feed Back Form Analysis, 2016-17

Mechanism of the Feedback Analysis:

A mechanism of quantification based on the analysis of student feedback is adopted, using parameters related to a variety of items like the Course, Library, Support service and the Teachers in particular. In quest of some sort of objectivity, only the outgoing 3rdyear students of each Department are called upon to respond to the questionnaire.

Analysis of the Course and the Departments:

The 4-to-8-item questionnaire relates to the Course, Library, Support Service and the Teachers. Each question has 4 options - 1, 2, 3, and 4. The questionnaire involves a multiplicity of items and issues like learning value of the course, its depth and applicability, the infrastructure of a department and its academic ambience. The method quantification employed has a number of steps undertaken serially.

• Step 1: Calculating the percentage of grade-response to each question asked about the course of a department.

• Step 2: The pooled average is calculated in terms of percentage, as in Step 1, thus determining an overall percentage of responses to each grade for a specific parameter. This gives us a sense of the combined proportion of 4 for Very Good/Strongly Agree, 3 for Good/Agree, 2 for satisfactory/neither agree nor disagree and 1 for unsatisfactory/disagree for each of the parameters (items).

• Step-3: Pie chart/Bar Diagrams/3D Pyramid chart are prepared for all the questionnaires on the basis Students' response.

Overall ratings of Students feedback have been formulated as ($\sum$ of ratings/number of total qustions) and separate Pie chart/Bar Diagrams/3D Pyramid chart have also been prepared.
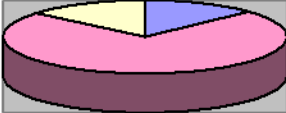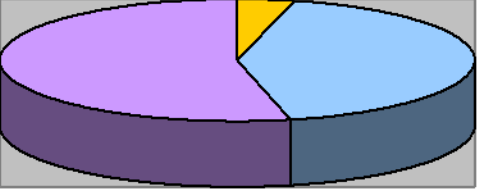
STUDENTS' FEEDBACK ON TEACHERS
(Ratings)

1.Disagree   2. NEITHER AGREE NOR DISAGREE   3. AGREE   4. STRONGLY AGREE

SL NO	Details	1	2	3	4
1	The teacher completes the entire syllabus in time		4	31	65
2	The teacher discusses, topics and interacts sufficiently with us in the class		3	23	74
3	The teacher communicates clearly and inspires me through his teaching		4	67	29
4	The teacher is punctual in class		1	80	19
5	The teacher comes well prepared in the class		0	21	79
6	The teacher encourages participation and discussion in class		3	35	62
7	The teacher uses modern teaching aids, power point presentations' web resources etc		13	73	14
8	Teacher's attitude towards the student is affectionate & helpful		2	12	86
	∑ of ratings		30	342	428
	Over all ratings of Students feedback on Teachers (∑ of ratings/8)		3.75	42.75	53.5

ANALYSIS AT A GLANCE THROUGH 3D PIE CHART

The teacher completes the entire syllabus in time	The teacher discusses, topics and interacts sufficiently with us in the class
Neither Agree nor Disagree / agree / Strongly Agree	Neither Agree nor Disagree / agree / Strongly Agree

The teacher communicates clearly and inspires me by his teaching	The teacher is punctual in class
Neither Agree nor Disagree / agree / Strongly Agree	Neither Agree nor Disagree / agree / Strongly Agree

The teacher comes well prepared in the class	The teacher encourages participation and discussion in class
Neither Agree nor Disagree / agree / Strongly Agree	Neither Agree nor Disagree / agree / Strongly Agree

The teacher uses modern teaching aids , power point presentation web resources etc	Teacher's attitude towards the student is affectionate & helpful
Neither Agree nor Disagree / agree / Strongly Agree	Neither Agree nor Disagree / agree / Strongly Agree

Overall ratings of Students feedback on Teachers

Neither Agree nor Disagree / agree / Strongly Agree

STUDENTS OVERALL EVALUATION OF LIBRARY SERVICES

(Ratings)

1.Unsatisfactory   2. Satisfactory   3. Good   4.Very good

Sl no	Details	1	2	3	4
1	Collection of books and journals	0	31	48	21
2	Prompt action of library staff	0	9	29	62
3	Behavior of the library staff	0	0	25	75
4	Sincerity of the library staff	0	5	32	63

ANALYSIS OF LIBRARY SERVICES THROUGH 3 D PYRAMID CHART
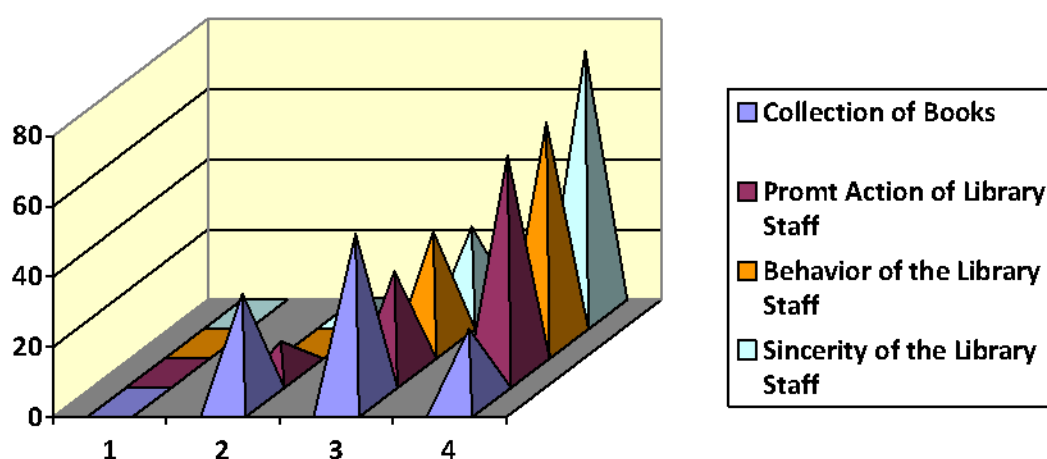
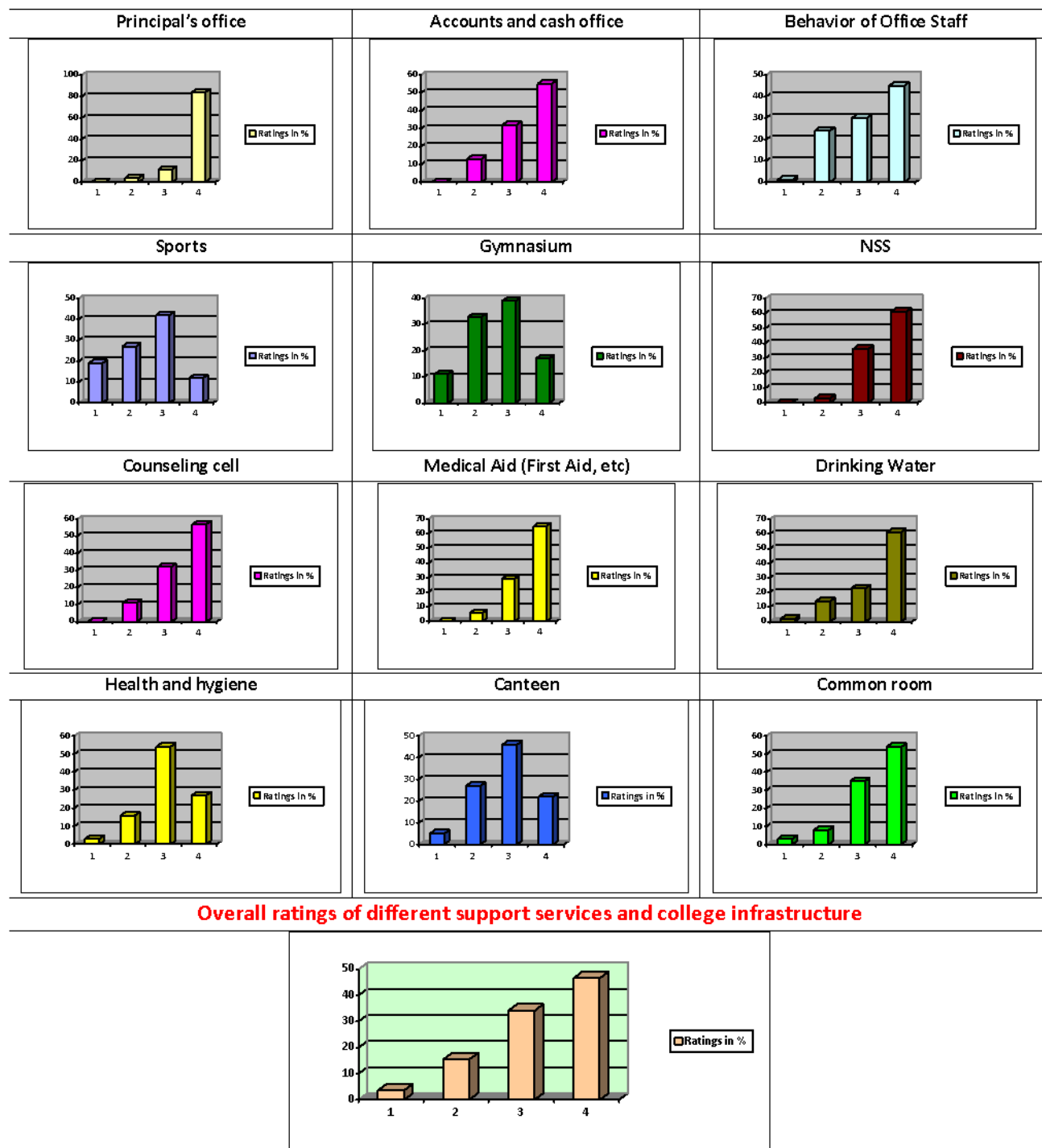## OVERALL EVALUATION OF DIFFERENT SUPPORT SERVICES AND COLLEGE INFRASTRUCTURE

(RATINGS)

1.Unsatisfactory **2.** Satisfactory **3.** Good **4.** Very good

Sl no	Details	1	2	3	4
1	Principal's office অধ্যক্ষের দপ্তর	0	4	12	84
2	Accounts and cash office হিসাব ও অর্থ দপ্তর	0	13	32	55
3	Behavior of office staff দপ্তরের কর্মীদের ব্যবহার	1	24	30	45
4	Sports ক্রীড়া	19	27	42	12
5	Gymnasium ব্যায়মাগার	11	33	39	17
6	NSS জাতীয় সেবা প্রকল্প	0	3	36	61
7	Counseling cell পরামর্শ বিভাগ	0	11	32	57
8	Medical Aid (First Aid etc) চিকিৎসা পরিষেবা (প্রাথমিক চিকিৎসা ইত্যাদি)	0	6	29	65
9	Drinking Water পাণীয় জল	2	14	23	61
10	Health and hygiene স্বাস্থ্য ও পরিচ্ছন্নতা	3	16	54	27
11	Canteen ভোজনালয়	5	27	46	22
12	Common room কমনরুম	3	8	35	54
	∑ of ratings	44	186	410	560
	Overall ratings of Students feedback on different support services and college infrastructure (∑ of ratings/12)	3.66	15.5	34.17	46.67

ANALYSIS OF DIFFERENT SUPPORT SERVICES AND COLLEGE INFRASTRUCTURE AT A GLANCE THROUGH BAR CHART

1.Unsatisfactory 2. Satisfactory 3. Good 4. Very good

Principal's office	Accounts and cash office	Behavior of Office Staff
Sports	Gymnasium	NSS
Counseling cell	Medical Aid (First Aid, etc)	Drinking Water
Health and hygiene	Canteen	Common room

Overall ratings of different support services and college infrastructure

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

Name of the Programme	Awareness Campaign for Rain Water Harvesting
Organising Department	Department of Agriculture and Rural Development
Date	17/ 10/16
Place	Kaukepara village,Deganga Block, North 24 Paraganas

Awareness Campaign for Rain Water Harvesting as an alternative source of arsenic free sufficient water was organised in nearby Kaukepara village in association with two local clubs, namely, Moonlight Club & Kaukepara Athletics Club. Mainly women folk of that village gathered to be informed about Rain Water Harvesting and its merits. Shyamal Mondal , third year student of our department, shared his knowledge with the villagers. The department is going to arrange a training programme on Rain Water Harvesting under the guidance of Bose Institute, Kolkata in near future.

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Name of the Programme	Awareness Campaign on Sericulture as an Alternative Way of Income Generation
Organising Department	Department of Agriculture and Rural Development
Date	18/ 10/16
Place	Kaukepara village,Deganga Block, North 24 Paraganas

Awareness Campaign for Sericulture as an alternative source of income generation was organized in nearby Kaukepara village in association with two local clubs, namely, Moonlight Club & Kaukepara Athletics Club. Mainly women folk of that village gathered to share our information. Himanish Bhattacharyya, Faculty Member of our department, shared his knowledge with the villagers. The department is going to arrange a demonstration programme on Sericulture in near future.

Report of the Activities of the NSS during 2016-2017

During the session 2016-17, the NSS cell of the college performed many activities both inside and outside the college. These activities involved college stakeholders as well as members of the local community. The aforementioned activities are enumerated below :

- 15th August, 2016 - Observance of Independence Day. The Principal of the college hoisted the National Flag and delivered a speech on the importance of the Independence Day. The programme ended with the speeches of others present and the National Anthem. 53 volunteers were actively present that day.

- The National Service Scheme of the college organized a First Aid Training Course in collaboration with St. John Ambulance Association (Barasat) from 19.09.16 to 24.09.16 in it. Along with the students, a number of teachers and non teaching staff took part in the Training Course.
- Free employability Training was initiated by Tata Consultancy Services (TCS) for the Services for the socially backward classes of students (UG level), organized by West Bengal State University, NSS Cell, on 29.09.2016 to 16.10.16. Ten volunteers of NSS participated of our college.
- On 24th and 25th September 2016, NSS State Level Pre-republic Day Celebration Camp was held at Gurudas College, Kolkata. Bobita Yesmin (Active Volunteer Awardee 2016) and Md. Abdul Maruf Mia (Active Volunteer Awardee 2016) had participated in that Camp.
- The NSS cell of the college organized Orientation Progamme on 'NSS & Banking Literacy' on 04.10.16 in which Dr Pranam Dhar, Programme Co-ordinator WBSU acted as resource person. 76 volunteers were actively present in that programme.
- The NSS cell of the college organized a free Health Camp on 23.11.16 in which Doctors provided Necessary medical care and consultation free of cost. 30 volunteers were actively present in that camp.

- The NSS cell of the college organized a Blood Donation Camp on 24.11.16 in collaboration with Barasat District Hospital in which 33 donors including the Principal of the college took part. Twenty eight volunteers were actively present in that camp.
- Ten NSS volunteers and Programme Officer of the college participated in a workshop on 'AIDS Prevention and Thalassaemia Awareness & Screening Programme held on 30.11.16 organised by the affiliating University.
- On 30th December 2016, a Programme called 'Swastha Samman' was organized by State Government at Netaji Indoor Stadium. In that Programme Ten NSS volunteers of college had participated under the active guidance and supervision of the NSS Programme Officer.

- A Free Spectacle Distribution Camp was held on 06.01.2017 in the college premises by the NSS cell of the college in collaboration with the Marwari Relief Society, Kolkata. 86 patients belonging to the local community were tested for diseases optometric & ophthalmic given 60 spectacles free of cost. 32 volunteers were actively present in that camp.
- On 7th January, 2017 a 'State Level Teachers' Convention' was

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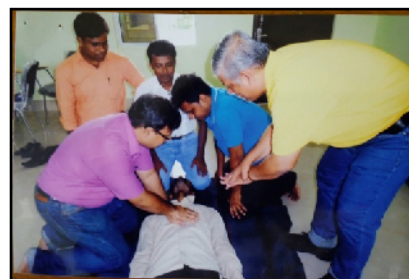
held at Netaji Indoor Stadium. Ten NSS Volunteers had participated along with NSS Programme Officer to make the participation a success from our end.

- On 23rd January, 2016, the Principal of the college observed the Netaji's Birth Celebration along with the teachers, non-teaching staff and the students. He and the others speaker explained the significance of the day and the contributions of Netaji Subhas Chandra Bose towards the nation. Forty-eight volunteers were actively present the college on that auspicious day.
- On 26th January, 2017, the Principal of the college celebrated the 68th Republic Day by hosting the National Flag and delivering a speech on the significance of the day. Forty-five volunteers were actively present the college.
- One seven days' 'National Integration Camp' was held on 7th February to 13th February, 2017 at Bankura Christian college, Bankura. Md. Abdul Maruf Mia, Active Volunteer Awardee, 2017 of our college had participated in that camp.
- A Post -Test Counseling and Family Screening Programme was conducted on 17.02.17 regarding Thalassaemia Awareness and Screening Programme in collaboration with the Thalassaemia Central Unit, Calcutta School of Tropical Medicines. A lot of students took part with their family in the counseling.
- One five days (15th May, 2017 to 19th May 2017) State Level Workshop on Youth Motivation Role of NSS organized by NSS cell, West Bengal State University. Five volunteers of NSS cell along with the NSS Programme Officer had participated in that workshop.

- 5th June 2016 was World Environment Day. The day was observed by the NSS Cell of the college with the purpose of spreading public awareness.
- From 18th June, 2017 to 24th June, 2017 an NSS Orientation Course was held at Ramakrishna Mission Ashrama, Narendrapur. Prof. Supriya Datta, Programme Officer, NSS Cell of the college took an active part in the programme.
- During the academic year 2015-16, the NSS Cell of our college had made a socio-economic survey on three villages, namely Singherati, Jhikra and Jadavpur (Deganga Block,North 24 Parganas). The NSS Cell observed that the socio-economic condition of the village Sigherati is not upto the mark and there is an ICDS school with lower socio-economic condition. Therefore it was decided that every year a special camp will be organized in that village and a school (ICDS) was adopted by the NSS Cell of the college consisting of 53 students.

In the coming year, the NSS Cell of the college aims to spreads its message of service among a broader span of stakeholders and members of the local community.

Details of student Counselling and Career Guidance

Name of the programme	One-Day Workshop on Psychological Counseling
Date	19.8.16
Name of the Counselor	Dr. Piyali Ghosh Dastidar
No. of students participated	23

A psychological counseling session was organized for 23 honours students of different departments. The session was conducted by Dr. Piyali Ghosh Dastidar, Associate Professor of Philosophy of Mrinalini Datta Mahavidyapith, Birati,North 24 Parganas. Dr. Ghosh Dastidar is a professional counselor as well. On that day, after giving an orientation lecture, questionnaires prepared by the counselor were distributed among the students. With the help of the answers written by the students in this questionnaire, Dr. Ghosh Dastidar counseled each and every student. While giving their feedback, students expressed their satisfaction and requested the organizers to organize this type of session again.

Name of the programme	One-Day Workshop on Psychological Counseling
Date	18.11.16
Name of the Counselor	Dr. Piyali Ghosh Dastidar
No. of students participated	20

A psychological counseling session entitled "ATTENDING COLLEGE IS A GREAT FUN" was conducted for 20 students by a psychological counselor and psycho-therapist on November 18, 2016. Dr. Piyali Ghosh Dastidar presented a Power Point Presentation. on the above topic. Questionnaires were distributed on the spot to the students. Dr. Ghosh Dastidar counseled each and every student in accordance with the information given by them in the questionnaire. Students were motivated and inspired deeply.

Name of the programme	Seminar on Basic Computer
Date	28.11.2016
Conducted by	Computer Training Centre of Webel Informatics Ltd. (A Government of West Bengal undertaking)
No. of students participated	50

Webel Computer Centre of Deganga, North 24 Parganas organized a seminar on Basic Computer Awareness for the students of our college. They also proposed to offer one month free training programme of basic computer in near future.

Name of the programme	Career Guidance Seminar for State and Central Government Jobs.
Date	10.01 17
Conducted by	RICE EDUCATION, Basirhat Branch.
No. of students participated	115

Mr. Sabyasachi Bandyopadhyay of RICE EDUCATION delivered an orientation lecture on Career Guidance and informed the students

about various State and Central Government jobs. Mr. Rajeev Sen of the same institution also took two

consecutive classes on 'Mathematics for Competitive Examinations'. The students requested to arrange this type of seminar again.

Best Practice

Title: Biometric Attendance System

The objective: The main objective of implementing Biometric Attendance System is as follows:

    i)   to ensure digitization of Attendance of all teaching and non teaching staff;

    ii)   to keep exact time of arrival and departure of staff;

    iii)   to make the attendance system impartial and transparent;

    iv)   to get auto generated report at the end of a particular period.

The context:

As the college administration is forwarding towards the digitization in all of its parts to make the office paper-less, it is a necessary step to introduce Biometric Attendance System.

The Practice:

There are three separate devices for Biometric Attendance for Principal, Teaching Staff and Non teaching staff of the college. At the end of each month the auto generated report from the machines are collected and duly posted in the Leave Register. The soft copies of all the monthly attendance data are stored in our Google Drive so that we can retrieve the same as and when necessary in future. It is also to mention that the monthly attendance data are sent to the Department of Higher Education (Govt. of West Bengal) along with the claim of salary.

Impact:

    i)   It replaces the process of signing the Attendance Register with thumb impression.

    ii)   Arrival and departure of staff has turned out to be more regular.

    iii)   Uniform time as shown in the system is recorded.

    iv)   It is a clear step towards Digitalization.

Title: Implementation of OPAC searching facility in the Central Library and access to e-resources through N-List Programme.

The objective: The main objective of implementing OPAC searching facility and use of N-List programme are described below:

    I.   To facilitate the students to search the catalogue in a machine readable form from multiple terminals by multiple users at a time.

    II.   To make the search quick, easy and to save the time of the users.

    III.   To quicken the circulation process and increase the circulation rate as well.

    IV.   To render access to the electronic resources through ICT enabled infrastructure beside the use of printed ones.

The context:

From 2016, Koha library automation software was implemented in the Central Library for automating the main house-keeping operations as well as services to users. After making the complete database of bibliographic details of library resources, the library made initiative to introduce the searching facility through Koha OPAC. In November 2016 the Central Library has taken membership of the N-List Programme of INFLIBNET for e-resource access.

The Practice:

There are Nine terminals at present in the Central Library; the student and staff of our college can access OPAC through these terminals. One terminal is kept only for OPAC searching. Moreover, the OPAC searching facility is available and accessible from any terminals within the college premises through Wi-Fi and LAN connectivity. The students can search the title, author, call no. and subject of the books through Koha. There are facility to see the catalogue in different formats like AACR2, normal and MARC format. The user can see also the location of the item whether it is in departmental library or in central library and determine the holding status or circulation history whether the book is available in the library or issued to anyone. The student and staff are oriented to learn searching through Koha OPAC. Searching of e-books and e-journals and getting its full text access through N-List programme is another initiative taken in this academic year. The students and faculties are oriented how to search e-resources through N-List and they are provided User-Id and password for accessing e-resources remotely from anywhere and anytime.

Impact:

    I.   It replaces the process of manual searching of catalogues of books in the library.

    II.   Many users of the library now can avail searching facility through Koha at a time from more than one terminal in the library.

    III.   The faculties can access e-resources of N-List programme from anywhere using their respective user-Id and password.

    IV.   Students can not only access books and other non-book materials of the library but also get the access of e-resources of eminent publishers through N-List programme in the digital section of the Central Library.