Annual Quality Assurance Report (2012-2013)

Submitted by

Internal Quality Assurance Cell

Silda Chandrasekhar College

Silda, Paschim Medinipur,

West Bengal

Submitted to

National Assessment And Accreditation Council (NAAC)

Bangalore

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. *(Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)*

Part – A

1. Details of the Institution

1.1 Name of the Institution

Silda Chandrasekhar College

1.2 Address Line 1

Vill & P.O.-SILDA

Address Line 2

Paschim Medinipur,

City/Town

Paschim Medinipur

State

West Bengal

Pin Code

721515

Institution e-mail address

silda_cscollege@yahoo.com

Contact Nos.

Name of the Head of the Institution:

Dr. Biswanath De

Tel. No. with STD Code:

03221-205357

Mobile:

Name of the IQAC Co-ordinator:

Dr.Nirmal Kr.Mandal

Mobile:

9434987339

IQAC e-mail address:

iqacsildacscollege@gmail.com

1.3 **NAAC Track ID** (For ex. MHCOGN 18879) WBCOGN13330

1.4 Website address:

www.sildacscollege.org

Web-link of the AQAR:

http://sildacscollege.org/wp-content/uploads/2018/12/AQAR201213.docx

For ex. http://www.ladykeanecollege.edu.in/AQAR201213.doc

1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	C+		2007	5 years
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.6 Date of Establishment of IQAC :   DD/MM/YYYY   19/05/2008

1.7 AQAR for the year (*for example 2010-11)*   2012-13

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

   i. *AQAR 2011-12 submitted to NAAC on 28-12-2015*

1.9 Institutional Status

   University   State [✓] Central [ ] Deemed [ ] Private [ ]

   Affiliated College   Yes [✓]   No [ ]

   Constituent College   Yes [ ]   No [✓]

   Autonomous college of UGC   Yes [ ]   No [✓]

   Regulatory Agency approved Institution   Yes [ ]   No [✓]

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

   Type of Institution   Co-education [✓]   Men [ ]   Women [ ]

                           Urban [ ]   Rural [✓]   Tribal [✓]

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

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

1.10 Type of Faculty/Programme

Arts ✓   Science ✓   Commerce ☐   Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management ☐

Others   (Specify) [   ]

1.11 Name of the Affiliating University (*for the Colleges*)   Vidyasagar University

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

Autonomy by State/Central Govt. / University [   ]

University with Potential for Excellence [   ]   UGC-CPE [   ]

DST Star Scheme [   ]   UGC-CE [   ]

UGC-Special Assistance Programme [   ]   DST-FIST [   ]

UGC-Innovative PG programmes [   ]   Any other (*Specify*) [   ]

UGC-COP Programmes [   ]

2. IQAC Composition and Activities

2.1 No. of Teachers | 5 |

2.2 No. of Administrative/Technical staff | 1 |

2.3 No. of students | |

2.4 No. of Management representatives | |

2.5 No. of Alumni | |

2. 6 No. of any other stakeholder and
   community representatives | 2 |

2.7 No. of Employers/ Industrialists | |
2.8 No. of other External Experts | 1 |

2.9 Total No. of members | 08 |

2.10 No. of IQAC meetings held   [1]

2.11 No. of meetings with various stakeholders: No. [6]   Faculty [6]

   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)

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

   Total Nos. [0]   International [   ]   National [   ]   State [   ]   Institution Level [   ]

   (ii) Themes [   ]

2.14 Significant Activities and contributions made by IQAC

1. BCA was introduced with intake capacity of 30 students.
2. Remedial classes were started for the backward class as well as financially weaker students.
3. Coaching classes for entry in service were held for backward and needy students.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
➢ Introduction of new course	➢ BCA course was introduced with intake capacity of 30 students. ➢ Career oriented 6-months certificate course on 'Computer Application' was started.
➢ Up gradation of Teaching Learning and Evaluation process	➢ Class tests were conducted in addition to internal assessments which are mandatory as per university rules. ➢ Remedial classes were held for the backward class as well as financially weaker students. ➢ Coaching classes for entry in service were held for backward and needy students.

	➢ Teacher-student meetings were held to inform the student about the amenities in the college and redress their grievances etc.
	➢ Smart board, white board and green board were purchased to facilitate the teaching-learning process.
	➢ Laboratory equipments for Geography, Chemistry were purchased to meet the requirement of students.
	➢ 36 more computers were purchased during this academic year to spread the computer knowledge and facility among the students and staff.
➢ Up-gradation of infrastructural facilities to students	➢ Two storied classroom building consisting of six class rooms was constructed.
	➢ Toilets and urinals for students were constructed from MP Lad fund.
	➢ Girl hostel was repaired with the financial help of BCW department.
	➢ Paschimanchal Unnayan Parishad, West Bengal approved allocation for the new academic building, auditorium and seminar hall of the college.
	➢ Purified water supply connection from Silda pond to College was completed by the PHE department.
	➢ 1st phase of the construction of the boundary wall was completed.
	➢ 'Pucca' road from the Silda main road to SC, ST boys hostel was under construction.
➢ Increase the student support system	➢ Sports equipments for students were purchased to meet the demand of the students.
	➢ Water purifiers were installed at office building, classroom building and hostel for both staff and students.
	➢ Three storied hostel building for ST boys was under construction for 100 students by the BCW office.

Attach the Academic Calendar of the year as Annexure. (See annexure - II)

2.15 Whether the AQAR was placed in statutory body   Yes [✓]   No [ ]

Management [✓]   Syndicate [ ]   Any other body [ ]

Provide the details of the action taken

Teachers' Council and the GB approve the activities taken up by the IQAC.

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	11	01		
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				01(Computer Application)
Others				
Total	11	01		01

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	01
Trimester	Nil
Annual	11

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

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

No

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

Name of Department:	**B.C.A(Hons)**
Date of affiliation:	**2012-2013**
Intake Capacity:	**30**

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
17	05	03		PTT - 9

2.2 No. of permanent faculty with Ph.D.

04

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
-	-	-	02	-	-	-	-	-	02

2.4 No. of Guest and Visiting faculty and Temporary faculty

25			

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	00	02	00
Presented papers	01	01	00
Resource Persons	00	00	00

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

- Movie shows
- Students' magazine was published to nurture their creativity
- Interactive method
- Field Survey
- Remedial Class
- Coaching class for entry in service

2.7 Total No. of actual teaching days

during this academic year

205

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

- As the College is affiliated to Vidyasagar University, Midnapore, it follows the rules and regulations of the university for annual examination. Photocopy of the answer script is issued to the student on demand under R.T.I Act through the College.
- Re-examination of Answer Script is done on demand of students through the College.

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

2.10 Average percentage of attendance of students

60%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA(HONS)	84	00	01	69	00	08
BA(GEN)	39	00	00	03	00	32
BSC	00	00	00	00	00	00

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

 The IQAC plays crucial role in the development of teaching and learning processes. In this context, IQAC has taken the following efforts for student and teacher.

- Encouragement and technical help provided to faculty members to use modern techniques of teaching like ICT.

- Inspection on the departmental activities including the classroom and library services was conducted on regular basis. In this regard, progress of a student was always monitored through unit test, home assignment etc. for their development.
- Specific suggestions were passed to the concerned student upon receiving the feedbacks from inspections.
- An academic calendar was prepared to organise (i) teaching days, (ii) examination schedule and tentative publication of results, (iii) hosting and celebrating events and (iv) list of holidays and vacation etc.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	00
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	01
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

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	-	-	-
Technical Staff	-	-	-	01

Criterion – III

3. Research, Consultancy and Extension

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

- Teachers are motivated and supported to present their research works at national and international seminars/conferences/workshops.
- Teachers are always supported to do Ph.D., M.Phil., Refresher Course, Orientation Course.

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		2		
Outlay in Rs. Lakhs		3.73		

3.4   Details on research publications

	International	National	Others
Peer Review Journals	01		
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range [   ]   Average [   ]   h-index [   ]   Nos. in SCOPUS [   ]

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

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 *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published   i) With ISBN No.   `00`   Chapters in Edited Books [   ]

   ii) Without ISBN No. [   ]

3.8 No. of University Departments receiving funds from

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	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

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	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

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

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	19.58 Acre			19.58 Acre
Class rooms	13	3	MP Lad	16
Laboratories	3	3	MP Lad	6
Seminar Halls	0			0
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		2+119*		
Value of the equipment purchased during the year (Rs. in Lakhs)	23.75313	25.74550	UGC and College fund	49.49867
Other				

*No single item of worth ≥ 1-0 lakh was purchased

4.2 Computerization of administration and library

- Attempt was taken to computerise the administration and library
- The Administrative Office functions via LAN with a central database.
- The Administrative Office is connected to the Internet.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13493		410	111214	13903	
Reference Books	10156		801	217273	10957	
e-Books						
Journals	91		0		91	
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	38	1	1		0	1		
Added	36	2	0		1	0		
Total	74	3	1		1	1		

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

- Computers including internet access are available for all teachers and students.
- Website was designed, regularly maintained and updated.

4.6 Amount spent on maintenance in lakhs :

i)   ICT

0.00230

ii) Campus Infrastructure and facilities

12.87163

iii) Equipments

1.26132

iv) Others

Total :

15.70097

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> The following steps were taken by IQAC to enhance awareness of Student Support Service.
>
> - Information related to various administrative and academic supports provided by the College were discussed in the prospectus.
> - Various types of Govt. Notices were circulated in the classroom. All notices were also pasted on the notice board.
> - In addition, specific information related to a particular department was circulated by the respective H.O.D/faculties.

5.2 Efforts made by the institution for tracking the progression

> Student-Teacher interaction is the key for tracking the progression of the students which were done regularly within as well as outside the classroom. The major issues of interaction were evaluation of the student results and their needs for their progress which were subsequently discussed in the meetings of the Teachers' Committee.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1333			

(b) No. of students outside the state

(c) No. of international students

Men	No	%		Women	No	%
	752	56			581	44

	Last Year						This Year				
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
515	159	445	178	00	1297	577	134	479	143	00	1333

Demand ratio 1.93:1   Dropout % 0.02%

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

> Coaching classes were held for entry in service in different types of competitive examinations.

No. of students beneficiaries | 75 |

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

No. of stuents benefitted   [ ]

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

5.8 Details of gender sensitization programmes

5.9 Students Activities

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

State/ University level | 15 | 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 level [ ]

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

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	158	69,690.00
Financial support from government	744	56,94,000.00 (Approx)
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

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

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

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

5.13 Major grievances of students (if any) redressed: Nil

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision Statement

The College is located in a rural area where most of the inhabitants belong to low socio-economic backgrounds. Many of the students are even first generation learners and it is a challenge to impart "proper" education to them. The College is dedicated to advancing (i) human dignity, (ii) social welfare and (iii) justice through spreading knowledge among students and also to the poor villagers. The college aims at overall development of the locality and its adjoining areas directly and indirectly through participation in various socio-economic, cultural and welfare activities.

Mission Statement
We would like to impart professional education to students belonging to different strata of society irrespective of caste, gender, or creed. Necessary steps have always been taken to uplift the deprived and academically weak students through the development of social, moral, aesthetic and ethical values amongst our students.

6.2 Does the Institution has a management Information System

> Yes,
>
> - Admissions
> - Fees
> - Student information
> - Examinations
> - Finance & Accounting
> - Student evaluation

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

6.3.1 Curriculum Development

Our College is affiliated to the Vidyasagar University, Midnapore. Thus it follows the University Syllabi designed by the respective Board of Studies of the University. However, completion of syllabus of any subject can be done in a fruitful way only if a proper teaching plan is chalked out in the beginning. Thus all departments of our college prepare a teaching plan comprised of (i) tentative number of classes to be taken (ii) topics to be taught by a teacher in every month starting from the beginning of an academic year. Afterwards, the teaching plan was distributed among the students after the commencement of class.

6.3.2 Teaching and Learning

- ➢ Preparing the academic calendar.
- ➢ Conducting unit test, group discussions and home assignment etc.
- ➢ Conducting preliminary examinations to prepare students for final examination. Exposing student for outdoor learning through educational trips, excursions, camps etc.
- ➢ Special coaching and remedial classes for backward class and financially weaker students are conducted, to bring up them to the forefront.

6.3.3 Examination and Evaluation

- Internal Examinations were conducted at regular intervals.
- University Examinations are conducted as per the norms and regulations of the Vidyasagar University, Midnapore.

6.3.4 Research and Development

- ➢ Teachers are encouraged to send their research papers in national and international journals.
- ➢ Teachers are encouraged to pursue research works.
- ➢ Academic and administrative supports are provided to the faculty to facilitate their research works.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library
 Good collection of literary books, Reading facilities, Newspapers.
Library Committee suggested a list of books based on interaction with the students and faculty members. This list was forwarded to concerning authority for sanction and purchase of books.

Infrastructure
New construction, Library being updated, ICT based instruments and computers are purchased and used; 24 x 7 Internet, Wi-Fi, Science departments are provided with computers, An ICT enabled classroom, well equipped computer labs, smart board.
Sports
The institute has several sports facilities like state of the art Gymnasium Hall, Play grounds, badminton kits, cricket kit, TT kit, volleyball, football, etc. are available.

6.3.6 Human Resource Management

- The institution has sincere, dedicated and committed faculty and Visionary management.
- Sense of regularity, punctuality, discipline and cooperation is promoted among staff and students in order to create a conductive work culture.
- In addition, the Governing body and its sub-committees, Teachers' Council and other different executive bodies formed from students and teachers always look after the different policies and developments.

6.3.7 Faculty and Staff recruitment:

- Full time teachers are appointed through the West Bengal College Service Commission
- Guest teachers are recruited following advertisement in daily newspaper/website through walk-in-interview by subject experts as per UGC norms.
- Non-teaching staffs are appointed as per the regulation of State government

6.3.8 Industry Interaction / Collaboration: Nil

6.3.9 Admission of Students:

Publicity of admission was made known through prospectus and website. Admission was done on merit basis as per the University rule.

6.4 Welfare schemes for

Teaching	College Employees Co-operative Society
Non teaching	College Employees Co-operative Society
Students	• Student aid fund • Tuition fee concession for poor but meritorious students • Free Medical Treatment (On demand) • Computer literacy programme

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	Yes	Vidyasagar University	Yes	Teachers' Council
Administrative	Yes	Vidyasagar University & West Bengal State Govt.	Yes	Principal

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?

NA

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

NA

6.11 Activities and support from the Alumni Association

Alumni of our college meet our students and give suggestions for betterment

6.12 Activities and support from the Parent – Teacher Association

Parent Teacher Association to be activated.

6.13 Development programmes for support staff

The college, at present, has 74 computers and internet connection and one smart class room to enhance the professional development of its teaching and non teaching staff. The college regularly arranged different types of programme for their advancement of learning. The college has two TV sets with cable connection for their refreshment. The Institution always look after scopes for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform. The university and Academic Staff College arranges various programmes time to time to refresh and orient the knowledge of academic and non-teaching staff. The Staff have to attend those programmes for their promotion purposes. The teachers often participate in National and International seminars for their advancement of learning and motivating the employees for research based studies.

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

The Institution always emphasizes on
- 12,800 seedlings were planted at the college campus by the Forest Department
- "No Smoking Zone" inside the campus.
- Pollution free campus.
- taking care of within the college campus
- making the surroundings completely clean

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.

Nil

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

Nil

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

Best Practice No. 1: Organization of Teaching plan.
Best Practice No 2: No Capitation or Donation & Financial supports to poor students.

Provide the details in annexure (see annexure III)

7.4 Contribution to environmental awareness / protection

> (1) The Institution always emphasizes on the necessity of keeping the campus totally pollution- free and making the surroundings completely clean. For this purpose trees are planted every year & students are inspired to take part in plantation programmes.
> (2) Particular attention is given to keep the college campus plastic-free.

7.5 Whether environmental audit was conducted?　　Yes ☐　　No ✓

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

> See annexure – IV

8. **Plans of institution for next year**

> - Up gradation of teaching-learning process
> - Up-gradation of infrastructural facilities
> - Expedite the construction work of new academic and administrative building for accommodating increasing number of students.
> - Re-open the NSS units
> - Initiative towards the extension activities
> - Beautification of the premises is to be done.

Name Nirmal Kumar Mandal　　　　　　　　　　　　　*Name Sujata Tewari*

Nirmal Kumar Mandal.
Coordinator
IQAC
Silda C. S. College
Silda, Paschim Midnapur

Tewari
Teacher-in-charge
Silda C.S. College
P.O.- Silda, Dist.- Paschim Medinipur

Signature of the Coordinator, IQAC　　　　　*Signature of the Chairperson, IQAC*

Date: 28.12.2015　　　　　　　　　　　　　　*Date: 28.12.2015*

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

****

2.15: ACADEMIC CALENDAR FOR THE SESSION 2012-13

Month	No.of week according to academic session	Dates in the week	Holidays	No. Of days available for classes/examination	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
July-August, 2012	1st	July (1-7)	01.07.2012 (Sunday) 06.07.2012 (Sabebarat)	5days	
	2nd	July(8-14)	08.07.2012 (Sunday)	6days	
	3rd	July(15-21)	15.07.2012 (Sunday)	6days	17.07.2012 Commencement of 1st,2nd,3rd,year B.A./B.Sc. students
	4th	July(22-28)	22.07.2012 (Sunday)	6days	24.07.2012-Last date of admission of 1st year B.A/BS.c students
	5th	July,29-August,04	29.07.2012 (Sunday)	6days	01.08.2012-Last date of submission of academic auditing report to V.U
August, 2012	6th	AUGUST (5-11)	05.08.2012 (Sunday) 09.08.2012 (Janmastami)	5days	08.08.2012-last date of changing subjects for 1th yearB.A/B.Sc/B.com.students
	7th	August (12-14)	12.08.2012 (Sunday) 15.08.2012 (independanceday)	5days	25.08.2012-last date of submission of registration from to V.U for 1 st year B.A/B.SC/B.COM.students <u>without fine</u>
	8th	August (19-25)	19.09.2012 (Sunday) 20.08.2012 (id-ui-fitre)	5days	
August-Sept, 2012	9th	August,26-sept.01	26.08.2012 (Sunday)	6days	30.08.2012-last date of admission for 2 nd&3rd year B.A/B.SC/B.com.students
	10th	September (2-8)	02.09.2012 (sunday)	6days	1st week of September- inter college cultural meet.04.09.2012-last date of submission of Teachers' Bio-data to V.U

	11th	Sept. (9-15)	09.09.2012	6days	10.09.2012-last date of submission of Registration Forms to V.U for1 st year B.A/B.SC/B.com. students Without fine
	12th	Sept. (16-22)	16.09.2012 (Sunday)	6 days	Students' union election to be held in between 12.09.2012 to 22.09.2012
	13th	Sept (23-29)	23.09.2012 (Sunday) 26.09.2012 (Vidyasagar's birth day 29.09.2012 (University foundation day)	4days	
Sept- oct,2012	14th	ssespt.,30 to oct,06	30.09.2012 Sunday 02.10.2012 Mahatma Gandhi's Birthday	5 days	
Oct 2012	15th	October 7-13	07.10.2012	6 days	
	16th	October 14-20	14.10.2015 Sunday 20.10.2015 Puja holidays begin	4 days	
	17th	October	21.10.2012 To 27.10.2012 (Puja Holidays)	Nil	
Oct- Nov 2012	18th	Oct,28- Nov,03	28.10.2012 To 03.11.2012 (Puja holidays)	Nil	
Nov, 2012	19th (part)	Nov (4-10)	04.11.2012 To 10.11.2012 (Puja holidays)	nil	
	19th	Nov (11-13)	11.11.2012 To 13.11.2012 (puja holidays)	nil	
	20th	Nov. (14-17)	15.11.2012 (Bhatridwitiya)	3 days	
	21st	Nov (18-24)	18.11.2012 (Sunday)	6 days	
	22nd	Nov,25- dec.01)	25.11.2012 (Sunday) 28.11.2012 (Guru nanak's Birthday)	5 days	
Dec.,	23rd	Dec. (2-8)	02.12.2012 (Sunday)	6 days	

2012					
	24th	Dec (9-15)	09.12.2012 (Sunday)	6 days	
	25th	Dec (16-22)	16.12.2012 (Sunday)	6 days	
	26th	Dec. (23-29)	23.12.2012 (Sunday) 25.12.2012 to 29.12.2012 (winter recess)	1 day	
Dec., 2012- Jan. 2013	27th (part)	Dec.,30- jan.01	30.12.2012 To 01.01.2013 (winter recess)	nil	
January,2013	27th (part)	January (2-5)	----	4 days	
	28th	January (6-12)	06.01.2013 (Sunday)	6 days	
	29th	January (13-19)	13.01.2013 (Sunday)	6 days	
	30th	January (20-26)	20.01.2013 (Netaji's birth day) 25.01.2013 (Fateha-duaz-daham) 26.01.2013 (republic day)	3 days	
January 2013 & February '13	31st	Jan.,27- Feb.,02	27.01.2013 (Sunday)	6 days	
February 13	32nd	February (3-9)	03.02.2013 (Sunday)	6 days	
	33rd	February (10-16)	10.02.2013 (Sunday)	6 days	
	34th	February (17-23)	17.02.2013 (Sunday)	6 days	
February & March 13	35th	Feb.,24- March,2	24.02.2013 (Sunday)	6 days	
March 13	36th	March 3--9	03.03.2013 Sunday	6 days	07.03.2013-closing of 3rd Year B.A/B.Sc/B.Com. Classes
	37th	March(10-16)	10.03.2013 (Sunday)	6 days	
	38th	March(17-23)	17.03.2013 (Sunday)	6 days	

	39th	March(24-30)	24.03.2013 (Sunday) 27.03.2013(Dol jatra) 29.03.2013(good Friday)30.03.20	3 days	
March-April 13			13(Easter Saturday)		
	40th	March(31) April 6	31.03.2013 (Sunday)	6 days	
April 13	41th	April 7-13	7.04.2013 (Sunday)	6 days	12.04.2012-Closing of 1st &2nd Year B.A/B.Sc/B.Com. Classes
	42th	April 14-20	14.04.2013 (Sunday)	6 days	
	43th	April 21-27	21.04.2013 (Sunday)	6 days	
April -- May 13	44th	April 28 May 4	28. .04.2013 (Sunday) 01.05.2013(May day)	5 days	
May 13	45th	May 5-11	05. .05.2013 (Sunday) 09.05.2013(Rabindranath Tagore's Birthtday)	5 days	
	46th	May 12-18	12. .05.2013 (Sunday)16.05.2013 to 18.05.2013(Summer Recess)	3 days	
	47th	May 19-25	(Summer Recess)	Nil	
May—June 13	48th	May 26 June 01	(Summer Recess)	Nil	
June13	49th	June 2-8	(Summer Recess)	Nil	
	50th	June 9-15	(Summer Recess)	Nil	
	51st	June 16-22	(Summer Recess)	Nil	
	52nd	June 23-29	(Summer Recess)	Nil	
	53rd	June 30	(Summer Recess)	Nil	

Practice 1: Organization of Teaching Plan

Goals: Planning of lessons helps one to "own" the subjects he/she is teaching or will be teaching. It

helps one to frame the subject to achieve definite progress in a given month from the commencement of an academic year. In particular, it assists to

- form the basis upon which a teacher can design instruction materials, content or teaching techniques,
- provide the basis for determining or assessing when the instruction purpose has been accomplished,
- provide a framework within which a learner can organize his or her efforts to complete the learning tasks.

The Context: Teaching plan is organized in such a way that even weaker students can follow the lessons without having any difficulty. This is very important, specially for a rural college like us where we hardly get academically bright students. However, attention has also been given so that better students could learn different avenues of a given topic.

The Practice: In practice, one or two text books are followed to organize the Teaching Plan and to prepare study materials. Needless to say that text books can hardly cover all the topics in a given syllabus equally well, specifically as intended by the instructor. Thus reference books are also used time to time to match the requirements. In addition, hands outs are also given in case a particular topic was not discussed satisfactorily in the text/reference books.

Evidence of Success: Students are always aware of the proceedings in the class room. They always have the information about when a particular topic would be discussed. This helps them to prepare for class tests which are organized periodically. Evidence of success has started to show up in the overall improvement of the college results.

Problems encountered and resources required:

There are a number of difficulties which we often encounter:

- Communicative and cultural barrier: It is understandable that there would be a communicative and cultural barrier or gap since many college students belong to poor socio-economic background and are even first generation learner. Sometimes this provides with difficulties in understanding teacher's actions and ideas.
- In some cases, fear, reluctance or apathy towards class-room.
- Lack of awareness of the differing student learner styles that exist in the classroom.
- Inadequacy of experienced teacher: We don't have much teaching supports, specially full time teachers. Thus we have to depend much on available guest teachers. But, as expected, the guest

teachers resign from their positions as soon as they get better offer. This also creates problems to achieve the plan successfully.

In fact, these are the reasons why remedial coaching has been necessitated. Though formal coaching classes for the academically weaker students somehow depends on the availability of funds from UGC or other financial agencies, we always try to offer them outside-class teaching in the teacher's room or laboratory. However, to fulfil the objectives, adequate no of full time teachers and financial supports would be highly required.

Practice 2: No Capitation or Donation & Financial supports to poor students

Goals: Capitation fees or Donation is a common practice nowadays even for school educations in private institutions across India. The fees hike naturally in the case of higher educations. Without any surprise, only affluent students can afford private education which hardly provides any benefit to students with low economic background. This is very much true in our context where most of the students belong to poor socio-economic background. We particularly aim to provide the proper value based education to all of them (already mentioned earlier in the context of "Vision & Mission") without putting any burden of Capitation fees or Donations on them. In addition, we also provide them with official helps to furnish applications for Govt. or Non-Govt. aids as well as necessary financial supports to our needy students to finish their college educations.

The Context: We differ from any city-based college where stereotype college education for the sake of carriers would suffice. As would have been guessed, the situation is quite different in a rural college where value of education, in most of the cases, does mean only a degree without having much importance. Thus it was a challenge for the whole college-team to develop the importance of values like (i) human dignity, (ii) social welfare, (iii) justice amongst the poor inhabitants through knowledge and education. Precisely, these are the basic objectives which we always need to satisfy to fulfil the dreams that the donors of this college once dreamt of. In the beginning our teachers and non-teaching staff had to work really hard to motivate the villagers to send their sons/daughters for college educations. Surely, complete absence of any form of donations or capitation fees was the main reasons that made them inclined towards education. We now simply carry forward the flag from our predecessor and follow the same path they showed. In addition, new financial support schemes (Govt., Non-Govt & college sponsored) for the benefits of our students are supplemented.

The Practice: In practice, we waive tuition fees of our needy students. Similarly, we publicize different Govt. and non-Govt. sponsored project like Kanyasree, Swami-Vivekananda fellowship, Jindal scholarship etc through notices and verbally by the teachers and H.O.Ds. Similarly, all kinds of office help are provided to the student to furnish their applications.

Evidence of Success: This practice has made a great impact to uplift the standard of living of the villagers. Slowly but steadily their vision towards life have been changing. However, in addition to this qualitative change, we also cherish when a poor student finds a job whose   college education would not become possible without the financial help provided by the college. We have already been blessed to have quite a few successful students who have achieved their dream jobs like regular teaching positions in schools or even in a college. In a recently held re-union at college campus, these successful alumnae have shown their interest to extend their supports to their needy juniors which is another evidence of success.

Problems encountered and resources required: Of course, our mission in its childhood stage. At this stage, we lack full-time teachers and non-teaching staff to run even the daily college activities in a smooth way. Thus, guest teachers and non-teaching staff are hired on a regular basis for evading this problem. But, as expected, the guest staff resigns from their positions as soon as they get a better offer which sometimes lead to very inconvenient situation for the college administration. We need (i) more regular teachers and non-teaching staff and (ii) more money from our financial agencies to support financially the needy students.

<div align="right"><u>**ANNEXURE – IV**</u></div>

7.3 SWOT Analysis:-

- **STRENGTH**
  - ➢ Good Academic Ambience
  - ➢ Pass Percentage of students in university is high
  - ➢ Quality teaching-learning
  - ➢ Teacher-Student relationship
  - ➢ Devoted Administrative and Teaching Staff
  - ➢ Student Counselling
- **WEAKNESS**
  - ➢ Paucity of teaching Staff
  - ➢ Paucity of Non-teaching staff
  - ➢ Some vacant teaching and non-teaching posts
  - ➢ Necessity of creation of more fulltime teaching and non-teaching posts
- **OPPORTUNITIES**
  - ➢ To give more scope of education to first learner generation
  - ➢ To sign MoU with Industries and reputed Institutes
  - ➢ Emphasis on learning through ICT, Digital Library
  - ➢ Publication and presentation of papers in State Level, National and International Seminars, Workshops, Journals and Magazines by teachers

THREATS
  - ➢ 75% class attendance of students
  - ➢ To train all students in Communicative English and Computer Fundamentals
  - ➢ To increase intake capacity of students in different subjects
  - ➢ To create teaching posts in the newly opened subjects

Nirmal Kumar Mandal.
Coordinator
IQAC
Silda C. S. College
Silda, Paschim Midnapur

Teacher-in-charge
Silda C.S. College
P.O.- Silda, Dist.- Paschim Medinipur