Annual Quality Assurance Report
(2014-2015)

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.	03221-205357
Name of the Head of the Institution:	Dr. SUJATA TEWARI
Tel. No. with STD Code:	03221-205357
Mobile:	9476333193
Name of the IQAC Co-ordinator:	Dr. BISWAJIT DAS
Mobile:	9434562516
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/AQAR201415.docx

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*)   2014-15

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*
> *ii. AQAR 2012-13 submitted to NAAC on 28-12-2015*
> *iii. AQAR 2013-14 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   [6]

2.2 No. of Administrative/Technical staff   [2]

2.3 No. of students   [1]

2.4 No. of Management representatives   [   ]

2.5 No. of Alumni   [1]

2. 6 No. of any other stakeholder and

community representatives   [2]

2.7 No. of Employers/ Industrialists   [1]

2.8 No. of other External Experts   [   ]

2.9 Total No. of members   [13]

2.10 No. of IQAC meetings held | 03 |

2.11 No. of meetings with various stakeholders: No. | 8 | Faculty | 5 |

Non-Teaching Staff Students | 2 | Alumni | 1 | 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. | 3 | International | | National | | State | 3 | Institution Level | |

(ii) Themes

- Seminar on 'Improvement of Teaching-Learning & Evaluation Process in Undergraduate Courses' was conducted.
- Workshop on 'Motivating Programmes to Teachers for Acquiring Classroom Skills' was organized.
- Seminar on 'Future Prospects of an Automobile Engineer' was held.

2.14 Significant Activities and contributions made by IQAC

IQAC actively monitored to improve and /or purchase a few resources during the year

1. Purchasing land to enhance the playground within the campus area.
2. Construction and renovation of toilets for girls and boys.
3. Extension of Library building.
4. Renovation of boys' hostel.
5. Extension of computer facility to students.
6. Use of solar lights within the campus area.
7. Increasing the number of computers.
8. Contributing 1530 no of books to library.
9. Speeding up the internet connectivity to 2mbps.
10. Taking steps towards the introduction of online admission procedure from the academic session 2015-16.

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
1. Upgrading the Teaching-Learning and Evaluation process	➢ Modern teaching aids like LCD projectors, Visualiser, film showing, educational excursion etc were introduced. ➢ Teacher-student meetings were held. ➢ Few departmental seminars were organised. ➢ Student feedback systems were introduced ➢ Class tests in addition to the compulsory internal assessment were taken. ➢ One day workshop was held on 'Motivating Programmes to Teachers for Acquiring Classroom Skills' on 12.8.14. ➢ Seminar on 'Improvement of Teaching-Learning & Evaluation Process in Undergraduate Courses' on 19.8.14. Two eminent speakers i) Sri Subhas Maity, Deputy Controller of Examination, Vidyasagar University and ii) Dr. Asish Gupta, Principal of Sevayatan Sikshan Mahavidyalaya, Jhargram delivered their lecturers. ➢ Department of Bengali organized their field survey at Navadweep, Mayapur. ➢ Department of Geography organized their field survey at Digha, Talsari. ➢ A seminar on 'Future Prospects of an Automobile Engineer' was organised by the Community College.
2. Increase the infrastructural facility	➢ Toilets for girls and boys were renovated. ➢ Library building was extended (1st floor library building was constructed). ➢ Boys' hostel was renovated. ➢ 90 decimal land was purchased to augment the play ground of the college. ➢ 10 pieces Solar lights were installed within the campus to reduce the electricity bill.

	➤ Teacher-student meetings were held to aware about the student amenities, to redress their grievances etc.
3. Increase the student support system	➤ Admission to 1st year classes were done by online software to make the admission procedure transparent.
	➤ Students were encouraged and assisted to get merit-cum-means scholarship from the Govt and different Non-Govt organisations.
	➤ Poor but meritorious students were financially helped by the college by fully or partly waiving their tuition fee.
4. Increase the extension activities by the students	➤ NSS units were actively engaged in the extension activities.
	➤ Volunteers of NSS distributed mosquito net among the nearby poor dwellers on 17.3.15.
	➤ Thalassaemia awareness programme and its detection camp were organised for the students.
	➤ 3-day First Aid Training camp was organised among the students from 5.1.15 to 7.1.15 by St. Jones Ambulance Brigade.
	➤ Cultural competition was organised among the students on 17.11.14, the day of 'International Students' Day'.
	➤ Legal awareness programme was held to conscious our students and staff by the State Legal Authority on 11.2.15.
	➤ Awareness programme on women empowerment was held on 9.9.14 in association with an NGO 'Suchetana'.
	➤ 'Rashtriya Ekta Diwas' was observed on 31.10.14. Students were actively participated in this programme.
	➤ 'Communal Harmony Day' was observed by our students on 25.11.14.
	➤ World AIDS day was observed on 1.12.14 by our students. As a part of the celebration, students participated in a rally. Dr. Uttam Mandi, BMOH, Belpahari delivered a lecture on this topic to enhance awareness amongst students and staff.

5. Introduction of Community College Scheme under UGC.	➢ Community College Scheme of UGC was introduced. One year diploma courses in i) Automobile Servicing (Two wheeler) and ii) Mobile Repairing and DTH Installation were started with 50 students in each trade.
6. Introduction of new courses	➢ Three under graduate general courses in Physical Education with intake capacity – 50, Education with intake capacity – 50, Computer Science with intake capacity – 25 were introduced.

* 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

Governing Body appreciated the activities of IQAC body. They approved the AQAR as prepared 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	12	3		
PG Diploma				
Advanced Diploma				
Diploma		2		
Certificate				
Others				
Total	12	5		

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	16

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.

> The decision is taken by the University. Some faculties of our college are involved in this programme.

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

Name of Department:	**Physical Education(Gen), Education(Gen), Computer Science(Gen)**
Date of affiliation:	**03/07/2014**
Intake Capacity:	**Physical Education-50, Education-50,Computer Science-25**

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
16	07	01	--	8(Govt Approved PTT)

2.2 No. of permanent faculty with Ph.D.

03

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   32   00   00

2.5 Faculty participation in conferences and symposia:

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

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

- Classes through Power Point Presentation.
- Movie shows.
- Students' magazine for approaching in varied ways and for their creative expressions.
- One-to-one counselling and guidance.
- Interactive method.
- Project Works.
- Field Survey.
- Class seminar.
- Organising Workshops.

2.7 Total No. of actual teaching days during this academic year   213

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

3		

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)	136		05	118	00	05
BA(GEN)	61		00	13	00	43
BSC(GEN)	01		00	00	00	01

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

The IQAC plays the role of a mentor in the development of teaching and learning processes. In this context, principal activities of IQAC are summarized below.

- Encourage and help the faculty members to use modern techniques of teaching using 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 the development of student.
- Specific suggestions were passed to the concerned students 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	03
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	00
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	08	07	--	07
Technical Staff	00	00	00	00

Criterion – III

3. Research, Consultancy and Extension

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

- Faculties are encouraged to get Minor or Major research project from different organisation like UGC, DST etc.
- Teachers are motivated and supported to present their research works at national and international seminars/conferences/workshops.
- Teachers are always encouraged 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				
Outlay in Rs. Lakhs				

3.4   Details on research publications

	International	National	Others
Peer Review Journals	02		
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range ☐   Average ☐   h-index ☐   Nos. in SCOPUS ☐

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

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. ☐   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	00				06
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 | 200 | 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 | 10

NCC | | NSS | 10 | Any other |

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

Our college is closely linked with neighbourhood villages. Almost all the extension activities are linked with the local residents and their children.

1. NSS units were actively engaged in the extension activities.
2. Volunteers of NSS distributed mosquito nets among the nearby poor dwellers.
3. Thalassemia awareness programme and a Thalassemia detection camp were organised in the College campus.
4. First Aid Training camp was organised among the students.
5. Cultural programme was organised among the students.
6. AIDS awareness programme was held and a rally was organized.
7. Legal awareness programme was held to conscious our students and staff by the State Legal Authority.

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	90 Decimal	College fund	
Class rooms	14	00		14
Laboratories	06	02	UGC	08
Seminar Halls				
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)	55.43642	7.67646	UGC, College	63.11288
Others				

4.2 Computerization of administration and library

- Attempt was taken to enhance the computer facility to facilitate 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	14435		536	99223	14971	
Reference Books	11944		994	184007	12938	
e-Books						
Journals	91				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	74	3	1	1	1	2	4	
Added	3	0	29	0	0	4	0	
Total	77	3	30	1	1	6	4	

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

- Computers and internet access were available for teachers and students within the campus.
- Wi-Fi connections were available within the college office and Computer centre.
- Training sessions of software's related to office management were organized for office staff.
- Accounts software, COSA software training were provided to the office staff and Bursar of the college
- Online admission software training was provided to the teaching and non-teaching staff.

4.6 Amount spent on maintenance in lakhs :

i) ICT   1.37952

ii) Campus Infrastructure and facilities   23.55163

iii) Equipments   4.37087

iv) Others

Total :   29.30202

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Co-Ordinator and its members were actively participated in various academic meetings and took decisions in respect of students support services.

The effort by the IQAC for enhancing the student support service as follows:

- Improving the information of support services provided by the College were discussed in the prospectus.
- In addition, any specific information related to a particular department was circulated by the respective HOD/faculties.
- Receiving the feedback from the students regarding various support services.
- Providing guidance to the needy students.
- Circulate various types of Govt. Notices.
- Employment notices are displayed in the college notice board.

5.2 Efforts made by the institution for tracking the progression

Student-Teacher interaction is the key for tracking progression of the students which were done regularly within as well as outside the classroom. The major issues of interaction were evaluation of the students' 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
1453			

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men

No	%
812	56

Women

No	%
641	44

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
585	192	524	195	05	1502	651	160	414	227	01	1453

Demand ratio   1.84:1   Dropout %   0.03%

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

> Nil

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET [ ]   SET/SLET [ ]   GATE [ ]   CAT [ ]

IAS/IPS etc [ ]   State PSC [ ]   UPSC [ ]   Others [ ]

5.6 Details of student counselling and career guidance

> The Career Counselling Cell intensively looks after counselling of students on matters relating to employment and arranges various programmes:
> - The Cell regularly provides the students with magazines and other study materials on career guidance from the college library,
> - Various newspapers and weekly papers with news about employment (like the Karmakshetra) are subscribed. Also vacancies of news are notified on the notice board.
> - The cell helps students in filling in off-line and online forms to get jobs both at the Government level and in private sector.

No. of students benefitted   50

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
00	00	00	00

5.8 Details of gender sensitization programmes

> Various activities were undertaken in this regard to aware our students. A seminar on 'Women Empowerment' was held on 9.9.14 in association with an NGO, 'Suchetana'.

5.9 Students Activities

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

State/ University level   25   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	62	25,175.00
Financial support from government	815	66,58,000(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

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 amongst 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 amongst the students after the commencement of class.

6.3.2 Teaching and Learning

- ➢ Preparing Teaching plan of the academic year.
- ➢ Using advanced method of teaching.
- ➢ Conducting unit test, home assignment etc.
- ➢ Conducting preliminary examination.
- ➢ Exposing student for outdoor learning through educational trips, excursions, camps etc.

6.3.3 Examination and Evaluation

- Internal Examinations are conducted at regular intervals. (Academic calendar attached).
- University Examinations are conducted as per the norms and regulations of the Vidyasagar University, Midnapore.

6.3.4 Research and Development

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

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.

Infrastructure
Construction works of the new building has began, 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

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 staff are appointed as per the regulation of State Govt.

6.3.8 Industry Interaction / Collaboration

Community College Scheme of UGC was running as a wing of this college. The diploma courses i) Automobile Servicing and ii) Mobile Repairing and DTH Installation are running in association with the help of industry partners i) George Insoft Pvt Ltd and ii) Globsyn Skills Development Pvt Ltd. Seminars on Automobile Servicing were held with the industries like TVS, Honda, Yamaha, Bajaj. Students were interacted with the representatives of industries.

6.3.9 Admission of Students

Publicity of admission was done through College website, Notice Board and prospectus. Admission was done on merit basis as per the University rules. Initiatives were taken to admit 1st year students through online system from the coming session 2015-16.

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 generate

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	Teacher-in-Charge

6.8 Does the University/ Autonomous College declares 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

The college has an Alumni association which takes initiative in different kind of academic and social activities for all-round development of the college especially for the students. The renowned members of the Alumni association come to the college to share their experience in respective fields as and when requested by the authority.

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 has at present seventy four computers and internet connection and one smart class room to develop the professional skills of its teaching and non-teaching staff. The college regularly arranged different types of seminars for their advancement of learning. Also the college has two TVs with cable connection for their refreshment. The institution always looks after the scopes for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they are to perform. The University and Academic Staff College arranges various programmes time to time to refresh and orient the knowledge of the academic and non-teaching staff. The Staff have to attend these 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
- "No Smoking Zone" inside the campus.
- Pollution free campus.
- taking care of plants 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

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

Best Practice No. 1: Teaching plan & methodology.
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 the annexure -IV

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

> - Introduce online admission process to students
> - Introduce smart class room
> - Introducing career-oriented certificate courses
> - Complete the automation work of library
> - To provide the students with more books from the library.
> - Expedite the construction work of new academic and classroom building
> - Increase the liaison between the poor villagers and college through NSS volunteers
> - Organise different awareness programmes for the students and Stuff.

Name Nirmal Kumar Mandal

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

Signature of the Coordinator, IQAC

Date: 28.12.2015

Name Sujata Tewari

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

Signature of the Chairperson, IQAC

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

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2.15: ACADEMIC CALENDER FOR THE SESSION 2014-2015

Month	No. Of Week to Academic Session	Dates in the Week	Holidays	No. Of days available for holding Class/Exam	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
July-2014	1st	July (1-5)	Nil	5 days	
	2nd	July (6-12)	06.07.2014(Sunday)	6 days	10.07.2014 Commencement of 1st year B.A./B.Sc./B.Com classes
	3rd	July (13-19)	13.07.2014(Sunday)	6days	
	4th	July (20-26)	20.07.2014(Sunday)	6 days	21.07.2014-Starting day of admission of 2nd & 3rd year B.A./B.Sc/B.Com students 23.07.2014- Last date of Admission of 1st year B.A./B.Sc./B.Com students 25.07.2014-Commencement of 2nd & 3rd year B.A./B.Sc./B.Com classes
July-August 2014	5th	July 27-Aug-02	27.07.2014(Sunday) 29.07.2014(Id-UI-Fitre)	5 days	31.07.2014- Last date of change of subjects for 1st year B.A./B.Sc./B.Com students
August-2014	6th	August (3-9)	03.08.2014(Sunday)	6 days	
	7th	August (10-16)	10.08.2014(Sunday) 15.08.2014(Independence day)	5 days	12.08.2014- Last date of filling up of Registration forms for 1st year B.A./B.Sc./B.Com students
	8 th	August(17-23)	17.08.2014(Sunday) &(Janmastami)	6 days	18.08.2014-Last date of Submission academic auditing report to V.U. 22.08.2014-Last date of submissing registration from to V.U by the college for 1 Year B.A/B.Sc/B.Com students
	9th	August(24-30)	24.08.2014 (Sunday)	6 days	
August-September-2014	10th	August31-sept-06	31.08.2014(Sunday)	6 days	01.09.2014-Last date of submission of registration form to V.U. for 1st year B.A./B.Sc/B.Com students with fine 04.09.2014-Last date of submission of Teachers' Bio data to V.U.

September-2014	11th	September(07-13)	07.09.2014(Sunday)	6 days	1ST Week of September Inter College Cultural Meet.
	12th	September(14-20)	14.09.2014(Sunday)	6 days	
	13th	September(21-27)	21.09.2014(Sunday) 23.09.2014(Mahalaya)	5 days	
Sept-Oct.-2014	14th	Sept.-28 oct.-04	28.09.2014(Sunday) 29.09.2014(University Foundation Day) 30.09.2014(Puja Holidays begin)02.10.2014(Gandhiji's Birth Day)	Nil	
Oct-2014	15th	October(05-11)	05.10.2014-11.10.2014(Puja Holidays)	Nil	
	16th	October(12-18)	12.10.2014-18.10.2014(Puja Holidays)	Nil	
	17th	October(19-25)	19.10.2014-25.10.2014(Puja Holidays)23.10.2014-25.10.2014(Kali puja & Bhatridwatia)	Nil	
January 2015	27th	January 2—3		2 days	
	28th	January 4—10	4.01.2015(Sunday) 04.01.2015(Fathe-duaz-daham)	6 days	
	29th	January 11--17	11.01.2015(Sunday) 12.01.2015(Swamivivekanada's birth days) 15.01.2015(Pous Shankarnti)	4 days	
	30th	January 18--24	18.01.2015(Sunday) 23.01.2015(netaji birth day)	5 days	
	31th	January 25-31	25.01.2015(Sunday) 25-26.01.2015 (Swarasati Puja) 26.01.2015(Republic day)	5 days	

February 2015	32th	February 1--7	01.02.2015(Sunday)	6 days	
	33th	February 08—14	08.02.2015(Sunday)	6 days	
	34th	February 15—21	15.02.2015(Sunday)	6 days	
	35th	February 22—28	22.02.2015(Sunday)	6 days	07.3.2015-Closing of 3 rd Year B.A/B.Sc/B.Com. classs
March 2015	36th	March 01—07	01.03.2015(Sunday) 05-06.01.2015(doljatra)	4 days	
	37th	March 08—14	08.03.2015(Sunday)	6 days	
	38th	March 15-21	15.03.2015(Sunday)	6 days	
	39th	March 222---28	22.03.2015(Sunday)	6 days	28.03.2015. Closing of 1st&2nd Year B.A/B.Sc/B.Com. classs
March& April 2015	40th	March 29 April 04	29.03.2015(Sunday) 3.04.2015(good Friday)	5 days	
April 2015	41th	April (05-11)	05.04.2015(Sunday)	6Days	
	42th	April (12-18)	12.04.2015(Sunday) 14.04.2015(Birth day of Dr Br Ambedkar) 14.04.2015(chaitra shankranti) 15.04.2015(Bangala naba barsha)	4Days	
	43th	April 19-25	19.04.2015(Sunday)	6Days	
April – May 2015	44th	April (26) May (02)	26.04.2015(Sunday) 01.05.2015(may day)	5Days	
May 2015	45th	May (03-09)	03.05.2015(sunday) 09.05.2013(Rabindranath birth day)	5Days	

May 2015	46th	May (10-16)	10.05.2015(sunday) 16.05.2013 to 18.05.2013(summer recess)	3Days	
	47th	May (17-23)	17.05.2015-23.05.2015 (summer recess)	---------------	Exam, administrative work academic task, etc
	48th	May (24-30)	24.05.2015-30.05.2015 (summer recess)	---------------	Exam, administrative work academic task, etc
	49th	May (31) June 06	31.05.2015-06.06.2015 (summer recess)	---------------	Exam, administrative work academic task, etc
June 2015	50th	June 07-13	07.05.2015-13.05.2013 (summer recess)	-----------------	Exam, administrative work academic task, etc
	51st	June 14-20	14.6.2015-20.06.2015 (summer recess)	----------------	Exam, administrative work academic task, etc
	52nd	June 21-27	21.6.2015-27.06.2015 (summer recess)	---------------	Exam, administrative work academic task, etc
	53rd	June 28-30	28.06.2015-30.06.2015 (summer recess)	---------------	Exam, administrative work academic task, etc

7.3 Best Practice

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 the comparatively weaker students can follow the lessons without having any difficulty. This is very important, especially for a rural college like us where we hardly get academically bright students. However, attention has also been given so that Comparatively 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 learners. Sometimes this creates difficulties in understanding teacher's actions and ideas.
- In some cases, fear, reluctance or apathy towards class-room is seen among the students.
- 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, especially full time teachers. Thus we have to depend much on available guest teachers. But, as expected, the guest teachers resign from their posts as soon as they get a better offer. This also creates problems to execute 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 number 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 staffs resign from their positions as soon as they get better offers 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.

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