Annual Quality Assurance Report
(2015-2016)

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 2013)1, 2012 to June 30,*

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

Jhargram,

City/Town

Jhargram

State

West Bengal

Pin Code

721515

Institution e-mail address

silda_cscollege@yahoo.com

Contact Nos.

9476333193

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:

Prof.Shaktipada Shit

Mobile:

9933078787

IQAC e-mail address:

silda_cscollege@yahoo.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/AQAR201516.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   08/05/2013

1.7 AQAR for the year (*for example 2010-11*)   2015-16

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 28-12-15
   ii.   AQAR_____2012-13 Submitted to NAAC on 28-12-15
  iii.   AQAR_____2013-14 Submitted to NAAC on 28-12-15
  iv.   AQAR_____2014-15 Submitted to NAAC on 28-12-15

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   2

2.11 No. of meetings with various stakeholders: No. [ ]   Faculty [5]

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. [3]   International [ ]   National [1]   State [1]   Institution Level [1]

(ii) Themes

> One day workshop on NAAC with teaching staff members
> One day National seminar on excellence in Higher education.
> One day state level seminar on women empowerment.

2.14 Significant Activities and contributions made by IQAC

There are few primary objectives of IQAC which have always been performed:

a. To provide with quality education to all, irrespective of caste, creed and religion, economic status or physical health.

b. Maintaining surveillance over student's progress on a regular basis.

c. To enhance students amenities and facilities and to encourage students to involve in NSS and other social activities.

d. The feedbacks from the students & parents have actively been reviewed in the Academic committee and recommendations have been made to the respective H.O.D.

e. Faculty members are encouraged to generate resource by way of submitting research projects and undertaking consultancy and extension activities.

In addition to the aforementioned activities, IQAC actively contributed to improve and /or purchase a few resources during the year

1. Construction and renovation of toilets for girls and boys
2. Renovation of boys' hostel
3. Extension of computer facility to students
4. Increasing the number of computers
5. Speeding up the internet connectivity to 2mbp

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	1. Modern teaching aids like LCD projectors, film showing, educational excursion etc were used to attract the students by the teachers 2. Teacher-student meetings were held 3. Departmental seminars were organised 4. Class tests in the tune of internal assessment were taken as per university rules 5. Department of Bengali organized their field survey at Bishnupur , Bankura on 11-01-2016 6. Teacher – Student Meetings Were held to aware about the student amenities, to redress their grievances etc.
2. Increase the infrastructural facility	1. Roof-treatment of old class room building and staff common room. 2. One student management and financial accounting software was installed. 3. Boys' hostel was renovated
3. Increase the student support system	1. Students were encouraged and assisted to get merit-cum-means scholarship from the Govt. and different Non-Govt. organisations. 2. Poor but meritorious students were financially helped by the college by fully or partly waiving their tuition fee. 3. Admission to first year classes were done by online software to make the admission procedure transparent.
	1. NSS units were actively engaged in the extension

4. Increase the extension activities among the students	activities
	2. First Aid Training camp was organised among the students
	3. World health observance on 07-04-2015 by our students as a part of the celebration , students participated in a rally
	4. Survey of dropout students at Shimuldanga conduct our students
	5. Independence day was observed by our students on 15-08-2015
	6. National integration day was observed by our student on 23-11-2015
	7. World AIDS day was observed on 01-12-2015 by our students to enhance awareness amongst students and staff.
	8. The NSS units organized a seminar on "Right to Information (RTI) act".
	9. NSS units organized a Blood donation camp.
	10. Netaji birthday celebration was the NSS units on 23-01-2016
	11. A seminar on "Global Warming" was organized by the NSS units on 08-02-2016
	12. A seminar on "Snake Bite" was organized by the NSS units on 09-02-2016.
	13. NSS units organized a "Thalassemia Detection" camp
	14. The NSS unit's distributed blanket among the poor villagers.

Attach the Academic Calendar of the year as Annexure.

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	15			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	15			

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	15

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 Concern University. Some faculty of our college are involve in this programme.

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

Name of Department:	
Date of affiliation:	
Intake Capacity:	

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
09	08	01	--	--

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
08	06	03	--	--	-	31	--	39	--

2.4 No. of Guest and Visiting faculty and Temporary faculty

31 | -- | --

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/	1	5	6
Presented papers	1	7	3
Resource Persons			

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

- Classes through PowerPoint Presentation
- Movie shows
- Students' magazine for approaching in varied ways and for their creative expressions.
- One-to-one counselling and guidance
- Project Works
- Field Survey
- Class seminar
- Workshop

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

217

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 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.

Re

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)	101		9.90	84.15	00	3.96
BA(GEN)	41		00	19.51	00	63.41
BSC(GEN)	02		00	100	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.

For faculty:

- Encourage and help faculty to use modern techniques of teaching using ICT.
- Inspected on the departments, the classrooms and the library for upgrading existing infrastructural facilities.
- Discussed matters relating to teaching-learning with concerned Heads and teachers of the departments and acted as per their feedback and demands.
- Prepared an academic calendar to convey the examination schedule teaching days, celebration, results, holidays, vacations etc. to the faculty students.
- Carried out evaluation of the faculties from respective students with questionnaires.

For Student:

- The progress of student was monitored through unit test, home assignment, Seminar etc. for the development or student.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmers	Number of faculty benefitted
Refresher courses	
UGC – Faculty Improvement Programmed	
HRD programmers	
Orientation programmers	

Faculty exchange programmer	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	1
Others	3

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	06	07	--	06
Technical Staff	0	00	00	00

Criterion – III

3. Research, Consultancy and Extension

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

- Promoting Research activities through Minor and Major Projects
- Motivating teachers for presenting papers at national and internal seminars
- Teachers were encouraged to do Ph.D., M.Phil., Refresher Course, Orientation Course
- Programs & Workshops, etc. through study leave and duty leave.

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	1		
Non-Peer Review Journals	1		
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	01	01		06
Sponsoring agencies		College	College		College

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

3.13 No. of collaborations   International ☐   National ☐   Any other ☐

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency [   ]   From Management of University/College [   ]

Total [   ]

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	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 [ ]   Any other [ ]

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

Realizing the Institutional Social Responsibility right from the inception of the institution it has established close linkage with neighbourhood villages. Almost all the extension activities are linked with the community that sends their children to the college.

1. NSS units were actively engaged in the extension activities
2. Volunteers of NSS distributed blanket among the nearby poor dwellers.
3. Blood donation camp were organised among the students Teacher and Staff.
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 performed

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	16			16
Laboratories	3			3
Seminar Halls	1			1
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				

Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

- The administration and library was computerize
- The Administrative Office is connected to the Internet.
- One Students Management Software and Financial Accounting Software was installed

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	27189		24	2450	27213	
Reference Books	12938		22	570	12960	
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	77	3	30	1	1	6	6	
Added	0	0	3	0	0	0	0	
Total	77	3	33	1	1	6	6	

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

- Computers and internet access available for teachers and students within campus.
- Wi-Fi were available within the college office and Computer centre.
- Office management software training were provided to office staff
- Online admission software training were provided to the teaching and non-teaching staff.

4.6 Amount spent on maintenance in lakhs :

i) ICT | Nil

ii) Campus Infrastructure and facilities | 14.29010

iii) Equipments | 0.62709

iv) Others | 2.83200

Total : | 17.74919

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 in the prospectus.
- Receiving the feedback from the students regarding various support services.
- Providing guidance to the needy students.
- Circulate various types of Govt. Notices.

5.2 Efforts made by the institution for tracking the progression

The college looks after the entire process and give appropriate suggestions for the betterment of academic atmosphere.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1350			

(b) No. of students outside the state | Nil

(c) No. of international students | Nil

Men	No	%	Women		No	%
	690	31.11			660	48.88

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
687	147	994	215	01	1444	505	168	408	269	00	1350

Demand ratio   1.84:1   Dropout %

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

> Nil

No. of students beneficiaries   0

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 students on matters relating to employment and arranges various programmes:
> - The Cell has a small library which regularly provides the students with books,
> - Magazine and other study materials on career guidance.
> - Various newspapers and weekly papers with news about employment (like the
> - Karmekhetra) are subscribed to and news and notifications about vacancies
> - is notified to the students on notice boards.
> - The cell helps students in filling up off-line and online forms.
> - Displays vacancy notices to the college notice board for students.

No. of students benefitted   200

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 30   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 2   National level 1   International level ☐

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	36	16,460
Financial support from government	693	5935000(approx)
Financial support from other sources	11	165000(approx)

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: _____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> **Vision**
> The college aims at overall development of the locality and its adjoining areas directly through education and indirectly through participation in various socio-economic, cultural and welfare activities.
>
> **Mission:**
>
> **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 and bound to follow the University Syllabi designed by the respective Board of Studies of the University.

6.3.2 Teaching and Learning

- ➢ Preparing academic calendar
- ➢ Using advanced method of teaching
- ➢ Conducting unit test, group discussions and home assignment etc.
- ➢ Conducting preliminary examination with innovative known and unknown options.
- ➢ Exposing student for outdoor learning through educational trips, excursions, camps etc.
- ➢ Proficiency classes conducted to improve communicative skills of the students.
- ➢ Special coaching and remedial classes for weaker students are resorted to, to bring up the backward students to the forefront.

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

- ➢ Teachers are encouraged to write in national and international journals and books.
- ➢ Teachers are encouraged to pursue research degrees.
- ➢ Research materials are provided to the faculty to enhance their research capabilities.
- ➢ Supplying computer with internet facilities.

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.
> - Various workshops and training programs are organised for the benefit of students and staff members.
> - Sense of regularity, punctuality, discipline and cooperation is promoted among staff and students in order to create a conducive work culture.
> - College has Governing body
> - Assisting sub committees of G.B.
> - Teachers' Council
> - Students, Teachers and Non-teaching staffs forming different executive bodies

6.3.7 Faculty and Staff recruitment

> - Full time faculties are being appointed by the recommendation of college service commission,
> - Guest lecturers 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, local news paper and website. Admission was done on merit basis.

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 And W.B 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

> NA

6.13 Development programmes for support staff

> NA

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

> 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 programmes of a forestation.

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: No Capitation, No Donation**
> **Best Practice No 2: Regular Internal Assessment of Students**
> **Title of the Practice : Regular Internal Assessment of Students.**

*Provide the details in annexure (annexure need to be numbered as i, ii,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 programmes of a forestation.
> (2) Particular attention is given to keep the college campus plastic- free.

7.5 Whether environmental audit was conducted?　　Yes ☐　　No √

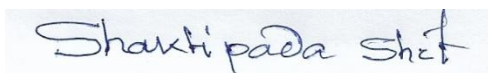7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

> See the annexure -IV

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

> - We will approach the appropriate authority for sanctioning the new courses in UG.
> - To provide the students with more books from library.
> - Organise different awareness programmes for the students and stuff.
> - Up-gradation of teaching learning and evaluation process.
> - Increasing the number of computers.
> - Increasing the infrastructural facilities .

Name Prof. Shaktipada Shit　　　　　　*Name Dr. Sujata Tewari*

Shakti pada Shit

Coordinator
IQAC
Silda C. S. College
Silda, Paschim Midnapur

Signature of the Coordinator, IQAC

Vice-Principal
Silda C.S. College
Silda, Jhargram

Signature of the Chairperson, IQAC

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Annexure I

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

Annexure II

2.15: ACADEMIC CALENDER FOR THE ACADEMIC SESSION 2015-2016

Month	No. of Week	Dates in the Week	Holidays	No. of days available for Class/Exam	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
July 2015	1st	July (1-5)	04.07.2015 05.07.2015 Sunday	3	
	2nd	July (6-12)	12.07.15 Sunday	6	
	3rd	July (13-19)	19.07.2015 Sunday	6	1st year Class Teachers-students meeting
			26.07.2015	6	Date of Admission

	4th	July (20-26)	Sunday		2nd year/3rd year .
	5th	July (27-31)	30.07.2015 Sunday	6	Commencement or 2nd year/3rd year class .
August 2015	6th	August (1-2)	01.08.2015 College Closed 02.08.2015 Sunday	0	
	7th	August (03-09)	09.08.2015 Sunday	6	Observance of death Anniversary of Rabindranath Tagore
	8th	August (10-16)	15.08.2015 Independence Day 16.08.2015 Sunday	5	Observance of independent day
	9th	August (17-23)	23.08.2015 Sunday	6	Last date Admission .
	10th	August (24-30)	30.08.2015	6	Observance of Raksha Bondhan
	11th	August(31)	NIL	1	Last date change of Subject
September 2015	12th	September(1-6)	05.09.2015 Janmastami 06.09.2015	4	Observance of Teachers day

			Sunday		
	13th	September(7-13)	13.09.15 Sunday	6	Full up regi. Form by the Student . Last date submission of regi. Form . Verification of Regi. Form by the Registrant Department .(12.09.2015 to 28.09.2015)
	14th	September(14-20)	18.09.2015 Biswakarma puja 19.09.2015 College Closed 20.09.2015 Sunday	4	Verification of Regi. Form by the Registrant Department .(12.09.2015 to 28.09.2015)
	15th	September(21-27)	25.09.2015 Id-Ud-Joha 26.09.2015 Birth Day of Vidyasagar 27.09.2015 Sunday	4	Verification of Regi. Form by the Registrant Department .(12.09.2015 to 28.09.2015) Worship on NAAC preparation
	16th	September(28-30)	29.09.2015 University Foundation Day	0	Verification of Regi. Form by the Registrant Department. (12.09.2015 to 28.09.2015)Last Date of admission into 2nd /3rd year class. Last date of

					Submission of regi. Fees without fine .(30.09.2015 to 06.10.2015)
October 2015	17th	October(1-4)	04.10.2015 Sunday	3	Last date of Submission of regi. Fees without fine .(30.09.2015 to 06.10.2015). Celebration of 1st reunion
	18th	October(5-11)	11.10.2015 Sunday	6	Last date of Submission of regi. Fees without fine .(30.09.2015 to 06.10.2015) Regi . form /fees with delay fine .(07.10.2015 to 16.10.2015)
	19th	October(12-18)	12.10.2015 Mahalaya 18.10.2015 Sunday	5	Regi . form /fees with delay fine .(07.10.2015 to 16.10.2015)
	20th	October(19-25)	Puja Vacation	0	
	21st	October(26-31)	Puja Vacation	0	Regi. Form Super delay fine .(28.10.2015 to 30.10.2015)
November2015	22th	November(1)	Puja Vacation	0	
	23th	November(2– 8)	Puja Vacation	0	

	24th	November (9-15)	Puja Vacation	0	
	25th	November(16 - 22)	20.10.2015 Jagodhattri Puja 22.10.2015 Sunday	5	
	26th	November(23 – 29)	25.10.2015 Gurunanak`s Birthday 29.10.2015 Sunday	5	
	27th	November(30)	Nil	1	
December 2015	28th	December(1-6)	06.12.2015 Sunday	5	Observance of world Aids day
	29th	December (7-13)	13.12.2015 Sunday	6	Meting with Higher Education officials
	30th	December (14-20)	20.12.2015 Sunday	6	Thalassemia Detection Camp
	31st	December(21-27)	24.12.2015 Fateha-Dohaz-Daham 25.12.2015 Winter Recess26.12.2015 Winter Recess 27.12.2015 Sunday	3	

	32nd	December (28-31)	Winter Recess	Nil	Football tournament Counseling programming
January 2016	33rd	January (1-3)	01.01.2016 New Year 03.01.2016 Sunday	2	3rd year form fill up- checklist issue. Blanket distribution among the poor villagers
	34th	January (4-10)	10.01.2016 Sunday	6	Form Submission B.A. 3rd year.
	35th	January (11-17)	15.01.2016 & 16.01.2016 Pous Parban 17.01.2016 Sunday	4	
	36th	January (18-24)	23.01.2016 Netaji`s Birthday 24.01.2016 Sunday	5	
	37th	January (25-31)	26.01.2016 Republic Day	5	3rd year form fill up without delay fine (25.01.2016 to 30.01.2016) State level on "woman empowerment"
February 2016	38th	February(1-7)	07.02.2016 Sunday	6	3rd year form fill up delay fine .(01.02.2016 to 05.02.2016) 2nd year checklist issue. Without delay fine (02/02/2016) .

					Winter Special camp NSS.
	39th	February(8-14)	13.02.2016 Saraswata Puja 14.02.2016 Sunday	5	Form Submission B.A. 3rd year. Seminar on "Global Worming" Form Submission B.A. 2nd year.
	40th	February(15-21)	21.02.2016 Sunday	6	
	41th	February(22-28)	28.02.2016 Sunday	6	3rd year Admission Card . 2nd year form fill up without delay fine .(23.02.2016 to 03.03.2016)
	42st	February(29)	Nil	1	2nd year form fill up without delay fine .(23.02.2016 to 03.03.2016)
March 2016	43st	March(1-6)	05.03.2016 Day After College Sports 06.03.2016 Sunday	4	2nd year form fill up without delay fine .(23.02.2016 to 03.03.2016) 3rd year practical Exam. 2nd year form fill up with Fine date .(04.03.2016 to 10.03.2016) 3rd year Classes held (05/03/216). National Seminar on excellence on Higher Education.

	44rd	March(7-13)	07.03.2016 Shivrattri 13.03.2016 Sunday	5	2nd year form fill up with Fine date .(04.03.2016 to 10.03.2016) 2nd Year Form fill up Submitted.
	45th	March(14-20)	20.03.2016 Sunday	6	Form Submission B.A. 2rd year. 1st year Form Fill up Check list.
	46th	March(21-27)	23.03.2016 & 24.03.2016 Dolyatra 25.03.2016 Good Friday 26.03.2016 Ester Saturday 27.03.2016 Sunday	2	1st year and 2nd year Class held(22/03/2016).
	47th	March(28-31)		4	3rd Theory Exam. 1st year form fill up Submitted. Admission Cued issue.
April 2016	48th	April (1-3)	01.04.2016 & 02.04.2016 College closed due to Election 03.04.2016 Sunday	0	
	49th	April (4-10)	04.04.2016 & 05.04.2016 & 06.04.2016 College closed due to Election 10.04.2016 Sunday	3	Practical exam. Theory Exam.
	50th	April (11-17)	13.04.2016 Chaitra Sankranti	4	

			14.04.2016 Bengali New Years Day 17.04.2016 Sunday		
	51st	April (18-24)	24.04.2016 Sunday	6	1st year form fill up without delay fine .(20.04.2016 to 28.04.2016)
	52nd	April (25-30)	NIL	6	1st year form fill up without delay fine .(20.04.2016 to 28.04.2016) 1st year form fill up with fine .(29.04.2016 to 07.05.2016)
May 2016	53rd	May(1)	01.05.2016 Sunday	0	1st year form fill up with fine .(29.04.2016 to 07.05.2016)
	54th	May(2-8)	09.05.2016 Sunday	6	1st year form fill up with fine .(29.04.2016 to 07.05.2016) 1st year Form fill up Submitted.
	55th	May(9-15)	15.05.2016 Sunday	6	Form fill up with fine Submitted.
	56th	May(16-22)	22.05.2016 Sunday	6	
	57th	May(23-29)	29.05.2016 Sunday	6	

	58th	May(30-31)	Nil	2	
June 2016	59th	June (1-5)	05.06.2016 Sunday	4	Admission Card .
	60th	June (6-12)	12.06.2016 Sunday	6	
	61st	June (13-19)	19.06.2016 Sunday	6	Theory Exam.
	62nd	June (20-26)	26.06.2016 Sunday	6	
	63rd	June (27-30)	NIL	4	

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ANNEXURE – III

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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.

<u>**ANNEXURE – IV**</u>

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

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