

ANNUAL QUALITY ASSURANCE REPORT (AQAR)

2011-12

SRIPAT SINGH COLLEGE
ESTD-1949

श्रीपल सिंह कॉलेज



SRIPAT SINGH COLLEGE

P.O. Jiaganj, Dist. Murshidabad W.B. Pin: 742123

[http:// www.sripatsinghcollege.org](http://www.sripatsinghcollege.org)

NAAC Track ID: WBCONG12142

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

AQAR for the year

2011-2012

1. Details of the Institution

1.1 Name of the Institution

SRIPAT SINGH COLLEGE

1.2 Address Line 1

AT/PO- JIAGANJ

Address Line 2

DIST-MURSHIDABAD

City/Town

JIAGANJ

State

WEST BENGAL

Pin Code

742123

Institution e-mail address

sscollege2009@gmail.com

Contact Nos.

(03483) 255351

Name of the Head of the Institution:

Dr. Shamsuzzaman Ahmed

Tel. No. with STD Code:

(03483) 255351

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

OR

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	---	2005	2005-2009
2	2 nd Cycle	---	----	-----	-----
3	3 rd Cycle	----	----	-----	-----
4	4 th Cycle	----	-----	-----	-----

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

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

- i. AQAR _____ NA _____ (DD/MM/YYYY)
 ii. AQAR _____ NA _____ (DD/MM/YYYY)
 iii. AQAR _____ NA _____ (DD/MM/YYYY)
 iv. AQAR _____ NA _____ (DD/MM/YYYY)

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/Program

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

Distance education:

1. Rabindra Bharati Distance Study Centre(P.G.)
2. Kalyani DODL Study Centre(P.G.)
3. Netaji Subhas Open University Study Centre(U.G. & P.G.)

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

Kalyani University

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

Autonomy by State/Central Govt. / University

NO

University with Potential for Excellence

NO

UGC-CPE

NO

DST Star Scheme

No

UGC-CE

NO

UGC-Special Assistance Program

NO

DST-FIST

NO

UGC-Innovative PG programs

NO

other (*Specify*)

NO

UGC-COP Programs

NO

2. IQAC Composition and Activities

2.1 No. of Teachers

NA

2.2 No. of Administrative/Technical staff

NA

2.3 No. of students

NA

2.4 No. of Management representatives

NA

2.5 No. of Alumni

NA

2.6 No. of any other stakeholder and
community representatives

NA

2.7 No. of Employers/ Industrialists

NA

2.8 No. of other External Experts

NA

2.9 Total No. of members

NA

2.10 No. of IQAC meetings held NA

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

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- i. Since IQAC was not established in this session in the college, the college administration, the teaching, learning atmosphere as well as the infrastructure of the college were supervised completely with the help of different committees like Academic Committee, Publication Committee, Routine Committee, Finance Committee and Purchase Committee. The Seminars were organised by the departments with the help of College Administration and Research Committee.
- ii. The academic calendar, prospectus and admission modalities were prepared by Teacher Council Secretary along with the Routine Committee members and HODs of all departments.
- iii. Promotion placements of the teachers were supervised by college authority and took incentives to promote research activity and filling up of vacant posts.
- iv. Two Days State level seminar was organised on "Society Biodiversity Interaction: Exploitation and ethics" on 1st & 2nd August 2011.
- v. One day State level seminar was organised on "Chemistry: Our life, our future" on 30th January 2012.
- vi. Oneday State level seminar was organised on "Recent trend in Optoelectronics" on 3rd February 2012.
- vii. Twoday State level seminar was organised on "Rabindranath o Bharatiatwa "day on 17th & 18th February 2012.
- viii. Twoday State level seminar was organised on "Ahimsa in Traditional and Modern Indian Thought: Selective Highlights on Jaina, Buddha and Gandhi" on 23rd & 24th February 2012.

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
<p>IQAC cell was not formed in this Academic year so Governing Body (GB) has taken following decisions for implementation of action –</p> <ol style="list-style-type: none"> 1. To Plan for seminars and workshops organized by the college in the year 2011-12. 2. To renovate the roof of library building. 3. To encourage teachers for attending seminars, conference, symposium and workshop. 4. Different social activities of students were chalked out in this Year. 5. To renovate hostel and play ground for teachers and students. 6. Admission of first year student in Honours and general courses to be ensured. 	<ol style="list-style-type: none"> 1. A good number of UGC and other agencies sponsored Workshops were organized during the year: <ol style="list-style-type: none"> a. Seminar: 06 <ol style="list-style-type: none"> i State Level: 05 ii. Regional : 01 2. Renovation of library building was completed. 3. Teachers attended different seminars, conferences, workshop etc. 4. Extension social services were carried out by NSS, NCC and Sports Committee. 5. Boys hostel, staff quarters and play ground were renovated. 6. Admission of first year students for honours and general course was done smoothly.

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

NA

Part –B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programs

Level of the Program	Number of existing Programs	Number of programs added during the year	Number of self-financing programs	Number of value added / Career Oriented programs
PhD	----	----	----	----
PG	01	----	----	----
UG	18	---	---	----
PG Diploma	----	----	----	----
Advanced Diploma	----	----	----	----
Diploma	----	----	----	----
Certificate	01	----	----	----
Others	--	----	----	----
Total	20	----	----	----
Interdisciplinary	----	----	----	----
Innovative	-----	-----	-----	-----

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

(ii) Pattern of programs:

Pattern	Number of programs
Semester	01
Trimester	---
Annual	17

1.3 Feedback from stakeholders* Alumni No Parents No Employers No Students No
(On all aspects)

Mode of feedback : Online No Manual No Co-operating schools (for PEI) No

**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 college strictly follows the syllabi prescribed by affiliating university but academic committee and concern faculty members unanimously trying to develop different methods of presentation and discuss to enrich the topics.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
45	18	09	00	18

2.2 No. of permanent faculty with Ph.D.

14

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
26	29	00	00	00	00	00	00	00	00

2.4 No. of Guest and Visiting faculty and Temporary faculty

20

00

00

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	09	21	24
Presented papers	08	18	22
Resource Persons	---	---	---

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

1. Internal assignment has taken after completion of every module for progress of the students through MCQ Examinations and Test Examination.
2. College is offering remedial and tutorials classes for students. Innovative methods are used by the teachers for active interaction and understanding of the students.
3. Use of online resources in the classroom.
4. Student's participation in national level seminar.
6. Wall magazine and college magazine were published under the supervision of Publication Committee.

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

183

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

Home Assignment,
Question Bank
MCQ type

2.9 No. of faculty members involved in curriculum

02

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Restructuring/revision/syllabus development

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of student

70%

2.11 Course/Program wise distribution of pass percentage:

Title of the Program	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. (Honours) I	490	NA	4.6	50	24.8	79
B.A. (General)I	1200	NA	Nil	14.6	26.4	41
B.Sc. (Honours) I	370	NA	31.8	48.9	13.8	94
B.Sc. (General)I	155	NA	1.9	78.2	3.8	84
B.A. (Honours) II	390	NA	6.3	55.2	15.6	77
B.A. (General)II	492	NA	Nil	27.2	39.8	68
B.Sc. (Honours) II	222	NA	28.3	35.2	4.1	67
B.Sc. (General)II	42	NA	6.2	46.2	21.3	73.8
B.A. (Honours) III	310	NA	5.4	51.2	23.1	80
B.A. (General)III	340	NA	Nil	27.9	51.8	79
B.Sc. (Honours) III	149	NA	25.8	50.3	14.1	90
B.Sc. (General)III	13	NA	Nil	83.4	3.9	87.2
PG (Bengali) 4 th SEM	95	NA	05	89		100

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

In the absence of IQAC college administration and academic committees prepared:

- i. Academic Calendar.
- ii. Action Plan of Teaching plan, Methodology, assessments, evaluation and routine, routine for remedial classes etc.
- iii. Discussed updating of teaching and teaching technique.

- iv. Discussed about remedial classes and Tutorial classes for slow learner.
- v. Institution has structured about the mechanism of CDCC.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programs</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Program	
HRD programs	
Orientation programs	01
Faculty exchange program	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	10	12	NIL	22
Technical Staff	4	4	NIL	NIL

Criterion – III

3. Research, Consultancy and Extension

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

College administration and research committee was engaged continuously for :

1. Initiative taken for UGC sponsored seminars to be organised by the Department and college administration:

Seminar (UGC): 05

a. Twoday State level seminar was organised on “Society Biodiversity Interaction: Exploitation and Ethics” on 1st & 2nd August 2011.

b. One Day State level seminar was organised on “Chemistry: Our life, our future” on 30th January 2012.

c. One Day State level seminar was organised on” Recent trend in Optoelectronics” on 3rd February 2012.

d. Twoday State level seminar was organised on” Rabindranath o Bharatiatwa” on 17th & 18th February 2012.

e. Twoday State level seminar was organised on ”Ahimsa in Traditional and Modern Indian Thought: Selective Highlights on Jaina, Buddha and Gandhi” on 23rd & 24th February 2012.

2. Seminar proposals of different departments (History, Chemistry, Bengali, Economics, Environmental science, Philosophy) for financial assistance were sent to UGC and DST and granted.
3. Minor Research project of Bengali department was sent and granted.
4. Encourage faculty members to participate in seminars, conferences and workshop etc.
5. Efforts were given to create healthy atmosphere for research in campus.
6. To encourage to faculty members to apply for minor research projects, DST etc.
7. Constant up gradation of Library resources.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	NIL	NIL	NIL
Outlay in Rs. Lakh	---	----	----	----

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01	Nil	Nil	Nil
Outlay in Rs. Lakh	2.00 Lakh	Nil	Nil	Nil

3.4 Details on research publications

	International	National	Others
Peer Review Journals	03	02	02
Non-Peer Review Journals			
e-Journals			
Conference proceedings		02	02

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	2	UGC	1.5 Lakh	1.20 Lakh
Interdisciplinary Projects	---	--	---	----
Industry sponsored	---	---	----	---
Projects sponsored by the University/ College	---	---	---	----
Students research projects <i>(other than compulsory by the University)</i>	--	----	----	----
Any other(Specify)		----	----	---
Total	---	---	--	---

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

Level	International	National	State	University	College
Number	Nil	Nil	05	Nil	01
Sponsoring agencies			UGC		

3.11 No. of conferences organized by the Institution

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
	NIL	NIL	NIL	NIL	NIL	NIL

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) NA

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level State level
National level International level

3.23 No. of Awards won in NSS:

University level State level
National level International level

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

1. NSS camp at Hostel campus

2. Blood Donation Camp
3. Cleanness program
3. Career awareness program
4. Industry awareness program
5. Observation of carer day
6. Observation of youth day
7. Career Fair
8. Tree Plantation on
9. Assisting Jiaganj police station to maintain law and order in Durgapuja
10. Rakhi Bandhan Utsav
11. Programs on HIV and TB awareness
12. Aids awareness program on
13. Health awareness program in Lalkuthi

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	10 acre	--	--	--
Class rooms	22	--	--	22
Laboratories	12	--	--	12
Seminar Halls	02	--	--	02
No. of important equipments purchased ($\geq 1-0$ lakh) during the current year.		--	--	
Value of the equipment purchased during the year (Rs. in Lakh)		--	--	5 Lakh
Others		--	--	

4.2 Computerization of administration and library

1. The college administration was fully computerised.
2. The college Library was partly computerised.
3. The admission process was conducted by computer.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	30954		159	33610	31272	
Reference Books	1139	-----	09	3442	1148	-----
e-Books	----	-----	-----	-----	-----	-----
Journals	16	15608	----	-----	16	15608
e-Journals	-----	-----	-----	-----	-----	-----
Digital Database	01	5000	----	----	1	5000
CD & Video	34	5000	17	3000	47	8000
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	30	01	08	08	01	05	29	
Added	08	00	00	00	00	01	00	
Total	38	01	08	08	01	06	29	

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

1. Internet accessibility in staffroom, library and science departments.
2. Organised an E-CITIZEN programme to popularize e-mail and internet among students. We symbolized the month of August as an email account opening month.

4.6 Amount spent on maintenance in Lakh :

i) ICT	0.50 lakh
ii) Campus Infrastructure and facilities	5 Lakh
iii) Equipments	2.5 Lakh
iv) Others	2 Lakh
Total :	10 Lakh

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. Display of support services on the notice board and college website by college administration.
2. Regular interaction with students in the classroom and in meetings by Principal, Teacher and Teacher council secretary.
3. Preparing Unitization of syllabus.
4. Providing financial assistance from college fund as well as provide information about govt. Scholarship and stipend.

5.2 Efforts made by the institution for tracking the progression

1. Periodic review by faculty members, HODs, Principal.
2. Discussing Question answer pattern with students.
3. Monitoring attendance of students.
4. Conducting Tutorial and internal assessment
5. Information relating to class test, university examinations results etc.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
4545	85	---	-----

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men	No	%	Women	No	%
	3087	70		1340	30

Last Year (2012-2013)						This Year(2011-2012)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
3794	1170	160		14	5138	3097	1160	155	--	15	4427

Demand ratio no of forms : 15: 01

Dropout % 39.00

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

1. Regular counselling.
2. Entry Gate Examination.
3. Mock interview.
4. Written examination.
5. Psychometric Test.
6. Communicative English training.
7. Communicative Hindi Training.
8. Campus interview and pre placement talk.
9. Entrepreneurship development program.
10. Mobile repairing training program.

No. of students beneficiaries

25

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

Career Counselling guidance under the supervision of college academic committee gives necessary counselling on the following:

1. Food processing: opportunity in food industries.
2. Tissue Culture and extension activity
3. Hindi course: Opportunity to get job in other states.

No. of students benefited

45

5.7 Details of campus placement

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

5.8 Details of gender sensitization programs

Awareness programme on health and hygiene of girl child in adopted village by Students.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	300	Rs. 270000.00
Financial support from government	900	Rs. 5415000.00
Financial support from other sources	--	--
Number of students who received International/ National recognitions	--	--

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: NO

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Our vision is:

To provide quality and value based higher education irrespective of caste, creed or religion.

To provide higher education to students from lower economic strata.

To contribute to the all round development of this section of society.

To inculcate a civic sense in the students and help they grow into good citizens.

Our mission is:

To offer innovative and socially relevant skill and knowledge

To empower young boys and girls to face the challenges of life with courage and commitment.

6.2 Does the Institution has a management Information System

No, but the Governing Body (GB) ensures work distribution and management among all stakeholders.

Classes are monitored by the Academic Committee.

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

6.3.1 Curriculum Development

Being an affiliating College there is a little scope for curriculum development independently. But during class room interaction, special importance is given to Power Point Presentation, Group discussion, Student seminar and Project work. The faculty members are allowed to undergo orientation, refresher and methodology courses organized by the Academic Staff College of various Universities to upgrade themselves about syllabus and different innovative method of teaching.

6.3.2 Teaching and Learning

1. Departments conduct unit tests, home assignments, group discussion etc.
2. Exposing students for outdoor learning through educational trips, campus and industry visit etc.
3. Motivating students for research activities through project work.
4. Special coaching, remedial and tutorial are conducted for improvement.

6.3.3 Examination and Evaluation

1. Continuous evaluation through class tests and internal examinations along with home assignments and project work are given to the students for the evaluation of their academic progress.
2. In addition, college conduct MCQ based evaluative test after completion of each module of the courses.
3. MOCK test for PG course (Bengali).

6.3.4 Research and Development

1. Teachers are encouraged to apply to UGC and other funding agencies for grants for Major and Minor Research Projects.
2. Establishment of Research Advisory Committee, encouraging for other activities like Paper Presentations at International and National Conferences.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Initiative taken for complete digitization of library and as a part of this KOHA soft ware has been installed.
2. Photocopy, internet with browsing and e-journal and e-book downloading facilities are made available in the library.
3. There is a space constraint, in spite of that some essential corners are developed to extend the facilities to the students in particular.
4. A continuous monitoring is done for the optimization of the facilities available in library.

6.3.6 Human Resource Management

1. Internal motivational workshops and seminars are organized for the staff members both teaching and non-teaching, unitedly and separately.
2. Staff council used to arrange recreation programs like family picnic and outgoing for teaching, non-teaching and supportive staff members.
3. Employees' cooperative credit society gives the financial support to the staff members.
4. Staff council arranges special meeting for the newly recruited staff members for their orientation.

6.3.7 Faculty and Staff recruitment

1. The appointment to the regular and sanctioned posts of teacher is done through the West Bengal College Service Commission.
2. The recruitment to the sanctioned and approved post of non-teaching is done as per extant rules and regulations of Higher Education Deptt., GOWB.
3. The casual and supportive staff members as and when required is recruited by the Governing Body maintaining the usual norms.

6.3.8 Industry Interaction / Collaboration

NO

6.3.9 Admission of Students

1. Within 3 days proper notification is made after publication of H.S. results mentioning the important dates and schedule including tentative date of class start.
2. As per guidelines of the University the admission is strictly done on the basis of merit.
3. The college prospectus containing all information is published every year before admission starts.

6.4 Welfare schemes for

Teaching	Employees cooperative, PF, Medical Allowance, Leave Salary
Non teaching	Employees cooperative, PF, Medical Allowance, Leave Salary
Students	Student Free Studentship, Merit Scholarship

6.5 Total corpus fund generated

3.00 Lakh (co-operative)

2.70 Lakh (college fund)

6.6 Whether annual financial audit has been done

Yes

No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	No	No	No
Administrative	No	No	No	No

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

For UG Programs

Yes

No

For PG Programs

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

NA

6.12 Activities and support from the Parent – Teacher Association

NIL

6.13 Development programs for support staff

NO

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

1. Plantation with special emphasis on cultivation of Medicinal Plant.
2. Maintenance of the sewerage system of the campus regularly.
3. Declaration of the campus as Plastic Free Zone.
4. Garbage disposal properly in the hostel campus keeping functional vermi-composting unit.
5. Rainwater harvesting unit is maintained.
6. Awareness campaign is done in various forms to keep the campus clean and green

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.

- i. Promotion of research activities among faculty.
- ii. Promotion of sports activities among students.
- iii. Initiatives taken by NSS students for health, hygiene awareness program in adopted village.

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

- i. Admission for 1st year B.A. Honours and General was successfully done.
- ii. Remedial and tutorial classes were taken successfully.
- iii. Seminars were organised.
- iv. Renovation of Library roof, hostel and playground completed.
- v. Faculty members Participated in seminar and workshops.
- vi. College magazine and wall magazine were published.

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

1. Career development and counselling of students by CDCC (ANEXTURE-III)
2. Adaptation of villages by N.S.S. (ANEXTURE-IV)

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

1. Continuous awareness generation campaign is done in every opportunity.
2. Hoarding and banners are displayed in very decent manner.
3. Plantation is done on every festive occasion
4. Rally and walk are organized on the special day which are important e.g. World Environment Day , Earth Day , Biodiversity Day etc..

7.5 Whether environmental audit was conducted? Yes No

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

S- Collective effort to do anything for development (Unity among All)
W- Space unavailability for horizontal expansion
O-Resourceful young staff members
T- Interference from outside

8. Plans of institution for next year

- i. To organise seminars and workshops.
- ii. To apply for seminars, Major and Minor research project.
- iii. To organise more skill development programme for students.
- iv. To organise educational tour.
- v. Continue to organise cultural activities.
- vi. To renovate academic building.
- vii. Motivation camp for students and staff members.

Name DR. SUKUMAR MAL

Name DR. SHAMSUZZAMAN AHMED

Sukumar Mal

Signature of the Coordinator, IQAC

[Signature]

Signature of the Chairperson, IQAC



Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Program
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 Program
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission



SRIPAT SINGH COLLEGE

Govt. Sponsored:: NAAC Accredited

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Academic Calendar for the Undergraduate Courses for Session 2011-2012

(All dates are tentative. The following dates may change if situation demands)

Sl No.	Event	Part-I	Part-II	Part-III
1	Distribution of Admission Forms	Starting Date: 8 th June 2011 Last Date: 18 th June 2011	X	X
2	Publication of Merit List	24 th June 2011	X	X
3	Counselling & Admission	1 st Counselling	28-30 th June 2011	X
		2 nd Counselling	28 th July 2011	X
4	Admission	X	1 st week of Sept 2011	2 nd & 3 rd week of Aug 2011
5	Commencement of Classes	18 th of July 2011	2 nd week of Sept 2011	2 nd week of Sept 2011
6	Celebration of College Foundation Day	1 st Aug 2011		
7	University Registration of Part-I students	3 rd & 4 th Week of Sept 2011	X	X
8	Celebration of Independence Day	15 th Aug 2011		
9	First Internal Exam (Honours)	Last week of Sept 2011	Last week of Sept 2011	Last week of Sept 2011
10	Puja Vacation	3 rd - 31 st Oct 2011		
11	Publication of 1 st Internal Exam Results	1 st week of Nov 2011	1 st week of Nov 2011	1 st week of Nov 2011
12	Last Date for Returning Evaluated First Internal Exam Answer Scripts to students	2 nd week of Nov 2011	2 nd week of Nov 2011	2 nd week of Nov 2011
13	Cultural Competition	Last Week of Nov 2011		
14	Indore & Outdoor Game Competition	1 st week of Dec 2011		
15	Fresher's Welcome & Annual Social Function	2 nd - 3 rd week of Dec 2011		
16	Seminars	1. State Level Seminar on " Society Biodiversity Interaction: Exploitation & Ethics", 1 st -2 nd Aug 2011 2. State Level Seminar on " Chemistry: Our Life Our Future", 31 st Jan 2012		

		3. State Level Seminar on “ Recent Trends in Optoelectronics” 3 rd Feb 2012 4. National Seminar on “ Rabindranath & Bharotiyatta” 17 th Feb 2012 5. Seminar 22 nd Feb 2012 6. State Level Seminar On “ Ahimsa in Traditional & Modern Indian Thought: Selective Highlights on Jaina, Buddha & Gandhi” 23 rd -24 th Feb 2012		
17	2 nd Internal Exam (Honours)	4 th Week of Dec 2011	4 th Week of Dec 2011	4 th Week of Dec 2011
18	Publication of 2 nd Internal Exam Results	1 st week of Jan 2012	1 st week of Jan 2012	1 st week of Jan 2012
19	Last Date for Returning Evaluated First Internal Exam Answer Scripts to students	2 nd week of Jan 2012	2 nd week of Jan 2012	2 nd week of Jan 2012
20	Celebration of Republic day	26 th Jan 2012		
21	College Sports	4 th Week of Jan 2012		
22	Test Examination	Part-I	Part-II	Part-III
	Honours Subjects	2 nd week of March 2012	2 nd week of March 2012	2 nd week of Feb 2012
	General Subjects	2 nd week of March 2012	2 nd week of March 2012	2 nd week of Feb 2012
23	Teacher Council meeting on Academic Performance	Last week of April 2012		
24	Publication of Results of Test Exam	1 st week of May 2012	1 st week of May 2012	Last week of Feb 2012
25	Remedial Classes	2 nd week of May 2012	2 nd week of May 2012	Last week of Feb 2012
26	Feedback from students	2 nd week of May 2012	2 nd week of May 2012	4 th week of Feb 2012
27	Termination of Classes	15 th May 2012	15 th May 2012	1 st week of March 2012
28	Last Date of Submission of Project work by Students	1 st week of July 2012	X	X
29	Form Fill up for university Exam	2 nd week of May 2012	2 nd week of May 2012	2 nd week of Jan 2012
30	Commencement of university Exam	Last week of June 2012	Last Week of May 2012	Last Week of March 2012
31	Publication of University Exam Results	1 st week of Aug 2012	3 rd week of July 2012	1 st week of June 2012

BEST PRACTICE -1

1. Title of the Practice: Career Development and Counselling of Students by CDCC

2. Goal:

The goal of the program is to provide training to the present and former students in skills and entrepreneurship development.

3. The context:

From various published reports it is seen that 60% of the total population of our country available for working and contributing towards GDP; but out of the total pool only 25% is capable of being used by the market. It is estimated that there would be a demand supply gap of 82-86% in the core profession.

It is clear to understand that in the present context this jobless scenario can only be solved through skill and entrepreneurship development plan enhancing entrepreneurial competencies and capacity building activities.

Keeping this background in mind Career Development and Career Counselling cell (CDCC Cell) was developed and the curriculum for hands-on training and soft skills development were designed and updated time to time with the actual requirement of the job market and to create competitive attitude among the students.

4. The Practice: The CDCC provides a scope for a group of teachers to conduct classes voluntarily and

provide ample scope to the students to get various training. The teachers take the classes as per schedule without any remuneration besides their normal duties. A nominal fee is collected from the students only to break the taboo that: *the things are poorer which are available free of cost.*

5. The details of the program are as follows:

(a)..Audio-Visual : Classroom Listening, Audio versions of conversation-pronunciation of words, Listening to a conversation and making observations, finding out errors, News Paper Reading aloud, , to speak English exercises, to look at the picture and develop conversation, referring dictionary for pronunciation etc).

(b) Group discussion & Debate

Audio version of group discussion , audio version of Interview, discussion, small group discussion, critical commentary and tips on group discussions, classroom practice session, tips for moderation, practical moderation techniques, group activities, leadership and managing a discussion and conversation, develop critical and positive thinking on relevant topic by debate.

(c) Job Skills-Presentation Skills:

How to write a CV, telephone conversation, seminar, mock Interviews, marketing etc. Practical use of MS Word, training on power point presentation, OHP presentation, preparing for presentation etc, making profiles, stress

management, time management, using Internet, e-mail ID, sending e-mail, mailbox, net surfing etc.

6. Impact of the Practice:

The impact of the program is immense. The confidence among the students of the Cell is worth mentioning. A large number of students intend to join the program and want to get the benefit of this voluntary initiative from the teachers

7. Contact person:

Name of the Principal : Dr Shamsuzzaman Ahmed

Name of the Institution : Sripat Singh College

Place : Jiaganj, Murshidabad, W.B.

Pin Code : 742123

Accredited status : NAAC accredited in 2005 with Grade B+

Work phone (03483) 255351 Website : www.sripatsingcollege.org

BEST PRACTICE -2

1. Title of the Practice: Adaptation of villages by N.S.S.

2. The Context:

The very location of the college at municipality area i.e. urban, but the catchment area of the college is largely rural based. The Socio-economic background of the areas is not far different from others rural areas of the country. So there are so many vulnerable points to intervene. During special camp of the NSS units the Program Officers and the volunteers frequently visit the villages and stay with the people and perform different survey on health, hygiene, sanitation, environment, women empowerment etc, and make yearlong action plan for the adopted the villages.

3. Objectives of the practice:

- To secure the livelihood of the people providing skill development training
- To generate awareness regarding health, hygiene and sanitation
- To empower women; and
- To motivate the guardians to send their children to the school.

4. The Practice:

Under the able-guidance of the program officers a group of students of NSS units visit the villages. They seek the help of the Block Development Officers to ensure the assistance of the local level govt. employees deployed in different sections. The different programs are always taken keeping in confidence of the local Panchayat authority.

The following activities were taken:

- i) General Medical Camp
- ii) Eye test Camp
- iii) Blood group identification Camp
- iv) Motivation Camp for Mother's health and Child Care
- v) Skill development program
- vi) Entrepreneurship development program

5. Impact of the program:

The community people has already started to come forward removing their initial apathy. They express their willingness to remove all the obstacles for their backwardness. Now they are aware of every developmental scheme of the Govt. for the benefits of rural people. Now they are motivated to take initiative on their own for the development of their locality.

6. Contact person:

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