Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

(Revised in October 2013)

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

Our vision is to make quality the defining element of higher education in India through a combination of the evaluation of self and external quality, promotion and sustenance initiatives.

MISSION

- *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*

- *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*

- *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*

- *To undertake quality-related research studies, consultancy and training programmes, and*

- *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- *Contributing to National Development*
- *Fostering Global Competencies among Students*
- *Inculcating a Value System among Students*
- *Promoting the Use of Technology*
- *Quest for Excellence*

Contents

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Document revised by: Dr. Ganesh Hegde, Assistant Adviser and B. S. Ponmudiraj, Assistant Adviser, NAAC

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	SAMMILANI
1.2 Address Line 1	E.M. BYPASS
Address Line 2	BAGHAJATIN
City/Town	KOLKATA
State	WEST BENGAL
Pin Code	700 094
Institution e-mail address	info@sammilanimahavidyalaya.org
Contact Nos.	(+91)-33-2462-6869
Name of the Head of the Institution:	DR. SANTIRANJAN PALCHAUDHURI
Tel. No. with STD Code:	033-462-6869
	9433309088

Mobile:

Name of the IQAC Co-ordinator:

DR. SUMITA DAS

Mobile:

9433097254

IQAC e-mail address:

sammilaniiqac@gmail.com

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

WBCOGN 12095

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

EC/35/052

1.5 Website address:

http://www.sammilanimahavidyalaya.org

Web-link of the AQAR:

http://www.sammilanimahavidyalaya.org/aqar2016-17.doc

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	**1st Cycle**	**B**	**NA**	**2004**	**2004-09**
2	**2nd Cycle**	**B^{++}**	**2.82**	**2016**	**01.12.2021**

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

20/03/2005

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

2016 –17

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

   i.*AQAR 2011-12 submitted to NAAC on* 03.12.2015
  ii.*AQAR 2012-13 submitted to NAAC on* 03.12.2015
 iii.AQAR 2013-14 *submitted to NAAC on* 03.12.2015
 iv.AQAR 2014-15 *submitted to NAAC on* 03.12.2015

1.10 Institutional Status

   University   State ☐ Central ☐ Deemed ☐ Private ☐

   Affiliated College   Yes [√]   No ☐

   Constituent College   Yes ☐   No [√]

   Autonomous college of UGC   Yes ☐   No [√]

   Regulatory Agency approved Institution   Yes ☐   No [√]

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

   Type of Institution   Co-education [√] Men ☐ Women ☐

                       Urban [√] Rural ☐ Tribal ☐

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

                  Grant-in-aid + Self Financing ☐ Totally Self-financing ☐

1.11 Type of Faculty/Programme

   Arts [√]   Science [√] Commerce [√] Law ☐   PEI (Phys Edu) ☐

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

   Others   (Specify)   **Nil**

1.12 Name of the Affiliating University *(for the Colleges)*   *UNIVERSITY OF CALCUTTA*

1.13 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 Programme | NO | DST-FIST | NO |

UGC-Innovative PG programmes | NO | Any other (*Specify*) | NO |

UGC-COP Programmes | NO |

2. IQAC Composition and Activities

2.1 No. of Teachers | 09 |

2.2 No. of Administrative/Technical staff | 02 |

2.3 No. of students | 01 |

2.4 No. of Management representatives | 01 |

2.5 No. of Alumni | 01 |

2. 6 No. of any other stakeholder and
      community representatives | 01 |

2.7 No. of Employers/ Industrialists | N.A |

2.8 No. of other External Experts | 02 |

2.9 Total No. of members | 17 |

2.10 No. of IQAC meetings held   : **08**

2.11 No. of meetings with various stakeholders: | 05 | Faculty | 05 |

Non-Teaching Staff Students | 05 | Alumni | 02 | Others | 01 |

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 | 03 |
Level

(ii) Themes

> **1. Orientation Programme for First year students**
>
> 2. **Eco-friendly Lifestyle**
>
> 3. **Status of women from past to present**

2.14 Significant Activities and contributions made by IQAC

> To maintain and upgrade the internal Quality, the IQAC has worked diligently throughout the session 2016-17.The activities of IQAC during this period may be outlined as:
>
> - IQAC efficiently coordinated the entire process of onsite visit of the members of NAAC Peer Team in November, 2016 and supervised each and every detail of the event.
> - Under the initiative of the IQAC renovation of Principal's chamber, Office rooms and IQAC room was completed within stipulated time.
> - The IQAC took initiative to introduce a certificate course on Communicative English.
> - Up gradation of the facilities of Girls' Common room is another initiative taken by IQAC during the session 2016-17.
> - Under the guidance of IQAC smart class facilities have been installed in the rooms already specified for the said purpose.
> - The IQAC supervised the process of setting up of the Botany General laboratory and the laboratory sponsored by BOOST.
> - IQAC supervised the promotional processes of ten incumbents on the basis of which promotions were granted to them by the Higher Education Council, Government of West Bengal.
> - In the session 2016-17 the process of digital accession of the books of library using KOHA has been started under the initiative of IQAC.

- An interdisciplinary peer reviewed college journal '*Introspect*' was published in October, 2016.
- IQAC organized a visit to a local old age home, '**Seva'** to boost up the elderly people mentally.
- The other activities of IQAC during 2016-17 include enhancement of ICT facilities of the UGC sponsored Internet Resource Centre, preparation of a report on environmental and financial impact of installation of solar power generation unit, development of the existing sports facilities etc.

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. Necessary preparations for the forthcoming NAAC visit.	1. IQAC successfully conducted the event of onsite visit of NAAC peer team members from 10th to 12th November, 2016. The institution has got B++ grade with CGPA 2.82.
2. Opening the Department of Botany for redressing the growing demand of Zoology Honours students.	2. The department of Botany has been opened and Botany (General course) has been introduced in this year. A contractual teacher has been recruited by the college.
3. Renovation of Principal's chamber, Office rooms and IQAC room.	3. The work has been completed.
4. Commencement of certificate course on Communicative English.	4. A three month certificate course on Communicative English has been introduced.
5. Up gradation of the facilities of Girls' Common room.	5. Renovation and up gradation of the facilities of the Girls' Common room have been done.
6. Installation of smart class facilities in the rooms already specified for the said purpose.	6. Smart class facilities have been installed in the rooms already specified for the said purpose.
7. Setting up of the Botany General laboratory.	7. The Botany General laboratory has been set up.
8. Completion of the process of setting up of the laboratory sponsored by BOOST.	8. The laboratory sponsored by BOOST has been set up.
9. Provision of sufficient number of computer work stations for the faculty members of Humanities.	9. Two computer work stations have been set in the Humanities faculty common room.

10. Digital accession of the books of library using KOHA.	10. In the session 2016-17 the process of digital accession of the books of library using KOHA has been started.
11. Publication of a peer reviewed journal.	11. An interdisciplinary peer reviewed college journal 'Introspect' was published on October, 2016.
12. Enhancement of ICT facilities of the UGC sponsored Net Resource Centre.	12. ICT facilities of the UGC sponsored Net Resource Centre has been enhanced.
13. Further development of the existing sports facilities.	13. A spectators' gallery has been constructed at the college ground. Annual sports, intra-college football and cricket tournaments have been organized.
14. Creation of a medicinal herb garden within the college premises.	14. The medicinal herb garden has been established.
15. Preparation of a report on environmental and financial impact of installation of solar power generation unit and submission of the same to the Department of New and Renewable Energy, Government of India.	15. The other activities of IQAC during 2016-17 include the preparation of a report on environmental and financial impact of installation of solar power generation unit and development of the existing sports facilities etc.
16. Widening of the arena of extension activities especially for the betterment of the local community.	16. IQAC organized a visit to a local old age home, 'Seva' to boost up the elderly people mentally. A large number of saplings have been distributed to local slum area people.

 * *Attach the Academic Calendar of the year as Annexure.* (Please see Annexure 1)

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

 Management ☐   Syndicate ☐   Any other body GB

Provide the details of the action taken

> The Governing Body (GB) of the college in its resolution vide **Item no. 4** dated **15.03.2018** approved the AQAR 2016-17 and recommended the same for sending to the NAAC office. The GB further approved the statement made by the Principal regarding the activities done during the said period as stated in the report.

Part – B

Criterion – I

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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	NA	NA	NA	NA
PG	**09* +04****	**05****	**NA**	**NA**
UG	**18 + 05***		**NIL**	**NIL**
PG Diploma	**NIL**	**NIL**	**NIL**	**NIL**
Advanced Diploma	**NIL**	**NIL**	**NIL**	**NIL**
Diploma	**NIL**	**NIL**	**NIL**	**NIL**
Certificate	**NIL**	**NIL**	**NIL**	**NIL**
Others				**01*****
Total	**36**	**05**	**NIL**	**01**

* Under Netaji Subhas Open University (NSOU),   ** Under Vidyasagar University

** * Under UGC sponsored "Entry in Service" scheme.

Interdisciplinary	Five interdisciplinary courses run by the College: i) Microbiology ii) Molecular Biology iii) Commerce iv) Computer Science v) Environmental Studies

Innovative

Like previous years, the institution has organized a series of interdisciplinary lectures for the benefit of the students. To fulfil the demand of the students, interdisciplinary lectures on various topics have been organized by various departments. The topics are given below with further details:

Sl. No.	**Topic of Lecture**	**Organizing Departments**	**Target Audience**
1	An Insight into Statistics	Geography, Microbiology and	3rd year Honours students of the organizing departments.

		Mathematics	
2.	Philosophy of Rabindranath Tagore	Philosophy and Bengali	B.A. 1st year honours students of both the departments.
3.	Computer Fundamentals	Computer Science	1st year B.A. General students.
4.	Budhhism and Jainism	History and Philosophy	1st year Honours students of the organizing departments.
5.	Schools of Philosophy	Education and Philosophy	1st year Honours students of the organizing departments
6.	*Rabindranather Siksha Bhabna*	Education and Bengali	1st year Honours students of the organizing departments
7.	Brief outline of Historical Events of Educational Policies from 1757 – 1947.	History and Education	1st year Honours students of the organizing departments
8.	Spread of Education in British India: A historical Analysis	History and Education	1st year Honours students of the organizing departments
9.	On *Tarka Samagra*	Sanskrit and Philosophy	3rd year Honours students of the organizing departments
10.	*Chaitanya Sahityer Oitihasik Prekshapat*	History and Bengali	1st year Honours students of the organizing departments
11.	Theory of *Rasa*	Bengali and Sanskrit	1st year Honours students of the organizing departments
12.	General Acquaintance with Phonetic Tendencies	Bengali and Sanskrit	1st year Honours students of the organizing departments

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

a) CBCS: NA (CBCS system has not been started by University of Calcutta still now)

b) Core : The College has core options at the UG level in **English** and **Environmental Studies**.

c) Elective Option: **Alternative English**.

d) Open Options:

A) HONOURS LEVEL: i) English ii) Bengali iii) Sanskrit iv) History v) Philosophy vi) Education vii) Geography viii) Physics ix) Mathematics x) Microbiology xi) Computer Science xii) Zoology xiii) Accountancy & Finance, xiv) Political Science.

B) GENERAL LEVEL:

a) LANGUAGES & SOCIAL SCIENCES

i) English /Bengali / Sanskrit ii) History iii) Philosophy/ Geography
iv) Political Science/ Education / Film Studies.

b)PURE SCIENCE

i) Physics ii) Chemistry iii) Mathematics iv) Computer Science.

c) BIO SCIENCE

i) Zoology ii) Chemistry iii) Molecular Biology iv) Botany.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	Nil
Trimester	Nil
Annual	43 [20 (under CU), 14 (under NSOU) & 09(under VU)

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

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

*Please provide an analysis of the feedback in the Annexure (Please see Annexure 2)

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

> The syllabus is prepared and revised by the University of Calcutta from time to time. The last revision of the syllabus was carried out in 2006. The syllabus is proposed to be changed in the session 2017 – 18.

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

> The department of **Botany** (General course) has been introduced in the session 2016- 17 with one contractual faculty and 75 students. The department has one well-equipped laboratory. There are about 50 books in the library for the students to use.

2. Teaching, Learning and Evaluation

1.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
30	**19** (Lecturer & Senior Lecturer)	**10** (Reader & Selection Grade)	**01**	**32** (Part time teachers) + **01**(Contractual)

2.2 No. of permanent faculty with Ph.D.

12

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

Asst. Professors (Lecturer)		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
Nil	**06**	NIL	NIL	NIL	NIL	NIL	NIL	**Nil**	**06**

2.4 No. of Guest and Visiting faculty and Temporary faculty   **49**   **03**   NIL

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	**05**	**08**	**0**
Presented papers	**NIL**	**02**	**0**
Resource Persons	NIL	NIL	NIL

2.6 Innovative processes adopted by the institution in Teaching and Learning

1. **Entry level assessment test**(MCQ type) are conducted each year to assess the knowledge level of the newly admitted first year Honours students,.

2. Interdisciplinary lectures have been conducted in several departments to enhance the knowledge of the students.

3. To bridge the knowledge gap of the slow learners, they are provided with the facilities like remedial classes, tutorial classes, readymade notes, instruction in vernacular etc.

4. For the advanced learners, facilities like good stock of reference books, sophisticated instruments and equipment, easy access to e-learning resources, ICT infrastructure etc. are provisioned.

5. A certificate course on Communicative English has been introduced for utilizing the language laboratory.

6. Feedbacks on curriculum are obtained formally by means of filled in forms from the students and informally through verbal discussion from other stake holders.

7. Corrective measures are adopted on the basis of the analyses of such feedback reports.

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

     | 184 |

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

The College has the authority to introduce reforms only in internal Examination and Evaluation system. In this regard, the academic council of the college has introduced "Entry Level Assessment Test" (MCQ type) for the 1st year students to assess their knowledge level. In addition to this, open book test, subject quiz, students' seminar etc. have been organized regularly to enhance the quality of learning.

2.9 No. of faculty members involved in curriculum
     restructuring/revision/syllabus development

     | 02 | NIL | NIL |

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

2.10 Average percentage of attendance of students

     | 72 % |

     2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction%	I %	II %	III % *	Pass %
BNGA	46	N. A.	__	69.5	28.26	97.82
ENGA	22		__	86.36	9.09	95.45
SANA	22		12.50	65.50	4.16	81.71
HISA	22		---	68.18	18.18	86.36
GEOA	28		10.71	82.14	__	92.85
EDCA	23		13.04	52.17	8.69	73.90
PHIA	08		---	---	37.5	37.5
PLSA	08		---	87.5	---	87.5
PHSA	10		6.25	75.0	18.75	100.0
CMSA	13		61.53	23.07	7.69	92.29
MTMA	26		__	73.07	11.53	84.60
MCBA	11		36.36	63.63	__	100.0
CEMA	15		46.66	46.66		93.32
ZOOA	13		46.15	46.15	__	92.30
GR3A	63		1.58	42.85	__	44.43
B.A (General)	193		__	2.59	30.05	32.64
B.Sc. (General)	64		__	56.25	6.25	62.50

B.Com. (General)	**62**		—	—	**56.45**	**56.45**

*In case of Honours candidates class III means pass without Honours and in case of General candidates Division III stands for "P" Division

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

- ❖ IQAC has regularly monitored the attendance status of the students in the class room; it has supervised the preparation of academic calendar& time-table and publication of the result of internal examinations.
- ❖ IQAC has taken initiative to set up departmental libraries in all the departments for making the teaching learning process more convenient.
- ❖ IQAC organizes **"Orientation Programmes"** for the first year students of Arts, Science and Commerce departments separately to make them aware of the rules and regulations of the college related to academic matters, usage of library resources and functioning of different cells and committees.
- ❖ IQAC has introduced "**Entry level assessment test**" for the newly admitted students of 1st year Honours at the beginning of the session, to assess their knowledge.
- ❖ IQAC encourages the departments to introduce some innovative measures in the teaching process like students' seminar, subject quiz, interdisciplinary lectures, book review etc.
- ❖ IQAC organizes regularly seminars on contemporary issues to enrich the teachers and the students**.**
- ❖ In addition to these activities, this year the IQAC has taken initiative to install an **Integrated Library Management Software** used for systematic operation of the library related activities like acquisition, cataloguing, circulation, serial control, report generation etc.
- ❖ IQAC has taken initiative towards the establishment of a laboratory under **BOOST programme**. Room no. 201 was renovated and converted to BOOST Laboratory. IQAC has also supervised the installation of the instruments purchased with the BOOST fund.

Faculty/ Staff Development Programmes	Number of faculty benefitted
Refresher courses	**01**
UGC – Faculty Improvement Programme	NIL
HRD programmes	NIL
Orientation programmes	**01**
Faculty exchange programme	NIL
Staff training conducted by the university	NIL
Staff training conducted by other institutions	NIL

Summer / Winter schools, Workshops, etc.	**Workshop-6** **Winter school- 1** **Short term course-1**
Others (**Short-term course conducted by UGC**)	**01**

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	**02** (Principal & Bursar) +**14**(Office Staff) +**13**(Laboratory Staff)	NIL	NIL	02
Technical Staff	**01**(Electrician)	NIL	NIL	NIL

<div align="center">

Criterion – III

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3. Research, Consultancy and Extension

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

Under the supervision of the IQAC

✓ Basic needs for research work i.e., adequate books and online journals in the library, well equipped laboratories, language laboratory, IT labs, computers for every department with internet connection, Wi-fi periphery etc. have been fulfilled.

✓ The promotional processes of some faculty members were completed during 2016-17 and promotions were granted to them under Career Advancement Scheme of UGC.

✓ The final reports of ongoing research projects have been submitted.

✓ Internet facilities to the Library and Laboratory have been provided to facilitate the research environment.

✓ Three college projects have been made by students and teachers of the college.

✓ The first issue of College online journal "Introspect" has been published.

✓ Four more Minor Research projects have been sanctioned by UGC in this session; two for Department of Geography, one for Department of Physics and another for Department of Education.

✓ Proposal to conduct a National Seminar in Chemistry has been sanctioned by UGC.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	**NIL**	**NIL**	**NIL**	**NIL**
Outlay in Rs. Lakhs	**NA**	**NA**	**NA**	**NA**

3.3 Details regarding minor projects

	Completed	**Ongoing**	**Sanctioned**	**Submitted**
Number	**NIL**	**NIL**	**03***	**NIL**
Outlay in Rs. Lakhs			**2+1.4+1.2 = 4.6**	NIL

  *Three Minor Research Projects have been sanctioned by UGC in 2016-17 though the grant has not yet been released.

3.4 Details on research publications

	International	National	Others
Peer Review Journals	**10**	**03**	**NIL**
Non-Peer Review Journals	**NIL**	**NIL**	**NIL**
e-Journals	**NIL**	**NIL**	**NIL**
Conference proceedings	**16**	**01**	**NIL**

3.5 Details on Impact factor of publications:

Range   0.934– 4.959   Average   **2.13**   h-index   **16**   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 (In Lakh)	Received (In Lakh)
Major projects	**NIL**	**NIL**	**NIL**	**NIL**
Minor Projects	**NIL**	**NIL**	**NIL**	**NIL**
Interdisciplinary Projects	**01(Dept. of Chemistry)**	**NIL**	**NIL**	**NIL**
Industry sponsored	**NIL**	**NIL**	**NIL**	**NIL**
Projects sponsored by the University/ College	**NIL**	**NIL**	**NIL**	**NIL**
Students research projects 02 (Winter projects) *(other than compulsory by the University)*	**6 months**	**NIL**	**NIL**	**NIL**
Any other(Specify)	**NIL**	**NIL**	**NIL**	**NIL**
Total				

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

       ii) Without ISBN No.   **NIL**

3.8 No. of University Departments receiving funds from : **N. A**

     UGC-SAP [ ]   CAS [ ]   DST-FIST [ ]

     DPE [ ]   DBT Scheme/funds [ ]

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

                  INSPIRE **NIL**   CE **NIL**   Any Other (specify) **NIL**

3.10 Revenue generated through consultancy   NIL

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	**NIL**	**NIL**	**NIL**	**NIL**	**10**
Sponsoring agencies	**NIL**	**NIL**	**NIL**	**NIL**	**College**

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

3.13 No. of collaborations International **01** National **04** Any other **NIL**

3.14 No. of linkages created during this year **NIL**

3.15 Total budget for research for current year in lakhs : NIL

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

Total [ ]

3.16 No. of patents received this year

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

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

3.19 No. of Ph.D. awarded by faculty from the Institution **NIL**

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

JRF **NIL** SRF **NIL** Project Fellows **NIL** Any other **NIL**

3.21 No. of students participated in NSS events:

University level	63	State level	NIL
National level	NIL	International level	NIL

3.22 No. of students participated in NCC events: **N.A**

University level		State level	
National level		International level	

3.23 No. of Awards won in NSS:

University level	NIL	State level	NIL
National level	NIL	International level	NIL

3.24 No. of Awards won in NCC: **N.A**

University level		State level	
National level		International level	

3.25 No. of Extension activities organized   NIL   04

University forum	NIL	College forum	02		
NCC	NIL	NSS	05	Any other	NIL

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

> **Energy Reduction Initiative:**

The institution is always in favour of 'Go Green' initiatives and has installed a solar power generating unit at the roof top of the college building on 3rd March, 2016 which was sponsored by the Ministry of Power, Government of West Bengal. Installation of this solar panel has reduced the consumption of electricity to a considerable extent as revealed by the analysis of last twelve months electric bills. A report has also been prepared by the institution on this, where the energy reduction issue is presented in detail with supporting data.

> **College Projects:**

Several college projects have been initiated such as:

    i)   *Nature Trail*, in collaboration with Nature Club of the college

    ii) *Benefit of installation of Solar Panel*, in collaboration with Department of Physics

    iii) *Well-being of Senior Citizens*, in collaboration with Arts Department.

    iv) *A Survey of Arsenic &Microbial contamination in House-hold drinking Water*, in collaboration with Department of Chemistry, Sammilani Mahavidyalaya and Department of Microbiology, Dinabandhu Andrews College.

➢ Generation of Bio-fertilizer within the college campus for in-house consumption:

This is another eco-friendly initiative. The organic wastes generated within the premises of the college including the leaf litter, twigs etc. are collected in a pit, constructed at one end of the campus, which after decomposition is converted into bio fertilizer. This bio fertilizer is applied to the plants grown in the front garden of the college. Thus the process serves in two ways: it solves the problem of disposal of organic wastes and at the same time reducing the use of chemical fertilizer makes the environment pollution free.

➢ Beginning of yoga sessions for the students:

To ensure healthy mind and body, weekly Yoga classes for the students are going on since September, 2016. A considerable number of students have joined the course and are attending the classes with great enthusiasm.

➢ Social Outreach Programmes conducted by the NSS unit:

The NSS unit organized a number of activities in the session 2016-17 to establish a linkage between the campus and the community in true sense. A grant of Rs. 37,125 was sanctioned by the University of Calcutta for the said purpose. Some of the activities organized by the NSS unit during the session 2016-17 are listed below:

- Under the initiative of the NSS unit and Humming Bird Nature club, **'Vanomahotsav'** (tree plantation festival) was celebrated on **13th July, 2016**. A rally, 'Walk for Tree' was also organized on the same day from the college campus to the Shahid Smriti Yuva Shakti Sangha Club. The teachers, students, non-teaching staff and the alumni members of the college joined the rally with colourful posters bearing relevant slogans. Tree saplings were planted within the college campus as well as in Shahid Smriti Colony to generate awareness on clean environment among the residents.
- On 14th September, 2016, a seminar was organized on Health and Cleanliness and a lecture was delivered by Dr. Tapas Jana on 'Cleanliness and Healthy Habits' along with a slide show.
- On 15th September, 2016, the NSS unit organized a poster competition on cleanliness.

- A cleaning programme was also organized on the same day with active participation of the students, teachers, non-teaching staff, alumni members and other stake holders.
- On 24th September, 2016, whatsapp group, 'NSS Yuva Bahini' has been formed under the initiative of the Programme Officer, Smt. Lupsy Mohanty Roy to maintain regular communication.
- On 4th October, 2016 the teachers and members of NSS unit visited a local old age home, 'Seva', and spent some time with the elderly people there to boost them up mentally.
- On the 3rd of November, 2016, a field visit to *Santragachhi Bil* (wetland) was arranged for bird watching under the joint initiative of the NSS unit and the Department of Zoology. A report has also been prepared subsequently by the students under the supervision of the concerned teachers where the basic observations on the avi fauna of the Santragachhi wetland, the threats and hazards they are facing and some possible solutions are summarized.
- In connection with the celebration of National Youth Day on 13th January, 2017, a thalassemia screening camp was organized within the college premises.

➢ **Cultural activities:**

The major cultural events organized during the session of 2016-17 are:

- A 'Sit and Draw' competition.
- An essay competition on 'Adolescence: Its Social Value'.
- The Annual Cultural Programme and Prize Distribution ceremony on 22nd September, 2016.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created (In Lakhs)	Source of Fund	Total
Campus area	**6691.46 sq.m**	NIL	N.A	**6691.46 sq.m**
Class rooms	**23**	**NIL**	**N.A**	**23**
Laboratories	**20**	**01**	College	23
Seminar Halls	**01**	**NIL**	**N.A**	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	**NIL**	05	Department of Biotechnology (DBT), West Bengal (BOOST)	**05**
Value of the equipment purchased during the year (Rs. in Lakhs)	34.28	**17.71**	**College Fund & BOOST**	**51.99**
Others (Software, Office equipments)	12.22	1.55		**13.77**

4.2 Computerization of administration and library

- The institution has purchased an integrated library management software "KOHA" for acquisition, cataloguing, circulation, serial control, report generation etc. in the library. The work of digital accession of the books of library using KOHA has been online cataloguing has been started.

- The Library has finished the ground work to subscribe N-LIST of INFLIBNET.
- Two more computers along with another Broadband connection were installed in the Network Resource Centre.
- Computerization of salary accounting has been implemented using COSA software.
- Students' admission software has been upgraded by external agency.
- For urgent Library work, five alumni students are recruited on 'per day' basis remuneration, under the UGC scheme *Earn while you learn,* following the guidelines of the parent University.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value (in INR)	No.	Value (in INR)	No.	Value (in INR)
Text Books Reference Books	18,438	28,18,446	855	2,78,851	19,293	30,97,297
e-Books	Under NLIST Digital Library Consortium, 97000+ e-books are available.					
Journals	04	5625	NIL	NIL	04	5625
e-Journals	Under NLIST Digital Library Consortium, 6000+ e-journals are available.					
Digital Database						
CD & Video	46	11,200	NIL	NIL	46	11,200
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	129	106	20	03	NIL	08	05	07
Added	16	06	34	NIL	NIL	01	07	05
Total	145	112	54	03	NIL	09	12	12

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

The extension work of UGC NET Resource Centre has been completed under the supervision of IQAC. The facility has been upgraded with two computers with broadband connections.

4.6 Amount spent on maintenance in lakhs :

i) ICT   4.92171

ii) Campus Infrastructure and facilities   9.58146

iii) Equipments   17.70666

iv) Others   2.75233

34.96216

Total :

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

In enhancing awareness about Student Support Services, the IQAC contributed in the following ways:

1. Stream wise Orientation Programmes were organized by the IQAC at the beginning of the academic session for the newly admitted students to make them aware of the rules and regulations and support services of the college. A separate Library Orientation was also organized to make them conversant with the rules of library and the reading and lending facilities they are entitled to enjoy as the students of the institution.
2. The Women's Forum of the college, under the supervision of IQAC, organized a seminar entitled "Status of women from past to present" to increase awareness about status of women and gender sensitization.
3. Time to time, the IQAC and the Psychological Counseling Cell arrange counselling for students by experts.
4. Took initiative for continuation of the existing cells like SC-ST Monitoring Cell, the Anti-Ragging Committee, Committee against Sexual harassment of Women, Remedial Coaching for SC/ST/OBC students, Career Counselling & Placement Cell.

5.2. Efforts made by the institution for tracking the progression

For tracking the progression of the students, the IQAC and the coordinators of the relevant subcommittees have organized regular meetings and have taken necessary actions. Apart from these, class test, students' seminar, open book test, term paper, written assignment, poster presentation, inter-disciplinary lectures etc. have been organized by the respective departments on regular basis. Tutorial classes, remedial classes etc. have also been arranged to provide academic support to students and further improvise their performance.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2344+494*	259*+225**	**NIL**	**NIL**

*No. of students under Netaji Subhas Open University (NSOU)

**No. of students under Vidyasagar University (VU)

(b) No. of students outside the state   **NIL**

(c) No. of international students   **NIL**

No	%
1359	**57.97**
Men

No	%
985	**42.02**
Women

Last Year (**2015–16**)						This Year (**2016–17**)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total

1547	579	24	14	NIL	2101	1251	837	25	225	06	2344

5.4 De The Entry in Service Cell co-ordinates the UGC sponsored coaching classes and appoints reputed resource persons for this purpose.

No. of students beneficiaries

<div style="border:1px solid black; display:inline-block;">26</div>

5.5 No. of students qualified in these examinations: **N.A.**

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 of the college has arranged the following programmes for the students:
>
> No. of agencies: 2
>
> 1. Name of the agencies   1. Edmiron Technologies Pvt. Ltd.
>
>   2. Eastern Institute for Learning in Management
>
> Edmiron Technologies Pvt. Ltd. organised a short aptitude test on 16.12.16 for the students of B.Sc. and B.Com. The numbers of students benefitted were 31. Eastern Institute for Learning in Management organised a short programme for the students of B.A., B.Sc. and B.Com. They mainly focussed on the way of training and learning in Management. This programme was held on 16.12.16. The total numbers of students benefitted were 86.
>
> Along with this, the databases of 3rd year students were given to various companies for off campus placement according to the needs of the company.

No. of students benefitted

<div style="border:1px solid black; display:inline-block;">86</div>

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
02	86	02	37

5.8 Details of gender sensitization programmes

> 1. A seminar entitled "*Status of women from past to present*" was organized on 30 March 2017. The speakers were Smt. Sunanda Shikdar, a renowned novelist and Smt. Meeratun Nahar, an educationist and social activist. The talks centered on the status of women in society and gender sensitization.
> 2. The psychological counselling cell arranged counselling for students by expert counsellors from different institutes.

5.9 Students Activities

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

State/ University level | 06 | National level | NIL | International level | NIL |

No. of students participated in cultural events

College level | 50 | State/ University level | NIL | National level | 02 | Int'l level | NIL |

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

Sports : State/ University level | 02 | National level | NIL | International level | NIL |

1. Bikram Das (B. Sc. Part I) won 1st prize in Discuss throw.

2. Indrajit Das (B. Sc. Part I) won 2nd prize in 200 metre run

Cultural: State/ Univ level | NIL | District level | NIL | National level | NIL | Int'l level | NIL |

The NSS volunteers of our college who participated in National Integration Camp, Chhattisgarh and visited Amaleshwar from the 9th to 16th of February 2017 are -

1.Pradyut Saha (Part I ENGA)

2.Madhuparna Ghosh (Part I GEOA)

They won the first prize in cultural competition beating 13 states from all over the nation and also won runner up position in sports. They were felicitated with certificate, trophy and jersey.

The two students of Department of Political Science who participated in District Level Youth Parliament Competition and won prize in extempore competition both in English and Bengali language are -

1. Tanima Mondal (Part III PLSA)

2. Sudeshna Dutta Gupta (Part I PLSA)

5.10 Scholarships and Financial Support

	Number of students	Amount (in Lakhs)
Financial support from institution	31	19050
Financial support from government	Data not available*	
Financial support from other sources	01	3600
Number of students who received International/ National recognitions	NIL	NIL

* A large number of students get Government of West Bengal Post-matric Scholarship directly through online process from the Government of West Bengal.

5.11   Student organised / initiatives

Fairs: State/ University level ⬜ **NIL**   National level ⬜ **NIL**   International level ⬜ **NIL**

Exhibition: State/ University level ⬜ **NIL**   National level ⬜ **NIL**   International level ⬜ **NIL**

5.12   No. of social initiatives undertaken by the students   ⬜ **06**

5.13 Major grievances of students (if any) redressed:

Sl.No.	Grievances	Redressed
1.	Renewal of N-List E-Resources	Renewal of "National Library and Information Services Infrastructure for Scholarly Content (N-LIST)" for another year 2016-17. (N-LIST) is jointly executed by the UGC-INFONET Digital Library Consortium, INFLIBNET Centre and the INDEST-AICTE Consortium, IIT Delhi provides for i) cross- subscription to e-resources subscribed by the two Consortia, i.e., subscription to INDEST-AICTE resources for universities and UGCINFONET resources for technical institutions: and ii) access to selected e-resources to colleges. The N-LIST project provides access to e-resources to students, researchers and faculty from colleges and other beneficiary institutions through server(s) installed at the INFLIBNET Centre.
2.	Subscription of online Catalogue Searching Portal (WebOPAC)	Subscription of Koha library software based online WebOPAC to access online library Catalogue search system from anywhere anytime. (http://sammilanimahavidyalaya-opac.12c2.co.in)
3.	Purchase of Dewey Decimal Classification (DDC)	Purchased the Dewey Decimal Classification (DDC) book to assign specific classification number to organized books in classified order to finding out the specific book in short time.
4.	Up gradation of UGC-NET Resource Centre	The UGC-NET Resource Centre has been allotted a new more spacious place. Two new computers with broadband connection have been added.
5.	More facilities of drinking water	Three more RO drinking water fountains have

		been installed at different corners of the college.
6.	Upgradation of the Boys' and Girls' common rooms	Both the common rooms have renovated. Indoor games facilities have been installed.

Criterion – VI

6. **Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

> **Vision:**
> - *To Make Excellence a Habit*
>   *And Integrity a Way of Life*
>
> - To be an institution of academic excellence and repute, committed to all round development of the students irrespective of their social, economic and gender status, and optimizing their full potential, so that, each of them can blossom into a complete human being vibrant with wisdom, courage and compassion.
>
> **Mission statement:**
> - Providing adequate infrastructure and allied facilities towards imparting quality learning.
> - Equipping young citizens with the necessary skills and empowering their minds to face the challenges of life with courage and commitment.
> - Disseminating value-based and holistic education to create architects of a humane, rational and just society,

6.2. Does the Institution has a management Information System?

> The college has a software to cater to the annual online admission process; the college office has Tally ERP 9.0 Gold to take care of the financial and accounting aspects and student database as well; the library has WEB-OPAC and KOHA softwares (with cloud computing) and N-LIST membership; the salary of the teaching and non-teaching staff is computed by MS-Excel software though disbursement is through HRMS of WBIFMS of the Govt. of West Bengal. All the office computers are on LAN. The college, however, has a plan to logically integrate the data management systems towards setting up a sophisticated management information system.

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

6.3.1 Curriculum Development

> Though the college enjoys no power to directly modify the curriculum, however, it encourages all those activities which are related to curriculum development in one way or the other, like writing text books, attending syllabus related workshops of the University, preparing question bank, etc.

6.3.2 Teaching and Learning

Blended learning is encouraged where traditional time tested chalk and board teaching methods are supplemented by interactive and effective teaching and learning techniques like:

- organizing seminars and industrial visits for students
- encouraging students to avail themselves of the department library facilities
- screening movies related to subjects
- organizing faculty exchange programmes
- use of virtual classrooms and smart classrooms
- Conducting project work, field trips, etc.
- maintaining work plans and work diary by the teachers to help make the teaching process systematic
- Reviewing academic results and taking feedback from students to enable teachers to improve their teaching methods.
- Maintaining well-equipped laboratories and upgrading them periodically to meet the requirements in specific subjects.
- maintaining a 'Language Lab' for those students who need to improve their communication skill
- Using the wifi connection for students and teachers to strengthen the teaching and learning process.

Besides, the college has also taken up a strategy to categorize the students of respective honours departments on the basis of their knowledge level by means of 'entry level assessment tests' and to adopt teaching methods accordingly, like remedial coaching for academically backward students, seminar method for advanced group, preparatory language classes for those who are weak in English, etc.

6.3.3 Examination and Evaluation

The college has adopted some new and innovative strategies in the field of examination and evaluation. To assess the standard of knowledge of a student on the subject with which he or she is intending to pursue higher studies, entry level assessment tests are been taken at the beginning of the academic year. Moreover, the college has introduced open book examination system in some selected subjects on experimental basis to enhance the critical thinking power and analytical ability of the students. In the Department of Commerce, internal examinations based on MCQ system to be introduced to keep abreast with the new semester based CBCS system to be introduced by the University in the Commerce stream.

6.3.4 Research and Development

The institution always encourages the faculty members to pursue research work and as an outcome, this year three minor research projects in the disciplines of History, Philosophy and Microbiology have been completed with UGC grants. The college provided the necessary infrastructural support for the said projects. The college not only motivates the faculty members for pursuing research work, but it believes that research oriented outlook should be imbibed among the students also. Keeping this in mind, it has introduced short duration project work on some relevant physical and social issues in some of the departments, in addition to the normal university curriculum. In course of doing such project work, the students get acquainted with the basic approaches necessary to follow while dealing with a research problem.

6.3.5

Library: As suggested by the Library Sub-committee, the college has taken initiative to extend the library spatially in order to provide reading facilities to more students at a time. The extension work is on the verge of completion. KOHA (with cloud computing) software has been installed for automation of certain functions of library operation. Moreover, the college has procured the N-List and Inflibnet facilities so that both the students and teachers can easily access the electronically available vast reading resources.

ICT: A well equipped, multimedia language laboratory has been set up utilizing the UGC grant under 12th plan having a capacity to accommodate 20 users at a time. The existing UGC-sponsored Net Resource Centre has also been expanded making provision for more users. Moreover, the college has created a virtual classroom with adequate audio-visual and internet facilities.

Physical Infrastructure/Instrumentation: The Canteen, Students' union room, NSS room, Gymnasium, etc. have been relocated in the newly constructed annex building and the space occupied by these aforementioned establishments are now utilized as class rooms, laboratories etc. In an undergraduate college like ours, a gap between academic expansion and available infrastructure is a very common phenomenon. To cope with this problem, the institution has adopted a policy of 'optimum utilization' of the available infrastructural facilities. The space and infrastructural facilities of the newly established language laboratory are simultaneously being used by the Department of Commerce as their Project Laboratory on sharing basis during such periods of time when the language laboratory is not in use.

6.3.6 Human Resource Management

Apart from providing privilege to the teaching faculty for career advancement and academic upgrade, the college has also organized a two week training programme for non-teaching members on "**Advanced Tally**" in collaboration with the experts from George Telegraph. Besides, training for handling the software purchased for the purpose of admission, has also been arranged for the concerned teaching and non-teaching members of the Admission Sub-committee.

6.3.7 Faculty and Staff recruitment

The shortage of full time teaching staff is a major problem of the college and the institution's top priority is to resolve the issue at its earliest. The six substantive teaching posts lying vacant since long had been filled up with the joining of six new teachers recommended by the West Bengal College Service Commission. Moreover, the college has completed the formalities for creation of some new teaching posts and has submitted the proposals to the Higher Education Department of the Govt. of West Bengal for approval.

The college will place requisition to the West Bengal College Service Commission for filling up of two substantive teaching posts which have fallen vacant due to one of the teachers becoming Principal of another college and another joining Jadavpur University as an Associate Professor,

The college has also submitted proposal for creation of new non-teaching posts as well as filling up of three posts that have fallen vacant due to promotion of one incumbent, sudden death of one incumbent, and resignation of the third one for joining Jadavpur University.

The college will place requisition to the West Bengal College Service Commission for the post of Librarian which has fallen vacant due to the erstwhile Librarian joining Gour Banga University as an Assistant Professor.

6.3.8 Industry Interaction / Collaboration

No industry interaction/collaboration has been arranged/established by the institution this year.

6.3.9 Admission of Students

Instead of appointing an external agency for processing the on-line admission data and preparation of the merit list, this year the college purchased software for the said purpose. Required training has been provided to some of the teaching and non-teaching members and they themselves have done the entire admission work.

6.4 Welfare schemes for

Teaching and Non teaching	The college has started the groundwork for the formation of a co-operative society for both the teaching and non-teaching staff.
Students	Free studentship and half free studentship have been granted to the students on merit-cum-means basis like the previous years.

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	NO	N.A.	YES	Academic Council & Governing Body of the College
Administrative	NO	N.A.	YES	Governing Body of the College

6.8 Does the University/ Autonomous College declares results within 30 days? **N.A**

For UG Programmes   Yes ☐   No ☐

For PG Programmes   Yes ☐   No ☐

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

> N.A. (The College is not autonomous and is affiliated to the University of Calcutta. So it has no authority to execute examination reforms.)

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

> N.A

6.11 Activities and support from the Alumni Association

> This year the Alumni Association of the college has convened meetings and has extended cooperation and support regarding placement, training, etc. The Association also organised a blood donation camp jointly with the NSS Unit of the college, participated in the Annual Teachers' Day programme and joined the Students' Union in planting saplings in the campus on 29th September, 2016.

6.12 Activities and support from the Parent – Teacher Association

> Parent-Teacher meetings have been convened by the college after publication of the results of internal examinations to make the parents aware of the status of their wards regarding both academic performance and percentage of attendance. The parents have assured to look after the matters.

6.13 Development programmes for support staff

> The Institution has organized a two week training course on "**Advanced Tally**" for office staff in collaboration with George Telegraph. Moreover, training on operation of the newly purchased software for admission purpose has also been provided to the concerned teaching and non-teaching members of the Admission Sub-committee.

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

> The institution has adopted a holistic approach to make the campus eco-friendly and as a part of this project, it has prepared an environmental assessment report of the college campus under the supervision of the NSS Unit. On the basis of the report, three areas have been identified where there is scope of doing some work. These are rainwater conservation, energy conservation and waste management. Apart from this "Arannya Saptaha" has also been celebrated like the previous years, and campus cleaning has been organised by the NSS Unit of the college.

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.

> - For maintenance of a green campus trees are planted annually and are nurtured.
> - The existing matured trees have also been numbered and labelled.
> - Three RO filter have been installed in different corners of the college campus to supply pure and safe drinking water.
> - Measures are being adopted for making the college premises a No-smoking and plastic free zone.
> - A Bio-fertilizer unit has been generated within the college campus for in-house consumption of the regular bio-waste.
> - A Gallery has been constructed around the playground of the college.
> - The Department of Botany has been opened for redressing the growing demand of Zoology Honours students.
> - Replacement of the normal bulbs by LED bulbs and installation of a smart meter are the other initiatives taken in this direction.
> - For awareness and sensitization of students, programmes related to environmental consciousness are being organized and students are encouraged to participate.
> - The institution has undertaken a number of innovative endeavours during the last four years, for upgradation of its academic standard and enhancement of efficiency in administration. These include introduction of Entry level Assessment Test and Orientation Programme for the new comers, installation of KOHA in the library and Tally ERP 9 GOLD in the office, formation of Examination Core committee, organization of value education lectures etc.
> - One more smart /ICT enabled class room has been constructed in Geography department to cater the need of the students and teachers.
> - Three college projects have been initiated by the college to create research environment within the college.
> - Each department has established Departmental seminar libraries accessible to the students for consultation.
> - For urgent Library work, five alumni students are recruited on 'per day' basis remuneration, under the UGC scheme '*Earn while you learn*'*,* following the guidelines of the parent University.
> - Several value added seminars/ workshops/educational excursions/ social outreach programmes have been organized to create a positive impact on the functioning of the college.

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

- ◈ IQAC successfully conducted the event of onsite visit of NAAC peer team members from 10th to 12th November, 2016. The institution has got B^{++} grade with CGPA 2.82.
- ◈ The department of Botany has been opened and Botany (General course) has been introduced in this year and the Botany General laboratory has been set up. A contractual teacher for the said purpose has been recruited by the college.
- ◈ Actions have been taken to renovate Principal's chamber, Office rooms and IQAC room and the work has been completed.
- ◈ A three month certificate course on Communicative English has been introduced.
- ◈ Renovation and up gradation of the facilities of boys' and girls' Common room have been done.
- ◈ Smart class facilities have been installed in the rooms already specified for the said purpose.
- ◈ The laboratory sponsored by BOOST has been set up.
- ◈ Two computer work stations have been set in the Humanities faculty common room. In the session 2016-17 the process of digital accession of the books of library using KOHA has been started.
- ◈ An interdisciplinary peer reviewed college journal '*Introspect*' was published in October, 2016.
- ◈ ICT facility of the UGC sponsored Net Resource Centre has been enhanced.
- ◈ A spectators' gallery has been constructed at the college ground.
- ◈ Annual sports, intra-college football and cricket tournaments have been organized.
- ◈ The medicinal herb garden has been established.

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

Title: Establishment of departmental libraries

Objective: To facilitate the availability of books to the students throughout the calendar year.

Context: The students of our institution do not have access to the centralized college library after they are sent up to the university examination after they clear the college test examination. This is particularly disadvantageous for the students as they usually undertake intense studying during this period. Also the Guest Teachers are not entitled to borrow books from the centralized college library. To address these problems individual departmental libraries have been established.

Practice and its Implementation: The individual departmental libraries have been stocked with the books that are gifted by the book shops and publishing houses to the teachers as evaluation copies. The teachers, in their turn, have donated these text and reference books to their departmental libraries. Thus, the departmental libraries incur no cost to the college. Of course, the college has provided the book racks and/or almirahs to house the books. The books have been catalogued and accession protocols implemented by the individual departments, thus placing no additional demands on the central library manpower.

Evidence of success: The students were able to borrow the books required at a very crucial period of their study. Also, the guest teachers were able to enhance the knowledge and hence make their teaching more effective by borrowing the relevant books.

Problems encountered: Rare and expensive books cannot, usually, be obtained in this way. Also, the number of books, at this stage, is somewhat low to meet the full demand. However, it is hoped that the collections would grow in numbers as the years pass.

Title: Production of Bio fertilizer on College Campus

Objective- To make the environment of the college and its surroundings clean and dispose the garbage generated in an eco-friendly way.

Context: Inside our college there are a number of large trees which shed a lot of leaves. Also the college canteen and some departments generate biodegradable waste regularly. These are to be disposed of in an eco-friendly way and converted to useful bio-fertilizer.

Practice and its Implementation: Two concrete pits have been constructed inside the college premises. The biodegradable waste generated are collected and put in these pits for composting. After composting, the bio-fertilizer generated is utilized in the college garden. The programme has been implemented by the chemistry department under the supervision of IQAC.

Evidence of success: The programme is successful as the college premises remains clean and college getting free bio-fertilizer.

Problems encountered: More manpower is needed for collection of the wastes.

Provide the details in annexure (Please see Annexure 3)

7.4　　　　Contribution to environmental awareness / protection

♣ At the beginning of the session (2016-17) orientation programme has been arranged by NSS to generate environmental awareness among the students.

♣ Yoga training programme has been started.

♣ IQAC has organized a value-added seminar entitled "*Eco-friendly Lifestyle*" on 27.07.2016. Eminent environmentalist Sri Subhas Dutta was an invited speaker in this occasion.

♣ The Women's Forum of the college along with has organized a seminar entitled "*Status of women from past to present*" on 30 March 2017, to aware the students about gender sensitization.

♣ NSS unit and Nature club unit of the college have jointly conducted tour programmes to observe nature. A project report has been made based on such a one day tour to Nature Park, Kolkata.

♣ The NSS unit and Environmental Cell (Humming Bird Nature Club) of the college organized

i) a Rally on the issue "**Save tree and save Life**" to celebrate **Arannya Saptaha** on 2nd August, 2016.

ii) Organized a Seminar on **Human –Elephant interaction in Southern West Bengal** on 3rd October, 2016 and a poster competition on Human – Elephant conflict.

♣ The Psychological Counselling Cell of the college has organized a talk on the topic '*Young-adult problems of present times*' by eminent external speaker on 03.11.2016.

7.5 Whether environmental audit was conducted?　　　Yes ☐　　No √

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

N.A

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

- To complete the construction work of the North block of college building.
- To make arrangements for one more smart classroom in the Science block.
- To organize seminars for quality enhancement.
- To make N-List and INFLIBNET accessible to the students.
- To organize Teacher Exchange programmes.
- To organize Inter-college competitions.
- To generate funds from Govt. / Non-Govt. sectors.
- To organize seminar/ workshop on new semester based CBCS system which to be introduced by the Parent University.

Name : Dr. SUMITA DAS   *Name Dr.S.Palchaudhuri (Principal)*

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

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<center>**Annexure I**</center>

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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