

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)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

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

The Annual Quality Assurance Report (AQAR) of the IQAC

2017 - 2018

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

I. Details of the Institution

1.1 Name of the Institution	SANTIPUR COLLEGE
1.2 Address Line 1	P.O. SANTIPUR
Address Line 2	DISTRICT: NADIA
City/Town	SANTIPUR
State	WEST BENGAL
Pin Code	741404
Institution e-mail address	santipurcollegenadia@gmail.com
Contact Nos.	(03472)278028
Name of the Head of the Institution:	Dr. Chindrima Bhattacharya
Tel. No. with STD Code:	(03472)278028
Mobile:	09830307994

Name of the IQAC Co-ordinator:

DR. ATREYI PAUL

Mobile:

09432586634

IQAC e-mail address:

sc.iqac.coordinator@gmail.com

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

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:

www.santipurcollege.in

Web-link of the AQAR:

<http://santipurcollege.in/AQAR-2017-18.pdf>

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+		2007	5 years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

21/01/2015

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

2017-2018

1.9 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 2014-2015 (01/03/2019) (DD/MM/YYYY)
ii. AQAR 2015-2016 (12/03/2019) (DD/MM/YYYY)
iii. AQAR 2016-2017(27/03/2019) (DD/MM/YYYY)
iv. AQAR 2017 – 2018 (03/04/2019) (DD/MM/YYYY)

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)

NSOU study centre, DODL under KU

1.12 Name of the Affiliating University (for the Colleges)

University of Kalyani

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence	<input type="text" value="NO"/>	UGC-CPE	<input type="text" value="NO"/>
DST Star Scheme	<input type="text" value="NO"/>	UGC-CE	<input type="text" value="NO"/>
UGC-Special Assistance Programme	<input type="text" value="NO"/>	DST-FIST	<input type="text" value="NO"/>
UGC-Innovative PG programmes	<input type="text" value="NO"/>	Any other (<i>Specify</i>)	<input type="text" value="NO"/>
UGC-COP Programmes	<input type="text" value="NO"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="08"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="03"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="02"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="18"/>
2.10 No. of IQAC meetings held	
2.11 No. of meetings with various stakeholders:	No. <input type="text"/> Faculty <input type="text" value="6"/>
Non-Teaching Staff	Students <input type="text" value="4"/> Alumni <input type="text" value="1"/> Others <input type="text"/>

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 01 Institution Level 04

(ii) Themes

1. *One-Day State level seminar on “Gravitational Wave Detection”* organized by Department of Physics Santipur College on 11th December 2017; Speakers: Prof. Dilip Sarkar, University of **Quebec University, Canada**, Visiting Professor Cambridge University, Prof. Partha Sarathi Majumder, Vivakanada University, Dr. Dipankar Bhattacharyya, Santipur College.
2. *One-Day Seminar on “Rabindranather Prakriti Chetana”* organized by Santipur College on 28th November/2017; Speaker Prof. Indrani Goswami (Krisnanagar Govt. College)
3. *One-Day Interactive seminar on “SANSKRIT”: A LINGUISTIC INSTROPECTION*, organized by Dept.of Sanskrit Santipur College on 19th January 2018. Speakers: Dr. Somnath Sarkar, Kachrapara College, Dr. Pampa Chakraborti, Ranaghat College.
4. *One-Day Seminar on “Antarjatic MatriBhasa Dibas”*, organized by Dept.of Bengali Santipur College on 21st February 2018; Speakers: Dr. Aparna Roy (Visva Bharati) & Prof. Anirban Saha (Thakurnagar Govt College).
5. *One-Day Seminar on “Health Awareness”*, organized by Santipur College NSS Unit & Student Union Santipur College in collaboration with “Santipur Marami”, on 7th September 2017; Speakers: Dr. Goutam Das (Eye Specialist of Santipur General Hospital, Sri Panchanan Saha (President of Marami, A social welfare organization) & Smt Ananya Ghosh (Head of Datri, a social welfare organization).

2.14 Significant Activities and contributions made by IQAC

- IQAC recommended immediate preparation for NAAC and uploading of relevant documents such as AQAR along with testimonials to get ready for facing NAAC 2nd cycle.
- IQAC recommended renovation of Mathematics department or shifting of the existing Mathematics department to a new building.
- IQAC recommended renovation and providing better facility to departments like History, Political Science, Philosophy and Physical education
- IQAC recommended renovation of Girls' common room.
- IQAC recommended erection of boundary wall enclosing the college campus.
- IQAC recommended covering the corridor of the ground floor by grill.
- IQAC recommended renovating floors of corridor of ground floor and first floor preferably by tiles and marble.
- IQAC recommended renovation of the pathway/pavement leading to the Teachers' room with tiles.
- The urgent need of automation of the college library was recommended and communicated to the Governing Body.
- IQAC recommended renovation of toilet in the college office.
- IQAC recommended steps to be taken for ensuring power saving and conservation in the college.

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	
i)	IQAC recommended immediate preparation for NAAC and uploading of relevant documents such as AQAR to get ready for facing NAAC 2 nd cycle.	i)	Steps were taken to accelerate the preparation and revamp the committees and do what is necessary for facing NAAC 2 nd cycle.
ii)	IQAC recommended renovation of Mathematics department or shifting of the existing Mathematics department to a	ii)	Mathematics department was shifted to a new building.

	new building.		
iii)	IQAC recommended renovation and providing better facility to departments like History, Political Science, Philosophy and Physical education.	iii)	Renovation of History department done. Shifting of departments like Political Science, Philosophy and Physical education.
iv)	IQAC recommended renovation of Girls' common room.	iv)	Girls' common room was renovated.
v)	IQAC recommended erection of boundary wall enclosing the college campus.	v)	Boundary wall enclosing the a portion of college campus was erected.
vi)	IQAC recommended covering the corridor of the ground floor by grill.	vi)	The corridor of the ground floor was covered by grill.
vii)	IQAC recommended renovating floors of corridor of ground floor and first floor.	vii)	Floors of corridor of ground floor and first floor were renovated by tiles and marble.
viii)	IQAC recommended renovation of the pathway/pavement leading to the Teachers' room.	viii)	The pathway/pavement leading to the Teachers' room was renovated with tiles.
ix)	IQAC recommended renovation of toilet in the college office.	ix)	Toilet in the college office was renovated.
x)	IQAC recommended steps to be taken to save power.	x)	Only LED devices have been used as power source in the college office.

* 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

AQAR has been placed and approved by the G.B of College.

Part – B

Criterion – I

I. 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	NA	NA	NA	NA
UG	09	NA	08	NA
PG Diploma	NA	NA	NA	NA
Advanced Diploma	NA	NA	NA	NA
Diploma	NA	NA	NA	NA
Certificate	NA	NA	NA	NA
Others(NSOU)	03(UG)	NA	NA	NA
	10(PG)			
DODL(KU)	03(PG)			
Total	25	NA	08	NA
Interdisciplinary	NA	NA	NA	NA
Innovative	NA	NA	NA	NA

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

Pattern	Number of programmes
Semester	13 (NSOU courses)
Trimester	NA
Annual	17 + 3 (DODL) = 20

1.3 Feedback from stakeholders* Alumni Parents Employers Students
(On all aspects)

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

**Please provide an analysis of the feedback in the Annexure*

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

NO

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors/Principal	Others
32+1(Librarian) = 33	16	10	01	05

2.2 No. of permanent faculty with Ph.D.

16

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
0	15	00	00	00	00			0	15

2.4 No. of Guest and Visiting faculty and Temporary faculty

0

0

32

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	04	03	20
Presented papers	02	02	00
Resource Persons	00	00	02

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

- Student seminars were organized.
- Departments engage the students in constructing wall magazine, preparing write ups, paintings and similar type of activities.
- Departmental teachers act as mentors of students with the aim of monitoring certain academic aspects.
- Method of teaching involves increased use of computers.
- Teachers communicate with parents through parent- teacher meetings.
- Tutorial and remedial classes are arranged to disadvantaged students.
- To update and upgrade advanced students further teachers engage in interactions which are either individual interactions or group interactions.

2.7 Total No. of actual teaching days during this academic year 185

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of **Board of Study**/Faculty/Curriculum Development workshop 03

2.10 Average percentage of attendance of students 73 %

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
Physics(Hon.)	22	NA	50	18.2	NA	68.2
Math(Hon)	89	NA	14.6	48.3	NA	62.9
Chemistry(Hon)	08	NA	00	37.5	NA	37.5
Botany(Hon)	06	NA	00	16.7	NA	16.7
Com. Major	13	NA	23.1	46.15	NA	69.25
B.A(Gen.)	545	NA	00	67	NA	67
B.Sc(Gen. Pure + Bio.)	15	NA	20	66.7	NA	86.7
History(Hon.)	70	NA	1.4	80	NA	81.4
Bengali(Hon)	96	NA	12.5	82.3	NA	94.8
English(Hon.)	57	NA	3.5	45.6	NA	49.1
Political Science(Hon.)	37	NA	0	73	NA	73
Philosophy(Hon)	23	NA	13.04	43.48	NA	56.52
Sanskrit(Hon.)	60	NA	8.4	73.3	NA	81.7
B.COM(Hon.)	0	NA	0	0	NA	0
B.Com (Gen)	0	NA	0	0	NA	0

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

The necessity of maintaining high academic standards and academic discipline is emphasised by IQAC and is communicated to the academic sub-committee and teachers' council in no uncertain terms. IQAC stresses the need of strictly adhering to academic calendar to keep academic activities running systematically. Teachers are encouraged to take feedbacks from students to assess their academic progress and challenges. One is then in a position to segregate students of different academic need and decide upon arranging remedial courses for them.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	00
UGC – Faculty Improvement Programme	00
HRD programmes	Nil
Orientation programmes	01
Faculty exchange programme	00
Staff training conducted by the university	Nil
Staff training conducted by other institutions	Nil
Summer / Winter schools, Workshops (Yoga), NSS	03
Others(Short term course)	00

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	04	09	Nil	11
Technical Staff	04		Nil	Nil

Criterion – III

3. Research, Consultancy and Extension

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

- IQAC is of the opinion that full autonomy should be given to the Principal investigator for smooth conduct of research project.
- IQAC hopes release of funds to the researchers be executed as and when they are received by the agency like UGC or otherwise.
- IQAC supports and encourages teachers in their research endeavours through a committee called research committee.
- The college provides major infrastructural facilities like library, laboratory, computer as well as internet facility needed to pursue research.
- Some teachers have acquired their Ph.D, and many others have enrolled themselves in universities as Ph.D aspirants.
- Some teachers are running minor projects under the funding of UGC.

3.2 Details regarding major projects: (NA)

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	01		
Outlay in Rs. Lakhs		0.07		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	08	00	
Non-Peer Review Journals		01	
e-Journals			
Conference proceedings	01	01	

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	Nil	Nil	Nil	Nil

Minor Projects In Lacs	1(ongoing)	UGC	14.686	0.07(In 2017-2018)
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students research projects <i>(other than compulsory by the University)</i>	Nil	Nil	Nil	Nil
Any other(Specify)	Nil	Nil	Nil	Nil
Total (in lacs)			14.686	0.07

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: **NA**

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges **N.A** Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	0	0	0	0	5
Sponsoring agencies					

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	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	Nil

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

01

01

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) N.A

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	<input type="text"/>	College forum	<input type="text"/>		
NCC	<input type="text"/>	NSS	<input type="text" value="05"/>	Any other	<input type="text" value="2"/>

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

- A statue of Sister Nivedita was installed and unveiled to commemorate her 150th birth anniversary on 29 October 2017 overlooking the college garden near the main entrance.
- Renovation of History department.
- Shifting of Mathematics department to a new building.
- Shifting of departments like Political Science, Philosophy, Physical Education to new building.
- Renovation of Girls' common room.
- Boundary wall enclosing a portion of college campus was erected.
- Ground floor corridor covered by grill.
- Corridor of Ground Floor and first floor was covered by tiles and marble.
- The approach way to the Teachers' room was covered by tiles..
- Television installed in Principal's room as well as the Teacher's room.
- Renovation of college office done
- The toilet of college office renovated.
- LED is used as the power source in college office with an aim to save power.
- Yoga awareness programme organised.
- The NSS wing distributed books among the poor and the needy students.
- The NSS wing conducted tree plantation programme.
- The NSS wing conducted an economy survey
- The NSS wing paid visits to villages and took a drive to make people aware the benefits of cleanliness.
- The NSS students visited market near to the college to get a firsthand experience of the technique of keeping market place clean.
- The NSS wing visited Government hospital of the locality to study the garbage disposal mechanism and to study the method of spreading hygiene awareness.
- Survey of poor and school dropouts was done.
- Blood donation camp held.
- CCTV installed at important places.
- The NSS unit organised seminar on health awareness in collaboration with a Social Welfare organisation 'Santipur Marami' on 7 September 2017.

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	3.39434333 Acre	Nil	N.A.	3.39434333 Acre
Class rooms DODL (Room)	18	Nil 01	N.A.	18
Laboratories	07	Nil	N.A.	07
Seminar Halls	01	Nil	N.A.	01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the laboratory, Sports equipment and computer purchased during the year (Rs. in Lakhs)		6.06729	College fund.	Nil
Others (Rs. In Lakhs)				Nil

4.2 Computerization of administration and library

- College Office automated for majority of the works.
- Computers provided to departments.
- Successfully implemented on-line admission in the college.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	27,168	16,61773/-	25(Physic s Dept library)	10,000/-		
Reference Books	539	97231/-				
e-Books	Nil	Nil	Nil	Nil	Nil	Nil
Journals						
e-Journals						
Digital Database						
CD & Video	4					
Others (Magazine and news paper)	6(M) 2(N)	5146/-				

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	63	02 (Math & Computer Major)	04	NIL	NIL	04	56	03 Library IQAC Virtual Classroom
Added	0	0	0	NIL	NIL	0	0	0
Total	63	02	04	NIL	NIL	04	56	03

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

Nil

4.6 Amount spent on maintenance in lakhs:

i) ICT	Nil
ii) Campus Infrastructure and facilities	58.48059
iii) Equipments + Library	
iv) Others	143.83015
Total:	202.31074

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Support of virtual class room ensured.
- Santiniketani style of support to students provisioned through class sessions at the open air theatre , the Amrakunja.
- Circulating information through notice and website.
- Supporting the students by informing the modalities for applying for financial assistance from various agencies, government or otherwise.
- Monitoring the application for scholarships and stipends through college office.
- Remedial and tutorial classes for students.
- Aquaguard installed for getting purified drinking water.
- The IQAC keeps an eye on maintaining clean classrooms.
- Toilets renovated in the college office.
- Yoga awareness programs held.
- NSS programmes
- NCC programmes

5.2 Efforts made by the institution for tracking the progression

- Progression tracked through tracking student feedback
- The progress and performance of students throughout the duration of the course/program is monitored by the institution from time to time.
- Routine bound class room lectures and regular internal assessments are done through which progress of students are monitored.
- Regular class tests, unit tests, half-yearly examination and annual examinations are held.
- Parent teacher meetings are held.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others(NSOU + DODL)
4819	Nil	Nil	371(UG) 99(PG)

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	2178	45.2		2641	54.8

Last Year							This Year						
General	SC	ST	OBC	Physically Challenged	Muslim	Total	General	SC	ST	OBC	Muslim	Physically Challenged	Total
2288	1324	43	915	17	250	4837	2022	1198	48	1014	287 (GEN) +238 (OBC) =525	12	4819

Demand ratio

Dropout %

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

- Departmental seminars help students to prepare for future job interview.
- Departmental library helps students.
- Magazines, Newspaper, Guide books are kept in the central library which students use frequently.
- Tutorial classes are taken by departments
- Remedial classes are held in departments.

No. of students beneficiaries

90

5.5 No. of students qualified in these examinations

NET	04	SET/SLET	01	GATE	02	CAT	
IAS/IPS etc		State PSC		UPSC	0	Others	10

5.6 Details of student counselling and career guidance

- Teachers always help students with information, career guidance and counselling that would make them stand in good stead in the future days.
- Web addresses of useful sites are also provided to students.

No. of students benefitted

210

5.7 Details of campus placement N.A

<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 programmes

- According to “The Vishaka Guideline” the college has set up a gender harassment cell formed in 2015 and it is running smoothly.
- There has not yet been any gender bias or gender harassment complaint, thanks to our effort of making students regularly aware of these issues.

5.9 Students Activities

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

State/ University level

08 (Uni. level)
05 (State level)

National level

Nil

International level

0

No. of students participated in cultural events

State/ University level

0

National level

0

International level

0

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

Sports : State/ **University** level

08

National level

0

International level

0

Cultural: State/ University level

0

National level

0

International level

0

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution(Poor fund)	BPL students	291420/-
Financial support from government	All SC ST and Minority students	Disbursed directly to students
Financial support from other sources	Nil	
Number of students who received International/ National recognitions	01	

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: The grievance regarding toilets has been redressed.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- To develop the desire within the learner to think independently and rationally -- based upon the lessons learnt and the experiences they go through in their college life.
- To foster in students the need of becoming socially responsible, law abiding citizen.
- To make optimum use of human and natural resources.

6.2 Does the Institution has a management Information System

No

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

6.3.1 Curriculum Development

The Board of Studies of the affiliating university of Kalyani accommodates some of the teachers of this institution. They suggest ways and means for curriculum development based upon feedback and suggestion of faculty members.

6.3.2 Teaching and Learning

- To groom students properly and to extend help to students they are placed under mentors.
- Efforts to publish departmental magazine was taken that would benefit students immensely.
- Use of modern teaching-learning gadgets is encouraged..
- Parent teacher meetings are held department wise.
- Feedback from students are taken
- Internal assessment done regularly (both half yearly as well as annually).

6.3.3 Examination and Evaluation

- The curriculum is subdivided into 3 yearly university exams called Part I, Part II and Part III.
- Each year is sub-divided into half yearly exam, Mid-term exam and test or annual exam.
- Teachers also take class tests and viva voce in the class – some being surprise test type.

6.3.4 Research and Development

- A research sub-committee is there to promote research work done by members of the faculty.
- Teachers take part in conference / seminar either by attending or by presenting paper.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The IQAC as well as the Library sub-committee has recommended to the authority to digitise the library catalogues and to install INFLIBNET facility in the central library.

6.3.6 Human Resource Management

N.A

6.3.7 Faculty and Staff recruitment

- Employment of regular faculty (permanent teachers and the Principal) is done strictly as per norms laid down by UGC, Government of West Bengal (vide West Bengal College Service Commission Act LXII of 1978) and Affiliating university (University of Kalyani).
- However, if in any subject, where faculty strength falls due to retirement of a teacher and delay in the recruitment of new teacher, the authority takes initiatives to appoint Part-Time Teachers/ Guest Faculty according to the rules and norms laid down by the University of Kalyani and Department of Higher Education, Government of West Bengal.

6.3.8 Industry Interaction / Collaboration

N.A

6.3.9 Admission of Students

On line admission is done as per the instruction of the affiliating university i.e. university of Kalyani. The institution admits students under the supervision of the Admission. committee.

6.4 Welfare schemes for

Teaching	Staff Co-operative, Group Insurance Scheme.
Non teaching	Staff Co-operative, Group Insurance Scheme.
Students	Financial assistance to the poor students, West Bengal backward class student aid fund, 'Bidi Shamik' , "Kanyashree Prokolpo".

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done

Yes

No

6.7 Whether Academic and Administrative Audit (AAA) has been done? **No**

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

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?

NA

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

- Many Alumni work as faculty of the various departments of the college.
- Whatsapp group comprising of students passed out from some department has been opened.

6.12 Activities and support from the Parent – Teacher Association

N.A

6.13 Development programmes for support staff

- Office staff who were not accustomed with using computers were made to use computers to their benefit.

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

- Tree plantation programme organised.
- Open air classes held in Amrakunja.
- Prepare a garden containing medicinal plants.
- Smoking has been prohibited within the college campus.
- Use of plastic bags is discouraged within the campus.

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.

- Dr. Anirban Bhattacharyya of the department of English attended and made paper presentations in the South Asian Literary Association (SALA) Conference and Modern Language Association (MLA) Conference held in New York City, USA in the period 4 to 9 January 2018.
- Publication of text Book entitled ‘Solid State Physics – Theory, Problems and Solution’ by Dr. Jyotirmoy Guha of the department of Physics.
- Award of Ph.D to Subrata Roy of the department of History on 13.06.2018
- Greater use of computers in imparting lessons
- Conduction of Yoga course
- Health awareness programme by NSS unit of college on 7 Sept 2017 in collaboration with local organisation ‘Santipur Marami’.
- Distribution of books to the poor by the NSS unit.
- Cleanliness drive taken by the NSS unit.
- Republic day celebration by the NCC unit 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

- College office toilet renovated.
- The NSS and NCC unit of the college perform their duties and formalities in a remarkably successful manner.
- Minor Research Projects are going on according to the schedule.
- Renovation of History department.
- Shifting of Mathematic department..
- College office was automated.
- Shifting of Political Science, Philosophy and Physical education department to new building.
- Covering certain places with tiles and gills
- Erecting boundary wall to cover a portion of college campus.
- Installation of television in Principal’s room and teachers’ room.
- Power saving exercises in the form of using LED in the college office.

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

• Organization of various Social Awareness programmes and activities over the year such as ‘The Swachhata Pakhwada’ programme in the period 1.9.2017 to 15.9.2017. In the programme the college volunteers paid visits to villages to explain modalities of keeping surrounding clean; paid visit to nearby markets to study the technique of maintaining a clean and healthy environment; paid visits to Government hospital to study management of garbage disposal and keeping the area hygienic; surveyed the poor and drop-out students with the aim of bringing them back to the main fold.

• Organization of seminar and conferences such as the seminar on Health Awareness that was held in collaboration with “Santipur Marami” on 7.9.2017 in the smart room of the college. The conference was well attended and decorated by eminent personalities including doctors of Krishnagar Hospital ,Santipur General Hospital. The programme put emphasis on Eye donation awareness and pledging, Blood Stem Cell Donors Registry and awareness, Thalassaemia awareness Screening.

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

7.4 Contribution to environmental awareness / protection

- NSS organised ‘Swachhatta Pakshyya’ program during 1 to 15 September 2017.
- NSS cadets visited market places, close to the college to study the process of keeping the market clean.
- NSS cadets visited nearby villages to explain the process of keeping the places clean and subsequent benefits.
- NSS cadets visited Government hospitals to study techniques adopted for disposal of garbage as well as to study methods to develop hygiene-awareness.
- Tree plantation programme conducted by the college.
- NSS unit organised a one day seminar on health awareness in collaboration with ‘Santipur Marami’ on 7 September 2017.
- The college has been made a no smoking zone.
- The institution discourages use of plastic bags.
- The college office uses power saving led lights.

7.5 Whether environmental audit was conducted? Yes No


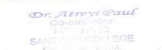
7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

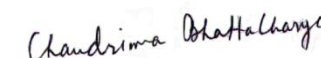
8. Plans of institution for next year

- To apply for NAAC 2nd cycle..
- To maintain the good performance of NSS and NCC.
- To digitise the library.
- To upgrade the on-line admission process further.
- To organise a national seminar in the college.
- To make college magazine more attractive.
- To encourage teachers to apply for more Major and Minor research projects from UGC and other funding agencies.
- To encourage teachers to participate in more national and international seminars.
- To make the college campus and the college garden more attractive.

Name Dr. Atreyi Paul

Name Dr. Chandrima Bhattacharya


with Signature of the Coordinator
IQAC with Seal



Principal
SANTIPUR COLLEGE
Santipur, Nadia

Signature of the Coordinator, IQAC

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 Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

Annexure-II

COLLEGE ACADEMIC CALENDAR 2017-2018

B.A/B.Sc/B.Com First year

	Commencement of classes	Class test 1	Mid term exam	Class test 2	Test exam	University theoretical exam Part 1	University theoretical exam Part 1
B.A/B.Sc/B.Com First year	1 st week of July 2017	3 rd week of Sept 2017	Last week of Oct 2017	3 rd week of Jan 2018	1 st week of Mar 2018	1 st week of June 2018 (Honours) 3 rd week of June 2018 (General)	Last week of June 2018 (Honours)

B.A/B.Sc/B.Com Second year

	Commencement of classes	Mid term exam	Test exam	University theoretical exam Part 2	University practical exam Part 2
B.A/B.Sc/B.Com Second year	Immediately after completion of Part 1 exam	Last week of Oct 2017	1 st week of Feb 18	3 rd week of April 2018 (Honours) 1st week of May 2018 (General)	3 rd week of May 2018 (Honours) Last week of May 2018 (General)

B.A/B.Sc/B.Com Third year

	Commencement of classes	Mid term exam	Test exam	University theoretical exam Part 3	University practical exam Part 3
B.A/B.Sc/B.Com Third year	Immediately after completion of Part 1 exam	Last week of Oct 2017	1 st week of Jan 2018	2 nd week of March 2018 (Honours)	1 st week of April 2018 (Honours)
				3 rd week of March 2018 (General)	2 nd week of April 2018 (General)

The examination schedule of the university is tentative and may change as per notification.

List of holidays for the academic session 2017-2018

1 st July 2017(Sat)	Dr. B.C. Roy Birth Anniversary	01
22 nd July 2017(Sat)	Santipur College Foundation day	01
7 th Aug 2016 (Mon)	Rakhi Purnima	01
15 th Aug 2017 (Tue)	Independence Day	01
14 Aug 2017 (Mon)	Janmastami	01
2 th Sept 2017 (Sat)	ID-Ud-Joha	01
19 th Sept 2017 (Tue)	Mahalaya	01
25 th Sept 2017 (Sat) – 23 rd Oct 2017 (Mon)	Puja Holidays	26
27 Oct 2017 (Fri)	Jaggadhatri Puja	01
4 th Nov 2017 (Sat) – 9 th 2017 Nov(Thu)	Guru Nanak Birth day and Rashjatra	05
25 th Dec 2017 (Mon) – 31 st Dec 2017 (Sun)	Winter Recess	07
1 st Jan 2018 (Mon)	New Year's Day	01
12 th Jan 2018(Fri)	Birthday of Swami Vivekananda	01

22 Jan 2018 (Mon)	Saraswati Puja	01
23 rd Jan 2018 (Tue)	Netaji Subhas Ch. Bose Birth Anniversary	01
26 th Jan 2018 (Fri)	Republic Day	01
2 Mar (Fri)	Doljatra	01
30 th Mar 2018 (Fri)	Good Friday	01
14 th April 2018 (Sat)	B.R. Ambedkar Birth Anniversary	01
15 th April (Sun)	Bengali New Year's Day	01
1 st May 2018 (Tue)	May Day	01
9 th May 2018 (Wed)	Rabindra Jayanti	01
16 th June (Sat)	Id-UI-Fitar	01

Annexure-III

Analysis of Student Feedback (2017-18)

A questionnaire based on prescribed NAAC format helped us seek the views and opinions of the students. Random feedback was taken from about 300 students, a significant fraction of them belonging to 3rd year Honours students. Analysis led to the following details.

1. Curricular Aspects:

The affiliating university i.e. the University of Kalyani prescribes a curricula which the college is mandatorily bound to follow.

It appears from the feedback that there is divergence in the opinion regarding the content or matter of the curricula. While many are satisfied with the existing course structure some feel that greater emphasis should have been given on the application side.

However there is overwhelming unanimity regarding the medium of instruction. Most of the students, particularly in science stream, feel the absence of quality text books in their mother tongue viz. Bengali language is arresting their comprehension of topics covered in the syllabus. However this difficulty is an initial one and fades with time.

2. Teaching , Learning and Evaluation:

Action is taken based on the students' feedback. The students in general are quite satisfied with the teaching, learning process prevalent in the campus. Students appreciate the practice of tutorial classes as well as remedial classes.

Some are perturbed at the delay in publication of results of final examination – an area which the college has nothing to do because they are conducted entirely by the university.

The feedback highlights student's eagerness to participate in seminars arranged by them where they wished the audience to be simply their classmates and the respective departmental

teachers. The departments always encouraged such thinking and tried to act accordingly by complying with such feedback.

3. Infrastructural facilities:

It was evident from analysis of student feedback that library facilities should be made better. Students are quite satisfied with laboratory facilities offered by the science departments. Few students wished to get a good facility of canteens.

4. Student support and recreational facilities:

The college has multiple playgrounds and students play kabaddi, football, volleyball and other games in the playground, as well as spend leisure time in the college gardens. Students are eager to have a campus that looks attractive and vibrant.

Feedback from Parents 2017-2018

It is noted that as a significant number of students are first generation learners guardians often come to the college with various queries. To address the situation, departments arrange parent-teacher meetings from time to time. Interaction with teachers satisfies the guardians as they can gauge the progress of their wards. On the other hand the teachers are also benefitted from such interaction as they can gauge their strong points and weak points. Teachers remodel the topics of study, arrange for tutorial class, remedial classes accordingly.

Feedback from Employers 2017-2018

The Governing Body is the employing authority of the college, consisting of twelve members, four of which are teacher representatives, two non-teaching representatives, one student representative and the college Principal acts as Secretary of the Governing Body. Also there is one representative of the Government and two representatives of the affiliating university. These members uphold the points of view and feedback of the Government as well as the university in the Governing body meeting. Also the internal members give feedback of the college staff and students in the meeting. The President, who is an eminent and knowledgeable person, presides over the meeting. After discussion resolutions are taken, recorded and implemented by the Principal of the college.

Annexure-IV

Best Practices

- Our faculty Dr. Anirban Bhattacharjee of the department of English attended the South Asian Literary Association (SALA) Conference and Modern Language Association (MLA) Conference held in New York City, USA in the period 4 to 9 January 2018. Dr. Bhattacharjee presented paper in the said conference, which was attended by luminaries in the field.
- Dr. Jyotirmoy Guha of the Department of Physics published a text book entitled "Solid State Physics – Theory, Problems and Solution" in March 2018.
- Honest efforts by NSS unit to reduce school drop-outs as well as distribution of books to the poor and the needy students.
- Efforts by NSS unit to increase the awareness amongst villagers to keep the surroundings clean and tidy.

- **Research work and academic activity**

A significant section of teachers are involved in active research in their topic of interest. Some of the teachers of the faculty take classes in nearby universities and keep themselves abreast of latest developments and recent trends.

- **Holding Seminars**

Apart from student seminars the college arranges seminars by inviting eminent personalities from universities and other institutes for delivering talks. The seminars are well attended and the students and teachers are greatly benefitted from listening to the speeches. They also get the rare opportunity of interaction with established personalities.

- **Wall Magazine**

Various Departments run Wall Magazines by students of their Department.

- **On line admission**

To ensure transparency and clarity the college introduced online admission. The college is determined to follow them in the years to come.

- **Cleanliness of college campus**

Our college has plenty of space and efforts are taken to keep the campus clean, beautiful and pollution free.

- **Smoking free zone**

The college is made a non- smoking zone and students are made aware of the deleterious effects of smoking.

Annexure-V

Strengths

- ✓ NSS unit very active and carrying on social works.
- ✓ Due to large number of highly qualified Ph.D holders as teachers students stand to gain from their experience and intellect.
- ✓ Students show talents in multifarious extra-curricular activities like painting etc.
- ✓ Boys' and girls' NCC wing of the college are very active.
- ✓ Number of first classes is quite satisfactory.
- ✓ Teacher – student relation is very harmonious.
- ✓ Students are benefitted from departmental seminars
- ✓ Students get help from departmental library.

Weakness

- ✓ The college is not authorised to make any revision or upgradation or formulation of the syllabus.
- ✓ A large section of the students are first generation learners or from educationally backward groups. This leads to problems of comprehension and communication at the initial stage.
- ✓ Many students take admission to the college who has to earn to meet up the corresponding educational expenses. In some cases family depends on them for livelihood. Apparently these students cannot devote full time to their faculty development.

Opportunities

- ✓ Honours course in Zoology can be opened.
- ✓ Games and sports facilities can be further upgraded and optimum use of the vast playground can be schemed.
- ✓ There is enough space in the college for extending the existing building or create new ones.
- ✓ PG courses can be opened in some other subjects.

Challenges

- ✓ Full automation of the college Library.
- ✓ Maintaining the college campus clean.
- ✓ To keep the water body / reservoir of the college clean.