

Annual Quality Assurance Report (2017-2018)

Submitted by

**Internal Quality Assurance Cell
Sri Ramkrishna Sarada Vidyamahapitha
Kamarpukur, Hooghly
West-Bengal, 712612**

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

I. Details of the Institution

1.1 Name of the Institution	Sri Ramkrishna Sarada Vidya Mahapitha
1.2 Address Line 1	Vill+Post: Kamarpukur,
Address Line 2	Dist. Hooghly
City/Town	NA
State	West Bengal
Pin Code	712612
Institution e-mail address	srsvidyamahapitha@yahoo.com
Contact Nos.	03211-2444224
Name of the Head of the Institution:	DR. CHITTARANJAN GHOSH
Tel. No. with STD Code:	
Mobile:	9434574007

Name of the IQAC Co-ordinator:

TANMOY PANDIT

Mobile:

9734281763

IQAC e-mail address:

iqacsrsvidyamahapitha@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

WBCOGN12947

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:

<http://www.srsvidyamahapitha.org/>

Web-link of the AQAR:

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	C++		2006	2011
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

02.05.2014

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

2017-18

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) **NIL**

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

1.12 Name of the Affiliating University (for the Colleges)

The University of Burdwan

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

Autonomy by State/Central Govt. / University	NA		
University with Potential for Excellence	NA	UGC-CPE	
DST Star Scheme	NA	UGC-CE	
UGC-Special Assistance Programme	NA	DST-FIST	
UGC-Innovative PG programmes	NA	Any other (<i>Specify</i>)	
UGC-COP Programmes	NA		

2. IQAC Composition and Activities

2.1 No. of Teachers	7
2.2 No. of Administrative/Technical staff	1
2.3 No. of students	NIL
2.4 No. of Management representatives	1
2.5 No. of Alumni	
2. 6 No. of any other stakeholder and Community representatives	1
2.7 No. of Employers/ Industrialists	NIL
2.8 No. of other External Experts	NIL
2.9 Total No. of members	10
2.10 No. of IQAC meetings held-	02

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

Non-Teaching Staff /Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- Addition of books in the library -258
- A State level Seminar organized by the NSS in collaboration with Women Cell, SRSVM on the topic entitled “Negotiating Self: Ethics, Morality and Community” on 4th May, 2018.
- A One Day Health Awareness Programme with World Federation of Homeopathy has been held in the college campus on 24.10.2017.
- A Road Safety Awareness Programme has been conducted at college level on 20.11.2017 with office of the Sub-Divisional Officer, Arambagh.
- The NSS has conducted a special camp on and from 15.08.2017 to 21.08.2017 at Harisova Duley Para and Pashchim Amarpur Santalpara on Environment including preservation of natural resources and conservation of cultural/ historical heritage. Local residents have also participated in the programme.

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/Outcomes
Library upgradation	<ul style="list-style-type: none"> Library books purchased to meet the needs of students enrolled in CBCS system Barcode scanning system is started
Motivate teachers for innovative use of ICT	<ul style="list-style-type: none"> Smart classroom is set up in Room No.13 & 14.
Campus cleanliness	<ul style="list-style-type: none"> Every Tuesday & Saturday morning NSS units take initiative to clean the campus.
Introduction of new departments /discipline	<ul style="list-style-type: none"> Honours course in Geography department is introduced. General Course in Education & Nutrition is introduced.
Upgradation of football ground	<ul style="list-style-type: none"> Playground is levelled with soil and then roller is applied on it.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No: **No**
 Management Syndicate Any other body

Provide the details of the action taken

- NAAC preparations have been initiated
- Utilization of UGC grant of Rs 160000, which have already been made by September 2017, in connection with the inception of renovation of the administrative building and increasing the height of the campus wall in February 2018.
- Modification of departments by providing almirah, wall rack, notice board, table and chair, laptop and office kits etc.
- Honours course in Geography department is introduced.
- General Course in Education & Nutrition is introduced.

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	0			
PG	0			
UG	13		1	
PG Diploma	0			
Advanced Diploma	0			
Diploma	0			
Certificate	0			
Others	0			
Total	13		1	
Interdisciplinary	0			
Innovative	0			

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	13
Trimester	0
Annual	13

1.3 Feedback from stakeholders* (On all aspects)

Alumni Parents Employers Students

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

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

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

The college is affiliated to the University of Burdwan and therefore, is not entitled to set the curriculum and syllabus. However, teachers from the institution participate in the workshops convened by the university to provide opinion and feedback about the curriculum and syllabus.

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

Yes. Honours course in Geography department is introduced.
General Course in Education & Nutrition is introduced.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	43	26	4	0	13

2.2 No. of permanent faculty with Ph.D.

8

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
1	15	NA	NA	NA	NA	NA	NA	0	16

2.4 No. of Guest and Visiting faculty and Temporary faculty

23

0

0

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	2	0
Presented papers	5	2	0
Resource Persons	0	0	0

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

For improving the excellence of the students, special group discussions and tutorial classes are arranged regularly. Attendance of the students are properly recorded and preserved in the attendance registers. On many occasions, the teachers employ ICT aids such as power point presentations to make them more interesting for the students. The departments conduct additional activities such as the group discussions, debates. The institution has a vision to emerge as a centre of excellence as it has the required potential. Thus, it keeps on a continuous effort to proceed towards its aspired goal.

2.7 Total No. of actual teaching days

during this academic year

244

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

As an affiliated college under Burdwan University the college hardly has the liberty to implement any reform in the examination/evaluation process.

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

NIL	NIL	NIL
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2.10 Average percentage of attendance of students

71.80

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA Part III Hons	187		6.41	64.70		71.12
B.Sc Part III Hons	60		16.6	38.33		55%

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

The IQAC plays a formative role to improve the teaching-learning process in the institution. The IQAC meets teachers personally to collect the data related to their participation in conferences and seminars and publication. The academic issues are placed in meetings of the Teacher's Council for discussion on the improvement of academic standard of the institution. The IQAC, in liaison with the Teacher's Council supervises the maintenance of personal diaries of the teachers and the maintenance of records of the departments.

2.13 Initiatives undertaken towards faculty development

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

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	17	10	0	16
Technical Staff	0	0	0	0

Criterion – III

3. Research, Consultancy and Extension

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

- The IQAC is careful to maintain the environment of the institution research friendly and encourages innovation and novelty in the field of research.
- The IQAC encourages teachers to undertake major and minor research projects and promises to help them to accomplish those challenging ventures.
- The IQAC has discussed on the publication of a college journal/book for encouraging literary activities in different departments of the institution.
- The IQAC encourages teachers, non-teaching employees and students to participate in seminars, workshops and conferences to enhance their intellectual ability.
- The IQAC supervises the requirements of the different departments and encourages use of ICT aids to complement classroom teaching.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

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

3.4 Details on research publications

	International	National	Others
Peer Review Journals	10	01	0
Non-Peer Review Journals	0	0	0
e-Journals	0	0	0
Conference proceedings	0	0	0

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			
Minor Projects	NIL			
Interdisciplinary Projects	NIL			
Industry sponsored	NIL			
Projects sponsored by the University/ College	NIL			
Students research projects <i>(other than compulsory by the University)</i>	NIL			
Any other(Specify)	NIL			
Total	NIL			

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: NIL

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

3.9 For colleges
Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences
organized by the Institution

Level	International	National	State	University	College
Number	0	0	1	0	0
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: NA

From Funding agency From Management of University/College
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	0
	Granted	0
International	Applied	0
	Granted	0
Commercialised	Applied	0
	Granted	0

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
0						

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level 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	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="0"/>	International level	<input type="text" value="0"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="0"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="1"/>	International level	<input type="text" value="0"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>	
NCC	<input type="text" value="2"/>	NSS	<input type="text" value="1"/>	Any other <input type="text"/>

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

- The NCC cadets of the College have organized a rally on 01.12.2017 to create mass-consciousness on AIDS on the occasion of World Aids Day.
- The NCC cadets of the College have organized a rally on 25.11.2017 to create mass-consciousness on Dengue in Kamarpukur area.
- The NSS Unit of the college has adopted a near-by village namely Harisabha-Duleypara, where it has undertaken a massive garbage cleaning operation, health-awareness camp and distribution of clothes and umbrellas to the poor and distress people of the locality in the month of July 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	9.96 Acres			
Class rooms	27			
Laboratories	13			
Seminar Halls	00			
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)	1.15 Lakhs (Approx)			
Others				

4.2 Computerization of administration and library

College Office:	
Name of the Software	: College Administration & Management System (CAMS)
Name of the Vendor	: Developed by MSS (Burdwan), more than 30 (thirty) colleges are using this CAMS.
Year of Implementation	: 2013
Functions	: Student enrolment information, Fees collection, Cash management etc.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	20866	886555	258	106974	21124	993529
Reference Books	8509	187105	0	0	8509	187105
e-Books	0	0	0	0	0	0
Journals	01	875	0	0	01	875
e-Journals	N-LIST	5900	0	0	N-LIST	5900
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	36	9	14			10		
Added	4	6	NIL			NIL		
Total	40	15	8			10		

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	2.80 Lakhs Approx
ii) Campus Infrastructure and facilities	
iii) Equipments	
iv) Others	
Total:	2.8 Lakhs

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Students' grievance cell
- Anti-ragging cell
- Women cell to address gender related issue
- Free Wi-Fi in the campus
- Well-equipped laboratories
- Sports facilities
- Financial Assistance for Students' half/full free studentship, endowments and scholarship
- Reading room facility in the library
- Cheap Canteen
- Motivational Seminar
- NSS
- NCC

5.2 Efforts made by the institution for tracking the progression

- Analysis of the academic performance of the students in the meetings of Departmental committee, Teacher's Council, Academic Sub-Committee and Governing Body
- Special tutorial classes to address the problems of the slow learners following their identification in departmental committee meetings
- Emphasis on the participatory activities of the students to generate curiosity and interest among them
- Encourage participation of the students in various cultural activities for their holistic development

5.3 (a) Total Number of students	UG	PG	Ph. D.	Others
	3062			

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	1,506	47.80%		1,644	52.20%

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1856	829	98	761	1	3545	1569	785	89	706	1	3150

Demand ratio = 1:1.27 Dropout % = 5.16%

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

The institution has no remedial class to support students in the competitive examinations. The institution is planning to revive the centre.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="0"/>	SET/SLET	<input type="text" value="0"/>	GATE	<input type="text" value="0"/>	CAT	<input type="text" value="0"/>
IAS/IPS etc	<input type="text" value="0"/>	State PSC	<input type="text" value="0"/>	UPSC	<input type="text" value="0"/>	Others	<input type="text"/>

5.6 Details of student counselling and career guidance

Career counselling session helps the students to know the pros and cons of the different streams, courses and educational options and the career path it offers, thus the students can make an informed choice, and get a carer assessment helps to avoid the risk of change in career path later in life. College has formed a sub-committee help to cater to this need to students. This committee organises regular sessions with students. Along with this it informs students regarding placement, skill enhancement courses & various examinations.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
			01

5.8 Details of gender sensitization programmes

The institution has a women's cell to look up the grievances of the female students in the institution and to maintain gender equality in the campus. The women's cell also looks after the female residents in the girls' hostel in case of necessity.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		13,970
Financial support from government	1788	NA
Financial support from other sources	139	1,11,200 (Approx)
Number of students who received International/ National recognitions	0	0

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: ___NIL_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision

- Promotion of the institution to a centre of excellence
- Integration of the material, economic, infrastructural and academic resources to create a harmonious whole
- Inclusion of the economically and socially deprived sections into the fold of education
- Contribution to the research and innovation endeavours of the nation

Mission

- Expansion of the academic scope of the institution
- Imparting quality education along with value-added education
- Enhancement of moral responsibility and social service by proper engagement of the students
- Achievement of administrative and academic autonomy
- Generation of resources to contribute to the infrastructural and academic development of the institution

6.2 Does the Institution has a management Information System

The basic principle of SRSVM Management Information System is “The right information in the right place in right time”. All information related to administration, academics and finance is placed before the Management for approval and necessary action.

College Administration & Management System (CAMS) is a real time Windows-based software works using LAN technology in our College. One can get the information anytime. And most importantly, this information can be easily shared with authorized users and records can be easily searched. Reports pertaining to the records can be easily generated.

All the data related to academic and financial related matter is kept in the data bank of the Institute for future reference.

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

6.3.1 Curriculum Development

Curriculum is designed by under-graduate Study Boards of the University of Burdwan. Departmental heads attended the workshop on curriculum designing. Institution maintains cordial relationship with all its stake-holders to ensure that the objectives of the curriculum are achieved in the course of implementation.

6.3.2 Teaching and Learning

The institution has taken various steps to improve the teaching learning process. The departments of Physics and English have two projectors and they are occasionally utilized for imparting teachings to the learners. Remedial coaching classes are held before the final-term examination in our different departments and study materials are circulated among the students. In the department of Computer Science Video lectures are also used as an important medium of teaching-learning tool. Traditional TLMs like charts, maps etc are used in different departments as effective tools.

6.3.3 Examination and Evaluation

The institution conducts the university exams and internal tests of the students on a regular basis. It is supervised by the examination sub-committee of the college. Our students are properly tested and allowed for the final term exams. Departmental class tests are also held to identify the slow-learners after the completion of every unit and remedial coaching is given to them on the basis of their performance. The question paper pattern is revised in accordance with the Learning outcomes by mapping the Course outcomes to programme outcomes. The question paper is designed in such a way that it caters to all the categories of the students.

6.3.4 Research and Development

The institution supports and encourages the faculties for research work by providing necessary academic and infrastructural help. It also encourages the faculty for Minor and Major research projects. The institution has set up a Research Committee consisting of faculties with considerable research exposure and experience to guide the junior teachers in research related activities like applying for Major and Minor Projects, publications and advising the College authority for building up a research-conducive environment. Moreover research inclination is imbibed by the students through in-house seminars, invited lectures, etc.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- College has an enriched library with 21124 text books, 8509 reference books and 1 journal. Student records and fee-payments are fully computerized.
- Staff-welfare club to aid in overall welfare of staff members.
- The facility of gymnasium is available to both teachers and students.
- Sports equipments are installed for the discipline of Physical Education.

6.3.6 Human Resource Management

The students are encouraged to participate in different co-curricular activities like sports, music, quiz, science projects, and development of soft skills through participation in departmental activities in the classroom. They are also given exposure to different eminent researchers and academicians by conducting seminars. Teachers are involved in academic and administrative activities simultaneously.

6.3.7 Faculty and Staff recruitment

NA

6.3.8 Industry Interaction / Collaboration

The institution intends to collaborate with industries for the purpose of intensive learning and generation of employment and therefore, is on the process of making strategies to achieve the same. However, any concrete outcome in this regard is yet to achieve.

6.3.9 Admission of Students

The College runs a well-planned and well-strategized systematic admission process to admit the students in the academic courses. The admission process is run according to the stipulated guidelines of the University of Burdwan and Department of Higher Education, Government of West Bengal. The admission criteria is based strictly on the merit, marks obtained in the (10+2) Level examination. The institution keeps record of the admission forms and other relevant information of the applicants in various courses.

6.4 Welfare schemes for

Teaching	Employees' Co-operative Society
Non teaching	Employees' Co-operative Society
Students	Students' Aid Fund

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? YES

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	YES	BURDWAN UNIVERSITY	YES	S.R.S VIDYA MAHAPITHA
Administrative	YES	BURDWAN UNIVERSITY	YES	S.R.S VIDYA MAHAPITHA

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

For UG Programmes Yes No

For PG Programmes Yes No

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

NA

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

NA

6.11 Activities and support from the Alumni Association

The institution had an alumni association but the registration has not been renewed. The college is making endeavours to revive the association.

6.12 Activities and support from the Parent – Teacher Association

The institution has taken manual feedbacks from the parents.

6.13 Development programmes for support staff

No initiative has been taken in this regard so far.

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

The NSS units have played a vital role towards a green campus by planting saplings all over the campus.

The institution has made a garden for the purpose of environmental protection and beautification.

The institution has planted medicinal plants for their preservation and utilization.

The Institution regularly organizes 'Campus cleaning programmes to make the students aware of the need of cleanliness.

The NSS Units of the institution have organized annual camp to make the students familiar with the methods of protecting environment as well.

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.

The institution has been carrying on its tradition of encouraging the development of innovations and new ideas among the students. For this purpose, the institution has conducted group discussion, debate and paper presentation sessions by the students to make them more inquisitive to learning and more involved in the teaching-learning process.

The institution has also been encouraging the students to participate in various academic and cultural activities within and without the campus. Such participation, the institution believes, would contribute to the holistic development of the student community.

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

Plan of Action	Achievements/Outcomes
Library upgradation	<ul style="list-style-type: none">Library books purchased to meet the needs of students enrolled in CBCS systemBarcode scanning system is started
Motivate teachers for innovative use of ICT	<ul style="list-style-type: none">Smart classroom is set up in Room No.14 & 13.
Campus cleanliness	<ul style="list-style-type: none">Every Tuesday & Saturday morning NSS units take initiative to clean the campus.
Introduction of new departments /discipline	<ul style="list-style-type: none">Geography(H), Nutrition(Gen) and Education (Gen)
Upgradation of football ground	<ul style="list-style-type: none">Playground is levelled with soil and then roller is applied on it.

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

1. College students conduct cycle rally every year to create mass awareness about AIDS on World AIDS Prevention Day
2. College students provide community service to Ramkrishna Mission during the birth anniversary of Sri Ramakrishna Dev and Durga Puja. They controlled traffic during the four days of the Durga Puja.

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

7.4 Contribution to environmental awareness / protection

The NSS Units of the college organised campaigns in the locality to spread the message of environmental consciousness among the local people. Our NSS Volunteers actively participated in a Swaccha Bharat Programme conducted by Ramkrishna Mission, Kamarpukur.

7.5 Whether environmental audit was conducted? Yes No

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

Strength

- The institution has a vast area which is useful for developing infrastructure
- The institute has hostel facilities for boys and girls, rarely found in the institutions of the surrounding area
- The institute has a good number of dynamic, erudite faculty members inquisitive to research and innovation
- The institute has a long tradition of excellence with a good number of distinguished alumni
- The library of the institute is well-equipped for providing adequate resources of learning
- The students of the institution comprise all sections of the society
- The institution has a legacy and tradition of excellence

Weakness

- The institution suffers from the lack of the number of teachers as several posts are lying vacant for absence of suitable candidates
- The communication system appears to be a disadvantage
- Hostels lack the required number of boarders
- Some new courses are awaiting inception

Opportunity

- Further infrastructural development
- Enhancement in the number of smart classrooms
- Full automation of the office
- Expansion of e-governance in all sections of the college

Threats

- Growing trend of migration to the colleges in cities
- Keeping pace with the growing demands of changing social paradigm
- Develop quality infrastructure with limited funds
- Generation of own resources

8. Plans of institution for next year

1. Adoption of a village in every year
2. Introduction of survey of satisfaction of the Student, teaching staff and Non-teaching employees
3. Introduction of spoken English and personal grooming course
4. Preservation of water
5. Organization of an international-level seminar
6. Organization of regional-level seminar for non-teaching employees
7. Inception of special coaching classes for various competitive examinations for economically backward students
8. Introduction of day-care centre
9. One-day state level seminar on 'Value-Oriented Education' in collaboration with Ramakrishna Math and Mission.
10. Introduction of cashless transaction.
11. Formation of eco club planet.
12. Direction Map at college campus at the entry point.

Name Tanmoy Pandit

Name Dr. Chittaranjan Ghosh

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

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Annexure I

Academic calendar

SRI RAMKRISHNA SARADA VIDYA MAHAPITHA 2017-2018

Academic Calendar for the session 2016-2017 (Tentative)

Month	Period	Teaching Days / Exam	No. of Holidays	Date of Holidays	Description
JAN	1-7	6	1	1	SUNDAY
	8-14	4	3	8,12,14	SUNDAY, VIVEKENANDA'S BIRTHDAY, POUH PURNIMA
	15-21	6	1	15	SUNDAY
	22-28	4	3	22,23,26	SUNDAY, NETAJI'S B'DAY, REPUBLIC DAY
FEB	29-31	2	1	29	SUNDAY
	1-4	2	2	1,2	SARASWATI PUJA
	5-11	6	1	5	SUNDAY
	12-18	6	1	12	SUNDAY, SHIVARATRI
MAR	19-25	5	2	19,24	SUNDAY, RAMKRISHNA B'DAY
	26-28	1	2	26,28	SUNDAY
	1-4	3	1	1	RAMKRISHNA B'DAY
	5-11	6	1	5	SUNDAY
APR	12-18	5	2	12,13	SUNDAY, HOLI
	19-25	6	1	19	SUNDAY
	26-31	5	1	26	SUNDAY
	1	1	1	1	SUNDAY
MAY	2-8	6	1	2	SUNDAY
	9-15	4	3	9,14,15	SUNDAY, GOOD FRIDAY, BENGALI NEW YEAR
	16-22	7	1	16	SUNDAY
	23-30	8	2	23,30	SUNDAY, SUNDAY
JUNE	1-6	6	3	1,5-6	MAY DAY, SUMMER RECESS
	7-13				SUMMER RECESS
	14-20				SUMMER RECESS
	21-27				SUMMER RECESS
JULY	28-31				SUMMER RECESS
	1-10	2	5	4-8	SUMMER RECESS
	11-17	6	1	11	SUNDAY
	18-24	6	1	18	SUNDAY
AUG	25-30	4	2	25,26	SUNDAY, ID-UL-FITTER
	1-8	7	1	2	SUNDAY
	9-15	6	1	9	SUNDAY
	16-22	6	1	16	SUNDAY
SEP	23-29	6	1	23	SUNDAY
	30-31	1	1	30	SUNDAY
	1-5	5	1	6	SUNDAY, JANMASTHAMI, INDEPENDENCE DAY
	6-12	6	3	13,14,15	SUNDAY
OCT	13-19	4	1	20	SUNDAY
	20-26	6	1	27	SUNDAY
	27-31	4	1	2	IDUZOHA
	1-2	1	1	3	SUNDAY
NOV	3-9	6	1	10	SUNDAY (VISWAKARMA), MAHALAYA
	10-16	6	1	17,19	SUNDAY, DURGA PUJA
	17-23	5	2	24,26-30	DURGA PUJA
	24-30	1	6		DURGA PUJA
DEC	1-7				DURGA PUJA
	8-14				DURGA PUJA
	15-21				DURGA PUJA
	22-28	5	2	22,26	SUNDAY, CHAT PUJA
NOV	29-31	2	1	29	SUNDAY (JAGADHATRI PUJA)
	1-4	3	1	4	GURUNANAK B'DAY
	5-11	6	1	5	SUNDAY
	12-18	6	1	12	SUNDAY
DEC	19-25	6	1	19	SUNDAY
	26-30	4	1	26	SUNDAY
	1-2	1	1	2	SUNDAY
	3-9	5	2	3,9	FATEHA DOAZ DAHAM
NOV	10-16	6	1	10	SUNDAY, SARADA MAA B'DAY
	17-23	6	1	17	SUNDAY
	24-30	4	1	24,25-29,30	SUNDAY
	31	1	1	31	SUNDAY, X-MAS, FATEHA IYAZ DAHAM

• PRINCIPAL/TIC'S DISCRETION - 04, • FRESHER'S WELCOME - 01, • ANNUAL FEST - 01, • SPORTS - 01