



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

SRI RAMKRISHNA SARADA VIDYA MAHAPITHA

VILL.-KAMARPUKUR, P.O. KAMARPUKUR, DIST.-HOOGHLY
712612

www.srsvidyamahapitha.org

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Sri Ramkrishna Sarada Vidya Mahapitha was set up in the serene location of Kamarpukur, the birth place of Sri Ramkrishnadeva, in the year 1959. The project was the result of a pioneering effort of two stalwarts, Sri Prafulla Chandra Sen and Dr. Bimala Kanta Mukhopadhyaya, the sole purpose being the spread of higher education in the rural backdrops of Bengal. Since its inception to its present status, Sri Ramkrishna Sarada Vidya Mahapitha has come a long way and has carved out a niche for itself in its aim of imparting quality education to young people for whom the city lights are often a distant dream. The College today has a capacity of about 4000 students engaged in fifteen academic streams, eleven in the Arts section and five in the Science section. Over the years the College has come to acquire a name for itself in its academic pursuits amongst the Colleges under the University of Burdwan. Sri Ramkrishna Sarada Vidya Mahapitha has a sprawling campus of 10 acres with six main faculty buildings, three for the humanities and the others for the science segments, besides two boys' hostels, a girls' hostel, a well equipped library, modern laboratories for conducting practical sessions for the science students. There is also a canteen run at highly subsidized rates and a gym keeping in view the phrase that a healthy mind resides in a healthy body.

Vision

To promote and achieve excellence is our aim and the prime objective is to impart quality education. The poor and the meritorious students are always given priority in case of admission. From the tribal belts of Bankura, Midnapore and Purulia (the College is situated on the borders of the three districts – Hooghly, Bankura and West-Midnapore) students in large numbers used to flock to our College only because they could nowhere get such an atmosphere of reading, board and lodging at so cheap and concessional rate. The teachers and the students are members of the same family and when any festival came, the students freely enjoy their teachers' company. A combined sense of commitment amidst the students and teachers create a distinct place of pride in the minds of the people of the region.

Mission

- Our college is committed to the cause of empowerment of young boys and girls through access to higher education, enabling them to develop as intellectually alive, socially responsible citizens, ever-ready for continuous personal and professional growth. The mission is to inculcate social, moral and spiritual values among the students. Students secured position of merit in the university examinations.
- In course of the last five years there has been a similar change in authority but the dream is carried on, if possible, with an even greater zeal. The college aims towards providing quality education without any discrimination – social, cultural, religious or economic – and inculcating within the youth human values, ideologies and principles with an aim of developing not just a better nation but even a better universe.
- With this vision the management and the able leadership of the head of the Institute have worked towards providing infrastructure congenial to the learning atmosphere.
- All physical resources are ensured which are necessary for all-round development of the student members. Bodies such as NSS and NCC are made to function smoothly in order to build up the young minds with values which are essential for surviving in tomorrow's world. Besides there are several

committees ensuring active student-teacher partnerships for all-round personality development.

- The college hosts important programmes such as National and Departmental seminars enabling the students to enrich themselves and develop leadership qualities amidst the students so that they can be an important part of participatory management system. Such a management system is intended to ensure transparent governance.
- The governance is now facing a new challenge with the introduction of the CBCS pattern of learning. The students are made regularly aware of the need of this learning mode and the faculty is prepared adequately through workshops and seminars. Even in the midst of the changes SRS Vidyamahapitha remains committed to its visionary principle, “education and service” and works towards attainment of that dream.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional 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

Institutional 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

Institutional 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

Institutional Challenge

- 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

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The institution has implemented innovative and novel strategies to deliver the curriculum set by the University of Burdwan. For this purpose a meeting of the academic sub-committee was held in the beginning of the academic year. The teachers also make their plans in the departmental meetings occasionally and their assignments are also decided there. Classes are taken regularly following the class routines. 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 power point presentations to make them more interesting for the students. After the completion of an assignment class tests are taken regularly. Learners, those who have the practical-based subjects, are provided with practical classes regularly in laboratories. The departments meticulously keep the records of the teacher-student interface, teacher-parent interface and the additional activities such as the group discussions, student seminars conducted by the department. 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.

Teaching-learning and Evaluation

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. 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

Teachers' Council for discussion on the improvement of academic standard of the institution. The IQAC, in liaison with the Teachers' Council supervises the maintenance of personal diaries of the teachers and the maintenance of records of the departments.

Research, Innovations and Extension

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 College authority has made constant efforts for building up a research-conducive environment. Moreover research inclination is imbibed by the students through in-house seminars, invited lectures, etc.

Infrastructure and Learning Resources

College has an enriched library with 20337 text books, 8509 reference books and 4 journals. Student records and fee-payments are fully computerized. College has Staff-welfare club to aid in overall welfare of staff members. The facility of gymnasium is available to students. Sports equipments are installed for the discipline of Physical Education.

Student Support and Progression

The institution has an elected students' council as per the norms of the University of Burdwan and the Government of West Bengal. The council comprises elected students' representatives who nominate the office bearers of the council. The council functions as an important wing of the college administration and extends cooperation to the administration to accomplish student related activities such as identification of the financially backward students, organization of cultural programmes and competitions, annual sports, annual excursions etc. The Council has constituted various sub-committees with teachers acting as in-charges to accomplish the tasks related to the amenities and welfare of the students. The Students' Council maintains liaison between students and teachers. As per the statute of the University of Burdwan for its constituent colleges, the institution has a student representative, nominated by the Council in its Governing Body. The representative is regularly present in the meetings of the Governing Body and raises the issues related to the welfare of the students. Apart from that, the institution incorporates the students in different sub-committees constituted for different purposes as and when required.

Governance, Leadership and Management

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 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.

Institutional Values and Best Practices

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.

As best practice college students conduct cycle rally every year to create mass awareness on AIDS on World AIDS Prevention Day. Moreover students provide community service to Ramkrishna Mission during the birth anniversary of Sri Ramakrishna Dev and Durga Puja. They controll traffic during the four days of the Durga Puja.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SRI RAMKRISHNA SARADA VIDYA MAHAPITHA
Address	Vill.-Kamarpukur, P.O. Kamarpukur, Dist.-Hooghly
City	KAMARPUKUR
State	West Bengal
Pin	712612
Website	www.srsvidyamahapitha.org

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Chittaranjan Ghosh	03211-245444	8250769071	3211-245444	srsvidyamahapitha@yahoo.com
IQAC / CIQA coordinator	Tanmoy Pandit	03211-244224	9734281763	3211-244224	tanmoypandit.1110@gmail.com

Status of the Institution	
Institution Status	Self Financing and Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	

Date of establishment of the college	15-02-1959			
University to which the college is affiliated/ or which governs the college (if it is a constituent college)				
State	University name		Document	
West Bengal	University of Burdwan		View Document	
Details of UGC recognition				
Under Section	Date		View Document	
2f of UGC	08-01-2003		View Document	
12B of UGC	08-01-2003		View Document	
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Vill.-Kamarpukur, P.O. Kamarpukur, Dist.-Hooghly	Rural	9.96	2830

2.2 ACADEMIC INFORMATION

NAAC

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BSc,Physics	36	H.S. Pass	English + Bengali	45	30
UG	BSc,Chemistry	36	H.S. Pass	English + Bengali	19	13
UG	BSc,Mathematics	36	H.S. Pass	English + Bengali	59	44
UG	BSc,Computer Science	36	H.S. Pass	English + Bengali	37	9
UG	BSc,Nutrition	36	H.S. Pass	English + Bengali	40	5
UG	BA,Bengali	36	H.S. Pass	Bengali	73	72
UG	BA,English	36	H.S. Pass	English	73	68
UG	BA,Sanskrit	36	H.S. Pass	Bengali,Sanskrit	73	63
UG	BA,Economics	36	H.S. Pass	English + Bengali	59	0
UG	BA,Philosophy	36	H.S. Pass	English + Bengali	37	26
UG	BA,Political Science	36	H.S. Pass	English + Bengali	37	28
UG	BA,History	36	H.S. Pass	English + Bengali	73	67
UG	BA,Education	36	H.S. Pass	English + Bengali	80	76
UG	BA,Geography	36	H.S. Pass	English + Bengali	20	7
UG	BA,Physical Education	36	H.S. Pass	English + Bengali	90	40

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				4				37			
Recruited	0	0	0	0	4	0	0	4	16	5	0	21
Yet to Recruit	0				0				16			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				17
Recruited	16	1	0	17
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	0	0	5	2	0	8
M.Phil.	0	0	0	2	0	0	3	2	0	7
PG	0	0	0	1	0	0	8	1	0	10

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	22		6		28

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
		UG	Male	672	0	0
	Female	867	0	0	0	867
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	182	216	296	248
	Female	216	205	181	139
	Others	0	0	0	0
ST	Male	31	30	37	24
	Female	15	21	17	12
	Others	0	0	0	0
OBC	Male	179	225	224	136
	Female	179	159	152	98
	Others	0	0	0	0
General	Male	328	468	661	525
	Female	351	503	430	401
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1481	1827	1998	1583

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 17

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2017-18	2016-17	2015-16	2014-15	2013-14
13	13	13	13	13

3.2 Students

Number of students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3150	3545	3833	3636	3793

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
802	858	907	657	623

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of outgoing / final year students year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
288	293	376	398	399

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
26	23	22	22	21

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
41	41	41	41	41

File Description	Document
Institutional Data in Prescribed Format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 30

Number of computers

Response: 30

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
104.613	88.94938	74.08132	86.36963	85.33899

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Response:

As an affiliated college under the University of Burdwan, the college does not have the provision to prepare the curriculum and syllabus. The Board of Studies of the University prepare the syllabi. The teachers of the college are invited in the workshop convened by different departments of the university to provide opinion and feedback on the syllabi. However, the institution has its own mechanism for delivering the curriculum effectively.

- The institution has an academic sub-committee constructed by the Teachers' Council to look after the academic affairs. The committee bestows the charge of making the academic routine centrally upon some of the members of the teaching faculty. The routine committee prepares the central routine and the departments distribute the stipulated classes among the teachers.
- The institution prepares an academic calendar in the beginning of each academic session following the academic calendar prepared by the University of Burdwan to stipulate dates maintaining discipline in academic affairs.
- The institution provides personal diaries to the teachers to record number of classes assigned and taken and asks them to submit individual lesson plan to the students in the beginning of each session to ensure completion of syllabus within the stipulated period.
- Along with the traditional lecture method, the institution encourages the organization of debate, extempore speech and paper presentation events to deliver the curriculum more effectively than before.
- The institution has of mid-semester examinations, submission of question papers and marks for
- set up smart classroom to employ ICT. LCD projector, white screen and board, sound system, required software are used to introduce innovative teaching in classes.
- Following the evaluation of the performance of the students in the mid-semester examination, the departments hold meeting to identify the slow learners. The departments arrange special tutorial classes for slow learners. The department also assign mentors to groups of students to improve the quality of teaching.
- The question papers are prepared and answer scripts are evaluated by the departments within the stipulated dates given by the academic sub-committee for successful accomplishment of the internal evaluation process.
- The CBCS system has provided the flexibility to choose generic electives and the institution is keen on providing the scope to its students as far as possible.

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 0

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the certificate/Diploma programs	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years**Response:** 48.25**1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
3	2	2	2	2

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility**1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years****Response:** 17.65**1.2.1.1 How many new courses are introduced within the last five years**

Response: 3

File Description	Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system

has been implemented

Response: 100

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 13

File Description	Document
Name of the programs in which CBCS is implemented	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 0

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

Response:

The institution promises to maintain a gender-sensitized ambiance within its premises. The institution has set various sub-committees such as Women's Cell, Anti-ragging Cell to address the issues related to gender sensitization and social ethics. The teachers discuss the issue of gender sensitization, human values and professional ethics along with the curriculum in classroom discussions.

Gender Sensitization:

- The institution has set up Women's Cell to look after the issue of gender-sensitization programme.
- A separate common room for girls is maintained.
- A female non-teaching staff is assigned the charge of looking after the girls' common room.
- The institution also organizes seminars to promote gender sensitization programme.

Environment and Sustainable Development:

- The curricula has Environmental Studies as a compulsory subject in all the courses. The students learn the need of environmental sustainability in that course.
- The college organizes seminars and various other programmes such as observation of World Environment Day to generate awareness about the preservation of environment.
- The NCC and NSS conduct programmes such as Campus Cleaning Project, Cleaning Endeavour in adopted villages, Cycle Rallies and other community services regularly to protect the environment.
- The institution encourages the use of LED bulbs, which are environment friendly in the campus.
- The institution has established a proper sewerage system and drainage system in the campus to create a healthy environment.

Human Values and Professional Ethics:

- The institution stresses on Value Education and Professional Ethics. It has organized State-Level Seminars on Value-Based Education.
- The institution maintains professional ethics in its functioning by encouraging coordination between various wings of academics and administration.

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years

Response: 0

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document

1.3.3 Percentage of students undertaking field projects / internships

Response: 0

1.3.3.1 Number of students undertaking field projects or internships

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System

1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: C. Any 2 of the above

File Description	Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: C. Feedback collected and analysed

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description

Document

List of students (other states and countries)

[View Document](#)

Institutional data in prescribed format

[View Document](#)

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 94.5

2.1.2.1 Number of students admitted year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1794	1797	1707	1571	1726

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2267	2267	2167	2167	1060

File Description

Document

Institutional data in prescribed format

[View Document](#)

2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

Response: 100

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
802	858	907	657	623

File Description	Document
Institutional data in prescribed format	View Document

2.2 Catering to Student Diversity

2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners

Response:

The institution consists of a heterogeneous group of students from various social and cultural backgrounds. Hence, it is naturally obligatory for the institution to make necessary innovation to address the heterogeneous needs of the student community.

- The institution organizes Freshers' Welcome ceremony at the beginning of each session to break the ice between students and get them acquainted with the rules and regulations of the college. The principal and the teachers address the students in their welcome speeches to explain the vision, mission and mode of functioning of the students.
- The teachers follow the bilingual mode of instruction in classrooms to deliver lessons and during personal communication with students.
- Moreover, the institution has introduced various methods in the teaching-learning process. Every department holds meetings regularly to identify the slow learners, arranges tutorial classes, and stresses on personal correspondence to look into their individual problems.
- The session starts with a counselling session and various participatory activities such as public speaking, debate, quiz, presentations are conducted to ensure participation of all students as well as effective delivery of curriculum through feedback.
- Moreover, the institution encourages and employs audio-visual mode of teaching by using technical aid such as power point presentation to make the curriculum more interesting. Often films based on texts and relevant topics are shown to help the students grapple with them easily.
- The institution has a grievance redressal cell, anti-ragging cell and women's cell to address the problems of the students. The institution is endeavours to organize programmes to sensitize the student community about gender.

The departments identify the advanced learners by virtue of their performance in mid-term tests, performance in classroom discussions and responses in participatory activities. The departments encourage the advanced learners to take part in debate, extempore speech and quiz competitions, and to present papers

in student seminars in other colleges and universities.

Remedial Measures to Improve the Performance of the Slow Learners:

- Following the identification of slow learners in departmental meetings, the departments organize special tutorial classes to help them to improve academic performance.
- The departments divide the students into small groups to put them under the mentorship of the departmental teachers.
- Personal correspondence is encouraged to address the problems of the students individually.
- Teachers help the students in technical issues such as how to frame answers, how to address a complex issue in the examination.

2.2.2 Student - Full time teacher ratio

Response: 121.15

2.2.3 Percentage of differently abled students (Divyangjan) on rolls

Response: 0.13

2.2.3.1 Number of differently abled students on rolls

Response: 4

File Description	Document
Institutional data in prescribed format	View Document
Any other document submitted by the Institution to a Government agency giving this information	View Document

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Response:

Experiential Learning and Problem Solving Methodologies

The institution has employed a variety of methods in the teaching-learning process to cater to the needs of the diverse categories of students. The institution has a large number of students from the rural background because of its location. Thus, the institution has adopted various methods of participatory and collaborative approaches to enhance the comprehensibility of the students.

- **Paper Presentation:** The students of the institution are encouraged to present papers on various subjects in order to enhance their presentation and analytical skills. The Department of English has

conducted such paper presentation by students.

- **Educational Excursions** The institution encourages the departments to conduct educational tours to help the students learn through experiences. Departments such as English and Political Science have conducted such tours to Visva Bharati University and West Bengal Assembly respectively to make the students acquainted with the topics in the curriculum.
- **Laboratory Experiments:** The institution has well-equipped laboratories in the departments of Physics, Chemistry, Mathematics, Computer Science and Geography in which the students get the chance to become familiar with the curricula through experiments, observation and inference method.
- **Seminars on Career Orientation:** The institution encourages career-oriented programmes to create opportunity for students. Often companies and organizations conduct seminars in the college for the students to enhance the scope for their employment.

Participative Learning

- **Departmental Activities:** The departments conduct group discussion, debate, group presentation followed by feedback and discussion and quiz competition to develop inquisitiveness and interest of the students in the curricula.
- **Cultural Activities:** The institution organizes cultural competition every year as well as observe birth anniversaries of various eminent personalities and memorable days to expand the horizon of familiarity of the students with knowledge.
- **Social Activities and Services:** Apart from the academic duty, the institution gives importance to the social services. The NCC and NSS wings contribute to the social services by organizing rallies, participating in road safety and health awareness programmes.
- **Sports Activities:** The institution conducts annual sports to ensure physical fitness of the students. It also encourages its students to participate in local, district, state and national level competitions to nurture the prospective sportspersons. It has Physical Education Department to open up opportunities for students apart from regular academic studies.

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 65.38

2.3.2.1 Number of teachers using ICT

Response: 17

File Description	Document
List of teachers (using ICT for teaching)	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 150

2.3.3.1 Number of mentors

Response: 21

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

- The institution encourages use of audio-visual aids for the effective delivery of the curriculum. All the teachers are computer literate and well acquainted with e-resources and presentation skills. Teachers use such audio-visual aids to make the teaching-learning process more effective than the traditional classroom lecture method.
- The college has established two smart classrooms for delivering lectures through audio-visual mode. These rooms are well equipped with projectors, white screens and required software for delivering the lessons.
- The departments keep the records of the performance of the students in the internal examinations and hold meetings to assess them, so that remedial measures could be taken. The departments also arrange tutorial classes for weaker students.
- The institution encourages the teachers to be engaged in research and innovation in the teaching-learning process to enhance the quality of teaching. The teachers on the other hand, endeavour to build up acquaintance with technological aids, e-resources and updated materials for curriculum delivery.
- The institution has subscribed to a large number of e-books and e-journals available on the **INFLIBNET**, which the students and teachers may access any time anywhere. As a result, both teachers and students have access to plenty of e-resources and updated teaching materials.
- The departments have lifted the traditional restrictions based on time and space between teachers and students. They have created WhatsApp groups, Departmental email ids to make the correspondence between teachers and students freer and easier.
- The teachers share study materials, online lectures and relevant information with students via emails and group messages in WhatsApp as part of learning in absentia during vacations.

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 55.61

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 43.37

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
9	10	9	10	11

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 14.19

2.4.3.1 Total experience of full-time teachers

Response: 369

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 0

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 1.95

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	1	1	1	1

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

- As an affiliated college under the University of Burdwan, the institution follows the guidelines stipulated by the university. At present, the university runs the CBCS system in which semester examinations are conducted along with internal evaluation system.
- The semester examinations are conducted by the university. The institution adheres to the schedule and guidelines notified by the university. Following the inception of the semester system from the session 2017-18, the students are allowed to sit in the examination with 75% attendance in classes.
- The institution prepares the schedule of internal examination keeping in parity with the academic calendar published by the University of Burdwan. The academic sub-committee prepares the routine of the internal examination centrally. The teachers of the departments set the question papers in complete secrecy and transparency.
- The departments conduct class tests as part of the continuous evaluation system and show the students the answer scripts of the class tests in order to rectify their mistakes.
- Following the evaluation of the answer scripts, the departments conduct meetings to identify the slow learners in order to take remedial measures to mitigate their problems.

- The departments also ask the students to prepare the projects as part of the curricula under their guidance.
- The departments often meet the guardians to discuss the performance and progress of the students.
- Following the evaluation of the answer scripts of the mid-term examination, the department arranges tutorial classes to improve the performance of the slow learners.

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

- The institution has an academic sub-committee nominated by the Teachers' Council. The committee looks after the academic affairs and prepares the schedule of the mid semester examination.
- The committee prepares the schedule of the preparation and submission of question paper as well as evaluation and submission of marks. The whole process of examination and evaluation is done centrally.
- The class tests are conducted by the departments in order to make an assessment of the performance and progress of the students.
- The institution meticulously maintains transparency and secrecy in the whole process of evaluation.

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

Response:

- Any form of discrepancy related to the end-semester and end-session examinations are addressed by the University of Burdwan. The university notifies the date of application of review following the publication of results. The office of the institution looks after the process and helps the students to apply for review.
- The review results are published before the commencement of the next semester or sessional examinations. If any form of discrepancy arises, the college makes necessary correspondence with the university to solve the issue.
- The marks of the mid-semester examination are carefully recorded by the teachers of the departments and any discrepancy related to the attendance of the students are addressed by the

institution in consultation with the teachers of the departments after verification of the available attendance record.

- The university also provides the scope for applying for viewing the answer scripts under RTI act if a student is dissatisfied with the result. The university provides the students photocopies of their answer scripts under this provision.

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

- The institution prepares an academic calendar at the beginning of every academic session following the academic calendar prepared and published by the University of Burdwan. The academic calendar is given in the prospectus so that the students may get acquainted with the schedule at the beginning of the session.
- Following the inception of the CBCS system, the institution prepares the schedule to conduct mid-semester examinations keeping in mind the tentative date of the end-semester examination.
- The university reserves the right to conduct end-semester and sessional examinations and the institution has to follow the schedule as notified by the university from time to time.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students

Response:

- The departments of the institution conduct counselling session at the beginning of each session to explain and elaborate on the programme outcome, programme specific outcome and course outcomes of all programmes offered.
- The institution maintains a website, which comprises detailed outcome of each course and programme offered by the institution, the faculty profile and departmental activities.
- The academic calendar is given in the prospectus so that the students may get acquainted with the course structure at the beginning of the session.

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

- The departments of the institution hold departmental meetings at the beginning of the session to discuss program outcomes, program specific outcomes and course outcomes.
- The departmental teachers divide the assignments among themselves and prepare individual lesson plan to be handed over to the students for effective delivery of the curriculum.
- The departments conduct special introductory sessions to introduce the syllabi to the students and also to give scope to the students to know each other.
- The departments also conduct debate, presentation, extempore speech, quiz to generate interest among the students in the syllabus.
- The students are encouraged by the teachers of the departments to take part in co-curricular activities such as NCC, NSS and also to participate in the cultural competitions and annual sports to enhance their abilities.
- Following the evaluation of the mid-term tests, the departments hold meetings to identify the slow learners and take remedial measures such as arrangements of tutorial classes for them. The performance report is also discussed with students to help them to amend their mistakes.
- The departments often hold meetings with guardians to discuss the progress in the performance of the students.

2.6.3 Average pass percentage of Students

Response: 50.97

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 288

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 565

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 1.6

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	1.6	0	0	0

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by non-government	View Document

3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.03

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 1

3.1.2.2 Number of full time teachers worked in the institution during the last 5 years

Response: 34

File Description	Document
Supporting document from Funding Agency	View Document
Funding agency website URL	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other

initiatives for creation and transfer of knowledge**Response:**

- The College has been organizing seminars on issues of academic and social relevance. The relevance of Vivekananda in present day India, workshop & seminars on morality, community & ethics as well as National seminar for promotion of scientific temper in the deliberations on advanced instruments used in current research have been key areas of interest of the College.
- Teachers are encouraged to pursue doctoral degree(s) and to publish their research papers in national and international journals. About 9 faculty members attained their PhDs during the period. Besides a total of 40 articles in various national and international Journals (UGC approved) over the last 5 years beginning 2013-14 to 2017-18 have been published.
- One Minor Research project funded by University Grant Commission has been received.
- Faculty members are working as Reviewers in International Journals like the *International Journal of Physica B*, *Journal of Coordination Chemistry*.
- Faculty members act as subject experts in different selection boards. About 5 faculty members have seen frequent participation as subject experts in various selection committees. A total of 4 faculty members have been actively participating in various committees and observer groups in the University and various selection boards.
- Faculty members have also been working as independent researchers on Research Papers funded by prestigious non-governmental organisations (collaborations like the *Rosa Luxemburg Stiftung*, Germany and the *Calcutta Research Group*).
- Faculty members have been part of invited lecture programmes with neighbouring colleges as part of resource optimisation programmes.

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years**Response:** 0**3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years**

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description**Document**

List of workshops/seminars during the last 5 years

[View Document](#)**3.3 Research Publications and Awards****3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research**

Response: No

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.35

3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
9	9	8	5	9

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document

3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.7

3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2	6	2	4	2

File Description	Document
List books and chapters in edited volumes / books published	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

The extension activities of the College are chiefly channelized through its two wings:

1. National Service Scheme (NSS)
2. National Cadet Corps (NCC)

NSS: There are two units of NSS in the College.

NSS Activities:

On-Campus programmes:

1. Awareness building on various social issues:

- NSS observed a 15-days' Swachha Pakwara Programme under guidelines from the Government of India through the Burdwan University NSS Department.
- The NSS Department conducted a one-day State Level Seminar on Value Oriented Education in collaboration and financial aid with Ramakrishna Math and Mission Kamarpukur.
- Organized AIDS Awareness Programme conducted by Dr. Supriyo Dasgupta Sarbari Dasgupta.

2. Campus Cleaning and Green Environment Programme.

3. First AID Training.

4. Blood Donation Camp.

5. Preserving Cultural Ethos:

- The NSS organizes Saradotsav keeping in view the cultural ethos of the Community.

Off –Campus programmes:

- Awareness Programmes are conducted in the adopted villages, Paschim Amarpur and Harisova Dulepara.
- Kamarpukur has a Whatsapp group, *Kamarpukur Ei Sahar*, which again conducts programmes with our NSS volunteers like Tree Plantation Programme, a joint venture with the Ramakrishna Mission Multipurpose High School and S R S Vidyamahapitha, Kamarpukur.
- A group of 20 NSS volunteers in a 7-day training camp at Nayantara Balika Vidyalaya organized by Chetan Sevasram, a noted NGO, on imparting moral education and personality development of young students.
- NSS Volunteers actively participate in the various celebrations of the Ramakrishna Math & Mission, Kamarpukur.

NCC

The NCC Unit of the College belongs to the 4 Bengal Battalion. NCC classes and parades are held regularly, under the supervision of the officers (PI Staff) of the Battalion. Cadets participate actively in different national and state level camps (like CATC, NIC, TSC, White Water Rafting Camp, Trekking Camp, Army Attachment Camps etc.). NCC Cadets have also actively participated in AIDS awareness rally, national integration rally, blood donation camps, celebration of National Youth Day, Independence Day, Republic Day and Yoga Day. The NCC unit has won several accolades at the national and state level.

- At the national level the NCC cadets of the College won the 2nd prize in NIA in rafting.
- At the state level the cadets won the silver medallion in CATC.
- The College NCC unit has had a long tradition of winning either of the top two positions amongst the participating Colleges in the Arambag sub-division of Hooghly in the Republic Day Parades.
- The NCC cadets have actively volunteered in the Pulse Polio programme.
- NCC has held Dengue Awareness Programme .
- Rally to create traffic awareness, Safe Drive Save Life.
- In 2016 the cadets participated in the civil defence training for Disaster Management.

Others

The College provides the local community space for organising several community programmes like : sports activities (day and night cricket matches, sitting drawing competitions etc.)

The College has been a venue for the District Youth Festival in 2017.

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 0

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description

Document

Number of awards for extension activities in last 5 years

[View Document](#)

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during

the last five years**Response: 0**

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description**Document**

Number of extension and outreach programs conducted with industry,community etc for the last five years

[View Document](#)

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 27.14

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
2225	1140	530	500	203

File Description**Document**

Report of the event

[View Document](#)

Average percentage of students participating in extension activities with Govt. or NGO etc.

[View Document](#)

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 0

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 0

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
e-copies of the MoUs with institution/ industry/ corporate house	View Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The institution has adequate facilities for teaching –learning .Six buildings of the college are used for teaching-learning process. At present the institution has 30 class rooms. The names of these buildings are Vivekananda Bhawan, Rabindra Bhawan, Acharya Prafulla Chandra Bhawan, Nazrul Bhawan, Meghnad Saha Bhawan and Bimalakanta Bhawan. Four years ago different departmental offices were set up adjacent to the class rooms of several departments. Physics department and Chemistry department of the institutions have their separate buildings. The institution has 14 laboratories used by the students and teachers of the lab-based departments like Physics, chemistry, Computer Science etc. There are different necessary equipments available in our laboratories. The institution has only two ICT based classrooms for accommodating smart classes where two projector machines are frequently used by most of the teachers. The institution has about 30 computers used in several science departments.

4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor),gymnasium, yoga centre etc., and cultural activities

Response:

- The college has adequate space and facilities for games and sports under the able leadership of Physical Education department and Games & Sports Wing of the college. It has facilities for 8 outdoor games and 2 indoor games in its sprawling campus.
- The two playground can make provisions for football matches, cricket matches, volley ball and badminton competition, athletic events, regular practices of the college students, and so on.
- The college infrastructure is used by the sub-divisional administration and the local clubs or organizations for hosting different events or tournaments. Even the police department uses this infrastructure for Meetings.
- The huge playground are always the favourite spot for hosting events like the celebration of Yoga Day as well as for the extension activities of the college, that of NCC, NSS, etc.

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

Response: 6.67

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 2

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 20.06

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
17	23.39	17.55	16.31	12.94

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

- The Central Library of the College is small partially automated with Integrated Library Management Software KOHA, version 3.18.03.000 in the year 2016.
- The work of accession of the books and journals is going through the software.
- Bar-coding facility is available.
- Students are using computer to avail catalogue or availability of books of their choice through OPAC.
- E-resources search and printing facility are given to the users (Teachers, Students and Staff).
- Students and Teachers are Using N-List Programme.
- Rare Collection of E-documents is available for the Users.
- Library is working on the full data-entry so that all modules , such as circulation (Issue , Return of documents) using the ILMS can be started soon.

Name of the Software	Version	Date of Installation	Nature of Automation
KOHA	3.18.03.000	07.12.2016	Partial

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The Central Library of the College has a total number of 29735 books, purchased with the financial assistance from the UGC and the grants received time to time from the College. There are rare books on Sanskrit Literature in the library. Apart from these there are Encyclopedias, back volumes of journals and magazines which are of great use of the users. The library acts as a knowledge resource centre and caters to the academic needs of the users especially in respect of e-resources, e-books and e-journals.

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)

Response: 0.87

4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
2.74674	0.05750	0.04012	1.47005	0.03138

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document

4.2.5 Availability of remote access to e-resources of the library

Response: Yes

4.2.6 Percentage per day usage of library by teachers and students

Response: 1.26

4.2.6.1 Average number of teachers and students using library per day over last one year

Response: 40

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

- The college has created adequate IT facilities in the campus. The entire campus area is covered under Wi-Fi. The connections are provided by BSNL and Jio Broadband (Cable Connection). There are eight separate Wi-Fi login. Students and teachers are given passwords to work with Wi-Fi.
- All the science departments have good number of computers with internet facility along with necessary software.
- Anti-virus software is updated regularly for the computers.

4.3.2 Student - Computer ratio

Response: 105

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: <5 MBPS

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: No

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 5

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
7.90485	2.25659	2.60654	2.44338	7.29388

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

Institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college:

Building infrastructure

- Generally as far as practicable for a fully government owned institution, a constant effort is made to provide dedicated and secure space for equipments and tools. There is a building committee to look after the maintenance, repair and constructional work related to the building. Construction, repair and maintenance of the main building and physical infrastructure like water, power supply and gas is looked after by this committee. All works are done through web tender system as per standard

norms.

- During all maintenance and upgradation work related to civil and electrical a supervisor is assigned by the college authority to verify the work done by the contractors.
- All minor faults are attended and repaired by hired technicians, carpenters etc.
- The college has a generator system for uninterrupted power supply.

Computer & IT infrastructure

Maintains Dead Stock Register regularly to keep account of the non-functional equipment and infrastructure, like computers, printers, xerox etc.

Annual Maintenance Contracts (AMC) for Xerox and Online UPS are used in different departments

Laboratory Equipment's/ Machineries

- Maintains stock register by laboratory for keeping a list of chemicals, glassware and any other instruments used in the laboratory.
- Maintains Dead Stock Register regularly to keep account of the non-functional equipment and machineries etc.
- The laboratory equipment is maintained at the departmental level by the staff or through hired technicians annually and/or whenever necessary.

Furniture's/ related items

There is staff to look after the maintenance and repair work of furniture and fixtures and other physical infrastructure. He brings into the notice of the authority the needs of repair work and certifies after the work has been completed.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 49.69

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1788	2427	2157	1462	1014

File Description	Document
Upload self attested letter with the list of students sanctioned scholarships	View Document
Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years	View Document

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 6.02

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
139	499	268	162	7

File Description	Document
Number of students benefited by scholarships and freeships besides government schemes in last 5 years	View Document

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: E. 3 or less of the above

File Description	Document
Details of capability enhancement and development schemes	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 0.13

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
20	0	0	0	0

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years

Response: 0

5.1.5.1 Number of students attending VET year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description**Document**

Details of the students benefitted by VET

[View Document](#)**5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases****Response: Yes****File Description****Document**

Details of student grievances including sexual harassment and ragging cases

[View Document](#)**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response: 0**

5.2.1.1 Number of outgoing students placed year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description**Document**

Details of student placement during the last five years

[View Document](#)**5.2.2 Percentage of student progression to higher education (previous graduating batch)****Response: 8.33**

5.2.2.1 Number of outgoing students progressing to higher education

Response: 24

File Description	Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 3.4

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	2	1	1	0

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
100	50	20	20	10

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

Response: 5

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	3	0	1	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

The institution has an elected students council as per norms of the University of Burdwan and the Government of West Bengal. The council comprises elected students representatives who nominate the office bearers of the council. The council functions as an important wing of the college administration and extends cooperation to the financially backward students, organizations of cultural programmes and competitions, annual sports etc. The Council has constituted various sub-committees with teachers acting as in-charges to accomplish the tasks related to the amenities and welfare of the students. The Students Council maintains liaison between students and the teachers. As per the statutes of the University of Burdwan for its constituent colleges, the institution has a student representative, nominated by the Council in its Governing Body. The representative is regularly present in the meetings of the Governing Body and raises the issues related to the welfare of the students. Apart from, the institution incorporates the students in different sub-committees constituted for different purposes as and when required.

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 34

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
34	34	34	34	34

File Description	Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

<p>5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years</p> <p>Response:</p> <p>The Alumni Association of Sri Ramkrishna Sarada Vidyamahapitha was registered under West bengal Act XXVI of 1961 in the name of Kamarpukur Sri ramkrishna Sarada Vidyamahapitha Alumni Association on 02/09/2009. The registration Number of the Society is 63390 of 2009-2010. No effective meeting was held after getting registration during the last five years. As the renewal of the asociation is very important so in 2019 renewal for nine years was done with Registration number SO163389 of 2009-2010 and Legacy registration No. S/IL/63389. The college is trying its best to conduct effective meeting and to raise funds. Online registration for membership to the "Kamarpukur Sri ramkrishna Sarada Vidyamahapitha Alumni Association " of the college is going on.</p>	
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File Description	Document
Any additional information	View Document

<p>5.4.2 Alumni contribution during the last five years(INR in Lakhs) ? 5 Lakhs</p> <p>4 Lakhs - 5 Lakhs</p> <p>3 Lakhs - 4 Lakhs</p> <p>1 Lakh - 3 Lakhs</p> <p>Response: <1 Lakh</p>	
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File Description	Document
Alumni association audited statements	View Document

<p>5.4.3 Number of Alumni Association / Chapters meetings held during the last five years</p> <p>Response: 0</p>	
<p>5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years</p>	

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document

NAAC

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

Vision:

To promote and achieve excellence is our aim and the prime objective is to impart quality education. The poor and the meritorious students are always given priority in case of admission. From the tribal belts of Bankura, Midnapore and Purulia (the College is situated on the borders of the three districts – Hooghly, Bankura and West-Midnapore) students in large numbers used to flock to our College only because they could find a congenial environment for access to higher education alongwith suitable boarding facilities at cheap concessional rate. The teachers and the students are members of the same family and when any festival came, the students freely enjoyed their teachers' company. A combined sense of commitment amidst the students and teachers create a distinct place of pride in the minds of the people of the region.

Mission:

Our college is committed to the cause of empowerment of young boys and girls through access to higher education, enabling them to develop as intellectually alive, socially responsible citizens, ever-ready for continuous personal and professional growth. The mission is to inculcate social, moral and spiritual values among the students. Students secured position of merit in the university examinations.

In course of the last five years through there has been a change in authority yet the dream has carried on, if possible, with an even greater zeal. The college aims towards providing quality education without any discrimination – social, cultural, religious or economic – and inculcating within the youth human values, ideologies and principles with an aim of developing not just a better nation but even a better universe. With this vision the management and the able leadership of the head of the Institute have worked towards providing infrastructure congenial to the learning atmosphere.

All physical resources are ensured which are necessary for all-round development of the student members. Bodies such as NSS and NCC are made to function smoothly in order to build up the young minds with values which are essential for surviving in tomorrow's world. Besides there are several committees ensuring active student-teacher partnerships for all-round personality development.

The college hosts important programmes such as National and Departmental seminars enabling the students to enrich themselves and develop leadership qualities amidst the students so that they can be an important part of participatory management system. Such a management system is intended to ensure transparent governance.

The governance is now facing a new challenge with the introduction of the CBCS pattern of learning. The students are made regularly aware of the need of this learning mode and the faculty is prepared adequately through workshops and seminars. Even in the midst of the change SRS Vidyamahapitha remains committed to its visionary principle, "education and service" and works towards attainment of that dream.

File Description	Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

- Institute has a mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards decentralized governance system.
- Administration of the college is characterised by decentralisation of power and responsibilities through different sub-committees. Performance appraisal of the staff both teaching and non-teaching is a regular practice of the college.
- The Governing body delegates all the academic and operational decisions based on policy to the Academic Monitoring Committee headed by the Principal in order to fulfil the vision and mission of the institute. Academic Monitoring Committee formulates common working procedures and entrusts the implementation with the faculty members.
- Faculty members are members of various committees/cells and allowed to conduct various programs to showcase their abilities. They are encouraged to develop leadership skills by being in charge of various academic, co-curricular, and extracurricular activities.
- Students are empowered to play an active role as a coordinator of co-curricular and extra-curricular activities, social service group (NSS and NCC) coordinator.

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Almost all activities of the college are undertaken following the deployment of perspective/strategic plans.

- Curriculum Development: -

Curriculum is designed by Under-graduate Board of Studies 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.

- Teaching and Learning: -

The institution has taken various steps to improve the teaching learning process. Two projectors have been purchased for the departments of Physics and English and they are occasionally utilized for imparting teachings to the learners. 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.

- Examination and Evaluation: -

The institution conducts the university exams and internal tests of the students on a regular basis. 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 is designed in such a way that it caters to all the categories of the students.

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. Moreover research inclination is imbibed by the students through in-house seminars, invited lectures, etc.

- Library, ICT and Physical Infrastructure / Instrumentation: -

College has an enriched library with 203370 text books, 8509 reference books and 4 journals. 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.

Human Resource Management: The students are encouraged to participate in different co-curricular activities like sports, music, quiz, and development of soft skills through participation in departmental activities in the classroom. Teachers are involved in academic and administrative activities simultaneously.

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.

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.

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

- All major policy decisions like the recruitment of the Principal, Bursar, teaching and non-teaching staff, sanctioning leave to all stakeholders, adopting major financial policies, taking disciplinary actions are taken by the Governing Body following the usual rules and regulations of the Government of west Bengal.
- The college follows all the rules and regulations of the UGC, the Department of Higher Education, Science and Technology and Biotechnology, Govt. of West Bengal, and the affiliating universities, The University of Burdwan.
- The Governing Body forms different sub-committees like IQAC, Finance Committee, Academic Affairs Committee, Library Committee, Admission Committee, Anti-ragging Committee, etc. for smooth running of the day-to-day activities and implementation of different projects for over-all improvement of the college.
- The Staff Council, the Teachers' Council and the Non-teaching Council function under the chairmanship of the Principal. The Teachers' Council forms different sub-committees such as, Cultural Sub-Committee, career counselling sub-committee, , Games and Sports Sub-committee for smooth and regular functioning of the college.
- The Teachers' Council takes all decisions in the academic aspects of the college including the preparation of class routine, programmes for Remedial classes, stipulation of internal examination schedule, publication of results, mentorship to the students, framing course modules, encouraging activity classes, adopting welfare schemes for teachers, holding different cultural and other recreations for the staff members.

6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development**
- 2.Administration**
- 3.Finance and Accounts**
- 4.Student Admission and Support**
- 5.Examination**

- A. All 5 of the above**
- B. Any 4 of the above**
- C. Any 3 of the above**
- D. Any 2 of the above**

Response: D. Any 2 of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP Document	View Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

- In the meeting of the Internal Quality Assurance Cell duly held on 14/11/2014 decision was taken for arrangement of Seminar. On 15/03/2016 the college organized a state-level seminar on 'Value Oriented Education' jointly with Sri Ramkrishna Mission Math & Mission, Kamarpukur. In the said meeting decision was taken for improvement of library facility. On 16/06/2016 some desktops and KOHA software were purchased for Library.
- In the meeting of the Internal Quality Assurance Cell duly held on 07/02/2015 decision was taken for publication of college journals and on 07/02/2015 science journal 'Quad Scientific Reporter' was published in October 2015.
- In the meeting of the Internal Quality Assurance Cell duly held on 05/05/15 decision was taken for renewal of Alumni Association Registration and on 25/03/2019 the registration was renewed. In the said meeting decision was taken for formation of Parent Teacher Association and on 19/01/2017 in the meeting of Teacher's Council the association was formed. Decision was taken to engage non-teaching staff and the process for engagement was started from the session 2017-2018 with 7 guards, 1 office assistant, 1 laboratory attendant in physics, 1 technical assistant, 1 sweeper-cum-gardener. Decision was taken to purchase CCTV and on 10/11/2016 the CCTV became active. Decision was taken to sign 'Memorandum of Understanding' with Aghore Kamini Prakash Chandra Mahavidyalaya, Bengai, Hooghly and on 21/08/2018 the MoU was signed between Sri Ramkrishna Sarada Vidyamahapitha, Kamarpukur, Hooghly and Aghore Kamini Prakash Chandra Mahavidyalaya, Bengai, Hooghly.
- In the meeting of the Internal Quality Assurance Cell duly held on 04/08/2015 decision was taken for separate department facility and from 08/09/2016 the facility started to run. In the said meeting decision was taken to take necessary steps to declare the college campus Wi Fi zone and on 05/09/2016 the college campus was declared Wi Fi zone after starting Wi Fi system.
- In the meeting of the Internal Quality Assurance Cell on 04/11/2015 decision was taken for Herbal Plantation and on 30/01/2018 the project was done.

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff

Response:

Response:

1. The management is well aware that a happy and progressive institution requires all its stake holders to remain happy. And this is only possible when adequate measures are adopted for the welfare of the teaching and non-teaching members of the college family.

- Some of these measures are the policies of the state government concerned but are adequately implemented by the college authority. Again some measures are purely at the institutional level but are extremely necessary for the well being of the staff. The measures are:
- Provident fund facility is ensured for all the employees. Loan facilities are extended to all the members of the teaching and non-teaching staff.
- Festival advance for Govt. approved PTT and non teaching staff.
- The faculty members are also provided with special leave for availing of fellowships and completing Ph D thesis.
- The college never imposes any barrier for participation in Refresher Course/ Orientation Programme/ Short Term Courses to the faculty members.
- The college always attempts its best for ensuring timely promotion of its faculty members.
- The college encourages teachers in pursuing research activities, attending seminars and conferences and presenting papers, publishing in national and international journals, organizing special lectures, seminars, workshops, and all activity classes for students.
- The college always attempts to maintain a healthy academic environment.

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 3.5

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	3	0

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	View Document
Any additional information	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 16.95

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	3	5	5

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	View Document
IQAC report summary	View Document
Details of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

The institution follows the PBAS (Performance based Appraisal System) for the faculty members as per the 2010 regulation (and the two amendments) of the UGC. If they fulfil the minimum criteria they are considered for promotion.

The IQAC team thoroughly checks and verifies all academic activities of the faculty and only when the members are satisfied the Coordinator forwards the documents to the Teacher-in-charge and then the Teacher -in-charge forwards the cases of promotion to the Governing Body. The faculties also maintain daily diaries

No such PBAS (Performance based Appraisal System) exists for the non-teaching members of the institution. However, they are subject to promotion in their respective fields after a period of service not less than 10 years.

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The institution conducts internal and external audits regularly. The internal audit is conducted by the institution with help of a recognized Chartered Firm. The external audit, however, is subjected to the discretion of the Department of Higher Education, Government of West Bengal. The Department of Higher Education issues notice to the college when external audit is required and the said audit is done under the supervision of it by a recognized Chartered Firm as per the discretion of the Government of West Bengal.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)

Response: 0

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	View Document
Any additional information	View Document
Annual statements of accounts	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

- The institution follows transparency and democracy in the entire procedure of mobilization and utilization of funds. Other than the routine Government and UGC grants, the institution has been able to secure additional funding from, MLA- LAD fund.
- Various committees or sub-committees, as required, get involved in executing the work as per the proposal submitted and the sanctioning memo. The teacher-members of all these committees remain vigilant when the work is undertaken by the PWD or any other agency or organization. For the funds where the teachers themselves execute the work, all decisions are taken collectively.
- For all kinds of work, the college strictly adheres to the financial rules of the Government of West Bengal as well as the Government of India.

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

The IQAC has developed a mechanism to ensure the presence of students in classes and to develop their over-all personality. For that particular purpose, The IQAC insists on 50% of attendance in classes as the minimum eligibility for appearing in college tests (final) and university examinations. Under the supervision of the IQAC, the Academic Committee resolved and the college notified accordingly to implement the same for all students in Honours departments.

The students are allowed in internal assessment examination only after fulfilling the attendance requirement. Every year some students are debarred from appearing in examination for failing to comply with the attendance required.

Interactive feedback mechanism:

The IQAC has developed a remarkable mechanism to ensure quality in feedback mechanism. It is not just the collection of feedback and analysis; rather always improvising upon the existing system.

In 2018 feedback system has been initiated by the IQAC team by giving a standard format to the students of different classes. The attendance registers of students are checked and verified. The students pointed out the drawbacks of different teachers or the management or the office.

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

The IQAC team periodically monitors and reviews the use of ICT tools. When the IQAC approves the files of different teachers for promotion through CAS, it ensures that the teachers are making use of ICT in classroom teaching and they are asked to submit relevant documents towards that.

The IQAC also encourages teachers to make best use of e-resources for themselves as well as for the students. E-books are preserved in the library as well as in the departments for the benefit of the students.

The IQAC made provisions for particular time slots in the central routine for activities like Tutorial/ Group discussion/ Students' seminar/ Mock teaching, etc. There has been an overwhelming response from the students in the last three years.

With the initiatives of the IQAC the results of the students of different departments are discussed in the successive Meeting of Governing Body.

Internal Academic Audit of the Honours Departments helped to assess the Strength & Weakness of the departments and to prepare plan accordingly.

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 5.2

6.5.3.1 Number of teachers attending programs/workshops/seminars specific to quality improvement year-wise during last five years

2017-18	2016-17	2015-16	2014-15	2013-14
7	7	6	6	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements**
- 2.Academic Administrative Audit (AAA) and initiation of follow up action**
- 3.Participation in NIRF**
- 4.ISO Certification**
- 5.NBA or any other quality audit**

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document

6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

Response:

Recommendation of the NAAC Peer-Team, 2006 and action taken:

- The College needs to fill up vacant teaching posts, librarian and non-teaching staff on top priority

The college has sent regularly the requisitions to WBCSC for filling up the faculty and librarian posts. The college has now more teachers in different departments. The College has more than 10 non teaching staff. Besides, the college has recruited many non teaching staff on temporary basis to run the college smoothly.

- The College may explore the possibility of introducing more course options and add-on courses such as Computer Applications, Communicative English to all students and job-oriented diploma/certificate courses.

The college has successfully introduced the new subject such as Geography (Hons and Gen), education, Nutrition.

- Access to Computers and student support services like Placement cell, need to be strengthened. With the appointment of a fulltime counsellor, counselling and guidance cell may evolve effective planning and suitable strategies for the benefit of the students.
- The college may consider training the teaching and non-teaching staff for computers applications.
- The library needs to be computerised in full and more journals/periodicals need to be subscribed.

The library has been fully automated with KOHA software.

- Internet facility may be provided in the library so as to provide the faculty and research scholars easy access for internet browsing. The college may have access to the inter-university centers like IUCAA, CEC and INFLIBNET. The college may consider using innovative methods of knowledge-flow on the campus.

The college campus as well as the hostels is now Wi-Fi enabled. The students have access to different online resources for their learning.

- Departments of Computer Science and Environment Science need to be run by permanent faculty.

The college has one permanent faculty in department of Computer Science

- Laboratories of Science departments need to be upgraded with proper maintenance.

Physics department has been shifted to new building; four new laboratories and one computer laboratory have been introduced in Physics department

- The NSS and NCC needs to be geared up to enable the volunteers and cadets to earn more awards, certificates.

NSS and NCC unit of this college has actively participated in different social activities, the cadets and volunteers achieved more awards and certificates.

- Gymnasium needs proper place, adequate ventilation, equipment and permanent staff.
- The hostel rooms need more facilities such as furniture, fans and other amenities. The college may consider appointing full time superintendents for the hostels.
- The common room for boys and girls need to be furnished.

The college has introduced new boys and girls' common rooms which have been well furnished.

- Canteen need to be modernized and more furniture may be added.
- There is a need for an Auditorium/Seminar Hall with modern facilities.
- Communicative skills of English language need to be further strengthened by conducting bridge courses and short duration programmes.
- Language laboratories may be set up to improve Spoken English of both faculty and students.
- In order to widen the horizons of the faculty, it is necessary to recruit a few more faculty from other parts of the State.

The faculties of this college are from different district of West Bengal.

- The Peer Team recommends for the establishment of the Internal Quality Assurance Cell in the institution to promote quality and excellence.

The college has established IQAC to promote quality and excellence.

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 1

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
1	0	0	0	0

File Description

Document

List of gender equity promotion programs organized by the institution

[View Document](#)

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

- 1. Safety and Security**
- 2. Counselling**
- 3. Common Room**

Response:

1. SAFETY AND SECURITY

In order to maintain safety and security to the girls students and woman faculties, a committee has been constituted for redress of grievances. Our Women Cell stays alert all the time to prevent any sexual abuse towards students and female workers. We also focus on preventing this kind of harassments by keeping a keen eye on the entire campus

Deployment of CCTVs across the campus for round-the-clock surveillance.

Self-Defense Workshop: Karate Training program for girls

Separate common room for girl students.

deployment of 24x7 security personnel

2. Counselling

Counseling of students is carried out under the Career Counseling Cell and Women Cell. These committees have been formulated to deal with issues related to career, personal problems, gender bias, promote gender sensitivity and educate male and female members regarding gender equality.

Various programs are conducted through these committees, like motivational talks, health related issues, self defense techniques, environment conservation etc.

Apart from these committees the college has well developed teacher guardian scheme, through which the guardian teacher carries out counseling of students from time to time.

The teachers counsel guide the students to inculcate confidence in them. They are motivated to perform better and also to being a good human being. The counseling includes social and ethical aspects too.

Human and ethical values are so imbibed in the students, that no incidence of misbehavior against women has ever been observed in the campus.

3. Common Room

The institute provides separate common rooms for girls and boys. The institute provides well equipped common room with television and indoor games.

7.1.3 Alternate Energy initiatives such as:

1. Percentage of annual power requirement of the Institution met by the renewable energy sources

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 24552

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 65.31

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 3200

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 4900

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:

- **Solid waste management**
- **Liquid waste management**
- **E-waste management**

Response:

Solid-Waste Management

- The College follows a strict regimen towards keeping the Campus green. Solid waste in the form of used disposables and castable especially food articles, broken glasses, wood items are duly disposed of in a manner keeping in essence the concept of green environment.
- Coloured and marked dustbins are used in various corners of the Campus wherein the segregated solid wastes are disposed of as bio-degradable and non-degradable waste.
- Bio-degradable wastes are collected in a compost vat for recycling and reuse as bio-fertilizers. This has been initiated as a pilot project for maintaining and nurturing the gardens for seasonal flowers and medicinal plants in the Campus.
- The College makes an earnest effort to keep the Campus plastic-free.
- A definite advantage of the College is its big green Campus, dotted with green trees and a carpet of green grass. This not only enhances the beauty of the College Campus, but also is a big environment purifier.
- Other solid wastes especially wood and other wastes are sold to vendors for recycling.

Liquid waste management

- Liquid waste products, particularly waste from the Chemistry laboratory are disposed of through an effective drainage system to avoid any exposure to hazardous wastes.

E-waste management

- The Departments and some of the office uses Ink-jet printers these are effective in the prevention of carcinogenic e-waste.
- Discarded laboratory equipments are sold to vendors in conformity with the rules of the purchase committee of the College. Sincere efforts are made to locate such vendors who can recycle the same.

7.1.6 Rain water harvesting structures and utilization in the campus

Response:

The institution has the locational advantage of rural area where rain is adequate and water scarcity is not a problem. The institution is yet to set up a rain harvesting structure in the college campus. However, the institution has made a wonderful mechanism to utilize the rainwater.

As the institution is surrounded by agricultural fields, it has made a drainage system with a slope to nearby canal so that the excess rainwater could reach the agricultural fields through the canal. However, it is making plan to set up a rainwater harvesting system.

7.1.7 Green Practices

- **Students, staff using**
 - a) **Bicycles**
 - b) **Public Transport**
 - c) **Pedestrian friendly roads**
- **Plastic-free campus**
- **Paperless office**
- **Green landscaping with trees and plants**

Response:

a) Bycles:

- Around 60% of the students and 20% of college staff use bicycles.
- There are two cycles stands in the college.

b) Public Transport:

50% of the students and most of the staff of the college avail the public transport (BUS) .

Plastic-free campus:

- The college is a completely plastic-free zone and there is no retail shop within the campus that may impel the use of plastics.
- The staff canteen and the student canteen of the college are prohibited by the college authority to make use of plastics.
- Use of thermocol or even cheap plastic tea- cups have strictly been prohibited.

Paperless office:

- We are trying to become paperless office.
- The entire admission process is done through online mode which is solely paperless.
- Most of the notice are posted on the college portal to minimize paper and maximize information to

the students.

- Bulk-sms softwares have been bought by the college to make official communications with the students via sms service during admission process.

Green landscaping with trees and plants

- The wide campus of the college is surrounded with green trees not merely for the purpose of beautification but with a larger motive of attesting to the eco-consciousness.
- The College observes “Tree Plantation week” and celebrates the World Environment Day on June 5 every year.

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

Response: 0.21

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2017-18	2016-17	2015-16	2014-15	2013-14
0.10978	0.25505	0.17169	0.21223	0.13484

File Description	Document
Green audit report	View Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

Response: C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
link to photos and videos of facilities for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 21

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
6	1	7	4	3

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 15

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
3	3	3	3	3

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: No

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five

years

Response: 45

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2017-18	2016-17	2015-16	2014-15	2013-14
9	9	9	9	9

File Description

Document

List of activities conducted for promotion of universal values

[View Document](#)

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

- The Institute celebrates “**Rakhi Bandhan Utsab**” every year.
- Apart from these, the Holi festival is celebrated in the way conceived by Tagore as “Basanto Utsab” almost very religiously every year.
- In the traditional Bengali way, the Institute also celebrates the “**Bijaya Dashami**” festival after the Puja recess where employees join hands to mark a fresh beginning with bliss and grace.
- Observance of birth/death anniversaries of great Indian personalities is implemented not under compulsion of Government or other local bodies- but as a mark of the tradition of a secular minority Institution. Birthdays of **Netaji Subhas Chandra Bose, Mahatma Gandhi, Dr. B.R. Ambedkar and Ramakrishna Dev** are very punctiliously observed.
- The college observes both the birth and death anniversary of **Rabindranath Tagore** accompanied by informal cultural events in honour of the cultural icon of both Bengal and the nation.
- On the 5th day of September every year all Departments of the college observe Teachers’ Day as a mark of tribute to **Dr Sarvapalli Radhakrishnan**.

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

- All academic, administrative and financial decisions of the college are taken in democratic ways.
- For the administrative decisions, the Governing body of the college is the supreme body and all its resolutions are properly documented and implemented in a transparent way.

- Academic decisions of the college are taken primarily by the Academic Affairs' Committee of the college and are finally approved by the Teachers' Council.
- The Academic Affairs Committee comprises the Heads of the different Departments and thereby all the problems and issues of the departments concerned are adequately addressed.
- Majority of the purchases of the college are made through tender as per government rules, and all purchases are made through Purchase Committee.
- There is a separate space on the Website for date-wise display of tender notices which allows completely transparent transactions.
- The admissions of the students in the college are done solely on the basis of their merits and the online admission system has been introduced for maintenance of transparency.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

1. Title of the Practice

Community services – Adoption of Village, Cycle Rally for Anti-Aids Awareness, & Crowd management during Durga Puja.

2. Objectives of the Practice

- To liberate the weaker section of the rural areas from the shackles of the perennial, economic, social, political and educational constraints.
- To restore gender equity and make available equal opportunities to emerge full-fledged and take up new ventures.
- To provide social dimension to the educational system of the college and inculcate social responsibility and commitment in students.
- To bring forth the team spirit and leadership qualities of the students and broaden their social outlook that will help them work for the welfare of the community.

3. The Context

Our college is surrounded small villages, some with very thin population and incredibly with lowest percentage of literacy. Ignorance and illiteracy have estranged them from the fast moving hi-tech world. Hence it is imperative on the part of the college to extend their service and give exposure which is the dire need of the people. College is dauntless in launching well-planned activities. We adopted one village to ensure wholesome development of the village within 10 kms from the college. It has taken all appropriate measures to make them aware of 'swachata' (cleanliness), hygiene & literacy. It makes them identify their strengths, weaknesses and be aware of social problems. It also creates awareness of the Government Welfare schemes.

4. The Practice

College students have a long tradition to get involve in various community services. These above mentioned activities are part of our annual schedule. Since we collaborate with Ramkrishna Math and Mission for these services, the implementation of such activities becomes easier for us. College authority, NSS, and NCC prepare a list of students to participate in these services. During performance of these activities students successfully draw the attention of local people and simultaneously they are enriched with experiences which help them to become better human being.

5. Evidence of Success

Students are often praised and acknowledged by local people, administration, and media for conducting community services.

6. Problems Encountered and Resources Required

Public reluctant to involve themselves in the extension activities proposed by the college because of inadequacy of time and the necessity to earn their livelihood through hard labour. Exhaustion and lack of interest are the major impediments for their inability to participate in the welfare activities.

Inadequate water facilities and means of accommodation have posed a great challenge to hold meetings for the children and the public frequently especially in rainy and summer seasons.

1. Title of the Practice

Medical awareness and check-up for students and nearby locality.

2. Objectives of the Practice

- Healthy mind in healthy body
- Prevention is better than cure
- Women's role in sanitization

3. The Context

Our college is surrounded by small villages, some with very thin population and incredibly with lowest percentage of literacy. Ignorance and illiteracy have estranged them from the fast moving hi-tech world. It is imperative on the part of the college to extend their service and give exposure which is the dire need of the people. College is dauntless in launching well-planned activities. Hence college has decided to provide them preliminary health check-up facility. We found that local people are less conscious of their health. We therefore have started a two-way process to deal with it. Prevention and Medical check-up are the two ways that we follow.

4. The Practice

As mentioned earlier we implement this activity through two-way process. Firstly we believe that prevention is better than cure. That's why we try to educate villagers about health hazards. Cholera, Dengue, Anemia, Malaria, Tuberculosis and many other diseases can be prevented through proper

awareness. To meet this purpose students and faculty members make field study to understand the environment in which people generally live in. And as an outcome of such study we assess the condition and decide the areas on which we should work on. Often we involve local people in this activity so that large number of people could be convinced. Along with it we conduct lectures and talks from experts on various health issues. Secondly, we often conduct health check-up program to keep our students and our locality healthy. We usually invite physicians to provide medical advice to students and local villagers at free of cost.

5. Evidence of Success

As an outcome of such activity we can proudly claim that in our locality there is a lower rate of water borne and mosquito borne diseases.

Students are often praised and acknowledged by local people, administration, and media for conducting health related services.

6. Problems Encountered and Resources Required

Because of ignorance and poverty people often abstain themselves from these activities. For conducting outdoor and indoor activities, remuneration for a physician lack of fund is a constant problem that we face. Moreover we acknowledge that women's role in sanitization is most effective, but it is tough on our part to convince women to involve in health related programs.

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

- The institution has a mark of distinctiveness in serving the need of the students from the socially and economically backward sections. Most of the learners of this institution belongs to the family with the occupation of farming and wage labourers in cottage and small industries. A large section of students come from the tribal belt of Bankura and Midnapur districts. These students are given the facility to stay in college hostels available for boys and girls respectively at meagre expenses. The college aspires to built a more students-friendly atmosphere and work for the interest of these socially and economically backward sections to proceed towards social and economic equality.
- The students of College organize the **Saraswati Puja** every year.
- The "**Puspanjali**" that they offer during the Pujas is in no way different in sincerity and devotion from the way the entire College fraternity.
- Events like the "**Rakhi Bandhan Utsab**" and '**Basanta Utsab**', Bengali counterpart of the national festival **Holi**, as conceived of the Tagore are celebrated with equal vigor and enjoyment.

5. CONCLUSION

Additional Information :

Institution has planned to implement below mentioned points:

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.

Concluding Remarks :

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 in and off the campus. Such participation, the institution believes, would contribute to the holistic development of the student community.