The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

1. Details of the Institution

1.1 Name of the Institution

> Shyampur Siddheswari Mahavidyalaya

1.2 Address Line 1

> P.O. - Ajodhya

Address Line 2

> P.S. - Shyampur

City/Town

> Howrah

State

> West Bengal

Pin Code

> 711312

Institution e-mail address

> ssmahavidyalaya@gmail.com

Contact Nos.

> 03214 - 261221

Name of the Head of the Institution:

> Dr. Santu Kumar Bose

Tel. No. with STD Code:

> 03214 - 261221

Mobile:

> 8436403721

Name of the IQAC Co-ordinator:

> Rajarshi Mukherjee

Mobile:

> 9433083018

IQAC e-mail address:

> ssmnaac@gmail.com

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

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

EC/54/A & A/ 03

1.5 Website address:

www.ssmahavidyalaya.edu.in

Web-link of the AQAR:

www.ssmahavidyalaya.edu.in/iqac-home/aqar

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.27	2011	5 years
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

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

19.08.2011

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

2014-15

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

i.   AQAR 2013-2014 (21/12/2018)

1.10 Institutional Status

University   State ✓   Central ☐   Deemed ☐   Private ☐

Affiliated College   Yes ✓   No ☐

Constituent College   Yes ☐   No ✓

Autonomous college of UGC   Yes ☐   No ✓

Regulatory Agency approved Institution   Yes ☐   No ✓

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

Type of Institution   Co-education [✓]   Men [ ]   Women [ ]

Urban [ ]   Rural [✓]   Tribal [ ]

Financial Status   Grant-in-aid [✓]   UGC2(f) [✓]   UGC 12B [✓]

Grant-in-aid + Self Financing [ ]   Totally Self-financing [ ]

1.11 Type of Faculty/Programme

Arts [✓]   Science [✓]   Commerce [✓]   Law [ ]   PEI (Phys Edu) [ ]

TEI (Edu) [ ]   Engineering [ ]   Health Science [ ]   Management [ ]

Others   (Specify) | Nil |

1.12 Name of the Affiliating University *(for the Colleges)* | University of Calcutta |

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

Autonomy by State/Central Govt. / University | N.A. |

University with Potential for Excellence	NO	UGC-CPE	NO
DST Star Scheme	NO	UGC-CE	NO
UGC-Special Assistance Programme	NO	DST-FIST	NO
UGC-Innovative PG programmes	NO	Any other (*Specify*)	NO
UGC-COP Programmes	✓		

2. IQAC Composition and Activities

2.1 No. of Teachers | 09 |

2.2 No. of Administrative/Technical staff | 02 |

2.3 No. of students | 01 |

2.4 No. of Management representatives | 01 |

2.5 No. of Alumni | 01 |

2. 6 No. of any other stakeholder and

community representatives | ---- |

2.7 No. of Employers/ Industrialists | 01 |

2.8 No. of other External Experts | 01 |

2.9 Total No. of members | 16 |

2.10 No. of IQAC meetings held -   3

2.11 No. of meetings with various stakeholders: No. | 06 | Faculty | 02 |

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

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

If yes, mention the amount | |

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 01 | International | | National | | State | | Institution Level | ✓ |

(ii) Themes | Workshop on Research Methodology |

2.14 Significant Activities and contributions made by IQAC

i.	Proposal for Student's Complaint Box.
ii.	Proposal for ICT programme for office staffs.
iii.	Proposal for arrangement of Laptops and internet facility for all departments.
iv.	Proposal for improvement of sanitation in College premises.
v.	Anti-ragging campaign.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
1. Organizing College cultural programme and competition	1. Institutional cultural programme and competition was organized.
2. Publishing college Magazine "AYAN".	2. Publication of the college magazine "AYAN" was done in due time.
3. More books to be procured in the library	3. 900+ new books were purchased in the Central Library.
4. To increase number of equipment in the laboratories.	4. Some of the Departmental laboratories were provided with new equipment.
5. To motivate and involve the student in social activities.	5. Students actively participated in several social activities through NSS unit of the College

Attach the Academic Calendar of the year as Annexure. [Vide Annexure I]

2.15 Whether the AQAR was placed in statutory body   Yes [✓]   No [ ]

Management [ ]   Syndicate [ ]   Any other body [✓]

Provide the details of the action taken

The AQAR for the session 2014-15 was presented in the Teacher's Council by the IQAC for approval. After a detailed discussion and a few suggested modifications, the T.C. approved the placement of this report to the Governing Body for final approval before the submission to the NAAC. The members of Governing Body reflected on the AQAR presented by IQAC and unanimously resolved to submit the same to NAAC after the suggested modifications.

Part – B

Criterion – I
1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	3			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	3			

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	
Trimester	
Annual	3

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

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

Please provide an analysis of the feedback in the Annexure

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

Any change or modification of syllabi is done by the Board of Studies of the University. The college being an affiliated college does not enjoy any such privilege.

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

NO

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Principal	Others
18	13	05	--	01	

2.2 No. of permanent faculty with Ph.D.   06

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
3	16	0	0	0	0	0	0	3	16

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest	CWTT	PTT
08	05	18

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended		02	04
Presented papers	04	06	02
Resource Persons			02

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

1. Some departments arranged mock-parliament, group-discussion, one-to-one interaction and question-answer sessions for their students.
2. Organized an internal academic and administrative audit.
3. Online resources like NPTEL and e-PG Pathsala are introduced to learners while delivering the course of study.

2.7 Total No. of actual teaching days during this academic year   180

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

Class tests: Multiple choice questions and Viva-Voce were organized by various departments.

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

None		

2.10 Average percentage of attendance of students   77%

2.11 Course/Programme wise distribution of pass percentage:

Title of the programme B.A/B.Sc/B.Com	Total no of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A. Bengali (H)	80	-	2.50	92.50	3.75	98.75
B.A. English (H)	14	-	-	78.57	21.42	100
B.A. History (H)	29	-	-	89.67	3.44	93.11
B.A. Political Science (H)	03	-	-	66.67	-	66.67
B.A. Philosophy (H)	31	-	9.67	90.32	-	100
B.A. Sanskrit (H)	25	-	16	80	-	96
B.A. Education (H)	21	-	4.77	95.23		100
B.Sc. Mathematics (H)	26	-	23.07	53.84	11.53	88.44
B.Sc. Zoology (H)	20	-	15	85		100
B.Sc. Chemistry (H)	07	-	28.56	42.85	28.57	100
B.Sc. Physics (H)	03	-	-	100	-	100
B.Com. Accountancy(H)	47	-	8.51	40.42	-	48.93
B.A (General)	330	-	-	-	-	64.24
B.Sc. (General)	17	-	-	-	-	82.35
B.Sc. (Bio. Sc.)	08	-	-	-	-	75
B.Com. (General)	23	-	-	-	-	47.82

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

i. Publication of College Prospectus in June 2014.

ii. Like the previous year, IQAC organized an orientation programme called "Sankalpa Divas" for the students at the beginning of the academic year to provide information regarding the vision and mission of the college and the facilities available in the college campus for the students.

iii. The session started with the discussion about the syllabus and inaugural motivational talks for students.

iv. IQAC organized lectures on Value-Based Education for the students by college faculties.

v. Guardian Meetings were organized by IQAC to sensitize them regarding the requirements of the new education system. Their valuable suggestions were also noted down.

vi. A student feedback survey was held to assess and ascertain the efficacy of the teaching-learning process.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	5
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	0	0	0	0
Technical Staff	3	0	0	2

Criterion – III

3. Research, Consultancy and Extension

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

i.   The IQAC proposed to initiate the process of launching an online research journal.

ii.   The IQAC encouraged the faculty members to present papers in seminars and conferences and to participate in workshops and publish research articles in books and journals.

iii.   IQAC organized a workshop on "Research Methodology".

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	01			
Outlay in Rs. Lakhs	1.7 Lakhs		1.7 Lakhs	1.7 Lakhs

3.4 Details on research publications

	International	National	Others
Peer Review Journals	20		
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

3.5 Details on Impact factor of publications:

Range 0-1   Average   h-index   Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2014-15	UGC	1.7 Lakhs	1.7 Lakhs
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other (Specify)				
Total				

3.7 No. of books published   i) With ISBN No.   04   Chapters in Edited Books   01

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP   CAS   DST-FIST

DPE   DBT Scheme/funds

3.9 For colleges   Autonomy [ ]   CPE [ ]   DBT Star Scheme [ ]

                        INSPIRE [ ]   CE [ ]   Any Other (specify) [ ]

3.10 Revenue generated through consultancy [ ]

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number					01
Sponsoring agencies					T.C

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

3.13 No. of collaborations   International [ ]   National [ ]   Any other [ ]

3.14 No. of linkages created during this year [ ]

3.15 Total budget for research for current year in lakhs :

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

Total [ ]

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College

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

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

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

JRF ☐ SRF ☐ Project Fellows ☐ Any other ☐

3.21 No. of students Participated in NSS events:

University level | 47 | State level ☐

National level ☐ | International level ☐

3.22 No. of students participated in NCC events:

University level ☐ | State level ☐

National level ☐ | International level ☐

3.23 No. of Awards won in NSS:

University level ☐ | State level ☐

National level ☐ | International level ☐

3.24 No. of Awards won in NCC:

University level ☐ | State level ☐

National level ☐ | International level ☐

3.25 No. of Extension activities organized

University forum ☐ College forum ☐

NCC ☐ NSS | 3 | Any other | 3 |

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

1. The students of the college NSS Unit participated in the Swachh Bharat Mission.

2. The students of the college observed the Anti-drug Abuse Day.

3. The students of the college carried awareness programme for Polio Vaccination Camp.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	6.49 acre			6.49 acre
Class rooms	19			19
Laboratories	05			05
Seminar Halls	00			00
No. of important equipments purchased ($\geq$ 1-0 lakh) during the current year.	--	--		--
Value of the equipment purchased during the year (Rs. in Lakhs)	--	8.67003		8.67003
Others		0.1513		0.1513

4.2 Computerization of administration and library

i. ICT has been integrated in the college activities.
ii. Internet connections have been provided in few departments.
iii. Office management software has been introduced partially to initiate the process of digitization of data.
iv. VLIS library management software is in use in the college library.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	23866		915	233393.15	24781	
Reference Books						
e-Books						
Journals	4	5680.00	-	-	4	5680.00
e-Journals						
Digital Database						
CD & Video	28		1		29	
Others (specify)	Magazine & Newspaper -20nos. (value of Rs.14010/-)					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart -ments	Other s
Existing	28	01	03	03	00	04	03	
Added	00	00	00	00	00	00	00	
Total	28	01	03	03	00	04	03	

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

1. Teachers of various departments have access to computers with internet connection to improve the lesson delivery mechanism.
2. Audio-visual methods like PPTs and film shows are organized by some departments to make the teaching learning system more effective.
3. Development and maintenance of college website is done regularly.

4.6 Amount spent on maintenance in lakhs :

   i) ICT   0.39

   ii) Campus Infrastructure and facilities   0.2

   iii) Equipments   1.8

   iv) Others   0.27

               Total :   2.66

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Information about students support services were enlisted in the college prospectus.
- Analysis of parent's feedback.
- IQAC ensures the dissemination of Anti-Ragging information and codes of the Freshers through lectures and awareness campaign.
- IQAC provides information about student's scholarship by different agencies.

5.2 Efforts made by the institution for tracking the progression

- The college in collaboration with IQAC organized Students Feedback survey.
- Verbal communication with students and their parents were in continuous process.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3277			

(b) No. of students outside the state

(c) No. of international students

Men

No	%
1533	46.24

Women

No	%
1744	53.76

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2008	204	01	373	2	2588	2684	288	00	305	00	3277

Demand ratio   1: 3.6   Dropout %

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

> The IQAC organized few guidance sessions for preparing the students for School Service Commission examinations and different types of competitive exams conducted by the Government of West Bengal.

No. of Student beneficiaries   42

5.5 No. of students qualified in these examinations

NET	02	SET/SLET		GATE		CAT	
IAS/IPS etc		State PSC		UPSC		Others	17

5.6 Details of student counselling and career guidance

- The faculty members of the different departments provide career counselling to students in each session.
- Subject specific Career options were discussed with outgoing students.

No. of students benefitted   34

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

> The Women Empowerment cell organized a lecture on Reservation for women in Politics with help of Local administration.

5.9 Students Activities

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

State/ University level   27   National level   03   International level

No. of students participated in cultural events

State/ University level   National level   International level

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

Sports: State/ University level | 07 | National level | 03 | International level | |

Cultural: State/ University level | | National level | | International level | |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	127	70,500/-
Financial support from government	807	
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11   Student organised / initiatives

Fairs   : State/ University level | | National level | | International level | |

Exhibition: State/ University level | | National level | | International level | |

5.12   No. of social initiatives undertaken by the students | 3 |

5.13 Major grievances of students (if any) redressed: _____NONE_____

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: -
- Enlightening of rural students.
- Empowering the local community.

Mission: -
- Building employability resources for students.
- Encouraging communicative abilities of students.
- Supporting students for vertical and horizontal progression.
- Empowering women for community development.
- Qualitative improvement of teaching – learning, evaluation.

6.2 Does the Institution has a management Information System

We have started MIS

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

6.3.1   Curriculum Development

- The institution constantly keeps in touch with the University of Calcutta.
- Regular formal and informal meetings are conducted throughout the academic sessions to keep abreast with the latest trends in the fields of study.

6.3.2   Teaching and Learning

The innovative practices applied by the departments of this college to enhance the progress of the teaching-learning process include the following measures –
1. Organized ICT based classes especially in the department of Chemistry.
2. Use of multimedia including text, image, video and audio during interaction with student with special reference to the English department.
3. Classroom sessions are interactive in nature.
4. Learner centric mechanisms are adopted which include academic calender.

6.3.3 Examination and Evaluation

- The evaluation process of the college consists of Class Test, Mid Term Test and Selection Test Examination before the commencement of University Examinations.
- Evaluated answer scripts of class tests and Mid-term Examination are shown to the students for their improvement.
- Experimental projects/ assignments are carried out in the Commerce

6.3.4 Research and Development

- Teachers are encouraged to undertake and complete their PhD degree.
- Teachers are encouraged to organize International/ National/ State/ University /Institution level seminars, conferences or workshops.
- Twenty research papers have been published in the peer-reviewed International journal during this session.
- Publication of books by Dr. Sukumar Guchhait, Mr. A.G. Gupta and Smt. Mau Dutta.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Latest books and few journals were purchased.
2. Library related information is provided to the students and the teachers.
3. Almost all the Honours departments try to maintain and run a Seminar/ Departmental Library.

Infrastructure
1. Various equipments have been purchased in the laboratories.
2. Construction of two new rooms, Room No. 22 and 23.
3. Few computers have been purchased for Computer Lab and some departments.
4. Renovation of Girl's Toilet within the Girl's Common Room.

6.3.6 Human Resource Management

1. Support for skill development of the staff and faculty through arrangements of training for them.
2. Encouragement provided to the faculty for participation in R.C., O.P. etc.
3. Career Advancement Scheme/ Professional Development through promotion to higher scales.
4. Sanction of leave to the faculty members for advanced study, research, participation in seminars, conferences, workshops etc.

6.3.7 Faculty and Staff recruitment

> 1. Substantive faculty recruitment was done as per UGC guidelines and recommendations from West Bengal College Service Commission.
> 2. Recruitment of Guest Faculty is done as per requirement of the departments.
> 3. Recruitment of Non-teaching Staff is done purely on a temporary basis for the smooth functioning of the college.

6.3.8 Industry Interaction / Collaboration

6.3.9 Admission of Students

> 1. Norms and guidelines of University of Calcutta regarding the admission procedure of UG students are strictly followed.
> 2. Intake capacity for each course is fixed by the University.
> 3. Admission is done strictly on the basis of merit.
> 4. Counselling of students for admission in different subjects as per the Merit Panel.
> 5. All admission related information is provided in the college website.
> 6. Reservation policy is strictly followed.

6.4 Welfare schemes for

Teaching	• Shyampur Siddheswari Mahavidyalaya Employees' Credit Cooperative Society • Staff Quarter • Purified drinking water
Non teaching	• Shyampur Siddheswari Mahavidyalaya Employees' Credit Cooperative Society • Staff Quarter • Purified drinking water
Students	1. Concession of fees for economically backward students 2. Cheap canteen 3. Poor-aid Fund

6.5 Total corpus fund generated

NIL

6.6 Whether annual financial audit has been done   Yes ✓   No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	Academic council and IQAC
Administrative	No		Yes	Governing Body

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

For UG Programmes   Yes   No ✓

For PG Programmes   Yes   No ✓

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

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

No such initiative is taken by the University in this regard.

6.11 Activities and support from the Alumni Association

Alumni Association of the college promised to help the meritorious but needy students. Awards are given by the Alumni Association to the students who secure First class in the University Final Examination.

6.12 Activities and support from the Parent – Teacher Association

Parents and teachers are connected through a regular feedback process which leads to the improvement of the institution.

6.13 Development programmes for support staff

Training is offered to newly appointed staff members to develop their skill in ICT based administration

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

1. Use of plastic material is avoided in the campus.
2. No tree is cut within campus unless dead, moreover, new trees are planted frequently.
3. The college instils a spirit of energy-saving in all stakeholders, particularly among the students.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

1. The Anti-Ragging Cell in the college has taken a proactive role. Students who have taken admission in the college in 2014-15 academic session have filled up the mandatory form and no case of ragging has been reported.
2. At the end of each session students give the feedback about the teachers and teaching learning process. Analysis of the evaluative report is done by IQAC and submitted to the Principal.
3. Informal interaction between the students and the concerned teachers is encouraged. The Principal and Heads of all the departments also interact with students. Besides, the Principal also conducts routine check of the departments and the Attendance Register of Students.
4. Field work is conducted by the Departments of Zoology, Botany and Geography.

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

Plan	Action Taken
1. Organizing College cultural programme and competition	1. Students Union was instructed by IQAC to organize Cultural Programmes and competition involving college students.
2. Publishing college Magazine "AYAN".	2. Students were encouraged to contribute and initiative taken for publishing the Magazine "AYAN".
3. Implication of Online Admission system	3. Upgradation of software initiated regarding online Admission
4. One seminar cum conference hall	4. Proposal for one Seminar cum conference hall was placed to the Governing Body.
5. Separate gymnasium	5. IQAC proposed for formation of a separate gymnasium primarily for Physical Education students.
6. More books to be procured in the library	6. Initiative taken to procure new books for Central Library.
7. To increase number of equipment in the laboratories.	7. Department wise requirement for equipment were considered and forwarded to Purchase Committee.
8. To motivate and involve the student in social activities.	8. Fresh students were encouraged continuously to get involved in Social activities through NSS unit of the college.

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

> 1. Encouragement for Research Activities: To disseminate knowledge among students, young academicians as well as faculty of the college, teachers are encouraged to engage themselves in research.
> 2. Parent – Teacher Meetings.

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

7.4 Contribution to environmental awareness / protection

> 1. Awareness camp conducted by NSS
> 2. Green and Clean campus

7.5 Whether environmental audit was conducted?   Yes [ ]   No [✓]

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

Strength:	**Weakness**:
1. Student friendly academic atmosphere. 2. Cordial relationship among four wings – Teaching, Non-teaching, Students and Alumni. 3. Consistently good academic result with many students topping University Merit List. 4. Qualified and dedicated faculty members. 5. Ragging-Free Campus. 6. Achievement of students in sports activities. 7. PG courses in Bengali, History, Mathematics, English, M. Com through distance mode under V.U..	1. Deficiency of permanent faculty and non-teaching staffs. 2. Inadequate class-rooms. 3. Shortage of technical staff in laboratories 4. Lack of communication in English due to rural background of students.
Opportunities:	**Challenges**:
1. Value education and health awareness programmes for students. 2. NSS activities in the community with the help of students 3. The college can strive to provide better infrastructure and facilities for research purposes 4. The college can further increase its infrastructure in terms of sports facilities 5. The college maintains a "Poor Students Aid Fund" from which poor students are immensely benefitted. 6. Students Union in the college time to time organizes cultural activities involving teachers, students and non-teaching staffs. Many students get the opportunity to display their skills in Cultural activities.	1. A serious challenge faced by the college is to raise its standard to a new height and place it amongst the premier institution of the University. 2. Creation of new posts for both teaching and non-teaching staffs. 3. To set up a well equipped and updated library is a major challenge. 4. To set up a wi-fi campus

8. Plans of institution for next year

1. Regular monitoring of the student's attendance in the classes and counselling those with lower attendance.
2. Enhancement of the stock of the departmental libraries for the benefit of the students.
3. Use of ICT in teaching-learning process.
4. Extension of the existing computer laboratory keeping in view the software based practical classes.
5. Clean and green campus.
6. Organisation of Seminars/Workshops on use of ICT in quality Teaching-Learning, Research Methodology and Environment.
7. Plan to introduce Geography Honours.
8. Golden Jubilee Celebration of College
9. Exclusive implication of Online Admission System.

Name _____**Rajarshi Mukherjee**_____   *Name* _____**Dr. Santu Kumar Bose**_____

_____   _____

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

IQAC
Coordinator S. S. Mahavidyalaya
Ajodhya, Howrah

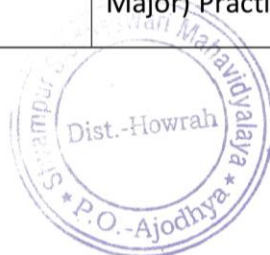Principal
Shyampur Siddheswari Mahavidyalaya
Ajodhya, Howrah

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ANNEXURE - I
Academic Calendar
(July 2014 — June 2015)

Sl. No.	Date	Events
1.	1st Week of July, 2014	Commencement of Classes for B.A./B.Sc. 3rd year students.
2.	4th Week of July, 2014	Commencement of Classes for B.A./B.Sc. 1st year students.
3.	4th week of July, 2014	Commencement of Classes for B.A./B.Sc. 2nd year (Honours & General) students.
4.	15-08-2014	Independence Day Celebration.
5.	17-08-2014	Celebration of College Foundation Day.
6.	05-09-2014	Celebration of Teachers' Day.
7.	24-09-2014	N.S.S. Day Celebration
8.	4th week of September, 2014	Inter Department Cultural Competition.
9.	29-09-2014 to 26-10-2014	Puja Vacation
10.	3rd week of November, 2014	Mid-Term Examination of B.A., B.Sc. & B.Com. 1st, 2nd, 3rd year (Honours & General).
11.	4th week of November, 2014	Celebration of Nabin Baran Utsab and Annual Function of the College.
12.	25th December, 2014 to 1st January, 2015	Winter Recess
13.	2nd week of January, 2015	B. A./B. Sc. Part-III (Hons. & General) Test Exam.
14.	12-01-2015	Celebration of National Youth Day (organized by NSS Unit)
15.	23rd January, 2015	Celebration of Netaji Birthday.
16.	24th January, 2015	Celebration of University Foundation Day
17.	26th January, 2015	Celebration of Republic Day (Organization by NSS & Students' Union)
18.	3rd February, 2015-12th February, 2015	Supplementary examination for 2014 of Part-I & Part-II students
19.	2nd Week of February, 2015	B.A., B.Sc. & B.Com. Part-II Test Examination (Honours & General).
20.	21st February, 2015	Celebration of Mother Tough Day.

21.	4th March, 2015 – 12th March, 2015	Calcutta University Part -I Compulsory Language Examination
22.	13th March, 2015 - 1st April, 2015	Calcutta University B. A. /B. Sc. Part -III (Hons. & Major) Practical Examination
23.	2nd week of March, 2015	B.A., B.Sc. & B.Com. Part-I Test Examination (Honours & General).
24.	2nd April, 2015 - 18th April, 2015	Calcutta University B. A. /B. Sc. Part -III (General) Practical Examination
25.	2nd April, 2015 – 17th April, 2015	Calcutta University B. Com. Part -II (Hons. & General) Practical Examination
26.	7th April, 2015 - 15th April, 2015	Calcutta University B. A. /B. Com./ B. Sc. Part -III (Hons. & Major) theoretical Examination
27.	28th April, 2015 – 15th May, 2015	Calcutta University B. Com. Part -II (Hons. & General) theoretical Examination
28.	21st April, 2015 -25th April, 2015	Calcutta University B. A. /B. Com./ B. Sc. Part -III (General) theoretical Examination
29.	16th May, 2015 – 30th June, 2015	Summer Recess
30.	19th May, 2015 – 22nd May, 2015	Calcutta University B. A. /B. Com/ B. Sc. Part -II (Hons. & Major) theoretical Examination
31.	3rd June, 2015 – 12th June, 2015	Calcutta University B. Com. Part -I (Hons. & General) theoretical Examination
32.	15th June, 2015- 30th June, 2015	Calcutta University B. A. / B. Sc. Part -II (General) theoretical Examination
33.	7th July, 2015 – 10th July, 2015	Calcutta University B. A. /B. Com/ B. Sc. Part -I (Hons. & Major) theoretical Examination
34.	13th July, 2015 – 25th July, 2015	Calcutta University B. A. / B. Sc. Part -I (General) theoretical Examination
35.	28th July, 2015 – 18th August, 2015	Calcutta University B. A. /B. Com/ B. Sc. Part -I (Hons. & Major) Practical Examination

(Dr. S. K. Bose)
Principal
Principal
Shyampur Siddheswari Mahavidyalaya
Ajodhya, Howrah

ANNEXURE – II
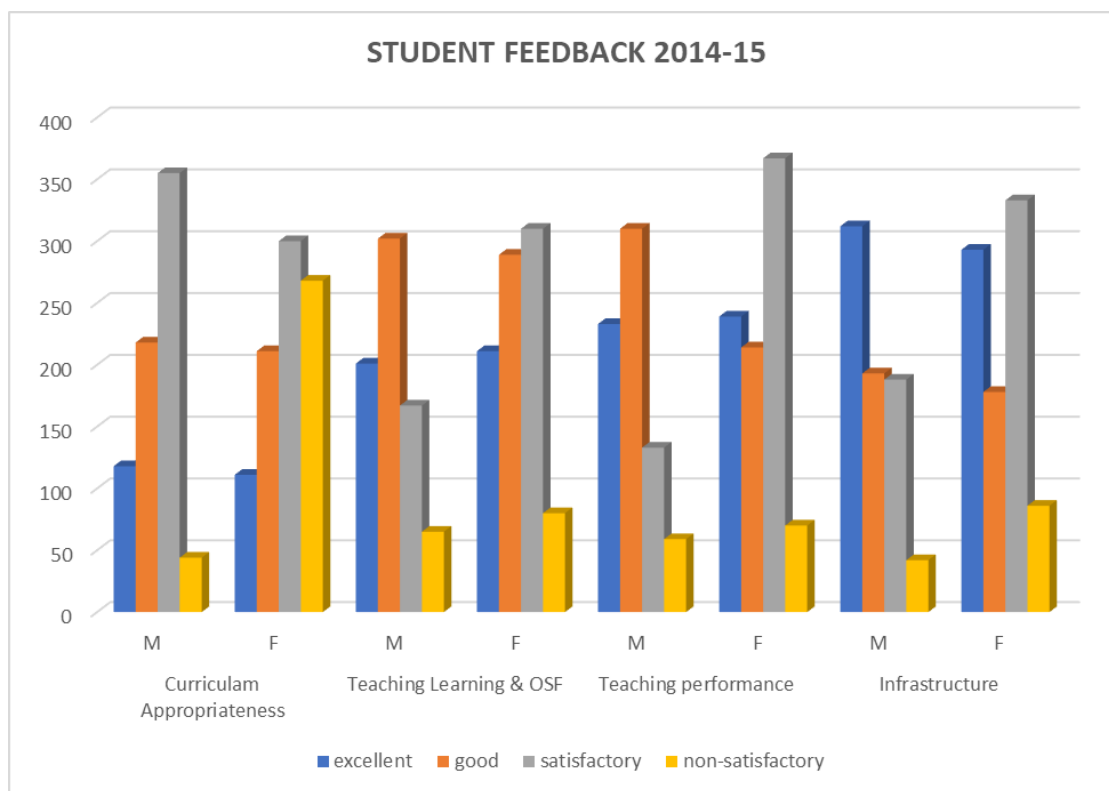## FEEDBACK from Stakeholders (Students, Parents, Alumni)

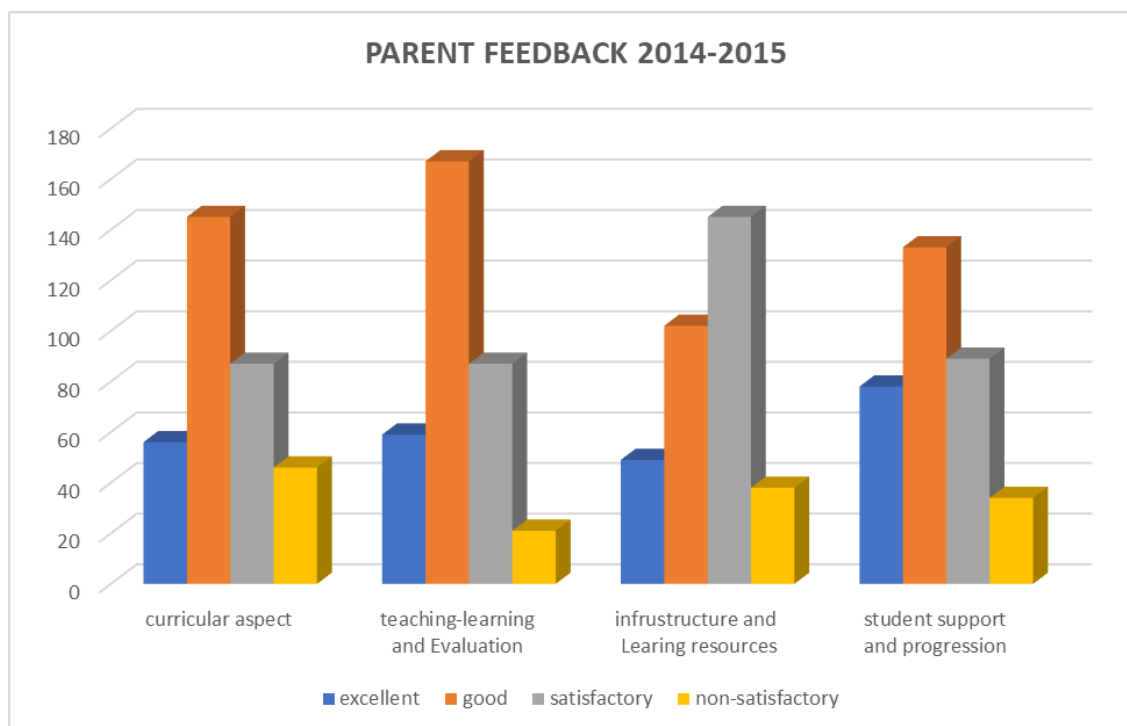**1.3 Feedback From Students**   **Analysis of the Student feedback**
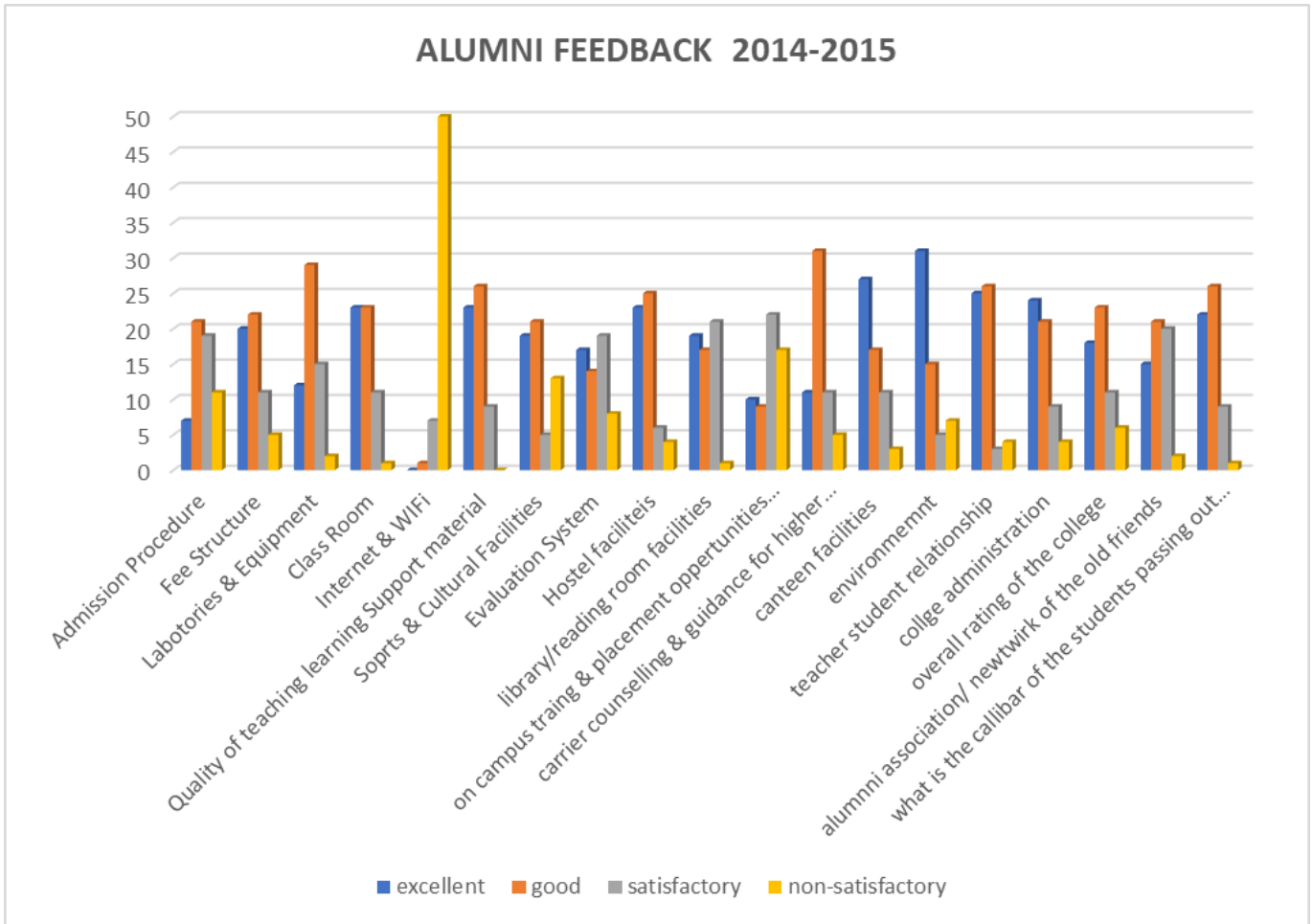

1.4 Feedback From Parents   **Analysis of the Parent's feedback**

1.5 Feedback From Students   **Analysis of the Student feedback**

ALUMNI FEEDBACK 2014-2015

ANNEXURE – III
Best Practice-1

Title of the practice: **Award giving ceremony by Alumni Association**

Objectives:

To encourage the students, Alumni Association has been giving awards to the students who secured first class in the University Examination of each discipline on the recommendation of IQAC. The IQAC of the college believes that this practice will pave the way for wider interaction between the present students and the alumni association.

The Context:

For the encouragement of students in academic sphere, Alumni Association decided to felicitate the students who secured first class in the University Examination of each discipline on the recommendation of IQAC. According to their previous decision, Alumni Association organized a fruitful and successful prize giving ceremony.

The Practice:

On the recommendation of IQAC, Alumni Association organized a prize giving ceremony. In that ceremony all students who secured first class in the University Examination of each discipline had been awarded for their encouragement. This action has created a positive impact upon the students.

Evidence:

      (1) Photographs of the award giving ceremony.
      (2) The resolution of the alumni association to present such awards.

Problems: -

      (1) The registration of the alumni association is necessary to ensure the official status of this activity.
Without the registration the operations of this association and fund generation is jeopardized.

ANNEXURE – IV
Best Practice – 2

1. **Title of the practice:** **Parents-teacher Meetings**

2. **Objectives:**

Most of the UG students now a day already come with a partially pre-formed mindset and it becomes very hard to mould them in right way for the teachers. It became very important the know the family background and to interact with guardians to understand individual and need before planning of curriculum implementation and academic calendar. Another objective was to keep track with the parents about the overall development of the students.

3. **The Context:**

Most students of our college belong to the families of lower and lower-medium financial status. So most of the students plan their career to get a financial support for their family as early as possible. In this context family background automatically implies presence of the students which guides them towards vocational training or small-scale business rather than higher education. Our plan was to counsel from the grassroot level by interacting with the guardians to help the students to guide themselves in right way.

4. **The Practice:**

The Departments individually arranged parent-teacher meetings at the end of each session. Attendance, Progression report and other issues were discussed with the guardians. All the guardains were made informed about probable expenditure of the Educational tours for concerned subjects and discussion was held upon concession and other benefits. All the guardians were asked to provide their contact number so that information regarding respective students can be provided over phone.

5. **Evidence of Success:**

All the meeting minutes and resolution were documented and preserved for future reference. Some departments are maintaining students' profile for better planning of teaching learning process.

6. **Problems Encountered and Resources Required:**

Most students of our college are first generation learners from their family, so most guardians feel inferior to face the meeting when called. It was really difficult to break the shakiness of the guardians to face and discuss the needful with the teachers of the respective departments.

7. **Other Notes**: As our college belongs to a rural area and most students are first generation learners it is extremely important to reach the community through the students and their guardians for an overall development of the community.

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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