

# The Annual Quality Assurance Report (AQAR)

## 2010 - 2011



## SALDIHA COLLEGE

P.O. – SALDIHA, DIST. – BANKURA

WEST BENGAL, PIN – 722173

# Contents

<b>PARTICULAR</b>		<b>PAGES</b>
<b>PART-A</b>		
<b>1</b>	<b>Details of the Institution</b>	<b>3-6</b>
<b>2</b>	<b>IQAC Composition and Activities</b>	<b>6-7</b>
<b>PART-B</b>		
<b>3</b>	<b>Criterion – I: Curricular Aspects</b>	<b>8-9</b>
<b>4</b>	<b>Criterion – II: Teaching, Learning and Evaluation</b>	<b>10-12</b>
<b>5</b>	<b>Criterion – III: Research, Consultancy and Extension</b>	<b>12-15</b>
<b>6</b>	<b>Criterion – IV: Infrastructure and Learning Resources</b>	<b>16-17</b>
<b>7</b>	<b>Criterion – V: Student Support and Progression</b>	<b>17-20</b>
<b>8</b>	<b>Criterion – VI: Governance, Leadership and Management</b>	<b>21-27</b>
<b>9</b>	<b>Criterion – VII: Innovations and Best Practices</b>	<b>27-30</b>
<b>10</b>	<b>Plans of institution for next year</b>	<b>30</b>
<b>ANNEXURE</b>		
<b>11</b>	<b>ANNEXURE: - I Abbreviations</b>	<b>31</b>
<b>12</b>	<b>ANNEXURE: - II ACADEMIC CALENDER 2010- 11</b>	<b>32-33</b>
<b>13</b>	<b>ANNEXURE: - III Feedback from Students</b>	<b>34-38</b>

## The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

### Part – A

#### I. Details of the Institution

1.1 Name of the Institution	SALDIHA COLLEGE
1.2 Address Line 1	VILLAGE & P.O.- SALDIHA
Address Line 2	P.S.-INDPUR
City/Town	DIST.-BANKURA
State	WEST BENGAL
Pin Code	722 173
Institution e-mail address	<a href="mailto:ticsaldihacollege@yahoo.in">ticsaldihacollege@yahoo.in</a>
Contact Nos.	03242262224
Name of the Head of the Institution:	Dr. Sk. Sirajuddin
Tel. No. with STD Code:	03242262224
Mobile:	09434933586

Name of the IQAC Co-ordinator:

Dr. Shyamal Kumar Jash

Mobile:

09434633430

IQAC e-mail address:

iqac\_saldihacollege@yahoo.in  
iqacsaldihacollege@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)

March 31, 2007/234

1.5 Website address:

www.saldihacollege.com

Web-link of the AQAR:

http://www.saldihacollege.com/aqar.php

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B+	76.05	2007	05 Years
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

30/09/2013

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

2010-2011

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

- i. AQAR **2010 - 2011** submitted to NAAC on **(14-12-2015)**  
ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
v. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.10 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

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

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

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

1.11 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

P.G. (DDE-Saldiha College Centre, Vidyasagar University)

1.12 Name of the Affiliating University (for the Colleges)

The University of Burdwan

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence	<input type="text" value="NO"/>	UGC-CPE	<input type="text" value="NO"/>
DST Star Scheme	<input type="text" value="NO"/>	UGC-CE	<input type="text" value="NO"/>
UGC-Special Assistance Programme	<input type="text" value="NO"/>	DST-FIST	<input type="text" value="NO"/>
UGC-Innovative PG programmes	<input type="text" value="NO"/>	Any other ( <i>Specify</i> )	<input type="text" value="None"/>
UGC-COP Programmes	<input type="text" value="NO"/>		

**2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="07"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2. 6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="00"/>
2.9 Total No. of members	<input type="text" value="14"/>
2.10 No. of IQAC meetings held	<input type="text" value="0"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="0"/> Faculty <input type="text" value="0"/>

Non-Teaching Staff Students  Alumni  Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

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
Not available since IQAC was not formed in this Academic Session	Not Applicable

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes  No

Management  Syndicate  Any other body

Provide the details of the action taken

## Part – B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of Programmes added during the year	Number of Self-financing programmes	Number of value added
PhD	—	—	—	—
PG	—	—	—	—
UG	B.A/B.Sc./B.Com. 10 (Hons.) & 4 (Gen.)	—	—	—
PG Diploma	—	—	—	—
Advanced Diploma	—	—	—	—
Diploma	—	—	—	—
Certificate	—	—	—	—
Others	2	—	—	—
<b>Total</b>	16			

Interdisciplinary	—	—	—	—
Innovative	—	—	—	—

##### 1.2 (i) Flexibility of the Curriculum: ~~CBCS/Core~~/**Elective Option** /~~Open options~~

#### **Bachelor of Science (B.SC)**

##### **Honours Course**

	<b>Compulsory Subjects</b>	<b>Honours Subjects</b>	<b>Elective Subjects</b>
A	Bengali, English, Environmental Science	Physics	Chemistry, Mathematics
B	Bengali, English, Environmental Science	Chemistry	Physics, Mathematics
C	Bengali, English, Environmental Science	Mathematics	Physics, Chemistry
D	Bengali, English, Environmental Science	Zoology	Botany, Physiology/ Chemistry

##### **General Course**

	<b>Compulsory Subjects</b>	<b>Elective Subjects</b>
A	Bengali, English, Environmental Science	Physics, Chemistry, Mathematics
B	Bengali, English, Environmental Science	Botany, Zoology, Physiology /Chemistry



## Bachelor of Arts (B.A)

### Honours Course

	Compulsory Subjects	Honours Subjects	Elective Subjects
A	Bengali, English, Environmental Studies	Bengali	Any two- English, Economics, History, Political Science, Sanskrit, Geography
B	Bengali, English, Environmental Studies	English	Any two- Bengali, Economics, History, Political Science, Sanskrit, Geography
C	Bengali, English, Environmental Studies	Economics	Any two- Bengali, English, History, Political Science, Sanskrit, Geography
D	Bengali, English, Environmental Studies	History	Any two- Bengali, English, Economics, Political Science, Sanskrit, Geography
E	Bengali, English, Environmental Studies	Political Science	Any two- Bengali, English, Economics, History, Sanskrit, Geography
F	Bengali, English, Environmental Studies	Sanskrit	Any two- Bengali, English, Economics, History, Political Science, Geography

### General Course

Compulsory Subjects	Elective Subjects
Bengali, English, Environmental Studies	Any three- Bengali, English, Economics, History, Political Science, Sanskrit, Geography

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	—
Trimester	—
Annual	2

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

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

**\*Attached on analysis of the feedback in the Annexure II**

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

As per Burdwan University Regulation.

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

Not introduced

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
21	12	3	0	1+2+3

2.2 No. of permanent faculty with Ph.D.

8

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	0	NA	NA	NA	NA	0	0	0	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

PTT-12

0

GL-12

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	8	29	4
Presented papers	0	19	2
Resource Persons	0	0	0

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

**All the departments applied modern teaching-learning methodologies such as....**

1. Student mentoring.
2. Tutorial classes taken.
3. Class unit test taken at certain intervals.
4. Audio Visual Methods used.
5. Field Work Projects.
6. Chart, graph, models, etc. media centre aided teaching tools used.

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

182

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

Nil

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

0	0	0
---	---	---

2.10 Average percentage of attendance of students

78
----

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG (Arts) (H)	869	–	1.38	17.95	25.43	44.76
UG (Arts) (P)	1209	–	0	2.98	38.71	41.69
UG (Sc) (H)	201	–	5.97	29.85	15.92	51.74
UG (Sc) (P)	151	–	0	6.62	21.19	27.81

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

IQAC was not created in this Academic Session so the monitoring and evaluation of teaching-learning process was done by the Academic Council through Class Unit tests and Test examination, discussion on the performances of the students and conveying the same to them.

2.13 Initiatives undertaken towards faculty development:

Faculty members of this college were encouraged to participate in the Orientation Programmes, Refresher Courses, Workshops, etc. for their career development purpose or just for enriched their knowledge and skills in the subject.

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

## 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	08	20	0	10
Technical Staff	—	—	—	—

## Criterion – III

### 3. Research, Consultancy and Extension

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

The institution does not have any research centre recognized by the affiliating university or any other agency/organization. Since IQAC was not formed in this academic year, however, the institute has formed a research committee to provide the valuable suggestions to teachers to prompt the quality of research.

#### 3.2 Details regarding major projects

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

#### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	02	01	01	—
Outlay in Rs. Lakhs	2,18,117/-	92,000/-	1,83,000/-	—

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	10	06	—
Non-Peer Review Journals	—	01	—
e-Journals	—	—	—
Conference proceedings	—	15	—

#### 3.5 Details on Impact factor of publications:

Range 0.25-6.02 Average 2.72 h-index NA Nos. in SCOPUS 06

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	1.5 Yr 2011-2012	UGC/MINOR	1,83,000/-	1,34,000/-
Interdisciplinary Projects	—	—	—	—
Industry sponsored	—	—	—	—
Projects sponsored by the University/ College	—	—	—	—
Students research projects <i>(other than compulsory by the University)</i>	—	—	—	—
Any other(Specify)	—	—	—	—
Total			1,83,000/-	1,34,000/-

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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		UGC			

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

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

3.17 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year 2010-2011

Total	International	National	State	University	Dist	College
0	0	0	0	0	0	0

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

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

University level	<input type="text" value="8"/>	State level	<input type="text" value="0"/>
National level	<input type="text" value="1"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="4"/>		
NCC	<input type="text" value="6"/>	NSS	<input type="text" value="13"/>	Any other	<input type="text" value="2"/>

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

The College has always felt concerned about the increasing access of students from various sections of the society to higher education. The College also encourages the economically backward students in studies by waving tuition fees as full free/half free. The major strength of this college is its ability to ensure holistic development of students to make them enlightened citizens. The institute is conscious of its role in campus-community connection, wellbeing of its neighborhood and has initiated a number of community development activities. These include:

- ✓ Organizing blood donation camps, and organizing seminar to motivate voluntary blood donation.
- ✓ Involvement of the faculty and students in different programmes in local fair and local institutions.
- ✓ Organizing NSS camp in local villages
- ✓ Organizing literacy program in local villages
- ✓ Conducting plantation and environment awareness in college campus by the Department of Botany as well as in neighboring villages by the NSS Units.
- ✓ Campaigning against drinking alcohol and superstition.
- ✓ Introduction of Remedial coaching for backward students and also coaching for Entry in Service for local unemployed youths by financial assistance of UGC.

## 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	60621.9 sq.m	0		14.98 acre
Class rooms	20	0		20
Laboratories	8	0	College Fund	8
Seminar Halls	1	0		1
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.			UGC & Sate Govt.	
Value of the equipment purchased during the year (Rs. in Lakhs)			4,63,090/-	
Others (Multi-Gym.+ NSS+NCC)	3	0		3

#### 4.2 Computerization of administration and library

College office is partially and library is fully computerized for their all types of activities. Eight departments have at least one computer for used by the teachers and students in this academic year.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13523	44,90,928/-	0	–	13523	44,90,928/-
Reference Books	1042	5,21,000/-	0	–	1042	5,21,000/-
e-Books						
Journals	13	30,900/-	0	–	13	30,900/-
e-Journals						
Digital Database						
CD & Video						
Others (specify)						



#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	15	3				4	7	1
Added	3	1				1	1	0
<b>Total</b>	<b>18</b>	<b>4</b>				<b>5</b>	<b>8</b>	<b>1</b>

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

College has BSNL broadband internet facilities in the office, library, Computer Lab. and most of the departments. Students can avail of that facility when accompanied by a teacher. No special training was organised for networking and e-Governance. Training on uses of the Office and Library softwares were taken from the vendors. Most of the teachers and some staff in the office are well versed with computers and internet.

#### 4.6 Amount spent on maintenance in lakhs:

i) ICT	38,100/-
ii) Campus Infrastructure and facilities	3,59,354/-
iii) Equipments	4,982/-
iv) Others	66,681/-
<b>Total:</b>	<b>4,69,117/-</b>

### Criterion – V

## 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Since IQAC was not formed, no contribution was made in its disposal in enhancing awareness about Student Support Services.

## 5.2 Efforts made by the institution for tracking the progression

1. Terminal tests are taken frequently.
2. Remedial coaching classes are taken regularly.
3. Cultural and academic programmes are organized for progression.
4. Study materials are given to the students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2162	NA	NA	NA

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

	No	%		No	%
Men	1632	75.49	Women	530	24.51

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1463	342	223	94		2122	1373	356	239	194		2162

Demand ratio 1:5.42      Dropout % 21.53

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

- UGC sponsored Remedial Coaching classes are frequently held particularly for the SC/ST/OBC (non-creamy layer), minorities and economically backward students.
- Entry into Services coaching classes are regularly held for the registered students.
- Materials are given to participants to face competitive examinations.
- Some teachers took extra classes to help students appearing for competitive examinations.

No. of students beneficiaries

520  
(374+146)

### 5.5 No. of students qualified in these examinations

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

### 5.6 Details of student counselling and career guidance

- ❖ The Career Counselling Cell for students, run by the teachers, often caters to the need of personal and academic counselling.
- ❖ Career Counselling Cell of the college had organised awareness Programmes.

No. of students benefitted

### 5.7 Details of campus placement

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

### 5.8 Details of gender sensitization programmes

No gender sensitization programmes was organised

### 5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports: State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	1156	7,35,600/-
Financial support from government	314	19,20,200/-
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

5.13 Major grievances of students (if any) redressed:

- To complete the construction works of college cultural stage.
- To increase the adequate number of books in the Library.
- To modernize the Nivedita Girls Hostel.
- To renovate the Boys & Girls' common room.
- To increase the well equipped laboratory facilities
- To increase the sports items for Boys & Girls' common room.
- To request the college authority to pay the salary of casual cooking staff of Nivedita Girls Hostel.

## Criterion – VI

### 6. Governance, Leadership and Management

#### 6.1 State the Vision and Mission of the institution

**Vision:** To mould young men and women as leaders in all walks of life so that they may serve the people, especially the poor and the oppressed of our nation in truth, justice and love. To aspire for a world that will become a globalised community, and to use the vehicle of higher education to mould men and women for others who will realise the dream of equality, liberty and fraternity that will ultimately lead to an earth that is ecologically sustainable.

The College aims at training young men and women of quality to be leaders in all walks of life, whom we hope will play a vital role in bringing about the desired changes for the betterment of the people of our country.

It fosters an atmosphere of intellectual vigor and moral rectitude in which the youth of our country may find their fulfillment and achieve greatness as eminent men and women of service.

It consistently and constantly works to form the students as Competent, Committed, Creative and Compassionate men and women for and with others.

**Mission:** Our mission is to provide access to excellence in academics, research and service learning to all strata of society with special attention to marginalized groups, discriminated people, and victims of social and economic disparity.

- ✚ To meet higher education needs of the community adequately through various programs.
- ✚ To identify and recruit the right kind of human resources training and motivating them for better performance continuously.
- ✚ To ensure social justice through equity and access
- ✚ To develop meaningful educational plans, compatible to the goals of the students and prepare them well for the career advancement and employment.
- ✚ To provide a stimulating environment for work, study and scholarly enquiry for students & faculty.
- ✚ To make maximum use of the resources and infrastructure
- ✚ To promote Lab to Land through outreach programmes

## 6.2 Does the Institution has a management Information System

Yes, the ERP system at Saldiha College takes care of the various needs of Management Information System (MIS).

- a) Maintenance of records in conventional form as well as computerized for submission to university/college/government as and when asked for.
- b) Displaying list of students admitted in the college notice board.
- c) Student's records like admission, results and other important events and programmes, cash receiving and payment are maintained in conventional files and computerized.
- d) Students are provided with their answer scripts for self-checking.
- e) Regular meetings between the faculty and staff are convened to seek comments/suggestions for further improvement and to gear up the teaching learning process.
- f) Installation of secured BSNL broadband internet connection in the administrative block, all the departments and Library.

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

### 6.3.1 Curriculum Development

The Saldiha College is affiliated to The University of Burdwan. The affiliating university has the authority to develop curriculum for the undergraduate and post-graduate studies. There is little scope of internal curricular designing. Restructuring of curriculum development is systematically implemented once in 3 years after a careful review of the curriculum in practice. Hence all departments are in the process of developing new curriculum with the following thrust:

- a) New methodology wish to adopt in teaching, and avoiding methodologies wish to change,
- b) More skill, career and knowledge oriented,
- c) Knowledge that is relevant and modern,
- d) Incorporate global vision/ global citizenship,
- e) Incorporate values, personal growth in the course.

### 6.3.2 Teaching and Learning

The college has an objective and effective system of student evaluation through which a meaningful teaching and learning is assured.

- This enabled teaching-learning process has made students —active participants in the classroom.
- Apart from classroom interaction, the following methods are used.
  - Meaningful learning is initiated through guided teaching and guided library assignments, group discussion, seminars, debates, quiz, viva, etc.
  - Inquiry-based learning is provided through community survey, opinion polls, case study, industrial visit and fieldwork.
  - Co-operative learning is facilitated through project work, on-the-spot study, and educational forums.
  - Peer learning is promoted within and outside the class hours. Interactive white boards were installed in 2 classrooms and 3 more are being installed. LCD was purchased and installed. Student exhibition on public health was arranged

### 6.3.3 Examination and Evaluation

The college has been maintaining an objective system of conducting examination and evaluation. The results are published within a month's time.

- ❖ The Principal and the Heads of Department monitor the performance of the students by making an analysis after every internal test and external examination.
- ❖ The teachers make an analysis of the performance of students after every internal test and external examination in departmental meetings.
- ❖ The performance of students is analyzed in Academic Council meeting and Governing Body meetings.
- ❖ Compulsorily all answer sheets were shown to students and marks were displayed on the notice boards. Attendance was displayed on notice boards. Assignment marks were displayed on the notice board. Internal marks displayed on notice board for any correction.
- ❖ The College has printed new examination related stationary which makes assessment and totaling of marks easier. Examination cell has been constituted which is responsible for all exam related matters.

#### 6.3.4 Research and Development

There are enough research potentials in the college with adequate infrastructure supports. The staffs are encouraged to write minor projects and major projects in consultation. Staffs are encouraged and their contributions in the form of publication of research articles are suitably acknowledged. Research is a significant activity of the college. During this academic year seventeen research papers were published in National and International Journals. Nineteen papers were presented in National Seminars/Conferences. One research scholar in the department of Bengali has registered for Ph.D. degree. Two minor projects were completed; one minor project was sanctioned by funding agencies and also one minor project ongoing in this academic year. Four teachers have participated in Orientation Programmes and Refresher Courses. Six Books/Book Chapters have been published. Encouraged all the faculties to apply for MRP and attend seminars/conferences for presentation of their research output.

#### 6.3.5 Library, ICT and physical infrastructure / instrumentation

The college has a well stocked central library consisting of more than 14565 approx books and is spread over an area of 300 square meters. The number of books is always on the rise as every year new books are added to the list. The library also has a pretty well stocked journal section (National & International level) and it is fully computerized with BSNL broadband internet facilities. Unique Library Software is being used for maintenance of Library. Data Entry (Books, Journals, Membership), Transaction (Issue, Return, Renewal and Fine Collection), Gate Entry, Generation of various Reports. Digital Library is maintained with software to upload and upgrade the various e-resources (Books, Journals, Database). There is a well-lighted reading section where the students can profitably utilize their leisure time. Besides, there exists an internal reading area for the benefit of the teachers. Moreover, provision is made for departmental seminar libraries, where reference books are kept to satisfy immediate requirement. Constituted a library committee, regular meetings of the committee were conducted for betterment.



### 6.3.6 Human Resource Management

The college has a well written policy on appointment of staff, and handling grievances. The college is providing leadership and able administration to carry out various requirements of effective Human Resource Management in place.

In order to revitalise the office administration and human resources, evaluation of the administrative staff was carried out. Meetings were conducted to reorganize the office for better work output and transparency. Apart from the regular duties all the staffs are members of various committees.

### 6.3.7 Faculty and Staff recruitment

Recruitment was done as per UGC and Government of West Bengal guidelines. The college sent number of posts vacant and applied for creation of new teaching post. Casual staffs were recruited by its own from the local people.

### 6.3.8 Industry Interaction / Collaboration

The college does not have such collaboration.

### 6.3.9 Admission of Students

Admission of students is done completely on the basis of merit. Submission of application forms, publication of Merit list, admission in the respective subjects were all done according to the university norms. Reservation for SC, ST and OBC candidates were done according to the State norms.

### 6.4 Welfare schemes for

Teaching	Employees Co-operative credit society
Non teaching	Employees Co-operative credit society
Students	Payment of college fees on installment basis, Students from poorer section can pay in many installments at concessional rate, Free Studentship (Half/Full), Government Scholarships, State Govt. Minority Scholarships, Award and Prize.

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes  No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	Yes	Academic Council & Governing Body
Administrative	No	NA	No	NA

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?

The college has constituted committees to suggest suitable recommendations for restructuring the present system of continuous Internal Assessment.

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

The college is affiliated to the University of Burdwan therefore no information available.

6.11 Activities and support from the Alumni Association

Meeting of the Saldiha College Alumni Association was conducted at time to time and frequently interaction with the faculty members and the students offers crucial suggestions.

#### 6.12 Activities and support from the Parent – Teacher Association

The College does not have any Parent-Teacher association. Therefore no activities and support were available.

#### 6.13 Development programmes for support staff

- ❖ Regular training programmes for different activities are arranged.
- ❖ Deliberations to give specific idea to the support staff have been successful.

*These practices are occasionally arranged as per requirement.*

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

Initiatives taken in this regard:-

- Plastic free campus.
- Herbal and medicinal plants, flowering plant and fruits trees etc. is maintained inside the campus.
- Kirloskar green generators are now used for noise free and green environment.

## 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.

Award for honest and sincere performance in the respective fields for both students and teachers which have influenced others for improvement.

- Students award: Best Hons. students from Sanskrit and English departments are awarded best students prize of the respective streams at the end of their Part-III syllabi and outcome of the of the University results.
- The college students are performing well in the inter-college competition of different sporting activities such as football, volley ball and cricket. Beside these, students take part in discuss through, short-put as well as speed competition.

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

- Teaching Methodology has been promoted from chalk and talk method to sophisticated green board and dust free white board along with video-graphic method.
- National Seminar: Occasional National seminars are arranged, stimulating the academic environment and boost towards for better performance with the experience from direct conversation with the expert in the field. A national seminar was organized by the Sanskrit department headed by Dr. Rajeev Kr. Jha on March 15-16, 2011.
- Departmental Seminar: Departmental seminars are arranged regularly by the concerned department occasionally held in the week end by taking into account the students as regular orators when teachers talk once in a month. For the purpose a seminar routine is chalked out for different years at the start of the academic year and student admission. After about a month class seminar subjects are distributed to the students for their deliberation. Each and every deliberation is attended by the concerned teacher to guide the students for better performance in the next deliberation.

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

- **BEST PRACTICE 1:**
  - a) *College Development:* The college authority regularly monitors the need of the college and always tries to implement/upgrade the facilities. For instance, we face serious shortage of examination space during the University examination because of more and more enrolment with every coming year. Although the college is running short of fund, the authority, to circumvent the space problem has already started construction of a seminar cum examination hall on the top of Biosciences building with a magnanimous space and pace.
  - b) *Problem of shortfall in the number of Teachers:* The problem has been seriously looked after and overcome with the recruitment of Guest- Lecturers according to the need of the concerned department.
- **BEST PRACTICE 2:** Green High power noiseless KIRLOSKAR generator been set for undisturbed power supply to the whole College.

#### 7.4 Contribution to environmental awareness / protection

- **Medicinal Plant Garden:** A botanical garden mainly with medicinal plant had been established during the month of July to September 2005, which is being continually upgraded each and every coming year. The students are regularly demonstrated these plants for their medicinal value. The students also become eager to know the qualitative aspects of these plants and often wonder about the powerful implication of the plant community.
- **Plastic use, it's effect and management:** Non-biodegradable Plastics are of common use in the developing country as is our, usually in the form of carry bags. Due to their micro-thin nature these are carried by wind to the undesired places clogging water ways such as drain, jamming cultivable land beside being non-aesthetic. The students are regularly deliberated on the management of plastic carry bags as well as their economic use. NSS volunteers and students of Environmental study always kept maintain the CAMPUS clean by removing plastics.
- **High power noiseless KIRLOSKAR generator has been arranged.**
- **Biodegradable waste management:** Biodegradable waste are kept in specific pit at the site of the campus where there is a little frequency of visit, and these on decomposition are used for mulching the garden plants of the college

7.5 Whether environmental audit was conducted?    Yes     No

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

SWOT analysis was performed internally:

**Strength:**

- Qualified and experienced faculty.
- Healthy teaching and office staff relationship.
- Huge number of students.
- Healthy student teacher relationship (both present and Ex-students).
- Availability of computer and internet facility.
- Participation in International/National/ State Level Seminar by the faculty staff.

**Weakness:**

- Insufficient teaching staff and Non teaching staff.
- Location in a rural and underdeveloped area.
- Lack of sincerity among students.

- Irregular presence of the students in the class due to communication problem.
- Insufficient laboratory instruments.
- Insufficient books in Departmental library.

**Opportunities:**

- Job guidance opportunity.
- Higher studies.
- Research and Development.
- Health checkup.
- Huge free land for physical infrastructure development for future extension of courses and programmes.

**Threat:**

- To fill up vacant teaching and non-teaching posts.
- Decreased attendance of the students in the classes.
- Students and faculty suffer from transport problem.
- Introduction of new courses in rural undeveloped area.

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

- Santali language to be introduced.
- Construction of the college Cultural Stage to be completed.
- New instruments for all laboratories to be purchased.
- Sports items for Boys & Girls' common room to be increased.
- More Guest Lecturer to be included.
- More books to be included in the Departmental and central Library.

**Name: Dr. Shyamal Kumar Jash**

*Shyamal Kr. Jash*

**Signature of the Coordinator, IQAC**

**Name: Dr. Sk. Sirajuddin**

*Sk. Sirajuddin*

**Signature of the Chairperson, IQAC**

\*\*\*

**Abbreviations:**

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

\*\*\*\*\*

## Annexure - II

<b>ACADEMIC CALENDAR 2010-11</b>		
<b>DATE</b>	<b>EVENT</b>	<b>MODE OF CELEBRATIONS</b>
	<b>JULY</b>	
13.07.2010- 19.07.2010	Admission and commencement of classes	
	<b>AUGUST</b>	
15.08.2010	Observation of Independence Day	Sunday
22.08.2010	College Foundation Day	Holiday
28.08.2010- 30.09.2010	Remedial coaching classes – Phase I	
	<b>SEPTEMBER</b>	
01.09.2010	Janmastami	Holiday
05.09.2015	Teachers' day Celebration	
11.09.2010	Idul-Fitter	Holiday
16.09.2010	Fresher's Welcome for admitted students organize by student union	
	<b>OCTOBER</b>	
02.10.2010	Birth Anniversary of Mahatma Gandhi	Holiday
07.10.2010	Mahalaya	Holiday
12.10.2010- 09.11.2010	Puja Vacation	Holiday
	<b>NOVEMBER</b>	
17.11.2010	Id	Holiday
	<b>DECEMBER</b>	
01.12.2010	Observation of World AIDS Day by NSS unit	
10.12.2010	Celebration of World Human Rights Day	
17.12.2010	Muharam	Holiday
21.12.2010	Annual Social Programme organize by student union	
25.12.2010	Christmas Day	Holiday

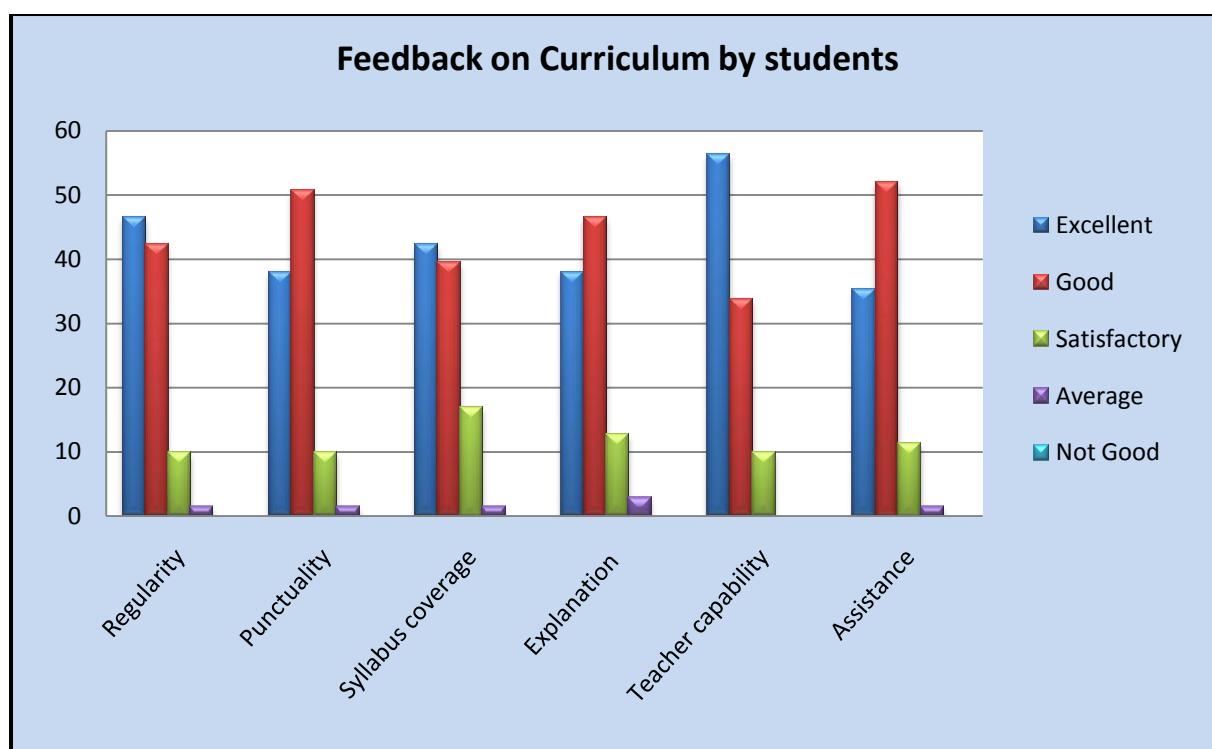


<b>ACADEMIC CALENDAR 2010-11</b>		
<b>DATE</b>	<b>EVENT</b>	<b>MODE OF CELEBRATIONS</b>
	<b>JANUARY</b>	
01.01.2011	New Year	Holiday
23.01.2011	Birth Anniversary of Netaji	Sunday
26.01.2011	Observation of Republic Day	Holiday
	<b>FEBRUARY</b>	
08.02.2011	Saraswati Puja	
16.02.2011	Fateha Doaj Daham	Holiday
22.02.2010- 25.02.2010	Annual sports	
	<b>MARCH</b>	
15.03.2011- 16.03.2011	National Seminar on "The Srimadbhagavat Gita and Modern Society" by department of Sanskrit	
19.03.2011	Doljatra	Holiday
	<b>APRIL</b>	
14.04.2011	Ambedkar's Birthday	Holiday
15.04.2011	Bengali New Year	Holiday
	<b>MAY</b>	
01.05.2011	May Day	
05.05.2011- 31.05.2011	Summer Recess & University Examination	
	<b>JUNE</b>	

## Feedback from Students

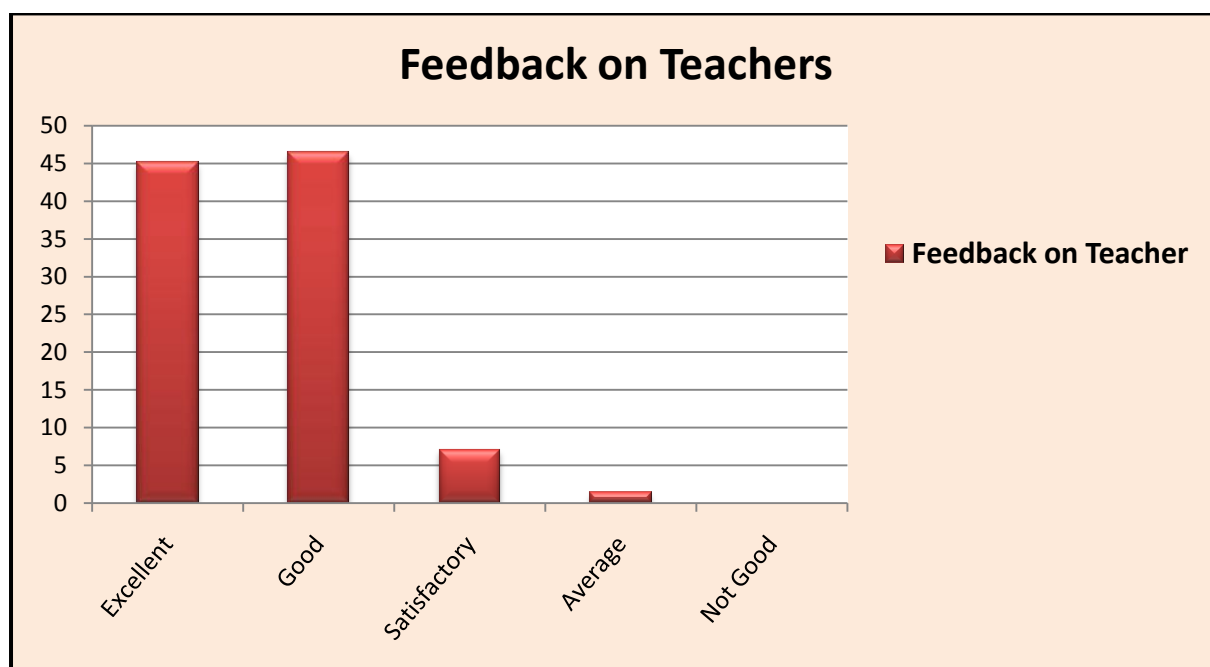
### Questionnaires I: Feedback from Students on Curriculum % wise

Parameters	Excellent	Good	Satisfactory	Average	Not Good
Regularity	46.48	42.25	9.86	1.41	0
Punctuality	38.03	50.70	9.86	1.41	0
Substantial coverage of the syllabus in time	42.25	39.44	16.90	1.41	0
Detailed explanation for better understanding	38.03	46.48	12.68	2.82	0
Resourcefulness/Scholarship of the teachers	56.34	33.80	9.86	0.00	0
Assistance beyond class room	35.21	52.11	11.27	1.41	0



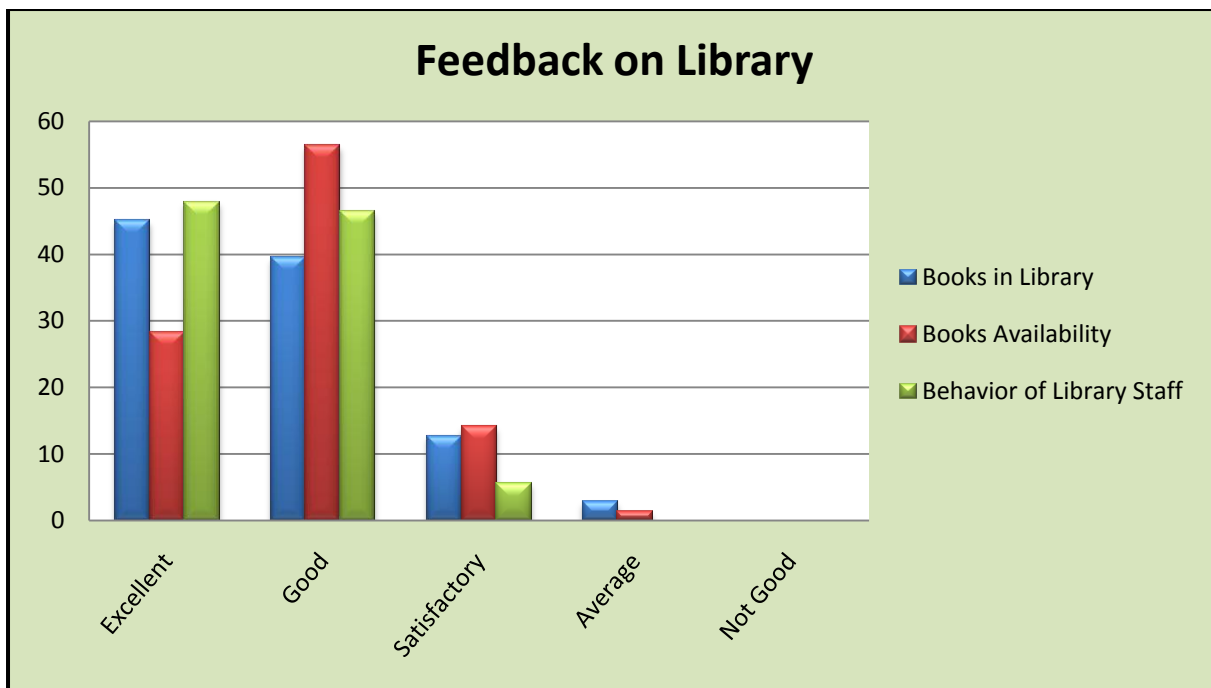
### Questionnaires II: Feedback from Students on Teachers % wise

Parameters	Excellent	Good	Satisfactory	Average	Not Good
Overall feedback on teachers	45.07	46.48	7.04	1.41	0



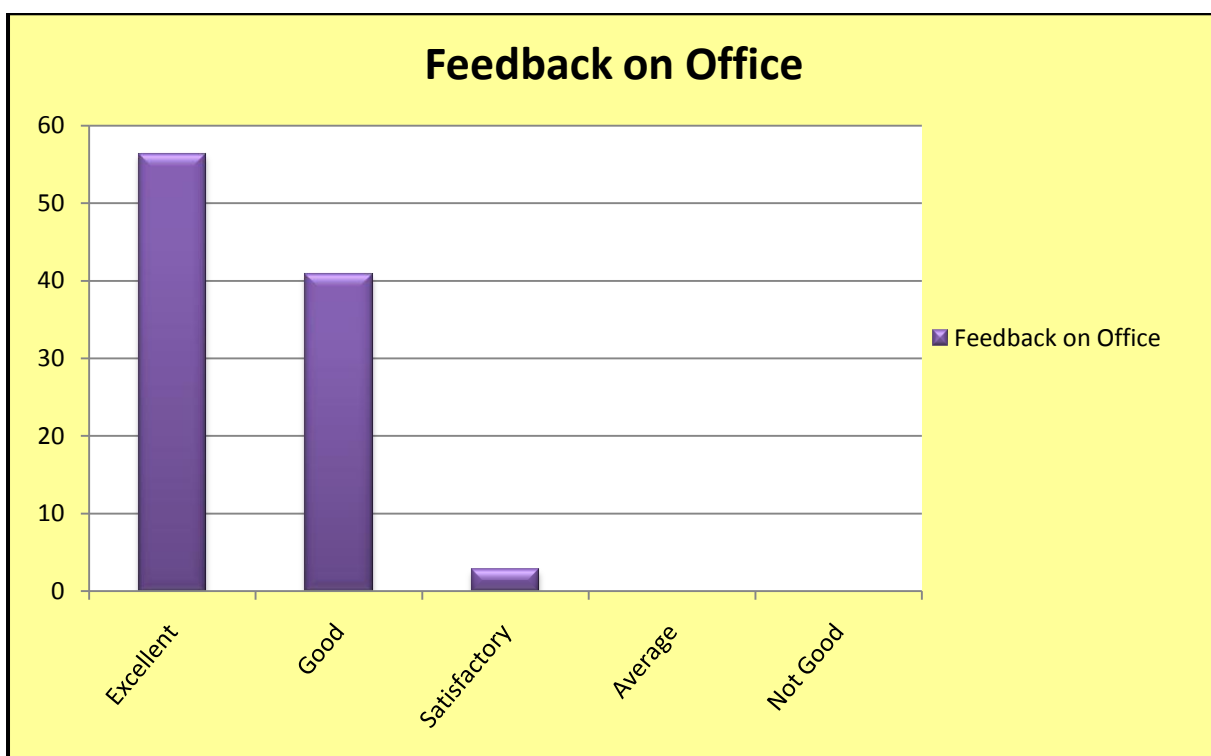
### Questionnaires III: Feedback from Students on Library % wise

Parameters	Excellent	Good	Satisfactory	Average	Not Good
Whether the stock of books are sufficient	45.07	39.44	12.68	2.82	0
Availability of books	28.17	56.34	14.08	1.41	0
Behaviour/Cooperation of library staff	47.89	46.48	5.63	0.00	0



#### Questionnaires IV: Feedback from Students on Office % wise

Parameters	Excellent	Good	Satisfactory	Average	Not Good
Overall feedback on Office work	56.34	40.85	2.82	0.00	0



### Overall Feedback from Students % wise

Parameters	Excellent	Good	Satisfactory	Average	Not Good
Regularity	46.48	42.25	9.86	1.41	0
Punctuality	38.03	50.70	9.86	1.41	0
Substantial coverage of the syllabus in time	42.25	39.44	16.90	1.41	0
Detailed explanation for better understanding	38.03	46.48	12.68	2.82	0
Resourcefulness/Scholarship of the teachers	56.34	33.80	9.86	0.00	0
Assistance beyond class room	35.21	52.11	11.27	1.41	0
Overall feedback on teachers	45.07	46.48	7.04	1.41	0
Whether the stock of books are sufficient	45.07	39.44	12.68	2.82	0
Availability of books	28.17	56.34	14.08	1.41	0
Behaviour/Cooperation of library staff	47.89	46.48	5.63	0.00	0
Overall feedback on Office work	56.34	40.85	2.82	0.00	0

