The Annual Quality Assurance Report (AQAR)

2011 - 2012

SALDIHA COLLEGE

P.O. – SALDIHA, DIST. – BANKURA

WEST BENGAL, PIN – 722173

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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

1. 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	ticsaldihacollege@yahoo.in
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:** March 31, 2007/234
(For Example EC/32/A&A/143 dated 3-5-2004. This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

1.5 Website address: www.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	1st Cycle	B+	76.05	2007	05 Years
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC : DD/MM/YYYY 30/09/2013

1.8 AQAR for the year ***(for example 2010-11)*** 2011-2012

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 **2011 - 2012** **submitted to NAAC on (14-12-2015)**
ii. AQAR **2010 - 2011** **submitted to NAAC on (14-12-2015)**
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	NO		
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*)	None
UGC-COP Programmes	NO		

2. IQAC Composition and Activities

2.1 No. of Teachers	07
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	01
2.7 No. of Employers/ Industrialists	01
2.8 No. of other External Experts	00
2.9 Total No. of members	14
2.10 No. of IQAC meetings held	0

2.11 No. of meetings with various stakeholders: No. 0 Faculty 0

Non-Teaching Staff Students | 0 | Alumni | 0 | Others | 0

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

If yes, mention the amount | Not Applicable

2.13 Seminars and Conferences (only quality related)

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

Total Nos. | 0 | International | 0 | National | 0 | State | 0 | Institution Level | 0

(ii) Themes | Not available

2.14 Significant Activities and contributions made by IQAC

NO activity as the IQAC was not formed

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 | Governing Body | Syndicate [ ] | Any other body [ ]

Provide the details of the action taken

Since IQAC was not formed in this Academic Session and AQAR was prepared and placed in 2015-2016 it was not possible to take action in this academic session.

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
PhD	—	—	—	—
PG	—	—	—	—
UG	B.A/B.Sc./B.Com. 10 (Hons.) & 4 (Gen.)	B.A.-1 (Gen.)	—	—
PG Diploma	—	—	—	—
Advanced Diploma	—	—	—	—
Diploma	—	—	—	—
Certificate	—	—	—	—
Others	2	—	—	—
Total	16	1		

Interdisciplinary	—	—	—	—
Innovative	—	—	—	—

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

Bachelor of Science (B.SC)

Honours Course

	Compulsory Subjects	**Honours Subjects**	**Elective Subjects**
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

	Compulsory Subjects	**Elective Subjects**
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.

Santali language was introduced as pass subject

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
21	11	3	0	1+3+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	1	NA	NA	NA	NA	0	0	0	1

2.4 No. of Guest and Visiting faculty and Temporary faculty PTT-12 | 0 | GL-13

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	9	21	3
Presented papers	1	12	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 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 193

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

80

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG (Arts) (H)	850	–	2.00	32.82	15.88	50.70
UG (Arts) (P)	1324	–	0.15	9.74	20.77	30.66
UG (Sc) (H)	358	–	2.79	39.38	8.10	50.27
UG (Sc) (P)	141	–	Nil	7.80	14.18	21.98

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.

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	04
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	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	01	—	01	—
Outlay in Rs. Lakhs	1,83,000/-	—	1,23,380/-	—

3.4 Details on research publications

	International	National	Others
Peer Review Journals	09	04	04
Non-Peer Review Journals	—	—	—
e-Journals	—	—	—
Conference proceedings	—	07	—

3.5 Details on Impact factor of publications:

Range 1.44-2.83 Average 2.42 h-index NA Nos. in SCOPUS 04

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 2012-2013	UGC/MINOR	1,23,380/-	94,630/-
Interdisciplinary Projects	—	—	—	—
Industry sponsored	—	—	—	—
Projects sponsored by the University/ College	—	—	—	—
Students research projects *(other than compulsory by the University)*	—	—	—	—
Any other(Specify)	—	—	—	—
Total			1,23,380/-	94,630/-

3.7 No. of books published i) With ISBN No. 03 Chapters in Edited Books 11

ii) Without ISBN No. Nil

3.8 No. of University Departments receiving funds from

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

3.9 For colleges

Autonomy	x	CPE	x	DBT Star Scheme	x
INSPIRE	x	CE	x	Any Other (specify)	Receiving funds from UGC

3.10 Revenue generated through consultancy Nil

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	—	—	—	—	—
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons 02

3.13 No. of collaborations International 0 National 0 Any other 0

3.14 No. of linkages created during this year 0

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 2011-2012

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: 1

and students registered under them: 2

3.19 No. of Ph.D. awarded by faculty from the Institution: 0

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

JRF: 0 SRF: 0 Project Fellows: 0 Any other: 0

3.21 No. of students Participated in NSS events:

University level: 4 State level: 0

National level: 0 International level: 0

3.22 No. of students participated in NCC events:

University level: 65 State level: 1

National level: 5 International level: 0

3.23 No. of Awards won in NSS:

University level	0	State level	0
National level	0	International level	0

3.24 No. of Awards won in NCC:

University level	6	State level	0
National level	1	International level	

3.25 No. of Extension activities organized

University forum	0	College forum	5		
NCC	5	NSS	15	Any other	3

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 smoking, 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 (≥ 1-0 lakh) during the current year.			UGC & State Govt.	
Value of the equipment purchased during the year (Rs. in Lakhs)			8,09,265/-	
Others (Multi-Gym.+ NSS+NCC)	3	0		3

4.2 Computerization of administration and library

College office and library is fully computerized for their all types of activities. Most of the departments have at least one computer for used by the teachers and students.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13523	44,90,928/-	898	95,663/-	14421	45,86,591/-
Reference Books	1042	5,21,000/-	98	1,06,000/-	1140	6,27,000/-
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	Depart-ments	Others
Existing	18	4				5	8	1
Added	5	1				1	1	2
Total	**23**	**5**				**6**	**9**	**3**

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	75,790/-
ii) Campus Infrastructure and facilities	1,97,463/-
iii) Equipments	1,99,996/-
iv) Others	46,182/-
Total:	5,19,431/-

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
2060	NA	NA	-

(b) No. of students outside the state Nil

(c) No. of international students Nil

Men	No	%
	1524	73.98

Women	No	%
	536	26.02

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1373	356	239	194		2162	1170	367	270	253		2060

Demand ratio 1:5.42 Dropout % 19.56

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 595

5.5 No. of students qualified in these examinations

NET	4	SET/SLET		GATE		CAT	
IAS/IPS etc		State PSC		UPSC		Others	3

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 orgainised awareness Programmes.

No. of students benefitted 40

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

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 25 National level 0 International level 0

No. of students participated in cultural events

State/ University level 0 National level 0 International level 0

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

Sports: State/ University level 0 National level 0 International level 0

Cultural: State/ University level 0 National level 0 International level 0

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	1076	6,89,310/-
Financial support from government	311	17,93,300/-
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level 0 National level 0 International level 0

Exhibition: State/ University level 0 National level 0 International level 0

5.12 No. of social initiatives undertaken by the students 4

5.13 Major grievances of students (if any) redressed:

- To open new courses like Philosophy, Physical Education, Nutrition, Environmental Science, Computer Science etc Hons. & Pass.
- To fill up vacant teaching and non-teaching posts.
- To modernize the Nivedita Girls Hostel.
- To renovate and make colouring of the Herbal Garden.
- To set aquaguard for students.
- To increase the well equipped instruments in Gymnasium.
- To increase the intake capacity.

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 marginalised 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 and 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 suitable acknowledged. Research is a significant activity of the college. During this academic year seventeen research papers were published in National and International and other Journals. Twelve papers were presented in National and One paper in International Seminars/Conferences. Two research scholars in the department of Bengali have registered for Ph.D. degree. One minor project was completed; one minor project was sanctioned by funding agencies in this academic year. Four teachers have participated in Refresher Courses. Fourteen 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 15561 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 OBC, SC and ST 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 NA No NA

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 activates 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.

- Medical facilities for students and staff: A health home was established in the year 2006 for extending health care to the students and staff using a room of the guest house which has been continuing its activity. Beside this, time to time the district medical college namely Bankura Sammilani Medical College conducts health check-up for both students and staff using tools for blood related disorders by thalassemia and blood group tests.

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

- 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 History department with Prof. N. Mishra and Prof. S. Mukherjee as convener and Joint Convener respectively on October 4-5, 2012.
- 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:** Promoting Sustainable Teaching-Learning Process and Research: The sustenance of this very important aspect is done by ready to help approach and extension of facilities required by the students at the time of need.

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.

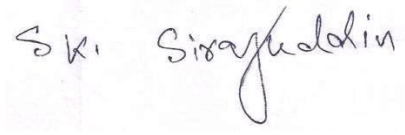
Threat:

- 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**

- Aquaguard for drinking water to be introduced.
- Toilet with attached of chemistry department to be completed.
- At least one computer to be introduced in all departments.
- More light and fan to be increased in the class room.
- Separate room for NSS to be provided.
- Audio system to be introduced at least one more class room.

Name: Dr. Shyamal Kumar Jash **Name: Dr. Sk. Sirajuddin**



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

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Annexure I

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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Annexure - II

ACADEMIC CALENDAR 2011-12		
DATE	**EVENT**	**MODE OF CELEBRATIONS**
	JULY	
20.07.2011-23.07.2011 & 27.07.2011	Admission and commencement of classes	
	AUGUST	
15.08.2011	Observation of Independence Day	Holiday
22.08.2011	CollegeFoundation Day	Holiday
31.08.2011	Idul Fitter	Holiday
	SEPTEMBER	
05.09.2011	Teacher's Day	
15.09.2011	Fresher's Welcome for admitted students organize by student union	
16.09.2011	Biswakarma Puja	Holiday
27.09.2011	Mahalaya	Holiday
	OCTOBER	
01.10.2011-30.10.2011	Puja Vacation	Holiday
	NOVEMBER	
07.11.2011	Iduz-Zoha	Holiday
10.11.2011	Guru Nanak's Birthday	Holiday
	DECEMBER	
01.12.2011	Observation of World AIDS Day by NSS unit	
06.12.2011	Muharam	Holiday
10.12.2011	Celebration of World Human Rights Day	
25.12.2011	Christmas Day	Sunday
27.12.2011	Annual Social Programme organize by student union	

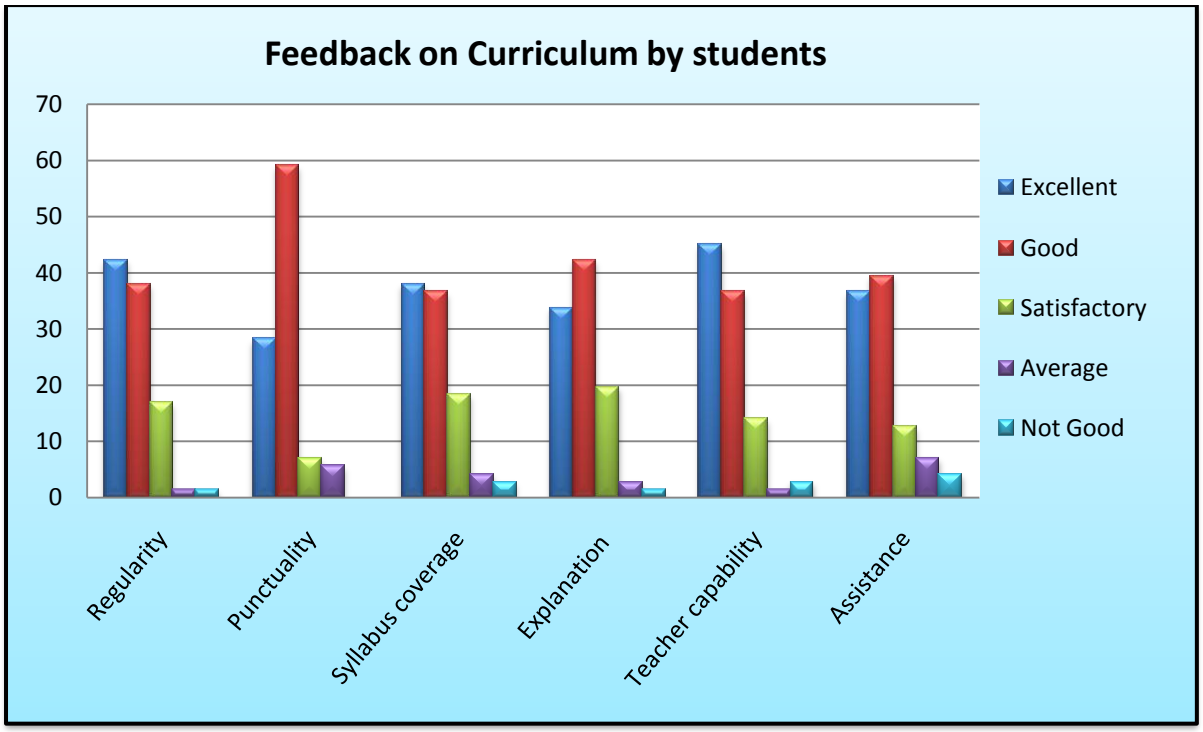
ACADEMIC CALENDAR 2011-12		
DATE	**EVENT**	**MODE OF CELEBRATIONS**
	JANUARY	
12.01.2012	Vivekananda's Birthday	Holiday
23.01.2012	Birth Anniversary of Netaji	Holiday
26.01.2012	Observation of Republic Day	Holiday
28.01.2012	Saraswati Puja	
	FEBRUARY	
	Test Examination	
15.02.2012-18.02.2012	Annual sports	
	MARCH	
08.03.2012	Doljatra	Holiday
09.03.2012	Holi	Holiday
	APRIL	
06.04.2012	Good Friday	Holiday
13.04.2012	Chitra Sankranti	Holiday
14.04.2012	Bengali New Year	Holiday
	MAY	
01.05.2012-15.06.2012	Summer Recess & University Examination	
	JUNE	
05.06.2012	Celebration of World Environment Day by NSS unit	

Annexure - III

Feedback from Students

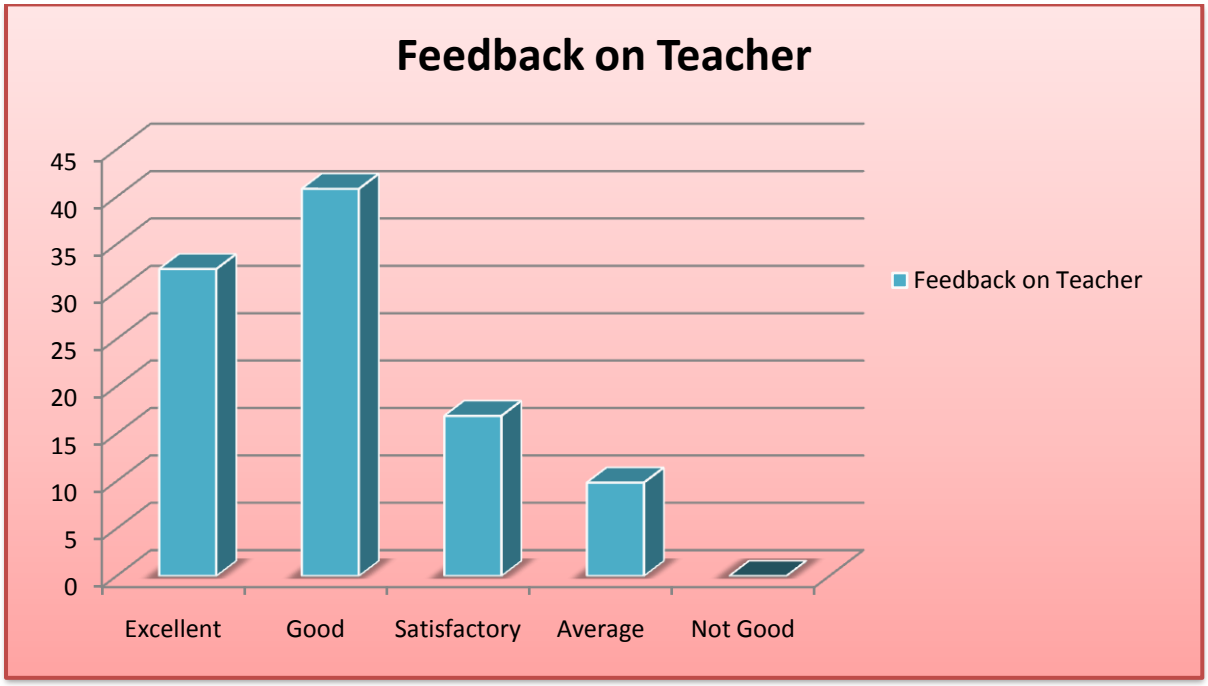
Questionnaires I: Feedback from Students on Curriculum % wise

Parameters	Excellent	Good	Satisfactory	Average	Not Good
Regularity	42.25	38.03	16.90	1.41	1.41
Punctuality	28.17	59.15	7.04	5.63	0.00
Substantial coverage of the syllabus in time	38.03	36.62	18.31	4.23	2.82
Detailed explanation for better understanding	33.80	42.25	19.72	2.82	1.41
Resourcefulness/Scholarship of the teachers	45.07	36.62	14.08	1.41	2.82
Assistance beyond class room	36.62	39.44	12.68	7.04	4.23



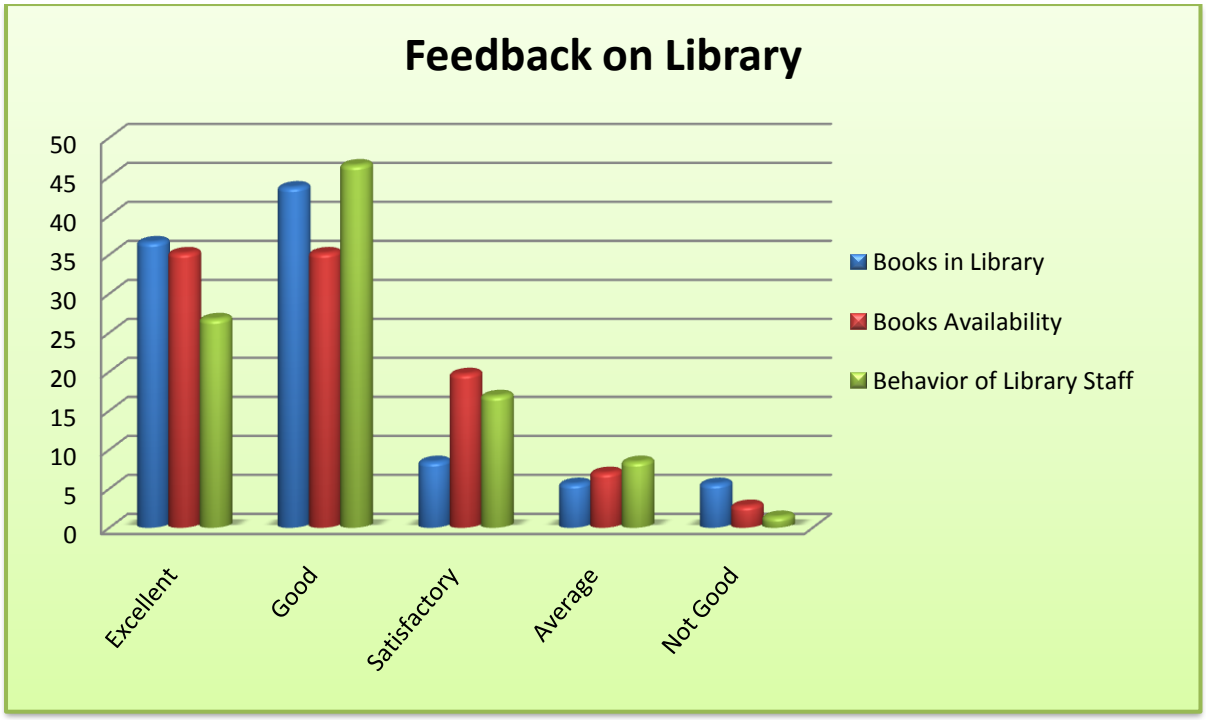
Questionnaires II: Feedback from Students on Teachers % wise

Parameters	Excellent	Good	Satisfactory	Average	Not Good
Overall feedback on teachers	32.39	40.85	16.90	9.86	0.00



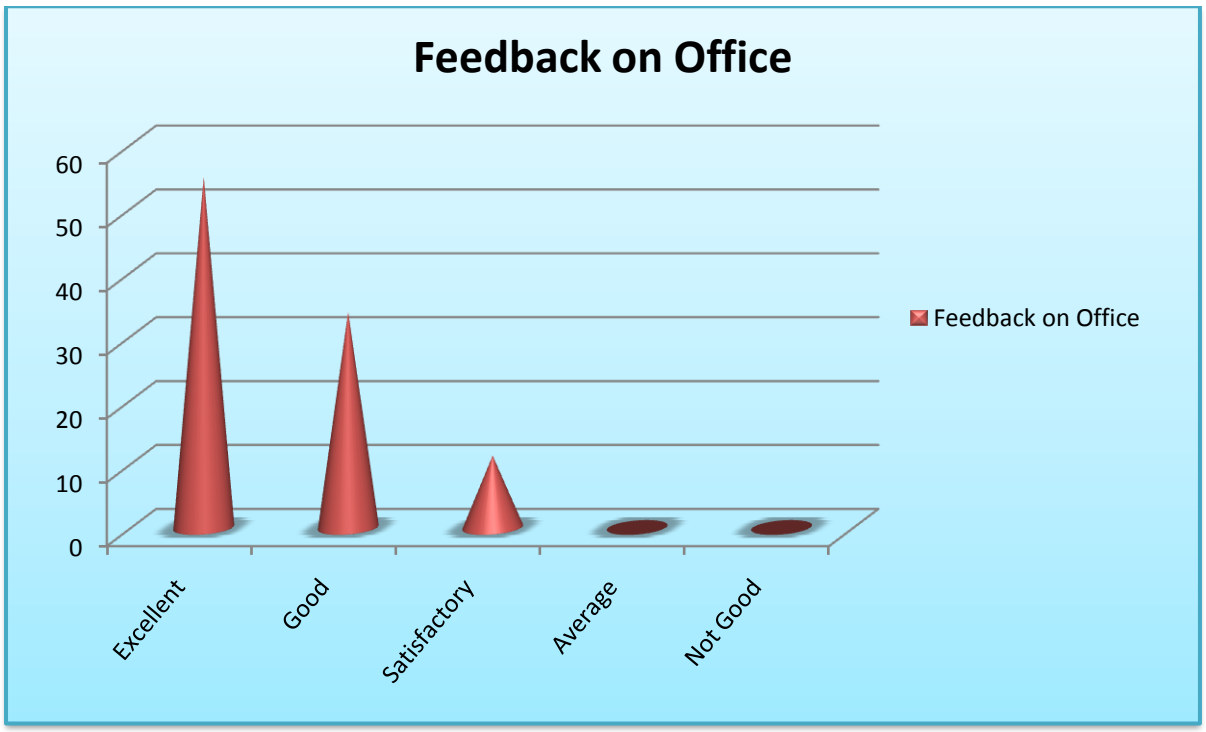
Questionnaires III: Feedback from Students on Library % wise

Parameters	Excellent	Good	Satisfactory	Average	Not Good
Whether the stock of books are sufficient	36.62	43.66	8.45	5.63	5.63
Availability of books	35.21	35.21	19.72	7.04	2.82
Behaviour/Cooperation of library staff	26.76	46.48	16.90	8.45	1.41



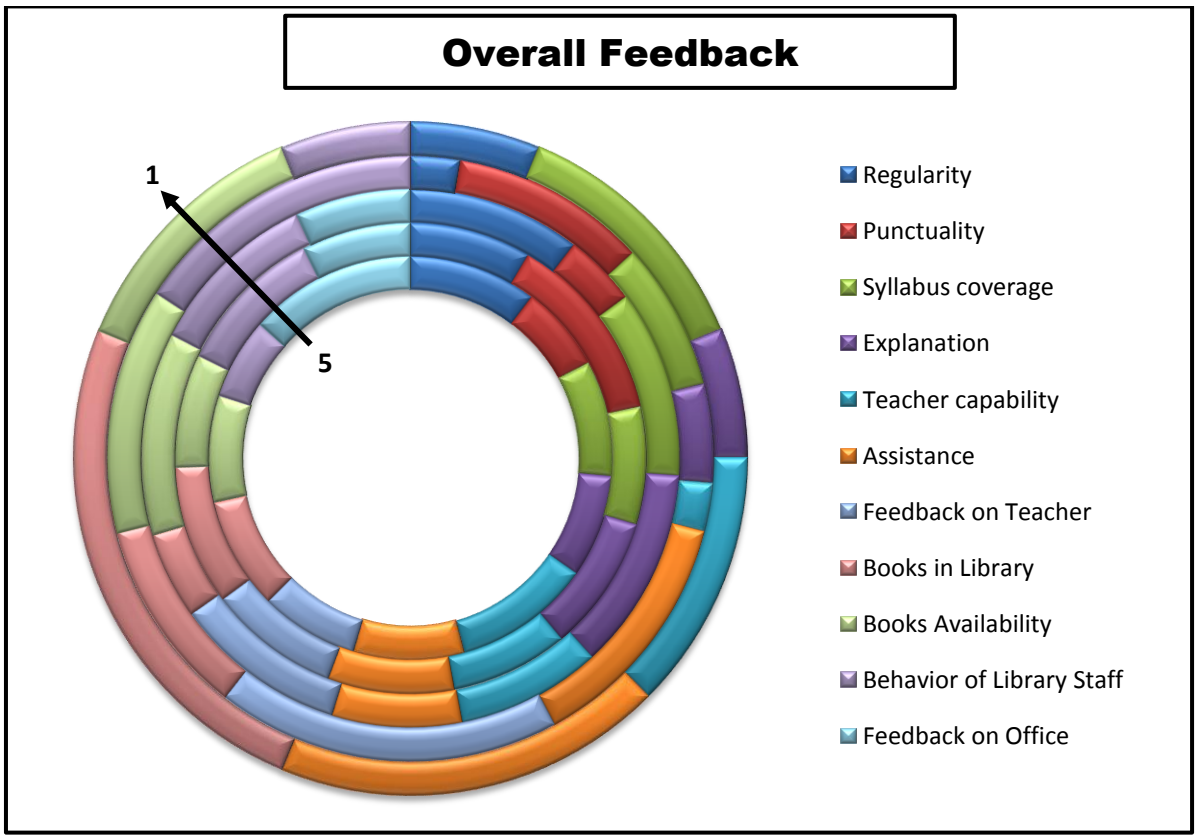
Questionnaires IV: Feedback from Students on Office % wise

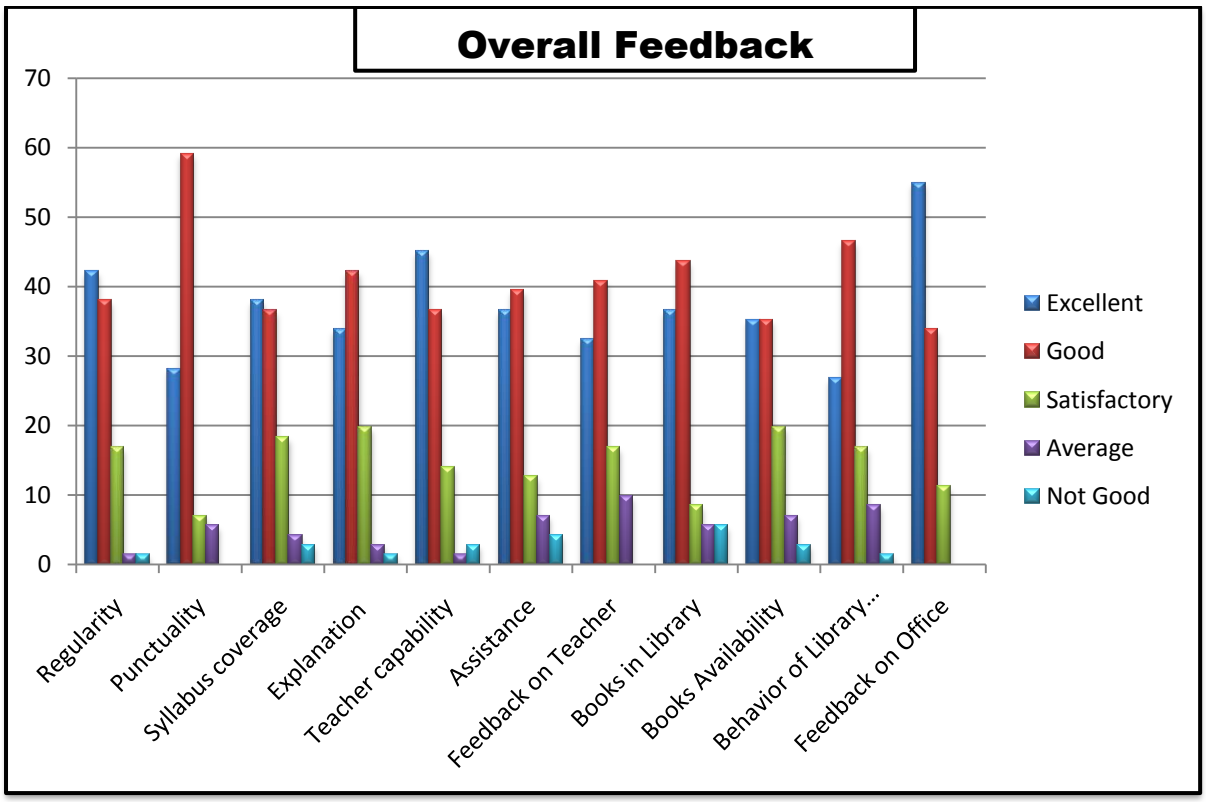
Parameters	Excellent	Good	Satisfactory	Average	Not Good
Overall feedback on Office work	54.93	33.80	11.27	0.00	0.00



Overall Feedback from Students % wise

Parameters	Excellent	Good	Satisfactory	Average	Not Good
Regularity	42.25	38.03	16.90	1.41	1.41
Punctuality	28.17	59.15	7.04	5.63	0.00
Substantial coverage of the syllabus in time	38.03	36.62	18.31	4.23	2.82
Detailed explanation for better understanding	33.80	42.25	19.72	2.82	1.41
Resourcefulness/Scholarship of the teachers	45.07	36.62	14.08	1.41	2.82
Assistance beyond class room	36.62	39.44	12.68	7.04	4.23
Overall feedback on teachers	32.39	40.85	16.90	9.86	0.00
Whether the stock of books are sufficient	36.62	43.66	8.45	5.63	5.63
Availability of books	35.21	35.21	19.72	7.04	2.82
Behaviour/Cooperation of library staff	26.76	46.48	16.90	8.45	1.41
Overall feedback on Office work	54.93	33.80	11.27	0.00	0.00




Overall Feedback
70
60
50
40
30
20
10
0
Regularity
Punctuality
Syllabus coverage
Explanation
Teacher capability
Assistance
Feedback on Teacher
Books in Library
Books Availability
Behavior of Library...
Feedback on Office
Excellent
Good
Satisfactory
Average
Not Good