



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution		SUSHIL KAR COLLEGE
Name of the head of the Institution		Manas Kumar Adhikari
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03218260005
Mobile no.		9474447246
Registered Email		susilkarcollege@gmail.com
Alternate Email		manas.adhikari61@gmail.com
Address		Ghoshpur, P.O-Champahati
City/Town		South Twenty Four Parganas
State/UT		West Bengal
Pincode		743330
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Tapas Sarkar
Phone no/Alternate Phone no.	03218260005
Mobile no.	8902676833
Registered Email	iqac.skcollege@gmail.com
Alternate Email	tapas.srkr@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://susilkarcollege.com/portal/index.php?v=ACVFERWERS 21
4. Whether Academic Calendar prepared during the year	No

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	B	2.28	2013	25-Oct-2013	24-Oct-2018

6. Date of Establishment of IQAC	25-Mar-2014
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Workshop on CBCS Syllabus	12-May-2018 1	41
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.
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Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
SUSHIL KAR COLLEGE	UGC	RUSA	2018 365	279494.5
SUSHIL KAR COLLEGE	GYANDHARA	P C CHANDRA	2018 365	50000
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9. Whether composition of IQAC as per latest NAAC guidelines:

No

Upload latest notification of formation of IQAC

No Files Uploaded !!!

10. Number of IQAC meetings held during the year :

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

• To try and solve the problem of shortage of permanent staff • To construct a boundary wall for the new campus. • Arranging more constructive extension activities. • To enhance library facilities, no. of classrooms, wall magazines by various departments • To accelerate the completion of science building, Administrative Block and Auditorium in the new campus. • Engineer an impetus for innovative teaching.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achievements/Outcomes
Beautification, Tree plantation program and Cleaning of the Campus	The Campus was cleaned, trees were planted, other beautification measures have been taken
Planning for the grand celebration of Golden Jubilee year	The Golden Jubilee year was celebrated with grandeur on fifth and sixth September

Patronising Research Journal club activities and publication of Sarvodaya	Sarvodaya biannual issues were published and research papers were invited for the upcoming issues
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%;"> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> <tr> <td style="text-align: center;">Governing Body</td> <td style="text-align: center;">02-Sep-2022</td> </tr> </table>		Name of Statutory Body	Meeting Date	Governing Body	02-Sep-2022
Name of Statutory Body	Meeting Date				
Governing Body	02-Sep-2022				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	No				
17. Does the Institution have Management Information System ?	No				

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Sushil Kar College is affiliated to University of Calcutta, and it follows the University prescribed curriculum. Actually curriculum design is made in the Board of Studies meeting in discussion with the UG council. So we have no direct role in this sphere. However, we can implement the curriculum designed by the university. Different steps which are followed by the institution to ensure effective curriculum delivery through a well planned and documentation process are as follows:-

- ?The Annual Academic Calendar is prepared according to the University Calendar prior to the commencement of the academic year by IQAC, specifying available dates for significant activities to ensure proper teaching-learning process and continuous evaluation and it is displayed in the Students Notice Board & College Website.
- ? Meeting is held in each department at the end of the academic year to discuss about the course distribution among the teachers for the next academic session. Every Department individually prepares teaching plan according to the syllabus. Theory and Practical classes are held according to the time table which is prepared prior to the commencement of the academic session and in published in college notice board and website. We also arranged some PPT classes according to the need of the students.
- ? Syllabus of each subject for the academic session is provided to the students on the beginning of the new session.
- ?Classroom teaching is supplemented with seminars, special lectures, micro teaching Tutorials, Departmental Quiz, projects, group assignments, educational tours for effective delivery of curriculum, which are done in a planned manner. Records are maintained by each department.
- ?The College Central Library provides teachers with necessary learning resources for effective delivery of curriculum. Departmental Library has been set up in each department in order to enhance the in-depth knowledge

of the students. Library related information are well maintained and are provided to IQAC for documentation. All Internal Examinations like Class test, Annual Examination are conducted to check whether the students have acquired knowledge as outlined in the objectives of the curriculum. All examinations are conducted according to the Academic Calendar. Tutorials are held to monitor the progress of the students. Remedial / Special classes are conducted for low achievers. Mark lists and progress of the students are maintained. The College encourages faculty members to attend Orientation/Refresher courses, Short Term Courses, workshops and present papers in seminars conducted by the various Educational Institutions. Photo copies of the Certificates of the above courses are provided by faculty members to IQAC for documentation.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
0	0	Nil	0	0	0

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	Physics (PHSA)	01/07/2017
BSc	Chemistry (CEMA)	01/07/2017
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BCom	Accountancy	01/07/2017

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
0	Nil	0
No file uploaded.		

1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Defence Studies	367
BA	Physical Education	97
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained

Students' feedback on teachers and their teaching capabilities are obtained by filling up feedback forms prescribed by the NAAC. Outgoing students of third year are selected for the purpose. Parents have easy access to the Principal and Students' Union to deliver their opinion regarding academic atmosphere and other amenities of the institution. Teachers express their suggestions for better teaching-learning ambience in teachers' council meetings conducted. They can personally meet the Principal to resolve any concerned problem to run the institution smoothly.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	BNGA	113	210	103
BA	HISA	52	175	47
BA	EDCA	27	24	26
BA	SANA	27	24	18
BA	PHIA	41	28	19
BA	ENGA	34	155	22
BA	PLSA	52	104	45
BSc	MTMA	27	37	27
BSc	PHSA	20	27	9
BSc	CEMA	20	30	15

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	3501	0	34	0	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
34	10	40	4	4	4
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

No Students mentoring system is available in the institution in this session.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
0	0	Nil

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
36	34	2	4	13

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	NIL	Nil	NIL
No file uploaded.			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BA(H)	3rd	17/04/2017	23/06/2017
BA	BA(G)	3rd	20/04/2017	31/08/2017
BSc	BSC(H)	3rd	17/04/2017	23/06/2017
BSc	BSC(G)	3rd	20/04/2017	31/12/2017
BCom	BCOM(H)	3rd	17/04/2017	23/06/2017
BCom	BCOM(G)	3rd	20/04/2017	31/12/2017
View File				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The Annual system was the examination structure of the University of Calcutta . In this system the college used to take internal assessment through mid-term tests and selection tests in each year. After publication of results of these examinations, answer papers were shown to the students and their mistakes were

discussed. Then students could identify their mistakes and rectify the same. Teachers took revision classes before the final exam. For the weaker student special preparatory classes were also arranged by the teachers if so required.

Apart from these regular assessments through class test (both written and viva), homework, group project, group discussion etc. students are helped.

Previous question papers were also solved in the class. Institution takes constructive initiatives for the students to develop their performance through

- Special lecture series
- Inter-departmental talk
- Skill-developing training programme
- Value education programme
- Students' seminar
- Seminar/ workshop
- Mock teaching by the students
- Demonstration lecture by the students
- Group discussion
- Home assignments
- Class tests (written/ viva)
- Previous question paper solving etc.

Class attendance of the students is also very important issue. Attendance registers for every course are maintained by the departmental teachers regularly and calculation of percentage of attendance is duly checked and verified by the Principal. Departmental internal evaluation is done systematically throughout the academic year through

- Assignments/ Projects
- Surprise test
- Subject related quiz
- MCQ test etc.

These formative modes help the students to be more constructive and confident. It also aids them in their preparation for their final examination. Teachers also identify the moderate and weak students and take necessary actions like

- Preparatory classes
- Special/ re-assignments
- Helping to make notes
- Mentoring classes
- Parent-teacher meeting etc.

Students are always encouraged to make self-made notes and get it checked by the teachers. Teachers counsel each and every student of their respective Departments and try their best to solve their problems. Students are provided with updated study materials (both hard copies and soft copies) regularly. Every teacher takes revision classes before the final exams to prepare their students better. Previous question papers are also discussed throughout the semester. Suggestions are also given to the students before the final exam.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The institution is ceaselessly dedicated for the gradual and all-round upliftment of teaching learning quality. For the fulfillment of this timely need, the college prepares a sensible academic calendar in every semester well in advance and in concurrence with the academic calendar of the affiliating university. This well-designed academic calendar plays a significant role for a systematic, effective and smooth implementation of teaching learning process, organizing various academic and cultural activities, conducting various examinations. A well-framed committee, comprising of Principal, HODs and experienced senior faculties prepares as well as regularly monitors academic calendar taking into consideration various sports, cultural programmes, NSS programmes, NCC programmes, other co-curricular activities etcetera. The committee also plans a tentative schedule of college examinations like class test, mid-term test in advance for maintaining a smooth, continuous and hassle-free evolution process throughout the semester. This academic calendar is so balanced that it gives sufficient time to the teachers to complete their syllabus as well as to the students for their own preparation before the university examinations. Thus, the college maintains a faculty-friendly as well as student-friendly academic calendar for containing a healthy and effective learning culture. Apart from that, the said committee successively monitors the accurate enforcement of the academic calendar. They regularly evaluate the progress of the syllabus according to the time frame of the academic calendar.

Each and every faculty of all academic departments maintains daily class conduction report and syllabus completion reports under the supervision of the HODs of the concerned departments. The academic committee with the help of HODs makes the alternative arrangement in place of a faculty on leave so that students do not lose their valuable learning hours. Later the faculty also

takes sincere responsibility to compensate his/her lectures hampered due to his/her leave.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://susilkarcollege.com/webdata.php?c=43>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA	BA	BNGA	78	73	93.6

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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

[SSS was not done in this session.](#)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	00	Not applicable	0	0

No file uploaded.

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Not applicable	Not applicable	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Not applicable	Not applicable	Not applicable	Nil	Not applicable

No file uploaded.

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Nil

No file uploaded.

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
Not applicable	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	History	3	0
National	Bengali	2	0
International	Physics	1	2
National	Political Science	1	0

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Commerce	5
Library	5
Bengali	3
History	4

[View File](#)

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Not applicable	Not applicable	Not applicable	Nil	0	Not applicable	0

No file uploaded.

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Persistence of non-local correlations and quantum information	Amit Tribedi	Molecular Physics	2017	2	0	NA

theoretic measures in the thermal state of frustrated molecular wheels						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	1	3	0	0
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Awareness and Detention Camp on Thalassemia	Ranaghat Thalassemia Detention Camp	45	360
The Free Legal Aid Camp Legal Awareness Programme	Jogesh Chandra Chaudhuri Law College	42	350
Awareness and Prevention of Brest Cancer	Apollo Gleneagles Hospital, Kolkata	42	450
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Not applicable	Not applicable	Not applicable	0
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agen cy/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Awareness and Detention Camp on Thalassemia	Sushil Kar College	Health Camp	45	360
The Free Legal Aid Camp Legal Awareness Programme	Sushil Kar College	Awareness camp	42	350

Awareness and Prevention of Brest Cancer	Sushil Kar College	Awareness camp	42	450
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Not applicable	Not applicable	Not applicable	0
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Not applicable	Not applicable	Not applicable	Null	Null	0
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Not applicable	Null	Not applicable	0
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
32	28.29

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added

Classrooms with Wi-Fi OR LAN	Existing
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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Not applicable	Nil	Not applicable	Nil

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
	Text Books	25791	622194	7	1901	25798
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NOT AVAILABLE	NOT AVAILABLE	NOT AVAILABLE	Nil
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	38	11	4	3	0	3	23	50	1
Added	2	0	0	1	0	0	2	0	0
Total	40	11	4	4	0	3	25	50	1

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NOT AVAILABLE	Nil

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
0.5	0.27	3	2.8

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The physical, academic and support facilities of the Institution is taken care of by the Management. Yearly review is done of all the facilities available both in-campus and off-campus and initiatives are taken for general maintenance as well as upgradation in order to upkeep and improve the facilities. Advanced facilities are introduced as and when required in order to serve the stakeholders in a better way and to ensure the fulfillment of its stated vision and mission.

<https://susilkarcollege.com/webdata.php?c=45>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	0	0	0
Financial Support from Other Sources			
a) National	SVMCM, Post Matric Scholarship schemes Minorities CS,	142	976200
b) International	0	0	0
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
SPOKEN TUTORIAL PROGRAM (MOOC COURSES IN COMPUTER)	01/07/2017	210	IIT Bombay
CAREER COUNSELLING PROGRAMME COMPETITIVE EXAMINATION	08/09/2017	75	NCC, SKC
MENTORING	09/01/2018	16	Sanskrit Department, SKC
YOGA CHANTING	08/01/2018	52	Sanskrit Department, SKC
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for	Number of benefited students by	Number of students who have passed in	Number of students placed
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		competitive examination	career counseling activities	the comp. exam	
2017	CAREER COUNSELLING	75	75	14	14
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Not Applicable	0	0	Not applicable	0	0
View File					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2017	3	BA(H)	BENGALI	Calcutta University	MA
2017	1	BA(H)	HISTORY	Rabindra Bharati University	MA
2017	1	BA(H)	BENGALI	The West Bengal University of Teachers training, Education Planning & Administration	B.ED.
2017	2	BSC(H)	MATHEMATICS	FAKIR CHAND COLLEGE	MSC
2017	1	BCOM(H)	ACCOUNTANCY	Vidyasagar University	MCOM
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
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SET	1
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Republic Day	Institutional	160
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	Nill	Nill	Nill	Nill	Nill	Not Applicable
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college has an active students' council which keeps contact with the students regularly and takes care of the students' welfare both academically and non academically. The GS represents the students' views and grievances and contributes to a healthy interaction among students and teachers regarding academic, co-curricular and extra-curricular activities of the college. The students' union assists the Principal to organize • games and annual sports • Fresher's welcome and annual social • Different competitions • Publication of college magazine "Sapath" • Blood donation camp and NSS programs • Different ceremonies, Programs. The students' union organizes Saraswati puja and celebrates Teachers' Day, Independence Day, Republic Day and other ceremonies with great enthusiasm. The union also ensures discipline in the college campus by encouraging the students to follow the rules of the Institution and also to keep the environment clean. The GS is the member of the Governing Body. The students of the union are also the members of the different subcommittees like cultural, sports, magazine, library, gym and common rooms.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

15

5.4.3 – Alumni contribution during the year (in Rupees) :

31000

5.4.4 – Meetings/activities organized by Alumni Association :

The college has a benevolent Alumni Association. Alumni provide assistance for the development of the college academically and nonacademically. The member representative Mr. Avijit Roy, participates in all the meetings and discussions formal as well as informal interactions with the Principal and IQAC coordinator

on the institutions present status and its direction toward global scenario. The Association meets regularly to discuss and resolve various issues. This year they had one meeting. This Year the members of the Alumni Association actively participated in the Golden Jubilee celebration of the Institution. The Association helped the institution in the construction of a gate.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The institution has inculcated the practice of decentralisation and participative management for a long time. Various responsibilities are duly distributed among its various stakeholders wherever applicable. All the college activities and events are conducted and managed by different committees (e.g. Academic Sub-Committee, Admission Committee, Routine Sub-Committee, Library Committee, Sports Committee, Cultural Committee etc.), with representatives from the faculty members, non-teaching staff members as well as the student community. All the academic departments also believe in participative management, where all class and other duties are shared proportionately all decisions regarding syllabus distribution, class load etc are taken after detailed departmental meetings.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	The College is affiliated to the University of Calcutta, and follows the curriculum set by the University. Faculty members regularly attend the syllabus-related workshops organised by the University and give their feedback wherever there is scope.
Teaching and Learning	Micro-teaching Educational Excursions Inter-departmental lectures Guest Lectures from Faculty of other Colleges syllabus-oriented and G.K based quiz competitions.
Examination and Evaluation	All year round evaluation through class tests, tutorials, student seminars/presentations keeps the students in touch with their subject. It also enhances and helps students grow in confidence for University examinations. Parents of students who have low attendance and/or those who have not performed well in college are informed over phone about their wards' performance, and in serious cases, one-on-one meetings are held with them.. An Examination Committee is in place to ensure smooth conduct of University exams. It held regular meetings before

	the commencement of exams to chalk out the norms and made all faculty aware of the same for proper functioning.
Research and Development	Faculty members and students make presentations at various seminars within and outside college and are encouraged to continue with further research. Research by the Faculty has been published in books and journals. The College has a Journal Club, which meets frequently, where Faculty members talk about their areas of expertise/research enabling a cross-discipline enrichment of minds. Faculty members are granted Study Leave (as per Govt. norms) to conduct their research (Ph.D or higher degrees)
Library, ICT and Physical Infrastructure / Instrumentation	Regular maintenance and upgradation of the existing infrastructure Procurement of instruments by different departments, specially the science departments (Physics, Chemistry, Comp. Sc.) for augmenting the Laboratories. Buying books to update the Library as per new syllabus needs.
Human Resource Management	? Human Resource planning on the basis of departmental workload ? Timely recruitment of teaching and non-teaching staff ? Facilitating timely promotion of UGC staff ? Providing timely increment to college appointed staff ? Empowerment of faculty by facilitating training and development programmes ? Various practices to encourage participative management ? Welfare measures for staff.
Industry Interaction / Collaboration	Monetary help received from P.C.Chandra group, under their Gyandhara Project, which was used to buy 2 computers for library.
Admission of Students	The procedure for online admissions at all levels was refined this academic year. This was done in response to a directive of the Department of Higher Education which required the entire admission process to be taken care of online without any human intervention.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	Data stored digitally pertaining to admissions with respect to total number of forms filled up, final enrollment figures helps in identifying trends in admission, enabling the institution in

	future plans. Demand for offered courses also helps assess their popularity and subsequently has an impact on decisions such as requesting for increase in seats.
Administration	Staff Payroll operations , student results storing , placement services all are done electronically. there are plans to start the Automation process of the Library from next session.
Finance and Accounts	75 of the fees submission process is done online. 100 shift to online mode is on our agenda, but we have to keep in mind the convenience of students too, in some emergency cases. All ledger records are maintained through TallyERP. Staff salary notification and generation of salary slips is done online.
Student Admission and Support	Online submission of applications, online admissions, online payment of fees.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	Not Applicable	Not Applicable	Not Applicable	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nil	Not Applicable	Not Applicable	Nil	Nil	Nil	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation	1	28/12/2017	25/01/2018	28

Programme				
Refresher Course in Legal Studies	1	07/03/2018	27/03/2018	21
Refresher Course in Basic Science	1	06/03/2018	26/03/2018	21
Special Winter School	1	16/02/2018	08/03/2018	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	0	1	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>Child Education Allowance: All Teaching and Non-Teaching employees have been reimbursed Child Education Allowance as per prescribed norms of Govt. Of India from class nursery to XII as per Government of India rules. • Child Care Leave: Child Care Leave is granted to faculty and non-teaching staff as per Government of India rules.</p>	<p>Child Education Allowance: All Teaching and Non-Teaching employees have been reimbursed Child Education Allowance as per prescribed norms of Govt. Of India from class nursery to XII as per Government of India rules. • Child Care Leave: Child Care Leave is granted to faculty and non-teaching staff as per Government of India rules.</p>	<p>Student Aid fund. Students from economically challenged backgrounds are granted fees waivers if found eligible. Meritorious students, securing 1st class in their university exams, or performing well in sports/athletics are given monetary rewards. It is always ensured that any student-aid scheme started by the Govt. is kept track of, and any benefit is immediately passed-on to the eligible students, with minimum delay possible. A Grievance Redressal Cell, an Anti-Ragging Cell are in place to address any complaints if they arise.</p>

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

<p>Internal Audit is done by the Faculty members of the Dept. of Commerce. External Audit done by the Chartered Accountants firm- Bhaumik and Associates (Address: BB-8/8, Salt Lake City, Kolkata-700064) recommended by Directorate of Higher Education, Govt. of West Bengal.</p>
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6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose

P.C.Chandra Group (Gyandhara Project)	50000	Bought two computers for library development
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Not Applicable	Yes	College Management
Administrative	No	Not Applicable	Yes	College Management

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Not Applicable

6.5.3 – Development programmes for support staff (at least three)

1. A Computer Basic Course was done by the Computer Science Department 2. PFMS meeting by RUSA 3. A training program for Lab Assistants

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Development of Chemistry Laboratory 2. Development of Class room facilities 3. Development of Furniture, Infrastructure and ICT facilities

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Workshop on CBCS Syllabus	05/12/2018	05/12/2018	05/12/2018	41

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Gender	08/03/2018	08/03/2018	52	50

Consciousness: Are Women aware of their place in the society			
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7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

The College has initiated the use of LED bulbs and tubes in the Classrooms and Campus. There are approximately 50 tube lights and 100 bulbs inside the Campus. The LED bulbs are of 30 watts and tube are of 20 watts. These have been installed replacing the 80 watts CFL lights. The facilities have been operational since 2017. Annual Lighting requirements met through LED bulbs in 2017-18 : 100 of power requirement of the College met by the renewable energy sources in 2017-18 : 0

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	No	1
Ramp/Rails	Yes	1
Braille Software/facilities	No	0
Rest Rooms	Yes	2
Scribes for examination	No	0
Special skill development for differently abled students	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2017	3	2	Nil	1	N.C.C unit activities takes place all round the year.	Locational advantage and natural ability of the students are addressed. Also many students get employment.	119
2018	1	1	12/02/2	08	N.S.S		100

			018		Camp where community service like construction of new road, repairing and levelling of existing road and football ground in Kamra village are under taken	Community work, group formation and social service rendered.
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
College Brochure in the College website Code of Conduct uploaded in the College website	Nil	Notices regarding code of conduct put up in the College website, Campus, corridors, Library and Common room. Students are sensitized about the importance of adherence to code of conduct norms set by the College. Any violation of the conduct was addressed by the teachers and staff of the College with promptness.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
The NSS unit of the college organized an "Awareness and Detection Camp on Thalessemia". The Ranaghat Thalessemia Detection Camp, Department of Health Family Welfare, Government of West Bengal extended kind cooperation for organizing this	17/11/2017	17/11/2017	360

event.			
The NSS unit organized a Medical Camp in active cooperation with Apollo Gleneagles Hospital, Kolkata.	07/01/2018	07/01/2018	195
Spoken Sanskrit Programme organized by Sanskrit Department	Nil	Nil	30
Study Tour organized all Department to various places like Indian Museum, Victoria Memorial etc	Nil	Nil	400
Free Legal Aid Camp Legal Awareness Programme was organized in collaboration with Jogesh Chandra Chaudhuri law College, Kolkata.	05/01/2018	05/01/2018	495
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Since the college is located in a village so there is an abundance of trees. There is also a big football ground where all college extracurricular activities and N.C.C training is performed. Regular maintenance of the campus is undertaken and apart from it the following measures is taken during 2017-18 :

- 1) N.C.C undertakes activities like tree plantation and green campus every year with special programme on 5th June and 15th August every year.
- 2) N.S.S undertakes planting of new trees and preservation of existing trees in the 5 adopted village of the college every year.
- 3) LED lights replacing the existing lights.
- 4) Rain water harvesting practiced during 2017 through the ground water re-charge reservoir.
- 5) 'No Plastic Zone' declaration in the Campus.
- 6) Encouragement to paperless office through the use of mail, online banking facilities.
- 7) Encouragement to use bi-cycle and battery operated vehicle in the Campus.
- 8) 'No Horn' zone declaration
- 9) Dry and wet waste disposal in underground pit.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Describe at least two best practices. Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website. Provide the link.

- 1) Inculcate a value system and promote employability of the Students-- The College is situated in rural areas and majority of the students are from rural backgrounds and first generation learners. The College tires to ensure employability of the students apart from the academic field. The N.C.C unit of the College in one way through which the students find employment as well as perform the duty of serving the nation. The College has N.C.C unit with a strength of approximately 120 students. The N.S.S

unit has a student enrolment of 100 students. Apart from this the College has a well equipped gymnasium which provides the students resources, guidance to find employment in various defence and state police force. 2) Promote social justice, ensure equity and increase access to higher education through provision of financial assistance to students -- Another best practice is the financial assistance given to students who have secured good grades and achievement in University examination and University or District Sports. Every year university rankers, first class holders are given assistance/rewards in the College annual social programme. The College also assists the students in getting the various state and central scholarships which helps them to continue their studies given the fact that majority of the students come from a financially weak background.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://susilkarcollege.com/working_folder/DOWNLOAD-D-21-1-6307297F69E32.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The college is situated in the Ghoshpur Village of the South 24 Parganas district. The students of the College mostly belong to the scheduled caste and are first generation learners. Therefore, the students lack proficiency in English and communication skills. Given these background it has been a constant endeavour of the College to ensure the academic upliftment of the students. Apart from the Teaching Learning process the various department organize mentoring, counselling, interactive lecture session, micro teaching, departmental/field tour etc to improve the students academically. The departments also encourage the students to participate in quizzes, debates, contribute in the wall magazine and College magazine. Our students have secured high position in University exam, secured first class and have pursued higher studies in various universities. Another distinctive effort taken by the College is to inculcate sportsmanship spirit in the students. The N.C.C unit and the College Gymnasium provides the students an opportunity to be physically fit as well as serve the nation. Many students have been benefitted and have been employed in the west Bengal Police force and Indian Border Security Force and defence related jobs. N.C.C counsels, motivates and trains the students to seek job in defence jobs. The N.S.S unit of the College trains the students to participate in group activities and contribute to the community development by organizing Health Camp, special camp etc. Last but not the least the College tries to provide deserving students financial support through the various government schemes and scholarship. Each year students securing first class in University exam is given financial incentive which goes a long way in helping them. Thus, the one area that the College tries to give thrust is the overall welfare of the students both academically and physically. The College tries to nurture the spirit of knowledge and enquiry in every student thus bringing out the best lying dormant within him/her.

Provide the weblink of the institution

<http://www.susilkarcollege.com>

8.Future Plans of Actions for Next Academic Year

The future plan of the College can be elaborated under the following categories: Administrative Plan–The College is undertaking an expansion programme with the construction of a new building where the Science (Physics and Chemistry) Laboratories will be shifted as early as possible. The College office along with the teacher's staff room, Principal's room, will be transferred to this new

building with all modern student and staff friendly facilities. Library automation and procurement of new books according to the need are also undertaken. Academic Plan - The affiliating University is going to introduce Choice Based Credit System from the academic year 2018-19 which requires the organization of workshops, and preparation of a Teaching plan for the teachers and the college is preparing for the same. Orientation Programmes for the students has to be organized to acquaint the students to the new system.