

Internal Quality Assurance Cell (IQAC)
Annual Quality Assurance Report
(For the Period 1st July 2016 to 30th June 2017)

Of

Sushil Kar College



Submitted to



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission P. O.

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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

AQAR for the year

2016-17

1. Details of the Institution

1.1 Name of the Institution

Sushil Kar College

1.2 Address Line 1

Ghoshpur

Address Line 2

P. O. - Champahati

City/Town

South 24 Parganas

State

West Bengal

Pin Code

743330

Institution e-mail address

susilkarcollege@gmail.com

Contact Nos.

03218 201034 /260005

Name of the Head of the Institution:

DR. MANAS KUMAR ADHIKARI

Tel. No. with STD Code:

033 24997807

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

OR

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

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2016-17.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	70.30	2006	2012
2	2 nd Cycle	B	2.28	2013	2019
3	3 rd Cycle	NA	NA	NA	NA
4	4 th Cycle	NA	NA	NA	NA

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

1.8 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 2013-14 submitted to NAAC in October 2015 (DD/MM/YYYY)
- ii. AQAR 2014-15 submitted to NAAC in October 2015 (DD/MM/YYYY)
- iii. AQAR 2015-16 submitted to NAAC in October 2016 (DD/MM/YYYY)

1.9 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

1.10 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

NA

1.11 Name of the Affiliating University (*for the Colleges*)

University of Calcutta

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence	<input type="text" value="NA"/>	UGC-CPE	<input type="text" value="NIL"/>
DST Star Scheme	<input type="text" value="NIL"/>	UGC-CE	<input type="text" value="NIL"/>
UGC-Special Assistance Programme	<input type="text" value="NA"/>	DST-FIST	<input type="text" value="NIL"/>
UGC-Innovative PG programmes	<input type="text" value="NIL"/>	Any other (<i>Specify</i>)	<input type="text" value="NIL"/>
UGC-COP Programmes	<input type="text" value="NIL"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="11"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="2"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="0"/>
2.8 No. of other External Experts	<input type="text" value="0"/>
2.9 Total No. of members	<input type="text" value="17"/>
2.10 No. of IQAC meetings held	8
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="8"/> Faculty <input type="text" value="4"/>
Non-Teaching Staff	<input type="text" value="1"/>
Students	<input type="text" value="1"/>
Alumni	<input type="text" value="3"/>
Others	<input type="text" value="0"/>

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

1. State level seminar on “Sister Nevedita’s Contributions to India’s cultural, Educational and Political Milieu: Relevance in Modern times ” on 25th April,2017 in collaboration with Ramkrishna Mission, Narendrapur
2. A workshop was done on Computer Literacy in collaboration with WEBEL.

2.14 Significant Activities and contributions made by IQAC

- (i) Preparation and submission of AQAR-2015-16 NAAC.
- (ii) Initiated for Seminars, Conference & Workshops in 2016.
- (iii) Preparation for upgradation of general course in Physics and Chemistry to Honours Level

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 2016-2017

Plan of Action Chalked out by the IQAC	Achievements
<ul style="list-style-type: none"> • Efforts towards ICT-Strong environment in office, library, and class rooms etc. • Initiative towards direct student access in library. • Subscription of UG Journals. • Planning for the year-long academic as well as co-curricular activities to celebrate the Golden Jubilee year of the college. • To try and solve the problem of shortage of permanent staff. 	<ul style="list-style-type: none"> • Preparation for upgradation of general course in Physics and Chemistry to Honours Level. • Permission received from university to teach Physics and Chemistry Honours from 2017-18. • Preparations including infrastructural development and books purchase have been

<ul style="list-style-type: none"> • To create strong and healthy local connection with the college. • Overall painting of college building. • Introduction of new academic courses/programmes • Renovation of existing buildings • To construct a boundary wall for the new campus. • Cleanliness of the existing buildings and college premises • To enhance library facilities, no. of classrooms, wall magazines by various departments • Try to find job-oriented training courses specially concentrating on IT and personality development. • To accelerate the completion of science building, Administrative Block and Auditorium in the new campus. • Encourage faculty members for quality Research work. • Conduct several talks & discussions on scholastic topics. • Engineer an impetus for innovative teaching. • Make Alumni Association & P.T.A. more effective by adopting suitable & appropriate steps. • Beautification of campus & renovating approach/link roads. • To implement the curriculum by maintaining effective, Teacher's diary. • Arrange competitive activities in the college for overall development of students. • Arranging more constructive extension activities. 	<p>made.</p> <ul style="list-style-type: none"> • Painting and renovation work of existing building have been done. • Interconnecting roads in the college premises are completed. • Regular Cleaning campaign of the campus is undertaken. • RUSA Fund utilised for purchasing more relevant books and apparatus. • Wall magazines have been published by two departments. • 7 new permanent Teachers in Mathematics, Sanskrit, Political Science, Bengali, Defence Studies, English and librarian and casual NTS staff have been appointed recently. • Faculty members have pursued and published a number of research works in this period. • Journal club organizes talks and discussions on different research topics on a regular basis and a Journal "SARVODAYA" periodically published. • Alumni Association and PTA have acted hand in hand with the administration throughout the year. • Beautification including tree plantation, cleaning etc are conducted by the students and the authority. • Teacher's diary, self-appraisal are maintained properly. • Competitive activities like quiz, sports tournaments etc are organized. • Different awareness programs, personality development program, health camps have been organized by the NSS unit of the college.
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** Attach the Academic Calendar of the year as Annexure.*

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

N. A.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	-	-	-	-
PG	-	-	-	-
UG	13	2	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	1
Others	-	-	-	-
Total	13	2	-	1
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	1
Trimester	0
Mid-Term Test	1
Annual	3

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

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

**Please provide an analysis of the feedback in the Annexure*

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

Syllabus is followed as per Calcutta University, Kolkata.

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

NIL

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	23	17	5	1	1

2.2 No. of permanent faculty with Ph.D. 13

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Asstt. Professors		Associate Professors		Professors		Others		Total	
	R	V	R	V	R	V	R	V	R	V
	7	1	0	0	0	0	0	0	7	1

2.4 No. of Guest and Visiting faculty and Temporary faculty 4 Guests 5 PTTs 3 CWTTs 10 Contractual Fulltime teachers

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	8	20	3
Presented papers	8	15	3
Resource Persons	0	2	

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

- Use of computer & Internet in teaching process.
- Fully functional Language Laboratory

2.7 Total No. of actual teaching days during this academic year 2016-17 236

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

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 1 - -

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage: 2016-17

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
UG Part-III(Honours)	132	--	--	--	--	93.00
UG Part-III(General)	537	--	--	--	--	63.00

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

* Monitor the preparation of Academic calendar. Academic Calendar is framed at the start of the Academic Session.

* College level monitoring committees submit reports to IQAC and remedial measures are taken accordingly. Different Sub-committee submit reports to IQAC and measures are taken accordingly.

* Feedback from parents & other stakeholders are obtained and later IQAC meets to resolve the problem stated if any.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	2
UGC – Faculty Improvement Programme	-
HRD programmes	-
Orientation programmes	-
Faculty exchange programme	-
Staff training conducted by the university	-
Staff training conducted by other institutions	3
Summer / Winter schools, Workshops, etc.	1
Others	2

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	12	11	7	5
Technical Staff	0	2	3	1

Criterion – III

3. Research, Consultancy and Extension

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

- Use of more ICT based method
- All teaching staff are encouraged for presenting papers in the International, National and State level seminar and Conferences
- Permission granted and Teachers are encouraged to present papers in International, National & State level seminars and conferences.
- 24/7 Internet facility available in the college making it a Wi-Fi Campus.
- Library facilities are constantly upgraded.

3.2 Details regarding major projects

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

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	4	4	-
Outlay in Rs. Lakhs	-	Rs. 8,57,000/-	Rs. 8,57,000/-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	2	5	1
Non-Peer Review Journals	-	-	10
e-Journals	-	-	-
Conference proceedings	4	4	-

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	-	-
Minor Projects	4	UGC	Rs. 8,57,000/-	Pending
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>				-
Any other(Specify)	-	-	-	-
Total	4	UGC	Rs. 8,57,000/-	Pending

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

3.9 For colleges
Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences

organized by the Institution

Level	International	National	State	University	College
Number	-	1	-	-	-
Sponsoring agencies		College			

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year:

3.15 Total budget for research for current year in lakhs: 0

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	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

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

Total	International	National	State	University	Dist	College
1	-	-	1	-	-	-

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

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
National level International level

3.22 No. of students participated in NCC events:

University level	<input type="text" value="-"/>	State level	<input type="text" value="30"/>
National level	<input type="text" value="10"/>	International level	<input type="text" value="-"/>

3.23 No. of Awards won in NSS:

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

3.24 No. of Awards won in NCC:

University level	<input type="text" value="1"/>	State level	<input type="text" value="2"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="0"/>	College forum	<input type="text" value="0"/>
NCC	<input type="text" value="3"/>	NSS	<input type="text" value="3"/>
		Any other	<input type="text" value="1"/>

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

- Different Orientation Classes were held to train the volunteers for “Mass Programme of Functional Literacy (MPEL)” They were also illuminated with the ideology of development of personality through community involvement. Besides these, different classes were organised for motivating the students to realise that they are important building block the society and therefore, they can actively take part in different developmental programme of the society, which will in turn contribute to our country’s prosperity.
- The NSS Unit of the College organised an “Awareness and Detection Camp on Thalessemia “. The camp was organized at Collegee auditorium. Ranaghat Thalessemia Detection Camp, Department of Health & Family Welfare, Government of West Bengal extended kind cooperation for organizing this event. It is seen that 380 students took part for Thalessemia Screening Test.
- The volunteers participated in the campus cleaning activities in a big way.

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	12100 sq.mt.	-		12100 sq.mt.
Class rooms	23	-		23
Laboratories	4	-		4
Seminar Halls	1	-		1
No. of important equipments purchased (\geq 1-0 lakh) during the current year.	-			
Value of the equipment purchased during the year (Rs. in Lakhs)	-	Rs. 100000/- (Approx.)	College Fund	
Others				

4.2 Computerization of administration and library

Computerization of the entire college administration has been in progress and a major part of it has already been digitalized enabling work efficiency and quicker implementation of the administrative processes.

- The college has recently hired the service of a component software company to reconstitute the administration management and the college website to make it more dynamic and interactive.
- All financial and academic data is maintained in a safe digital database.
- Preparation of salary bills complying with the Government prescriptions, accounts, stipends from Govt. of to all eligible students, student admission, merit lists, identity cards, results etc have been fully computerized.
- A separate portal for admission was opened in the website to guide the students and the guardians stepwise about the entire procedure of online admission.
- All academic and administrative notifications are put on the website regularly.
- Separate high-speed WIFI zones have also been set up to facilitate the whole digitalization process.
- College Office and library are now equipped with a number of 'high configuration' computers with internet connectivity, colour printers and photocopying machines.
- The digitalization and automation of the college library including online e-catalogue and e-resource (e-books, e-journals etc) is under progress.

Funds received from different sources have been planned to be spent for strengthening the infrastructure and upgrading technology in this direction.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value (Rs)	No.	Value
Text Books	13161	-	194	116928	13355	-
Reference Books	12304	-	-	-	12304	-
e-Books	-	-	-	-	-	-
Journals	1	-	-	-	-	-
e-Journals	-	-	-	-	-	-
Digital Database	-	-	-	-	-	-
CD & Video	-	-	-	-	-	-
Others (specify) Brail Book Newspaper	-	-	-	-	-	-

4.4 Technology up-gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	44	10	7	-	-	6	21	1
Added	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

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

- College has a number of high configuration computers & high speed Internet access.
- Training was given to the students for use of computers & Internet access.

4.6 Amount spent on maintenance in lakhs:

i) ICT	28000
ii) Campus Infrastructure and facilities	
iii) Equipments	21000
iv) Others	
Total :	44900

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Contribution of IQAC in enhancing awareness about student services are as follows –

- Arranging for adequate Remedial & Tutorial classes.
- Moderation and alterations are done in teaching process in accordance with the feedback from students and other stakeholders.

5.2 Efforts made by the institution for tracking the progression

- Organisation of Discussion sessions to develop student's skill.
- Result Evaluation is done and Remedial measures are taken.
- Organising Debate, Quiz, micro teaching etc.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3149	-	-	-

(b) No. of students outside the state

0

(c) No. of international students

0

Men	No	%	Women	No	%
	1653	53		1496	47

Last Year 2015-2016						This Year 2016-2017					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1444	1665	38	226	-	3373	1155	1670	31	293	-	3149

Dropout % 3%

De
mand ratio

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

- Coaching classes are conducted.
- Language laboratory is functional for betterment of communication skills.

No. of students beneficiaries

20

5.5 No. of students qualified in these examinations

NET	-	SET/SLET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC		UPSC	-	Others	1

5.6 Details of student counselling and career guidance

- Counselling is provided to those students who are identified to be academically lagging behind.
- Other competitive areas and possible career options are discussed and suggested to the outgoing batches.
- The Career Guidance Cell has started conducting **SPOKEN TUTORIAL PROGRAMMES** formulated by **IIT Bombay** and IIT Certificates are issued to participants successfully completing the programme. Though the programme has initially been started for the science stream, the Cell has plans to eventually accommodate all the students of the college in the project and become the **RESOURCE (Robust Extensions for Spoken Tutorial project on Open Source Software Usage for Recruitment, Community and Education)** center for conducting Spoken Tutorial Programmes by IIT Bombay.
- The CG Cell is also conducting a **Mass Email ID Creation Campaign** for All the students and is planning to bring all the students under the campaign soon.

No. of students benefitted

18

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	22	0	0

5.8 Details of gender sensitization programmes

- The 'Kanyashree Prakalpa' formulated by the state government empowering female students is conducted seamlessly by the college under the supervision of the Block Development Office.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs.)
Financial support from institution	26	52000
Financial support from government	-	-
Financial support from other sources		
Number of students who received International/ National recognitions		
Tuition Fee Concession	125	62750

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: _____ None _____,

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

The vision and mission of the institution are:

- i) To spread higher education in the locality
- ii) To develop the sense of commonness, dignity of labour and education among the students
- iii) To assist the poor and oppressed in their own advancement
- iv) To develop a broad outlook among the students so that they can fight against various social evils.

6.2 Does the Institution has a management Information System

Yes, the institution has an MIS facilitated with a well-equipped computer cluster for managerial work & data preparation. Technical support is hired externally when required.

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

6.3.1 Curriculum Development

- The college implements the curriculum as planned & developed by the affiliating University in strict accordance with the existing rules & norms.
- The college follows and implements the curriculum delivered by University of Calcutta, in keeping with existing rules and regulations.

6.3.2 Teaching and Learning

- Teaching plans & methodologies are followed and modified in accordance with the no. of available teaching days.
- Specific parts of the syllabus are assigned to specific teachers as per their area of specialization.
- Innovative teaching is imparted-(Audio-visual classes) on regular basis.
- Remedial & Tutorial teaching is provided.
- Supplementary classes are held to make up for class hours lost due to unavoidable causes.
- Extra coaching classes are arranged for weak and slow-learning students.
- Language lab, microteaching etc are arranged to make learning more interactive.

6.3.3 Examination and Evaluation

External/Internal examinations are conducted as per the university norms and regulations. The answer scripts are properly examined and evaluated.

(Academic calendar attached)

6.3.4 Research and Development

- Teachers are encouraged for state-of-the-art Research and publications.
- Talks and Discussion-Sessions are conducted on various Research Topics by the Journal Club of the college. The Journal Club of the college organized talks and lectures to be delivered by the college teachers on various research topic.
- Minor & major Research projects are applied for and pursued.
- Research papers of Teachers, both internal and external, are invited and also reviewed to publish in the indexed college journal SARVODAYA: A Journal of Human development.
- Research papers and articles are invited from teachers both from within and outside the college for publication in the indexed college journal SARVODAYA
- Classes are engaged with the help of smart class room, Multi-media classroom and audio –visual theatre as required.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Library is under constant updating process.
- ICT based instruments and software facilitating teaching learning process and research are purchased.
- Teachers & Students are trained to use ICT.

6.3.6 Human Resource Management

- College has a proper policy & guideline for appointment of teachers & staff locally and by university.
- Teachers & staff are befitted with the Govt. Plans for their salary & increments at the earliest convenience.
- College has several committees to perform various administrative and academic work properly where teachers & staff are engaged.
- Leave rules are followed as per University laws.

6.3.7 Faculty and Staff recruitment

Teachers are recruited with the recommendation of WBCSC. PPTs, CWTTs are selected and recruited by affiliating University experts. Non-teaching staff are recruited by the GB of the college.

6.3.8 Industry Interaction / Collaboration

- The Career Guidance Cell constantly works to establish linkage with the industry and possible collaborations with external agencies for betterment of the institution as well as the placement of the outgoing students.
- The Alumni Association generously helps the institution regarding all

6.3.9 Admission of Students

- Admission is conducted as per the University norms & Govt. orders.
- Strict transparency and admission rules are adhered to by the college.
- Online admission process is conducted.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> Teachers are granted leave to attend seminars workshops or conferences for their academic empowerment. The facility of salary in advance is also given to those in need.
Non teaching	<ul style="list-style-type: none"> Various festive occasions, staff picnic etc are celebrated to strengthen the bonds between members.
Students	<ul style="list-style-type: none"> Students are given medical assistance if required. Cultural activities for students are sponsored by college.

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	NO	NO	No
Administrative	NO	NO	No	No

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

For UG Programmes Yes No

For PG Programmes Yes No

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

- | |
|---|
| <ul style="list-style-type: none"> Examinations are conducted as per the university norms & regulations. Examination committee is formed. |
|---|

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

N.A

6.11 Activities and support from the Alumni Association

- The Alumni Association of the college works hand in hand with the management for potential betterment options of the college.
- Interaction with students, sharing knowledge, experience, suggestions placement advices etc.

6.12 Activities and support from the Parent – Teacher Association

- The Parents Teacher Association (PTA) provides active support for the academic & Physical development of the college.
- Regular Meetings held for improvisation.
- Student counselling & problem solving, parent feedback, Help placement cell.

6.13 Development programmes for support staff

- IT Training of the NTS using hired technical support from various agencies.
- WEBEL TECHNOLOGY LTD.is collaborating with the college to arrange for training of the NTS.
- Picnic for support- staff.

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

- Tree plantation was done in the campus.
- Green clean campus drive is continuing to make the campus Eco –friendly.

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.

- ICT-based teaching was imparted to make the traditional learning more interactive.
- Additional skill development programmes such as ‘SPOKEN TUTORIAL’ course have been started to prepare students for their upcoming career options.
- To make the students more conscious of environment, Health & Hygiene, Special missions like ‘clean your campus’ are regularly observed.
- Special lectures and awareness programs are conducted regularly.

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

Plan of Action Chalked out by the IQAC	Achievements
<ul style="list-style-type: none"> • Efforts towards ICT-Strong environment in office, library, and class rooms etc. • Initiative towards direct student access in library. • Subscription of UG Journals. • Planning for the year-long academic as well as co-curricular activities to celebrate the Golden Jubilee year of the college. • To try and solve the problem of shortage of permanent staff. • To create strong and healthy local connection with the college. • Overall painting of college building. • Introduction of new academic courses/programmes • Renovation of existing buildings • To construct a boundary wall for the new campus. • Cleanliness of the existing buildings and college premises • To enhance library facilities, no. of classrooms, wall magazines by various departments • Try to find job-oriented training courses specially concentrating on IT and personality development. • To accelerate the completion of science building, Administrative Block and Auditorium in the new campus. • Encourage faculty members for quality Research work. • Conduct several talks & discussions on scholastic 	<ul style="list-style-type: none"> • Preparation for upgradation of general course in Physics and Chemistry to Honours Level. • Permission received from university to teach Physics and Chemistry Honours from 2017-18. • Preparations including infrastructural development and books purchase have been made. • Painting and renovation work of existing building have been done. • Interconnecting roads in the college premises are completed. • Regular Cleaning campaign of the campus is undertaken. • RUSA Fund utilised for purchasing more relevant books and apparatus. • Wall magazines have been published by two departments. • 7 new permanent Teachers in Mathematics, Sanskrit, Political Science, Bengali, Defence Studies, English and librarian and casual NTS staff have been appointed recently. • Faculty members have pursued and published a number of research works in this period. • Journal club organizes talks and discussions

<p>topics.</p> <ul style="list-style-type: none"> • Engineer an impetus for innovative teaching. • Make Alumni Association & P.T.A. more effective by adopting suitable & appropriate steps. • Beautification of campus & renovating approach/link roads. • To implement the curriculum by maintaining effective, Teacher's diary. • Arrange competitive activities in the college for overall development of students. • Arranging more constructive extension activities. 	<p>on different research topics on a regular basis and a Journal "SARVODAYA" periodically published.</p> <ul style="list-style-type: none"> • Alumni Association and PTA have acted hand in hand with the administration throughout the year. • Beautification including tree plantation, cleaning etc are conducted by the students and the authority. • Teacher's diary, self-appraisal are maintained properly. • Competitive activities like quiz, sports tournaments etc are organized. • Different awareness programs, personality development program, health camps have been organized by the NSS unit of the college.
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7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

- i.** Journal Club Meets are organized to foster the research activities of the faculty members and cross-disciplinary interactions. College also publishes an ISSN-indexed interdisciplinary research journal which accommodates research articles by faculties from different disciplines, both internal and external.
- ii.** Financial Incentives are given to the students for performing good academic result (1st Class) and achievements in the field of sports and other activities.

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

7.4 Contribution to environmental awareness / protection

- Camps have been organized by the NSS unit of the institution to promote environmental awareness and protection.
- Field works have been conducted on environmental issues as a part of the compulsory Environment course prescribed by the university.

7.5 Whether environmental audit was conducted? Yes No

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

Strength:

1. Positive attitude of the staff.
2. Active participation of students in College-activities.
3. Eco-friendly campus.
4. Women-friendly campus
5. Strong and benevolent Alumni-Association.

Weakness:

1. Lack of interest of student in attending classes and their increasing dependence on private tuitions resulting in effective decrease in quality of learning and hence the result.

Opportunities:

1. The placement cell in the college along with Alumni Association guides the students for self employment and opportunities available elsewhere.

Threats:

1. Lack of adequate campus placement.
2. Lack of accommodation for the students coming from distant areas.
3. Financially weak students lead to subsequent dropouts. Dropout rate is alarming.
4. Financially weak students lead to subsequent dropouts.
5. Lack of adequate space, especially classrooms.

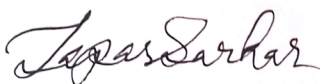
8. Plans of institution for next year

1. Provision of separate labs for Honours and General courses in Physics and Chemistry.
2. Construction of first floor as mentioned earlier was not possible due to lack of financial support. However the construction of the first floor will be done if RUSA fund is available in the mentioned.
3. College is trying to introduce more career oriented courses.
4. Awareness programme relating different social issues.
5. College have an adopted village, and college will give more emphasis on different outreach programme
6. College will continue the quality enhancement of library.
7. As there is shortage of NTS, the college will go to automation in admission, registration, and fee collection of students and to equip its office for online form fill-up of university examinations.
8. Year-long forthcoming activities to celebrate Golden-Jubilee year of the college.
9. Exploring scope for achieving higher places in sports and granting more funds towards overall upliftment of the sports section.

Name Tapas Sarkar

Name Dr. Manas Kumar Adhikari

IQAC Co-ordinator



COORDINATOR
I Q A C
Susil Kar College
Champahati, 24 Pgs. (S)



IQAC Chair-person
Principal
Susil Kar College
Champahati, 24 Pgs. (S)

Annexure

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

Sushil Kar College
Working Day and Holidays, Calendar
Annexure- Part-A 2.15 (i)

01-07-2016 to 30-06-2017

Holidays

Holiday	Day	No. of Days
ID-UI-Fitar	Saturday	01
Independence Day	Saturday	01
Janmastmi	Saturday	01
Nandotsav	Sunday	01
Vishwakarma Pooja	Friday	01
ID-UI-Joha, Bakrid	Friday	01
Gandhi Jyanti	Friday	01
Mahalaya	Monday	01
Durga Pooja/Muharram	Friday- Saturday	30
	Friday	01
Gurunanak Jayanti	Wednesday	01
X-Mas	Friday- Thursday	07
Happy New Year	Friday	01
Vivekananda Jayanti	Tuesday	01
Makar Sankranti	Friday	01
Netaji Birthday	Saturday	01
CU Foundation Day	Sunday	01
Maaghotsav	Monday	01
Republic Day	Tuesday	01
Saraswati Puja	Friday	01
Maha Shiv Ratri	Monday-Tuesday	02
Holi,Good Friday, Easter Sat	Wednesday-Saturday	04
Bengali New Year	Thursday	01
May Day	Sunday	01
Summer vacation	Monday-Thursday	34

No. Of teaching days - **236**

Annexure- Part-A 2.15 (ii)
Academic Calendar (2016-17)

Classes	Part-I	Part-II	Part-III
Date of Admission	21st June-21st July, 2016	Within 7 days from the completion of Part-I Exam.	Within 7 days from the completion of Part-II Exam.
Date of Commencement of Classes	3rd week of July, 2016	Within 7 days from the completion of Part-I Exam. .	Within 7 days from the completion of Part-II Exam.
Submission of University Registration Forms	08.09.2016 (Without late fee) 22.09.2016 (With late fee)	-	-
College Test	2 nd week of February , 2017	2 nd week of January,2017	2nd week of December, 2016
Publication of Result of College Test	1 st week of March, 2017	1 st week of February, 2017	Last week of December, 2016
Filling up of University Examination Forms	2 nd week of March, 2017	2 nd week of February , 2017	2 nd week of January,2017
Date of University Examination	As per University Dates	As per University Dates	As per University Dates

Annexure- Part-B 1.3 (i)

Annual Report of Alumni Association of Sushil Kar College for the session-2016-17

The period is heading towards fifty years celebration of the college where the Alumni Association is expected to take an important part. Among the various types of co-operation from their part they construct a special gate of their own fund for the said celebration.

The Alumni Association has always been a great support in the development of the college. The member representative, Mr. Avijit Ray, participated regularly in all Meeting discussions as well as informal interactions with the principal and IQAC on the Institution's present status & its direction towards national and global scenario. The members of the body meet at least two times in a year in college campus where all types of academic and other activities of the institution are discussed.

The Alumni Association shared its experience and showed a bright path to the present students that have been quite inspiring. They organise blood donation camps more than one time in a year. They also contribute scholarship in cash out of their fund for the poor and meritorious students.

The Alumni Association actively took part and contributed in all academic activities, sports and cultural activities of the institution which have been of great encouragement for not only the students, but also for the teaching faculty, NTS and all other stakeholders of the institution.

The alumni also have worked with career guidance cell for the benefit of students. It promised for a huge co-operation in the development of the college & students.

Annexure- Part-B 1.3 (ii)

Parents- Teachers Association Report for the session-2016-17

PTA of the college has done many commendable activities for the academic year 2016-17. It has played a vital role in the efficient functioning of the college machinery. It has also provided regular support of all endeavours and established constructive linkages between all the stake-holders. Under PTA's patronage & whole hearted co-operation, all developments both academic & non-academic has taken place.

The association conducted a meeting and encouraged & reviewed the work & function of the college. PTA also helped in cleanliness awareness programme.

Annexure-Part-B-1.3 (iii)

A Summary of the Feedback from Students 2016-2017

Sl. No.	Question	Excellent %	Very Good %	Good %	Satisfactory %	Poor %
1	Knowledge of the teacher in the subject he/she is teaching	87	12	1	0	0
2	Explanation of the teacher on the total syllabus and the time schedule of completing them	78	20	2	0	0
3	Communication skill	36	60	4	0	0
4	Appreciation on the coverage of portion as per time schedule	65	30	5	0	0
5	Commitment to his/her profession	92	5	3	0	0
6	Is the teaching sufficiently student oriented	64	31	5	0	0
7	Ability of the teacher to present the topic scientifically and attractively	65	30	4	1	0
8	Relationship with the students	63	33	4	0	0
9	How do you assess him/her as a person?	74	22	3	1	0
10	Interest generated by the teacher in the subject	60	40	0	0	0
11	Ability to integrate course material with other issue to provide a broader perspective	40	51	5	4	0
12	Ability of the teacher to design and conduct test papers, projects, assignments, exams etc.	58	31	7	4	0
13	Accessibility of the teacher in and out of the class (includes availability of the class teacher to motivate outside class discussion)	54	30	13	3	0
14	Remedial coaching conducted by the teacher	52	32	5	1	0
15	Contribution of the teacher to the onward progression of the students	62	25	10	3	0

ANNEXURE-PART-B-7.3 (I & II)

Detailed Report of the Two Best Practises of The Institution

I.

The Journal Club was founded on 30th July, 2013 to enable our faculty to share with each other nuggets from their respective fields of expertise, to help in an overall expansion of the knowledge base. The opening talk was delivered by the Principal, Dr. Manas Kumar Adhikari. Since then, teachers from different streams who are actively pursuing research work in their respective fields have been delivering talks on different intriguing topics regularly in the meets of the club. As a next natural step, an inter-disciplinary scholarly journal named “SARVODAYA: A Journal of Human Development” was started to bring out the proceedings of the journal club in printed form. Starting with the 1st issue published on 1st January, 2015, the college has been publishing it biannually on a regular basis. The editorial board led by the chief editor Ms. Purbita Bose is working hard for the betterment of the journal. It has recently started to encompass the research works by the faculties from other institutions also.

II.

Financial Incentives are given to the students for performing good academic result (1st Class) and achievements in the field of sports and other activities. The details of the incentives for the academic session 2016-17 have been furnished below:

	Number of students	Amount (Rs.)
Financial support from institution	26	52000
Tuition Fee Concession	125	62750

1. **Contact Us –**

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Name of the institution – Sushil Kar College

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