

**The Annual Quality Assurance Report (AQAR) of the IQAC**  
*(For Affiliated/Constituent Colleges)*

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year. (For example, July 1, 2015 to June 30, 2016)*

**Part – A**

**Data of the Institution**

*(data may be captured from IIQA)*

**1. Name of the Institution: Sripat Singh College**

- Name of the Head of the institution : Dr. Shamsuzzaman Ahmed
- Designation: Principal
- Does the institution function from own campus: Yes
- Phone no./Alternate phone no.: 03483-255351
- Mobile no.: 9434021480
- Registered e-mail: sscollege2009@gmail.com
- Alternate e-mail : sscollege2009@gmail.com
- Address : Bhattapara, Jiaganj, Murshidabad
- City/Town : Jiaganj
- State/UT : West Bengal
- Pin Code : 742101

**2. Institutional status:**

- Affiliated / Constituent:
- Type of Institution: Co-education/Men/Women : Co-education
- Location : Rural/Semi-urban/Urban: Urban
- Financial Status: UGC 2f and 12 (B)/ Self financing  
(please specify)

- Name of the Affiliating University: Kalyani University
- Name of the IQAC Co-ordinator : Sri Babin Kumar Pattanaik
- Phone no. : 9609374449

Alternate phone no.

- Mobile: 9434164150
- IQAC e-mail address: iqacsscollege2009@gmail.com
- Alternate Email address: bkptk73@gmail.com

3. Website address: sripatsinghcollege.org

Web-link of the AQAR: (Previous Academic Year):

<https://sripatsinghcollege.org/uploads/AQAR14-15.pdf>

4. Whether Academic Calendar prepared during the year? Yes

Yes/No....., if yes, whether it is uploaded in the Institutional website: Yes

Weblink: <https://sripatsinghcollege.org/uploads/Academiccalendar2015-2016Calendar.pdf>

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1 <sup>st</sup>	B+		2005	from:2005 to: 2010
2 <sup>nd</sup>	B	2.37	2016	from:2016 to: 2021
3 <sup>rd</sup>				from: to:

6. Date of Establishment of IQAC: DD/MM/YYYY: 1<sup>st</sup> August, 1947

7. Internal Quality Assurance System

7.1 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
1. Regular meeting of IQAC is arranged.	14.07.2015	09
2. Regular meeting of IQAC is arranged	23.09.2015	10
3. Regular meeting of IQAC is arranged	14.06.2016	45 (Combined meeting with all teachers)
4. Timely submission of AQAR to NAAC	No	No

**Note: Some Quality Assurance initiatives of the institution are:**

**(Indicative list)**

- Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements
- Academic Administrative Audit (AAA) conducted and its follow up action
- Participation in NIRF
- ISO Certification
- NBA etc.
- Any other Quality Audit

**8. Provide the list of funds by Central/ State Government-**

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
BIO TECHNOLOGY	BOOST	WBBDC	2015	1500000

**9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: Yes**

\*upload latest notification of formation of IQAC : No

**10. No. of IQAC meetings held during the year: 03**

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website : No

(Please upload, minutes of meetings and action taken report)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year? Yes (UGC Grant under the 12<sup>th</sup> Plan)**

If yes, mention the amount: 300000 Year: 2014

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

\* Making the teachers acquainted with the values of institutional accreditation and the new method of NAAC accreditation.

\*Making arrangement for sending important notifications through SMS to all the Stakeholders of the college regularly

\* Making arrangement for motivational class for students.

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

Plan of Action	Achievements/Outcomes
Sending important notifications to all stakeholders of the college through SMS.	Better intimation of notifications to all teaching, non-teaching staff of the college and the students.
Online admission process in both UG & PG levels.	Ensuring fair admission in compliance with the Govt. Reservation policy
Intimation of yearly schedule of the college to the teaching & non-teaching staff and students of the college at the beginning of the year through distribution of academic calendar.	Better participation from the part of all concerned in the college activities.
Computer training for the non-teaching staff of the college to enhance their operational skill.	Better functioning of the college office including the college accounts.

**14. Whether the AQAR was placed before statutory body? Yes**

Name of the statutory body: Governing Body, Sripat singh college

Date of meeting(s):

**15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?**

**Yes/No:** No

**Date:**

**16. Whether institutional data submitted to AISHE: Yes/No: Yes**

Year: 2015

Date of Submission: 01.04.2016

**17. Does the Institution have Management Information System? No**

If yes, give a brief description and a list of modules currently operational.  
(Maximum 500 words)

## 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

Sripat Singh College is currently having the following mechanisms for effective delivery of curriculum-

- i. At the beginning of an academic session, departmental meetings are held in every department in which the topics in the syllabus are distributed to the teachers after discussion with them.
- ii. College administration provides a well constructed weekly Routine/Schedule/ time table for each year /semester for both UG and PG classes.
- iii. Departmental Heads prepare the routine which is approved by the Principal duly..
- iv. Classes are held according to the schedule under the supervision of college administration. v. We have a very rich central library with open access system
- vii. Various classroom teaching methods based on various needs of different subjects are regularly used for the effective delivery of the curriculum such as
  - a. Chalk and Blackboard method
  - b. ICT-enabled teaching-learning method. c. Use of different softwares.
  - d. Use of Scientific models and charts for effective lecture delivery. e. Distribution of class notes by teachers.
  - f. Group discussion amongst the students during the class.
  - h. Paper presentation by the students.
  - i. Proper and adequate instrumentation facility is given to the students for their practical classes; there is also a central instrumentation facility for that purpose.
  - j. Need based survey programmes, field works and educational excursions are carried by the departments.
  - k. Project work, dissertations are conducted for fulfilment of their degrees.
  - l. Seminars and special talks by experts are also arranged regularly for advance studies.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
Nil	Nil	Nil	Nil	Nil

#### **1.2 Academic Flexibility**

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
Nil			

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	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
Nil					
Already adopted (mention the year)					

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

	Certificate	Diploma Courses
No of Students		

#### **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

### 1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
Department of Geography : UG <ul style="list-style-type: none"> <li>A Socio-Economic &amp; Environmental study of Boira Mouja, Murshidabad, West Bengal</li> </ul>	37 (UG 3 <sup>rd</sup> year students) 22.11.2015
Department of Bio Technology and Molecular Biology (UG) <ul style="list-style-type: none"> <li>Study of Biological diversity of Ecosystem in Darjeeling</li> </ul>	20(UG 3 <sup>rd</sup> year students) 29/06/2015 to 05/07/2015
Department of Botany (UG) Department of Zoology : UG <ul style="list-style-type: none"> <li>Biodiversity study at Kuldiha wildlife Sanctuary, Balasore , Odisha and seacoast animal.</li> </ul>	32(UG 3rd year students) 03.02.2016-06.02.2016
Department of Environmental Science : UG <ul style="list-style-type: none"> <li>Water Treatment ,Plant, River water treatment for drinking water, Khagra, Berhampore</li> </ul>	25((UG 1 <sup>st</sup> year students) 15((UG 3rd year students)

### 1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
No	No	No	No	No

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

## CRITERION II -TEACHING-LEARNING AND EVALUATION

### 2.1 Student Enrolment and Profile

#### 2.1.1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
<b>UG course</b>			
BNGH	121	1200	115
ENGH	98	900	89
HISH	98	700	86
PHIH	87	550	76
PLSH	73	589	69
ECOH	14	35	05
SANSH	106	756	97
MATH	64	800	61
CHEMH	49	869	47
PHYH	49	796	45
BOTH	47	752	43
BIOTH	27	548	20
ENVSH	35	458	19
GEOGH	64	865	60
ZOOH	55	785	52
BA General	500	5989	1456
BA General	130	356	125

Physical Edn.			
B.SC General	350	548	245
PG Course			
Bengali	110	674	92

## 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 full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2015-16	2710	92	47(full time) 27(Guest)	06(full) 03(Guest)	PG-09 UG-84

## 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 ( <i>LMS, e-Resources</i> )	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
45	35	LCD Projector, Book reader, Internet and Wifi devices, Smart boards,	05	01	Different websites, books and journals, e-books, e-module

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

The college has since last several years practised a system of mentoring system. Under the Mentor system, HOD of all subjects of the college has been engaged as mentors of each department. Heads of all departments are entrusted with the task of monitoring the attendance and academic progress of the students. They also provide primary psychological counseling to those who need them.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
2710	47	1:60

## 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
59	38	21	Nil	25

### 2.4.2 Honours and recognitions 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			

<b>2.5 Evaluation Process and Reforms</b>				
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
UG		Year	24.03.2016	Part III- End of July, 2016/ Part II- End of September, 2016/ Part I- End of October, 2016
PG		Semester	End of every six month	After 2 months of completion of examination
2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)				
The college introduced project based evaluation systems in the college examinations in place of traditional evaluation methods in the Honours courses. Some Departments are also evaluating their Departmental students through organizing group discussion, seminar presentation etc. The college has switched over to the MCQ type questions for the evaluation of the General course students.				
2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)				
The college prepares academic calendar at the beginning of the year . The academic calendar contains the yearly schedule of the college ranging from the list of holidays (national level holidays, state level holidays, local holidays and the institutional holidays), date schedule of the college examinations and other forms of evaluation such as evaluation through performance in Departmental seminar presentation etc. The tentative dates of publication of college results are also mentioned in the academic calendar. The tentative dates of activities of NSS, NCC, and Centre for career development and Placement Cell are also given in the academic calendar. Schedule of other activities such as Parent-teacher meeting, College social and other cultural programmes, College sports etc are also provided in the academic calendar.				
<b>2.6 Student Performance and Learning Outcomes</b>				
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)				
2.6.2 Pass percentage of students				
Programme Code	Programme name	Number of students appeared in the final /year examination	Number of students passed in final semester/year examination	Pass Percentage
	BNGH	88	88	100
	ENGH	63	60	99.5
	HISH	51	49	100
	PHIH	46	46	100
	PLSH	36	36	100
	ECOH	03	03	100
	SANSH	71	65	99.5
	MATH	42	42	100
	CHEMH	38	35	99
	PHYH	40	39	97.5
	BOTH	15	15	100
	BIOTH	185	15	100



	ENVSH	13	13	100
	GEOGH	48	48	100
	ZOOH	37	37	100
	B.A (GEN)	1358	1222	90
	B.A( GEN) Physical Edn	80	80	100
	B.SC GEN	192	180	93.7 5

## 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) Not Done

## 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 Academic year
Major projects	Nil			
Minor Projects	Nil			
Interdisciplinary Projects	Nil			
Industry sponsored Projects	Nil			
Projects sponsored by the University/ College	Nil			
Students Research Projects ( <i>other than compulsory by the College</i> )	Nil			
International Projects	Nil			
Any other(Specify)	Nil			
Total				

### 3.2 Innovation Ecosystem

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

Title of Workshop/Seminar	Name of the Dept.	Date(s)
Nil		

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
Nil				

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

Incubation Centre	Name	Sponsored by
Nil		

  

Name of the Start-up	Nature of Start-up	Date of commencement
Nil		

**3.3 Research Publications and Awards****3.3.1 Incentive to the teachers who receive recognition/awards**

State	National	International
		05

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

Name of the Department	No. of Ph. Ds Awarded
Chemistry	01

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

	Department	No. of Publication	Average Impact Factor, if any
National	Bengali	01	
International	Geography Mathematics Bio Techonology	03	Nil

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

Department	No. of publication
Nil	

**3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index N.A.**

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations

**3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science) N.A.**

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
Nil						

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

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	Nil			
Presented papers				
Resource Persons				

### 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 co-ordinated such activities	Number of students participated in such activities
Swacha Bharat	NSS, NSS & Govt. Hospital Jiaganj	30	210
Tree Plantation	NSS	10	100
Tuberculosis awareness programme	NSS	05	100
Observance of Rashtriya Ekta Divas	NCC	03	100
Environmental Awareness Day	NCC & NSS	05	200
Observance of Republic Day, 2018	NCC & 9 Bengal Battalion	05	98
Observance of Independence Day, 2017	NCC & 9 Bengal Battalion	08	95
Blood Donation Camp	NCC, NSS & SDO LALBAGH	47	241

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year : Nil

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited

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 : Nil

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers <b>coordinated</b> such activities	Number of students participated in such activities

### 3.5 Collaborations

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

Nature of Activity	Participant	Source of financial support	Duration

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration <b>(From-To)</b>	participant

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

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs

#### **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

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	10acer	--
Class rooms	33	----
Laboratories	12	---
Seminar Halls	04	--
Classrooms with LCD facilities	04	--
Classrooms with Wi-Fi/ LAN	All	---
Seminar halls with ICT facilities	02	---
Video Centre	01	---
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	Nil	---
Value of the equipment purchased during the year (Rs. in Lakhs)	Nil	----
Others	Nil	---

##### **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
Koha^	Fully	18.03	2016

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	33610		747	223361		
Reference Books	3442					
e-Books	----					
Journals	16	15610	renewed			
e-Journals	----	---	---	---		
Digital Database	01					
CD & Video	34		04			
Library automation	01	4lakh				
Weeding (Hard & Soft)						
Others (specify) Gift	250					

### 4.3 IT Infrastructure

#### 4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	60	01	12	08	01	08	35	15MBPS	
Added	10	--	--	--	--	05	05	15MBPS	
Total	70	01	12	08	01	13	40	30MBPS	

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

30 MBPS

#### 4.3.3 Facility for e-content Nil

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
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#### 4.3.4 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 Nil

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content
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### 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
Rs. 30,35,319/-			Rs. 10,22,199/-

#### 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)

### 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	Student welfare fund	250	Rs.230000.00
Financial support from other sources			
a) National	National Scholarship Portal	25	Money is sent directly to the students
	Minority		Rs.165000.00
	Kanya shree	276	Rs.6171000
b) International	Nil		

##### 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

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

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed

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	No. of grievances redressed	Average number of days for grievance redressal
Nil		

The Grievance Redressal Cell under Dr. Karabi Das looks into the matter, but no Grievance has been recorded

## 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

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

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	No. of Students selected/qualifying	Registration number/roll number for the exam
NET	Nil	
SET	Nil	
SLET	Nil	
GATE	Nil	

GMAT	Nil	
CAT	Nil	
GRE	Nil	
TOFEL	Nil	
Civil Services	Nil	
State Government Services	Nil	
Any Other	Nil	

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

Activity	Level	Participants
Freshers' Welcome	Institutional	The students of 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> year and Students' Union
Teachers' Day Celebration	Institutional	The students of 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> year and Students' Union
College Social	Institutional	The students of 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> year and Students' Union
Saraswati Puja	Institutional	The students of 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> year and Students' Union
International Mother Language Day	Institutional	The 1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> year students of Sripat Singh College
Basanta Utsava	Institutional	The students of 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> year and Students' Union
Student competitions	institutional	The students of 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> year and Students' Union
Annual Sports	Institutional	The students of 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> year and Students' Union
Inter class Football tournament	Institutional	The students of 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> year and Students' Union
Inter class Cricket tournament	Institutional	The students of 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> year and Students' Union
Rabindra Jayanti	Institutional	The students of 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> year, PG students and Students' Union

#### 5.3 Student Participation and Activities Nil

##### 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) Nil

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student

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

Students' Union of the college works for the benefit of the students throughout the year and pursues several activities within and outside the college campus. The major activities pursued by the Students' Union in 2015-16 are-

###### Cultural Activities:

Organising Nabin Baran Utsav (Freshers' Welcome), a cultural programme to welcome the newly admitted students in the college.

Celebration of birth and death anniversary of Rabindranath Tagore in the college.

Organisation of the annual social, a cultural programme of the college.

Observance of the International Mother Language Day on 21<sup>st</sup> February, 2016.

Celebration of Saraswati Puja in the college.

Celebration of Basanta Utsav, a traditional Bengali cultural programme held before Holi. Sports

###### Activities:

Organisation of inter-college Football Tournament.

Organisation of inter-college Cricket Tournament.

Organisation of Annual Sports of the college.

Other Activities:

Providing a list of financially backward students to the college to make them get fees concession from the college fund.

### 5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words): **No**

5.3.2 No. of ~~registered~~ enrolled Alumni:

5.3.3 Alumni contribution during the year (in Rupees) :

5.3.4 Meetings/activities organized by Alumni Association :

## 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)

- Formation of different statutory sub committees comprising representatives from all stakeholders of the college for coordinating important administrative activities of the college.
- Formation of different sub committees under the supervision of IQAC comprising representative of all stakeholders of the college for coordinating important academic activities of the college.

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

Yes/No/Partial: Yes

- Fully computerized office and accounts
- Online admission process for 1<sup>st</sup> year UG & PG Students along with online payment facility, also for 2<sup>nd</sup> Year & 3<sup>rd</sup> Year students.

### 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):

#### ❖ Curriculum Development

Being an affiliating College there is a little scope for curriculum development independently but special emphasis is given on class room intersection, power point presentation, Group discussion , seminar and projects.

#### ❖ Teaching and Learning

- ✓ Exposing students for outdoor learning through educational trips, campus and industrial visits etc.
- ✓ Motivating students for research activities through project work.

#### ❖ Examination and Evaluation

- ✓ Mock Tests for PG course (Bengali )
- ✓ Departments conduct unit tests, home assignments, group discussion etc.
- ✓ College conducts half yearly and annual examinations.

#### ❖ Research and Development

- ✓ Teachers are encouraged to apply to UGC for Major and Minor research projects.
- ✓ Teachers are participating in seminars, workshops , Methodology cours, RC and OP.

#### ❖ Library, ICT and Physical Infrastructure / Instrumentation

- ✓ Completed digitization of library.
- ✓ Installed KOHA software.



✓ Providing computer with internet to the students for e learning materials.
❖ <b>Human Resource Management</b>
✓ Motivating and facilitating the faculty members to participate in Refresher & Orientation courses.
✓ Staff council used to organise recreation programmes like family picnic among teaching and non teaching staffs.
✓ Employees' credit cooperative society gives the financial support to the staff members.
❖ <b>Industry Interaction / Collaboration</b>
✓ Tata Consultancy Services (TCS) organises training programme for employability related skill development of our students.
✓ College maintains regular interaction with a number of Industry Houses like TCS, Gyllate , etc.
❖ <b>Admission of Students</b>
✓ Online Admission including online payment facility in both UG & PG levels.
✓ Online admission is made strictly on the basis of merit.
✓ Strict observance of Govt. Rules for Reserved Categories.

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

❖ <b>Planning and Development</b>
✓ Implemented SMS and mail merge system for dissemination of information including regular notice to all stakeholders.
❖ <b>Administration</b>
✓ Notice display system in web site for students and other stakeholder.
✓ Regular exercises of e-tendering process through Govt. portal.
✓ Regular exercises of PFMS portal to upload expenditure related to Govt. fund.
✓ Submission of retirement related documents through e-pension portal.
❖ <b>Finance and Accounts</b>
✓ Fully computerised office and accounts section
✓ Maintenance the college accounts through Tally.
✓ Reception of salary fund from Govt. through HRMS portal.
❖ <b>Student Admission and Support</b>
✓ Online admission including online payment gateway.
✓ Maintaining student's database through software.
❖ <b>Examination</b>
College has complemented traditional written examination with project work assignments, debates, group discussion, literature review, power point presentation, grand viva and seminal lectures.

### 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 : Nil

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

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year : Nil					
Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
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		Date and Duration (from – to)	
Refresher course		01		8.7.2015-28.7.2015	
Orientation Programme		03		25.2.2016-23.3.2016 27.7.2016-24.8.2016	
Workshop					
6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment): Nil					
Teaching			Non-teaching		
Permanent	Fulltime	Permanent	Fulltime/temporary		
Nil					
6.3.5 Welfare schemes for					
Teaching			Nil		
Non teaching			Nil		
Students			Students Welfare fund, Students Aid Fund.		
<b>6.4 Financial Management and Resource Mobilization</b>					
6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each) <b>No</b>					
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/ Grants received in Rs.		Purpose	
None		Nil			
6.4.2 Total corpus fund generated Nil					
<b>6.5 Internal Quality Assurance System</b>					
6.5.1 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	
6.5.2 Activities and support from the Parent – Teacher Association (at least three)					
1.Providing valuable suggestion for development of the institution					

2. Pointing out the weaknesses of the college & related Departments and suggesting rectification

6.5.3 Development programmes for support staff (at least three)

Computer Training of the office staff so that they are able to handle the online admission and registration of students.

6.5.3 Post Accreditation initiative(s) (mention at least three)

Initiatives taken for introducing new PG courses.

**6.5.5**

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 : No

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from----- to-----)	Number of participants

## **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-to)	Participants	
		Female	Male

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	No	----
Provision for lift	No	----
Ramp/ Rails	No	---
Braille Software/facilities	No	----
Rest Rooms	No	----
Scribes for examination	No	----
Special skill development for differently abled students	No	----
Any other similar facility	No	----

7.1.4 Inclusion and Situatedness No

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages	Number of initiatives taken to engage with and contribute	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff

	and disadvantages	to local community				

### 7.1.5 Human Values and Professional Ethics No

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)

### 7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-----to-----)	Number of participants
Celebration of Independence Day	15.08.2015	Teachers, Non Teaching Staff and Students
Celebration of Rabindra Jayanti	08.04.2016	NCC Cadets, NCC Officer, teachers and students
Celebration of Republic Day	26.01.2016	Teachers, Non teaching Staff and Students
Celebration of Basanta Utsav	22.03.2016	Teachers, Non teaching Staff and Students
Celebration of International womens Day	08.03.2016	Teachers, Non teaching Staff and Students

### 7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

- ✓ Installation of ample number of Power Saving LED lights in both Campus.
- ✓ Installation of solar panel in Hostel and college campus.
- ✓ Planting of plants & trees inside the campus.
- ✓ Declaration of the campus as plastic free zones.
- ✓ Promotion of research activities among faculty.

## 7.2 Best Practices

Describe at least two institutional best practices

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

### Best Practice-1 **Career Development and counselling of students by CDCC**

The goal of the programme is to provide training to the present and former students in skills and entrepreneurship development. Career Development and Career Counselling Cell was developed and curriculum for hands on training and soft skill development were designed and update time to time with the actual requirement of job market and to create competitive attitude among the students. The details programme are –Audio visual, Group Discussion and Debate, Job skills-Presentation skills. Some programmes are as follows -

- Training for competitive Examination- Duration 03 months (3 times), May-July,2015, August-November,2015, January-march,2016 No of Students get success- 22,19,20
- Training For Communicative English and Soft Skill Duration 03 months (3 times) May- July, August-November,2015, January-march,2016, No of students success - 19, 15,21
- Career Orientation Programme – 20.07.2015, 21.08.2015, 24.02.2016, 20.06.2016
- Industry Orientation Programme - 28.08.2015 & 23.05.2016

- Career Counselling Programme - 16.06.2015, 07.08.2015, 17.12.2015, 20.01.2016, 14.04.2016, 17.06.2016
- Personal Counselling Programme – 10.07.2015, 26.11.2015, 25.02.2016, 12.07.2016

### **Best Practice-2 Adaptation of Village and activities**

The very location of the college at municipality area i.e. Urban, but the catchment area of the college is largely rural based. The Socio-Economic background of the area is not far different from others rural areas of the country. So there are so many vulnerable points to intervene. The College has One Active NSS Unit under the able leadership of one Programme Officer. The Unit is actively engaged in several activities within and outside the college. During special NSS camp, programme officers and volunteers visit the village and stay with the people and perform different survey on health, hygiene, sanitation, environment, women and child nutrition and making year long action plan for the adopted village. Some of these programmes are :-

- Tree Plantation Program on 18.7.15
- Blood group identification camps on 28.08.2015
- General Medical Camp on 09.01.2016 & 10.01.2016
- Literacy programme on 26.03.2016

### **7.3 Institutional Distinctiveness**

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust

Provide the weblink of the institution in not more than 500 words

**8. Future Plans of action for next academic year (500 words)**

*Name- Babin Kumar Pattanaik*

*Name – Dr Shamsuzzaman Ahmed*

*Babin Kumar Pattanaik*



\_\_\_\_\_  
*Signature of the Coordinator, IQAC*

\_\_\_\_\_  
*Signature of the Chairperson, IQAC*

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**Abbreviations:**

CAS	-	Career Advancement 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

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# SRIPAT SINGH COLLEGE

Govt. Sponsored:: NAAC Accredited B  
PO. Jiaganj, Dist. Murshidabad, West Bengal, PIN 742123

[www.sripatsinghcollege.org](http://www.sripatsinghcollege.org), Email: [sscollege2009@gmail.com](mailto:sscollege2009@gmail.com)

## **Academic Calendar for the Undergraduate Courses for Session 2015-2016**

(All dates are tentative. The following dates may change if situation demands)

Sl No.	Event	Part-I	Part-II	Part-III
1	Distribution of Admission Forms	Starting Date: After declaration of HS result	X	X
2	Publication of Merit List	Last week of June	X	X
3	Counseling & Admission	1 <sup>st</sup> Counseling	1 <sup>st</sup> week of July	X
		2 <sup>nd</sup> Counseling	Mid week of July	X
4	Admission	X	August-September	August-September
5	Commencement of Classes	1 <sup>st</sup> week of July 2015	After end of Part-I University Exam	After end of Part-II University Exam
6	Celebration of College Foundation Day	1 <sup>st</sup> August 2015		
7	University Registration of Part-I students	2 <sup>nd</sup> & 3 <sup>rd</sup> Week of Sept 2015	X	X
8	Celebration of Independence Day	15 <sup>th</sup> August 2015		
9	First Internal Exam (Honours)	Last week of Sept. 2015	Last week of Sept. 2015	Last week of Sept. 2015
10	Puja Vacation	17 <sup>th</sup> October, 2015-14 <sup>th</sup> November, 2015		
11	Publication of 1 <sup>st</sup> Internal Exam Results	Last week of Nov 2015	Last week of Nov 2015	Last week of Nov 2015
12	Last Date for Returning Evaluated First Internal Exam Answer Scripts to students	3 <sup>rd</sup> week of Nov 2015	3 <sup>rd</sup> week of Nov 2015	3 <sup>rd</sup> week of Nov 2015
13	Cultural Competition	1 <sup>st</sup> week of Dec 2015		
14	Indore & Outdoor Game Competition	2 <sup>nd</sup> week of Dec 2015		
15	Fresher's Welcome & Annual Social Function	3 <sup>rd</sup> - 4 <sup>th</sup> week of Dec 2015		
16	Seminars			
17	2 <sup>nd</sup> Internal Exam (Honours)	1 <sup>st</sup> week of Jan 2016	1 <sup>st</sup> week of Jan 2016	1 <sup>st</sup> week of Jan 2016
18	Publication of 2 <sup>nd</sup> Internal Exam Results	2 <sup>nd</sup> week of Jan 2016	2 <sup>nd</sup> week of Jan 2016	2 <sup>nd</sup> week of Jan 2016
19	Last Date for Returning Evaluated First Internal Exam Answer Scripts to students	3 <sup>rd</sup> week of Jan 2016	3 <sup>rd</sup> week of Jan 2016	3 <sup>rd</sup> week of Jan 2016
20	Celebration of Republic day	26 <sup>th</sup> Jan 2016		



21	College Sports	Last week of Jan 2016			
22	Test Examination		Part-I	Part-II	Part-III
		Honours Subjects	2 <sup>nd</sup> & 3 <sup>rd</sup> week of April 2016	1 <sup>st</sup> week of Feb 2016	1 <sup>st</sup> week of Dec 2016
		General Subjects	1 <sup>st</sup> week of March 2016	1 <sup>st</sup> week of Feb 2016	1 <sup>st</sup> week of Dec 2016
23	Teacher Council meeting on Academic Performance				
24	Publication of Results of Test Exam	3 <sup>rd</sup> week of March 2016	3 <sup>rd</sup> week of Mar 2016	3 <sup>rd</sup> week of Dec 2016	
25	Parents Teacher and students meeting				
26	Feedback from students				
27	Termination of Classes	15 <sup>th</sup> May 2016	1 <sup>st</sup> week of May 2016	Last week of Jan 2016	
28	Last Date of Submission of Project work by Students	1 <sup>st</sup> week of July 2016	X	X	
29	Form Fill up for university Exam	1 <sup>st</sup> week of May 2016	1 <sup>st</sup> week of March 2016	2 <sup>nd</sup> week of Jan 2016	
30	Commencement of university Exam				
31	Publication of University Exam Results				



Principal  
Sripat Singh College