

# **Annual Quality Assurance Report (2011-2012)**

**Submitted by**



**Internal Quality Assurance Cell  
Silda Chandrasekhar College  
Silda, Paschim Medinipur,  
West Bengal**

**Submitted to**

**National Assessment  
And  
Accreditation Council (NAAC)**

**Bangalore**

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

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

### Part – A

#### 1. Details of the Institution

1.1 Name of the Institution	Silda Chandrasekhar College
1.2 Address Line 1	Vill & P.O.-SILDA
Address Line 2	Paschim Medinipur,
City/Town	Paschim Medinipur
State	West Bengal
Pin Code	721515
Institution e-mail address	silda_cscollege@yahoo.com
Contact Nos.	
Name of the Head of the Institution:	Dr. Biswanath De
Tel. No. with STD Code:	03221-205357
Mobile:	
Name of the IQAC Co-ordinator:	Dr.Nirmal Kr.Mandal
Mobile:	9434987339
IQAC e-mail address:	iqacsildaccollege@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)\_\_\_\_\_

1.4 Website address: [www.sildaccollege.org](http://www.sildaccollege.org)

Web-link of the AQAR: [http://sildaccollege.org/?page\\_id=1036](http://sildaccollege.org/?page_id=1036)

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

### 1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	C+		2007	5 years
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.6 Date of Establishment of IQAC :

DD/MM/YYYY

19/05/2008

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

2011-12

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 NIL (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)

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

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

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers	<input type="text" value="5"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="1"/>
2.3 No. of students	<input type="text"/>
2.4 No. of Management representatives	<input type="text"/>
2.5 No. of Alumni	<input type="text"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="2"/>
2.7 No. of Employers/ Industrialists	<input type="text"/>
2.8 No. of other External Experts	<input type="text" value="1"/>
2.9 Total No. of members	<input type="text" value="08"/>

2.10 No. of IQAC meetings held

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

Non-Teaching Staff  Students  Alumni  Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- **Geography (Hons) was introduced with intake capacity -15.**

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards the quality enhancement and the outcome achieved by the end of the year \*

Plan of Action	Achievements
1. Introduction of new course	<ul style="list-style-type: none"><li>• Geography (Hons) was introduced with intake capacity of 15 students.</li></ul>
2. Strengthen the Laboratory of different disciplines	<ul style="list-style-type: none"><li>• Laboratory equipments of Geography, Chemistry were purchased to cater the needs of the students.</li></ul>
3. Increase the infrastructural facilities	<ul style="list-style-type: none"><li>• Electrical wiring of classroom building was renovated.</li><li>• The first phase of the proposed construction work of our Library Building (1<sup>st</sup> floor) was completed.</li><li>• The ongoing construction work of the Dining Hall of our Boys' hostel was finished.</li><li>• 34 new desktop computers and 3 laptops were purchased to facilitate our office, library works and to design</li></ul>

<p>4. Opening college website</p> <p>5. Teachers were encouraged to do Minor/Major Research project</p>	<p>computer oriented courses for interested students.</p> <ul style="list-style-type: none"> <li>• Repair works of old class room building, students' common room and roof treatment of library building was done.</li> <li>• College website was started.</li> <li>• Two teachers in i) Mathematics, ii) Chemistry got Minor research projects from UGC.</li> </ul>
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\* Attach the Academic Calendar of the year as Annexure.

2.16 Whether the AQAR was placed in statutory body    Yes     No

Management     Syndicate     Any other body

Provide the details of the action taken

Teachers' Council and Governing Body appreciated the report of AQAR and accepted.
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## 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	10	1		
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	10	1		
Interdisciplinary				
Innovative				

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

~~Semester~~ Number of Programmes

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.

NA

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

Name of Department:	<b>Geography(Hons)</b>
Date of affiliation:	<b>2011-2012</b>
Intake Capacity:	<b>15</b>

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
17	05	03		PTT-9

2.2 No. of permanent faculty with Ph.D.

04

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
-	-	-	-					-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

30      -      -

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	00	03	01
Presented papers	01	00	00
Resource Persons	00	00	00

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

- Students' magazine was published to nurture their creativity
- One-to-one counselling and guidance
- Publication of teaching plan
- Interactive method

2.7 Total No. of actual teaching days

during this academic year

224

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

- As the College is affiliated to Vidyasagar University, Midnapore, it follows the rules and regulations of the university for Annual Examination. Photocopy of the answer script is issued to student on demand under R.T.I Act through the College.
- Re-evaluation of Answer Script is done on demand.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development

as member of Board of Study/Faculty/Curriculum Development workshop

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2.10 Average percentage of attendance of students

60%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BA(HONS)	109	00	01	83	00	22
BA(GEN)	92	00	00	10	00	71
BSC(HONS)	02	00	00	02	00	00



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

The IQAC plays the role of a mentor in the development of teaching and learning processes. In this context, principal activities of IQAC are summarized below.

- Inspection on the departmental activities including the classroom and library services was conducted on regular basis. In this regard, progress of a student was always monitored through unit test, home assignment etc. for their development.
- Specific suggestions were passed to the concerned student of the departments upon receiving the feedbacks from inspections.
- An academic calendar was prepared to organise (i) teaching days, (ii) examination schedule, (iii) hosting and celebrating events and (iv) list of holidays and vacation etc.
- In addition to the academic calendar, teaching plan for each subject was prepared consisting of the topics to be covered and expected no of classes in each month.

## 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	00
UGC – Faculty Improvement Programme	00
HRD programmes	00
Orientation programmes	00
Faculty exchange programme	00
Staff training conducted by the university	00
Staff training conducted by other institutions	00
Summer / Winter schools, Workshops, etc.	00
Others	00

## 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	10	-	-	-
Technical Staff	-	-	-	-

## Criterion – III

### 3. Research, Consultancy and Extension

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

- Necessary academic and administrative supports are provided to the faculties who have received Minor and Major Project grants from different organisation like UGC, DST etc. Administrative supports are also provided to furnish a new application for research project.
- Teachers are motivated and supported to present their research works at national and international seminars/conferences/workshops.
- Teachers are always supported to do Ph.D., M.Phil., Refresher Course, Orientation Course.

#### 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			2	
Outlay in Rs. Lakhs			3.73	

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	03		
Non-Peer Review Journals			
e-Journals			
Conference proceedings			

#### 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	2	UGC	3,73,000/-	286500/-
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	2		3,73,000/-	286500/-

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	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	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

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

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

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

JRF  SRF  Project Fellows  Any other

3.21 No. of students Participated in NSS events:

University level  State level   
National level  International level

3.22 No. of students participated in NCC events:

University level  State level   
National level  International level

3.23 No. of Awards won in NSS:

University level  State level   
National level  International level

3.24 No. of Awards won in NCC:

University level  State level   
National level  International level

3.25 No. of Extension activities organized

University forum  College forum   
NCC  NSS  Any other

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

## 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	19.58 Acre			19.58 Acre
Class rooms	13	0		13
Laboratories	2	1		3
Seminar Halls	0	0		0
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year				
Value of the equipment purchased during the year (Rs. in Lakhs)	2.48436	21.26877	UGC and College Fund	23.75313
Others	0			

\*No single item of worth  $\geq$  1-0 lakh was purchased

#### 4.2 Computerization of administration and library

- Attempt was taken to computerise the administration and library
- The Administrative Office functions via LAN with a central database.
- The Administrative Office is connected to the Internet.

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	9290		4203	773084	13493	
Reference Books	6156		4000	735745	10156	
e-Books						
Journals	91		0		91	
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	1	0	0			0		
Added	37	1	1			1		
Total	38	1	1			1		

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

- Computers including internet access are available for all teachers and students.
- Website was designed, regularly maintained and updated.

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

i) ICT

0.37939

ii) Campus Infrastructure and facilities

30.09627

iii) Equipments

3.06538

iv) Others

**Total :**

33.54155

### Criterion – V

## 5. Student Support and Progression

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

The following steps were taken by IQAC to enhance awareness of Student Support Service.

- Information related to various administrative and academic supports provided by the College were discussed in the prospectus.
- Various types of Govt. Notices were circulated in the classroom. All notices were also pasted on the college notice board.
- In addition, any specific information related to a particular department was circulated by the respective HOD/faculties.

5.2 Efforts made by the institution for tracking the progression

Student-Teacher interaction is the key for tracking the progression of the students which were done regularly within as well as outside the classroom. The major issues of interaction were evaluation of the student results and their needs for their progress which were subsequently discussed in the meeting of the Teachers' Committee.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1297			

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	824	63.5		473	36.5

400 Physical Challenged 96 SI Last Year 2010-11 Physically Challenged 908 General 859 Last Year 2010-11 Physically Challenged 1297

Demand ratio 1.86:1 Dropout % 0.03

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

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

5.6 Details of student counselling and career guidance

No. of students benefitted

5.7 Details of campus placement

*On campus*

*Off Campus*

Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
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5.8 Details of gender sensitization programmes

Nil

5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of Students	Amount
Financial support from institution	175	58,260.00
Financial support from government	771	57,95,000.00(Approx)
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_



## Criterion – VI

### **6. Governance, Leadership and Management**

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

##### **Vision Statement**

The College is located in a rural area where most of the inhabitants belong to low socio-economic backgrounds. Many of the students are even first generation learners and it is a challenge to impart "proper" education to them. The College is dedicated to advancing (i) human dignity, (ii) social welfare and (iii) justice through spreading knowledge amongst students and also to the poor villagers. The college aims at overall development of the locality and its adjoining areas directly and indirectly through participation in various socio-economic, cultural and welfare activities.

##### **Mission Statement**

We would like to impart professional education to students belonging to different strata of society irrespective of caste, gender, or creed. Necessary steps have always been taken to uplift the deprived and academically weak students through the development of social, moral, aesthetic and ethical values amongst our students.

#### 6.2 Does the Institution has a management Information System

Yes,

- Admissions
- Fees
- Student information
- Examinations
- Finance & Accounting
- Student evaluation

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

##### 6.3.1 Curriculum Development

Our College is affiliated to Vidyasagar University, Midnapore. Thus it follows the University Syllabi designed by the respective Board of Studies of the University. However, completion of syllabus of any subject can be done in a fruitful way only if a proper teaching plan is chalked out in the beginning. Thus all departments of our college prepare a Teaching Plan comprised of (i) tentative number of classes to be taken (ii) topics to be taught by a teacher in every month starting from the beginning of an academic year. Afterwards, the teaching plan was distributed among the students after the commencement of class.

##### 6.3.2 Teaching and Learning

- Preparing the academic calendar

- Conducting unit test, group discussions and home assignment etc
- Conducting preliminary examinations
- Exposing student for outdoor learning through educational trips, excursions, camps etc

### 6.3.3 Examination and Evaluation

- Internal Examinations are conducted at regular intervals (Academic calendar attached).
- University Examinations are conducted as per the norms and regulations of the Vidyasagar University, Midnapore.

### 6.3.4 Research and Development

- Teachers are encouraged to send their research papers in national and international journals.
- Teachers are encouraged to pursue research works.
- Academic and administrative supports are provided to the faculty to facilitate their research works.

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

- **Library**  
Good collection of literary books: Reading facilities, Newspapers, Library Committee suggested a list of books based on interaction with the students and faculty members.
- **Infrastructure**  
Construction works of the new building has began, Library being updated, ICT based instruments and computers are purchased and used; 24 x 7 Internet, Wi-Fi, Science departments are provided with computers, an ICT enabled classroom, well equipped computer labs, smart board.
- **Sports**  
The institute has several sports facilities like state of the art Gymnasium Hall, Play grounds, badminton kits, cricket kit, TT kit, volleyball, football, etc. are available.

### 6.3.6 Human Resource Management

- The institution has sincere, dedicated and committed faculty and Visionary management.
- Sense of regularity, punctuality, discipline and cooperation is promoted among staff and students in order to create a conducive work culture.
- In addition, the Governing body and its sub-committees, Teachers' Council and other different executive bodies formed from students and teachers always look after the different policies and developments.

### 6.3.7 Faculty and Staff recruitment

- Full time teachers are appointed through the West Bengal College Service Commission
- Guest teachers are appointed following advertisement in daily newspaper/website through walk-in-interview by subject experts as per UGC norms.
- Non-teaching staff are appointed as per the regulation of State government

6.3.8 Industry Interaction / Collaboration: Nil

6.3.9 Admission of Students

Notices regarding admission are publicized through College notice board, website and by local people. Admission was strictly done on merit basis.

6.4 Welfare schemes for

Teaching	College Employees Co-operative Society
Non teaching	College Employees Co-operative Society
Students	<ul style="list-style-type: none"><li>• Student aid fund</li><li>• Tuition fee concession for poor but meritorious students</li><li>• Free Medical Treatment (On demand)</li><li>• Computer literacy programme</li></ul>

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	Yes	Vidyasagar University	Yes	Teachers' Council
Administrative	Yes	Vidyasagar University & West Bengal State Govt.	Yes	Principal

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?

NA

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

NA

6.11 Activities and support from the Alumni Association

Alumni of our college meet our students and give suggestions for betterment.

6.12 Activities and support from the Parent – Teacher Association

Parent Teacher Association to be activated

6.13 Development programmes for support staff

The college, at present, has thirty eight computers and internet connection and one smart class room to enhance the professional development of the teaching and non teaching staff. The college has two TVs with cable connections for their refreshment and keeping them updated with current affairs. The institution always looks after scopes for faculty empowerment through training, retraining and motivate the employees for their roles and responsibility they perform. The university and Academic Staff College arrange various programmes time to time to refresh and orient the knowledge of academic and non-teaching staff. The Staff have to attend those programmes for their promotion purposes. The teachers often participate in National and International seminars for their advancement of learning and motivating the employees for the roles and responsibility they perform.

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

The Institution always emphasizes on

- “No Smoking Zone” inside the campus.
- Pollution free campus.
- Keeping the surroundings completely clean

## 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.

NA

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

NA

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

Best Practice No. 1: Organization of Teaching plan.  
Best Practice No 2: No Capitation or Donation & Financial supports to poor students.

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

7.4 Contribution to environmental awareness / protection

(1) The Institution always emphasizes on the necessity of keeping the campus totally pollution- free and making the surroundings completely clean. For this purpose trees are planted every year & students are inspired to take part in plantation programmes.  
(2) Particular attention is given to keep the college campus plastic- free.

7.5 Whether environmental audit was conducted? Yes  No

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

See annexure - IV

## 8. Plans of institution for next year

- Introduction of new courses
- Up-gradation of Teaching Learning and Evaluation process
- Up-gradation of infrastructural facilities to students
- Increase the student support system

Name Nirmal Kumar Mandal

*Nirmal Kumar Mandal,*  
Coordinator  
IQAC  
Silda C. S. College  
Silda, Paschim Medinipur

Signature of the Coordinator, IQAC

Date: 28.12.2015

Name Sujata Tewari

*Sujata*  
Teacher-in-charge  
Silda C.S. College  
P.O.- Silda, Dist.- Paschim Medinipur

Signature of the Chairperson, IQAC

Date: 28.12.2015

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**Annexure I**

### Abbreviations:

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

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Month	No.of week According to Academic session	Date in the week	Holidays	No. of the days available for holding class/Exam	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
July- 11	1 <sup>st</sup>	July (1-7)	03.07.2011 Rathajatra (Sunday)	6 days	
	2 <sup>nd</sup>	July (8-14)	10.07.2011 (Sunday)	6 days	
	3 <sup>rd</sup>	July (15-21)	17.07.2011 (Sunday)	6 days	18.07.2011 Commencement Of 1 <sup>st</sup> ,2 <sup>nd</sup> ,3 <sup>rd</sup> ,yearB.A/B.sc/B.com Classes
	4 <sup>rd</sup>	July (22-28)	24.07.2011 (Sunday)	6 days	25.07.2011 Last date of admission of 1 <sup>st</sup> year B.A/B.sc/B.Com Students.
July- August-2011	5 <sup>th</sup>	July 29.Aug.0 4	31.07.2011 (Sunday)	6 days	02.08.2011 last date of submission of academic auditing report to V.U
	6 <sup>th</sup>	Aug (5-11)	07.08.2011 (Sunday)	6 days	09.08.2011 last date of change of subject for 1 <sup>st</sup> year B.A/B.sc.B.Com students.
	7 <sup>th</sup>	Aug (12-18)	14.08.2011 (Sunday) 15.08.2011 (Independence)	6 days	
	8 <sup>th</sup>	Aug (19-25)	21.08.2011 (Sunday) 22.08.2011 (Janmastami)	5 days	25.08.2011 last Date of submission of registration form to V.U for 1 <sup>st</sup> year B.A/B.sc./B.Com Students without fine.
August- September- 11	9 <sup>th</sup>	August 26- Sept.01	28.08.2011 (Sunday) 31.08.2011 (Id-Ui-Fitre)	5 Days	30.08.2011-Last date of admission for 2 <sup>nd</sup> & 3 <sup>rd</sup> year B.A/B.Sc /B.Com students.
September- 11	10 <sup>th</sup>	Septemb er (2-8)	04.09.2011 (Sunday)	6 Days	06.09.2011- Last date of submission of Teachers Bio-date to V.U.
	11 <sup>th</sup>	Septemb er (9-15)	11.09.2011 (Sunday)	6 Days	09.09.2011-Last date of submission of registration form to V.U. for 1 <sup>st</sup> year B.A./B.Sc/B.Com students with fine .
	12 <sup>th</sup>	Septemb er(16-22)	18.09.2011 (Sunday)	6 Days	1 <sup>st</sup> week of Septembe Inter College Cultural meet.
	13 <sup>th</sup>	Septemb er(23-29)	25.09.2011 (Sunday) 26.09.2011 (Vidyasagar Birth Day) 27.09.2011(Mahal aya) 29.09.2011(Unive rsity Foundation Day)	3 Days	
September- October-	14 <sup>th</sup>	Sept-30 October	02.10.11 (Mahatma	2 Days	

2011		-06	Gandhi's Birth Day and Puja Holidays Begin)		
October-2011	15 <sup>th</sup>	October(7-13)	Puja Holidays	NIL	
	16 <sup>th</sup>	October(14-20)	Puja Holidays	NIL	
	17 <sup>th</sup> (Part)	October(21-26)	21.10.2011 To 26.10.2011 (Puja Holidays)	1 Day	
October-November-11	17 <sup>th</sup> (Part)	October(27)		1 day	
	18 <sup>th</sup>	October -28- Nov-03	28.10.2011 (Bhatridwitya) 30.10.2011 (Sunday)	5 days	
November-11	19 <sup>th</sup>	November(4-10)	04.11.2011 (Jagadhatri puja) 06.11.2011 (Sunday) 07.11.2011 (Id-Ud-Zoha)	4 days	
	20 <sup>th</sup>	November(11-17)	10.11.2011 (Guru Nanak Birth Day) 13.11.2011 (Sunday)	5 days	
	21 <sup>st</sup>	November(18-24)	20.11.2011 (Sunday)	6 days	
November-December-11	22 <sup>nd</sup>	Nov-25 Dec-01	27.11.2011 (Sunday)	6 days	
December-11	23 <sup>rd</sup>	December(02-08)	04.12.2011 (Sunday) 06.12.2011 (Muharram)	5 days	Annual Sport of College
	24 <sup>th</sup>	December(9-15)	11.12.2011 (Sunday)	6 days	
	25 <sup>th</sup>	December(16-22)	18.12.2011 (Sunday)	6 days	Inter College Sport of V.U
	26 <sup>th</sup>	December(23-29)	25.12.2011 To 29.12.2011 (Winter Recess)	2 days	
December-11 January-11	27 <sup>th</sup> (Part)	Dec-30 To January-01	30.12.2011 To 01.01.2012 (Winter Recess)	NIL	
January-12	27 <sup>th</sup>	January	-	4days	



	(part)	(2-5)			
	28 <sup>th</sup>	January (6-12)	08.01.2012 (Sunday)	6days	
	29 <sup>th</sup>	January (13-19)	15.01.2012 (Sunday)	6days	
	30 <sup>th</sup>	January (20-26)	22.01.2012 (Sunday) 23.01.2012 (Nataji Birth Day) 26.01.2012 (Repubic Day)	4days	
January- February- 12	31 <sup>st</sup>	Jan-27- Feb-02	28.01.2012 (saraswati puja) 29.01.2012 (Sunday)	5days	
February- 12	32 <sup>nd</sup>	Feb (3-9)	05.02.2012 (Fateha Duwaz Daham)	6days	
	33 <sup>rd</sup>	Feb (10-16)	12.02.2012 (Sunday)	6days	
	34 <sup>th</sup>	Feb (17-23)	19.02.2012 (Sunday)	6days	
February- March- 2012	35 <sup>th</sup>	Feb-24- March- 02	26.02.2012 (Sunday)	6days	
March- 2012	36 <sup>th</sup>	March (3-9)	04.03.2012 (Sunday) 08.03.2012 (Doljatra)	5days	07.03.2012 Closing of 3 <sup>rd</sup> year B.A/B.Sc/B.Com Classes.
	37 <sup>th</sup>	March (10-16)	11.03.2012 (Sunday)	6days	
	38 <sup>th</sup>	March (17-23)	18.03.2012 (Sunday)	6days	
	39 <sup>th</sup>	March (24-30)	25.03.2012 (Sunday)	6days	
March- April-2012	40 <sup>th</sup>	Mar31- April-06	01.04.2012 (Sunday) 06.04.2012 (Good Friday)	5days	
	41 <sup>st</sup>	April (7-13)	07.04.2012 (Easter Saturday) 08.04.2012 (Sunday) 13.04.2012 (Chaitra Sankranti)	4days	12.04.2012- Closing of 1 <sup>st</sup> and 2 <sup>nd</sup> year B.A/B.SC/B.COM Classes

### ANNEXURE – III

#### 7.3 Best Practice

##### **Practice 1: Organization of Teaching Plan**

**Goals:** Planning of lessons helps one to "own" the subjects he/she is teaching or will be teaching. It helps one to frame the subject to achieve definite progress in a given month from the commencement of an academic year. In particular, it assists to

- form the basis upon which a teacher can design instruction materials, content or teaching techniques,
- provide the basis for determining or assessing when the instruction purpose has been accomplished,
- provide a framework within which a learner can organize his or her efforts to complete the learning tasks.

**The Context:** Teaching plan is organized in such a way that even weaker students can follow the lessons without having any difficulty. This is very important, specially for a rural college like us where we hardly get academically bright students. However, attention has also been given so that better students could learn different avenues of a given topic.

**The Practice:** In practice, one or two text books are followed to organize the teaching plan and to prepare study materials. Needless to say that text books can hardly cover all the topics in a given syllabus equally well, specifically as intended by the instructor. Thus reference books are also used time to time to match the requirements. In addition, hands outs are also given in case a particular topic was not discussed satisfactorily in the text/reference books.

**Evidence of Success:** Students are always aware of the proceedings in the class room. They always have the information about when a particular topic would be discussed. This helps them to prepare for class tests which are organized periodically. Evidence of success has started to show up in the overall improvement of the college results.

#### **Problems encountered and resources required:**

There are a number of difficulties which we often encounter:

- Communicative and cultural barrier: It is understandable that there would be a communicative and cultural barrier or gap since many college students belong to poor socio-economic background and are even first generation learner. Sometimes this provides with difficulties in understanding teacher's actions and ideas.
- In some cases, fear, reluctance or apathy towards class-room.
- Lack of awareness of the differing student learner styles that exist in the classroom.
- Inadequacy of experienced teacher: We don't have much teaching supports, specially full time teachers. Thus we have to depend much on available guest teachers. But, as expected, the guest teachers resign from their positions as soon as they get better offer. This also creates problems to achieve the plan successfully.

In fact, these are the reasons why remedial coaching has been necessitated. Though formal coaching classes for the academically weaker students are somewhat dependent on the availability of funds from UGC or other financial agencies, we always try to offer them outside-class teaching in the teacher's room or laboratory. However, to fulfil the objectives, adequate no of full time teachers and financial supports would be highly required.

#### **Practice 2: No Capitation or Donation & Financial supports to poor students**

**Goals:** Capitation fees or Donation is a common practice nowadays even for school educations in private institutions across India. The fees hike naturally in the case of higher educations. Without any surprise, only affluent students can afford private education which hardly provides any benefit to students with low economic background. This is very much true in our context where most of the students belong to poor socio-economic background. We particularly aim to provide the proper value-based education to all of them (already mentioned earlier in the context of “Vision & Mission”) without putting any burden of Capitation fees or Donations on them. In addition, we also provide them with official helps to furnish applications for Govt. or Non-Govt. aids as well as necessary financial supports to our needy students to finish their college educations.

**The Context:** We differ from any city-based college where stereotype college education for the sake of carriers would suffice. As would have been guessed, the situation is quite different in a rural college where value of education, in most of the cases, does mean only a degree without having much importance. Thus it was a challenge for the whole college-team to develop the importance of values like (i) human dignity, (ii) social welfare, (iii) justice amongst the poor inhabitants through knowledge and education. Precisely, these are the basic objectives which we always need to satisfy to fulfil the dreams that the donors of this college once dreamt of. In the beginning our teachers and non-teaching staff had to work really hard to motivate the villagers to send their sons/daughters for college educations. Surely, complete absence of any form of donations or capitation fees was the main reasons that made them inclined towards education. We now simply carry forward the flag from our predecessor and follow the same path they showed. In addition, new financial support schemes (Govt., Non-Govt & college sponsored) for the benefits of our students are supplemented.

**The Practice:** In practice, we waive tuition fees of our needy students. Similarly, we publicize different Govt. and non-Govt. sponsored project like Kanyasree, Swami-Vivekananda fellowship, Jindal scholarship etc through notices and verbally by the teachers and H.O.Ds. Similarly, all kinds of office help are provided to the student to furnish their applications.

**Evidence of Success:** This practice has made a great impact to uplift the standard of living of the villagers. Slowly but steadily their vision towards life have been changing. However, in addition to this qualitative change, we also cherish when a poor student finds a job whose college education would not become possible without the financial help provided by the college. We have already been blessed to have quite a few successful students who have achieved their dream jobs like regular teaching positions in schools or even in a college. In a recently held re-union at college campus, these successful alumnae have shown their interest to extend their supports to their needy juniors which is another evidence of success.

**Problems encountered and resources required:** Of course, our mission in its childhood stage. At this stage, we lack full-time teachers and non-teaching staff to run even the daily college activities in a smooth way. Thus, guest teachers and non-teaching staff are hired on a regular basis for evading this problem. But, as expected, the guest staffs resign from their positions as soon as they get better offers which sometimes lead to very inconvenient situation for the college administration. We need (i) more regular teachers and non-teaching staff and (ii) more money from our financial agencies to support financially the needy students.

## ANNEXURE – IV

### 7.6 SWOT Analysis:-

#### • STRENGTH

- Good Academic Ambience

- Pass Percentage of students in university is high
- Quality teaching-learning
- Teacher-Student relationship
- Devoted Administrative and Teaching Staff
- Student Counselling

• **WEAKNESS**

- Paucity of teaching Staff
- Paucity of Non-teaching staff
- Some vacant teaching and non-teaching posts
- Necessity of creation of more fulltime teaching and non-teaching posts

• **OPPORTUNITIES**

- To give more scope of education to first learner generation
- To sign MoU with Industries and reputed Institutes
- Emphasis on learning through ICT, Digital Library
- Publication and presentation of papers in State Level, National and International Seminars, Workshops, Journals and Magazines by teachers

**THREATS**

- 75% class attendance of students
- To train all students in Communicative English and Computer Fundamentals
- To increase intake capacity of students in different subjects
- To create teaching posts in the newly opened subjects