

Annual Quality Assurance Report (2013-2014)

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.	03221-205357
Name of the Head of the Institution:	Dr. SUJATA TEWARI
Tel. No. with STD Code:	03221-205357
Mobile:	9476333193
Name of the IQAC Co-ordinator:	Dr.BISWAJIT DAS
Mobile:	9434562516
IQAC e-mail address:	iqacsildaccollege@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879) _____

1.4 Website address: www.sildaccollege.org

Web-link of the AQAR: http://sildaccollege.org/?page_id=1036
<http://www.ladykeanecollege.edu.in/AQAR201213.doc>

1.5 Accreditation Details

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

1.6 Date of Establishment of IQAC :

DD/MM/YYYY

19/05/2008

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

2013-14

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 2011-12 submitted to NAAC on 28-12-2015

ii. AQAR 2012-13 submitted to NAAC on 28-12-2015

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*)

Vidyasagar University

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

5

2.2 No. of Administrative/Technical staff

1

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and

community representatives

2

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

1

2.9 Total No. of members

08

2.10 No. of IQAC meetings held

02

2.11 No. of meetings with various stakeholders:

No.

Faculty

8

Non-Teaching Staff

2

Students Alumni

1

Others

2.12 Has IQAC received any funding from UGC during the year? Yes

No

If yes, mention the amount

Rs. 3,00,000/-

2.13 Seminars and Conferences (only quality related)

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

Total Nos.

0

International

National

State

Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

IQAC being the nodal agency of the institution promotes and stimulates the academic and administrative performance of the institution persistently and in a continuous manner.

- Introduced two NSS units.
- Upgraded facilities in the Boys' Common Room.
- Provided the students with more books, magazines, newspapers, ICT and other facilities.
- Enhanced employability by introducing additional courses in Computer Application.
- Facilitated financial support to the students for obtaining various scholarships.
- Continued Remedial Coaching classes for SC, ST, OBC and Minority students under UGC scheme.
- Continued Coaching Classes for Entry in Services for SC, ST, OBC and Minority students under UGC scheme.
- Upgradation of hardware and software.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1. Up gradation of teaching-learning process	➤ Remedial classes were held for backward students.

<p>2. Up-gradation of infrastructural facilities</p> <p>3. Expedite the construction work of new academic and administrative building for accommodating increasing number of students.</p> <p>4. Re-open the NSS units</p> <p>5. Initiative towards the extension activities</p>	<ul style="list-style-type: none"> ➤ Coaching classes for entry in service were held for backward students ➤ Performance of the students in Unit Tests was found better and their final results also improved. ➤ Percentage of attendance improved a bit. ➤ Teacher-student meeting was held to inform the students about the amenities in the college and to redress their grievances etc. ➤ Departmental field surveys were held in the Departments of Bengali and Geography in the form of study tour. ➤ Infrastructural facilities were taken care of and new furniture and equipments were purchased as per needs. ➤ Construction of a new building continued. ➤ Two NSS units were re-opened. ➤ Extension activities were mainly done by the NSS volunteers. 7-day orientation programme was held on the topic 'Marginal Students: A step towards dignity'. Different types of social awareness programmes were held to create awareness among the SC, ST, OBC, physically challenged and girl students of our college extensively. Social and Government roles were discussed in this programme. Eminent speakers from different organisations/Institutions participated, delivered lectures and performed in this programme. Programme was organised in collaboration with
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<p>6. To take measures for preserving documents in the departments and in the College Office in a more professional way, and digitise documents whenever possible.</p> <p>7. Beautification of the premises is to be done.</p>	<p>the NSS units. Student participants were conferred by certificates.</p> <p>➤ Gender sensitization programme on ‘Save the girl Child’ was held in association with MANT, an NGO on 2.9.13.</p> <p>➤ A fair amount of documents have been preserved and digitised and the process continues.</p> <p>➤ Beautification work continues.</p>
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** Attach the Academic Calendar of the year as Annexure. (See annexure – II)*

2.16 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The Teachers’ Council and GB approved the activities taken up by the IQAC.

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	12			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				01 (Computer Application)
Others				
Total	12			01

Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	01
Trimester	Nil
Annual	11

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

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.

The College is affiliated to Vidyasagar University, Midnapore and bound to follow the University Syllabi designed by the respective Board of Studies of the University.

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	15	05	01		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

33

-

-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	00	00	01
Presented papers	00	02	01
Resource Persons	00	00	00

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

- Classes through Power Point Presentations.
- Showing relevant movies in the classroom.
- Students' magazines are published for promoting and nourishing their creativity.
- Interactive method.
- Field Survey.
- Remedial Classes.
- Class seminar.
- Learning through recitation.
- Shows of recorded speeches of eminent literatures.

2.7 Total No. of actual teaching days during this academic year 207

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 conducting annual examination. Photocopy of the answer script is issued to student on demand under R.T.I Act through the College.
- Re-examination of Answer Script is done on demand of students through the College.

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

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)	126		04	101	00	20
BA(GEN)	72		00	07	00	46
BSC(HONS& GEN)	00	00	00	00	00	00

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

The IQAC plays crucial role in the development of teaching and learning processes. In this context, IQAC has taken the following efforts for student and teacher.

- Encouragement and technical help provided to faculty members to use modern techniques of teaching like ICT.
- Inspection on the departmental activities including the classroom and library services was conducted on regular basis. In this regard, progress of student was always monitored through unit test, home assignments etc. for their development.
- Specific suggestions were passed to the concerned students upon receiving the feedbacks from inspections.
- An academic calendar was prepared to organise (i) teaching days, (ii) examination schedule and tentative publication of results, (iii) hosting and celebrating events and (iv) list of holidays and vacation etc.

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	
HRD programmes	
Orientation programmes	01
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	10	01	-	-
Technical Staff	-	-	-	01

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 organisations 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	02		
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				
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				

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

- 7-day orientation programme was held on the topic ‘Marginal Students: A step towards dignity’ from 8.2.14 to 14.2.14. Different types of social awareness programmes were held to create awareness among the SC, ST, OBC, physically challenged and girl students of our college extensively. The roles of the society and the Government were discussed in this programme. Eminent speakers from different organisations / Institutions participated, delivered lectures and

performed in this programme. Programme was organised in collaboration with the NSS units. Student participants were awarded with certificates.

- Gender sensitization programme of Equal Opportunity Cell of our College on ‘Save the Girl Child’ was held in association with MANT (Manbhumi Ananda Ashram Nityanada Trust), an NGO on 2.9.13.

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	14			14
Laboratories	6			6
Seminar Halls				
No. of important equipments purchased (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. in Lakhs)	42.77933	10.41498	UGC & College fund	53.19431
Others				

4.2 Computerization of administration and library

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

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13903		532	114984	14435	
Reference Books	10957		987	213327	11944	
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	73	3	1		1	1	0	
Added	1	0	0		0	1	4	
Total	74	3	1		1	2	4	

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

- Computers and internet access are available for teachers and students within campus
- Website was updated

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.14347
ii) Campus Infrastructure and facilities	0.24910
iii) Equipments	
iv) Others	
Total :	0.39257

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Co-ordinator and its members actively participated in various academic meetings and took decisions in respect of Students Support Services.

The effort by the IQAC for enhancing the Student Support Service are as follows:

- Improving the information regarding support services in the prospectus.
- Providing financial help to the needy students.
- Circulate various types of Govt. Notices.
- Employment notices are displayed in the college notice board
- Information is circulated in the classrooms.

5.2 Efforts made by the institution for tracking the progression

The college looks after the entire process by means of interaction with the students department wise, and gives appropriate suggestions for the betterment of academic atmosphere.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1502	00	00	00

(b) No. of students outside the state

Nil

(c) No. of international students

NIL

Men	No	%	Women	No	%
	856	57		646	43

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
577	134	479	143	00	1333	585	192	524	195	05	1502

Demand ratio 1.88:1

Dropout % 0.02%

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

Entry in Services in West Board of Primary Education and West Bengal School Service Commission .

No. of students beneficiaries

92

5.5 No. of students qualified in these examinations

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

5.6 Details of student counselling and career guidance

No. of students benefitted

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

5.8 Details of gender sensitization programmes

A workshop was organised on 'Save the Girl Child' in collaboration with MANT. Students, teaching/non-teaching Staff participated actively in this programme.

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	110	38,550.00
Financial support from government	978	81,09,000.00 (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: Nil

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 dreams of 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 career oriented education to all students irrespective of their social and economic status. Necessary steps have consistently been taken to uplift the deprived and academically weaker students through the development of social, moral, aesthetic and ethical values among 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 the Vidyasagar University, Midnapore. And, 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 comprising (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 is distributed among the students after the commencement of class.

6.3.2 Teaching and Learning

- Preparing the academic calendar.
- Conducting unit tests, group discussions and home assignment etc.
- Conducting preliminary examinations to prepare students for final examination.
Exposing student for outdoor learning through educational trips, excursions, camps etc.
- Special coaching and remedial classes for backward class and financially weaker students are conducted for bringing them up to the forefront.

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.

This list was forwarded to concerning authority for sanction and purchase of books.

Infrastructure

Construction works of the new building has began; Library is 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 and 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 faculties are appointed by the recommendation of college service commission,
- Guest lecturers are recruited 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

Initiatives were taken to start Community College Scheme upon approval of UGC funds. We planned to introduce diploma courses on i) Automobile Servicing, ii) Mobile Repairing and DTH Installation in association with the help of industry partners i) George Insoft Pvt. Ltd. and ii) Globsyn Skills Development Pvt. Ltd.

6.3.9 Admission of Students

Publicity of admission was done through website, College Notice Board and the Prospectus. Admission was done on merit basis as per the University rules.

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"> • Student aid fund • Tuition fee concession for poor but meritorious students • Free Medical Treatment (On demand) • Computer literacy programme

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	Teacher-in-Charge

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 is yet to be introduced.

6.13 Development programmes for support staff

The college, at present, has 74 computers and internet connection and one smart class room to develop the professional skills of its teaching and non-teaching staff. The college regularly arranged different types of programmes for their advancement. The college has two TV sets with cable connection for their refreshment. The Institution always looks after the scopes for faculty empowerment through training, retraining and motivating the employees for the roles and responsibilities they are to 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 has to attend those programmes for the purpose of their promotion. The teachers often participate in National and International seminars for their advancement of learning and motivating the employees for research based studies.

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.
- Making 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.

NIL

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

NIL

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

Best Practice No. 1: Teaching plan & methodology.
Best Practice No 2: 'No Capitation' or Donation & Financial supports for poor students.

**Provide the details in annexure (see annexure 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**

- Upgrading the Teaching-Learning and Evaluation process
- Increase the infrastructural facilities
- Increase the student support system
- Increase the extension activities by the students
- Introduction of Community College Scheme under UGC
- Introduction of new courses

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

Signature of the Chairperson, IQAC

Date: 28.12.2015

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

2.15: ACADEMIC CALENDER FOR THE ACADEMIC SESSION 2013 – 2014

Month	No. Of Week	Dates in the Week	Holidays	No. Of days available for Class/Exam	Remarks
(1)	(2)	(3)	(4)	(5)	(6)
July 2013	1 st	July (1-7)	07.07.2013: Sunday	6	Admission for 1 st year
	2 nd	July (8-14)	10.07.2013: Rathjatra 14.07.2013: Sunday	5	Admission for 1 st year 13.07.2013 : Closing date of admission for 1 st year
	3 rd	July (15-21)	18.07.2013: Ulto Rath 21.07.2013: Sunday	5	17.07.2013 : Commencement of classes for 1 st year 17.07.2013-31.07.2013 : Change of subjects if necessary
	4 th	July (22-28)	28.07.2013: Sunday	6	Classes for 1 st year / Change of subjects if necessary 25.07.2013 : Issue of Registration From to colleges
	5 th	July (29-31)	No Holiday	3	Classes for 1 st year / Change of subjects if necessary
August 2013	6 th	August (1-7)	04.08.2013: Sunday	6	01.08.2013 – 14.08.2013 : Issue and Receiving of Registration from for 1 st year students without fine 01.08.2013 of 07.08.2013 : Admission for 3 rd year classes / Classes for 1 st year / 05.08.2013 : Commencement of examination for Part-I
	7 th	August (8-14)	09-8-13: Id-Ul-Fitre 11.8.13: Sunday	5	Classes for 1 st year & 3 rd year Part-I examination: 14.8.13
	8 th	August (15-21)	15.8.13: Independence Day 18.8.13: Sunday	5	20.8.13: Last date of Part-I Practical Examination
	9 th	August (22-28)	25.8.13: Sunday 28.8.13: Janmastami	5	26.8.13-4.9.13: Admission for 2 nd year classes
	10 th	August (29-31)	No Holiday	3	
September 2013	11 th	Sept(1-7)	01.9.13: Sunday	6	1 st week: Inter College Cultural meet 4.9.13: Last date of

					admission for 2 nd year classes 5.9.13: Commencement of classes for Part II
	12 th	Sept(8-14)	8.9.13: Sunday	6	Classes
	13 th	Sept (15-21)	15.9.13: Sunday	6	Classes
	14 th	Sept (22-28)	22.9.15: Sunday 26.9.15: Vidyasagar's birth day	5	Classes
	15 th	Sept (29-30)	29.9.13: Sunday	1	Classes
October 2013	16 st	October (1-7)	02.10.2013 : Mahatma Ghahi's Birth day / 04.10.2013 : Mahalaya 06.10.2013 : Sunday	4	Classes for 1 st , 2 nd , 3 rd year
	17 nd	October (8-14)	Puja Holidays : 10.10.2013 – 14.10.2013	2	10.10.2013 – 14.10.2013 : Puja Holidays
	18 rd	October (15-21)	Puja Holidays : 15.10.2013 – 21.10.2013	NIL	15.10.2013 – 21.10.2013 : Puja Holidays
	19 th	October (22-28)	Puja Holidays : 22.10.2013 – 28.10.2013	NIL	22.10.2013 – 28.10.2013 : Puja Holidays
	20 th	October (29-31)	Puja Holidays : 29.10.2013 – 31.10.2013	NIL	29.10.2013 – 31.10.2013 : Puja Holidays
	17 nd	October (8-14)	Puja Holidays : 10.10.2013 – 14.10.2013	2	10.10.2013 – 14.10.2013 : Puja Holidays
	18 rd	October (15-21)	Puja Holidays : 15.10.2013 – 21.10.2013	NIL	15.10.2013 – 21.10.2013 : Puja Holidays
	19 th	October (22-28)	Puja Holidays : 22.10.2013 – 28.10.2013	NIL	22.10.2013 – 28.10.2013 : Puja Holidays
	20 th	October (29-31)	Puja Holidays : 29.10.2013 – 31.10.2013	NIL	29.10.2013 – 31.10.2013 : Puja Holidays
November 2013	21 th	November (1-4)	Puja Holidays : 01.11.2013 – 04.11.2013	NIL	01.10.2013 – 14.11.2013 : Puja Holidays

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 materials for instruction, 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 the comparatively weaker students can follow the lessons without having any difficulty. This is very important, especially for a rural college like us where we hardly get academically bright students. However, attention has also been given to comparatively better students so that they 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 is 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 the 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 learners. Sometimes this creates difficulties in understanding teacher's actions and ideas.
- In some cases, fear, reluctance or apathy towards class-room is seen on the part of the students.
- 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, especially 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 a 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 somehow depends 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 number 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 is 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 posts 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

7.3 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

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