



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

## Part – A

### I. Details of the Institution

1.1 Name of the Institution

Shyampur Siddheswari Mahavidyalaya

1.2 Address Line 1

P.O. - Ajodhya

Address Line 2

P.S. - Shyampur

City/Town

Howrah

State

West Bengal

Pin Code

711312

Institution e-mail address

ssmahavidyalaya@gmail.com

Contact Nos.

03214 - 261221

Name of the Head of the Institution:

Dr. Santu Kumar Bose

Tel. No. with STD Code:

03214 - 261221

Mobile:

8436403721

Name of the IQAC Co-ordinator:

Rajarshi Mukherjee

Mobile:

9433083018

IQAC e-mail address:

ssmnaac@gmail.com



1.3 NAAC Track ID (For ex. MHCOGN 18879)

1.4 NAAC Executive Committee No. &amp; Date:

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

EC/54/A &amp; A/ 03

1.5 Website address:

www.ssmahavidyalaya.edu.in

Web-link of the AQAR:

[www.ssmahavidyalaya.edu.in/iqac-home/aqar/](http://www.ssmahavidyalaya.edu.in/iqac-home/aqar/)For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	2.27	2011	5 years
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

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

19.08.2011

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

2013-14

1.9 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 \_\_\_\_\_ N.A. \_\_\_\_\_ (DD/MM/YYYY)

ii. AQAR \_\_\_\_\_ N.A. \_\_\_\_\_ (DD/MM/YYYY)

1.10 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	<input checked="" type="checkbox"/>	Men	<input type="checkbox"/>	Women	<input type="checkbox"/>
	Urban	<input type="checkbox"/>	Rural	<input checked="" type="checkbox"/>	Tribal	<input type="checkbox"/>
Financial Status	Grant-in-aid	<input checked="" type="checkbox"/>	UGC2(f)	<input checked="" type="checkbox"/>	UGC 12B	<input checked="" type="checkbox"/>
	Grant-in-aid + Self Financing	<input type="checkbox"/>	Totally Self-financing	<input type="checkbox"/>		

1.11 Type of Faculty/Programme

Arts	<input checked="" type="checkbox"/>	Science	<input checked="" type="checkbox"/>	Commerce	<input checked="" type="checkbox"/>	Law	<input type="checkbox"/>	PEI (Phys Edu)	<input type="checkbox"/>
TEI (Edu)	<input type="checkbox"/>	Engineering	<input type="checkbox"/>	Health Science	<input type="checkbox"/>	Management	<input type="checkbox"/>		
Others (Specify)	<input type="text" value="Nil"/>								

1.12 Name of the Affiliating University (for the Colleges)

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence	<input type="text" value="NO"/>	UGC-CPE	<input type="text" value="NO"/>
DST Star Scheme	<input type="text" value="NO"/>	UGC-CE	<input type="text" value="NO"/>
UGC-Special Assistance Programme	<input type="text" value="NO"/>	DST-FIST	<input type="text" value="NO"/>
UGC-Innovative PG programmes	<input type="text" value="NO"/>	Any other (Specify)	<input type="text" value="NO"/>
UGC-COP Programmes	<input checked="" type="checkbox"/>		



## 2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="09"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="02"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="----"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="16"/>
2.10 No. of IQAC meetings held -	3

2.11 No. of meetings with various stakeholders:	No.	<input type="text" value="5"/>	Faculty	<input type="text" value="02"/>	
Non-Teaching Staff	<input type="text" value="01"/>	Students	<input type="text" value="01"/>	Others	<input type="text" value="01"/>
Alumni	<input type="text" value="01"/>				

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

- i. Research methodology for teachers
- ii. ICT training for Non-Teaching staffs



## 2.14 Significant Activities and contributions made by IQAC

- i. Proposal for opening one UG course (Geography Honours).
- ii. Digitalization of various administrative work, student's data etc. initiated.
- iii. Automation and Upgradation of Library
- iv. Encouraging ICT-based learning.

## 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. Strengthening quality teaching for betterment of the students.	1. Use of PPTs, Videos, Charts etc. for improvement of teaching process.
2. Formation of Research Sub Committee.	2. A research Sub-committee has been formed to monitor research activities of faculty members.
3. Offline Students' feedback	3. Feedback system arranged successfully and data analyzed at the end of the year.
4. Formation of Anti-ragging Cell.	4. Successful formation and functioning of the Anti-Ragging Cell.
5. To motivate and involve the student in social activities.	5. Students actively participated in several social activities through NSS unit of the College

\* Attach the Academic Calendar of the year as Annexure. [Vide Annexure I]

2.15 Whether the AQAR was placed in statutory body      Yes       No   
Management       Syndicate       Any other body

Provide the details of the action taken

The AQAR was presented in the Teacher's Council by the IQAC for approval. After a detailed discussion and a few suggested modifications, the T.C. approved the placement of this report to the Governing Body for final approval before the submission to the NAAC. The members of the Governing Body went through the AQAR presented by IQAC and unanimously resolved to submit the same to NAAC after the suggested modifications.



Part – B

Criterion – I

**I. 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	3			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate	2			
Others				
<b>Total</b>	<b>5</b>			
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	5

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 [Vide Annexure II]

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

Any change or modification of syllabi is done by the Board of Studies of the respective subjects of the University. The college being an affiliated college does not enjoy any such privilege.

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	Principal
	19	13	05	--		01

2.2 No. of permanent faculty with Ph.D. 06

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
	0	6	0	0	0	0	0	0	0	6

2.4 No. of Guest and Visiting faculty and Temporary faculty	Guest	CWTT	PTT
	06	05	19

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	05	04
Presented papers	03	08	--
Resource Persons	00	--	--

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

#### Dissemination of Education through Technology – Learning

1. Various departments use Overhead Projectors and LCD projectors for PowerPoint presentation to facilitate the teaching-learning process.
2. Some departments conducted field trips to enhance the teaching- learning process through hands on and on-field experiences. Some departments follow project-based dissertation presentations.
3. Some departments of the college hold extension classes to familiarize students with various entrance tests and competitive examinations.

2.7 Total No. of actual teaching days during this academic year 172

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple-Choice Questions) No evaluation form is possible as per University rules

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop None

2.10 Average percentage of attendance of students 76%

**2.11 Course/Programme wise distribution of pass percentage:**

Title of the programme B.A/B.Sc/B.Com	Total no of students appeared	Division				
		Distinction %	I %	II %	III%	Pass %
B.A. Bengali (H)	97	-	2.06	91.75	3.09	96.90
B.A. English (H)	20	-	-	95	-	95
B.A. History (H)	36	-	-	77.78	13.89	91.67
B.A. Political Science (H)	17	-	-	70.59	17.65	88.24
B.A. Philosophy (H)	25	-	-	100	-	100
B.A. Sanskrit (H)	23	-	34.78	52.17	8.70	95.65
B.A. Education (H)	12	-	-	91.67	-	91.67
B.Sc. Mathematics (H)	42	-	35.71	61.91	2.38	100
B.Sc. Zoology (H)	10	-	10	90	-	100
B.Sc. Chemistry (H)	04	-	-	100	-	100
B.Sc. Physics (H)	12	-	8.33	91.67	-	100
B.Com. Accountancy(H)	52	-	13.46	67.31	-	80.77
B.A (General)	380	-	-	-	-	63.42
B.Sc. (General)	19	-	-	-	-	57.89
B.Sc. (Bio. Sc.)	16	-	-	-	-	87.50
B.Com. (General)	13	-	-	-	-	15.38

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

- i. Arrangement was done for the publication of college prospectus within June 2013.
- ii. IQAC organized an orientation programme called “Sankalpa Divas” for the freshers in the beginning of the academic year to provide information regarding the vision and mission of the college and the facilities available in the college campus.
- iii. Session started with instructions and exploration of the syllabus to the students and inaugural motivational talks by faculties.
- iv. IQAC organized regular lectures on value-based education for the students.
- v. Meeting with the guardians was organized by IQAC to sensitize them regarding the requirements of the current education system. Their valuable suggestions were also sought.
- vi. A student feedback survey was done to assess and ascertain the efficacy of the teaching-learning process on third and fourth week of November.



## 2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	None
HRD programmes	
Orientation programmes	
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	0	0	0	0
Technical Staff	3	0	0	2



### Criterion – III

### 3. Research, Consultancy and Extension

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

- i. To provide a favorable research climate, the IQAC has constituted a Research Activity Sub-Committee. The main objective of the Committee was to encourage and help the faculty to undertake research projects. Well equipped library and internet facilities have been provided to the faculties as well as to students.
- ii. ICT including internet facility, has been introduced in almost all departments to promote research climate in the college.
- iii. The IQAC encourages the staffs to apply for Faculty Development Programmes (FDP), Major and Minor Research Projects and as also to organize seminars, workshops etc.

#### 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		02		
Outlay in Rs. Lakhs		3.18	3.18	

#### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	25	04	
Non-Peer Review Journals		01	
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	2013-14	UGC	3.18 Lakhs	3.18 Lakhs
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			01		01
Sponsoring agencies					UGC

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.

1. The IQAC organised Awareness Campaign for “Prevention of Malaria and Dengue” in Campus to sensitize the students about the prevention of these diseases.
2. Students participated in Republic Day Parade, 2014 through NSS.
3. NSS associated students participated in Annual Status of Education (ASER), 2013-14.
4. NSS organized “Clean Village” and “Plantation” programmes.

**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	6.49 acre			6.49 acre
Class rooms	19			19
Laboratories	05			05
Seminar Halls	00			00
No. of important equipments purchased ( $\geq 1$ -0 lakh) during the current year.	--	01	UGC	01
Value of the equipment purchased during the year (Rs. in Lakhs)	--	7.40536		7.40536
Others		0.0525		0.0525

## 4.2 Computerization of administration and library

Two computers were installed in the library to initiate the digitization of library records and catalogues. Similarly, two computers were provided in the office for maintenance of records digitally.



## 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	22968		898	237115.9	23866	
Reference Books						
e-Books						
Journals	2	800.00	4	4985.00	6	5785.00
e-Journals						
Digital Database						
CD & Video	28				28	
Others (specify)	Magazine & Newspaper -22nos. (value of Rs. 15447/-)					

## 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	28	01	03	03	00	04	03	
Added	00	00	00	00	00	00	00	
Total	28	01	03	03	00	04	03	

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

1. In order to implement ICT programme, the college in association with IQAC arranged a computer training programme for teachers, office staffs as well as Laboratory assistants in order to give impetus to the digitalization process in the college.
2. LAN Network was established in the college office and library.

## 4.6 Amount spent on maintenance in lakhs:

i) ICT	0.16
ii) Campus Infrastructure and facilities	
iii) Equipments	0.4
iv) Others	
<b>Total :</b>	0.56



## Criterion – V

### 5. Student Support and Progression

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

- Interaction with teachers.
- Counselling of Students by the teachers
- Induction Meeting for first year students

#### 5.2 Efforts made by the institution for tracking the progression

- Students feedback
- Verbal communication with students and guardians

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2588			

(b) No. of students outside the state

(c) No. of international students

Men	No	%	Women	No	%
	1198	46.29		1390	53.71

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2594	251	07	106	0	2958	2008	204	01	373	02	2588

Demand ratio 1:3.4      Dropout %

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

The college authority in association with IQAC organized few sessions for preparing the students for School Service Commission examinations and Primary Education Teachers Service, Government of West Bengal.

No. of Student beneficiaries

75

#### 5.5 No. of students qualified in these examinations

NET	05	SET/SLET		GATE		CAT	
IAS/IPS etc.		State PSC		UPSC		Others	09



5.6 Details of student counselling and career guidance

The faculty members of the different departments carry out counselling on a periodical basis. Outgoing students are informed about prospective career opportunities that they can pursue depending upon the different disciplines of study.

No. of students benefitted

24

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

IQAC in cooperation with college authority organized a health Awareness and Hygiene programme for the female students of the college.

5.9 Students Activities

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

State/ University level	40	National level	02	International level	
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No. of students participated in cultural events

State/ University level		National level		International level	
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5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level	16	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	109	60,400
Financial support from government	698	NA
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

01

02

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: NONE

## Criterion – VI

### 6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: -

- Enlightening of rural students.
- Empowering the community.

Mission: -

- Building employability resources for students.
- Encouraging communicative abilities of students.
- Supporting students for vertical and horizontal progression.
- Empowering women for community development.
- Qualitative improvement of teaching – learning, evaluation.
- Retraining the teachers for empowering the students.

6.2 Does the Institution has a management Information System

We have started MIS.

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

6.3.1 Curriculum Development

- The college is affiliated to the University of Calcutta and does not have any autonomy in upgradation, revision and designing of curriculum.
- No teacher of this college is a member of the BOS of CU., however feedback on curriculum is obtained from the students as well as the alumni.
- Facility of excursions, field trips, Mock Parliament training etc. are organized at regular intervals.



### 6.3.2 Teaching and Learning

1. ICT- enabled teaching and learning is to be encouraged.
2. Remedial classes for weak students are arranged.
3. Feedback is taken from students and analysed
4. Innovative practices in teaching are encouraged.
5. Peer teaching, task-based learning and problem-based learning are some of the techniques introduced.
6. Mock Parliament is organized and conducted at regular intervals.
7. Results of examinations at different stages are analysed and steps are taken for further improvement.

### 6.3.3 Examination and Evaluation

- Entire process of examination and evaluation is guided by University of Calcutta.
- Class tests are conducted on a regular basis and results of the tests are analysed keeping in view the betterment of the students.
- Experimental projects are carried out under the guidance of departmental faculty which are then evaluated by both the department and University appointed examiners in some departments.

### 6.3.4 Research and Development

- The college has constituted a Research Sub-committee to promote research activities in the college along with the normal class teaching.
- Some of the department of our college have organized departmental seminar/ invited lectures to develop the motivation for research and culture among the staffs and students.
- Two UGC sponsored Minor research Projects are going on with a sanctioned amount of 3.18 lakhs.
- Twenty-five research papers have been published in the peer-reviewed international journals and Four research papers have been published in peer-reviewed national journals during this session.



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

Departmental requisition for new books is processed through the Library Advisory Sub Committee and forwarded to the Purchase committee for necessary action. Total number of books in the library is 22968; during the year 2013-14, 898 books having value of Rs. 237115.90 have been purchased. Along with that, an order of new books of approximate value is placed.

#### **Infrastructure**

IQAC decided on the new facilities to be created and existing facilities to be maintained. Recommendations are forwarded to the Principal.

1. IQAC requested the Governing Body to set up new class rooms as there is an acute shortage of classrooms.
2. Software and computation facilities to meet the needs of the institution have been made available. Some of the departments have been provided with computers, internet and LCD projectors. During this session some computers have been purchased. In addition, Green boards in few classrooms have been provided.
3. Facility of Girls Hostel has been made available in this session.
4. New equipment for learning has been made available in this session.
5. For the development of sports, new equipment has been purchased in this session.

### 6.3.6 Human Resource Management

1. Various leaves as well as study leave for faculties pursuing research degrees have been taken care of.
2. Teaching and non-teaching staff are engaged in different developmental activities according to their competency in respective fields.
3. Students are involved in cultural and sports activities.
4. Alumni are also actively involved in facilitating the academic atmosphere.
5. Ragging-free campus: The teacher and non-teaching staff in the college are very much concerned to make the campus ragging free.
6. To develop human values in young generation 100 students are directly involved in NSS.

### 6.3.7 Faculty and Staff recruitment

1. Substantive faculty recruitment as per UGC guidelines and WB college service commission is done.
2. Recruitment of other staff is done as per state government rules.

### 6.3.8 Industry Interaction / Collaboration

Few faculties collected data from industries for their research work.



6.3.9 Admission of Students

1. Norms and guidelines of University of Calcutta regarding the admission procedure of UG students are strictly followed.
2. Intake capacity for each course is fixed by the University.
3. Admission is done strictly on the basis of merit.
4. Counselling of students for admission in different subjects as per the Merit Panel.
5. All admission related information is provided in the college website.
6. Reservation policy is strictly followed.

6.4 Welfare schemes for

Teaching	Shyampur Siddheswari Mahavidyalaya Employees' Credit Cooperative Society
Non teaching	Shyampur Siddheswari Mahavidyalaya Employees' Credit Cooperative Society
Students	1. Poor-aid Fund 2. Concession for students.

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		Authority
	Yes/No	Agency	
Academic	No	Yes	Academic council and Governing Body
Administrative	No	Yes	Academic council and Governing Body

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?

N.A.
------



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

No such initiative is taken by the University in this regard.

6.11 Activities and support from the Alumni Association

Alumni of our college provide their active support during college sports and cultural programme.

6.12 Activities and support from the Parent – Teacher Association

Parents of the students are called for meeting regarding the progress of the students. Suggestions are also taken from the parents for the improvement of the student as well as the institution.

6.13 Development programmes for support staffs

1. Support staffs of the college are motivated to go to different training camps organized by other institutes.
2. Special computer training was organized for the support staffs.

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

1. Initiative taken for Creation of pollution free campus.
2. College campus was designated as “No Smoking Zone”
3. NSS Unit conducted regular campus cleaning programmes. Tree plantation and maintenance of the trees within campus were also taken care of.
4. Proper arrangement of garbage dumping and solid waste management was made.



## 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.

1. Feedback on teaching by students created a positive impact on teaching-learning.
2. Motivating the teachers to undertake Major/Minor research projects.
3. Value-based education had a positive social impact on the students.
4. Coaching classes were conducted for students for various competitive examinations like NET, SSC and Primary TET.

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

Plan of Action	Action Taken
1. Strengthening quality teaching for betterment of the students.	1. Few faculty members of this Institution used PPTs, Videos, Charts etc. for improvement of teaching process.
2. Formation of Research Sub Committee.	2. A Research Sub-committee has been formed to monitor research activities of faculties.
3. Feedback from ex-students for improvement of the department.	3. Few departments informally discussed with their ex-students.
4. Offline Students' feedback	4. Almost all departments have taken feedback from current students of the departments and analyzed the feedback and submitted to the Principal.
5. Self-appraisal report of the faculty members	5. All substantive teachers have submitted their self-appraisal report to the Principal in due time.
6. Installation of showcase in the Principal's chamber.	6. A showcase was Set-up in the Principal's chamber to display prizes. won by the students of this institution.
7. Formation of Anti-Ragging Cell.	7. An Anti-Ragging Cell was introduced to monitor the Ragging Free Campus.

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

1. Encouragement for Research Activities: To disseminate knowledge among students, young academicians as well as faculty of the college, teachers were encouraged to engage themselves in research.
2. Financial Aid to the deserving students by the college.

*\*Provide the details in annexure (annexure need to be numbered as i, ii, iii) [Vide Annexure III & IV]*



## 7.4 Contribution to environmental awareness / protection

1. Development of “No Smoking Zone”.
2. Development of “Plastic Free Zone”.
3. Posters containing messages of environmental protection.
4. Role of NSS in cleaning the campus by inhouse student volunteers.

7.5 Whether environmental audit was conducted? Yes  No 

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

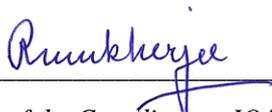
<b>Strength:</b> <ol style="list-style-type: none"><li>1. Good academic ambience</li><li>2. Excellent results of students in university examinations</li><li>3. Higher rate of pass percentage of students</li><li>4. Quality Teaching- Learning</li><li>5. Achievement of students in sports and cultural activities</li><li>6. Publication and presentation of papers in state, national and international level seminar, workshop and journals by teachers.</li></ol>	<b>Weakness:</b> <ol style="list-style-type: none"><li>1. Many vacant teachings post</li><li>2. Dearth of non-teaching staffs</li><li>3. Necessity of creation of more full-time teachings post</li><li>4. Lack of adequate class-rooms in the campus</li><li>5. Upgradation of boy’s hostel in the college</li><li>6. Lack of seminar hall</li><li>7. Lack of Gymnasium hall</li><li>8. Lack of upgraded laboratory facilities</li></ol>
<b>Opportunities:</b> <ol style="list-style-type: none"><li>1. To provide more scope of education to first generation learners.</li><li>2. College has a potential to enhance the activities of study centre of DDE of Vidyasagar University.</li><li>3. College has the opportunity to use two ponds within the college campus</li><li>4. College can engage more students in extracurricular and co-curricular activities through participation in the college level and inter-college competition.</li><li>5. College has an opportunity to have strong support from alumni, former faculty members and other well-wishers by organizing regular alumni meeting.</li></ol>	<b>Challenges:</b> <ol style="list-style-type: none"><li>1. To create more government sanctioned teaching and non-teaching posts.</li><li>2. To minimize drop-out rate</li><li>3. Career counselling of the economically, socially and educationally backward rural students</li><li>4. To provide modern and well-equipped lab facilities to the students</li><li>5. To start PG courses in at least one or more subjects in order to facilitate higher education of our students</li></ol>



### 8. Plans of institution for next year

1. Shifting of admission procedure from Offline to Online.
2. More books to be procured in the library.
3. To increase number of equipment in the laboratories
4. To motivate and involve the student in social activities

Name Rajarshi Mukherjee



Signature of the Coordinator, IQAC

**IQAC**  
Coordinator S. S. Mahavidyalaya  
Ajodhya, Howrah

Name Dr. Santu Kumar Bose



Signature of the Chairperson, IQAC  
Principal

Shyampur Siddheswari Mahavidyalaya  
Ajodhya, Howrah

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**ANNEXURE - I**  
**Academic Calendar**  
(July 2013 – June 2014)

<b>Sl. No.</b>	<b>Date</b>	<b>Events</b>
1.	1 <sup>st</sup> Week of July, 2013	Commencement of Classes for B.A./B.Sc. 3rd year students.
2.	3 <sup>rd</sup> Week of July, 2013	Commencement of Classes for B.A./B.Sc. 1 <sup>st</sup> year students.
3.	3 <sup>rd</sup> week of July, 2013	Commencement of Classes for B.A./B.Sc. 2nd year (Honours & General) students.
4.	15-08-2013	Independence Day Celebration.
5.	17-08-2013	Celebration of College Foundation Day.
6.	05-09-2013	Celebration of Teachers' Day.
7.	24-09-2013	N.S.S. Day Celebration
8.	1 <sup>st</sup> Week of October, 2013	Inter Department Cultural Competition And "Prak-Sharodia"
9.	09-10-2013 to 06-11-2013	Puja Vacation
10.	3 <sup>rd</sup> week of November, 2013	Mid-Term Examination of B.A., B.Sc. & B.Com. 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> year (Honours & General).
11.	4 <sup>th</sup> week of November, 2013	Celebration of Nabin Baran Utsab and Annual Function of the College.
12.	3 <sup>rd</sup> Week of December, 2013	College Annual Sports'
13.	25 <sup>th</sup> December, 2013 to 1 <sup>st</sup> January, 2014	Winter Recess
14.	2 <sup>nd</sup> week of January, 2014	B. A./B. Sc. Part-III (Hons. & General) Test Exam.
15.	12-01-2014	Celebration of National Youth Day (organized by NSS Unit)
16.	23 <sup>rd</sup> January, 2014	Celebration of Netaji Birthday.
17.	24 <sup>th</sup> January, 2014	Celebration of University Foundation Day
18.	26 <sup>th</sup> January, 2014	Celebration of Republic Day (Organization by NSS & Students' Union)
19.	4 <sup>th</sup> February, 2014-13 <sup>th</sup> February, 2014	Supplementary examination for 2013 of Part-I & Part-II students
20.	2 <sup>nd</sup> Week of February, 2014	B.A., B.Sc. & B.Com. Part-II Test Examination (Honours & General).
21.	21 <sup>st</sup> February, 2014	Celebration of Mother Tough Day.
22.	5 <sup>th</sup> March, 2014 – 12 <sup>th</sup> March, 2014	Calcutta University Part -I Compulsory Language Examination
23.	2 <sup>nd</sup> week of March, 2014	B.A., B.Sc. & B.Com. Part-I Test Examination (Honours & General).



24.	17 <sup>th</sup> March, 2014 - 2 <sup>nd</sup> April, 2014	Calcutta University B. A. /B. Sc. Part -III (Hons. & Major) Practical Examination
25.	9 <sup>th</sup> April, 2014 - 17 <sup>th</sup> April, 2014	Calcutta University B. A. /B. Com./ B. Sc. Part -III (Hons. & Major) theoretical Examination
26.	3 <sup>rd</sup> April, 2014 - 18 <sup>th</sup> April, 2014	Calcutta University B. A. /B. Sc. Part -III (General) Practical Examination
27.	21 <sup>st</sup> April, 2014 -25 <sup>th</sup> April, 2014	Calcutta University B. A. /B. Com./ B. Sc. Part -III (General) theoretical Examination
28.	28 <sup>th</sup> April, 2014 – 12 <sup>th</sup> May, 2014	Calcutta University B. Com. Part -II (Hons. & General) Practical Examination
		Calcutta University B. Com. Part -II (Hons. & General) theoretical Examination
29.	16 <sup>th</sup> May, 2014 – 30 <sup>th</sup> June, 2014	Summer Recess
30.	20 <sup>th</sup> May, 2014 – 23 <sup>rd</sup> May, 2014	Calcutta University B. A. /B. Com/ B. Sc. Part -II (Hons. & Major) theoretical Examination
31.	2 <sup>nd</sup> June, 2014 – 7 <sup>th</sup> June, 2014	Calcutta University B. Com. Part -I (Hons. & General) theoretical Examination
32.	12 <sup>th</sup> June, 2014- 23 <sup>th</sup> June, 2014	Calcutta University B. A. / B. Sc. Part -II (General) theoretical Examination
33.	27 <sup>th</sup> June, 2014 – 2 <sup>nd</sup> July, 2014	Calcutta University B. A. /B. Com/ B. Sc. Part -I (Hons. & Major) theoretical Examination
34.	4 <sup>th</sup> July, 2014 – 10 <sup>th</sup> July, 2014	Calcutta University B. A. / B. Sc. Part -I (General) theoretical Examination
35.	14 <sup>th</sup> July, 2014 – 30 <sup>th</sup> July, 2014	Calcutta University B. A. /B. Com/ B. Sc. Part -I (Hons. & Major) Practical Examination



*(Dr. S. K. Bose)*  
**Principal**

*Principal*  
SHYAMPUR SIDDHESWARI MAHAVIDYALAYA

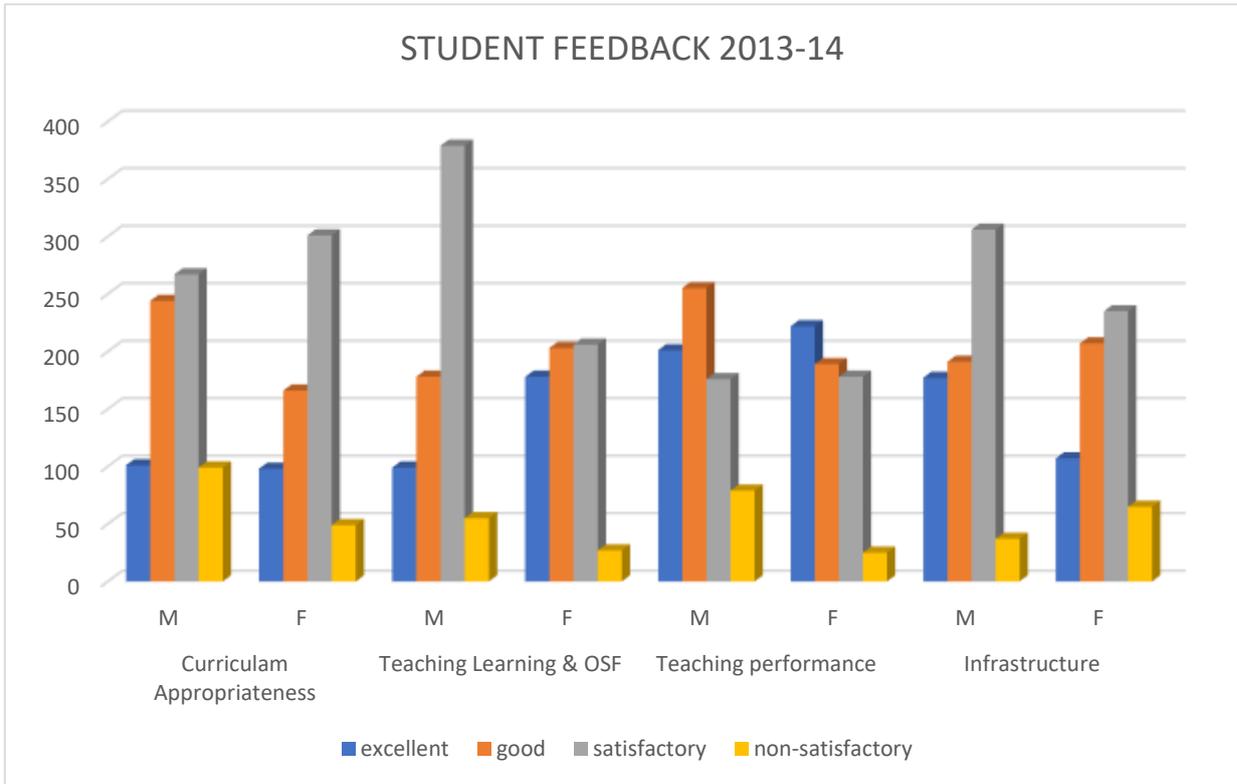


## ANNEXURE – II

### FEEDBACK from Stakeholders (Students, Parents, Alumni)

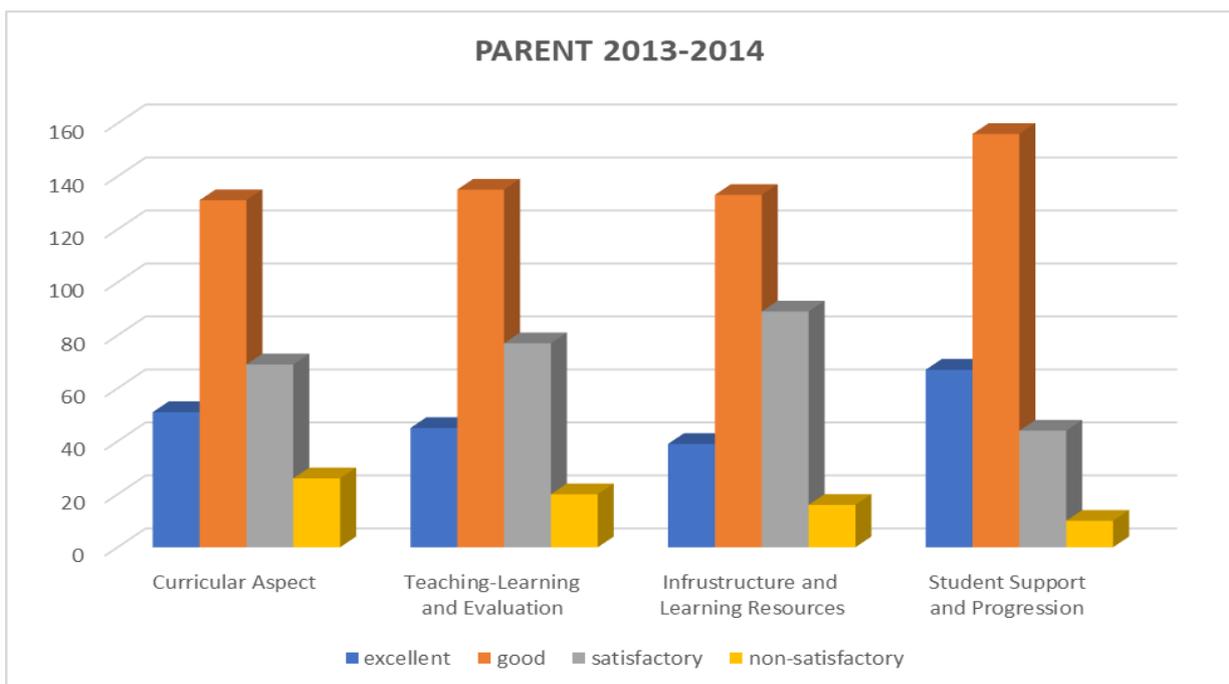
#### 1.3 Feedback From Students

#### Analysis of the Student's feedback



#### 1.4 Feedback From Parents

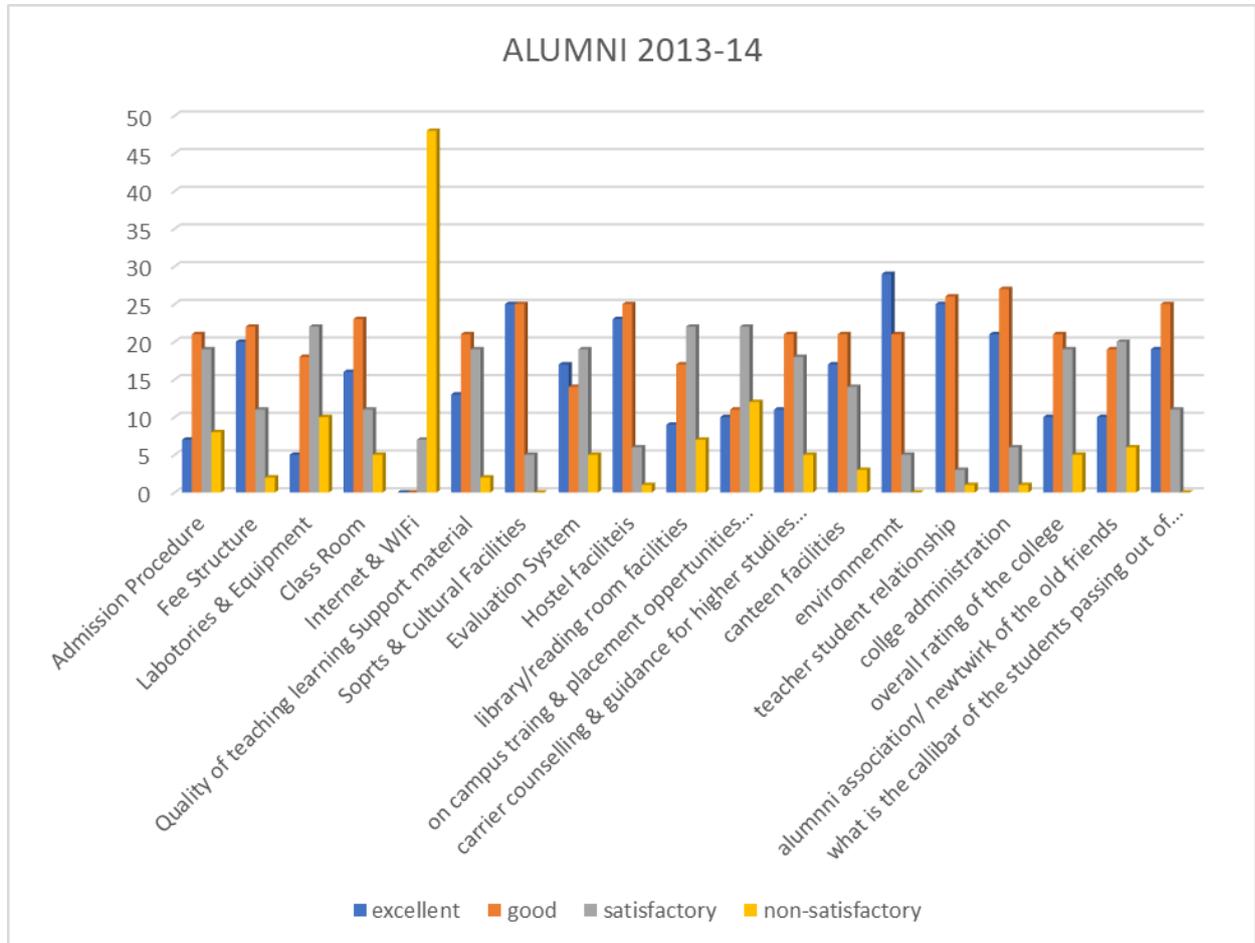
#### Analysis of the Parent's feedback





**1.5 Feedback From Alumni**

**Analysis of the Alumni feedback**





## **ANNEXURE – III**

### **Best Practice-1**

1. **Title of the practice:** **Encouragement for Research Activities**

2. **Objectives of the Practice**

- a. Enhance research activities by Faculty members of different departments.
- b. Introduce students from undergraduate level to basic research of their respective field.
- c. Development of infrastructure and laboratory facilities in science departments.
- d. Enhancement of Teaching- Learning process by active participation of students in present day research.
- e. Hands on training for students in practical based subjects through project assignments.

3. **The Context:**

The college is situated in a rural area where students have least idea about present day research and most students target for immediate employment or earning possibilities after graduation. It remains always a challenge for the teachers to motivate the students towards research. In this context our main target was to promote such research ideas that can help students in their practical life.

4. **The Practice:**

More students need to be interested in research. So, it is important for teachers to introduce the students with basic research in their field from the UG level so that students can decide and proceed successfully towards their subject of interest. Our target was to carry out small research projects in every department with or without financial support from UGC or other funding agencies. Being situated in a rural part of the Gangetic plains, our college mostly gets students from Agricultural background. Accordingly, our project from Department of Botany was to promote Mushroom cultivation and its possibility as potential household by busyness.



**5. Evidence of Success:**

- i. The mushroom cultivation project in Department of Botany funded by UGC successfully resulted in production of mushrooms in ample amount.
- ii. Students were trained for seed production and household mushroom cultivation.
- iii. Several laboratory equipment such as Laminar flow, BOD incubator etc. was purchased under the aforementioned project.
- iv. A seminar about usefulness of mushroom and mushroom cultivation was organized to promote mushroom cultivation among students.

**6. Problems Encountered and Resources Required:**

- i. Lack of infrastructure and proper laboratory facilities, rooms & equipment in the science departments.
- ii. Socioeconomic background of the local people doesn't support students to choose research career.
- iii. Lack of teaching posts always appeared to be crucial.

**7. Notes**

It is very important to imply the research interest among students from UG level as this is the time when most students decide their career. The college with a rural backdrop must encourage research related to Agriculture, Economy etc. which most likely fits with the lifestyle of the target students and the common people around.



## **ANNEXURE – IV**

### **Best Practice - 2**

**1. Title of the Practice:** Financial Aid to the deserving students by the college

**2. Objectives of the Practice:**

It has been obtained from the profile of the students joining various courses of the college that there are many students who come from low economic background where their parents are unable to provide them a sustained financial support. So, the noble objectives of the practice are

- To extend financial aid to the poor students to save them from discontinuation of their studies owing to poverty.
- To support financially all the deserving poor students without any discrimination of caste, creed or gender.
- To promote 'equality' among the students
- To inculcate the values of 'generosity' and a 'sense of social responsibility' among the students.

The expected outcome is that the students should be able to complete their degrees with good marks. And the needy students will be dealt with the principle of 'lend a helping hand without discrimination.'

**3. The Context**

The noble objective had its teething as well as challenging troubles in its designing and implementation.

- Pooling up of the required resources was a tough task.
- After comprehensive deliberations with students and teachers, it was decided to extend the benefit to all the poor students, who do not have the advantage of government or endowment scholarships, without any discrimination of caste, creed or gender.
- Verification of the financial backwardness of the aspirants was yet another challenge.

**4. The Practice**

In and around the areas of the college whatever resources available for living are used primarily to make both ends meet. So, sending the children to the college for higher education becomes almost impossibility for the poor parents in the rural areas, in the context of higher education demanding higher amounts of money. Though, sometimes, they do venture to admit their children to the college, they are unable to give sustained financial



support throughout the course of study. So, it is evident that without financial support from an external source, the rural youth cannot hope to successfully complete their higher studies.

### **Innovation and Best Practices of SSM**

This illustrious institution, true to its legacy of pro-poor-student attitude since its inception, has taken a firm resolve to extend all possible financial support to the deserving students and help them to realize their dream of acquiring higher education. The financial support is extended to all the deserving poor students without any discrimination of caste, creed or gender. The students whose parents do not have fixed reasonable source of income and do not enjoy any other financial assistance in the form of social welfare or endowment scholarships are eligible for the aid. Individual teachers' help is also taken for the financial assistance. Drawing inspiration from institution's legacy of pro-poor-student attitude and action, wherever possible, the tuition fee and examination fee of regular and industrious students who are unable to pay the fees owing to poverty are arranged.

### **5. Evidence of Success**

The practice has a positive impact on the academic abilities and attitudinal changes among the beneficiaries. The review results of the aid indicate that the humble assistance not only enables the poor students to acquire higher education but also mould them to be responsible citizens to continue the legacy of helping the students of successive batches. Till date many students have benefitted from this practice without discrimination of any kind.

### **6. Problems Encountered and Resources Required**

In the beginning of designing the best practice, some groups of the students opposed the idea that the welfare schemes would not be successful.

- They also expressed growing apprehension that the funds collected for the purpose would be misused.
- As a result, most of the students and staff did not come forward to contribute to the fund.
  - The college had to overcome many of these impediments to persuade the alumni and other philanthropists in its favor to encourage more and more students to utilize this policy.



**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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