



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. & 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 & A/ 03

1.5 Website address:

www.ssmahavidyalaya.edu.in

Web-link of the AQAR:

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 st Cycle	B	2.27	2011	5 years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

19.08.2011

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

2016-17

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)

- AQAR 2013-2014 (21/12/2018)
- AQAR 2014-2015 (21/12/2018)

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)

University of Calcutta

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

Autonomy by State/Central Govt. / University

N.A.

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 type="text" value="NO"/>		



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="06"/> Faculty <input type="text" value="02"/>
Non-Teaching Staff	<input type="text" value="02"/>
Students	<input type="text" value="02"/>
Alumni	<input type="text" value="01"/>
Others (Parents)	<input type="text" value="01"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, mention the amount	<input type="text"/>
2.13 Seminars and Conferences (only quality related)	
(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC	
Total Nos.	<input type="text"/>
International	<input type="text"/>
National	<input type="text"/>
State	<input type="text"/>
Institution Level	<input type="text" value="01"/>
(ii) Themes	<input type="text" value="Writing scholarly articles."/>



2.14 Significant Activities and contributions made by IQAC

- i. Library shifting and re-structuring of library functions and operations.
- ii. Successful completion of online admission system.
- iii. A Management Staff interface was arranged.
- iv. Health care Campaign for women was organised.
- v. An anti-smoking campaign was organised.
- vi. A waste-management project has been initiated in the campus in association with Department of Zoology.
- vii. An awareness meeting with New Teachers was held pertaining to NAAC assessment, Functions of IQAC and Quality improvement initiatives.

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. Library shifting and Restructuring.	1. Library shifting and Restructuring done successfully.
2. Health Care for women.	2. Health Care Campaign for women was organised.
3. Smoking free and Plastic free campus.	3. An anti-smoking campaign was organised.
4. Modification and Beautification of the main entrance of the college.	4. Modification and Beautification of the main entrance of the college was successfully completed.
5. Involvement of the college in community work and sharing of social responsibility.	5. NSS unit of the college undertook a number of activities like awareness programme on Thalassemia Awareness Campaign, Anti-tobacco Awareness Campaign etc.
6. Organising seminar at institutional /National / International level.	6. Seminar in Mathematics Department was organized.
7. To initiate waste management programme.	7. A waste management project has been initiated in the college campus.

* 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 for the session 2016-17 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 reports to the Governing Body for final approval before the submission to the NAAC. The members of the Governing Body reflected on 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				
Others				
Total	3			
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	3

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

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



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

Departments of Anthropology, Sociology and Music were introduced.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Principal	Librarian
26	22	05	01	02

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		Librarians		Total	
R	V	R	V	R	V	R	V	R	V
10	09	0	0	0	0	02	0	12	09

2.4 No. of Guest and Visiting faculty and Temporary faculty

Guest	CWTT	PTT
17	04	16

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	06	08	07
Presented papers	04	12	01
Resource Persons	--	01	01

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



1. Journals and magazines were procured in the library for the benefit of students.
2. Field Trips and Educational excursion have been organized by few departments.
3. Some departments organised seminars with invited speakers for benefit of students.
4. Few departments published wall magazines like Department of Zoology published “বাইবর্তন [Biborton]”, Department Mathematics published “DELTA”, Department of English published “PETALS” and Department of Bengali published “পরশপাথর [Parashpathar]”

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

181

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

None

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

None

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

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)	116	-	9.48	83.62	5.17	98.27
B.A. English (H)	16	-	-	87.5	6.25	93.75
B.A. History (H)	33	-	3.03	75.76	12.12	90.91
B.A. Political Science (H)	-	-	-	-	-	-
B.A. Philosophy (H)	43	-	30.23	65.12	2.33	97.68
B.A. Sanskrit (H)	30	-	26.67	70	3.33	100
B.A. Education (H)	16	-	6.25	87.5	6.25	100
B.Sc. Mathematics (H)	38	-	23.68	65.79	7.89	97.36
B.Sc. Zoology (H)	18	-	16.67	55.56	5.56	77.79
B.Sc. Chemistry (H)	11	-	9.09	27.27	45.45	81.9
B.Sc. Physics (H)	-	-	-	-	-	-
B.Com. Accountancy(H)	46	-	2.17	41.30	-	43.47
B.A (General)	321	-	-	-	-	61.37
B.Sc. (General)	28	-	-	-	-	78.57
B.Sc. (Bio. Sc.)	17	-	-	-	-	76.47
B.Com. (General)	32	-	-	-	-	71.88

N.B.: The data may change due to publication of review results later.

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

- i. Arrange publication of college prospectus in June 2016.



- ii. IQAC organized an orientation programme called “Sankalpa Divas” for the students at 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, inaugural motivational talks.
- iv. IQAC organized lectures on Value-Based Education system delivered to the students.
- v. Meeting with the guardians was organized by IQAC to sensitize them regarding the requirements of the new education system. Their valuable suggestions were also sought.
- vi. A student feedback survey was held to assess and ascertain the efficacy of the teaching-learning process on second and third week of November.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	01
UGC – Faculty Improvement Programme	
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	00	00	00	00
Technical Staff	03	00	00	02



Criterion – III

3. Research, Consultancy and Extension

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

- i. The IQAC has prepared a draft copy of the first volume of the online research journal named as “SSM journal of Science and Humanities” to be submitted to NISCAIR for obtaining ISSN.
- ii. The IQAC encouraged the faculty member to present papers in seminars and conferences, participate in workshops and publish articles in books and journals.

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	--	--	--	--
Outlay in Rs. Lakhs	--	--	--	--

3.4 Details on research publications

	International	National	Others
Peer Review Journals	17	03	--
Non-Peer Review Journals	01	01	--
e-Journals	01	--	02
Conference proceedings	01	--	--

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				01	01
Sponsoring agencies					T.C.

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.

- The IQAC applied for CSR grant from P.C. Chandra group.



- Organised a workshop for Health care of Women.
- Initiative taken by the “Eco Club” to work hand in hand with other NGOs and Department of Forest for Rural Biodiversity conservation.

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	24			24
Laboratories	06			06
Seminar Halls	01			01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	--	--		00
Value of the equipment purchased during the year (Rs. in Lakhs)	--	0.99195	UGC & RUSA grant	0.99195
Others		0.71473		0.71473

4.2 Computerization of administration and library

<ul style="list-style-type: none">▪ Smart College, an office management software is operational in the college office. Old data is being systematically maintained, the software has been used for the newly introduced online admission process.▪ VLIS automation software is used for building up library database and it helps to search the available books in the library.
--

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	25426		191	51427.35	25617	
Reference Books						
e-Books						
Journals	5	1760	2	1550.00	7	6010.00
e-Journals			1	5750.00	1	5750.00
Digital Database				INFLIBNE T-NLIST		
CD & Video	29				29	



Others (specify)	<ul style="list-style-type: none">➤ Magazine & Newspaper -14 nos. (Value of Rs. 12397/-)➤ INFLIBNET-NLIST for E-Journal (Value Rs. 5750/-)
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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	02	00	00	00	00	02	00	
Total	30	01	03	03	00	06	03	

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

1. Few departments, office and library are connected with Wi-Fi.
2. Teachers maintain their academic and professional records digitally.
3. Faculty member are encouraged to resort to ICT based learning and adopting new methodologies such as using of web resources and ppts.
4. The college is a member of NPTEL

4.6 Amount spent on maintenance in lakhs :

i) ICT	Approx. 2.03
ii) Campus Infrastructure and facilities	
iii) Equipments	
iv) Others	Approx. 1.06
Total :	Approx. 3.09



Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Induction meeting with first year students.
- Department wise student information provided in classrooms.
- Session inaugurated with motivational lecture and Value-Based Education.
- Guidance provided for certain competitive examinations.

5.2 Efforts made by the institution for tracking the progression

- Students feedback
- Verbal communication with students and guardians
- Plan for Development of Department wise student database.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3824	--	--	--

(b) No. of students outside the state

--

(c) No. of international students

--

No	%
1540	40.27

Men

Women

No	%
2284	59.73

Last Year	This Year
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General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
3152	297	00	368	00	3817	3092	306	00	426	00	3824

Demand ratio 1:3.7 Dropout %

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

The college authority in association with IQAC organized few guidance sessions for preparing the students for School Service Commission examinations and different types of competitive examinations of Government of West Bengal.

No. of Student beneficiaries

77

5.5 No. of students qualified in these examinations

NET

04

SET/SLET

GATE

CAT

IAS/IPS etc

State PSC

UPSC

Others

6

5.6 Details of student counselling and career guidance

Various departmental teachers periodically counsel students. Subject specific career options are discussed with outgoing students to enable them to opt for career options.

No. of students benefitted

40

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 health care campaign for women was organized.



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	99	77,400/-
Financial support from government	1614	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

5.12 No. of social initiatives undertaken by the students

07

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

Yes, the college has a student Database Management Software which keeps the detailed record of the admitted students.

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

6.3.1 Curriculum Development

- The college, being an affiliated institution, cannot play a significant role in curriculum development activities independently.
- The institution constantly keeps in touch with its affiliated university. Regular formal and informal meetings are conducted throughout the academic sessions to keep at per with the latest development with the different field of study.
- Faculty members participate in various workshops conducted by the university.

6.3.2 Teaching and Learning



1. Teachers of various departments use different innovative methods like group quiz, group discussion to enable students to understand different parts of the syllabus.
2. LCD projector used for power point presentation are used whenever required.
3. Film shows are organized by the Department of English and Zoology at regular interval.
4. Informal remedial classes for weak learners are arranged.
5. Results of different college examinations are analysed and steps are taken for further improvement.

6.3.3 Examination and Evaluation

- To prepare the students for the final examination, the college holds mid-term tests, class tests and selection tests on a regular basis.
- Answer scripts are shown to the students followed by a discussion.
- Off-Class interaction held with the students to solve their individual problems.

6.3.4 Research and Development

- Twenty-six research papers published in international and national journals during this session.
- Two books and seven chapters in books have been published by different faculty members during this session.
- Teachers are encouraged to attend research-oriented seminars, conferences and workshop etc.
- The institution regularly sends faculties to orientation programmes and refresher courses.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. The library uses computer and networking facilities provided by the college.
2. The entire library catalogue is computerised, which makes searching books much easier.
3. New equipment has been purchased to update the laboratories.
4. New instruments and arrangements have been done to update sports facilities.

6.3.6 Human Resource Management



1. Attendance record of teaching and non-teaching staffs are maintained.
2. Regular meetings of various committees under Teacher's Council for academic and administrative purposes.
3. Regular parent teacher meetings are held in different departments.
4. Maintenance of college website through which college related notifications are circulated.
5. IQAC in association with CAS sub-committee continuously processes papers of the teachers whose promotion through CAS falls due.

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

6.3.9 Admission of Students

Online admission system is fully merit based, proper counselling takes place at the time of admission. The college strictly adheres to the rules and regulations of University of Calcutta and Department of Higher Education of West Bengal.

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

NIL

6.6 Whether annual financial audit has been done

Yes



No



6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		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?

NA

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

1. Alumni of the college constantly supports the activities in the college.
2. Alumni encourages meritorious students of the college by offering them annual awards during the social, a function of the college in each academic session.

6.12 Activities and support from the Parent – Teacher Association

Though there is no formal parent teacher association, parents are constantly made aware of their ward's performance. Regular parent-teacher meetings are held for discussing issues regarding the betterment of students' performance.

6.13 Development programmes for support staff

1. There is a cordial relationship between faculty members, non-teaching staff and the college authority which encourages free exchange of ideas for a united effort towards the holistic development of the institution.
2. The faculty members and non-teaching staffs are free to participate in academic, cultural and sports activities for their personal enrichment and recreation.
3. There is a cooperative society for financial aid of the support staff.



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

1. Regular cleaning of campus by NSS unit.
2. Provision of waste disposal system by maintaining litterbins at suitable points.
3. Bringing awareness to students through environment studies programme as part of regular curriculum.
4. “Eco Club” of Department of Zoology took an initiative to start Solid Waste Management project within campus and subordinate projects like Vermicomposting etc.



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. The Academic Committee in the college ensures the maintenance of good and healthy academic environment in the college campus.
2. Regular evaluation tests and selection tests are arranged in all the Departments for constant monitoring of the progress of the students.
3. Regular parent-teacher meeting has been organized to involve all the stakeholders into the teaching learning process and to keep them aware of the efforts put forth by the institution and seek their valuable suggestions.
4. Student participation in co-curricular activities is encouraged through NSS Unit in the college.
5. Emphasis on easier connectivity among the teachers and students through uploading of online lecture notes and module structure in college website.
6. Implementation of Kanyashree Scheme (one-time financial assistance) of Government of West Bengal. A large number of girl's students have been benefited under this scheme.
7. Poster and Graffiti free campus – the spirit of cleanliness and beauty of the campus is inculcated to the next generations.
8. Active participation of students in Wildlife research and popular science writing through "Eco Club".

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

PLAN	ACTION TAKEN
1. Library shifting and Restructuring.	1. Initiative has been taken to shift the Central library from the old building to new building.
2. Health Care for women.	2. Campaigning of Health care for women has been organised in the college campus.
3. Smoking free and Plastic free campus.	3. Campaign on Anti-smoking and Plastic free campus has been organised by NSS unit of the college.
4. Modification and Beautification of the main entrance of the college.	4. Necessary measures have been taken regarding modification and beautification of the main entrance of the college.
5. Involvement of the college in community	5. NSS unit of the college has



work and sharing of social responsibility.	undertaken a number of activities like awareness programme on Thalassaemia Awareness Campaign, Anti-tobacco Awareness Campaign etc.
6. Organising seminar at institutional /National / International level.	6. IQAC encourages to organise academic seminar to all the departments of the college.
7. Publication of Online Journal with ISSN.	7. Journal Sub-Committee initiated a major steps for the publication of first issue.

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

1. Ensuring a Democratic Environment: The institution ensures democratic environment at every layer of administration.
2. Parent-Teacher Meetings

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

7.4 Contribution to environmental awareness / protection

1. The institution takes special care to make sure that no electrical equipment runs unnecessarily. It is ensured that fans and lights are switched off when the rooms are vacant.
2. Effort to conserve all the existing trees.
3. Nurturing plants and greenery inside the college campus.
4. Plantation of medicinal plants in the college garden.
5. Campaign against wildlife hunting and revenge killing.
6. Campaign against Tree cutting and illegal.
7. Rescue of wildlife.
8. Conservation of rural biodiversity hotspots: awareness campaign and active participation by protecting wildlife and trees.
9. Biodiversity documentation and preparation of baseline data for college campus and surrounding villages.

7.5 Whether environmental audit was conducted? Yes No



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

<p>Strength:</p> <ol style="list-style-type: none">1. Good academic performance by the students at the University level.2. Congenial academic environment with proper teaching- learning process.3. Emphasis on Value-Based Education system to promote character building in the students.4. Environment free from political interference and violence.5. Disciplined and ragging free atmosphere conducive to all round development of students allows teachers to optimise their performance.6. Regular supervision enables students to procure higher education.7. Active participation of students in numerous community outreach programmes carried out by NSS Unit of this college.8. Biodiversity rich campus and active participation of students in conservation.	<p>Weakness:</p> <ol style="list-style-type: none">1. Inadequate funds to develop adequate infrastructure for the institution.2. Poor language and comprehension skills of students coming from rural part of Bengal.3. Inadequate career guidance and placement facilities.4. Lack of student's health home for free health services of the students of this institution.5. Within the existing structure the college faces difficulty in responding to the different needs of the students, teachers and non-teaching members of this institution.6. Poor infrastructure for research activities.7. Inadequate space to accommodate large number of students.
<p>Opportunities:</p> <ol style="list-style-type: none">1. Students of this institution get care, guidance and adequate environment for developing themselves for higher education and future prospects.2. Different extension programmes and regular NSS activities help to develop a broad awareness of the students which in turn create a sense of association between people of the locality and institution.3. Introducing formal remedial classes within or college hours.4. Value Based Education and health awareness programmes for students including seminars, workshops and NSS activities can inculcate a sense of responsibility in the students.	<p>Challenges:</p> <ol style="list-style-type: none">1. Making the students more interested in using the library books and journals.2. Making the students more interested in administrative work to enhance their leadership qualities.3. Little scope for introducing innovative teaching -learning techniques due to constrains in syllabi and annual academic scheme designed by the mother University.4. To reduce dropout rate.5. Arranging funds for implementing important plans and projects of the college.



8. Plans of institution for next year

1. Renovation of Anthropology Laboratory.
2. Creation of New Teaching posts.
3. Maintenance and Beautification of college garden.
4. Upgradation of college network system.
5. To introduce PG course in Bengali and History.
6. Remodelling of students' cheap canteen.
7. Filling up of vacant teaching and non-teaching posts to be expedited.
8. Virtual Classroom to be constructed at the top floor of the library building.

Name **Rajarshi Mukherjee**

Name **Dr. Santu Kumar Bose**

Signature of the Coordinator, IQAC
**Coordinator S. S. Mahavidyalaya
Ajodhya, Howrah**

Signature of the Chairperson, IQAC
**Principal
Shyampur Siddheswari Mahavidyalaya
Ajodhya, Howrah**



ANNEXURE - I
Academic Calendar
(July 2016 – June 2017)

Sl. No.	Date	Events
1.	12.07.2016-15.07.2016	Calcutta University B. A. / B. Sc./B. Com. Part-I (Hons. and Major) theoretical examination
2.	19.07.2016-29.07.2016	Calcutta University B. A. / B. Sc. Part-I (General) theoretical examination
3.	3 rd week of July, 2016	Commencement of classes for B. A./B. Sc. 1 st year Hons. and General students
		Commencement of classes for B. A./B. Sc. 3 rd year Hons. and General students
4.	15.08.2016	Celebration of Independence Day
5.	17.08.2016	Celebration of college foundation day
6.	3 rd week of August, 2016	Commencement of classes for B. A./B. Sc. 2 nd year Hons. and General students
7.	05.09.2016	Celebration of Teacher's day
8.	24.009.2016	Celebration of N.S. S. Day
9.	1 st week of October, 2016	Inter Department Cultural Competition And "Prak-Sharodia"
10.	06.10.2016 ----- 03.11.2016	Puja Vacation
11.	2 nd week of November, 2016	Mid -term test for 1 st , 2 nd and 3 rd Hons. and General students
12.	4 th week of November, 2016	Nabin Baran Utsav and Annual function
13.	2 nd week of December, 2016	Selection test for B.A. /B.Sc. 3 rd (Hons. and General) students
14.	3 rd Week of December, 2016	College Annual Sports'
15.	25.12.2016-01.01.2017	Winter Recess
16.	12.01.2017	Celebration of National Youth Day
17.	2 nd week of January, 2017	Selection test for B.A. /B.Sc. 2 nd (Hons. and General) students
18.	23.01.2017	Celebration of Birthday of Netaji Subhash Chandra Bose
19.	24.01.2017	Celebration of Calcutta University Foundation Day
20.	26.01.2017	Celebration of Republic Day



21.	2 nd week of February, 2017	Selection test for B.A. /B.Sc. 1 st (Hons. and General) students
22.	21.02.2017	Celebration of International Mother Tongue Day
23.	4 th week of February, 2017	Calcutta University Part -I Compulsory Language Examination
24.	1 st week of March, 2017	Calcutta University Part -III (Hons. and major) and General practical examination
25.	4 th week of March, 2017	Calcutta University Part -III B.A./B. Sc./B.Com.(Hons. & Major) theoretical examination
26.	2 nd week of April, 2017	Calcutta University Part-III General theoretical examination
27.	18.04.2017-05.05.2017	Calcutta University Part-II B. Com. Hons. and general theoretical examination
28.	01.06.2017 -16.06.2017	Calcutta University B. A. / B. Sc. Part-II (Hons. and General) theoretical examination
29.	16 th May,2017 – 30 th June, 2017	Summer Recess
30.	26.06.2017-14.07.2017	Calcutta University B. A. / B. Sc. Part-I (Hons. and General) theoretical examination



S. K. Bose
01-07-16

(Dr. S. K. Bose)
Principal

Principal
SHYAMPUR SIDDHESWARI MAHAVIDYALAYA

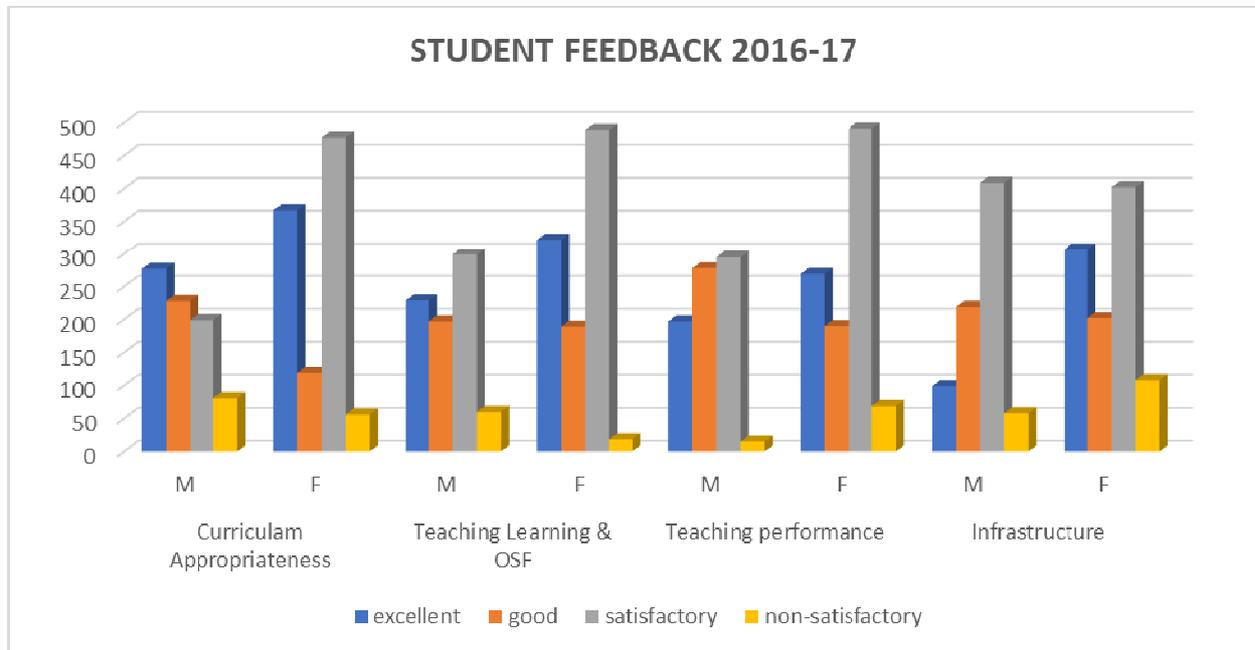


ANNEXURE – II

FEEDBACK from Stakeholders (Students, Parents, Alumni)

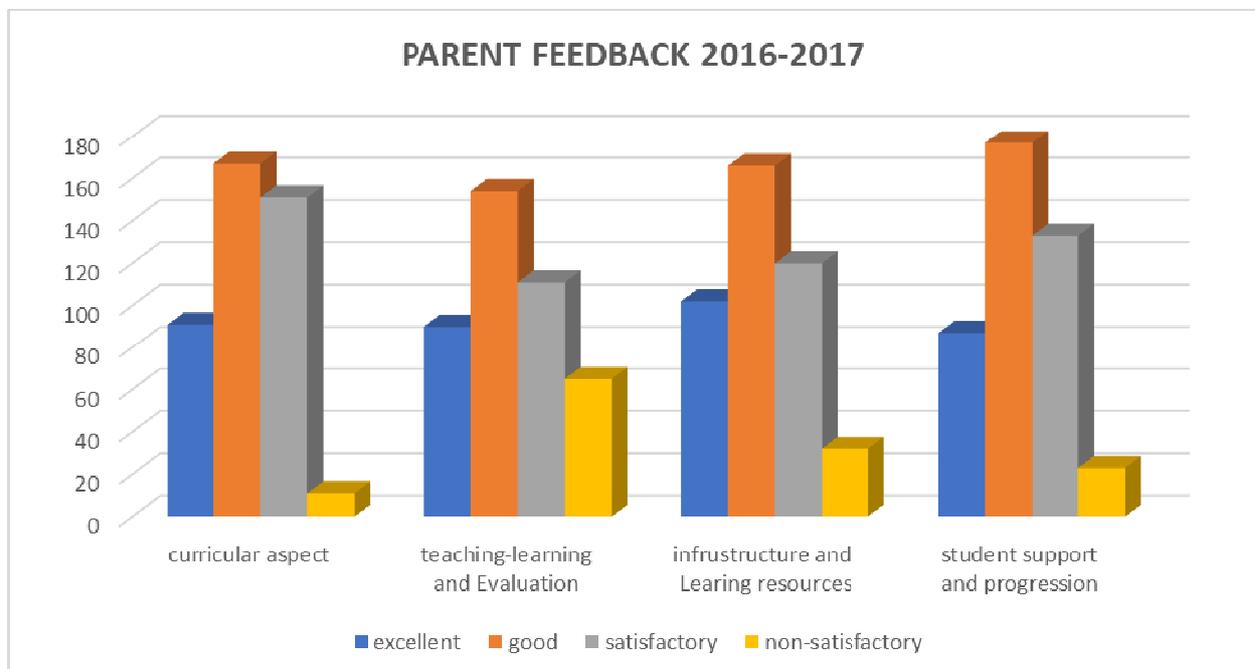
1.3 Feedback From Students

Analysis of the Student feedback



1.4 Feedback From Parents

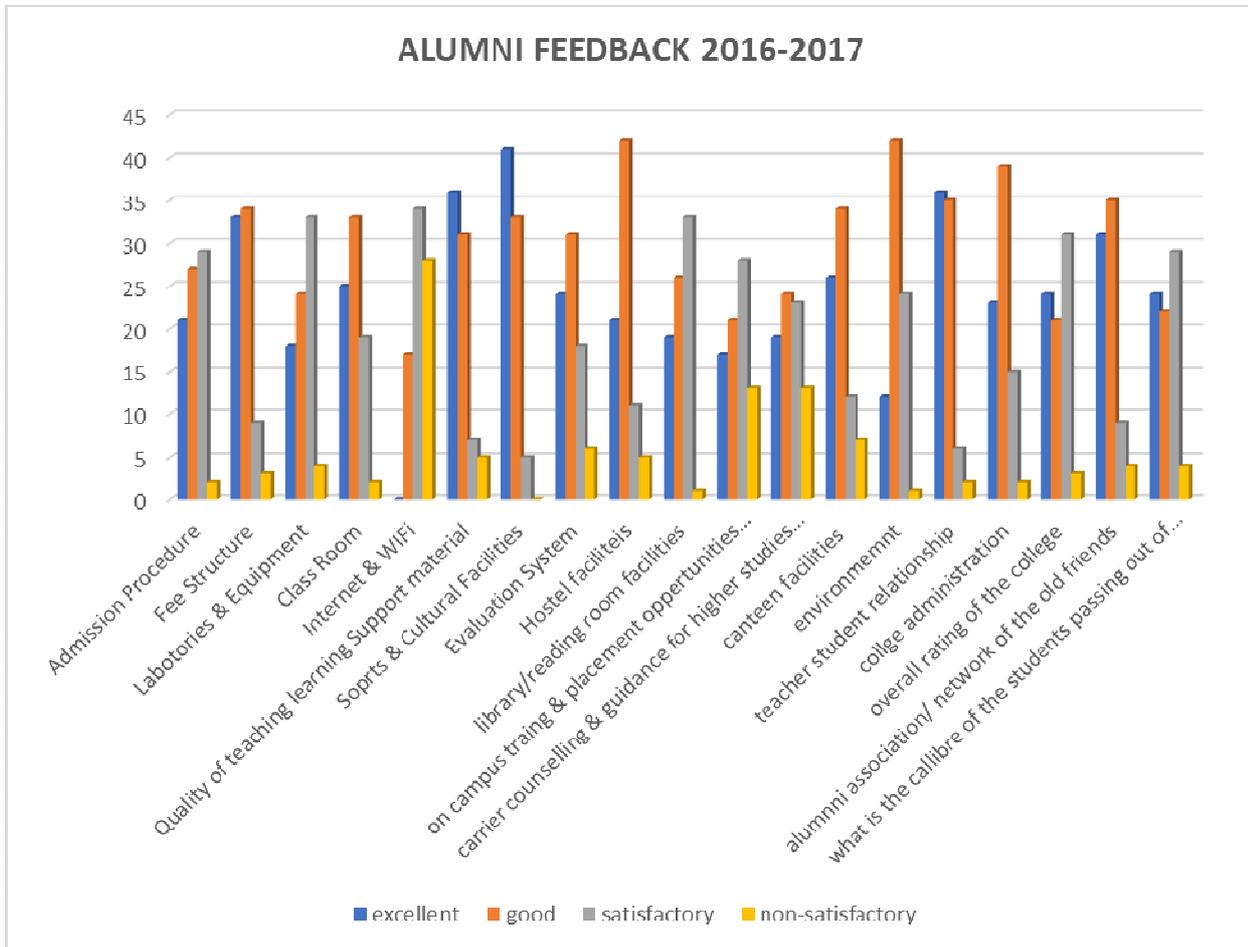
Analysis of the Parent's feedback





1.5 Feedback From Students

Analysis of the Student feedback





ANNEXURE – III

Best Practice - 1

1) **Title of the Practice:** Ensuring a Democratic Environment

2) Objective of the Practice

Prevalence of a democratic environment in the institution is crucial for an all-round development. To ensure this, the Management adopts few democratic measures. The composition of the Governing Body is itself democratic, with representatives of various stakeholders of the college. The objective is to provide platforms and ample scopes to all the constituent components of the college to interact with one another and ensure a shared progress.

3) The Context

It has been an objective to include more and more students/people within the fold of higher education. To this end, dissemination of education must be democratic and inclusive rather than restrictive and exclusive. This must also be reflected not just in the formative principles of institutes of higher education but also the practices and the measures adopted by them. It is with this ideology; this best practice has been adopted.

4) The Practice

The practice involves creating platforms to facilitate the exchange of ideas among all the stakeholders of the college. This practice provides an opportunity for all to air their views for the betterment of the institution. Management – Staff interface is one such mechanism. Similarly, interactions with students, parents and alumni of the college provide vital inputs and insights. The adoption of democratic ideas and mechanisms also root out every form of discrimination. It instils a self-regulatory, self-governing and self-disciplining habit and promotes a sense of responsibility.

5) Evidence of Success

The success of this practice is enshrined in the evolution of a holistic, participatory and contributory environment in the college. The democratic practice ensures that lesser number of people shirk their responsibility, comes up with an excuse or harbours a major grudge. This has helped to develop healthy professional ethics in the institution.

6) Problems Encountered and Resources Required

The adaptation of this practice has been unanimous. Therefore, no major difficulty had to be tided over. This is a human resource management mechanism that does not necessitate the employment of very many resources.



ANNEXURE – IV

Best Practice - 2

1. **Title of the Practice:** Parent-Teacher interaction

2. Objective of the Practice

Parent-Teacher interaction seeks to explore a new window in the teaching learning process specifically and administration of the college generally. The parents of our students mostly come from an agricultural background and are out of sync with the latest trend and developments in the domain of higher education. We, on our part, strive to sensitize them and integrate them within the teaching learning process.

3. The Context

No higher education institute can flourish or prosper without the participation of all the stakeholders. Progress of the students' needs to be monitored round the clock which is not feasible without the parents. Secondly it is important to the teachers to be aware of the specific socio-economic platform of individual students to guide and council them. The induction of the parents in this process intensifies our effort in the career building exercise.

4. The Practice

Every year, a meeting of the parents and teachers takes place in most of the departments. A parent feedback is conducted followed by general interaction between the teachers and guardians. The data of the survey is then analysed by the IQAC and the results go a long way in the modification of academic plans in particular and general planning as a whole.

5. Evidence of Success

Initially most of the parents were reluctant to turn up for the meeting and the survey. However, repeated efforts on the part of IQAC has resulted into considerable success. The increased number of parents taking part in the survey is one such indicator. Secondly, the parents have gradually started to express the opinion with clarity and have shown enhanced awareness and concern about the progress of the wards.

6. Problems Encountered and Resources Required

The primary problem was to bring the parents to the campus and exact meaningful responses from them. Secondly the paucity in the number of faculty members restricts the workability forcing a limited sample size. Other resources for conducting the parent teacher meeting are available in the college.



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
