

**SELF-STUDY REPORT FOR ASSESSMENT
AND ACCREDITATION**

Cycle:II
As on 17.04.2014



Sudhiranjan Lahiri Mahavidyalaya

Majdia, Nadia, West Bengal, India-741507

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A.Preface

It is a great moment for our college to submit its Self Study Report (SSR) to the National Assessment & Accreditation Council, Bangalore for accreditation for cycle-II in consonance with our LOI requirements for further quality sustenance, enhancement and improvement of the college. The process of re-accreditation has provided us an opportunity to review and analyse the institutional progress after the first accreditation, assess to what extent we have been able to reach the benchmark set by the Peer Team and further strengthen us in our search for Quality in the times to come. The Internal Quality Assessment Cell (IQAC), established just after the accreditation at Cycle-I of our college, has been instrumental in raising the bar of excellence and adopting and implementing diverse quality enhancing measures during the post accreditation period. During last five years the college has tried its best to comply with almost all the recommendations of the Peer Team as far as possible and practicable in a systematic and planned manner. However, some of the recommendations are yet to be in effect as they suffer viability problem with our given infrastructure.

A collective effort of the entire campus community has paved the way for this report. I am happy to express my thankfulness to all the teachers, staff and other stakeholders and deeply appreciate the sheer involvement and sincere, collaborative effort of the entire team. As a premier institution of higher learning in the District, the college is nurturing every potentiality with a view to endorsing a niche for itself in the education arena of the State as well as of the country by adopting innovative initiatives, acquiring new skills and employing new techniques.

I honestly hope that we shall have the pleasure of hearing soon from you on your decision on Peer Team visit for inspection in our College.

Dated
Majdia, Nadia-741507, West Bengal
The 17th day of April, 2014

Dr. Sarojendra Nath Kar
Principal

B.Executive summery

Accredited in 2008 with B grade, Sudhiranjan Lahiri Mahavidyalaya, a premier center of higher learning is going to celebrate its golden jubilee in the year 2015-16. This iconic institution volunteers for the second cycle of re-accreditation, submitting its Self-Study Report(SSR-2014) , a document that faithfully conforms to NAAC's guidelines and records its vision, mission and innovative initiatives in its pursuit of excellence.

Sudhiranjan Lahiri Mahavidyalaya started its journey in the year 1966 in the hands of a dedicated freedom fighter and social worker late Sudhiranjan Lahiri, ,who devoted all his tangible and intangible resources to the cause of higher education for the youth of the locality. Of late, this institution has transformed into an ever-growing center in pursuit of excellence in higher education for the students far beyond its conventional hinterland. ***Excellence through Dedication*** is the mantra unceasingly enkindles the teaching faculty and the in house staff to perform their responsibilities for the benefit of the students. As this institution is located in the periphery with all its social and economic peripheral attributes, it usually imposes no choice in respect of admission. However, the peripheral students come out with marketable potentiality and higher human values in them.

The college started with the affiliation of the University of Calcutta for pre-University and undergraduate course in 1966. Only 27 students in total enrolled themselves to the said courses. In 1973, the college earned affiliation for Bengali Honours standard and in 1974 Pass/General standard in Commerce was introduced. It was under the able leadership of late principal Dr. Hirendra Chandra Ghosh the college really began to take off. This institution is perhaps the one among few institutions in the rural border area of West Bengal that is affiliated in so many subjects with Honours standard in Bengali, Accountancy, History, Political Science, Philosophy, Sociology, English and Geography along with general standard to Economics, Defense Studies and Physical Education. By this time the student strength has crossed the 4000 mark. From the year 2000 the University of Kalyani became the affiliating university for this college under the decision of the West Bengal State Legislature along with all other colleges in the districts of Nadia and Murshidabad. Following the Kalyani University pattern, the academic session of the college is annual, beginning July each year.

The geographical location of the college is in the Krishnaganj Block in the district of Nadia. It is about 1.5 kilometers from the Majdia Station on the Sealdah- Gede Section of the Eastern Railway. **Sudhiranjan Lahiri Mahavidyalaya** is approachable through 34, National High Way which passes through Krishnanagar, district headquarters of Nadia and is just 27 kilometers from Majdia.

The performance appraisal of the institution may be summed up as follows:

1. Curricular Aspects:

Sudhiranjan Lahiri Mahavidyalaya upholds its motto of “***Excellence through dedication***” – in the realization of its vision of emancipation and empowerment of youths through value-based holistic higher education. The college offers plethora of courses at undergraduate level following the curriculum designed by its affiliating University i.e. the University of Kalyani. Four of our faculty members are on the board of studies of the University and they actively participate in the process designing and restructuring of curriculum by the University. The institution meticulously plans to develop its action plans for effective implementation of the said curriculum towards imparting quality education. At the very beginning of the session it prepares academic calendar following the academic calendar issued by the University and class routine with due consideration to its available infrastructure.

In order to ensure effective curriculum enrichment it has arranged considerable number of ICT enabled class room, where the faculty can take classes by means of audio visual system. A good number of text and reference books, academic journals and periodicals are available in the library for the students and faculty. Some e-journals are also available. E-learning facility service (INFLIBNET) service is also available for the students and faculty to further ensure effective delivery of curriculum. In order to ensure improvement of quality of the faculty towards effective implementation of curriculum the Institution allows its faculty to participate in different faculty development programmes, organized by different Universities and different seminar, conference and workshops, organized by different institutions. It also allows the faculties to organize seminar, conference and workshops both from college fund as well as fund sponsored by different external agencies like UGC. In order to ensure effective designing of the curriculum the institution also allows its academic department to organize workshop within the college premises and allows faculty to participate in the workshops, organized by other institutions.

In order to supplement the curriculum, designed by the University the institution arranges remedial coaching classes, Spoken English classes with the help of its faculty. It also takes very positive action toward various cross cutting issues like environment, ICT, human rights by means of formation committees like Grievance Redressal Cell, Green Cell etc. With a view to enriching various skills it also adopts different strategies like organization of yoga & mediation classes, coaching classes under entry-in-service scheme etc. The institution also uses its two important organs NSS and NCC to organize different community extension programmes. Finally in order to review the effectiveness of the curriculum from time to time it networks with its different stakeholders by means of collection of feedback from their end. Those feedbacks are properly analyzed by the Internal Quality Assurance Cell and necessary recommendations are communicated to the University.

2. Teaching , Learning & Evaluation:

Sudhiranjan Lahiri Mahavidyalaya has a well-administered and transparent admission process and every effort is made to comply with rules and regulations, which are framed from time to time by the affiliating University as well as the Government. The institution ensures transparency in the admission process by way of maintaining the same strictly on the merit of the students and following reservation policy framed by the University. In order to ensure that goal the institution publishes the merit panel of the students , seeking admission on the college notice board and college website. As a result of which students from almost all the corners of the district as well as neighbouring districts can get the chance of admission in this institution and again students , belonging to socially backward classes can also get ample scope to have the justice from the institution in the matter of admission.

The institution has inbuilt mechanism to regularly up date its teaching , learning process in order to achieve academic excellence. At the beginning of the session it prepares a class routine and academic calendar strictly following the academic calendar framed by the affiliating University. In doing the task it duly considers different aspect like completion of syllabi within stipulated time, academic interest of the students etc. It also frames a blue print of the co-curricular and extra-curricular activities at the beginning of the session.

The institution is also committed to maintain the quality of teachers for the interest of teaching learning process. For this purpose as per rule of the Government of West Bengal Whole-time faculty members are appointed on the basis of the recommendation of the West Bengal College Service Commission. To supplement the scarcity of the adequate whole-time faculty the institution has appointed so many Part time, Guest and contractual teachers. In appointing them it also follows the rules prescribed by the Government of West Bengal. In order to ensure further improvement of the quality of the faculty members the institution has arranged a well equipped library with almost all modern facilities and regularly allows them to participate in different faculty development programmes , to publish their research articles in the journals , to get their researched papers published in different National, International, University level and regional level seminars, conferences and workshops , held at different institutions throughout the country through its important organ 'Seminar & Research Forum'. It also allows the faculties to pursue research work within and outside the college and to organize seminar, conference, workshop out of college fund as well as fund provided by different external agencies like UGC. Further it also provides its faculty all the modern facilities like computer, Laptop, internet facilities to facilitate them to update their teaching learning as well as research activities.

The Institution is fully aware about the institutional accountability towards teaching learning and evaluation process. At the time of admission counseling is conducted in order to identify the slow and advanced learners. Remedial coaching classes are held to ensure

adaptation of slow learners with rigorous teaching learning and reference books and academic journals are provided in the college library for the interest of advanced learners. In order to make the teaching learning process more attractive ICT enabled class rooms are provided to enable the students to learn by audio visual system. Again for the interest of students modern library software SOUL has been installed in the central library and as a result of which students and faculty members can avail INFLIBNET facility in the library. In order to assess the state of preparedness in the final University level examination test examinations are conducted strictly following the academic calendar framed by the University.

The college maintains student centric and learner centric atmosphere. Every year the students who are excelled in the final University level examination are felicitated on the day of observation of annual day cum annual prize distribution ceremony. Academic achievement of each and every programmes offered by the college is evaluated by the IQAC in consultation with the academic council and teachers' council and success rate of every year is compared with that of the previous years in order to identify the trend of success of the students in the final University level examination. On having the complete picture about the same adequate measures are also adopted to encourage the faculty members whose students can prove their excellence and the others whose students fails to prove the same some recommendations and suggestions are communicated to them to overcome the situation in the future. Not only for academic excellence the students, who can prove their excellence in the extra-curricular activities like cultural competition and games & sports are also felicitated for their achievements.

3. *Research , Consultancy & Extension:*

Research and publication is one of the regular activities of the institution. In order to facilitate research activities the institution has established its important body 'Seminar & Research forum'. The seminar & research forum regularly monitors different facilities and availability of necessary fund for research projects of the faculty members and organization of seminar, conference and workshop. As a result of continuous effort of the institution towards that goal two of its faculty members has completed their minor research projects during last four years and four faculty members started their minor research projects under the aegis of the fund provided by the UGC. During last four years different departments has also organized 2(two) state level seminars by the fund financed by the UGC. The institution also organized one national level conference out of fund provided by the UGC. It also organized one state level seminar to bring awareness about the students' participation in quality sustenance and quality improvement movement out of fund provided by the NAAC. Further it also organized one state level workshop on curriculum design out of fund provided by the UGC.

With a view to promoting research related activities its governing body on recommendation of the finance committee with due consultation with the seminar & research forum has initiated a process of making budgetary provision for financing fund for organizing seminar and conference by its different academic departments. As a result of which its different departments have organized a good number of seminar within the college. Further with a view to achieve the goal it has purchased a good number of books in the central library and increased the number of subscribed journals to 49 out of which 23 are subject journal. Those apart it has also installed the library software SOUL in the central library to ensure INFLIBNET N-Listing facilities for the students as well as faculty members. As a result of which about 100000 e-books and 2100 e-journals are available for our library users. Again with a view to facilitate the necessary infrastructure the institution has increased its internet terminals to 21 and installed wifi facilities within the college campus. The institution has also provided laptop and all the necessary accessories to all of its faculty members at the aegis of the fund provided by the UGC.

As a continuous effort in our research and publication activities during last four years the institution has allowed as many as five faculty members to pursue Ph.D. coursework as per UGC guideline and out of them three faculty members have already got their Ph.D. registration after due completion of their coursework. During last four years our faculty members ensured as many as 61 (sixty one) publications and many of them presented their research papers in different International, National, Regional and University level seminar and conferences and abstracts of their papers have been duly published. As a land mark effort in research and publication activities the institution has also obtained ISSN of its Journal OPEN EYES, which is peer reviewed biannual and bilingual journal of Literature, Commerce, Economics and allied areas.

Our institution is a non-profit seeking organization. The number of the faculty is not pursuit with the increasing number of students over the years. Despite all those factor some of our faculty members provide consultancy services voluntarily on honourary basis. This has resulted in bringing good reputation of our institution in the field of higher education.

Extension activities of the institution are the matter of pride. In this respect two of its important organs NSS and NCC take the leadership role. The institution has three units of NSS under the National Service Scheme of the University of Kalyani and sponsored by the Ministry of Human Resource Development and Youth Affairs, Government of India. Out of those three units one unit is reserved for the girls students. All those three units organized a good number of community extension and social action activities in their respective adopted villages. Those apart they also organized winter special camp every year whereby they organized also a good number community extension activities. Very recently they have also started training of the students and local youth for self-employment by imparting different skill oriented trainings. 100 cadets of Bengal BNCC of this College also organized different community extension activities, which have further improved the position of the institution in the matter of

extension activities. Apart from volunteers of NSS units and cadets of NCC the institution in general also organized different community extension activities out of fund provided by the UGC under XIth plan.

In the matter of collaboration the institution also adopted very effective steps during last four years. Its different departments organized their seminar and conferences in collaboration with different institutions like Assannagar MMT College, Ranaghat College as well as NGOs like Kernel Action Research Motivation and Awareness(KARMA). Those apart its three units of NSS organized different extension programmes in collaboration with the NGOs, local bodies and government departments.

4. *Infrastructure and Learning Resources:*

The institution does believe that infrastructure and learning resources are the key to success in academic as well as research activities. The institution is situated on campus area of 20833.30 sq.mts , out of which built-up area is 2201.75 sq.mts. It has 19 Classrooms, two Laboratories, One seminar room, One Library including one Stock Room, one Reading Room with Internet and Reprographic facilities, and one Faculty Reading Room with Internet facilities & one Book Bank (a student run library). One large hall, fitted with modern audio-visual systems, is also used for lectures, seminars etc, and one career counseling room with all modern facilities. Out of 19 class room 14(fourteen) class rooms have also been converted into ICT enabled class room. A big play ground at the front of the college main building also makes its physical facilities praiseworthy. Those apart it has installed one 63.5 kv silent generator within the college premises to ensure uninterrupted power supply. It also installed on line UPS and inverter all the important offices to ensure energy conservation. In order to ensure whole some drinking water it has installed submersible pump and water purifiers within the college premises.

During last four years it has regularly augmented its library facilities both from the fund provided by the external agencies like UGC and college fund. As a result of which at the end of the last academic year total number of books in its central library reached to 18004(eighteen thousand four only) , out of which some are text books and some are reference books. Those books are also usable by the faculty members for their teaching learning and research activities. In purchasing those books due consideration have been given to the opinion and recommendation of the faculty members, students and the members of the library advisory committee. In the matter of augmentation of journal section of the library the efforts of the institution are really matter of revolution. At the time of accreditation by NAAC at cycle I the total number of journals were only 10(ten), but now the same has reached to 49 as result of the continuous effort of all of our faculty members, library staff , students and other stakeholder. Out of 49 journals 23 are subject journals and 6 are general magazine and 20 are career guidance and entertainment related magazines/periodicals. As a milestone decision in the matter augmentation of library facilities we have installed library software SOUL2.0.10, supplied by INFLIBNET center, Gandhinagar, Gujrat. As a result of which

we are now enjoying INFLIBNET N-listing facilities and access of as many as 100000 e-books and 2100 e-journals. With a view to ensuring speedier library automation service Librarian of the institution with his library clerk pursued training from INFLIBNET center at Ahmedabad, Gujarat.

In the matter of upgradation of IT infrastructure the initiative of this institution is worth mentionable. With a view to doing away with conventional students' data keeping process the institution has installed students software package in its admission section and a linking has also been installed with the accounts software in the accounts section. Now the all the students' data are recorded in that software and are automatically accessible in the accounts section. During last four years the institution has purchased considerable number of new computer and accessories both out of college fund as well as fund provided by the external agencies like UGC. It has increased its total internet terminals to 21 and installed wi fi facilities within the college campus. It has also provided laptop to all of its whole-time faculty members with all the necessary accessories out of fund provided by the UGC. Furthermore in the matter of maintenance of campus facilities it has emphasized considerable efforts and financed the expenditure relating to the same both from college fund as well as fund provided by the UGC. Though only in the financial year 2012-13 it has only entered with Annual Maintenance Contract (AMC) for maintenance of its students' and accounts software and computer & accessories without hardware and software.

5. *Student Support and Progression:*

The institution does acknowledge that students are the cream of the higher education. As such it has emphasized its regular effort towards student mentoring and support. At the very beginning of the session the institution publishes its prospectus highlighting all of its important information in such way that the students may have all the necessary information right from the courses taught to faculty members at the time of admission. It should be mentioned here that the institution is situated in a border and rural area of the district. As a result of which most of the students come from socially and economically backward communities and most of whom are first generation learners. Considering this factor the institution has regularly increased the financial support to the socially and economically backward students by providing fees relaxation under the head student aid fund and facilitating the students belong to SC & ST stipend facilities as per government rules. Those apart it also adopted adequate arrangements to facilitate minority students, wards of biri workers, physically challenged students to have the scholarship from the different agencies. It has also ensured the students to avail the facility of West Bengal merit-cum-means scholarship, scholarship provided by Jindal foundation. From the ongoing year it has also arranged to facilitate the eligible girls students to avail the facility of 'Kannyashree' project of the Government of West Bengal. For the purpose of slow learners of SC, ST, OBC (non-creamy layer) it has also arranged remedial coaching classes. For the purpose of updating the communication skills of the students to meet the

challenges of emerging job market its career counseling cell in collaboration with the faculty members of the department of English has arranged spoken English classes for imparting communicative English and it has also arranged coaching classes for entry in service. In order to upkeep the healthcare facilities for the students the role of its important organ health club is worth mentionable.

Academic achievement of the students is also a matter of pride. Despite backwardness in terms of geographical location and socio-economic backwardness of our students we have been proved to be successful to maintain our good track record in the matter of rate of success of our students. Moreover the number of first class holders in the final university level examination, which were at a very poor condition before four years now has reached at a very sound condition. However it is not possible for us to compare our success rate with that of the other colleges of the University of Kalyani because at present the necessary official data relating to success rate of overall university UG students are not being supplied by the University despite our several official request for the same, but as far as informal report from different neighboring institutions are concerned our students stand at a very glorious position in the matter of their success in the final University level Examination. Many of those students, who have completed their degree from this institution in the previous years are now pursuing Post graduations in different Indian Universities and some, have already been joined in different services both at public and private sector. Some of our existing students are also maintaining livelihood by means of self-employment along with regular academic activities.

Not only in academic activities the position of our students in participation in extra-curricular activities are worth mentionable. Every year our students actively participate in different events of annual cultural fest SPANDAN. They also actively participate in district, state, divisional level Youth Parliament competition and quiz competition, which are organized under the direct supervision of the department of Parliamentary Affairs, Government of West Bengal. Participation of our students in games & sports is a matter of pride. Students of this iconic institution regularly participate in the games & sports events, held within and outside the college campus. In order to encourage the students with extra ordinary performance in games & sports activities we arranged seat reservation under sport quota following the existing regulations of the affiliating university and special fees concession. Sufficient arrangement has also been made to felicitate the students, who can prove their excellence in cultural as well as games & sports competition.

6. *Governance, Leadership and Management:*

The institution has visionary and transformative leadership which has steered it to a vibrant higher learning institution in the district. Rooted firmly on its moto “excellence through dedication” its enlightened management provides clear vision and mission of the institution which is in the tune with the higher education policies of the nation and

facilitates in building the organizational culture. Regular meeting of its top management i.e. the Governing Body , different sub committees, teachers' council, joint staff council and IQAC offer a concrete platform to present and discuss the perspective plans of the same and help in effective implementation of policies. The Principal of the college, who is the head of institution works closely with the members of the Governing Body, Teachers' Council , affiliating University as well as Government officials in order to implement the plans and policies of this glorious institution. He does offer a very sound leadership role towards motivating the faculty members to employ their best effort for academic as well as other activities of the institution. Not only that the institution also takes very positive role in inculcating the leadership abilities among the faculty members, staff members and after all among the student by adopting various strategies.

The institution thinks that sustenance of organizational culture can be done by only adopting various meaningful strategies. As such the management of this institution adopts various strategies to upkeep its teaching learning and other activities. In order to decentralize its strategy development process it has formed as many as 38(thirty eight) sub committees so as to ensure effective support from all the faculty members in the same.

For the purpose of ensuring effective teaching & learning activities empowerment of faculties is the necessary pre condition. Taking into consideration this important factor the institution has adopted very effective strategies for the same. It has allowed its faculty members to participate in different faculty development programmes, encouraged in research related activities directly or indirectly by allowing to pursue Ph.D.cousework, having necessary finance from UGC for undertaking minor research project and providing sufficient infrastructure to carry on their research and publication.

In the matter of financial management and resource mobilization the institution possess clearly stated policies. For the purpose of advising the top management it has formed finance sub committee following the existing statute of the affiliating University of Kalyani. Again in order to ensure effective management of financial resources it has adopted the technique of budgetary control and any expenditure over and above the budgeted provision are only approved by the top management only after careful consideration of the facts and circumstances of the concerned cases by the finance sub-committee. Furthermore in order to mobilize adequate resources the institution also adopts very careful strategies for the interest of the development of the institution.

As the post accreditation initiative the institution established Internal Quality Assurance Cell in the year 2008 by replacing the then NAAC Steering Committee following the guideline of NAAC. The cell since its inception regularly monitors the quality sustenance and quality improvement activities of the institution with due consultation with the teachers' council , academic council and other supporting bodies. The cell continuously prepares plans and programmes and monitor from time to time

implementation of those plans and programmes and evaluates achievement of the same at specific intervals and recommends necessary measures to overcome shortcomings if any. The cell also strives at inclusion of all the stakeholders in the quality assurance movement. As a mark of its initiative it organized one state level seminar at aegis of the fund provided by the NAAC to bring awareness among the students and other stakeholders about the role of the students in quality assurance of higher education and invited very famous academicians and administrators including the Regional Coordinator, Eastern & North-eastern region, NAAC as the resource person in the same.

7. Innovative Practices:

As a pioneer higher learning institution the institution can not avoid but to shoulder some sort of responsibilities towards its environmental consciousness. Though the institution is yet to introduce formal green audit, but it has emphasized considerable effort towards environmental consciousness. With a view to achieving goal it has formed Green maintenance committee, which in consultation with its important supporting body NSS regularly upkeep the green, healthy and attractive physical atmosphere of the institution. It has adopted effective steps towards plantation of trees, water conservation, conservation of energy, reduction of sound pollution by means of installing green generator and some other accessories within the college premises. Last but not least despite lot of hindrances in terms of location, socio-economic condition of the students the institution adopts some innovations in all of its activities right from its curriculum aspects to awareness about the quality assurance movement, which has placed the institution at a position of vibrant higher learning institution in the region.

SWOC analysis:

Our strengths:

1. Our faculty members actively participate in academic, extra-curricular and co-curricular activities.
2. Faculty members are very much enthusiastic in research work and ancillary activities.
3. Academic performance of the students are quite satisfactory;
4. Performance of the students extra-curricular as well as co-curricular activities are also matter of pride;
5. Our staff members actively discharge their responsibilities despite their heavy work load, arising out shortage of adequate staff members as compared to actual necessity.
6. We have a sound infrastructure in terms of campus area and physical environment;
7. We are very much successful in utilizing different development grants provided by the different agencies like UGC for the interest of development of our institution;

Our weaknesses:

1. Our college is located in a comparatively remote area of the district ;
2. As a result of backwardness in location it is hardly possible for us attract creamy students even from the locality;
3. Most of our students come from socially and economically backward communities and most of them are 1st generation learners.

Our opportunities:

1. Aspiration and feeling of the local community is a great opportunity for us;
2. Innovative and creating thinking of our faculty members, staff members and students are another great opportunity for us;
3. Sufficient volume of learning resources paves the way for further improvement of teaching, learning and other academic activities.

Our challenges:

1. Overcoming the situation arising out of tremendous increase in number of students with almost of no increase in required number of faculty members as well staff members is a great challenge for us.
2. Financing adequate fund from the own resources of the college for the interest of the development of infrastructural facilities is also a challenge before us.

C. Profile of the College

1. Name and address of the college:

Name: Sudhiranjan Lahiri Mahavidyalaya		
Address: P.O:Majdia, Dist: Nadia		
City: Krishnanagar	Pin: 741507	State: West Bengal
Website: www.srlm.org.		Email: srlmahavidyalaya@rediffmail.com

2. For communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email
Principal	Dr.Sarojendra Nath Kar	O: 03472-276206 R:	9433756994/ 8013970726		snkar57@rediffmail.com
IQAC Co-ordinator	Somnath Bandyopadhyay	O: 03472-276206 R:03472-268256	9434822635/ 9679708159		sbandyopadhyay055@gmail.com

3. Status of the of Institution :

- Affiliated College
Constituent College
Any other (specify)

√

4. Type of Institution:

a. By Gender

i. For Men

ii. For Women

iii. Co-education

√

b. By shift

i. Regular

ii. Day

iii. Evening

√
√

5. Is it a recognized minority institution?

Yes

No

√

If yes specify the minority status (Religious/linguistic/ any other) and provide documentary evidence.

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6. Source of funding:

Government

Grant-in-aid

Self-financing

Any other(Tution fees and other fees from the students)

√
√
√
√

7. a. Date of establishment of the college: 01.09.1966 (dd/mm/yyyy)
 b. University to which the college is affiliated /or which governs the college (If it is a constituent college): University of Kalyani
 c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f)	21.03.1980	
ii. 12 (B)	21.03.1980	

(Enclose the Certificate of recognition u/s 2 (f) and 12 (B) of the UGC Act)

- d. Details of recognition/approval by statutory/regulatory bodies other than UGC(AICTE, NCTE, MCI, DCI, PCI, RCI etc.)

Under Section/clause	Recognition/Approval details Institution/Department/ Programme	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks
i.	N.A.	N.A.	N.A.	N.A.
ii.	N.A.	N.A.	N.A.	N.A.
iii.	N.A.	N.A.	N.A.	N.A.
iv.	N.A.	N.A.	N.A.	N.A.

(Enclose the recognition/approval letter)

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

Yes ☐ No ☒

If yes, has the college applied for availing the autonomous status?

Yes ☐ No ☐

9. Is the college recognized
 a. by UGC as a College with Potential for Excellence (CPE)?

Yes ☐ No ☒

If yes, date of recognition: (dd/mm/yyyy)

- b. for its performance by any other governmental agency?

Yes ☐ No ☒

If yes, Name of the agency and

Date of recognition: (dd/mm/yyyy)

10. Location of the campus and area in sq.mts:

Location *	Rural and Border
Campus area in sq. mts.	20833.30 sq.mts
Built up area in sq. mts.	2201.75 sq.mts

(* Urban, Semi-urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details at appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement.

- Auditorium/seminar complex with infrastructural facilities

√

- Sports facilities

- * play ground

√

- * swimming pool

- * gymnasium

√

- Hostel

- * Boys' hostel

- i. Number of hostels

- ii. Number of inmates

- iii. Facilities (mention available facilities)

- * Girls' hostel

- i. Number of hostels

- ii. Number of inmates

- iii. Facilities (mention available facilities)

- * Working women's hostel

- i. Number of inmates

- ii. Facilities (mention available facilities)

Residential facilities for teaching and non-teaching staff (give numbers available -- cadre wise)

Cadre	Number of quarter
Teaching Staff	02(two)
Non-teaching Staff	02(two)
Total	04(Four)

- Cafeteria

√

- Health center –

First aid -

√

Inpatient, Outpatient, Emergency care facility, Ambulance.....

Health center staff –

Qualified doctor Full time ☐ Part-time ☒

Qualified Nurse Full time ☐ Part-time ☐

- Facilities like banking, post office, book shops
- Transport facilities to cater to the needs of students and staff
- Animal house
- Biological waste disposal
- Generator or other facility for management/regulation of electricity and voltage ☒
- Solid waste management facility
- Waste water management
- Water harvesting

12. Details of programmes offered by the college (Give data for current academic year)

Sl. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned/approved Student strength ¹	No. of students admitted ²
	Under-Graduate	BA Hons in Bengali	3 years	H.S.	Bengali	180	465
		English			English & Bengali	58	121
		History			Bengali & English	85	211
		Pol.Science			Bengali & English	55	83
		Philosophy			Bengali & English	55	57
		Sociology			Bengali & English	33	45
		BSC Hons in Geography			Bengali & English	54	136
		BCOM Hons in Accountancy			Bengali & English	50	12

		BA Gen			Bengali & English	1680	2816
		BCOM Gen			Bengali & English	50	03
		BSC Gen			Bengali & English	176	347
	Post-Graduate	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
	Integrated Programms P G	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
	Ph.D.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
	M.Phil.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
	Ph. D.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
	Certificate courses	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
	UG Diploma	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
	PG Diploma	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.
	Any Other (specify and provide details)	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.

Note:

1. Indicates sanctioned/approved student strength per year.
2. Indicates students of UG (1st year +2nd year+3rd year).
13. Does the college offer self-financed Programms?

Yes ☒ No ☐

If yes, how many?

02

14. New programms introduced in the college during the last five years if any?

Yes		No	<input checked="" type="checkbox"/>	Number	
-----	--	----	-------------------------------------	--------	--

Note: Though no new programme was introduced, but we introduced one subject Geography (Gen) for the students of BA/BSC General Courses with effect from the session 2008-09.

15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly, do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Particulars	UG	PG	Research
Science	Nil	Nil	Nil
Arts	Bengali,English, History,Political Science, Philosophy, Sociology,Geography	Nil	Nil
Commerce	Commerce	Nil	Nil
Any Other not covered above	Nil	Nil	Nil

16. Number of Programms offered under (Programme means a degree course like BA, BSc,MA,M.Com...)

- a. annual system
- b. semester system
- c. trimester system

17. Number of Programms with

- a. Choice Based Credit System
- b. Inter/Multidisciplinary Approach
- c. Any other (specify and provide details)

18. Does the college offer UG and/or PG programmes in Teacher Education?

Yes ☐ No ☒

If yes,

- a. Year of introduction of the programme(s).....
(dd/mm/yyyy)
and number of batches that completed the programme

- b. NCTE recognition details (if applicable)
Notification No.:
Date: (dd/mm/yyyy)
Validity:.....

- c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?

Yes ☐ No ☐

19. Does the college offer UG or PG programme in Physical Education?

Yes ☐ No ☒

If yes,

a. Year of introduction of the programme(s).....
(dd/mm/yyyy)
and number of batches that completed the programme

b. NCTE recognition details (if applicable)
Notification No.:
Date: (dd/mm/yyyy)
Validity:.....

c. Is the institution opting for assessment and accreditation of
Physical Education Programme separately?
Yes ☐ No ☐

20. Number of teaching and non-teaching positions in the institution

Positions	Teaching faculty						Non-teaching staff		Technical staff	
	Professor		Associate Professor		Assistant Professor					
	*M	*F	*M	*F	*M	*F	*M	*F	*M	*F
Sanctioned by the UGC / University / State Government Recruited	01		07		16		15		00	
	01	00	06	01	04	02	11	02	00	00
Yet to recruit	00		00		10		02		00	
Sanctioned by the Management/society or other authorized bodies Recruited	00									
	00									
Yet to recruit	00									

***M-Male *F-Female**

N.B.: Apart from above we have-

- 11(Eleven) Part-time Teachers (approved by the Government of West Bengal);
- 03(three) College paid Part-time Teachers;
- 7(seven) Guest Teachers;
- 1(one) College paid Contractual Whole-time Teacher;
- One casual non-teaching staff;
- 9(nine) daily paid workers.

21. Qualifications of the teaching staff:

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.	00	00	00	00	00	00	00
Ph.D.	01	00	01	00	01	00	03
M.Phil.	00	00	03	01	01	01	06
PG	00	00	02	00	02	01	05
Temporary teachers							
Ph.D.							00
M.Phil.							00
PG							08*
Part-time teachers							
Ph.D.							01
M.Phil.							03
PG							07

Note:*- Including one Contractual Whole-time Teacher.

22. Number of Visiting Faculty /Guest Faculty engaged with the college.

07

23. Furnish the number of the students admitted to The college during the last four academic years.

Categories	Year 1 (2009-10)		Year 2 (2010-11)		Year 3 (2011-12)		Year 4 (2012-13)	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	837	336	842	349	1096	533	1484	767
ST	15	05	19	07	37	09	47	18
OBC	268	126	193	91	229	123	295	177
General	637	441	898	452	621	429	1115	763
Others	46	13	53	15	28	18	06	14

24. Details on students enrollment in the college during the current academic year: (Session:2013-14 upto 07.03.2014)

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where The college is located	4296	Nil	Nil	Nil	4406
Students from other states of India	Nil	Nil	Nil	Nil	Nil
NRI students	Nil	Nil	Nil	Nil	Nil
Foreign students	Nil	Nil	Nil	Nil	Nil
Total	4296	Nil	Nil	Nil	4406

25. Dropout rate in UG and PG (average of the last two batches)

UG

PG

26. Unit Cost of Education

(Unit cost = total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) including the salary component

(b) excluding the salary component

27. Does the college offer any programme/s in distance education mode (DEP)?

Yes

☒

No

☐

If yes,

a) is it a registered center for offering distance education programmes of another University

Yes

☒

No

☐

b) Name of the University which has granted such registration.

c) Number of programmes offered

d) Programms carry the recognition of the Distance Education Council.

Yes

☒

No

☐

28. Provide Teacher-student ratio for each of the programme/course offered(Session:2013-14 upto 07.03.2014)

Sl.no	Name of the course	Teacher Student ratio
1	BA Hons in: Bengali	1:117
2	English	1:40
3	History	1:53
4	Pol. science	1:28
5	Philosophy	1:14
6	Sociology	1:11
7	BSC Hons in Geography	1:34
8	BCOM Hons in Accountancy	1:2
9	BA General	1:91
10	BCOM General	1:.05
11	BSC General	1:22

29. Is the college applying for Accreditation : Cycle 1 ☐ Cycle 2 ☒ Cycle 3 ☐ Cycle 4 ☐

Re-Assessment: ☐

(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re-accreditation)

30. Date of accreditation* (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

Cycle 1: 16/09/2008(dd/mm/yyyy) Accreditation Outcome/Result :B

Cycle 2: (dd/mm/yyyy) Accreditation Outcome/Result.....

Cycle 3: (dd/mm/yyyy) Accreditation Outcome/Result.....

*** Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure.**

31. Number of working days during the last academic year.

238 days

32. Number of teaching days during the last academic year

(Teaching days means days on which lectures were engaged excluding the examination days)

180 days

33. Date of establishment of Internal Quality Assurance Cell (IQAC)
IQAC 23/06/2008 (dd/mm/yyyy)

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC.

AQAR (i) 08/09/2009 (dd/mm/yyyy)

AQAR (ii) 27/09/2010(dd/mm/yyyy)

AQAR (iii) 29/09/2011 (dd/mm/yyyy)

AQAR (iv) 27/12/2012* (dd/mm/yyyy)

Note: *- On line version was submitted on 27.12.2012 and hard copy of the same was submitted on 13.10.2012.

35. Any other relevant data (not covered above) the college would like to include. (Do not include explanatory/descriptive information) :Nil

D.Criteria-wise Analytical Report:

CRITERION I: CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

The activities and future plans of Sudhiranjan Lahiri Mahavidyalaya are guided by its **Vision** and **Mission** which are reflected in its motto, '**Excellence through Dedication**'.

The **vision** of **Sudhiranjan Lahiri Mahavidyalaya** is to impart quality education by focusing on value addition with conventional education, by emphasizing social values, environmental awareness and extra-curricular activities and make self-sufficient and socially responsible citizen and thereby become a premier institution in the region.

The following mission statements aim at translating **Sudhiranjan Lahiri Mahavidyalaya's** vision into action plans:

- To offer ideal collegiate education to both boys and girls irrespective of caste, colour and creed under the syllabus of the University of Kalyani in the backward rural area.
- To simultaneously develop the body and minds of the students.
- To usher and inculcate new sets of values through continuous counselling.
- To foster diverse extra-curricular activities by and for the students.
- To orient the students into research oriented inter-disciplinary knowledge.
- To instil democratic values and to motivate the students to perform constitutional duties.
- To spread education in the neighbourhood areas through various extension programmes organized by NCC and NSS units.
- To generate computer awareness and computer literacy of the students, the teachers and the non-teaching members of the institution.
- To generate environmental awareness and encourage the students to impart environmental awareness through various programmes with special emphasis on cleanliness and eco-balance.

The vision and mission of the college are explained to students by the principal and faculty members in the induction meeting. These are also communicated to all the stakeholders by printing these statements in the college Annual Reports and Prospectus. The mission statements are also available in the college website: www.srlm.org.

1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).

The institution meticulously plans and develops its action plans for effective implementation of the curriculum which is in line with the Institution's goal towards imparting quality education to its pupils. At the very beginning of the academic session the class routine sub-committee prepares class routines and academic council prepares academic calendar for the concerned session. Those are made available to the faculty and the students in printed materials. Those are also made available in the college Library for further reference. The curriculum delivery is effectively done by the faculty through lecture supported by audio visual presentation by using LCD projector, microphones, OHPs and LED TVs. Some times printed study materials are also supplied to the students. This is also supplemented by organization of seminars , conferences , workshops by different academic departments.

A good number of text and reference books, academic journals and periodicals are available in our central library for our students and faculties. E-books and e-journals are also available. E-learning facility service ,INFLIBNET N-listing service are also available for our students and faculty members to further ensure effective delivery of curriculum. Class routine also provides tutorial classes. Some times remedial coaching classes are also arranged for slow learners. The quality of education imparted to students is monitored through Internal Quality Assurance Cell(IQAC) in consultation with the Academic Council and Teachers' Council. Students feedback is also collected and evaluated by the IQAC to recommend necessary measures required to overcome the shortcomings if any. Finally the quality of education imparted to the students are got periodically evaluated by professionally competent external agencies like the National Assessment and Accreditation Agencies.

1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and/or institution) for effectively translating the curriculum and improving teaching practices?

As our college is affiliated to the University of Kalyani , it follows the University designed curriculum. It operates at UG level only keeping in mind its goals and objective to offer ideal collegiate education to its students.

- The University forms an Academic calendar, which specifies the commencement and closure of classes, period of holding test examinations, period of University level examinations etc.
- University also issues printed materials containing the question pattern , model questions ;
- It also arrange meeting of Board of Studies to discuss and take decision about delivery of curriculum in its affiliated Colleges. Four of our whole-time faculties represent our college in the Board of Studies.
- Some times University also organizes seminars, conferences, workshops to ensure effective delivery of its curriculum;
- The college allows its faculty to participate in Refresher Courses and Orientation Programms , organized by different Indian Universities;
- It also allows its faculties to participate in seminar, conference, workshops organized by different institutions;
- Faculty members are also allowed to organize seminar, conference, workshop financed from both College fund as well as external agencies like UGC,NAAC etc;
- A good number of learning resources are also available in the college Central Library;
- Student feedback on teachers and curriculum is taken to make teaching-learning more effective.

1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the Curriculum provided by the affiliating University or other statutory agency.

The college ensures effective curriculum delivery and transaction of curriculum provided by its affiliating University by means of the adopting following initiatives:

- Preparing Academic Calendar and class routine at the very beginning of the session;
- Introducing ICT based class rooms for audio visual presentation;
- Organizing study tour for different subjects depending upon the financial ability of the students, guideline of the University, fund provided by some external agencies like UGC;
- Arranging practical classes for practical based subjects like Geography, Physical Education, Commerce;
- Organizing project work for some subjects like Sociology, Defence Studies, Environmental Studies;
- Organizing seminar, conference, workshops.

1.1.5 *How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalisation of the curriculum?*

The college networks and interacts with stakeholders from industry, research bodies, University, local society in effective operationalization of the curriculum. The Governing Body of the college includes nominees from the affiliating University, Government, local society (Sabhapati of local Panchayat Samiti). Its Internal Quality Assurance Cell includes representative of the local society, who is an educationalist. Some of its faculty maintain close network with different research bodies for pursuing their research work. It also subscribes lot of journals in its central Library published by different research bodies like National Institute of Rural Development, Hyderabad, Indian Institute of Public Administration, New Delhi. It also arranges study tour for some subjects for maintaining close network with the industry.

1.1.6 *What are the contributions of the institution and/or its staff members to the development of the curriculum by the University?(number of staff members/departments represented on the Board of Studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.*

Designing and restructuring of curriculum lies on the affiliating University. The College, however, makes significant contribution to the curriculum design and development through its faculties, who are on the Board Studies. Four of our faculties represent the college on the Board of Studies.

The college also reviews the curriculum, identifies problems in curriculum delivery by means of arranging periodic meetings of its Academic Council, where the senior faculty members exchange their opinion about the same. It periodically collects feedbacks from outgoing students about the curriculum and organizes workshop on redesigning the syllabi in view of the changing scenario and communicates necessary recommendations to the affiliating University through its representatives on the Board of Studies.

1.1.7 *Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If 'yes', give details on the process ('Needs Assessment', design, development and planning) and the courses for which the curriculum has been developed.*

The institution strives for overall development of the students by means of systematic arrangement of its academic, extra-curricular and co-curricular activities. It recognizes that some sort of skills is required to be inculcated among the students for making them competent to enter into existing job market. Considering this factor its Career Counseling Cell in collaboration with the department of English arranges a short term course on 'Spoken English', for which it only develops curriculum.

1.1.8 How does institution analyses/ensure that the stated objectives of curriculum are achieved in the course of implementation?

The college ensures the achievements of the stated objectives of the curriculum through the critical analysis of the following:

- Students' feedback on teachers and curriculum;
- Parents' feedback on curriculum ;
- Students performance and result analysis;
- Quality enhancement of faculties by means participating in different faculty development programmes, pursuing research work, organizing seminars , conferences, workshops;
- Felicitating the students , who excel in final University level examination, cultural competitions, games & sports;
- Participation of the students in extension activities.

1.2 Academic Flexibility

1.2.1 Specifying the goals and objectives give details of the certificate/diploma/ skill development courses etc., offered by the institution.

Being a pioneer higher learning institution our goal is to offer ideal collegiate education to the students so as ensure their over all development. To achieve that goal the college opened a Computer training center in collaboration with BRAINWARE. A certificate course on computer awareness was run in that center. However in the year 2012 we were compelled to discontinue that center due to very poor demand among the students about that course. Because in our state at present students get computer training at their school life and automatically they do not feel any necessity to have formal computer training after entering into the college education.

At present we also run Yoga training programme under the supervision of Games & Sports sub-committee and we are trying to start a Yoga training course in collaboration with any reputed and authorized external agency very shortly. Necessary formalities for the same are being going on.

1.2.2 Does the institution offer programmes that facilitate twinning /dual degree? I 'yes', give details.

No till now our institution does not facilitate twinning/dual degree.

1.2.3 Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skills development, academic mobility, progression to higher studies and improved potential for employability

- *Range of Core /Elective options offered by the University and those opted by the college*
- *Choice Based Credit System and range of subject options*
- *Courses offered in modular form*
- *Credit transfer and accumulation facility*
- *Lateral and vertical mobility within and across programmes and courses*
- *Enrichment courses*

The details on the provisions with reference to academic flexibility, value addition and course enrichment are given below:

a) **Core options:** Two subjects of 50 marks each namely Bengali/English as Modern Indian language and Compulsory English and one subject of 100 marks namely Environmental Studies are the core subjects to be taken by all students of the Institution irrespective of their discipline / programme.

b) **Elective options:** Students of B.A. (Honours) Programme can select any one subject from the seven available subjects viz., Bengali, History, Political Science, Philosophy, Sociology, Geography and English as their Honours subject and they have also options to choose any two subjects from a pool of nine subjects, namely, Bengali, History, Political Science, Philosophy, Sociology, English, Defense Studies, and Economics, provided that no student can opt for a general subject which he / she has opted as Honours subject. Students of B.Sc(Honours) programme can only select Geography as Honours subject and any two of three general subjects namely Economics, Defence studies and Sociology. Students of B.A. (General) programme can opt for any three subjects from the above said general subjects along with two another general subjects namely Physical Education and Geography. Students of B.Sc. (General) course may choose from any four subject-combinations namely, (i) Bengali, Physical Education and Defense Studies; (ii) English, Physical Education and Defense Studies; (iii) Geography, Physical Education and Defense Studies (iv) Geography, Economics and Defense Studies and (v) Geography, Political Science and Defense Studies. Similarly, Students of B. Com. Honours and B. Com. General programmes may choose from alternative group of subjects.

c) **Add on courses:** The college opened a Computer training center in collaboration with BRAINWARE. A certificate course on computer awareness was run in that center. However in the year 2012 we were compelled to discontinue that center due to very poor demand among the students about that course. Because in our state at present students get computer training at their school life and automatically they do not fill any necessity to have formal computer training after entering into the college education.

At present we also run Yoga training programme under the supervision of Games & Sports sub-committee and we are trying to start a Yoga training course in collaboration with any reputed and authorized external agency very shortly. Necessary formalities for the same are being going on.

d) **Interdisciplinary courses:** Two interdisciplinary courses namely, B.Com. (Honours) in Accountancy & Finance and B.Com. (General) courses are taught in this Institution.

As per existing curriculum of the University of Kalyani, the students of B.Com(Hons) course are to take all the eight subjects of Commerce Honours Group(CGRH).The group consists of i) Accounting Theory & Financial Accounting ii) Cost Accounting (for Part-I) iii) Tax Practice & Procedure (Direct or Indirect) iv) Business Economics(for part-II) ,v)Corporate Accounting vi) Auditing & Financial Management vii) Business Management and viii) Advanced Business Mathematics & Statistics.This apart they are to take two general groups as their general subjects viz. Commerce Group I and Commerce Group II. Commerce Group I consists of three subjects namely Economic Theory & Business Environment, Business Communication & Entrepreneurship Development and Practical Computer Accounting & Taxation. Again Commerce Group II consists of three subjects namely Indian Financial System & Market Operations, Business Laws & Company Laws, Business Mathematics & Statistics.

Further the students of B.Com (General) course are to take all the above two general groups plus Commerce Group III and Group IV. Commerce Group III consists of three subjects namely Accounting theory & Accountancy (for part-I), Cost Accounting, Taxation (Direct & Indirect)(for part-II). Again Commerce Group IV consists of three subjects namely Advanced Accounting, Auditing & Management Accounting, and Elements of Management (for part-III).

All the students of B.Com (Honours) and B.Com (General) courses are take two compulsory subjects of 50 marks namely Modern Indian Language and Compulsory English and one compulsory subject of 100 marks namely Environmental Studies.

e) **Flexibility to the students to move from one discipline to another:**

The students may shift from one discipline to another discipline and from one programme to another programme and even from one group of subjects to another before their registration with the University i.e. within three months after admission, provided that no student without having Economics, Mathematics or Statistics or Accountancy or related subject in Higher Secondary can shift to B.Com.(Hons.) course or B.Com.(Gen.) course. This provision enables student's greater horizontal mobility with a large number of programme options in diverse disciplines.

f) **Flexibility to pursue the programme with reference to the time frame:**

All the programmes for University degree offered in this institution are of three year duration. However, there exists flexibility to pursue the programme. A student may be allowed to take almost five years to complete a degree level programme subject to certain conditions.However in few exceptional cases the University may allow some relaxation to that rule at its sole discretion.

1.2.4 Does the institution offer self-financed programmes? If 'yes', list them and indicate how they differ from other programmes, with reference to admission, curriculum, fee structure, teacher qualification, salary etc.

At present the college offers two self-financed programmes viz.

- i) BA (Honours) in English;
- ii) BSC (Honours) in Geography.

Apart from those programmes the college also offers two self-financed subjects for the students of BA & BSc(General) programmes viz.

- i) Physical Education(General);
- ii) Geography (General).

The admission policy, curriculum of those programmes and/or subjects is in tune with the regular programmes and/or subjects. But an additional fees under the head 'Faculty Improvement Fees' are collected from the students undertaking those programmes and/or subjects at the rates mentioned below:

- i) BA (Honours) in English :Rs.140 per month ;
- ii) BSC (Honours) in Geography : Rs. 320 per month;
- iii) Physical Education (General) : Rs. 140 per month;
- iv) Geography (General) :Rs. 200 per month.

Faculty of those programmes and subjects are appointed by the Governing Body and their qualification is at par with the qualification, prescribed by the UGC. At present there are one Contractual Whole-time teacher and one Guest Lecturer for Physical Education , two Part time teachers and two Guest Lecturers for Geography and one Guest Lecturer for English. Remuneration of those teachers are paid out of college fund. We have also decided to appoint one Contractual Whole-time Teacher for English and one Contractual Whole-time Teacher for Geography. Necessary formalities for the same are being going on.

1.2.5 Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If 'yes' provide details of such programme and the beneficiaries.

- i) The Career Counseling Cell in collaboration with the department of English run a 'Spoken English' course in order to inculcate communicative English among our students.
- ii) We also run coaching classes under UGC sponsored Entry-in-Service Scheme for the students come from SC, ST, Minority and other backward communities (non-creamy layer).

1.2.6 Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice" If 'yes', how does the institution take advantage of such provision for the benefit of students?

Till now our affiliating University does not provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choice.

1.3 Curriculum Enrichment

1.3.1 Describe the efforts made by the institution to supplement the University's Curriculum to ensure that the academic programmes and Institution's goals and objectives are integrated?

The college being affiliated to the University does not have the option of formulating its own curriculum. The courses offered here, however, have their relevance to the institutional goals and objectives. The college aims at inculcating the highest intellectual standards through rigorous academic commitment and discipline. Students are inspired to aspire for higher level of academic achievement by mastering the subjects chosen for study. It ensures that the University curriculum is followed in the best of the spirit and thus prepares class routine and academic calendar every session with the active involvement of the college routine committee and academic council respectively. The Head of the Institution makes sure that the curriculum framed by the University is supplemented in such a way that it reflects the mission and vision of the institution. Feedback is obtained from the outgoing students and other stakeholders with respect to academic activities and those are monitored and evaluated by the IQAC. Necessary remedial measures, found important and pertinent are incorporated into the subsequent course of action.

1.3.2 What are the efforts made by the institution to modify, enrich and organize the curriculum to explicitly reflect the experiences of the students and cater to needs of the dynamic employment market?

The College, being affiliated to the University does not have any option of formulating its own curriculum. Nevertheless, a sincere effort is made to modify and enrich the curriculum to suit the intellectual requirements of the students through active involvement of faculty and other stakeholders.

University level: Faculties, who are on the Board of Studies take initiative to modify enrich and organize the curriculum. As per UGC guideline, 2003 faculty, who are on the Board of Studies have stressed the need to convert Environmental Studies into 100 marks from 50 marks. They also stressed on the change in question pattern keeping parity with other Indian Universities. Our faculties also actively participated in Workshop on Environmental Studies, organized by the Undergraduate Board of Studies, University of Kalyani held at Krishnanagar Government College. Again some of our faculties actively participated in National Workshop on Course Curriculum in Commerce and Economics organized by the department of Commerce and Economics, University of Kalyani.

Institution level: The college has taken measures to cater to the global market needs based on the true assessment of needs and aspiration of students and other stakeholders. During last four years faculties of the Department of Commerce and Economics jointly organized one UGC sponsored National level seminar on "Right to Work in Rural Perspective" in collaboration with Kernel Action Research and Motivation (KARMA). The faculty of commerce also organized one UGC sponsored Workshop on "Upgradation of Commerce Syllabi Under Changing Scenario" in collaboration with the Under Graduate

Board of Studies of Commerce , University of Kalyani. Again the faculties of the department of Political Science organized one UGC sponsored State level Seminar on “Inclusive Growth and The Role of Trio (State, Market and Civil Society) in collaboration with Assannagar MMT College, Assannagar, Nadia. Those apart a good number of seminars were organized by the faculties of our different academic departments out of fund provided by the college with a view to achieving that goal. Moreover , the institution receives and uses to exchange views and experiences from the members of the Alumni Association and designs the programmes of academic and other activities accordingly.

1.3.3 Enumerate the efforts made by the institution to integrate the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum?

Sudhiranjan Lahiri Mahavidyalaya has actively responded to the momentous issues of our society and socio-political environment of the world. To integrate the cross cutting issues like gender , climate change , environmental education, human rights ICT etc. positively into the curriculum , The college has established Green cell, Antiragging Cell , Social Welfare Cell, Red Ribbon Club , Grievance Redressal Cell, Women Cell. Two important organs of the college i.e. NSS and NCC organize different programmes to bring awareness among the students and local youth about those important issues. Other than NSS and NCC the students and faculties also organize different programme on the same issues. The existing curriculum of UG Commerce includes one paper of 100 marks entitled Practical Computer Accounting, Taxation and the curriculum of B.Sc Honours in Geography includes Computer Application. For teaching those subjects the college has arranged well equipped Computer Laboratory to impart effective knowledge to the students of those courses. The existing UG curriculum of the University also contain one compulsory paper of 100 marks entitled Environmental Studies. With a view to offer adequate and ideal knowledge of environmental education the college has appointed one Guest Lecturer for that subject and effectively conducted project work on environmental issues as per guide line of the University. Again the seminars and workshops , organized by the college during the period under assessment involved the issues of gender , environment and human rights etc either as main theme or as sub-themes relevant thereto.

1.3.4 What are the various value-added courses/enrichment programmes offered to ensure holistic development of students?

- *moral and ethical values*
- *employable and life skills*
- *better career options*
- *community orientation*

Our mission is to offer ideal collegiate education and usher & inculcate new sets of both instrumental and substantive values among the

students. That is why we have adopted certain specially designed programmes enrich the curriculum by catering need of the existing world. So, we offer the following value added programmes :

➤ **Moral and ethical values:**

1. The Students are motivated by way of seminar and special lectures so as to instill ethical values in them;
2. Yoga and meditation programmes are arranged.
3. Community extension programmes such Blood donation camp, tree plantation programmes , organized by two important organs NSS and NCC.

➤ **Employable and life skills:**

1. Employment cell continuously displays information relating to recruitments by different recruitment agencies like Staff Selection Commission, West Bengal Public Service Commission, Union Public Service Commission etc for the interest of the students , alumni and local youth.
2. Career Counseling Cell in collaboration with the Department of English also organizes Spoken English classes in order to inculcate communicative English among the students.
3. We had also a computer training center for imparting computer training of the students and local youth. However we are compelled to discontinue the same for the reasons stated earlier.

➤ **Better career options:**

1. College conducts coaching classes under aegis of the University Grants Commission under Entry in Service Scheme.
2. We have also installed as many as 20 internet terminals so as to enable our students to collect up to date knowledge and information to enhance skill.

➤ **Community orientation:**

1. Two important organs of our College NSS and NCC regularly organize different community orientation programmes like tree plantation programmes, cleanliness programmes, blood donation camp, motivation programme for blood donation etc.
2. Red Ribbon club has been established to regularly organize programme for awareness against AID/HIV following guideline of the University of Kalyani.
3. Other than these NSS and NCC also organize different community orientation programmes.



NCC cadets at observation of Independence day

1.3.5 Citing a few examples enumerate on the extent of use of the feedback from stakeholders in enriching the curriculum?

The college networks with the stakeholders to collect and document responses on curriculum from the stakeholders. The students express their opinion on curriculum through students' feedback. Feedback from parents on curriculum, trends and teaching methodology is obtained during Parent Teacher meeting sessions. Responses on curriculum are also collected from alumni, peers and other stakeholders. The IQAC analyses feedback in consultation with the Teachers' Council and Academic Council and communicates necessary recommendations to the Principal and also to the affiliating University through the faculties who are on the Board of Studies.

1.3.6 How does the institution monitor and evaluate the quality of its enrichment programmes?

The college uses education as a tool to ensure all round development of the youth, most of whom used to come from socially and economically backward communities. With a view to ensuring that goal it regularly monitors and evaluates the strategies adopted by it for curriculum enrichment. For this purpose it collects formal and informal feedbacks from the students and its different stakeholders. Those feedbacks are analyzed and discussed in the meeting of the Teachers' council, Academic council and Internal Quality Assurance Cell and appropriate measures are recommended for overcoming deficiencies and pitfalls, if any.

1.4 Feedback System

1.4.1 What are the contributions of the institution in the design and development of the curriculum prepared by the University?

As our College is an affiliated College of University of Kalyani, designing and restructuring of curriculum lies on the University. However, our college uses to make significant contribution in the curriculum design and development:

- Four of faculties are on the Board of Studies of the University. They are actively involved in the curriculum design and restructuring of the University;
- Our faculties actively participate in different workshop organized by the University for designing and upgradation of curriculum;
- Our faculties also organizes workshop on upgradation syllabi for ensuring upgradation of curriculum in view of changing scenario.

1.4.2 *Is there a formal mechanism to obtain feedback from students and stakeholders on Curriculum? If 'yes', how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?*

Yes, the college has introduced a formal mechanism to collect and document responses on curriculum from the stakeholders. The students express their opinion on curriculum through students' feedback. Feedback from parents on curriculum, trends and teaching methodology are obtained during Parent-Teacher meeting sessions. Feedback from the local society is collected through the representative of local society in the IQAC .Responses on curriculum are also collected from alumni, peers and other stakeholders. The IQAC analyses feedback in consultation with the Teachers' Council and Academic Council and communicates necessary recommendations to the Principal and also to the affiliating University through the faculties who are on the board of studies.

1.4.3 *How many new programmes /courses were introduced by the institution during the last four years? What was the rationale for introducing new courses/programms?*

During the last four years only one new subject Geography (General) has been introduced in BA/B.Sc General programmes. The rationale behind the introduction of that subject is that in our state Geography is a popular subject having lot of employment potentials at school education. But due to unavailability of adequate scope for having chances in Geography(Honours) programme , fairly a good number of students generally asks for Geography(General) as one of their subjects in BA/BSC General programmes with a view to competing in the future job market.

Further we have also applied to our affiliating University for opening Sanskrit (Honours) and Education (Honours) programmes. We hope those programmes will be introduced in the session ahead.

Any other relevant information regarding curricular aspects which the college would like to include.Nil

CRITERION II: TEACHING-LEARNING AND EVALUATION

2.1 *Student Enrolment and Profile*

2.1.1 *How does the college ensure publicity and transparency in the admission process?*

The institution ensures wide publicity in the admission process by means of selling Prospectus to the intending public, through institutional website and by notice on the college notice board. This apart, the vernacular dailies on their own publishes details about Programms offered and admission process, etc. for all institutions of a particular region in the pages earmarked for the region.

Sudhiranjan Lahiri Mahavidyalaya has a transparent admission process and every effort is made to see that absolute transparency is ensured in the admission process. The application forms for admission are distributed to the aspiring candidates. For which a detailed notice spelling out the norms and procedures of admission is issued in advance. A provisional merit list of eligible candidates, prepared on the basis of a formula decided at a meeting of the Admission Committee consisting of all the Heads of the Departments and the Principal of the college and relevant University guideline is put up on the admission notice board, clearly displaying the formula used to prepare the list. The candidates and/or his guardians are allowed to enjoy the provision of redressing discrepancy, if any in the said Merit list. Necessary rectification happens in case discrepancy really exists or is detected. Thereafter final merit list is come out and then Open Counseling is held and the students are invited to get admitted on or before a cutoff date.

2.1.2 *Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other) to various programms of the Institution.*

As this institution is located in the periphery with all its social and economic peripheral attributes, it usually imposes no other choice excepting the minimum norms as set by the affiliating University in respect of admission of students to various programms available. However, once admitted, peripheral students come out with marketable potentiality and higher humane values in them. Students are admitted on the basis of merit panel prepared by the college Admission Committee and open counseling.

2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.

Maximum and minimum marks at entry level for the session 2013-14				
Courses	Higherst Marks	Percentage	Lowest Marks	Percentage
BA (H) in Bengali	497	82.83	291	48.50
BA (H) in English	505	84.17	362	60.33
BA (H) in History	476	79.33	305	50.83
BA (H) in Political Science	363	60.50	291	48.50
BA (H) in Philosophy	338	56.33	288	48.00
BA (H) in Sociology	425	70.83	253	42.17
BA (H)	505	84.17	288	48.00
BSC (H) in Geography	514	85.67	422	70.33
BCOM(H) in Accountancy	327	54.50	276	46.00
BA(GEN)	418	83.60	150	30.00
BSC(GEN)	318	63.60	172	34.40
BCOM(GEN)	215	43.00	152	30.40

Since our affiliating University does not provide rules for displaying the marks of students, admitted in an academic session, so we are not in position to compare the marks of our students at the entry level with that of other affiliated Colleges. However in order to highlight the position of our students as compared to cut off marks at the entry level, sought by the affiliating University.

The cut off percentage of marks for admission to the courses , offered by our College as per existing University rules are given below:

Courses	Minimum Aggregate marks (H.S. level) required	Minimum Marks in the Subject/ Allied subject
1. BA /BSC/B.Com (Honours)		
i) For the students having concerned/related subject at the H.S.Level	50% 45%	45% 55%
ii) For students not having the concerned subject at the H.S. level	55% 30%	-- 30%
BA/ BSC/B. Com (General)		

Note: In case of SC / ST / Physically Challenged students 5% relaxation is made in marks in each case.

2.1.4 *Is there a mechanism in the institution to review the admission process and student profiles annually? If 'yes' what is the outcome of such an effort and how has it contributed to the improvement of the process?*

The institution has a mechanism to review the admission process after the end of the admission. This is done in the meeting of the Teachers' Council. Our Admission Committee makes the TC acquainted with the information regarding admission and necessary steps are taken after analyzing the data.

2.1.5 *Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion*

- * ***SC/ST***
- * ***OBC***
- * ***Women***
- * ***Differently abled***
- * ***Economically weaker sections***
- * ***Minority community***
- * ***Any other***

The statutory reservation policy of the government in case of SC/ST is followed to ensure equity in the admission for the pupil from disadvantaged community. This college is co-educational and as such no positive discrimination is made favouring female candidates vis-à-vis male candidates in the matter of admission or any other matters. Some seats are kept reserved for physically challenged candidates and 5% relaxation in marks is also allowed. No special provision is in existence for economically weaker section in the matter of admission. However, they are provided with some economic benefit viz. fee waivers / free studentship etc. As per existing regulations of the University one seat is reserved for each of the Honours courses and 5% of the seats of each of the general courses are reserved under sports quota. Those apart students, come from boards other than West Bengal Council of Higher Secondary Education avail the facility of reservation (restricted) at the rate of 10% of total seats for each of the programmes. Students, who can fulfill the eligibility criteria as laid down by the University may avail the said facility at the time of admission.

2.1.6 *Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase / decrease and actions initiated for improvement.*

Session:2010-11:

Name of the Programme	No. of applications	No. of students admitted	Demand ratio
BA Hons in Bengali	863	413	2:1
BA Hons in English	328	105	3:1
BA Hons in History	548	187	3:1
BA Hons in Pol.Sc.	111	87	1:1
BA Hons in Philosophy	230	140	2:1
BA Hons in Sociology	90	80	1:1
BSC Hons in Geography	425	94	5:1
BCOM Hons in Accountancy	8	8	1:1
BA General	1628	1628	1:1
BSC General	175	175	1:1
BCOM General	1	1	1:1

Session:2011-12:

Name of the Programme	No. of applications	No. of students admitted	Demand ratio
BA Hons in Bengali	837	386	2:1
BA Hons in English	326	107	3:1
BA Hons in History	514	178	3:1
BA Hons in Pol.Sc.	103	73	1:1
BA Hons in Philosophy	186	74	3:1
BA Hons in Sociology	53	57	1:1
BSC Hons in Geography	468	100	5:1
BCOM Hons in Accountancy	9	9	1:1
BA General	1979	1979	1:1
BSC General	196	196	1:1
BCOM General	1	1	1:1

Session:2012-13:

Name of the Programme	No. of applications	No. of students admitted	Demand ratio
BA Hons in Bengali	910	472	2:1
BA Hons in English	405	143	3:1
BA Hons in History	564	225	3:1
BA Hons in Pol.Sc.	144	93	2:1
BA Hons in Philosophy	169	91	2:1
BA Hons in Sociology	85	69	1:1
BSC Hons in Geography	525	137	4:1
BCOM Hons in Accountancy	12	12	1:1
BA General	3155	3155	1:1
BSC General	281	281	1:1
BCOM General	8	8	1:1

Session:2013-14(Till date):

Name of the Programme	No. of applications	No. of students admitted	Demand ratio
BA Hons in Bengali	935	465	2:1
BA Hons in English	334	121	3:1
BA Hons in History	398	216	2:1
BA Hons in Pol.Sc.	114	83	1.4:1
BA Hons in Philosophy	172	57	3:1
BA Hons in Sociology	72	45	2:1
BSC Hons in Geography	436	136	3:1
BCOM Hons in Accountancy	12	12	1:1
BA General	2816	2816	1:1
BSC General	347	347	1:1
BCOM General	3	3	1:1

Note: The intake capacity of the neighbouring institutions has been increased over the years. Again those institutions have within period of assessment, introduced several new programmes of study and because of these, the number of students seeking admission and got admitted has been reduced to a varying extent.

2.2 Catering to Student Diversity

2.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?

We are yet to develop mechanism to cater to the needs of differently-abled students in compliance with the recommendations of the Peer team due to viability problem. However the college strictly adheres to the Government norm regarding admission of the differently-abled students in case of admission. The authority has also planned for purchase of Braille materials to cater to the needs of the visually impaired pupils.

2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.

Sudhiranjan Lahiri Mahavidyalaya tries to offer programmes of teaching and learning which cater to individual differences among learners. It also tries to ensure some academic flexibility, within the framework of the given curricula and syllabi of the University of Kalyani. At the beginning of each course, the knowledge and skills of admitted students are assessed through an interaction between students and teachers of the departments concerned. Depending on the assessment, necessary modifications in the teaching procedures are made. Different Departments adopt different methods to provide remedial/bridge courses. Some examples are stated below (for details please refer to the departmental inputs).

Department of English

Since most of the students come from Bengali medium with less exposure to English, their English language skills are usually quite below the mark considering the vastness of the English Honours syllabus. With this constraint of students in view, the department sets apart three months initially for improvement of language skills through making them write on various literary topics, error analysis, remedial teaching, etc. rather than beginning teaching the course straight away. The students are also encouraged to participate in interactive sessions, group discussions, etc.

Department of Bengali

Being their mother tongue, most of the students entering the Bengali honours course suffer from two major deficiencies (i) lack of adequate knowledge of grammar, and (ii) confusion about the right spelling of the words, particularly because the spelling pattern which is in the process of standardization has kept on changing over the years. The department therefore sets apart the first few months to remedy the situation arising from above. One further aspect in this language honours course is the importance of a good legible, if not highly artistic, handwriting. The students are made to practice continuous writing to improve in all the above three aspects.

Departments of History, Political Science, Sociology and Philosophy

Except for the History Honours, the student inputs in these courses are relatively low and some of them have not studied these subjects at the higher secondary level. Therefore, efforts are made to orient the students to the subject and make them take lively interest in the course of their study through personal care and academic counseling.

2.2.3 *What are the strategies drawn and deployed by the institution to bridge the knowledge gap of the enrolled students to enable them to cope with the programme of their choice? (Bridge/Remedial/Add-on/Enrichment Courses, etc.*

Special sessions are organized to bridge the knowledge gap of the incoming students from different backgrounds. Teachers take remedial and tutorial classes of the students to help them cope with the programme to which they are enrolled.

2.2.4 *How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?*

With a view to sensitizing the staff and the students following measures are taken:

- Seminars on problems relating to women in particular ,like Female Foeticide, Dowry, AIDS are organized to make them aware of the problems;
- Activities like tree plantation drives, maintenance of green belts and drive against the use of polythene/plastic bags are undertaken regularly;
- Lectures/Talks on Save Water, Rain Water harvesting, Organic Farming are organized regularly.

2.2.5 *How does the institution identify and respond to special educational/learning needs of advanced learners?*

We identify advanced learners right from the time of admission and later on by a continuous process of classroom interaction, examination evaluation and students' own eagerness for study outside the curricula. Further, there are always some students with advanced talents who need to be nurtured through a preferential treatment. The advanced students are guided to study advanced reference texts and journals. They are encouraged to prepare and deliver seminar lectures on some specialized topics through which they develop a deeper understanding of the subject. Various departments regularly organize extension lectures by eminent scholars from universities and institutes of higher learning. We bring about Wall Magazines regularly where advanced learners take the leadership. Thus, they gain writing skill, which extends beyond the prescribed syllabi, besides developing their creativity, innovation and originality.

2.2.6 How does the institute collect, analyze and use the data and information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc.)?

The Academic Council of the college collects data of academic performance of the students from different departments and communicates the same to the Governing Body through Internal Quality Assurance Cell. The data are analyzed and the following measures are taken:

- Remedial Classes for the disadvantaged sections of society and slow learners are organized.
- Stipends and scholarships are given to students from economically weaker sections of society and to students with special needs.

However keeping and maintenance necessary data relating the performance of the physically challenged students are yet to be regularized due to scarcity of adequate infrastructure required for the same. We are trying our best to overcome that shortcomings very shortly.

2.3 Teaching-Learning Process

2.3.1 How does the college plan and organise the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

This institution plans its teaching-learning and evaluation schedule before hand and they are communicated to the students through the **Annual Academic Calendar**.

Our academic session begins in July and ends in June every year. The session is roughly divided into three terms: July to September, October to January, and February to June. There is one major vacation for about a month at the time of Durga Puja festival during September or October. There are two recesses, one during summer and another during winter. During the recesses only the classes are suspended while all the other activities of the college including conduct of examinations take place. Summer recess is from 16 May to 30 June, while winter recess is from 25 December to 1 January.

Teaching plan: All the departments have term-specific teaching plans through which the students are informed at the very beginning of the topics to be taught during the term. The plans are reviewed at the end of the term. The plans include a detailed schedule of tutorials, lessons, seminars, class tests, etc.

Evaluation schedules/ Evaluation blue print: This institution has a well conceived plan for monitoring student progress. The evaluation method in the college consists of test examinations. The schedules of test examinations are announced at the beginning of each term.

Heads of the various departments monitor the progress of the schedule at regular intervals through periodical meetings of teachers with the students. The teachers redistribute, reassign or revise any topic, if it is called for.

As soon as the results of test examination are finalized, a meeting of the heads of all the departments is convened by the Principal/Convener of the Examination sub-committee. The results are discussed thoroughly and particularly those of weaker students discussed case by case. Remedial measures are decided upon and the heads of departments with the help of their colleagues are entrusted with the responsibility of talking to the students individually to find out the causes of their poor performance and implementing the decision regarding remedial measures.

2.3.2 How does IQAC contribute to improve the teaching –learning process?

Internal Quality Assurance Cell of this College regularly reviews the teaching learning process in consultation with the Teachers Council and Academic Council. It identifies the problems in the same at the end of every session and recommends necessary measures to the top management to overcome the situation. Every year it also publishes its observations and recommendations in the Annual Quality Assessment Report to communicate the same to different stakeholders and NAAC.

2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

Teaching-learning is essentially student centric. The students use to participate actively through library work, seminar lectures, writing in magazines, etc. The courses that we offer are mainly knowledge based. However, every effort is made to make learning student-centric by encouraging teaching to be more interactive. The commerce stream students acquire the required skills during their computer practical classes. We have also introduced seminars by our students. They are also encouraged to write in the Wall Magazines and also in Annual College Magazine. To make learning more interesting we are using sophisticated teaching aids like OHP, LCD projector, etc.

To make learning experiences more effective we have introduced modern teaching aids. Though the college is situated in a relatively backward border area, our students get to learn basic computer courses along with knowledge-based traditional programme concurrently. They can use computer in the library for searching books. OHP and audiovisual equipments are also used to give students a satisfying learning experience.

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?

This institution promotes creativity among students by encouraging them to be involved in various activities like group discussions, quiz contests, student seminars, extempore competition, regular publication of wall magazines, photography club, academic tours and creative writing. The college arranges for annual cultural fest SPANDAN where students can participate in various creative events such as theme development, solo song and group song, debate, recitation etc. Students also participate in the Youth Parliament programme. Student-centric in nature these activities aim at tapping, nurturing and promoting the creative energy of every individual.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information and Communication Technology (NME-ICT), open educational resources, mobile education, etc.

With a view to facilitating the teaching learning process and make it easier the college arranges for different supplementary aids in addition to lecture method:

- Audio-visual aids to supplement in lectures in classroom
- Computer Aided Learning(Internet, Power Point Presentations) is provided for further learning
- Movies/documentaries based on the syllabus are shown
- Provision of the facility of INFLIBNET for online access to e-material for teachers and students;
- Educational trips are organized to give firsthand knowledge to students. Visits to places of historical or geographical importance, banks or other financial institutions are a regular feature;

2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

This institution subscribes different important academic journals through which both the students and the faculties keep pace with recent academic developments in the various subjects. We arrange periodical seminars both at the regional and the national levels for exchange of ideas and update of knowledge. Teachers and students from other institutions (universities and colleges) are invited for these seminars. Departments also organize special lectures by eminent scholars with the same aim in view. Our teachers also have regular Internet access.

Our teachers also participate in various state-level, National level and also International seminars, which are held not only within the state but also in other states in India. Their academic exposure benefits students in the classroom situations. Apart from the above,

full time faculty members participate in Refresher Courses and Orientation programmes, arranged by different Indian Universities.

2.3.7 *Detail (process and the number of students /benefitted) on the academic, personal and psycho-social support and guidance services (professional counseling/mentoring/academic advise) provided to students?*

A Career Counseling Cell has been established for academic counseling. Its aims are:

- To help students to chalk out academic roadmaps for themselves;
- To enable students to mingle with the milieu;
- To acquaint them with various career options through seminars;
- To address problems related to stress, anxiety, examination phobia, peer pressure and adjustment to changed environment.

(Detail data will be presented before the peer team at the time of validation)

2.3.8 *Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?*

Innovative teaching methods have been adopted by the faculty to boost the capacity to learn and to teach meaningful application of knowledge to young minds. Various activities are integrated into academic agenda.

Activities are:

- ICT based teaching methods including Power Point Presentation and use of Internet
- Educational trips
- Visits to financial institutions
- State level and National Level seminar organized
- Remedial classes for slow learners and advanced learners
- Feedback on lectures obtained from students.

2.3.9 *How are library resources used to augment the teaching-learning process?*

The library caters to the needs of teachers and students by providing access to books and journals. The college has a Central Library, Departmental Libraries and a Book Bank. Presently in Central Library we have good number of reference books covering subjects of Literature, Social Science, Geography, including emerging subjects like Defense Studies, Physical Education etc. Besides, there is adequate number of textbooks. Total holdings of the library up to 31st December 2013 were 18,004 except Journals and Magazines. Some minor research project reports/theses which have already completed by some of our faculty members are also available in our library. The library collections are arranged subject wise. Apart from Central Library there are Departmental Libraries and a Book Bank, which is a student running Library, in our college. Students can borrow books from those libraries also. The Central Library remains open from 10.30 a.m. to

4.30 p.m. and the Departmental Libraries and the Book Bank remain open from 11 am to 4 pm on every working day.

Apart from this our library is a member of INFLIBNET N-LIST programme of INFLIBNET Center Gandhinagar, Gujarat. They provide nearly 100000 e-books and 2100 e-journals for our library users.

2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.

The college has a built-in mechanism by way of a well-planned and complete College Academic Calendar for the entire year to ensure curriculum completion within the planned time frame. However, at times the institution faces few challenges in completing the curriculum within the planned time frame due to unexpected closure owing to reasons beyond control or because of teacher absence for long time due to accidental/medical reasons. In such cases existing faculty members take extra classes or ad-hoc appointments are done for the completion of the course

2.3.11 How does the institute monitor and evaluate the quality of teaching learning?

Sudhiranjan Lahiri Mahavidyalaya has an open and participative mechanism for taking a feedback on the academic performance and work-satisfaction of the faculty. This is done through continuous informal interaction with the head of the department concerned and the Principal. This apart, the students give their written feed back before leaving the college on various aspects relating to the teaching-learning process including the faculty and infrastructure. These feedbacks are tabulated and analyzed and then it is included in the Annual Report. It is also discussed in the Teachers' Council meeting and appropriate steps are taken to reduce the shortcomings.

2.4 Teacher Quality

2.4.1 *Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum*

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc./D.Litt.	00	00	00	00	00	00	00
Ph.D.	01	00	01	00	01	00	03
M.Phil.	00	00	03	01	01	01	06
PG	00	00	02	00	02	01	05
Temporary teachers							
Ph.D.							00
M.Phil.							00
PG							08*
Part-time teachers							
Ph.D.							01
M.Phil.							03
PG							07

Note:* Including one Contractual Whole-time Teacher.

Those teachers, who are appointed on the basis recommendation of the West Bengal College Service Commission (WBCSC) in accordance with the State Government Act in this regard, the question of selecting members of the faculty by the college on its own does not arise. However, the college management has had to appoint few part-time, contractual and guest teachers of different discipline for the interest of teaching learning activities of the institution. Despite our sincere endeavour to have adequate teaching strength the college has to suffering from shortage of adequate teachers.

Out of the 24 full-time sanctioned posts 10 teaching posts are lying vacant for different reasons. The college tries to cope with the shortage of qualified staff by appointing qualified teachers on temporary basis as guest/part-time/contractual lecturers. At present we have 11 government approved part-time lecturers, 7 guest teachers and one contractual teacher. Those apart the institution also organizes extension lectures and seminars by eminent scholars from other institutes and universities to reinforce the usual classroom teaching and to expose the students to some advanced topics.

2.4.2 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

As stated above in this respect we have little scope. We have departments like Geography, Sociology, Political Science, Philosophy, History, Commerce, Bengali and English. However, the college appoints few teachers in different departments/subjects in last three years.

Faculty Recruited in the Last Three Years

Faculties recruited			
Department/ Subjects	2010-2011	2011-2012	2012-13
English	Nil	Sri Subhabrata Sanyal	Smt. Sompurba Basu
Geography	Smt. Rinku Das Smt. Swaralipi Kar Smt. Soma Sadhukhan	Nil	Nil
History	Sri Sujit Kundu	Nil	Nil
Political Science	Nil	Sri Asis Mistry	Smt. Kalpana Das
Commerce	Nil	Smt. Srabani Basak	Nil
Sociology	Nil	Nil	Nil
Philosophy	Sri Monosij Biswas Smt. Amrita Mukherjee	Nil	Nil
Bengali	Nil	Nil	Nil
Environmental Studies	Nil	Nil	Smt. Sruti Thakur

2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

a) Nomination to staff development programmes

Academic Staff Development Programms	Number of faculty nominated
Refresher courses	09
HRD programmes	00
Orientation programmes	05
Staff training conducted by the university	04
Staff training conducted by other institutions	02
Summer / winter schools, workshops, etc.	15

b) Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning

Faculty Training Programms During Last Four Years	
Teaching learning methods/approaches	1. In-house training for the teachers on use of ICT. 2. Workshop (UGC funded) held in Commerce on Syllabus. 3. Workshop attended the faculties of Sociology department at, Kalyani University on Modification of Syllabus.
Handling new curriculum	1. In house discussion on new curriculum and other changes are conveyed by Principal and HoDs as per guideline of University of Kalyani. 2. Orientation on new method of setting questions and evaluation of scripts.
Content/knowledge management	No formal training as such is held. However, seminars on various issues relating to knowledge management were held in which from outside have deliberated on the issues.
Selection, development and use of enrichment materials	1. Training for use of internet and use of PowerPoint presentation at class room. 2. Training on process of access the e-resources
Assessment	Self-appraisals are collected at the end of every academic session in the format prescribed by the concerned authority. On having the same necessary recommendations are made by the IQAC to overcome the shortcomings , if any.

Cross cutting issues	NSS and NCC units organizes programmes on different issues like geriatric problem, safe the girl child, safe the environment, creation of assets, tree plantation, blood donation, preservation of cultural heritage etc. Faculties participate in those programmes in the capacity of resource person.
Audio Visual Aids/multimedia	In-house training programmes are organized in regular interval to equip the faculties with modern teaching-learning medium.
OER's	Open Educational Resources were used by the faculties for self preparation and for the students by using infibnet and e-journal.
Teaching learning material development, selection and use	Need based initiative taken from time to time.

c) Percentage of faculty

	2009-2010	2010-2011	2011-12	2012-2013
invited as resource persons in Workshops / Seminars / Conferences organized by external professional agencies	Nil	Nil	Nil	Nil
participated in external Workshops / Seminars / Conferences recognized by national/ international professional bodies	90	100	100	100
presented papers in Workshops / Seminars / Conferences conducted or recognized by professional agencies	15	26	36	30

2.4.4 *What policies/systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications teaching experience in other national institutions and specialized programmes industrial engagement etc.)*

The college management strives for promotion of professional development of faculty by:

1. Encouraging the faculty to attend Orientation Courses, Refresher Courses, Training Programms and Workshops
2. Organizing national /international seminars on crucial issues
3. Granting Leave for attending national/ international Seminars organized by the reputed institutions
4. Granting Study leave to the faculty for pursuing Ph.D
5. Encouraging faculty to apply for research grants.
6. Organizing Guest lecturers in various upcoming areas in different disciplines for faculty
7. Providing support for attending international conferences also on a case by case basis
8. We have collected write-ups from the various speakers and have published them after modification /revision as suggested by the peer reviewers in our research journal '**Open Eyes**'.

2.4.5 *Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/achievement of the faculty.*

The college has the distinction of having outstanding scholars whose erudition has been recognized at international and national level and added a new dimension to the reputation of the college. Formal Awards have been given to our faculty member in recognition of their meritorious excellence in their respective field.

During last four years our faculties published as many as 27 researched articles in different national and international journal and as many 6 articles of our faculties have been listed in International Database. Five faculties got chance of pursuing Ph.D. coursework in different Indian Universities, out of which three faculties already completed their coursework and got registered for their Ph.D work. One of our faculties Dr.Sanjoy Sarkar , Assistant Professor of Sociology faced the 'Inter-face Meeting' , organized by the UGC at New Delhi for 'Research Award'. Further one of our faculties Smt. Rehena Shaikh, Part-time Lecturer in Philosophy has been awarded M.Phil by the Rabindra Bharati University, Kolkata.

2.4.6 *Has the institution introduced evaluation of teachers by the students and external Peers? If yes, how is the evaluation used for improving the quality of the teaching-learning process?*

Sudhiranjan Lahiri Mahavidyalaya has an open and participative mechanism for taking a feedback on the academic performance and work-satisfaction of the faculty. This is done through continuous informal interaction with the head of the department concerned and the Principal. This apart, the students give their written feed back before leaving The college on various aspects relating to the teaching-learning process including the faculty, facility and the infrastructure. These feedbacks are tabulated and analyzed and then it is included in the Annual Report. It is also discussed in the Teachers' Council meeting and appropriate steps are taken to reduce the shortcomings.

2.5 *Evaluation Process and Reforms*

2.5.1 *How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation processes?*

The evaluation method in the college consists of class tests and term examinations. The schedule of term examinations with probable weeks and months are given in The college prospectus and the academic calendar supplied to the students at the time of admission. Further, the details of the portion of the syllabus in which the students will be examined, distribution of the marks, importance given to the class tests, etc. are communicated to the students by the respective departments at the beginning of each term.

2.5.2 *What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?*

The institution does not have the authority to undertake major evaluation reforms. However, from the academic year 2007-08, the affiliating University (the University of Kalyani) has introduced major revision in the evaluation pattern. Thus excepting for Compulsory English, Major Indian Language and Environmental Studies, 15 % of total marks have been kept for internal assessment till 2011 -2012. From 2012-2013 the University of Kalyani again restructured the question pattern and assessment system, where the University has abolished the internal assessment and the earlier system of 100% answer at final examinations has been re-introduced.

To ensure effective implementation of this reform, the institution communicates the students about the university notification and the faculty members are to take class-tests and terminal examinations following this new pattern. Some of the faculty members have also participated in seminars & workshops organized by the affiliating University and different recognized Teacher Associations meant for proper communication of the changes.

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

Since our college is affiliated to University of Kalyani, West Bengal, the examination system of the college inclusive of syllabus designing, setting of question papers, conduct of examination is according to the pattern of the university. According to university rules a student has to fulfill the following conditions to qualify for the final examination, held at the end of every academic session:

- i) An in-house Test Examinations conducted for the students prior to at least 2.5 months earlier of the final examination and class test taken by the departments to prepare them for the impending test examination.
- ii) Special Tests are conducted for the welfare of students involved in various activities such as youth festival, sports activities during the session, weak students unable to clear the requisite condition, students unable to take the examination due to medical reasons.
- iii) Remedial classes allotted for weak students and Special Classes for Advanced Learners.
- iv) Incentive to and felicitation of the students—Awards for Toppers in the University and Awards/ Medals for Students placed in University Merit List.

Under the guidance of the head of the institution, examination committee and the administrative staff of college ensure the effective implementation of the evaluation reforms. Seating plan is generated under the supervision of the members of the examination committee on duty before the commencement of examinations.

On the day of examination any type of problem related to question paper, supervisory staff, and non teaching staff is handled by the member of committee on duty.

It is also the duty of the members of the examination committee to check whether the answer sheets have been collected from the examination center by the concerned teacher-invigilators within the time specified.

In case of internal test examination, the procedures followed in the university examination are largely followed. Question papers are set along the pattern of university questions.

After the examinations the teachers are asked to submit the marks list within scheduled date and a reminder is sent to the teacher if he/ she is unable to submit the same in time.

2.5.4 Provide details on the formative and summative evaluation approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.

The college adopts Formative and Summative evaluation approaches to measure student achievement in a course. Formative evaluation is designed to test the cognitive skills of the students is based on tests, assignments, quiz, field trip reports, seminars, dissertation and practicals. We have no scope to adopt summative evaluation approaches other than what the University of Kalyani uses to adopt.

Impact on the System

What follows reluctantly is that the students of Sociology have undertaken innovative social research projects and prepared their reports. Students of Geography undertake field visits.

2.5.5 *Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for the overall development of students (weightage for behavioral aspects, independent learning, communication skills etc.*

Internal Assessment (IA): The University introduced the concept of Internal Assessment for certain courses/ subjects in order to encourage the students to be regular in classes, work hard and give better performance in examination. But it stopped the same from the session 2012-2013. Our college, however continues the concept of IA on the voluntarily for few subjects.

2.5.6 *What are the graduate attributes specified by the college/affiliating university? How does the college ensure the attainment of these by the students?*

- Attitudes of intellectual curiosity and motivation for independent thinking
- Critical and creative thinkers, with an ability to examine, synthesize and evaluate knowledge across a broad range of disciplines
- Capacity to participate fully in collaborative learning and to confront unfamiliar problem
- Ability to initiate and formulate viable and relevant research questions

Skills-

- Critical analysis, problem solving, and creative thinking
- Communicating effectively and appropriately in a range of contexts
- Developing, planning and managing independent work
- Working effectively as part of a team
- Effectively using information and communication technologies
- Practical application of knowledge acquired

Socially Responsible citizens

- Awareness of ethical issues, social responsibility and cultural diversity
- Awareness of environmental sustainability issues and the contribution to the field of study to address such issues

Imbued with Nationalistic Spirit

- Adopt to address the larger issues of life and become effective in building a strong and modern India

The college ensures the attainment of these attributes by including them in handbook descriptions, induction programmes, unit guides. The students are encouraged to document their achievement of the specified attributes by compiling individual portfolios.

2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and University level?

The mechanism for redressal of grievances regarding evaluation lies in showing the evaluation of the answer-scripts to the students and making the students understand the evaluation methods by discussing the answers-scripts with the students. At the university level, grievances regarding evaluation are addressed through established mechanism of (i) Post publication scrutiny of answer scripts and (ii) Re-evaluation of the answer scripts. However, for availing of such mechanism some preconditions are to be followed by the candidates.

2.6 Student performance and Learning Outcomes

2.6.1 Does the college have clearly stated learning outcomes? If 'yes' give details on how the students and staff are made aware of these?

Sudhiranjan Lahiri Mahavidyalaya's **vision and mission statement** include learning outcomes for all programmes. The college encourages students to develop attitudes of intellectual curiosity and motivation for independent thinking and a commitment to ethical and sustainable practices. Appropriate to its level of study and discipline composition, each programme is designed to ensure that students develop their knowledge and understanding as well as a range of generic skills. These are listed below.

Academic Excellence:

- In-depth knowledge of their discipline and a strong sense of intellectual integrity
- High level of achievement in writing, problem-solving and communication
- Critical and creative thinkers, with an ability to examine, synthesize and evaluate knowledge across a broad range of disciplines
- Be adept at learning in a wide range of ways, including ICT
- Ability to initiate and formulate viable and relevant research questions contributing to new knowledge, or an original interpretation and application of existing knowledge
- Have the capacity to participate fully in collaborative learning and to confront unfamiliar problems

Skills

- Have a set of flexible skills for different types of employment
- Have excellent interpersonal and decision-making skills

Socially responsible citizens with leadership qualities:

- Be well-informed and sensitive citizens with a profound awareness of community needs
- Accept social and civic responsibilities and be involved in a meaningful public discourse
- Initiate and implement constructive change in their communities
- Mentor future generations of learners

Imbued with Nationalistic Spirit:

- Have an understanding of the social and cultural diversity in our community
- Respect indigenous knowledge, cultures and values

Active global citizens:

- Value different cultures
- Have a broad global understanding, with a high regard for human rights, equity and ethics
- Understand and appreciate international perspectives in a global environment.
- Be advocates for improving the sustainability of the environment

The specific learning outcomes and a rationale for how this knowledge and skills will benefit the students are included in handbook descriptions, Foundation programme, induction programmes, course materials, assessment criteria, and other media as developed by Course Teams.

2.6.2 *Enumerate on how the institution monitors and communicates the progress and performance of students through the duration of the course/programme? Provide an analysis of the students results/achievements (Programme/course wise for last four years) and explain the differences if any and patterns of achievement across the programmes/courses offered.*

As has been said earlier, this institution has a well-conceived plan for monitoring student progress. The evaluation method in The college consists of class tests and term examinations. The schedules of term examinations are announced at the beginning of each term. Further, the details of the portion of the syllabus in which the students will be examined, distribution of the marks, weightage to be given to the class tests, etc. are also communicated to the students beforehand by the respective departments.

As soon as the results of test examination are finalized, a meeting of the heads of all the departments is convened by the Principal/Convener of the Examination and Result Sub-committee. The results are discussed thoroughly and particularly those of weaker students discussed case by case. Remedial measures are decided upon; and the heads of departments with the help of their colleagues are entrusted with the responsibility of talking to the students individually to find out the causes of their poor performance and implementing the decision regarding remedial measures.

Regular department-wise meetings are held between the teachers and the students regarding their performances in the various examinations. Recently most of the departments have initiated a novel system of open discussion wherein the students frankly speak out their minds about the strengths and the weaknesses of the teaching-learning and evaluation processes in the department.

The students performing poorly in the various examinations are pulled up by The college administration by calling the parents / guardians to the principal's office and discussing the causes as well as the remedial measures in the

presence of the respective departmental heads. The involvement of the guardians in this regard proves extremely useful in boosting up the students' motivation and confidence.

An annual meeting of all the parents/guardians is called with all the teachers in the presence of the Principal to discuss the academic performances, discipline and the overall development of the students in the light of the Institution's ideology for which The college stands. The roles of the guardians are also sufficiently emphasized.

2.6.3 *How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?*

Along with the in-house examinations for all the students the teachers focus on article wise tests, monthly unit tests, assignments, and seminars. They evaluate the students on the basis of their performance in these events and review the result of each student. The students' strengths are assessed and special classes are designed for them according to the result outcomes. The support needed to the student is provided to improve their calibre in the respective subject. It enhances the confidence of students and prepares them to face the final examinations without getting nervous.

2.6.4 *What are the measures/initiatives taken up by the institution to enhance the social and economic relevance (quality Jobs, entrepreneurship, innovation and research aptitude) of the courses offered?*

The college ensures that the courses being offered are in sync with the present day needs of a globalized world by introducing the latest courses of study. Recognizing the need for higher level of skills and competencies required to support national development, especially in the era of globalization, the college provides wholesome programmes for holistic development of its students. Innovative programmes have been designed to fulfill the needs of students in the contemporary competitive scenario.

National conferences on emerging trends in diverse fields are organized to pave the way for our faculty to have interaction with many national and international scholars. The college has had the privilege of participation in enriching and enhancing the academic ambience thereby contributing to the achievements and performances of the faculties and students as well.

2.6.5 *How does the institution collect and analyse data on student learning outcomes and use it for planning and overcoming barriers of learning?*

The examination committee of the college, along with the help of the administrative staff, regulates and collects the data of the house examinations. On the basis of house examination results of the students are divided into **three categories: weaker, average and advance learners**. In order to improve the performance of the students' remedial classes for the weaker students, special coaching classes for the average students and special guidance for the advance learners are arranged in the improvement period. The assessment process includes a step for remediation, where warranted, until student achieves mastery of knowledge and/or skills. Institutional Head

conducts meetings with academic faculty to discuss the need to develop a formative assessment plan.

2.6.6 *How does the institution monitor and ensure the achievement of learning outcomes ?*

After each term the respective teacher has a complete report of all the activities of student, i.e. marks in house examination, class test, absentees, lecture shortage, efforts made by the students in the class etc. The teacher categorizes the students accordingly and students are asked to attend the special classes designed for them depending upon their outcomes in the house examination. During these classes, the students are provided assignments and seminars keeping in view their present level of their learning. The teacher monitors the academic growth of the students and design further tests accordingly. The parents of irregular students are also informed from time to time. Since many of the learning outcomes include higher level cognitive abilities, the academic committee and examination committee make sure that the analytical and application types of questions are included in the question paper. Monitoring is done by IQAC through **student feedback** which includes a component on the achievements of learning outcomes. This is obtained for each course annually. Student centric teaching - learning methods are adopted to ensure the achievements of these learning outcomes.

2.6.7 *Does the institution and individual teachers use assessment/evaluation as an indicator for evaluating student performance, achievement of learning objectives and planning? If 'yes' provide details on the process and cite a few examples.*

As educators increasingly are held responsible for student achievement, teachers are finding different ways to effectively document student responsiveness to interventions and track progress toward important outcomes. Seminars on the various important topics of the subject are conducted and evaluated.

Assignments are given to the students to foster a self-learning habit in students and are checked by the teacher after a given time.

Any other relevant information regarding Teaching-Learning and Evaluation which the college would like to include: Nil.

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

3.1.1 *Does the institution have recognized research center/s of the affiliating University or any other agency/organization?*

No till now the institution does not have any recognized research center of the affiliating University or any other agency or organization.

3.1.2 *Does the Institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.*

Yes the institution does have a research committee namely Seminar and Research Forum to monitor and address the issues of research. The composition of such committee is as follows:

- i) Dr.Sarojendra Nath Kar, Principal , Chairman(Ex-officio);
- ii) Dr.Sanjoy Sarkar(Convener);
- iii) The Head of all the academic Departments;
- iv) The Secretary , Teachers' Council, Ex-officio member.

Major recommendations of the Seminar and Research Forum during last four years are :

- i) To hold internal departmental seminars with regular interval;
- ii) To publish seminar and/or researched papers in journal/magazine with ISSN;
- iii) To strengthen the teachers and students with the help of technical know-how and advice of the external resource persons;
- iv) To undertake research projects by both the teachers and students with financial assistance of organizations other than the college.

Impacts of those recommendations may be highlighted as follows:

- i) A good number of departments organized departmental seminars during the year 2010-11, 2011-12 and 2012-13. Some proposal for such seminars are on the anvil;
- ii) Some faculty members have published papers in journal like OPEN EYES, a biannual peer reviewed journal of the institution with ISSN;
- iii) The faculty and the students got inspiration from the advice and technical expertise as provided by the experts and resource persons with national and international repute.
- iv) Few teachers have started their minor research projects funded by the UGC.

3.1.3 What are the measures taken by the institution to facilitate smooth progress and implementation of research schemes/projects?

- *autonomy to the principal investigator*
- *timely availability or release of resources*
- *adequate infrastructure and human resources*
- *time-off, reduced teaching load, special leave etc. to teachers*
- *support in terms of technology and information needs*
- *facilitate timely auditing and submission of utilization certificate to the funding authorities*
- *any other*

In order to facilitate smooth progress and implementation of research schemes /projects the institution adopts the following measures:

- i) Principal investigator are availed autonomy in utilization of fund released for Minor Research Projects;
- ii) Necessary fund are released usually in time;
- iii) The Research Scholars use to get books, journals and internet facilities available in the college library. It has also started to sanction necessary fund required for purchasing research oriented books and journals in the college library;
- iv) Usually scholars do not get facilities like reduced teaching load, special leave etc due to dearth of adequate faculty strength in the college. However, the faculties who are pursuing the Ph.D. course-work some adjustment of teaching load is made here and there.
- v) Internet and provision for personal laptop of the whole-time teachers are made available for research purpose.
- vi) Usually audit of fund received from the UGC and their utilization certificates are done quite regularly.
- vii) The institution encourages the scholars to present their research findings and exchange views gathered in the research process with staff and students in the seminars internally held in the college.

3.1.4 What are the efforts made by the institution in developing scientific temper and research culture and aptitude among students?

In order to develop scientific temper and research culture and aptitude among students scholar-teachers exchange their experience with the students in the class room and in different seminars, conferences, organized by the institution. Sometimes research scholars of different universities also participate in the seminar, conferences, organized by the institution to exchange their ideas with the students.

3.1.5 Give details of the faculty involvement in active research (Guiding student research, leading Research Projects, engaged in individual/collaborative research activity, etc.

The faculty members of this institution are actively involved in the research activities by means of their involvement in research projects including Post-doctoral research projects in different universities and minor research projects , funded by University Grants Commission.

They also actively participate in seminar, conference and workshops held in different institutions and organize seminars , conferences and workshop within the college out of fund provided by the college itself and sponsored by different external agencies like UGC.

3.1.6 Give details of workshops/ training programmes/ sensitization programmes conducted/organized by the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.

With a view to ensuring capacity building in terms of research and imbibing research culture among the staff and students different departments of the institutions have organized the following seminars, conferences and workshops within the college premises:

Sl.no.	Title of the Seminar/Conference/Workshop	Organizing departments	Collaboration, if any	Date
1.	UGC sponsored State Level Conference on “Development , Civil Society and Human Rights”	Department of Commerce, Economics and Political Science .	Kernel Action Research Motivations and Awareness	24-25 th March,2009
2.	UGC sponsored National Level Seminar on “Right to Work in Rural Perspective”.(That seminar was followed by an workshop on the MGNREGS)	Department of Commerce and Economics	Kernel Action Research Motivation and Awareness	28-29 th January,2011
3.	UGC sponsored State Level Seminar on “Inclusive Growth and the Role of the Trio(State, Market and Civil Society)”	Department of Political Science	Assannagar MMT College	25-26 th November,2011
4.	UGC sponsored State level Workshop on “Upgradation of Commerce Syllabi in Changing Scenario”	Department of Commerce	Undergraduate Board of Studies, University of Kalyani	25-26 th November,2011
5.	NAAC sponsored State level Seminar on “Role of Students in Quality Assurance of Higher Education”	Internal Quality Assurance Cell	Ranaghat College	12-13 th December,2012
6.	UGC sponsored State Level seminar on “Ishwar Chandra Gupta:Sahitya O Sanbadika”	Department of Bengali	Assannagar MMT College	29-30 th November,2013

Apart from above different academic Departments organizes a number of seminars during last four years for their respective subjects out of fund provided by the College.



Prof. Amal Kanta Das, Ex-Associate Professor of Economics is presenting his paper in UGC Sponsored National Level Seminar on "Right to Work in Rural Perspective"

3.1.7 *Provide details of prioritised research areas and the expertise available with the institution.*

Research activities, which are being conducted by our faculty members are mainly selected on the basis of prevailing issues of the locality and the neighboring areas. For example Prof. Somnath Bandyopadhyay, Assistant Professor of Commerce currently undergoing a research project titled "Social Audit and Rural Development: A Survey of Some Selected Gram Panchyats in West Bengal" in the Department of Economics and Politics, Visva-Bharati, Santiniketan. He is also undergoing a Minor Research Project sponsored by the UGC titled "A Study of the Social Audit Mechanism under MGNREGS in West Bengal". Prof. Arindam Chakraborty, Assistant Professor of Economics is undergoing a research project on the area Mahatma Gandhi National Rural Employment Guarantee Act (MGNREGA) in West Bengal and he is also pursuing an UGC funded Minor Research Project on "Guaranteed Employment and Women Empowerment: A Study on NREGA at Santipur Block of Nadia District, West Bengal". Prof. Amal Kanta Das completed one Minor Research Project sponsored by the UGC on the title "The New paradigm of Microfinance and Role of NGOs in its promotion". Prof. Hirak Roy completed an UGC-sponsored Minor Research Project titled "Impact of Credit Card-A Multi-dimensional Approach". Dr. Sanjoy Sarkar presented a researched paper titled "Water Pollution is an Emerging Threats to Practicing Religions: A Case Study on Hermitage of Satima".

In order to provide expertise to the faculty the institution has an

arrangement of keeping the reports of all completed research projects in the central library and also have sufficient journals, books both in the form of hard and soft copy in the library.

3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students?

With a view to attracting researchers of eminence to visit the campus and interact with the teachers and students the institution has the practice to invite different eminent researchers of different higher learning institutions to act as the invited resource person in different seminars, conferences, workshops, organized by itself. It also invites eminent researchers to participate and present paper in those programmes. Further it also attracts the researchers by inviting them to take coaching classes under Entry in Service Scheme.

3.1.9 What percentage of the faculty has utilized Sabbatical Leave for research activities? How has the provision contributed to improve the quality of research and imbibe research culture on the campus?

Some faculty members of different academic departments doing Ph.D. in different Indian Universities have asked for sabbatical leave. But due to inadequacy of sufficient number of teachers such leaves have not been allowed to any faculty members till now.

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/advocating/transfer of relative findings of research of the institution and elsewhere to students and community (lab to land)

Transfer and exchange of findings and knowledge as gathered in the process of research are held through seminars and workshops arranged internally in the College. Research scholars also use to present papers involving the findings of research in seminars, conferences and workshops in different higher learning institutions and research institutes.

3.2 Resource Mobilization for Research

3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.

From the financial year 2012-13 the institution introduced a system of budgetary allocation under the head "Faculty Development Programme" for encouraging the faculty members to organize seminars, conferences and workshops within the college on their respective research areas. The percentage of fund allotted for those purpose during the year 2012-13 and 2013-14 may be highlighted as follows:

Financial year	Total budgeted expenditure	Budgetary allotment under the head “Faculty Development Programme”	Percentage
2012-13	Rs. 51,98,288	Rs.1,00,000	2%(Appx)
2013-14	Rs.65,56,243	Rs.60,000	1%(Appx)

Out of budgetary allotment for the year 2012-13 only 25% were utilized.

The major heads under which such fund was utilized are:

- i) Honorarium to invited Resource Persons;
- ii) Refreshment;
- iii) Printing & Stationary;
- iv) Contingency.

(Detailed utilization report will be presented before the peer team during validation)

3.2.2 *Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?*

No, till now the institution has no standing provision to provide seed money to the faculty for research. However, we are thinking to introduce that provision from the budget of the next financial year.

3.2.3 *What are the financial provisions made available to support student research projects by students?*

Till now the institution does not have any such provision to provide financial support for student research projects.

3.2.4 *How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.*

The faculty members of various departments of this institution are very much interested to carrying out inter-disciplinary research. For this purpose they interact with the faculty members of other departments through Seminar & Research Forum and hold informal discussion among themselves. The faculty members of any particular department also actively participate in the seminars, conferences and workshops organized by other departments or by departments together. Again faculty members of different departments jointly organizes seminars , conferences and workshops on the title of common interests or interdisciplinary dimensions.

For example one of our faculty member Somnath Bandyopadhyay pursuing his research project in the department of Economics & Politics ,Visva-Bharati, Santiniketan. His research project has been accepted by the Visva-Bharati. But as he is facing some difficulties in applying some theoretical tools aspects of Economics in carrying out his project, he uses to consult his colleagues belonging to the

department of Economics.

3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staff and students?

The institution ensures optimal use of various equipment and research facilities by means of discussion among the faculty members in the meetings of Seminar & Research Forum, teachers' council and other different sub-committees like Library Sub-committee. It also regularly publishes information about its various equipment and research facilities in its annual quality assessment report in order to disseminate those information to other stakeholders. Faculty members doing minor research work are on to use laptops, provided by the college and internet facilities available in the college library.

3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility? If 'yes' give details.

No, till now institution has not received any special grant or finances for developing research facility from any agency other than UGC.

3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organisations. Provide details of ongoing and completed projects and grants received during the last four years.

With a view to facilitating the faculty members to secure research fund from various funding agencies like UGC the Seminar and Research Forum regularly informs them various information relating to availability of fund for carrying out research projects and extends its cooperation in preparation of research proposal. As soon as the faculty members prepare their research proposal the institution takes appropriate action to make it submit and get approval of the same from the concerned agency.

Projects undertaken during last four years:

Nature of the Project	Duration Year From To	Title of the project	Name of the funding agency	Total grant		Total grant received till date
				Sanctioned	Received	
Minor Research Projects:						
Prof.Kamal Pal, Associate Professor of Pol.Sc	2010-	Emerging Paradigm of Higher Education & the Role of The College Principals in Promoting the Quality of Higher Education in West Bengal.	UGC	Rs 1,38,500	Rs1,01,750	Rs1,01,750

Nature of the Project	Duration Year From To	Title of the project	Name of the funding agency	Total grant		Total grant received till date
				Sanctioned	Received	
Prof.Somnath Bandyopadhyay, Assistant Professor of Commerce	2011-	A Study of the Social Audit Mechanism under MGNREGS in West Bengal	UGC	Rs 97,000	Rs.68,500	Rs.68,500
Prof.Bhabesh Majumder, Assistant Professor of Bengali	2011-	Gachhi Samprodai : Jeban O Sanskriti	UGC	Rs.1,26,500	Rs.98,250	Rs.98,250
Prof. Arindam Chakraborty, Assistant Professor of Economics	2011-	Guaranteed Employment and Women Empowerment : A Study on NREGA at Santipur Block of Nadia District, West Bengal	UGC	Rs.1,11,421	Rs.80,450	Rs.80,450

3.3 Research Facilities

3.3.1 What are the research facilities available to the students and research scholars within the campus?

Following research facilities are available to the students and research scholars within the campus:

- About 18,000 books in the college library;
- 23 subject journals;
- E-journals and e-books through INFLIBNET N-list programme in the Central Library;
- 21 internet terminals within the college campus;
- Wi fi facilities within the college campus.

3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

The institution plans upgradation and creation of infrastructure with due consideration to the interest of the students and that of the faculty members who are carrying out their research works. For the interest of research works it duly considers the opinion of Seminar and Research Forum and also that of the other faculty members. It duly considers requirement of infrastructural facilities suited to carrying out research on emerging areas. It follows necessary guidelines of the different agencies like UGC and NAAC relating to research and publication.

3.3.3 *Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities?? If 'yes', what are the instruments/ facilities created during the last four years.*

See 3.2.6.

3.3.4 *What are the research facilities made available to the students and research scholars outside the campus / other research laboratories?*

See 3.3.1.

3.3.5 *Provide details on the library/ information resource center or any other facilities available specifically for the researchers?*

- i) 23 subject journals;
- ii) 10000 e-books and 2,100 e-journals through INFLIBNET N-list programme;
- iii) 21 internet terminals;
- v) WI fi facilities within the campus.

3.3.6 *What are the collaborative research facilities developed / created by the research institutes in the college. For ex. Laboratories, library, instruments, computers, new technology etc.*

In order to promote collaborative research facilities during last five years we have organized one UGC sponsored State level seminar on "Development, Civil Society and Human Rights" and one UGC sponsored National Level Seminar on "Right to Employment in Rural Perspective" in collaboration with Kernel Action Research Motivation and Awareness.

3.4 Research Publications and Awards

3.4.1 *Highlight the major research achievements of the staff and students in terms of*

- * *Patents obtained and filed (process and product)*
- * *Original research contributing to product improvement*
- * *Research studies or surveys benefiting the community or improving the services*
- * *Research inputs contributing to new initiatives and social development*

Patents obtained and filed (process and product): Nil;

Original research contributing to product improvement: Nil;

- * **Research studies or surveys benefiting the community or improving the services:** During last four years some of our faculties conducted pilot survey and field survey in pursuance of their research work. Again, following existing curriculum of the University of Kalyani all of our students of UG 1st year along with our faculty members conducted survey in different villages of our native block Krishnanganj. Further students of BA Honours in Sociology also conducted survey in complying with their existing curriculum.

Research inputs contributing to new initiatives and social development: During last four years four of our faculty members namely Dr.Apurba Kumar Chattopadhyay, Prof.Amal Kanta Das and Prof.Hirak Roy and Prof.Susmita Banerjee have completed their minor research projects funded by the UGC. Their research findings contain lot of important research inputs

for further research work and initiatives for social development.

Again during last four years our faculty members have got their researched paper published in different journals and edited books, which also contain lot of research inputs. During that period we also published one book titled “Sustainable Development and The Role of Government” , edited by Prof.Kamal Pal and we are on to regularly published our journal OPEN EYES , which contain lot of inputs for further research work and initiatives for social development.

3.4.2 Does the Institute publish or partner in publication of research journal(s)? If ‘yes’, indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database?

Yes, the institution uses publish one biannual journal OPEN EYES, which is a peer reviewed journal of Linguistics , Commerce, Economics ,Social Science And Allied Areas.

Following is the composition of editorial board of that journal :

1. Dr.Sarojendra Nath Kar, Principal & Chairman(Ex-officio);
2. Prof.Bhabesh Majumder, Jt.Editor;
3. Dr.Sanjoy Sarkar,Jt.Editor;
4. Prof.Manasi Maiti, Jt.Editor;
5. Prof.Mahua Maulik, Member;
6. Prof.Somnath Bandyopadhyay, Member;
7. Prof.Arindam Chakraborty, Member;
8. Sri Sanat Kr.Biswas,Member.

Yes, we obtained ISSN of that Journal(2249-4332 Open Eyes) with effect from the year 2010.

3.4.3 Give details of publications by the faculty and students:

- * **Publication per faculty**
- * **Number of papers published by faculty and students in peer reviewed journals (national / international) :**
- * **Number of publications listed in International Database (for Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)**
- * **Monographs**
- * **Chapter in Books**
- * **Books Edited**
- * **Books with ISBN/ISSN numbers with details of publishers**
- * **Citation Index**
- * **SNIP**
- * **SJR**
- * **Impact factor**
- * **h-index**

Publication per faculty : 1.24

Number of papers published by faculty and students in peer reviewed journals (national / international) :27

Number of publications listed in International Database (for eg: Web of Science, Scopus, Humanities International Complete,

Dare Database - International Social Sciences Directory, EBSCO host, etc.):06

Monographs:Nil

Chapter in Books:12

Books Edited :03

Books with ISBN/ISSN numbers with details of publishers:

Bhabesh Majumder , Assistant Professor of Bengali authored the books titled

- i) “Srikanta Charcha” (ISBN 978-81-89827-21-2.), published by Bangio Sahitya Sansad ,6/2 Ramanath Majumder Street ,Kolkata 700009, 2nd Edition 2010,
- ii) “Mangalkavya : Kovikankan Chandidas “(ISBN 978-81-89827-25-0) , published by Bangio Sahitya Sansad , 6/2 Ramanath Majumder Street ,Kolkata 700009,1st Edition 2010,
- iii) “Bharatchandra o Annadamangal” (ISBN 978-81-89827-80-9) , published by Bangio Sahitya Sansad , 6/2 Ramanath Majumder Street ,Kolkata 700009, 1st Edition 2011,

Citation Index Nil

SNIP:Nil

SJR:Nil

Impact factor :Nil

h-index Nil.

3.4.4 Provide details (if any) of

- * **research awards received by the faculty**
- * **recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally**
- * **incentives given to faculty for receiving state, national and international recognitions for research contributions.**

Research awards received by the faculty:

- i) Dr.Sanjoy Sarkar, Assistant Professor of the department of Sociology faced the '**Inter-face Meeting**' at UGC, New Delhi for "Research Award";
- ii) Smt .Rehena Shaikh , Part time Lecturer in Philosophy was awarded M.Phil by the Rabindra Bharati University.
- iii) Prof. Somnath Bandyopadhyay , Assistant Professor of Commerce completed Ph.D.Coursework from Visva-Bharati and Prof.Arindam Chakraborty, Assistant Professor of Economics and Prof.Susmita Banerjee, Associate Professor of Bengali completed Ph.D. Course-work from the University of Kalyani.

Recognition received by the faculty from reputed professional bodies and agencies, nationally and internationally:

- i) Prof.Somnath Bandyopadhyay, Assistant Professor of Commerce obtained life time subscribership of Journal Rural Development ,a journal published by National Institute of Rural Development, Rajendranagar,

Hyderabad.

- ii) Dr. Sanjoy Sarkar, Assistant Professor of Sociology has obtained life-membership of the *International Association for Time Use Research*.
- iii) Sri Subrata Ray, Part-time Lecturer in Defense Studies has obtained enrolment of Bar Council of India.

Incentives given to faculty for receiving state, national and international recognitions for research contributions:

Though the institution does not have any formal system to provide any direct incentive to faculty for receiving state, national and international recognition for research contributions, we have arranged some indirect incentive for our faculty members, which are:

- i) We allowed our faculty members to organize seminar , conference, workshop both from college fund and fund provided by external agencies like UGC;
- ii) We allowed faculty members to participate in seminar, conference and workshops, held at different higher learning institutions and research institutions;
- iii) We allowed our faculty members to conduct minor research projects , sponsored by the UGC;
- iv) We allowed our faculty members to pursue Ph.D.coursework at different Indian universities as per UGC regulation;
- v) We increased considerable number of books and journals in our central library;
- vi) We increased number of internet terminals to 21 and installed wi fi within the college premises;
- vii) We provided all of our whole-time faculty members with Laptop and all the necessary accessories.

3.5 Consultancy

3.5.1 Give details of the systems and strategies for establishing institute-industry interface?

The institution establishes institute-industry interface by means of organizing seminar, conference and workshop out fund by itself as well as external agencies like UGC.

3.5.2 What is the stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

Our college is a non-profit seeking organization. As such our faculty members renders some sort of consultancy services voluntarily and without any earning motive.

The available expertise of faculty members are advocated and publicized by means of publication of the same in the Annual Quality Assessment Report every year.

3.5.3 How does the institution encourage the staff to utilize their expertise and available facilities for consultancy services?

There is no formal system of encouraging our faculty members to utilize their expertise and available facilities for consultancy services. But in order to encourage the faculty we generally publish their name along with consultancy services rendered by them in our Annual

Quality Assessment Report on having the information.

3.5.4 *List the broad areas and major consultancy services provided by the institution and the revenue generated during the last four years.*

As stated earlier our college is a non-profit seeking organization. As such our faculty members renders some sort of consultancy services voluntarily and without any earning motive.

Prof. Kalidas Mukherjee, Department of Commerce, regularly offers his services to Ramakrishna Math & Mission, Belurmath.

Prof.Somnath Bandyopadhyay, Prof.Bhabesh Majumder are associated with West Bengal School Service Commission.

Prof.Kabiranjana Saha, Prof.Mahua Maulik, Dr.Md.Ahsan Ali, Prof.Bhabesh Majumder are associated with DODL,Kalyani University , Srikrishna College Study Center, Bagula, Nadia.

Prof.Somnath Bandyopadhyay is associated with Nadia District Primary School Council.

Prof.Amal Kanta Das is associated with IDSK for guiding students in preparation of M.Phil dissertation.

Prof.Kamal Pal, Prof.Amal Kanta Das, Prof.Hirak Roy and Sri Subrata Ray were associated with 14th State Conference of the Nikhil Bharat Banga Sahitya Sammelan held on 14-16th October,2011.

3.5.5 *What is the policy of the institution in sharing the income generated through consultancy (staff involved: Institution) and its use for institutional development?*

N.A.

3.6 *Extension Activities and Institutional Social Responsibility (ISR)*

3.6.1 *How does the institution promote institution-neighborhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students?*

The institution networks with neighborhood community through the following activities:

- i) Various community extension and social action programmes , organized by its two important organs NSS and NCC;
- ii) Annual social function;
- iii) Participation of the students in games and sports competitions;
- iv) Community extension programmes , organized by the students other than NSS and NCC.

3.6.2 *What is the Institutional mechanism to track students' involvement in various social movements / activities which promote citizenship roles?*

The institution tracks its students' involvement in various social movements/activities mainly through its two important organs NSS and NCC and participation of students in external cultural events like Youth Parliament Competition and Quiz Contest organized by the Ministry of Parliamentary Affairs , Government of West Bengal.

3.6.3 How does the institution solicit stakeholder perception on the overall performance and quality of the institution?

The institution solicits stakeholders' perception on the overall performance and quality of the institution by adopting following strategies:

- i) Collection of formal and informal feedback from different stakeholders;
- ii) Considering opinion of the faculty member by means of discussion in the meeting of the Teachers' Council and opinion of the staff members in the meeting of the Joint Staff Council;
- iii) Considering opinion of the different representatives in its Governing Body and Internal Quality Assurance Cell.

3.6.4 How does the institution plan and organize its extension and outreach programmes? Providing the budgetary details for last four years, list the major extension and outreach programmes and their impact on the overall development of students.

As stated earlier the institution plans and organizes its extension and outreach programmes mainly through its two important organs viz NSS and NCC. At the beginning of the every session three units of NSS prepare a proposed normal programmes schedule in consultation with NSS Advisory Committee and send those schedules to the Programme Coordinator, National Service Scheme, University of Kalyani. After having approval for the same the University released fund for organizing those programmes. This apart they also send proposal for winter special camp containing lot of extension and outreach programmes in their respective adopted village. On approval of the same the University releases the necessary grant for the same. Other than NSS and NCC the institution also organizes extension programmes out of fund provided by the UGC.

Following are the budgetary details of three units of NSS of this institution:

Normal Programms		
Year	Opening balance of last year and grant received from the University	Grant utilized
	Rs	Rs.
2009-10	39135.00	39021.00
2010-11	66114.00	65047.50
2011-12	67814.50	65694.00
2012-13	35149.00	34649.00

Winter Special Camp		
Year	Opening balance of last year and grant received from the University Rs	Grant utilized Rs.
2009-10	45000.00	45000.00
2010-11	67500.00	67500.00
2011-12	67500.00	67500.00
2012-13	66000.00	66000.00

Those apart the institution got Rs.41616 (Rs Forty one thousand six hundred sixteen only) from UGC during XIth plan period for organizing extension programmes by the students other than those belonging to NSS and NCC. Out of those fund it utilized Rs.39250.

Following are the major extension programmes , organized by the institution during last four years:

- i) Cleanliness programmes within the college and in adopted villages;
- ii) Blood donation camp;
- iii) Tree plantation programme;
- iv) Motivation for blood donation;
- v) Awareness programme for prevention of environmental pollution, HIV/AIDS;
- vii) Observation of different memorable days;
- viii) Observation of national integration week
- ix) Self-employment training programme;
- x) Awareness about traditional varieties of agriculture etc.

3.6.5 How does the institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC and other National/ International agencies?

The institution promotes the participation of students in extension activities including participation in NSS,NCC,YRC and other National/International agencies through the following:

- i) Disseminating necessary information to the students through prospectus and Annual Quality Assessment Report;
- ii) Arranging of introductory classes at the beginning of the session.

3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from under-privileged and vulnerable sections of society?

In the matter of ensuring social justice and empowering students three units of NSS organized different extension programmes in their respective adopted villages. Volunteers of NSS units ,local youth, programme officers actively participate in those programmes.

3.6.7 *Reflecting on objectives and expected outcomes of the extension activities organized by the institution, comment on how they complement students' academic learning experience and specify the values and skills inculcated.*

Different extension programmes, organized by three NSS units and NCC cadets and students other than NSS volunteers and NCC cadets no doubt serves as the complement of students' academic learning experience. Those programmes inculcate some sort of values and skills, which are not possible by means of normal activities. Students can be acquainted with the skill by which they can face various cross cutting issues like protection of human rights, eradication of environmental pollution, blood donation, prevention of AIDS/HIV etc.

3.6.8 *How does the institution ensure the involvement of the community in its reach out activities and contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?*

With a view to ensuring involvement of the community in its reach out activities the institution makes wide publicity about its different programmes. It also makes measures to involve the community through its students. It invites local community to participate in the programme and collects their opinion before shaping out any such programmes.

3.6.9 *Give details on the constructive relationships forged (if any) with other institutions of the locality for working on various outreach and extension activities.*

Following are the details of constructive relationship forged by the institution for working on various outreach and extension activities:

- i) The institution organized various extension activities in collaboration with Lokopali Paribar, Srma Mahila Samiti, NGO registered by the Government of West Bengal;
- ii) It organized blood donation camp in collaboration with the Department of Health, Government of West Bengal;
- iii) It invited Agricultural Development Officer, Fulia under Santipur Panchayat Samiti, Nadia to act as the resource person in programme on Traditional varieties of agriculture;
- iv) Panchayat Pradhan of all the Gram Panchayats under which adopted villages of our NSS units belong are the members of our NSS Advisory Committee.

3.6.10 *Give details of awards received by the institution for extension activities and/contributions to the social/community development during the last four years.*

During last four years the institution did not receive any such award.

3.7 Collaboration

3.7.1 *How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives - collaborative research, staff exchange, sharing facilities and equipment, research scholarships etc.*

The institution interacts with different external organizations by means of organizing different programmes, which are:

- i) During last five years the institution organized one state level seminar and one national level seminar in collaboration with Kernel Action Research Motivation and Awareness.
- ii) The institution organized two state level seminar in collaboration with Assanagar MMT College;
- iii) The institution organized one state level seminar in collaboration with Ranaghat College;
- iv) The institution organized a good number of extension programme in collaboration with Lokopali Paribar;
- v) It organized one workshop in collaboration with UG Board of Studies of Commerce, University of Kalyani;
- vi) Last but not least it also organized different extension programmes with the department of Health, Government of West Bengal.

3.7.2 *Provide details on the MoUs/collaborative arrangements (if any) with institutions of national importance/other universities/industries/Corporate (Corporate entities) etc. and how they have contributed to the development of the institution.*

Local bodies/ community : The college collaborates with local body such as 'Krishnaganj Panchayat Samiti' for the management of the Rabindra Bhaban, which was built on the land provided by this institution. The institution can avail the hall at free of rent for organizing 6(six) programmes in a financial year.

State: During last four years institution organize different seminars and workshop in collaboration with Assanagar MMT College, Ranaghat College and UG Board of Studies of Commerce, University of Kalyani. It also organized different extension programmes in collaboration with Department of Health, Government of West Bengal.

National:	Nil
International:	Nil
Industry:	Nil

Service sector: The college runs Study Center of the **Netaji Subhas Open University**, arranges different programme in collaboration with different NGOs e.g. Banglar Brothari Samiti, Lokopali Paribar, etc., so as to promote extension activities. The college also organized seminar in collaboration with Kernel Action Research Motivation and Awareness.

Agriculture sector: The institution invited the Agriculture Development officer, Fulia under Santipur Panchayat Samiti, Nadia to act as the resource person in the extension programmes organized by the NSS units titled "Traditional Varieties of Agriculture".

Administrative agencies: Nil

Any other (specify): NA

3.7.3 Give details (if any) on the industry-institution-community interactions that have contributed to the establishment / creation/up-gradation of academic facilities, student and staff support, infrastructure facilities of the institution viz. laboratories / library/ new technology /placement services etc.

The college has an agreement with local Body such as 'Krishnaganj Panchayat Samiti' for the management of the Rabindra Bhaban, which was built on the land provided by this Institution. The institution can avail the hall at free of rent of organizing maximum 6(six) programmes in a financial year.

The college also organized one UGC sponsored workshop on "Upgradation of Commerce Syllabai in the Changing Scenario" in collaboration with UG Board of Studies of Commerce, University of Kalyani.

3.7.4 Highlighting the names of eminent scientists/participants who contributed to the events, provide details of national and international conferences organized by the college during the last four years.

During last four years the institution organized UGC sponsored National Level Seminar on "Right to Work in Rural Perspective". Following is the list participants , who contributed lot of inputs in that seminar:

- i) Prof. Swapan Kr. Bhattacharyya, Cal cutta University
- ii) Prof. Raj Kumar. Sen, Ex President Indian Economic Association.
- iii) Prof. Uttam Kr. Bhattachaaryya, Institute of Development Studies, Kolkata
- iv) Prof. Chinmoy Thakurata, Sr Editor, The Statesman.
- v) Prof. Ratan Khasnobis , Calcutta University;
- vi) Prof. Prabir Kumar Dutta, Kalyani University;

3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements ? List out the activities and beneficiaries and cite examples (if any) of the established linkages that enhanced and/or facilitated -

- a) Curriculum development/enrichment
- b) Internship/ On-the-job training
- c) Summer placement
- d) Faculty exchange and professional development
- e) Research
- f) Consultancy
- g) Extension
- h) Publication
- i) Student Placement
- j) Twinning programmes
- k) Introduction of new courses
- l) Student exchange
- m) Any other

- a) Curriculum development/enrichment: Department of Commerce of this institution organized one state level workshop in collaboration with UG Board of Studies, University of Kalyani on “Upgradation of UG Commerce Syllabi Under Changing Scenario” with a view to updating the UG Commerce Syllabi according changes undergone in job market.
- b) Internship/ On-the-job training: Nil;
- c) Summer placement: Nil;
- d) Faculty exchange and professional development: With a view to ensuring faculty exchange and professional development during last five years the institution organized one state level seminar and one National level seminar in collaboration with Kernel Action Research Motivation and Awareness. The institution organized two state level seminars in collaboration with Assannagar MMT College and one state level seminar in collaboration with Ranaghat College;
- e) Research: The seminars, cited above also brought out lot research inputs of our faculty members.
- f) Consultancy: Nil
- g) Extension: The institution organized a good number of extension programme in collaboration with Lokopali Paribar, Srima Mahila Samiti, Department of Health Government of West Bengal and different Panchayat Samities of the district Nadia.
- h) Publication: During last four years the institution published one book titled “Sustainable Development and the Role of Government” , edited by Prof.Kamal Pal through Nath Publishing House, Kolkata.
- i) Student Placement: Nil;
- j) Twinning programmes: Nil
- k) Introduction of new courses: Nil
- l) Student exchange:Nil

m) Any other :Nil.

3.7.6 Detail on the systemic efforts of the institution in planning, establishing and implementing the initiatives of the linkages/collaborations.

The Institution plans, establishes and implements the initiatives of the linkage/collaboration through its following important bodies:

- i) Seminar & Research Forum;
- ii) Teachers' Council;
- iii) Internal Quality Assurance Cell;
- iv) NSS and NCC.

Any other relevant information regarding Research, Consultancy and Extension which the college would like to include:Nil

Criterion IV: Infrastructure and Learning Resource

4.1 Physical Facilities:

4.1.1. What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

With a view to facilitating effective teaching and learning college formed different sub-committees which suggest their recommendation for adopting different measures required for the said purpose. In doing so those sub-committees consider the prevailing positions and growing demands of the college and changes undergone in the entire higher education system from time to time. They also discuss and evaluate the existing policy from time to time and justify the future needs of the institution in framing out their suggestions. On the basis of those recommendations the top management i.e. the Governing Body of the college takes final decision about the same after due consideration with the availability of necessary fund.

There are two types of sources of fund by which the Institution finance all of its creation and enhancement of infrastructure viz. fund provided by the external agencies like UGC, Government of West Bengal and internal fund i.e. General fund and Subsidiary fund.

4.1.2 Details of facilities available for:

a) Curricular and Co-curricular activities:

The institution has 19 Classrooms, two Laboratories, One seminar room, One Library including one Stock Room, one Reading Room with Internet and Reprographic facilities, and one Faculty Reading Room with Internet facilities and one Book Bank (a student run-library). One large hall, fitted with modern audio-visual systems, is also used for lectures, seminars etc, one career counseling room with all modern facilities is also there in the college. Out of 19 class room 14(fourteen) class rooms have also been converted into ICT enabled class rooms.

In addition to the main library mentioned above, we have separate departmental libraries of our academic departments, mainly for the use of faculty and students.

Stand-by Electrical Generator and On Line UPS Facilities: We have three stand-by electrical generator sets. Last year we also purchased and installed another silent generator with capacity of 63.5 kv. , two sets of on line UPS and six sets of inverter with rechargeable battery. These instruments ensure continuous power supply in our Institution with no hazards to the environment.

b) Extra –curricular activities and sports?

i) Sports and Game facilities

Games & sports activities of our College is a matter of pride. We have a good number of indoor and outdoor games facilities such as football, cricket, volleyball, badminton, and caroms. We have a large playground attached to the college for cricket and football, while volleyball and badminton are played in the adjacent volleyball and badminton courts. The large playground for football and cricket is also used for athletics such as sprinting, high jump, long jump, shot put, discus throw, javelin throw, etc. We organize regular tournaments in sports and athletics from August to February every year.

Every year we hold the annual athletic meet, wherein a large number of prizes; medals and certificates are awarded to our students, who occupy different ranks in different events. We usually invite eminent sports persons to preside over these meets and inspire our students to actively engage in

physical culture as much as mental culture. The State Government has selected our college to act as a host college for organizing district level inter-collegiate football championship in the current year. This has provided a major boost to sports and athletics in our college.



Colleges play ground, situated at the front of the college mainbuilding

ii) *Gymnasium:*

We have developed a multi-gym facility for our students. For this purpose, we have purchased quite a few multi-gym equipments and kept them in a multi-gym room, which are regularly used by our students in the mornings and evenings. Apart from these new items and equipment we also have traditional apparatus for physical exercises like dumbbells, clubs, skipping ropes, etc.

iii) *Auditorium*

S. R. Lahiri Mahavidyalaya has in its control a spacious auditorium, *Rabindra Bhavan*, with a capacity of nearly 554 seats including the balcony. Cultural functions, get-togethers, seminars, memorial lectures, etc. are held in this auditorium. This auditorium has been built by the Krishnaganj Panchayat Samity on the land provided by the college and thus is managed jointly. Dr. Md. Ahsan Ali, Associate Professor in Bengali is the convener of the Managing Committee pertaining to Bhavan.

iv) *NSS and NCC:*

For organizing co-curricular and social action activities the college owns two important organs namely NSS and NCC. For the NSS it has three units each with 100 volunteers. One unit is reserved for girl's students. Every year those three units on the basis of their theme 'Healthy Youth and Healthy India' organize different community extension and social-action-programms in their respective adopted villages such as Cleanliness programme, Tree plantation programme, Blood donation camp, literacy programme, awareness

programms , observation of different memorable days etc. Apart from that every year they also organize winter special camp in their respective adopted villages, where they organize different community extension programms. For controlling the activities of the volunteers in organizing those programms there is a separate room within the college premises with all the office amenities and equipments.

NCC of the college is also a matter of pride. 100 cadets of 14, Bengal BNCC use to organize different community extension programms in the surrounding locality of the college and also the cadets appear at the B and C Certificate Examination. The participation of cadets in B and C Certificate Examination during last five years may be depicted from the following:

Examinations	No. of cadets participated				
	2008-09	2009-10	2010-11	2011-12	2012-13
B Certificate	56	40	04	45	52
C Certificate	10	12	16	15	10

Further the cadets also participate in different camps held at different parts of India. The college has separate NCC office including one storeroom for keeping dresses and equipments.

v) Cultural activities:

The college has a beautiful and well-maintained Hall and an auditorium with a capacity of nearly five hundred and fifty for organizing different cultural programms. Every year annual cultural fest SPANDAN is held within college premises under supervision of College Cultural Sub-Committee. Students actively participate in different events in that programme like Rabindrasangeet, Nazrul geeti, folk songs, theme development, floor decoration etc. Students, who excel in that competition, are felicitated with certificate and prize on the day of observation of Annual Day.

Apart from annual cultural fest numerous cultural programms are held in the Campus on several occasions . These include *Rabindra Jayanti, Freshers' Welcome, Saraswati Puja, Annual Social Function*, etc. Some of our students also participated in District and State Level Youth Parliament and Quiz Competition and for two times they were awarded the first position in the District Level Youth Parliament Competition. In the ongoing year they also participated in Presidency Division Youth Parliament Competition and were awarded the first prize..The S R L Mahavidyalaya **Cine Club** has also been an area of attraction to the students. Equipments necessary for exhibition are kept there under the supervision of the club.

vi) Yoga:

There is a Yoga Center that works under the supervision of Games and Sports Sub-Committee of the college, where our students actively participate in pursuing Yoga Training. One of the students obtained three gold medals for excellence in International Yoga Competition, held in Malayasia. We have also planned to run a separate Yoga Training Center by any reputed institution. We hope this will be materialized very shortly.

vii) **Public speaking:** The college inculcates public speaking ability of its students through organizing different extension programmes through its two important organs NSS and NCC. Those apart it also allows the students to organize Annual Athletic Meet, Annual Social Function, which help to grow the public speaking ability of the students.

viii) **Communication skill development:**
With a view to ensuring communication skill development of the students the career counseling cell in collaboration with the faculties of the department of English organizes 'Spoken English' classes within the college premises.

ix) **Health and hygiene:**

The college has a Health Club with first-aid facilities within the college campus. We also appointed one part time homeopathy medical practitioner, who supervises the same.

Apart from this we have also arranged the Student Health Home facility for our students.

4.1.3. How does the institution plan and ensure that the available infrastructure is optimally utilized? Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution/ campus and indicate the existing physical infrastructure and the future planned expansions if any).

College Governing Body after consultation with the relevant sub-committees takes decisions from time to time on the optimum utilization of the available infrastructure and improvement of the infrastructure facilities on the basis of available resources in hand. The intake capacity of the college is suitably increased with the permission of the affiliating university for the optimal utilization of the available infrastructure. Further, the college authorities have allowed the use of its infrastructure by the Netaji Subhas Open University to run study center, Brain Mirror to run the Computer Courses(now withdrawn), the State Government to hold separate sports meet. We also lease out our agricultural land and orchard. Our infrastructure is also used by the Government, Election Commission, and local youths for different purposes. The statement of expenditure, incurred by the upto the financial year 2011-12(last audited) for augmentation of infrastructure:

	2008-09 Rs.	2009-10 Rs.	2010-11 Rs.	2011-12 Rs.
Building	7, 22,288	20, 08,636	5, 74,308	Nil
Furniture & Equipment*	2, 04,537	2, 15,883	1, 91,487	20,290
Library Books	1, 65,578	1, 73,026	2, 82,790	74665
Computer & accessories	Nil	52,480	8, 02,320	7, 89,618
Machinery	Nil	Nil	Nil	Nil
Electrical installation	Nil	Nil	14,580	62,200
Generator & Equipment	Nil	Nil	Nil	9,76,022

Note: *- With effect from the financial year 2011-12 Furniture and Equipment account has been segregated and Generator and Equipment account introduced for showing generator and allied equipments following the recommendations of the Finance Committee.

The college has a plan to renovate the teachers room and staff quarter. Necessary funds for that purpose have also been allotted by the Finance Committee. The process of preparation of estimate for preparing new class room on the roof of the college canteen is going on and expected to be placed to Finance Committee for approval of necessary fund very shortly. The approach road of our college has been renovated at aegis of Krishnaganj Panchayat Samiti very recently.

ii) *Enclose the Master Plan of the college campus indicating the existing physical infrastructure and the projected future expansions.*

The master plan of the college will be presented before peer team during validation.

4.1.4 *How does the institution ensure that the infrastructure facilities meet the requirements of the students with physical disabilities?*

Till now we have no infrastructural provision for differently able students. However we are trying to construct ramp for our physically challenged students.

4.1.5 *Give details on the residential facility and various provisions available within them:*

- i) Hostel Facilities- accommodation available: Nil
- ii) Recreational Facilities- gymnasium, yoga center, various indoor and outdoor games facilities like cricket, badminton, volley ball, foot ball, carom, cine club, television with cable channel, DVD player, cassette player.
- iii) Computer facilities including access to internet in hostel: N.A.
- iii) Library facility in the hostel: N.A.
- iv) Facilities for medical emergencies: We have health club with all first-aid facilities with one part time homeopathy medical practitioner.
- vi) Internet and Wi-Fi facilities: At present we have 11 BSNL broad band connections with 22 internet terminals. We also installed WI-FI facilities within the college campus out of the UGC XIth plan grant.
- vii) Recreational facility- common room with audio-visual equipments:
We have two common rooms, one for boy students and other for girl students. There is audio-visual equipment in the boys' common room.
- viii) Available residential facility for the staff and occupancy constant supply of safe drinking water:

We have four quarters, two for the faculty and two for staff members. The quarters contain all types of facilities like water, toilet, electric connection etc.

We have installed submersible pump and three water purifiers in the college premises to ensure constant water supply.

- ix) Security: We have one permanent guard who looks after security of the college. We also have a night guard, who has been appointed on daily wage basis.

4.1.6. *What are the provisions made available to students and staff in terms of health care on the campus and off the campus?*

See 4.1.2 b(vii)- Health and hygiene

4.1.7. Details of the Common Facilities available in the campus:

i) IQAC: After peer team for assessment and accreditation by NAAC at cycle 1 we formed Internal Quality Assurance Cell (IQAC) by a resolution in the Governing Body in its meeting held on 23.06.2008 with the following members:

- a) Dr.Sarojendra Nath Kar - Chairman;
- b) Somnath Bandyopadhyay- Teacher member and Coordinator;
- c) Other six teacher members other than coordinator;
- d) Two representatives of the Governing Body;
- e) Two representatives of the local society.

Afterward the IQAC was reformed by the Governing Body in its meeting held on 14.07.2012.

ii) Grievance Redressal Unit: We also have a grievance redressal cell consisting of the following members:

- Dr. S. N. Kar, Principal — Chairperson
- Prof.Manasi Maiti, HOD, Deptt. of Philosophy (Convener)
- Smt.Mahua Maulik(Secretary, Teachers' Council)
- Sri Kartick Ch. Dutta (Secretary, Non-teaching Staff Council)
- General Secretary, Students' Union- Vacant.
- Girls' students representative- Vacant.
- Sri S. Bandyopadhyay (Coordinator,IQAC)

iii) Women's Cell:

We have an women's Cell , with four lady faculty ,one lady non-teaching staff , formed by the Teachers' Council.

iv) Counseling and Career Guidance Cell:

Yes, the college has a separate Counseling and Career Guidance Cell, formed on the basis of the recommendation of the Teachers' Council. It has separate office within the college main building.

vi) Placement Unit:

We have an employment cell, which monitors different service opportunities suitable for our students.

vii) Health Center:

College has one Health club to look after the matter relating to the Health and Hygiene of the students. That Health club also maintains contact with **Students' Health Home** for facilitating students' treatment at cheaper cost. One part time Homeopathy Medical Practitioner monitors our health club.

viii) Canteen:

Yes, we have a well furnish canteen located in student block at ground floor with all amenities. All of our students and teachers can have tea and tiffin from there at the reasonable rate.

ix) Recreational spaces for staff and students: See 4.1.5. (ii)

x) **Safe drinking water facilities:** We have installed submersible pump and three water purifiers in the college premises to ensure constant water supply.

xi) **Auditorium:** The college has a beautiful and well-maintained auditorium I with a capacity of nearly five hundred and fifty seats for organizing different cultural programmes. That auditorium is managed by the college and Krishanaganj Panchayat Samiti together.

4.2 Library as a Learning Resource:

The Library:

Presently in our College Library we have good number of reference books covering subjects of Literature, Social Science, Geography, including emerging subjects like Defense Studies, Physical Education etc. Besides, there is adequate number of textbooks. The purchase of new books in the library is a continuous process. Every department purchases books throughout the year depending on their requirements. During financial year 2009 - 2010 we have purchased 735 books, 2010 – 2011 purchased 1336 books, 2011 – 2012 purchased 1202 books, and 2012-2013 purchased 1256 new books for our library. Total holdings of the library up to 31st December 2013 were 18,004 except Journals and Magazines. Some minor research project reports/theses which have already completed by some of our faculty members are also available in our library. The library collections are arranged subject wise. Apart from Central Library there are Departmental Libraries and a Book Bank, which is a student-running Library, in our college. Students can borrow books from those libraries also. The Central Library remains open from 10.30 a.m. to 4.30 p.m. and the Departmental Libraries and the Book Bank remain open from 11 am to 4 pm on every working day.

We are also trying to enrich the journal section of the library also. Presently our library subscribes to 50 new journals and magazines. At present, total 71 journals, magazines and news papers are available in our library. Every Academic Departments have more than two subject/Academic journals. A good number of career guidance related journals and magazines are also available in our library. Apart from this the library also provides Internet, Xerox and printing services facilities for the user. The library has membership of INFLIBNET N-LIST programme of INFLIBNET Center, Gandhinagar, Gujarat.

The college library have the Institutional membership of some professional and academic organizations like Indian Association of Special Library and Information Center (IASLIC) Kolkata, Indian Library Association (ILA) New Delhi, The American Library Center, Kolkata, the Institute of Chartered Accountants of India, India Sociological Society, Indian Institute of Public Administration, Indian Political Science Association, Indian Council of Philosophical Research, Indian Commerce Association, Institute of Historical Studies, Institute for Defence Studies and Analysis, etc.

4.2.1 Does the library have a Library Advisory Committee? Specify the composition of such committee. What significant initiatives have been implemented by the committee to render the library, student/user friendly?

Yes, the college has a Library Advisory committee. The composition of the Library Advisory Committee is:

1. Dr. S. N. Kar, Principal - Chairman.
2. Sanat Kumar Biswas, Librarian - Secretary/Convener.
3. Members:
 - i) All Heads of the Academic Department.
 - ii) One Student Representative - vacant.
 - iii) One Non-Teaching Staff Representative.
 - iv) Bursar of the college.
 - v) Secretary, Teachers' council.

The major responsibilities of the Library Advisory Committee are to take decision on operation of library system and look after the entire process of reading and lending of the library. The committee decides the policy of new purchases, allocate available fund among different departments to purchase books and journals as per requisitions of the faculty to make the library more and more user-friendly.

4.2.2 Provide details of the following:

a) Total area of the library (in Sq. Mts.)

The Central Library was established in 1966. The Library was housed on the ground floor of the main building since its inception. But in the year 2004, it was shifted to the present library building, named “Ram Mohan Kasha” (Lending Room) and “Vidyasagar Kaksha” (Reading Room) at first floor of the same building which has a plinth area of 19,137 sq mts.

b) Total seating capacity:

Total seating capacity of the reading room is 50 and there are another 6 seats in the teachers’ reading room with internet facilities in two computers for performing research related works.

c) Working hours (on working days, on holidays, before examination days, during examination days, during vacation)

On working days	On holidays	Before examination	During examination	During vacation
10.30 am to 4.30 pm	Closed	Opened as regular schedule	Opened as regular schedule	Closed

d) Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading IT zone for accessing e-resources)

There is no individual reading carrels or lounge or relaxed reading area but have separate browsing and IT tables consisting of 4 computers in Reading Room and two computers in Teachers’ Reading Room with internet facilities for accessing e-resources.

4.2.3 How does the library ensure purchase and use of current titles, print and journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

The college authority on the basis of suggestions and recommendations of Library Advisory Committee, teachers and students of different departments and budget allocations and available library grants takes decision to ensure purchase and use of current titles, important journals and other reading materials.

For this purpose our faculty use the following tools for collection the current titles:

i) Indian National Bibliography (INB)
ii) Trade Catalogues
iii) Bookshops & Exhibitions
iv) Books in Print

For the purpose of selection of titles choice of different stakeholders are weighted in the following order:

Name of selection body	Priority (%)
Faculty member and departmental heads	65
Management	5
Library Committee	5
Students	20
Librarian and Library Staff	5

Following are the description of purchase of books, journals etc in the Central Library during last four financial years (as per last audited accounts):

Library holdings	Year – 1		Year – 2		Year – 3		Year – 4	
	2008-09		2009-2010		2010-2011		2011-2012	
	Number	Total cost	Number	Total cost	Number	Total cost	Number	Total cost
Text books	535	Rs.1,65,578	420	Rs.1,73,026	626	Rs.2,82,790	502	Rs. 74,665
Reference books	450		315		710		700	
Subscribed Journals/Periodicals/ News Paper	10		10		49		49	
***e-resources	Nil		Nil		***See below		***See below	
Others : Complementary Journals/Periodicals/ News Paper	15		15		19		19	

The Central Library of the college subscribes total **50** Journals and Periodicals but the Library has another **20** complementary Journals/Periodicals/News Paper. Out of subscribed **50** Journals and Periodicals **24** are the subject Journals, **6** are General Magazines/Periodicals and **20** are Career Guidance and entertainment related Magazines/Periodicals. Those apart the library subscribes **2** Daily News Papers (Bengali and English) regularly. At present there are **2200** journals (hard copy) in stock of the library.

Apart from this our library is a member of INFLIBNET N-LIST programme of INFLIBNET Center Gandhinagar, Gujarat. They provide nearly 100000 e-books and 2100 e-journals for our library users.

Full text e-resources available in the library under INFLIBNET N-LIST are:

E-Journals (Full text)	
✓ American Institute of Physics (18 titles)	http://journals.aip.org/
✓ American Physical Society (10 titles)	http://publish.aps.org/browse.html
✓ Annual Reviews (33 titles)	http://arjournals.annualreviews.org/
✓ Cambridge University Press (224 titles)	http://journals.cambridge.org/
✓ Economic and Political Weekly (EPW) (1 titles)	http://www.epw.in/
✓ Indian Journals (150 titles)	http://www.indianjournals.com/
✓ Institute of Physics (46 titles)	http://www.iop.org/EJ/
✓ JSTOR (2000 titles)	http://www.jstor.org/
✓ Oxford University Press (206 titles)	http://www.oxfordjournals.org
✓ Royal Society of Chemistry (29 titles)	http://www.rsc.org/Publishing/Journals/
✓ H. W. Wilson (1420 titles)	http://vnweb.hwwilsonweb.com/hww/jumpstart.jhtml
E-Books	
✓ Cambridge Books Online (1800 titles)	http://ebooks.cambridge.org
✓ E-brary (83000+ titles)	http://site.ebrary.com/lib/inflibnet
✓ EBSCOHost-Net Library (936 titles)	http://www.netlibrary.com/
✓ Hindustan Book Agency (65+ titles)	http://hindustan.igpublish.com
✓ Institute of South East Asian Studies (ISEAS) Books (382+ titles)	http://iseas.igpublish.com
✓ Oxford Scholarship (1402+ titles)	http://www.oxfordscholarship.com/
✓ Springer eBooks (2300 titles)	http://www.springerlink.com
✓ Sage Publication eBooks (1000 titles)	http://knowledge.segepub.com
✓ Taylor Francis eBooks (1800 titles)	http://www.tandfebooks.com
✓ Mylibrary-McGraw Hill (1124 titles)	http://lib.mylibrary.com/
Bibliographic Database	
✓ MathSciNet	http://www.ams.org/mathscinet/
E-Resources for Universities	
✓ Web of Science	http://isisknowledge.com
E-Resources for Technical Institutions (IITs, II Sc, IISERs and NITs)	
✓ Annual Reviews	http://arjournals.annualreviews.org/

✓Project Muse	http://muse.jhu.edu/
✓JSTOR	http://www.jstor.org/
✓Nature	http://www.nature.com/
✓Taylor & Francis	http://www.tandfonline.com/

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the Library collection?

i) OPAC:

Yes, the library services are partially computerized. At present we are using SOUL 2.0.10 version software, purchased from the INFLIBNET Center Gandhinagar, Gujarat. All users can access their required document and information through Web OPAC. The task is going on.

We build up another Computerized Classified Subject Catalogue in excel formats and it is also be available and accessible in our college website.

ii) Electronic Resource Management package for e-journals:

We have presently no such types of Electronic Resource Management Software or package for e-journals. We have always downloaded and published a printed list of e-books and e-journals which is available in the INFLIBNET N-LIST Programme for our users.

iii) Federated searching tools to search articles in multiple databases:

We have no such types of tool but for searching articles our user search through their passwords which was provided by the INFLIBNET Center Gandhinagar, Gujarat.

iv) Library website:

Till now we do not have any separate website for our Central Library. But we use College website for displaying various information of our library to its users. For that purpose we have already built a separate window for the Library in the college website.

v) In house / remote access to e-publications:

We have a separate internet zone in the reading room and in the teachers reading room where all the users can access their relevant web enable publications by using internet and INFLIBNET Password. All other information of our college is also available in our college website: URL <http://www.srlm.org>.

vi) Library automation:

This year we have already purchased and installed the Library Software SOUL from the INFLIBNET Center, Gandhinagar, Gujarat. The required fund has been provided by the UGC under XIth plan for automation of the services. The necessary task is going on.

vii) Total number of computers for public access:

There are 6 computers for public access.

viii) Total number of printers for public access:

There is 1 printer for public access.

ix) Internet band width/speed:

The Library have three Telephone Connections for internet access under NME Scheme, Govt. of India, with 100 mbps band width/speed Broad Band internet

services facilities in the college Library for the student, teachers and other library users. Apart from this there is Wi- Fi facilities also.

x) Institutional repositories:

There are 12 computers and a server PC with internet facilities in the library. All the computers are interconnected with server PC by LAN. The accession of books in the library has been automated by a reputed library software SOUL 2.0.10 version. The library has two printers , all of which are three-in-one with scan, copy and print facilities. It has also one barcode printer and three barcode scanner and a color card printer for automation of all the services in the library.

The purchase of new books in the library is a continuous process. Every academic department submits their requisitions to purchases book throughout the year depending on their requirements. Now in our library total number of copies stands at 18004 upto 28th December, 2013. During the post accreditation we also enriched journal section of our library. Last two years our library has subscribed 49 Journals and Periodicals.

We have also built up one Faculty Reading Room adjacent to the library. During last four years we added 10 computers in our library. We have also purchased reputed library software provided by the INFLIBNET Center, Gandhinagar for automated our services.

xi) Content management system for e-learning:

At present we have no content management system software for e-learning but try to install it shortly.

xii) Participation in Resource sharing networks/consortia (like INFLIBNET):

Yes, the library has those facilities. The library has the membership of INFLIBNET N-LIST since 2011

4.2.5 Provide details on the following items:

i) Average number of walk-ins:

Average numbers of students' walk-ins during the last four years are as follows:

Year	Per annum walk-ins	Per month walk-ins	Per day walk-ins
2009-1010	15,120	1,260	42
2010-2011	17,280	1,440	48
2011-2012	15,480	1,290	43
2012-2013	16,200	1,350	45

ii) Average number of books issued/returned:

Average numbers of books issued and return during the last four years by the students are as follows:

Year	Issued per year	Average Issued per year	Returned per year	Average returned Per year	Default books per year	Average per year
2009-1010	2364	2638	2355	2618.25	9	17.25
2010-2011	3680		3657		23	
2011-2012	2795		2758		27	
2012-2013	1713		1703		10	

iii) Ratio of library books to students enrolled:

Ratio of books to students enrolled except e-books is as follows:

Total students enrolled in the session 2012-2013	Total books in the library Up to 02.09.2013	Ratio
4686	18004	1 : 3.84(apx)

iv) Average number of books added during last three years:

Year	Books added	Grand total of three years	Average
2010 - 2011	1336	3794	1264.67 (apx)
2011 – 2012	1202		
2012 – 2013	1256		

v) Average number of login to OPAC:

We have no such infrastructure for measure those Web-OPAC users.

vi) Average number of login to e-resources:

We provide 54 passwords for access or login e-resources. The students` and faculties access the e-resources using those passwords but we have no such infrastructure to measure the average number of users who login to e-resources.

vii) Average number of e-resources downloaded/ printed:

We had already provided required CD's and DVD's to all the faculty members of our college from the library for download their relevant e-documents from the website but we have no such information of the same till date.

viii) Number of information literacy training organized:

One per year.

ix) Details of weeding out of books and other materials:

The following items were weeding out since last four years:

Sl. No.	Subjects	Quantity
---------	----------	----------

1	Bengali	17
2	English	22
3	Commerce	155
4	Sociology	22
5	History	15
6	Economics	52
7	Political Science	05
8	Philosophy	08
9	General	83
Total:		379

4.2.6 Give details of the specialized services provided by the library:

i) Manuscripts: Nil

ii) Reference: Yes

iii) Reprography: Yes

iv) ILL (inter Library Loan Service): Yes

v) Information deployment and notification:

Cover pages of new books are displayed in the display board. Apart from this front page of all the new coming Books and Journals are scanned and displayed through two LED TVs so that the students and faculty may know about the recent accessions. Notice is also published in the Library Reading Room regarding new possessions.

vi) Download:

Yes, we provide this service to our users.

vii) Printing:

Yes, we provide printing facilities to our users.

viii) Reading list/Bibliography compilation:

We published Classified Subject Catalogue and list of Journals available in the Library and update it time to time.

ix) In-house remote access to e-resources:

See (v) of 4.2.4

x) User Orientation and awareness:

In order to promote awareness about the library among various stakeholders, it uses to organize seminars and discussion programme every year. The Library also offers three Best User Prizes every year for encouraging reading habit of the students. We humbly request all of our faculty members to co-operate the college authority so as to enable us to achieve our target at our earliest convenience.

In 2011-12 central library of our college organized a one-day State Level Seminar on “**N-List and User Education**”. Dr. Asitava Dasgupta , Deputy Librarian , University of Kalyani, Dr. Arun Kr. Chakraborty , Librarian , Bose Institute Kolkata , Dr. Sabuj Dasgupta, Head, Department of LIS University of Kalyani, Nadia, Dr. Durga Sankar Rath, Head, Department of Vidyasagar University, Midnapur, and some other eminent academicians from different corners of West Bengal were present and delivered their valuable lectures in that seminar. We also observe “Library Week” from November 14 to November 21 every year.



Prof Dr.Sabuj Dasgupta, Head, Department of Library & Information Science , University of Kalyani is delivering his lecture in one-day state level seminar on“N-List and User Education” , organized by the Central Library.

4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.

At present there is one permanent Librarian, one permanent Library Clerk, one permanent Library Peon, one casual Library Assistant and one daily paid worker. All those library staff actively perform the reading and lending duties. They also help the faculty and students to have their required materials a from time to time.

4.2.8 What are the special facilities offered by the library to the visually / physically challenged persons? Give details.

The library always offers special facilities to the visually and physically challenged users. We have recorded some of the text books and other reading materials according to their syllabus and we provide to all of them a hearing aid with assistance of State Central Library, Government of West Bengal. It is also available in the library reading room.

4.2.9 Does the library get the feedback from its users? If yes, how it is analyzed and used for improving the library services.(What strategies are deployed by the library to collect feedback from user? How is the feedback analyzed and used for further improvement of the library services?)

Recently, from this year we have introduced the system of getting feedback from our users.

4.3 IT Infrastructure

4.3.1. Give details on the computing facility available (hardware and software) at the institution.

- Number of computers with Configuration (provide actual number with exact configuration of each available system):
At present we have 41 (forty one) computers including three Laptop in our College.
The configuration of those computers are:
I3 Processor, 2 GB RAM and 500 GB harddisk,18.5 tft monitor.
- Computer-student ratio:1:105 (on the basis of students' data for the year 2013-14)
- Stand alone facility:13(thirteen)
- LAN facility: We have two LAN connections in our college campus. One is used to maintain connection between cash section and accounts section and another is used in the Central Library.
- Wifi facility :We have Wifi facility in our College campus.
- Licensed software :We have three licensed software. First one is used for keeping students' data , second one is used in Central Library (SOUL) and third one is used for accounts.
- Number of nodes/ computers with Internet facility:21
- Any other: We have already provided Laptop to our 16 whole-time faculty including Principal and Librarian with all necessary accessories.

4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?

Out of 41 computers 12(twelve) computers are meant for the faculty members.They may use those computers for preparation of their teaching materials and research work. We also provided Laptop with all necessary accessories to all of our whole-time faculties to prepare their teaching materials and to perform their research work out side the college campus.

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

We have planned for installing CC camera at all the important corners of the college to ensure safety and security within the college campus. We also have the plan to install Wifi modem to all of our computers for which internet connection has not been provided.

4.3.4 Provide details on the provision made in the annual budget for procurement, upgradation, deployment and maintenance of the

computers and their accessories in the institution (Year wise for last four years)

Annual budget for procurement, upgradation , deployment and maintenance of computers and their accessories during last four financial years:

2009-10 Rs.	2010-11 Rs.	2011-12 Rs.	2012-13 Rs.
75,000	8,00,000	7, 50,000	3,00,000

4.3.5 *How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?*

In order to facilitate extensive use of ICT resources including development and use of computer aided teaching/learning materials by its faculty, staff and students:

1. Installed as many as 14(fourteen) ICT enabled class room where the faculty can take classes by audio visual system;
2. Installed 21(twenty one)internet terminals to ensure easy access to internet facilities to the faculty , staff and students;
3. Introduced Library automation by installing Library software SOUL;
4. Distributed Laptop to all the whole-time faculties including Librarian with all the necessary accessories;
5. Distributed few computer accessories to Part time, Guest , Contractual faculties , staff;
6. Installed Wifi technology within the college campus;
7. Installed on line UPS within the college campus;

4.3.6 *Elaborate giving suitable examples on how the learning activities and technologies deployed (access to on-line teaching - learning resources, independent learning, ICT enabled classrooms/learning spaces etc.) by the institution place the student at the center of teaching-learning process and render the role of a facilitator for the teacher.*

The institution is aware of the fact that with a paradigm shift in teaching learning, Students voice have become central to the learning experience and teacher at best acts as a facilitator.

Keeping the students-learning at the center of everything, The college reorients its teachers from time to time and encourages them to undergo training on the computer-aided teaching skills , arranged in different faculty development programmes ,held at different Indian Universities.

4.3.7 *Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?*

Yes the institution avails of the National Knowledge Network through INFLIBNET N-listing facilities. It has the access of 1 lakh e-books and 2100 e-journals.

4.4 Maintenance of Campus Facilities

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?

The Institution finances necessary fund required for maintenance and upkeeping the facilities like building, furniture, equipment, computers etc both from college fund and fund provided by the UGC as well as Government fund. For financing from the college fund institution generally uses the donation and development fund (subsidiary fund) for that purpose. With effect from the financial year 2011-12 it has started to create a building fund out of surplus of the concerned financial year, if any. From the financial year 2012-13, it has started to enhance fixed deposit by an amount equivalent to annual depreciation in order to facilitate easier replacement of those assets at the expiry of their useful life without hampering the liquidity position of the institution.

Following are the budgetary provisions of the institution for procurement, maintenance and up-keeping of the facilities like building, furniture, computer etc:

		2009-10	2010-11	2011-12	2012-13
a.	Building	2000000	550000	Nil	860981
b.	Furniture*	200000	190000	25000	150000
c.	Equipment	Nil	Nil	950000	100000
d.	Computers	75000	800000	750000	300000
e.	Vehicles	Nil	Nil	Nil	Nil
f.	Any other	150000	250000	75000	223086

Note: *- With effect from the financial year 2011-12 Furniture & Equipment account has been segregated and Generator & Equipment account introduced for showing generator and allied equipments following the recommendations of the Finance Committee.

4.4.2. What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

The institution upkeeps its infrastructure, facilities available and equipmentw from its own fund (donation & development fund) and fund provided by different external agencies like UGC. In case of use of own fund at first technical cum financial estimate is received from different segments and that estimate is placed in the meeting of the Finance Committee for its approval. Finance Committee justifies the financial feasibility of the estimate by considering the necessity and availability of necessary liquid resources for the said purpose. On satisfaction it approves the fund required for the same. After that

approval if the total amount is upto Rs.5000 then the Principal may directly issue purchase/work order. But if it exceeds Rs.5,000 , then the matter is referred to the Purchase committee. Then the purchase committee makes necessary arrangement for purchase by means of open tender.

On the other hand in case of use of fund provided by the UGC the said estimate is atfirst placed to UGC Steering Committee.UGC steering committee after justifying the same recommends the same to the finance committee. Then Finance Committee justifies the same following the UGC Guideline. On satisfaction necessary approval is issued and the required item is purchased as in the same manner cited above.

The aforesaid rule is somewhat different in case of construction, repair and renovation of building.The college has formed an Internal Construction Committee for that purpose. Whenever necessity of any construction, repair and renovation arises the Committee makes the plan and prepares the estimate for the same by the Engineer of the Office of the Block Development Officer, Krishnaganj, Nadia and refers that estimate to the Finance Committee for approval of necessary fund. Finance Committee on availability of fund issues approval of necessary fund. After such approval the Principal proceeds to select the contractor by means of open tender in consultation with Internal Construction committee.

However in case of construction of building to be constructed out of fund provided by the UGC it has a separate Building Construction Committee following the UGC guideline for construction grant. The said committee conducts entire affairs relating to preparation of estimate, selection of contractor by means of open tender under the supervision of the Finance Committee and Governing Body.

4.4.3. *How and with what frequency does the institute take up calibration and other precision measures for the equipment/instruments?*

The college has appointed one permanent caretaker for day to day maintenance of its equipments/instruments. However if any major problem arises then service of external firms are hired from among the firms situated at nearby locality.

4.4.4. *What are the major steps taken for location, upkeep and maintenance of sensitive equipment(voltage fluctuations, constant supply of water etc.)?*

In order to ensure voltage fluctuations the college has applied to the Station Superintendent , West Bengal State Electricity Distribution Company Ltd, Krishnaganj Group Electricity Supply to install separate Transformer for the college itself. Necessary enquiry and measurement has already been conducted by the later and a quotation has been issued in favour of this College. For the purpose of having some relaxsation in payment of quoted amount we have already approached to the Honourable Minister-in-charge, Department of Power and Non-conventional Energy Resources, Government of West Bengal. We hope that our entire endeavor will be materialized very shortly.

In order to ensure uninterrupted power supply we have installed 63.5KV KIRLASKAR Silent Generator within the college premises at the aegis UGC XIth plan grant. We also installed inverter at all the important corners of the college and on line UPS within the college premises to ensure economic consumption of energy.

Again we have installed submersible pump within the college premises to ensure constant water supply.

Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include: Nil

SRPM

CRITERION V: STUDENT SUPPORT AND PROGRESSION

5.1 Student Mentoring and Support

5.1.1 Does the institution publish its updated prospectus/handbook annually? If 'yes', what is the information provided to students through these documents and how does the institution ensure its commitment and accountability?

Yes the institution publishes its updated prospectus every year. This apart, each student is provided with Academic Calendar , which contains along other things, syllabus of different courses divided into different modules and list of activities in the institution. The college also publishes yearly newsletter, **Mahavidyalaya News** containing different information relating to the Mahavidyalaya's activities. The prospectus, in particular, disseminates the following informations:-

- a) Brief information about the college ;
- b) Different courses studied in this college and number of intake capacity.
- c) Admission procedure.
- d) Rules and regulations which are followed.
- e) Information relating to the teachers of different departments and staff.
- f) Different wings of the institution.

5.1.2 Specify the type, number and amount of institutional scholarships / free ships given to the students during the last four years and whether the financial aid was available and disbursed on time?

Institutional scholarships/free ships were given to the students on the basis of academic excellence, financial need, and relative backwardness of the students. Details of scholarship , amount of which given to needy students during last four year are given below.

Year	Amounts Rs.
2009-10	93795.00
2010-11	63740.00
2011-12	266510.00
2012-13	461150.00

5.1.3 What percentage of students receives financial assistance from state government, central government and other national agencies?

Students usually get five types of scholarships from State government, Central government and other National agencies?

Name of the financial assistance	Percentage of total students			
	2009-10	2010-11	2011-12	2012-13
SC/ST/OBC -stipend	58%	51%	65%	59%
Minority - scholarship	Nil	Nil	1.4%	1.6%
West Bengal merit –cum means scholarship	Nil	Nil	0.13%	0.09%
Sitaram Jindal foundation scholarship	Nil	Nil	2.6%	0.7%
Physically handicapped scholarship	Nil	Nil	0.13%	0.02%
Biri – Sramik scholarship	2.27%	Nil	0.7%	0.55%

5.1.4 What are the specific support services/facilities available for

- ✓ Students from SC/ST, OBC and economically weaker sections: SC/ST Stipend and Remedial classes for SC,ST and students come from other backward classes(non-creamy layer).
- ✓ Students with physical disabilities : Scholarship is facilitated to physically challenged students and study materials are also supplied to them.
- ✓ Overseas students: There is no such student under this category.
- ✓ Students to participate in various competitions/National and International: There is sufficient arrangement for Games and Sports, Gymnasium, Physical Instructor; our students participate in various competitions throughout the year.
- ✓ Medical assistance to students: health center, health insurance etc.: We have health center of our own, one part time doctor visits there and all the students are members of Students Health Home, where they can get major health facility at a very low cost on regular basis. Moreover, for urgent medical necessity we send our students to nearby block hospital
- ✓ Organizing coaching classes for competitive exams: We have organised training for candidates appeared at recruitment of Assistant Teachers by the West Bengal school service commission. Our pass out students have access to college library, where there is good numbers of journals and books for competitive examinations.
- ✓ Skill development (spoken English, computer literacy, etc.) : Our college have career counseling cell, where students get computer facility with internet access for searching career and skill development knowledge, career related seminars are organized. The cell also organizes Spoken English classes in collaboration with the Department of English for the sake updating communication skill of the students.

- ✓ Support for “slow learners”:
We have arranged for remedial classes for slow learners under UGC Scheme during XIth plan.
- ✓ Exposures of students to other institutions of higher learning/ corporate/business house etc:
Students of Department of Commerce visited Bank and local business house to have an exposure in commercial world.
- ✓ Publication of student magazines :
Annually student magazine “Pratyasha” is published. Apart from that each department has individual wall magazine.

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

To promote entrepreneurial skills among the students we have opened Career Counseling cell, where they get different types of information through personal counseling and internet surfing. Department of commerce has organized seminars on “An Introduction to Commodity Futures” to have in hand experience about commodity market operations. Our NSS units have organized work shop on ‘*Fabric Work and Bootick*’ where girls’ students were trained in a week long workshop.



Workshop on ‘Fabric Work and Bootick’, organized by the NSS unit-III(girls’ unit).

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-

curricular activities such as sports, games, Quiz competitions, debate and discussions, cultural activities etc.

- * Additional academic support, flexibility in examinations: The institution has a policy to encourage the students, who excel in extracurricular and co-curricular activities such as sports , games , quiz competitions ,cultural activities. For this purpose every those students are felicitated prize and certificate of excellance at annual prize distribution. That aparts special fees concessions are allowed for the students, who prove their excellance in games and sports.
- * Special dietary requirements, sports uniform materials : Nil.
- * Any other: We arrange excursions for the students who excel in various fields at a subsidized fees. The subsidy is met out of college fund or available UGC grant.



Feliciation of the students at Annual Prize Distribution Ceremony

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR-NET,UGC-NET, SLET,ATE/CAT/GRE/TOFEL/GMAT/ Central/State services, Defence , Civil services, etc.

For the purpose facilitating and supporting students of apearing and qualifying in various competitive examination, college has an employment cell headed by one of the faculty member , Prof. Hirak Roy , Associate professor in the Department of Commerce , who provides different information to the student in the matter of employment and arrange different programms for those students intending to appear at different competitive examinations. We have established career and counselling cell, where our current students and passout

students regularly meet with faculty members for job related counselling. We have planned to establish permanent career counselling cell under XIIth plan period under UGC college development programme. We have information about at least ten of our ex-students have been qualified in NET/SET examination during last four years.

5.1.8 What type of counseling services are made available to the students (academic, personal, career, psycho-social etc.)

Our faculty participates in academic, personal, career related counseling. We have established a separate career counseling room, which remains open five days in a week to the students come and meet with faculties to solve their problems.

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

There is one Career and Guidance Cell in our college, but we do not have placement cell. Most of our students are from backward agricultural family and their main family occupation is agriculture, i.e they are self employed in their own family venture. Our counseling cell provides different job related information through display of notice. Students also have access to computer and internet facility.

We have trained our ex-students for School service commission examination (for the post of Assistant teacher) and organized mock interview session. Every year a good number of students get employment in schools. Since our students excel in sports they get employment in police service, defense service even before completion of their degree course. During last year, IT based/Customer service based companies have approached us for selection in back office job, we have passed the information to our students, so that they can appear in interview directly.

5.1.10. Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years.

We have Grievance Redressal Cell. A Grievance box has been placed there. The cell consists of following members:

- * Dr. S.N.Kar, Principal—Chairperson
- * Prof. A.K. Sar. HOD, Dept of Bengali (Convener)
- * Prof. (Mrs.) Mohua Maulik, Dept. of History (Lady teacher representative & Secretary, Teachers' Council)
- * Prof. Somnath Bandyopadhyay (Coordinator, IQAC)
- * General Secretary of the Students' Union-vacant;
- * Girls' students' representative- Vacant.

Details of grievance reported and redressed during last four years:

Year	Grievance Reported	Grievance Redressed
2009-10	05	05
2010-11	06	06
2011-12	15	15
2012-13	14	14

Most of the grievances of the students contain the issues relating to demand of class room, requirement of teachers, and augmentation of infrastructure, required for tremendous increase in number of students. As soon as such grievances are submitted we try our best to redress the same by means of taking necessary actions as per their demand as far as possible.

5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

The Grievance Cell is empowered to tackle the sexual harassment cases. It is our pride to record that no sexual harassment case has been reported in campus till date.

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

We have Grievance Anti ragging committee. The committee consists of following members:

- * Dr. S.N.Kar, Principal—Chairperson
- * Prof. Subrata Ray, Part-time Lecturer in Defence Studies (Convener)
- * Prof. (Mrs.) Mahua Maulik, Dept. of History (Lady teacher representative)
- * Prof. Somnath Bandyopadhyay (Coordinator, IQAC)
- * Prof. Asit Tarafder, Dept of Physical Education
- * General Secretary, Students' Union-vacant;

Anti Ragging Committee Report

Year	Ragging report/s	Problems redressed
2009-10	Nil	Nil
2010-11	Nil	Nil
2011-12	Nil	Nil
2012-13	Nil	Nil

5.1.13 Enumerate the welfare schemes made available to students by the institution.

The students of the college avail subsidized canteen facility and counseling support. But, there is no such provision for “earn while you learn” scheme. Students get free health checkup facility in our health center. They can avail different medical treatments including operation facility in “students health home” situated at Krishnanagar.

5.1.14 Does the institution have a registered Alumni Association? If ‘yes’, what are its activities and major contributions for institutional, academic and infrastructure development?

Yes, we have an Alumni Association, the name of our the association is “Sudhiranjan Lahiri Mahavidyalaya Alumni and Welfare Association”. Although, the association is not yet registered but it is functioning well. Every year Association meets in Reunion function. Almost all the wards of our Alumnus study in our college, they have regular contact with the college. Their suggestions are given emphasis to improve the academic and other excellence of the college. The members of the association also joins the college NSS units and participate in social work/extension activity.

List of top ten alumni occupying prominent postion:

- i) Sri Sushil Biswas, MLA, Krishnagunj Assembly Constituency
- ii) Sri Tarapada Biswas, EX-District Employment officer
- iii) Sri Amitesh Biswas, WBCS
- iv) Sri Bhabesh Majumder, Assistant Prof. Dept of Bengali,SRLM
- v) Sri Somnath Bandyopadhyay, Assistant Prof. Dept.of Commerce, SRLM
- vi) Ms. Subhra Roy, Assistant Prof. Khuzutipara College, Birbhum
- vii) Dr(Ms) Shibani Roy, Associate Prof. Chakdaha College
- viii) Sri Chanchal Sinha, Assistant Prof. Dhubguri College
- ix) Sri Pannalal Saha, Assistant Manager, FCI
- x) Sri Shyamal Roy Chowdhury, Ex-Assistant Teacher, Majdia Railbazar High School.

Current office bearers of the Alumni Association are;

- i) , Jhantu Halder, President;
- ii) Prakash Halder,Secretaty
- iii) Gopal Mondal, Assistant Secretary
- iv) Sukumar Biswas, Treasurer
- v) Priyanka Kundu,Subrata Ghosh, Rahul Biwas, Jt.Secretaries

Advisory Body

- i) Dr. S.N.Kar, Principal—Chairman;
- ii) Dr. Md. Ahasan Ali, Associate Prof. Dept.of Bengali
- iii) Sri Kalidas Mukherjee, Associate Prof. Dept of Commerce
- iv) Sri Bhabesh Majumder, Alumnus and Assistant Prof. Dept of Bengali
- v) Sri Somnath Bandyopadhyay, Alumnus and Assistant Prof. Dept.of Commerce
- vi) Sri Partha Pratim Bhowmick, Alumnus and Part time faculty of History.
- vii) Sri Subrata Roy, Alumnus and Part time faculty of Defence Studies.
- viii) Mrs. Priyanka Dutta, Alumnus and Part time faculty in Dept. of English
- ix) Sri Arup Biswas, Aiumnus and office staff
- x) Sri Tuhin Saha, Aiumnus and Library staff

5.2 Student Progression

5.2.1 Providing the percentage of students progressing to higher education or employment (for the last four batches) highlights the trends observed.

Student progression	%
UG to PG	See note i) below
PG to M.Phil.	NA
PG to Ph.D.	NA
Employed <ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 	See note ii) below

Note: i) Every year a good number of students after completion of their UG courses from this institution get admission in PG in different Indian Universities. However we are yet to build sufficient infrastructure to maintain a concrete record of the same. But we are trying to overcome the situation very shortly.

ii) Some of our students after completion of their UG course also got employment in different public sector and private sector offices. However we cannot give concrete information about the same due to reason same as stated in note(i).

5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the university)? Furnish programme-wise details in comparison with that of the previous performance of the same institution and that of the Colleges of the affiliating university within the city/district.

Success rate of our students during last four years may be highlighted as:

Programme	Percentage of success			
	2010	2011	2012	2013
BA(Hons) in Bengali	94	96	98	96
BA(Hons) in English	89	59	75	69
BA(Hons) in History	90	100	100	100
BA(Hons) in Pol.Science	100	53	87	90
BA (Hons) in Philosophy	91	83	87	73
BA(Hons) in Sociology	100	100	81	100
BA(Hons) total	93	88	92	91
BSC (Hons) in Geography	100	82	93	100
B.COM(Hons)	50	100	X	100
BA (Gen)	97	76	92	94
BSC(Gen)	93	93	93	100
B.COM(Gen)	X	X	X	X
Overall success rate	97	83	92	94

Number of first classes during last four years:

Programme	Number of first classes
-----------	-------------------------

	2010	2011	2012	2013
BA(Hons) in Bengali	18	9	31	9
BA(Hons) in English	1	0	0	1
BA(Hons) in History	4	12	6	2
BA(Hons) in Pol.Science	0	1	2	0
BA (Hons) in Philosophy	0	2	3	1
BA(Hons) in Sociology	0	0	0	1
BA(Hons) total	23	24	42	14
BSC (Hons) in Geography	6	2	4	4
B.COM(Hons)	0	0	X	0
BA (Gen)	0	1	0	1
BSC(Gen)	2	1	0	0
B.COM(Gen)	X	X	X	X
Total number of first classes	31	28	46	19

However it is not possible for us to compare our results with that of other colleges of affiliating university, because the University of Kalyani has not provided the necessary data required for that purpose despite several official request from our end.

5.2.3 How does the institution facilitate student progression to higher level of education and/or towards employment?

We have Counseling Cell which gives information to students regarding vacancies and further educational opportunities in different sectors. Departments organize seminars, workshop etc. in this regard. A data bank is maintained in Career and Counseling Cell for the pass out students and we maintain contact with them through email and mobile message for different job related information.

5.2.4 Enumerate the special support provided to students who are at risk of failure and drop out?

Drop-out rate of the students of this institution is decreasing. For this we have started counseling of the students to know-socio economic problems and introduced remedial classes and distributed stipend among poor students to purchase of books. Students ,who come from long distance conveyance allowance was also provided. Institutional scholarship and free ship are also provided to needy students. In this way we have tried to reduce potential drop-out rates.

5.3 Student Participation and Activities

5.3.1 List the range of sports, games, cultural and other extracurricular

activities available to students. Provide details of participation and program calendar.

Every year our students participate in different games and sports and cultural activities, both within the college and outside the college.

Following is the list of those activities:

A. Games and sports:

- i) Inter College Non Government District Athletic Meet;
- ii) Nadia District Sports;
- iii) University of Kalyani Annual Athletic meet;
- iv) Non Government, State Athletic meet;
- v) All India Inter University Kho-Kho tournament
- vi) All India Inter University Football tournament
- vii) Kalyani University Inter College Badminton Tournament
- viii) Krishnagunj Block Zonal Club Meet
- ix) Inter-class tournament of Football, Cricket, Badminton, Carom.

B. Cultural activities:

- i) Annual cultural fest of the College SPANDAN;
- ii) Youth Parliament Competition (District, Division and State level)

Annual cultural fest SPANDAN is held either in the month of December or January every year. Others are held at different times of the year.

5.3.2. Furnish the details of major student achievements in co-curricular, extracurricular and cultural activities at different levels: University / State / Zonal / National / International, etc. for the previous four years.

Achievement of the Students annual cultural fest SPANDAN during last four years:

Session:2009-10

Name of the event	Position acquired
Antakshari	3-1 st ,3-2 nd ,3-3 rd
Quiz	3-1 st ,3-2 nd ,3-3 rd
Theme development	3-1 st ,3-2 nd ,3-3 rd
Nazrul geeti	1-1 st ,1-2 nd ,1-3 rd
Rabindra geeti	1-1 st ,2-2 nd ,1-3 rd
Folk songs	1-1 st ,1-2 nd ,1-3 rd
Creative dance	1-1 st ,1-2 nd ,1-3 rd
Recitation	1-1 st ,1-2 nd ,1-3 rd
Myme	1-1 st ,1-2 nd ,1-3 rd
Floor decoration	1-1 st ,1-2 nd ,1-3 rd
Reading of self-created poem	1-1 st ,1-2 nd ,2-3 rd
Debate	1-1 st ,1-2 nd ,1-3 rd

Session:2010-11

Name of the event	Position acquired
Antakshari	3-1 st ,3-2 nd ,3-3 rd
Quiz	3-1 st ,3-2 nd ,3-3 rd
Theme development	3-1 st ,3-2 nd ,3-3 rd
Nazrul geeti	1-1 st ,1-2 nd ,1-3 rd
Rabindra geeti	1-1 st ,1-2 nd ,1-3 rd
Folk songs	1-1 st ,1-2 nd ,1-3 rd
Creative dance	1-1 st ,1-2 nd ,1-3 rd
Recitation	1-1 st ,1-2 nd ,1-3 rd
Myme	1-1 st ,1-2 nd ,1-3 rd
Floor decoration	1-1 st ,2-2 nd ,1-3 rd
Reading of self-created poem	1-1 st ,1-2 nd ,1-3 rd
Debate(Terrorism can not be the means of social changes)	1-1 st ,1-2 nd ,1-3 rd

Session:2011-12

Name of the event	Position acquired
Quiz	2-1 st ,2-2 nd ,2-3 rd
Theme development	3-1 st ,3-2 nd
Nazrul geeti	1-1 st ,1-2 nd ,1-3 rd
Rabindra geeti	1-1 st ,1-2 nd ,1-3 rd
Folk songs	1-1 st ,1-2 nd ,1-3 rd
Creative dance	1-1 st ,1-2 nd
Recitation	1-1 st ,1-2 nd ,1-3 rd
Myme	1-1 st ,1-2 nd ,1-3 rd
Floor decoration	1-1 st ,1-2 nd ,1-3 rd
Reading of self-created poem	1-1 st ,1-2 nd ,1-3 rd
Debate	1-1 st ,1-2 nd ,1-3 rd

Session:2012-13

Name of the event	Position acquired
Quiz	2-1 st ,2-2 nd ,2-3 rd
Theme development	3-1 st ,3-2 nd
Nazrul geeti	1-1 st ,1-2 nd ,1-3 rd
Rabindra geeti	1-1 st ,1-2 nd ,1-3 rd
Folk songs	1-1 st ,1-2 nd ,1-3 rd
Creative dance	1-1 st ,1-2 nd ,1-3 rd
Recitation	1-1 st ,1-2 nd ,1-3 rd
Floor decoration	1-1 st ,1-2 nd ,1-3 rd
Reading of self-created poem	1-1 st ,1-2 nd ,1-3 rd
Debate	1-1 st ,1-2 nd ,1-3 rd

No. of prize winners in external cultural event(District level quiz contest)-
2011-12:02

Position acquired in district level Youth level Youth Parliament-2012-13:

District level champion

Individual prizes: 04(Best Secretary, Best Leader of opposition, Best Parliamentarian and Best Lady Parliamentarian.

No of prize winners in District Level Quiz competition:02

Glorious records in games & sports during last four years:

Session:2009-10

Sl.no	Name of Tournament	Position acquired
1.	XIth Inter Non-Government College District Athletic Meet	3-First,5-Second,2-Third,1-Individual Champion(Woman),Group Champion(Woman)
2.	Non-Government College State Athletic Meet	-
3.	Inter Non-Government College District Football Knock-Out Tournament	Semi-finalist
4.	Nadia Districts Sports	1-Second 1-Third
5.	University Of Kalyani Athletic Meet	4-First,4-Second, 1-Third
6.	Bhimpur Disary Club Foot-Ball Knock-Out Tournament	Semi-finalist
7.	Krishnaganj League Football Tournament	Second position

Session:2010-11

Sl.no	Name of Tournament	Position acquired
1.	XII th Inter Non-Govt. College District Foot Ball Championship ,2011	Runners-up
2.	K.U. Inter College Kabadi Knock-out Tournament	Runners-up
3.	K.U. XLVI Annual Athletic Meet ,2010-11	2-1 st 6- 2 nd 4-3 rd
4.	XII Inter Non-Govt College District Athletic Meet, 2011	3-1 st 6- 2 nd 3-3 rd
5.	XII Inter Non-Govt College State Atheletic Meet	Nil
6.	Non-Govt. State Atheletic Meet	1-3rd
7.	K.U. Kho-kho Tournament	Nil

Session:2011-12

Sl.no	Name of Tournament	Position acquired
1	K.U. Annual Athletic Meet ,2011-12	7-1 st 6- 2 nd 6-3 rd
2	XII Inter Non-Govt College District Athletic Meet, 2012	5-1 st 3- 2 nd 11-3 rd
3	XII Inter Non-Govt College State Atheletic Meet-2012	Nil
4	Nadia District Sports Association	1-1 st 3-3 rd
5.	Krishnaganj Senior League Tournament	League Champion
6.	Phatepur Bimal Mitra Smriti Tournament	Runners up
7.	All India Inter-University Kho-kho tournament	Participated on behalf of K.U.
8.	All India Inter-Univeristy Football tournament	Participated on behalf of K.U.

Session:2012-13:

Sl. No.	Name of the competition	Position acquired
1.	KU Annual Athletic meet	1-1 st ,07-2 nd ,04-3 rd
2.	KU Inter College Badminton Tournament Championship	Participated
3	Krishnaganj Zonal Club Meet	7-1 st ,8-2 nd ,8-3 rd
4.	Nadia District Athletic Meet	1-1 st ,2-2 nd ,3-3 rd
5.	Krishnaganj Zone Foot Ball League Tournament Junior Foot Ball Tournament Senior Foot Ball Team	Championship Runners up
6.	Non-Govt District Athletic Meet	2-1 st ,8-2 nd ,6-3 rd
7.	Non-Govt State Athletic Meet	1-1 ST ,1-2 nd



Performance of the students in Annual Cultural Fest SPANDAN



Students at Annual Athletic Meet

5.3.3 How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

Yes the institution has a mechanism to seek and use data and feedback from its graduates to improve the growth and development of the institution through meetings of the Alumni Association. Also the institution has a system to collect data and feedback from the outgoing students just before they are being sent up for the University final examination. But, we do not have any mechanism to seek and use feedback from the employers.

5.3.4 How does the college involve and encourage students to publish materials like catalogues, wall magazines, college magazine, and other material? List the publications/ materials brought out by the students during the previous four academic sessions.

Magazines are regularly published with the active involvement of the teachers and students of the institution. A large number of students contribute in the Annual Students' Magazine, *Pratyasha*. In addition to annual college magazine most of the departments regularly publish Wall Magazines with contributions from students.

- i) Sampratik (Wall magazine of Dept. of Commerce)
- ii) SPANDAN (Wall magazine of Cultural Sub-committee)
- iii) Krirabarta (Wall magazine of Dept. of Physical Education)
- iv) Polis (Wall magazine of Dept. of Political Science)
- v) History Untold (Wall magazine of Dept. of History)
- vi) Spark (Department of English)
- vii) Sahitya Bitan (Wall magazine of Dept. of Bengali)
- viii) Society Today (Wall magazine of Dept. of Sociology)
- ix) Jiban Darshan (Wall magazine of Dept. of Philosophy)



Faculty members and students at publication of wall Magazine “History Untold”

5.3.5 Does the college have a Student Council or any similar body? Give details on its selection, constitution, activities and funding.

Yes, the institution has Student Council, namely *Sudhiranjan Lahiri Mahavidyalaya Students Union*. Every year, through election process the council is formed. The entire affairs relating to election, formation and running of the Students Union are conducted according to SU Election Rules, 2010 of the University of Kalyani.

The council consists of following office bearers

- i) President (Principal of the College)
- (ii) Vice- President (Student Representative)
- iii) General Secretary (Student Representative)

- (iv) Five Assistant General Secretary (Student Representative)
- (v) Treasurer (Student Representative)
- (vi) Different Sub-committees (like, cultural, sports, book bank, excursion, health etc.)

This year Students Union was formed in the month of January, 2014. But subsequently the same was nullified by an order of the honourable Kolkata High Court. The members of Students Union being aggrieved by that order have filed an appeal to the Division Bench of the Honorable Kolkata High Court and the decision is pending till date.

Major Activities: Its major activities are to take positive role in maintaining sound teacher student relationship and to protect the interest of the students and to cooperate the college administration in smooth running of the activities of the college. The General Secretary of Students' Union is ex-officio member of the Governing Body(GB). Students Union generally performs the following activities.

- i) Navin Baran Utsav (Fresher's Welcome) (ii) Annual Athletic Meet (iii) Annual Social Function (iv) They have secretary to cooperate the college authority in various activities like Games & Sports, Cultural activities, NSS, NCC, Magazine etc.

5.3.6. Give details of various academic and administrative bodies that have student representatives on them.

The details of various academic and administrative bodies of the college where student representative are there:

- i) College Governing Body – which is the apex body of the college and responsible for conducting all the affairs of the college
- ii) The Library Advisory Committee – has two students' representative
- iii) The Grievance Redressal Committee – has two students' representative
- iv) Anti Ragging Committee – has two students' representative
- v) Apart from the above, Committees for NSS, NCC, Book bank, sports, etc. have student representative. The General Secretary of the students' union is called by the Chairman to take part in the meeting of the different sub-committees if the situation so demands.

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution?

We have Alumni Association called; "***Sudhiranjan Lahiri Mahavidyalaya Alumni and Welfare Association***". They organize annual reunion. Where they meet with each other and recapitulate their old sweet memories during college days of long past. They give us suggestions for betterment of academic and other excellence. We always give importance to them, actually they are the torch bearer of the institution and we try to spread those values among present generation of students.

This year, we have invited our former faculties and staff members during alumni reunion. We felt proud about arranging such a nice get together between our alumnus and former faculty members. They all enjoyed the whole day programme. Some of the faculty members are working as guest faculty in different departments.

Any other relevant information regarding Student Support and Progression which the college would like to include. Nil.

Criterion VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 State the Vision and Mission statement of the institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future, etc. ?

The Vision and Mission statement of the institution: Given in para 1.1.1

Our College emerged from the dream of a dedicated freedom fighter and social worker Late Sudhiranjan Lahiri, who sacrificed all of his resources for the sake of ensuring higher education of the local youth, residing in this socially and economically backward area. Subsequently the Institution has become a pioneer higher learning institution in terms of offering ideal collegiate education, cultural activities, games and sports, community extension activities etc. in the district of Nadia, West Bengal at the cost of continuous effort of the residents of the locality, different eminent academicians throughout the State. Thus our mission statement "***Excellence through dedication***" properly states our institution's distinctive characteristics in terms of the needs of the society, the students it seeks to serve, institution's traditions and value orientations, vision for the future.

6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

As per statute of the affiliating University i.e. University of Kalyani the Governing Body of the college is the superior authority.

Its main commitment is to :

- i) Ensure quality education for the students.
- ii) Ensure the interest of each and every teacher and staff.
- iii) Ensure healthy working environment in the college campus.
- iv) Ensure commitment of the college towards the society.
- v) Ensure optimum utilization and growth and development of Institutional resources.
- vi) Transform the college as a vibrant, socially committed, self-sufficient educational institution so as to fulfill the dream of the founder of the Institution.

Its leadership-role and involvement for efficient and effective design and implementation of quality policy and plans may be summed up as follows:

- i) It takes feedback from the teachers who are members of the Governing Body when its meetings are held about the present situation and problems which are faced by the teachers in transacting the teaching-learning processes and also whether there is any suggestion and recommendation available from them.
- ii) It takes specific plan of action by considering the recommendation of the Internal Quality Assurance Cell so as to overcome those problems and making the teaching-learning more active.
- iii) It decides whether those plans are properly implemented or not.

iv) It considers the policy of the Government regarding quality sustenance and quality improvement with the help of opinion of its Government nominee.

v) It also considers the policy of its affiliating University regarding the same by sharing opinion of its University nominees.

vi) It also takes in to consideration the prevailing local condition by sharing opinion with the representative of local society in its Internal Quality Assurance Cell and representative of the local Panchyat Samiti i.e Sabhapati as well as its student representative.

iv) Its members sometimes make personal contact with the faculty members so as to know the present situation of teaching –learning process.

The Principal of the college being the chief executive takes very active role in design and implantation of quality policy and plans by means of maintaining coordination among the different organs of the management and executing the decisions of the Governing Body.

Faculty members of the college also take very positive role towards this end by means of:

- i) Imparting quality education to the students;
- ii) Conducting different extracurricular activities of the students;
- iii) Conducting different community extension and social action programmes of the students.
- iv) Sharing their valuable opinions regarding the same by means of participating different meetings of the Teachers Council ,various sub-committees, Internal Quality Assurance Cell and different International, National and Regional Level Seminar, Conference and Works shop as well as Orientation and Refresher programmes , organized by different Indian Universities.

6.1.3. What is the involvement of the leadership in ensuring :

- ***the policy statements and action plans for fulfillment of the stated mission***
- ***formulation of action plans for all operations and incorporation of the same into the institutional strategic plan***
- ***Interaction with stakeholders***
- ***Proper support for policy and planning through need analysis ,research inputs and consultations with the stakeholders***
- ***Reinforcing the culture of excellence***
- ***Champion organizational change***

For the purpose of framing out the policy statement and action plans for fulfillment of stated mission the Principal of the College, being the chief executive collect information from the different corners of the society and reorients those information to various organs of the management of the institution towards these ends. He also takes initiative for the purpose of reviewing those policy statements and action plans from time to time for overcoming the barriers on the way of the fulfillment of the stated mission.

With a view to formulating action plans for all operations and incorporation of the same into institutional strategic plan the Head of the Institution takes initiative to coordinate the activities of the different stakeholders of the Institution. He also seeks opinion of the Internal Quality Assurance Cell(IQAC) , Teachers' Council and different sub-committee for the same as and when requires.

The Head of the Institution maintains interaction with the different stakeholders by means of the following ways:

- i) Collect the valuable opinion of the Teachers regarding the academic activities of the college in the meeting of the Teachers' Council and shares the opinion with the senior Faculty members regarding the same in the meeting of the Academic Council with a view to ensuring healthy academic atmosphere in the Institution.
- ii) Take initiative to formulate the annual action plans with the help of Internal Quality Assurance Cell and evaluate the same at the end of the session.
- iii) Take appropriate initiative to distribute the work load of the college office among the Staff members and time to time collect feedback from them in the meeting of the Staff Council as well as Joint staff council.
- iv) Take initiative to collect opinion of the students about the plans and programmes of the Institution and channelize the same to appropriate sub-committee from time to time.
- v) Take initiative to collect opinion of the guardians from time to time by means of arranging Teacher guardian meeting.
- vi) Collect the opinion of the different representatives of the Governing Body about the plans and policies of the Institution in the meeting of the Governing Body and take appropriate decision towards ensuring effective organization academic and other activities of the Institution.

Before adopting the policies and planning the Head of the Institution :

- i) Prepare the draft policy and analyses needs of the same to justify the compatibility with the need of Institution.
- ii) Communicate the same towards different organs of the management for seeking their opinion about them and seeking suggestions and recommendations if any.
- iii) Collect the research inputs of the particular field of different academicians as well as administrators.
- iv) Considers the experience of other Institutions as well as past experience of his own Institution regarding the same.
- v) Assembles the opinion of the different organs in order to a finalize the same.
- vi) Recommend the top management i.e. the Governing Body for its implementation.

With a view to ensuring a culture of reinforcing excellence the Head of the Institution takes initiative at the end of every academic session to prepare Annual Quality Assessment Report with the help of the Internal Quality Assurance Cell(IQAC). He also takes initiative to felicitate the students who excel in final University level examination, cultural activities and games & sports.

For the sake of ensuring champion organizational change the Head of the Institution takes initiative to collect feedback from the different stakeholders and different sub

committees to identify the problems in implementation of existing plans and policies.

In doing so he also considers feedback of Internal Quality Assurance Cell. On having those feedbacks he recommends appropriate measures to the top management authority for adapting with the changed situation.

6.1.4. *What procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?*

As stated above to ensure effective monitoring and evaluation of policies and plans of the institution and to ensure effective implementation and improvement from time to time the institution has a practice of formation of different sub-committees. In doing so it duly follows relevant provisions of the Statute of the University of Kalyani, orders of the Government and guidelines issued by the UGC, NAAC from time to time. The Principal of the college is the ex-officio chairman of those sub-committees. In most of the cases the Principal appoints the faculty members as the convener of those sub-committees. All the sub-committees have inter-lapping memberships. Generally, Principal is requested to be present in most of the meetings. The formal resolutions adopted in these committee meetings give adequate information to the management to review the activities of the institution. This apart, the management/Head of the Institution gathers opinions / suggestions from the students, teachers and staff members in various informal ways and analyze these opinion and suggestion so as to review the activities of the Institution.

6.1.5. *Give details of the academic leadership provided to the faculty by the top management?*

The top management of the institution i.e. Governing Body provided academic leadership to the faculties during last five years by the following ways:

- i) Ensured healthy academic atmosphere within the College.
- ii) Allowed the faculty to participate in different International/National/State/University level Faculty Development Programms.
- iii) Allowed the faculties to pursue Ph.D. Coursework as per UGC guideline in different Indian Universities.
- iv) Allowed the faculties to organize seminar/conference/workshop on the basis of recommendation of Seminar & Research Forum out of own fund and out of fund provided by different agencies like UGC.
- v) In order to encourage the faculties for publication of their research articles allows biannual publication of the college Journal OPEN EYES, which has obtained ISSN recently.
- vi) In order to provide adequate resources for carrying out research work allotted sufficient fund for purchase of research oriented journals, books, reports in the college library on the basis of requisition of faculty.

6.1.6. *How does College groom leadership at various levels?*

The college generates leadership among the faculties by means of entrusting responsibility of convenership of different sub committees apart from their regular academic responsibilities. It also creates leadership among the students by means of formation of students union with the elected students' representatives. The Principal of the college is the ex-officio President of the Students' Union. He appoints one of students' representative as the General Secretary of the same and other students' representatives as the secretary of different important activities of the college.

6.1.7. *How does the college delegate authority and provide operational autonomy to the departments/units of the institution and work towards decentralized governance system?*

College delegates the authority of running all the academic department by means of appointing Head of the departments. Generally senior most whole-time faculty is selected as the head of a particular department and for the departments, which are run by only Part-time/Guest faculty whole-time faculty of other departments are appointed as the coordinator if the Principal feels necessary. Every head and coordinators are to run their concerned department within the academic periphery of the college administration as well as the affiliating University & the Government. With a view to ensuring effective coordination the college has formed academic council with all the head & coordinators under the chairmanship of the Principal. The academic council arrange the meeting as and when the necessity of reviewing the academic activities arises and communicate their appropriate recommendation to the top management.

Apart from the academic activities the college also delegate the authority of running other activities to different sub-committees, formed by the Governing Body in case of Finance Sub-committee, Internal Quality Assurance Cell & Internal Construction Committee and in other cases by the Teachers' council. All the sub committees arrange meeting as and when required from time to time and communicate appropriate recommendations to the top management authority.

6.1.8. *Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management?*

As per existing statute of the affiliating University the college follows culture of participative management. Its top management i.e. the Governing Body is formed with the representatives of the different stakeholders by the following ways:

- i) One representative of the Government of West Bengal;
- ii) Two representative of the affiliating University, one of them must be woman;
- iii) Sabhapati of the local Panchayat Samiti enjoys the status of ex officio member as the representative of the local society;
- iv) Four representatives of the Whole-time substantive faculty members;
- v) Two representatives of the permanent staff members;

- vi) General Secretary of the Students' Union also enjoys the status of the ex officio member as the students' representative.

Strategy Development and Deployment

6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

Yes, the Institution has formally stated quality policy. The quality policy development by the institution with the help of faculty members and academicians of different corners of West Bengal with due consideration to emerging socio-economic condition.

Further with a view to adapting its quality policy with the dynamic situation it reviews the same from time to time with the help of its Internal Quality Assurance Cell (IQAC) and take appropriate measures towards that goal.

6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

As stated in earlier section Sudhiranjan Lahiri Mahavidyalaya was originated from the dream of a freedom fighter, Late Sri Sudhiranjan Lahiri, to ensure higher education of the people of a rural, backward and border area so as to bring a change in the socio-economic structure of the locality, keeping in mind of this great objective of the founder of the college. The college authority prepares its Institutional plans of action time to time by considering opinions and suggestions from different academicians, scholars, teachers, non-teaching staff, students and their parents.

Institutional plan of action is developed by the college authority i.e., the College Governing Body by the following procedure:

- a) At first a rough plan is prepared by the Head of the Institution on the basis of his past experience.
- b) Then he makes discussion with the T. C., NT Staff Council and also S. U., if requires.
- c) Then he makes necessary alteration in such plan and places it before the Governing body
- d) Then a detailed discussion is made in the meeting of the Governing Body regarding feasibility of such plan.
- e) Then on the basis of discussion, the final plan is developed and then implemented.

6.2.3 Describe the internal organizational structure and decision making processes.

As per existing statute of the University of Kalyani the Governing Body of the college is the supreme authority in the matter of administration. In order to ensure smooth and effective functioning of the administration it forms the following sub-committees by adopting specific resolutions in its meeting:

- i) **Finance sub-committee:** The sub-committee is formed with only the members of the Governing Body;
- ii) **Internal Quality Assurance Cell:** In formation of IQAC the relevant guideline of the NAAC is duly followed.

- iii) **Internal construction sub-committee:** The sub-committee is formed with faculties and non-teaching staff for the purpose of monitoring all construction works, financed from college fund.
- iv) **Purchase sub-committee:** The sub-committee is formed with the faculties and non-teaching staff for the purpose of carrying out the purchase of all items , value of which is more Rs.5,000.

The Principal is the ex-officio chairman of all those sub-committees.

In order to communicate necessary suggestions and recommendations to the Governing Body for conducting academic activities Teachers' Council is formed. A secretary of the same is selected by the teachers in a special meeting , convened by the Principal, who is the ex-officio chairman of the council.As per existing statute of the University of Kalyani all the substantive teachers and government approved part-time teachers are the member of the teachers' council.

Further for the interest of easier functioning of the academic activities the following sub-committees are formed on the basis of the recommendation of the Teachers' Council:

The following is the list of various **committees & sub-committees, recommended by the Teachers' Council:**

- 1) Academic Council
- 2) Admission sub-committee
- 3) Examination sub-committee
- 4) Routine sub-committee
- 5) Library Advisory committee
- 6) Seminar & Research Forum
- 7) Games & Sports sub-committee
- 8) Cultural sub-committee
- 9) Magazine sub-committee
- 10) Grievance Redressal Cell
- 11) College Election sub-committee
- 12) Career counseling sub-committee
- 13) Promotion, Pay fixation, Leave record & Service book sub-committee
- 14) Alumni sub-committee
- 15) College-News Letter sub-committee
- 16) Open Eyes (College Journal) Editorial Board
- 17) NSS Advisory sub-committee
- 18) Women Cell
- 19) Health Club sub-committee
- 20) Cine Club sub-committee
- 21) Book Bank
- 22) Minority Cell
- 23) Employees' Credit Society
- 24) Work load Distribution sub-committee
- 25) Discipline sub-committee
- 26) Student Aid and Welfare sub-committee
- 27) Green Maintenance Cell
- 28) Anti ragging cell
- 29) Social Welfare cell

30) UGC Steering committee

Further with a view to maintaining cordial relationship with the staff members the following sub-committees are formed :

1. Non-teaching staff council;
2. Joint council of teachers and non-teaching staff.

Lastly in order to ensure the participation of students in all the important activities Students' Council is formed following the Students' Union Regulation-2010 , issued by the University of Kalyani.

Details of the meetings held and the decisions taken, regarding academic management, finance, infrastructure, faculty, research, extension and linkages, and examinations held during the last two years are kept in Annexure which will be submitted to the Peer when they visit for validation.

6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following:

- **Teaching & Learning**

Following are the brief description of quality improvement strategies, adopted by the institution for teaching & learning:

- i) Increased number of books in the college library from 12,066 to 18,004 in the post accreditation period;
- ii) Increased number of journals from 10 to 50 during same period;
- iii) Introduced the system of ICT enabled class room;
- iv) Installed Wifi technology within the college campus.

- **Research & Development**

Following are the brief description of quality improvement strategies, adopted by the institution for research & development:

- i) Started five UGC-sponsored Minor Research Project for the faculty members out of which one has already been completed;
- ii) Allowed faculty to participate and present their researched papers in International, National, State & University Level seminar , conference and workshop;
- iii) Granted permission to five faculty members to pursue Ph.D. as per UGC regulation-2007 in different Indian Universities out of which three faculty members got their Ph.D. registration after completion of Ph.D. Course work.
- iv) Obtained ISSN for its biannual Journal of OPEN EYES , which is peer reviewed journal of Commerce , Economics , literature and allied areas.
- v) Introduced INFLIBNET in the Central Library.
- vi) Organized two national level & one state level seminar and one workshop sponsored by the UGC and one State level seminar sponsored by NAAC.
- vii) Published one edited book entitled "*Sustainable Development and The Role of The Government*".

- viii) Also introduced the system of purchasing Research oriented books, reports , journal out of College fund in the college Central Library.

- ***Community engagement :***

For the purpose of community engagement College generally uses two of its important organs namely National Service Scheme and National Cadet Corps. At present the college has three NSS units each containing hundred volunteers and one of those units is reserved for girls' students. During last five years three NSS units organized mainly the following community extension programme on the basis of their theme "healthy youth and healthy India" in their respective adopted villages:

- i) Cleanliness programme ;
- ii) Tree Plantation programme;
- iii) Blood donation programme;
- iv) Blood group detection programme ;
- v) Programme for awareness against HIV/AIDS;
- vi) Programme for environmental consciousness.

Very recently it has introduced training programme for self-employment.

College has one unit of National Cadet Corps. 100 cadets of 14, Bengal BNCC has organized different community extension programmes during last five years.

Apart from NSS and NCC the students of the college also organized two UGC sponsored community extension programme during last five years.

(Details of those programmes will be presented before the Peer Team during validation.)

- ***Human resource management***

In order to ensure optimum use of its human resources in the matter of quality improvement the college adopts the following specific strategies:

- i) Allowed faculty members to participate different faculty development programmes.
- ii) Arrange career advancement of whole-time faculty members from time to time within framework , set by the Government of West Bengal and University Grants Commission.
- iii) Organized two National level & one state level Seminar and one workshop sponsored by the UGC and one State level seminar sponsored seminar by NAAC.
- iv) Introduced the system of budgetary allocation for organizing Seminar and Conferences by the different academic departments.
- v) Granted permission to five faculty members to pursue Ph.D. as per UGC regulation-2007 in different Indian Universities out of them three faculty members got their Ph.D. registration after completion of Ph.D. Course work.

- vi) Systematically allocate duties of staff members with a view to ensure their options utilization.

- **Industry interaction**

Following strategies are adopted by the Institution for industry interaction in the matter of quality improvement :

- i) Students to participate in district , University , State level games & sports competition.
- ii) Students participated in district, state and division level Youth Parliament competition, quiz competition.
- iii) Allowed faculty to participate faculty members in different faculty development programmes , held in different institutions.
- iv) Allowed faculty to organize different faculty development programme within the college premises.

6.2.5 How does the Head of the institution ensure that adequate information (from feedback and personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the institution?

As stated earlier sections in order to ensure effective monitoring and evaluation of policies and plans of the institution and to ensure effective implementation and improvement from time to time the institution has a practice of formation of different sub-committees under the chairmanship of the Principal. In most of the cases the conveners of those sub-committees, appointed by the Principal at his discretion conduct the entire affairs under the supervision and guidance of the Principal. All the sub-committees have inter-lapping memberships. Generally, Principal is requested to be present in most of the meetings. The formal resolutions adopted in these committee meetings enable the Principal to communicate adequate information to the management to review the activities of the institution. Those apart, the Management/Head of the Institution gathers opinions / suggestions from the students, teachers and staff members in various informal ways and analyzes these opinion and suggestion to review the activities of the institution.

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

With a view to encourage and support involvement of staff in improving the effectiveness and efficiency of institutional process as per existing statue of the affiliating University staff members send their representatives in the Governing Body. Further the college has two committees , one of which is Non-teaching staff council, which serves as the platform to make formal discussion of the Head of the institution with the staff about allotment of their duties, condition of their service , their grievances and to communicate their feedback about the decision of the top management about them.

Another important committee is the Joint staff council , which serves as the platform for maintaining cordial relationship and interaction between faculty and staff.

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

Following are the important resolutions adopted by the management council(Governing Body) during the last year:

- i) Approval of study leave availed by three faculty members;
- ii) Approval of Career Advancement of two faculty members;
- iii) Conversion of self funded subjects in regular subject;
- iv) Sending requisition for creation of post of non-teaching staff;
- v) Confirmation of service of one staff member;
- vi) Regularization of the process of renewal of service of unapproved part-time teachers , guest and contractual teachers;
- vii) Appointment of two contractual teachers in the Department of Geography and English;
- viii) Restriction of outsiders in the college premises;
- ix) Reformation of different important sub-committees like Finance Sub-committee, Internal Quality Assurance Cell(IQAC) and formation of Internal Construction sub-committee.

(Detailed resolutions of the Governing Body will placed before the Peer Team at the time of validation)

6.2.8 Does the affiliating university make a provision for according the status of autonomy to an affiliated institution? If 'yes', what are the efforts made by the institution in obtaining autonomy?

No till now our affiliating University i.e. University of Kalyani does not make any provision for allowing autonomy to any of its affiliating institutions.

6.2.9 How does the Institution ensure that grievances / complaints are promptly attended to and resolved effectively? Is there a mechanism to analyze the nature of grievances for promoting better stakeholder relationship?

In order to ensure speedy and effective redressal of grievances / complaints of the students the college has formed grievance redressal cell. As soon as any grievance is reached to the office of the Principal that are forwarded to the cell. The cell on having the same scrutinizes the existence of the subject matter and recommends appropriate measures to the management.

On the other hand the Joint Staff Council, alias, Liaison Committee for teaching and non-teaching staff doubles up as Grievance Redressal Cell for the employees. Its main function is to maintain harmonious relation between teaching and non-teaching members. It also recommends measures to be taken for redressing grievances, if any, of employees.

The details of grievances redressed will be presented to the peer team during validation.

6.2.10 During the last four years, had there been any instances of court cases filed by and against the institute ? Provide details on the issues and decisions of the courts on these?

As far as the records of the Principal of the college are concerned during last four years two cases have been filed against the Institute. The cases are still under judicial proceedings.

(Details on the issues will be provided at the time of peer team visit)

6.2.11 Does the Institution have a mechanism for analyzing student feedback on institutional performance? If 'yes', what was the outcome and response of the institution to such an effort?

Yes, it is the practice of this Institution to collect feedback from the outgoing students to know about their experiences in the college during their three years of study and then utilize such feedback in reviewing the activities of the Institution. The college administration after collecting such feedback makes detailed analysis and determines the opinion of the students and utilizes such opinion in developing future plan of action. Sometimes, on the basis of the feedback the management reallocates duties to correct the shortcomings to ensure the future development.

6.3 Faculty Empowerment Strategies

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?

See 6.2.4: Human Resource Management

6.3.2 What are the strategies adopted by the institution for faculty empowerment through training, retraining and motivating the employees for the roles and responsibility they perform?

With a view to ensuring faculty empowerment through training and retraining the college has the practice to allow the faculties to participate in Faculty Development Programms, held in different Indian Universities following the order of the Government of West Bengal as well as rules and regulations of the University Grants Commission. In West Bengal, it is the Universities through their Academic Staff College organize Orientation Programms and Refreshers' Course. During last five years following faculty members were benefited by attending such faculty development Programms:

- 1) Prof. Hirak Roy
- 2) Prof. Susmita Banerjee
- 3) Prof. Bhabesh Majumder
- 4) Prof. Manasi Maiti
- 5) Prof. Somnath Bandyopadhyay
- 6) Prof. Mahua Maulik
- 7) Dr. Sanjoy Sarkar
- 8) Prof. Arindam Chakraborty
- 9) Sri Sanat Kumar Biswas (Librarian)

Further the Institution has also the practice of allowing the faculty to pursue Ph.D. Coursework, organized by different Indian Universities following the UGC regulation. Till now the following faculty members have been granted permission to pursue Ph.D. Coursework:

1. Prof. Somnath Bandyopadhyay;
2. Prof. Arindam Chakraborty;
3. Prof. Hirak Roy;
4. Prof. Susmita Banerjee;
5. Prof. Bhabesh Majumder.

Among them Prof. Somnath Bandyopadhyay, Prof. Arindam Chakraborty, Prof. Susmita Banerjee have also completed their Ph.D. Coursework and got their Ph.D. registration from their concerned Universities.

The Institution has the practice to motivate its permanent staff members by means of allowing them to apply for the higher posts whenever any vacancy arises. During last four years the following staff members applied for higher posts:

1. Sri Kartick Chandra Dutta;
2. Sri Anjan Mitra;
3. Smt. Beauti Biswas.

Among them Sri Anjan Mitra was reappointed as Cashier from his previous position as typist and Sri Kartick Chandra Dutta was reappointed as the Clerk from his previous position as Bearer. However it should be noted here that Sri Dutta has been superannuated on 31.03.2014 on attaining the age of 60 years.

Regarding casual and daily paid workers institution adopts the following strategies in order to motivate them:

1. Payment of exgratia before durga puja festival;
2. Time to time enhancement of wages with due consideration to the market price;
3. Allowing the daily paid workers to apply for permanent posts of staff members whenever vacancy arises. However they are appointed if selected by the selection committee by means of open selection.

6.3.3 *Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.*

The mechanism which prevails at present in this Institution for performance appraisal of faculty is to collect self-appraisal at the end of every year in the format prescribed by the University Grants Commission. Those are collected by the Office of the Principal and handed over to Internal Quality Assurance Cell (IQAC) for analysis and report in the Annual Quality Assurance Report (AQAR).

Further the institution has a system of collection of students' feedback from the outgoing students at the end of every academic session. Those are used with a view to ensure comprehensive evaluation of the faculty by the students and improving their teaching faculty at par with requirement of the students.

Till now in this Institution there is no such formal system of performance appraisal of staff members. However the Principal in consultation with the non-teaching staff council allocates their duties and maintains very close observation on the follow up such duty allocation and communicates with the Governing Body if any violation by any of the staff members is committed.

6.3.4 *What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?*

In this institution review of performance appraisal of faculty are done by the Internal Quality Assurance (IQAC). During last four years on reviewing the same the major decisions which are recommended by the IQAC are:

- i) Performance of the faculty in discharging their academic responsibilities is quite satisfactory.

- ii) Apart from this they also actively participate in co-curricular and other activities of the Institution.
- iii) Some faculties take PG classes in different Indian Universities.
- iv) A good number of faculties get their research papers published in International/National/State/University level seminar & conference held in different Institutions.
- v) Faculty also organized National/State/Regional level seminar/conferences out of college fund as well as fund provided by different external agencies like UGC, NAAC.
- vi) They also participated in faculty development programmes held in different Indian Universities.

6.3.5 What are the welfare schemes available for teaching and non teaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

There are two types of faculty appointed by the college authority viz. Whole-time faculty (who are appointed on the basis of the recommendation of West Bengal College Service Commission) and contractual/part-time/Guest teachers.

In the first case, the following welfare measures are available:

- a) Formation of S.R.L.M. Employees Credit Co-operative Societies Ltd., approved by Nadia District Central Co-operative Bank Ltd. All the whole-time faculty members have got the membership of the same by means of purchasing share atleast for Rs.20.
- b) Allowing faculty F.I.P. scheme for study-leave: During last four years no faculty members availed the benefit.
- c) Allowing faculty to take up UGC funded Minor/Major research project and college funded project. During last four years 25% of total whole-time faculty members availed the benefit.
- d) Allowing faculty to attend refresher courses and Orientation courses. About 56% of total whole-time faculty members availed the benefit.
- e) Allowing faculty to attend at different State level, National level, International level seminars, conferences, workshops. 100% of the whole-time faculty availed the benefit.
- f) Allowing faculty to pursue Ph.D. Course work in different Indian Universities. About 31% of total whole-time faculty members availed the benefit.
- g) Purchasing research oriented books and journals in College Central Library. 100% of the total whole-time faculty members availed the benefit.

In case of Part-time, Guest & Contractual Teachers following welfare measures have been adopted by the college during last four years :

- i) The college took initiative to get approve the service of 12 (twelve) Part time Teachers from the Government of West Bengal and their service has already been approved by the Government and they also got their service continuation upto 60th year of age. About 43% of total part time, guest and contractual teachers availed the benefit.
- ii) The college also took initiative to pay festival bonus to approved Part-time Teachers out of grant-in-aid from the Government of West Bengal. About 43% of total part time, guest and contractual teachers availed the benefit.

In case of staff (Non-teaching), there are three types : permanent, casual and daily paid workers.

Welfare measure available for permanent staff are :

a) Formation of S.R.L.M. Employees Credit Co-operative Societies Ltd. approved by Nadia District Central Co-operative Bank Ltd. All the permanent staff members have got the membership of the same by purchasing share for atleast Rs.20.

b) Payment of bonus before Durga Puja festival out of grant-in-aid received from the Government of West Bengal. 100% permanent staff members availed the benefit.

Only welfare measure available for casual staff & daily paid workers is the payment of ex-gratia before Durga Puja festival. 100% of casual and daily paid workers availed the benefit during last four years.

6.3.6 *What are the measures taken by the Institution for attracting and retaining eminent faculty?*

Following are the measures adopted by the Institution for attending and retaining eminent faculty:

- i) Maintenance of healthy academic atmosphere;
- ii) Encouraging faculty to actively participate and play leadership role in different co-curricular activities.
- iii) Encouraging faculty to carrying out their research activities by adopting different strategies.

6.4 *Financial Management and Resource Mobilization*

6.4.1 *What is the institutional mechanism to monitor effective and efficient use of available financial resources?*

In order to monitor effective and efficient use of available financial resources the Governing Body of the college has formed finance sub-committee which is constituted of its members following the provisions of the statute of the affiliating University. Finance committee at the beginning of the financial year prepares a budget for the concerned year in consultation with the Bursar, who is the financial administrator on behalf of the Principal as per existing government order and recommends that budget to the Governing Body for its necessary approval. As soon as the budget is approved by the Governing Body follow up of the same becomes mandatory. In case of revenue expenditure, which is beyond the budget or which is more than 10% of the budgetary allotment will not be allowed unless that is recommended by the finance committee.

Again in case of capital expenditure no expenditure is allowed without the recommendation of the finance committee even if it is within the limit of the budgetary allotment. Finance committee recommends the same after considering the liquidity position of the college.

In case of allotment of fund provided by the UGC finance committee recommends such utilization only after necessary allotment is made by the UGC steering committee following the UGC guideline.

In order to ensure effective implementation of budgetary control finance committee also makes interim budget review after expiry of

1st six months of the relevant year and also analyzes the financial statement and the balance sheet at the end of the year.

6.4.2 *What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.*

At the end of every financial year the Bursar of the college conducts internal audit of the accounts of the college and recommends the Principal for statutory audit. The statutory audit is conducted by the statutory auditor, who is appointed by the Governing Body on the basis of the recommendation of the Director of Public Instructions, Government of West Bengal, Education Directorate. The statutory auditor on verification of accounts and relevant vouchers prepares the audit report. That audit report is verified by the finance committee and on satisfaction recommends to the Governing Body for approval.

Finally the Governing Body on the basis of recommendation of the Finance Committee and detailed discussion in its meeting if it finds the report is satisfactory accepts the same. After acceptance by the Governing Body a copy of the said report is submitted to the Director of Public Instructions, Government of West Bengal, Education Directorate.

Last audit was done for the financial year 2011-12 and no such audit objections was communicated by the statutory auditor. The statutory audit for the financial year 2012-13 has already been completed and the audit report is under consideration of the Finance Committee.

6.4.3 *What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with Institutions, if any.*

Following are the major sources of funding of our institution:

- i) Tution fees and other fees from the students including donation;
- ii) Grant in aid from :
 - a) Government of West Bengal
 - b) University Grants Commission
 - c) University of Kalyani.

If there is any deficit in Income & Expenditure in any year that is financed from General fund created out of surplus of the previous years.

In this context it should be mentioned here that with effect from the financial year 2012-13 The college is to deposit 50% of tution fees collected from the students of the regular courses to the Government of West Bengal as per order of the same vide order no.686-Edn(CS) dated 17.09.2012 read with order no. 796-Edn(CS) dated 26.11.2012 and 114-Edn(CS)/5P-47/12 dated 11.02.2013.

Following are the funds available at the disposal of the college as on 31.12.2012 (last audited):

General fund : Rs. 1,51,60,595

Building fund : Rs. 14,00,000

Subsidiary fund : Rs.5603397.

(Audit report of last four years will be placed at the time of peer team visit)

6.4.4 Give details on the efforts made by the institution in securing additional funding and the utilization of the same (if any).

The major source of additional funding of the college for its development is the UGC grant. With a view to ensuring the preparation of necessary proposals and proper utilization of the said grant other than building grant the college has formed UGC steering committee under the Chairmanship of the Principal and coordinatorship of a whole-time faculty. The UGC steering committee directly monitors the preparation of different schemes and timely submission of the same to the UGC. On having the grant the committee makes necessary allotment and sends requisition to the Finance Committee for its approval. After the utilization of the same the said committee monitors the preparation utilization report and getting audited of the same and submission to the UGC.

In case of building grant the college has a construction committee following the UGC guideline and the said committee monitors the preparation of scheme, utilization of fund and the submission of audit report to the UGC.

6.5 Internal Quality Assurance System (IQAS)

6.5.1 Internal Quality Assurance Cell (IQAC)

a. Has the institution established an Internal Quality Assurance Cell (IQAC)? If 'yes', what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance processes?

Yes, the institution has established its Internal Quality Assurance Cell on 23.06.2008 by a resolution of the Governing Body.

Since inception of IQAC, it has been making continuous effort towards quality assurance measures and the top management also seriously considers its recommendation towards achievement of the said goal. After declaration of the accreditation of this Institution by NAAC the IQAC distributed the copy of the peer team report to all the faculties and collected their opinion regarding recommendation of the NAAC peer team. On having the same it in its meeting recommended some important measures to the Governing Body for ensuring follow up of the Peer Team Report. Till now the Governing Body of the college has implemented all those recommendations excepting few such as introduction of the career oriented courses in the department of commerce.

b. How many decisions of the IQAC have been approved by the management/ authorities for implementation and how many of them were actually implemented?

Since the formation of IQAC, it recommended 15(fifteen) quality assurance measures to the top management. In deciding such measures it duly considered the recommendation of NAAC peer team in Peer team report and prevailing

environment of the institution. The top management i.e. the Governing Body of the college has approved all those measures. But till now out of those measures 5(five) measures could not be implemented.

- c. ***Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.***

Yes, at present the IQAC has one external member in it.

The external member helps it to have sufficient information about the socio-economic condition of the locality which enables the same to shape out its quality assurance measures appropriately.

- d. ***How do students and alumni contribute to the effective functioning of the IQAC?***

Following the guideline of NAAC for formation of IQAC there is no specific provision for inclusion of students and alumni members in the IQAC. However the students and Alumni members communicate their opinion, feedback regarding quality assurance to the Principal by means of written communication and informal discussion with him as well as the Coordinator, IQAC and other members of the same. Such opinion and feedback is placed by the Principal and the members in the meeting of the IQAC for shaping out the plan of actions.

In this context it should be mentioned here that on 12-13th December, 2012 the IQAC of this College in collaboration with Ranaghat College, Ranaghat, Nadia organized one NAAC sponsored two-day state level seminar on "Role of Students in Quality Assurance of Higher Education" with a view to ensuring more participation of the students in quality assurance movement.

- e. ***How does the IQAC communicate and engage staff from different constituents of the institution?***

As per NAAC guideline senior most administrative staff may be included as the member of IQAC. Following this directive the Governing Body of this College in its meeting held on 14.07.2012 decided to include librarian of the college as the member of the IQAC. IQAC communicates and engages the staff through him as well as meeting of the Joint staff council and informal discussion of the staff with the Principal and the Coordinator.

6.5.2 Does the institution have an integrated framework for Quality assurance of the academic and administrative activities? If 'yes', give details on its operationalisation.

Yes, the institution has an integrated framework for quality assurance of its academic and administrative activities. Immediately after declaration of accreditation by NAAC IQAC prepared and recommended a comprehensive plan of actions with due consideration to the recommendation of the NAAC peer team with view to initiating the process of the institution. On the basis of those plan of actions every year it prepares some specific plans in order to

materialize the same and also evaluates those implementations of those plans. In doing so its chairman and coordinator consult with the faculty of the institution as well as other institution. It also communicates those plan of actions and evaluation to all the stakeholders through its Annual Quality Assessment Report(AQAR).

6.5.3 Does the institution provide training to its staff for effective implementation of the Quality assurance procedures? If 'yes', give details enumerating its impact.

Till now the institution has not introduced any formal system of training to its staff for effective implementation of the quality assurance procedures. However in the meeting of non-teaching staff council and joint staff council the Principal describes different quality assurance measures, adopted by the institution from time to time with a view to making the staff acquainted with the same. Very recently the IQAC arranged a workshop of all the faculty and staff to enable them to collect information about the quality assurance measures, which are in vogue at present. In that workshop almost all the staff actively participated and gathered lot of information about the same.

6.5.4 Does the institution undertake Academic Audit or other external review of the academic provisions? If 'yes', how are the outcomes used to improve the institutional activities?

Yes, the audit of academic activities of the institution are conducted by the Internal Quality Assurance Cell at the end of every academic session in consultation with the Academic Council and the Teachers' Council. The outcomes, which are generated are duly highlighted in the Annual Quality Assessment Report and necessary measures are recommended to overcome the shortcomings, found if any.

Further in order to review of its academic provisions by professionally efficient external agency the institution arranged assessment and accreditation by NAAC in the year 2008. On assessment the NAAC peer team recommended lot of suggestions to update the academic provisions according to the need of the institution. During the post-accreditation period the institution has tried its best to implement those suggestions for the sake improvement of its academic atmosphere. Now, with a view to ensuring the continuation of that process the institution has approached to the NAAC for assessment and accreditation for cycle-II.

6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

With a view to making alignment of its quality assurance mechanism the institution arrangement of its accreditation by NAAC in the year 2008. Immediately after assessment it has formed Internal Quality Assurance Cell(IQAC) by a resolution in the meeting of the Governing Body. The IQAC regularly updates the quality assurance measures of the institutions by following the guidelines, regulations, bylaws prescribed by different agencies like NAAC, UGC, Government and its affiliating University. It also publishes Annual Quality Assessment Report and send the same to NAAC as the post

accreditation activities following guideline of NAAC and uploads DCF-II in the website of AISHE following direction of the Ministry of Human Resource Development , Government of India.

6.5.6 *What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodologies of operations and outcome?*

In order to ensure continuous review of its teaching learning process the institution has formed Academic Council under the chairmanship of the Principal. The Head and the Coordinators of all of its academic departments and the secretary , Teachers' Council are the members of the Academic council. The Academic Council continuously review the academic performance of the institution and evaluates its teaching learning process and identifies the the problems if any and measures to be taken to overcome those the problems and communicates necessary recommendations to the top management through the IQAC.

6.5.7 *How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?*

The institution communicates its quality assurance policies to its different internal stakeholders by different ways, which are as follows:

- i) It communicates its quality assurance policies, mechanisms and outcomes to the faculty by means of discussion in the meeting of the Teachers council.
- ii) It communicates the same to the staff by means of discussion in the meeting of the non-teaching staff council and joint staff council.
- iii) It communicates the same to the students in different programmes arranged by the students like annual social function, annual athletic meet etc.
- iv) It also communicates the same to the students by means of arranging teacher-student meeting.
- v) It communicates the same to the guardians by means of arranging teacher-guardian meeting.
- vi) It communicates the same to the local society through its representative of local society in the IQAC.
- vii) Last but not least it communicates its quality assurance policies, mechanism and outcomes to all of its stakeholders by means of publication of Annual Quality Assurance Report every year.

Any other relevant information regarding Governance Leadership and Management which the college would like to include: Nil.

CRITERIA VII: INNOVATIONS AND BEST PRACTICES

7.1 Environment Consciousness

7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

There is no formal system of conducting green audit in the institution but the environment of the institution is quite eco-friendly. The college is situated on 20833.30 sq.mts of land at the bank of river Ichhamati. It is bounded by lot of green trees and agricultural land. Every year it students, volunteers of three NSS units, cadets of NCC observe tree plantation programme and undertakes awareness programmes about the tree plantation as a milestone of green maintenance.

7.1.2 What are the initiatives taken by the college to make the campus ecofriendly?

- ✓ **Energy conservation**
- ✓ **Use of renewable energy**
- ✓ **Water harvesting**
- ✓ **Check dam construction**
- ✓ **Efforts for Carbon neutrality**
- ✓ **Plantation**
- ✓ **Hazardous waste management**
- ✓ **e-waste management**

As stated above the college campus is totally eco-friendly. Following are the initiatives adopted by the institution to maintain the same:

- i) In preparing the plan for construction of building it duly considers the factors relating to green maintenance in and around the college campus;
- ii) The college has also a college-beautification sub-committee and green maintenance sub-committee to monitor the college beautification so as to maintain ecological balance in and around the same;
- iii) The volunteers of NSS also undertakes different community extension programme relating to solid waste management, water conservation etc.

Energy Conservation:

In order to ensure energy conservation within the college premises during last four years college has adopted following initiatives:

- i) Installed on line UPS within the college premises out of UGC fund;
- ii) Installed inverter all the important offices out of UGC fund;
- iii) Started using CFL lamps instead of conventional lamps.
- iv) Installed low power consuming devices by replacing conventional higher power consuming devices.

Use of renewable energy:

At present the college has no such provision for using renewable energy resources, but we have sent a proposal for granting necessary finance out of MP LAD fund for installation of lights powered by solar energy.

Water harvesting:

Very recently the volunteers of three NSS units have dug a big well for conservation of rain water.

Efforts for Carbon neutrality:

The college at its own level has taken up certain preventive measures to check the emission of carbon dioxide. The college has planted different types of saplings inside the college campus to check the carbon dioxide ratio in the atmosphere and also to the ornamental purpose in the college garden. We have separate cycle/motor cycle garage for staff and students. This helps in keeping the campus clean as much as possible. The dry leaves and the waste papers are not allowed to be put on fire. The leaves are buried in the soil itself and the papers are disposed off. The college has also installed Green Generator out of UGC fund for the said purpose.

Plantation:

As stated earlier the college has a tradition of tree plantation. The students of the college, volunteers of three NSS units and cadets of NCC every year undertake tree plantation programme in order to inculcate the habits of tree plantation among the students and people living in neighboring locality of the College.

Hazardous waste management / e-waste management:

The college also adopts very careful steps towards hazardous waste management and e-waste management. The college has instructed to its sweepers to gather all the wastes, available within the campus and fill in a big earthen hole behind the annexed building. Regarding e-waste the college has instructed its Electrician-Cum-Caretaker to gather all the e-wastes in a room and sell to local vendor by means of open auction.

7.2 Innovations

7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

The college has been scaling new heights ever since its inception. The college has made several innovations which have helped smooth functioning of the college. These innovations are in academic, administration and other levels of the college working.

Introduction of students software: The college has done away its orthodox system of students' data keeping. With a view to ensuring more effective maintenance of students' data it has installed students software package. Now all the activities relating to the students admission, registration, examination are recorded by using that software and a link between that software and accounting software has also been installed to ensure easier maintenance of accounts.

Innovations in curriculum aspects: Our College thinks systematic curriculum is the pillar of academic achievement of every higher learning institutions. Most of our students come from socially and economically backward sections of the society and most of them are first generation learners. So we are to distribute and divide the existing curriculum of affiliating University in such an way that curriculum may be completed within the stipulated time on the one hand and need of the students can easily met on the other. Again we also think curriculum of higher learning institutions must be in conformity with

the demand of existing job market. Keeping in mind this factor the commerce department of this College in collaboration with the Undergraduate Board of Studies, University of Kalyani has organized UGC sponsored workshop on “Up-gradation of UG Commerce Syllabi in Changing Scenario”. In that workshop eminent academicians from different Indian Universities and affiliated colleges of the University of Kalyani delivered and exchanged their valuable opinions for designing UG Commerce Syllabi keeping parity with existing job market.

Automation of college library: With a view to overhauling accessation system in college library the college has installed library software SOUL in the college library out of UGC XIth plan grant. For that purpose the Librarian and Library Clerk were sent to INFLIBNET centre Ahmedabad for pursuing a training relating the SOUL software. Now our students and teachers can enjoy the facility of web browsing through UGC-INFLIBNET programme and have the access of 100000 e-books and 2100 e-journals.

Innovations in teaching learning: In order to bring revolutionary change in the teaching learning process the college has introduced ICT-class room with LCD projector and LED TV in place of conventional class room with chalk and blackboard. Now there are 14(fourteen) class rooms where students may enjoy the facility of ICT-class room. Further with a view to enabling the faculties easier preparation of teaching materials the college has distributed to all of its whole-time faculties laptop and all the necessary accessories. It has also distributed to all of its part-time, guest and contractual faculties some nominal accessories like pendrive for the said purpose.

Research and publications: With a view to strengthening research and publication the college has took initiative to obtain ISSN of its journal OPEN EYES , which is a peer-reviewed biannual journal of Commerce , Economics , literature and allied areas. Now the faculties of the college as well as different academicians of different corners of West Bengal get their research papers published through this journal. Further with a view to encouraging the faculties in organizing the seminar, conference and workshop college has introduced the system of budgetary allocation for organizing seminars , conferences and workshops by its own faculties and for the purchase of research oriented books , journal & reports in the college library.

Innovations in Financial Management: With a view to ensuring easier replacement of fixed assets after expiry of their useful life without hampering liquidity position the college has introduced a system of enhancement of fixed deposits by an amount equivalent to depreciation of depreciable fixed assets for the concerned financial year.

Awareness of the students about the quality assurance: Our College does accept that students are the cream of higher education. That is why if the students can not be fully involved in the quality assurance movement, then ultimate goal of the same will be nullified. Thus the IQAC of this College in collaboration with Ranaghat College organized a NAAC sponsored two-day State Level Seminar on “***Role of Students in Quality Assurance of Higher Education***” in the college premises. Academicians and Administrators from different corners of India including Dr.B.S.Madhukar, Deputy Adviser and Regional Coordinator, Eastern and North-eastern Region were invited as the resource person in that seminar.

7.3 Best Practices

7.3.1 Elaborate on any two best practices as per the annexed format, which have contributed to the achievement of the Institutional Objectives and/or contributed to the quality improvement of the core activities of the college.

1. Title of the practice:

- i) Introduction of Students’ Software Package;
- ii) Library Automation.

2. Goal

The main objective of the higher learning institutions is to transform the students into well-equipped and responsible citizens through the committed pattern of instructions based on carefully prepared and well designed curricular aspects. The changing needs of the time are the basis while building a rich corpus of talent. Hence, the main objective of our College is to transform the students into well worth citizens through well prepared socially committed patterns of instruction. Sudhiranjan Lahiri Mahavidyalaya aspires to have a transformational impact on students through comprehensive education by inculcating qualities of competence, confidence and excellence. The institution aspires to instill scientific zeal and develop skilled human resource to face contemporary challenges. The college has been facilitating young adult learners with opportunities to hone their ethics and leadership potential. To sensitize learners towards inclusive social concerns, human rights, gender and environmental issues is also the mission of the institution.

Now-a-day’s civilization is moving fast riding as a result of enormous growth of technology. Information is available by a click of mouse. We also have to go parallel with global development of technology. All we are responsible for optimum utilization of technology to serve the society better. So, in our institution we want to use technology to ensure easier maintenance of students’ data by means of using students’ software package.

Sudhiranjan Lahiri Mahavidyalaya has become a pioneer institution in the state of West Bengal within a few couple of years from its inception in terms of teaching and learning, research & publication and co-curricular activities. Thus as a pioneer higher learning institution we can not deny the necessity of well equipped library which may be used by the students, faculties, academicians as a center of learning resources with all types of modern amenities. Thus we introduced library automation by means of installing library software SOUL.

3. The Context:

The college is located in rural and backward periphery of the district of Nadia of the State West Bengal. The main purpose of the institution is to impart quality higher education for the students, most of who use to come socially and economically disadvantaged community. This geographical, social as well as economic location has imposed a heavy burden upon this institution to meet the ever growing demand of the people living in the surrounding areas. As a result, growth of number of students has become faster over the years. Keeping and maintenance of necessary data of this ever growing volume of students is not possible by following traditional system. Rather it necessitates use of modern technologies for the same and hence we have introduced students' software package for keeping and maintenance of students' data.

Again with the increase of number of students and progress of research activities, the importance of college library as center for learning resources is continuously increasing. Despite it is not possible altogether to do research work only by taking help from the available books in the library and here lies the importance of using modern technologies. Keeping in mind all those factors we have introduced the library automation by means of installation of library software SOUL. As a result we have access over 100000 e-books and e-journals by means INFLIBNET N-Listing facilities.

4. The Practice

The college did away with the traditional system of students' data keeping by using conventional method like 'khata & pen'. It was hardly possible by using traditional technique to ensure full proof students' data. The system of the fee collection was very tedious and cumbersome. Now by introducing students' software package we have ensured speedy and effective process of students' data keeping.

Again, with the radical change of the need and aspiration of society from the perspective of higher education the importance of library has also been changing. So it is not possible for a library to run with traditional system of accession and issue of books to meet the growing demand of students and faculties. Again in the traditional system finding of the required books and other reading materials was time consuming. By introducing library automation by means of installation library software SOUL we have ensured easier searching of required learning materials which involves positive bearings upon our teaching & learning as well as research activities.

5. Evidence of Success

The college has standing problem of scarcity of adequate man power in respect of staffing. Despite recent appointment of seven staff members we are suffering from adequate skilled manpower for optimum use of technology in maintaining students' data satisfactorily. By using the students' software package we have overcome that problem to a large extent.

Again it is not possible for a traditional library with limited number of human resources to meet growing demand of learning resources of the students and faculties as well as academicians come from outside the college. So by introducing library automation we have facilitated the

students and faculties and researchers to have their learning resources from our college library at ease.

6. *Problems encountered and resources required:*

We are facing the problem of scarcity of adequate skilled staff, who are habituated with modern technology. Most of the staff members have a traditional panic of using computer. But with the help of limited skilled staff we have been proved to be successful to bring automation in students' data keeping process and library accession system.

Major resources for introducing students' software were financed from college own fund, whereas resources required for library automation were financed from UGC XIth plan grant.

SAMPLE

E.Inputs from the Departments:

I. Department of Bengali:

1. Name of the department : Department of Bengali
2. Year of Establishment : 1970
3. Names of Programms / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : UG
4. Names of Interdisciplinary courses and the departments/units involved : NA
5. Annual/ semester/choice based credit system (programme wise) : Annual
6. Participation of the department in the courses offered by other departments : NA
7. Courses in collaboration with other universities, industries, foreign institutions, etc. : NA
8. Details of courses/programms discontinued (if any) with reasons : NA
9. Number of Teaching posts

	sanctioned	Filled
Professors		
Associate Professors		03(CAS)
Asst. Professors	04	04

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specilization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Apurba Kumar Sar	MA	Associate Professor	Binsho Satoker Bangla Katha Sahitya	30 Years	NA
Dr. Mahammad Ahasan Ali	MA Ph.d	Associate Professor	Drama	15 Years	NA
Susmita Banerjee	MA M Phil	Associate Professor	Binsho Satoker Bangla Katha Sahitya	14 Years	NA
Bhabesh Majumder	MA	Assistant Professor	Mangalkabya Baisnabsahitya o Anubadsahitya	11 Years	NA

11. List of senior visiting faculty : NA
12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty : NA
13. Student -Teacher Ratio (programme wise) : 117:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : NA
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG. : PG – 02, M.Phil-1 Ph. D - 01
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : 1 , Minor Research Project – Gachi sampraday: Jibon o Sanskriti .Funding agencies – UGC , grants received – Rs.126500/
17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received : UGC , grants received –Rs. 126500/
18. Research Center /facility recognized by the University : NA
19. Publications:
 - * a) Publication per faculty
 - * Number of papers published in peer reviewed journals (national / international) by faculty and students : 4
 - * Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) : NA
 - * Monographs :
 - * Chapter in Books :06
 - * Books Edited : 03
 - * Books with ISBN/ISSN numbers with details of publishers :
Srikanta Charca by Bhabesh Majumder ,Bangio Sahitya Sansad ,6/2 Ramanath Majumder Street ,Kolkata 700009, 2nd Edition 2010, ISBN 978-81-89827-21-2
Mangalkabya : Kobikankan Chandi by Bhabesh Majumder ,Bangio Sahitya Sansad , 6/2 Ramanath Majumder Street ,Kolkata 700009, 1st Edition 2010, ISBN 978-81-89827-25-0
Bharatchandra o Annadamangal by Bhabesh Majumder ,Bangio Sahitya Sansad , 6/2 Ramanath Majumder Street ,Kolkata 700009, 1st Edition 2011, ISBN 978-81-89827-80-9
 - * Citation Index
 - * SNIP
 - * SJR
 - * Impact factor
 - * h-index
20. Areas of consultancy and income generated : NA
21. Faculty as members in
 - a) National committees b) International Committees c) Editorial Boards.....:Bhabesh Majumder Joint Editors of Journal OPEN EYES. And Apurba Kumar Sar , Dr. Md Ahasan Ali , Susmita Banerjee Member of Editorial Advisory Board OPEN EYES
22. Student projects
 - a) Percentage of students who have done in-house projects including inter departmental/programme : NA
 - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies : NA.

23. Awards/ Recognitions received by faculty and students : Prof. Susmita Banerjee, Associate Professor of this department completed Ph.D.Course work from the University of Kalyani as per UGC regulation.
24. List of eminent academicians and scientists/ visitors to the department :
 Professor (Dr.) Tapas Basu ,Department of Bengali , Kalyani University
 Professor (Dr.) Bikash Roy,Department of Bengali , GourBanga University
 Dr. Suranjan Midde ,Associate Professor, Department of Bengali ,RabindraBharati University
 Professor (Dr.) Satyabati Giri ,Department of Bengali , Jadavpur University
 Professor (Dr.) Mukul Bandopadhyay,Department of Bengali , B R Ahamedhar Bihar University
 Dr. Krishnagopal Roy , Principal, Chapra Bangalji College, Nadia
 Dr. Sukdeb Ghosh , Associate Professor , Srikrishna College, Bugula ,Nadia
25. Seminars/ Conferences/Workshops organized & the source of funding
 a)National : NA
 b)International : NA

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	2013-14			2012-13
	Applications received	Selected	Enrolled *M *F	Pass percentage
BA (Honours) in Bengali	935	465	216 249	95%

*M=Male F=Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
BA (Honours) in Bengali	100%	0	0

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ? 5

29. Student progression

Student progression	Against % enrolled
UG to PG	40%
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed • Campus selection • Other than campus recruitment	15%
Entrepreneurship/Self-employment	10%

30. Details of Infrastructural facilities

- a) Library : YES

- b) Internet facilities for Staff & Students : YES
 - c) Class rooms with ICT facility : NA
 - d) Laboratories : NA
31. Number of students receiving financial assistance from college, university, government or other agencies : Aidfund
 32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: We organized good number of seminar out of fund provided by the college.
 33. Teaching methods adopted to improve student learning: Alongwith conventional lecture method we also adopted audio visual teaching method.
 34. Participation in Institutional Social Responsibility (ISR) and Extension activities: Our faculty and students actively participate in different extension programmes organized by different organs of the institution.
 35. SWOC analysis of the department and Future plans
 - i) Department of Bengali language & literature was recognized by the University of Calcutta in the year 1970. The Result of this department was remarkable in University of Calcutta and also in the University of Kalyani from the year 2000 onwards.
 - ii) We give Stress on Seminar for Academic Upgradation of our department. We organized State level Seminar on Iswar Chandra Gupta: Sahitya o Sanbadikata 29-30 November 2013 . There came so many eminent Scholars from different University i.e. Jadavpur University, Rabindra Bharati University, Kalyani University, Bihar University, Gour Banga University Participated in that Seminar. There were also a large number of Assistant Prof. and Associate Prof. of Bengali department from the different Colleges of West Bengal Participated in that Seminar.
 - iii) We are again preparing for a national level seminar with the help of the U.G.C.
 - iv) A part from this we also organized departmental seminars with the students of Bengali Department.
 - v) Our students also take part in the Departmental seminar. They read the essays which are written them.
 - vi) We take initiative to arrange departmental Seminars frequently. We also take initiative to organize inter-disciplinary seminars for the upliftment of our student.
 - vii) We think and believe that our goal will be successful and our student will be benefited.
 - viii) We publish half-yearly wall Magazine 'Sahitya Bitan' with the help of our departmental students. We are trying to publish a departmental Magazine yearly if the college fund permits.
 - ix) We sometime organize Quiz Contests among the Students of Bengali department-which can develop the General Knowledge of the departmental student.
 - x) University of Kalyani introduced the internal marking system in the year 2009 – But now University has withdrawn the same. We think that system was good for the Students.

- xi) After withdrawal of that system by the University we introduce class test for the betterment of the Students .we are trying to Improve our students through some class tests.
- xii) We also organize educational tours with our departmental Students. The place of tours are usually selected on Literary Personalities and their birth places.
- xiii) We are interested to continue such programmes in future also.
- xiv) We are eager to organize a Conference at the end of every year to make the Uninterrupted inter action among the teachers and Students.
- xv) Till date the total students of our department are about 481. Besides, the number of General Bengali students are about 1200. A part from this all the Students of 1st year irrespective of any subject are taught by us in the Section of BNGM (Compulsory Bengali).
- xvi) At present, we want a Separate Building in the college for our department which will be known as ‘the department of Bengali Language and Literature’.

II: Department of English:

1. Name of the Department : ENGLISH

Department of English was established in the year 1966-67 (General) and Honours course (Self-funded) in the year 2002-03, The department does not have a separate building or wing of its own, being housed along with all the other departments in the college main building. In a sense, therefore, the entire main building of the college is at the disposal of the department for classes etc. However, there is a small departmental cubicle that houses a small departmental library, besides acting as departmental teachers' room for meetings etc.

2. Year of Establishment : General: 1966-67 Honours – 2002-2003.

3. Names of Programms/Courses offered : Undergraduate honours in English

4. Names of Interdisciplinary courses and the departments/units involved : None

5. Annual/Semester/Choice based credit system (programme wise) : Annual system

6. Participation of the department in the Courses of other departments :
The Department of English participates in courses offered by other departments through its choice of general subjects.

7. Courses in collaboration with other universities, Industries, Foreign institutions, etc. : None

8. Details of courses/programms discontinued (if any) with reasons : None

9. Number of Teaching posts

	Sanctioned	Filled
Professors	0	0
Associated Professors	0	0
Asst. Professors	3	0

According to the Higher Education Council of West Bengal, the number of full-time teachers in the Department of English running an Honours course at the Under Graduate level should ideally be 5. The number of full-time teachers in the department is Nil and the Department is run with the help of two part-time teachers (Govt. approved) and one G.L. (Guest Lecturer).

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./ M.Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Shubhabrata Sanyal	M.A., B.Ed.	Guest Lecturer	Queer Study Film Studies	2 Yrs. 6 Months	N.A
Prabir Kr Ghosh	M.A., M.Phil.,	Part-Time Teacher	Romanticism	9yrs 5 Months	N.A
Priyanka Dutta	M.A.	Part-Time Teacher	N.A.	10yrs.5 months	N.A

11. List of senior visiting faculty : None

12. Percentage of lectures delivered and practical classes handled (Programme wise) by temporary faculty : 35% of Classes

13. Student-Teacher Ratio (programme wise): 40:1

14. Number of academic support staff (technical) and administrative staff, sanctioned and filled. : Nil

15. Qualifications of teaching faculty with D.Sc./D.Litt/Ph.D/ M.Phil/PG.: All the teachers are post graduates. One Govt. Approved Part-time Teacher with M.Phil and one Guest Lecturer with B. Ed. Degree.

16. Number of faculties with ongoing projects from a) National b) International funding agencies and grants received : Nil

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received. : Nil

18. Research Center/Facility recognized by the University : None

19. Publications:

- * a) Publication per faculty
- * Number of papers published in peer reviewed journals (national/ international by faculty and students:Nil
- * Number of publications listed in International Database (For Eg. Web of Science Scopus, Humanities International Complete, Dare Database – International Social Sciences Directory, EBSCO host, etx.) :Nil
- * Monographs :Nil
- * Chapter in BooksNil
- * Books Edited :Nil
- * Books with ISBN/ISSN numbers with details of publishers :Nil
- * Citation Index:Nil
- * SNIP:Nil
- * SJR:Nil
- * Impact factor:Nil
- * H-index:Nil

20. Areas of consultancy and income generated : Nil

21. Faculty as members in
a) National committees b) International Committees c) Editorial Boards... : None

22. Student projects
a) Percentage of students who have in-house projects including inter departmental/ programme : None
b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/ other agencies : None

23. Awards/Recognitions received by faculty and students : None

24. List of eminent academicians and scientists/ visitors to the department : None

25. Seminars/Conferences/Workshops organized & the source of funding

a) National : None

b) International : None

26. Student profile programme/Course wise :

Name of the Course/Programme (refer question no.4)	2013-14			2012-13
	Applications received	Selected	Enrolled M F	Pass (3 rd Yrs) percentage
BA Honours in English	334	121	58 63	69%

M=Male F=Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
BA Honours in English	100%	NIL	NIL

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ?

We do not have the infrastructure to record the same.

29. Student progression

Student Progression	Against % enrolled
UG to PG	45 %
PG to M. Phil.	0
PG to Ph.D.	N.A.
Ph.D. to Post-Doctoral	N.A.
Employed <ul style="list-style-type: none"> Campus selection None Other than campus recruitment 	N.A. Data unavailable
Entrepreneurship /Self-employment	Data unavailable

30. Details of Infrastructural facilities

a) **Library:** There is no departmental library. However, there is a central library which caters to the needs of the department. Total number of books in the Central Library has been sufficiently increased and the process of enlarging the number of books is still on.

b) **Internet facilities for staff & students:** Internet facilities have been made available for staff and student through a centrally arranged computer room and computers in the library installed for the said purpose

c) **Class rooms with ICT facility** : World Wide Web enabled Laptop Computers are often used in classrooms to connect students with the internet available sources of knowledge. Laptop driven projectors are used for demonstration purposes and screening of documentaries ,films,photographs,power point presentations in seminars and usual classroom teaching.

d) Laboratories : N.A.

31. Number of students receiving financial assistance from college, University, government or other agencies

Data in regards to this is centrally maintained and kept in the college office.

32. Details on student enrichment programmes (special lectures /workshops / seminar) with external experts :

Visited to National Level Seminar held at University of Kalyani.

33. Teaching methods adopted to improve student learning :

Film Screening (Adaptation of literary texts)

Screening of documentaries Projection of photographic images of paintings and sculpture such as of RENAISSANCE ART.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

Some students of this department actively participate in the extension programmes, organized by the NSS units and other organs of the College.

35. SWOC analysis of department and Future plans

Strength: The department has the strength of a large number of obedient and enthusiastic students and a competent faculty of teachers. We have projection and screening facilities along with a large number of books in the central library. The department always keeps in touch with the *Post-graduate Department Of English University of kalyani* to discuss syllabus , question patterns various new modes of teaching and evaluation.Apart from it we receive regular invitation from *POST GRADUATE DEPARTMENT OF ENGLISH* on national and international seminars and vice versa.

Weaknesses: Our weakness is lack of sufficient number of teachers. Government is still to provide us with whole-time teachers .The work load of a huge number of classes is preventing our teachers from frequent participation in seminars and engagement in research work .

Opportunities: The department is doing a pioneering task of preparing students for career opportunities like teaching in schools ,colleges, civil service hospitality courses,journalism,advertising,audiovisual media and research work through its undergraduate degree course applicable as a pre-requisite to all the above. Apart from it, the students are also learning to speak English to face interviews in regards to all the above mentioned fields.

Challenge: The socio economic condition of students often poses a challenge for them to complete the course. Even if they complete the course they are less interested in joining post graduate course .It remains a challenge for us to get cent per cent enrollment in post graduation. This has been a result of their being 1st generation learners .Moreover The remote location of the college poses a problem for the department to get very bright students as they choose colleges mostly located in cities. This is often resulting in non fulfillment of desired performance in university exams in spite of all efforts put towards this end.

III. Department of History

1. Name of the Department : History .
2. Year of Establishment : General 1966-67, HONS – 1995-96 .
3. Name of Programms / Courses offered (UG, PG, M.PHIL, Ph.D., Integrated Masters; Integrated Ph.D. etc .), UG only
4. Names of interdisciplinary courses and the departments/units involved : Nil.
5. Annual / semester/choice based credit system (programme wise) : Annual.
6. Participation of the department in the courses offered by other departments : Our students opt two other Arts subjects and three compulsory subjects to get University Degree.
7. Courses in collaboration with other universities , industries, foreign institutions, etc: Nil.
8. Details of courses / programmes discontinued (if any) with reasons : Nil.
9. Number of teaching post :

	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	01	01
Asst. Professors	01	01

10. Faculty profile with name , qualification, designation, specialization,(D.Sc./D.Litt./Ph.D./M. Phil. etc)

Name	Qualification	Designation	Specialization	No. of year of Experience	No. of Ph.D. students guided for the last 4 years
K.R. Saha	M.A., M.Phil	Associate Professor	Modern Europe	22 years	N.A.
M.Maulik	M.A. , M.Phill.	Assistant Professor	Modern Europe	14 years	N.A.
P.P. Bhowmick	M.A.	Part – Time Teacher (Govt. approved)	Islamic History	7 years	N.A.
S . Kundu	M.A.	Part – Time Teacher (Govt. approved)	Science and technology in colonial India	3 years	N.A.

11. List of senior visiting faculty : Nil
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: There are no temporary faculties in our department.
13. Student- Teacher Ratio (programme wise) : 53:1(in B.A. Hons)
*We also take History (G) classes .

Number of academic support : NIL.

14. Qualifications of teaching faculty with D. Sc./D. Lit. / Ph.D. /

✓
M. Phil. / PG.

(2) (2)

15. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received. : Nil.
16. Departmental projects funded by DST-FIST; UGC; DBT; ICSSR; etc and total grants received : Nil.
17. Research Center/ facility recognized by the University : Nil .
18. Publication
 - A) Publication per faculty ✓
 - Number of paper published in peer reviewed journals (national / international) by faculty and students. ISSN- ‘ Open Eyes ’ (2249-4332) K.R. Saha – 1 , M. Maulik-1
 - Number of publications listed in International Database (For Eg. Web of Science , Scopus , Humanities International Complete, Dare Database – International Social Sciences Directory , EBSCO host , etc).
 - Monographs .
 - Chapter in Books .
 - Books Edited .
 - Books with ISBN/ ISSN numbers with details of publishers.
 - Citation Index.
 - SNIP.
 - SJR.
 - Impact Factor.
 - H-index.
19. Areas of consultancy and income generated : Nil .
20. Faculty as members in ✓
 - A) National committees b) International Committees c) Editorial Boards “Open Eyes” K.R. Saha, M. Maulik.
21. Students projects
 - A) Percentage of students who have done in-house projects including inter departmental / programme : Nil .
 - B) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories / Industry / Other agencies: Nil.
22. Awards / Recognitions received faculty and students : Nil .
23. List of eminent academicians and scientists/visitors to the department : Nil .

24. Seminars / Conferences / Workshops organized & the source of funding
a) National : Nil .
b) International : Nil.

25. Student profile programme / course wise :

Name of the Course/ Programme (refer question no. 4)	2013-14				2012-13
	Application received	Selected	Enrolled *M *F		Pass percentage
BA Honours in History	398	211	155 56		100%

*M= Male, *F = Female.

** We also teach B.A. (G) In History also .

26. Diversity of students

Name of the Course	% of students from the same state	% of students from the other state	% of students from abroad
BA 1 st year (H)	100%	0%	0%
BA 2 nd year (H)	100%	0%	0%
BA 3 rd year (H)	100%	0%	0%

27. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense, etc? : 2(Two)(SLET).

28. Student progression

Student progression	Against % enrolled
UG to PG 21	74(27%)
PG to M. P. hill. ×	
PG to Ph. D. ×	
Ph.D. to Post –Doctoral ×	
Employed <ul style="list-style-type: none"> • Campus selection • Other then campus recruitment 	So many students are engaged in different jobs. But we have no mechanism to keep the records.
Entrepreneurship /Self- employment	So many students are self employed. But we have no mechanism to keep the records.

29. Details of Infrastructural facilities
 - a) Library - Yes.
 - b) Internet facilities for staff & students – Yes .
 - c) Class rooms with ICT facilities – Yes .
 - d) Laboratories – NA.
30. Number of students receiving financial assistance from college, university, government of other agencies: Some students get financial assistance from government, college and other sources.
31. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: we arranged two departmental seminars with external experts which enriched our students special lectures remedial coaching .
32. Teaching methods adopted to improve student learning: ICT Project, Tours, Seminars, participating method.
33. Participation in Institutional Social Responsibility (ISR) and Extension activities : NSS, NCC, SPANDAN, external sports etc.
34. SWOC analysis of the department and future plans

Our department has a teaching faculty with two fulltime teachers and two part-timers. We need four fulltimers. Although the teachers of our department are very serious to their jobs, due to large numbers of students, we can't keep contact with our students always. But relationship between us is very cordial and sweet. Our students and even ex- students keep contact with us daily over phone or personally. They score good result in University Exam.

Some of our students have been trapped by private tuitions to which they have been habituated since school days . This unfortunate incident has become possible in spite of the hearty care of our students . We gradually succeeding in our fight against this ill-tendency.

We have a plan to make our departmental library larger. We would like to have a separate departmental room for our department only . We have plan to organize a National Seminar in near future . We have a plan also to arrange another departmental tour .We would like to have more full-time teachers to serve our students effectively.

IV: Department of Political Science

1. Name of the department: Political Science
2. Year of Establishment: 1966
3. Names of Programms / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): BA Hons in Political Science
Note: We also teach one general subject Political Science(Gen) of the Programms BA & BSC General.
4. Names of Interdisciplinary courses and the departments/units involved: NA
5. Annual/ semester/choice based credit system (programme wise) : Annual
System of Course is followed (I+I+I).
6. Participation of the department in the courses offered by other departments: Our students also attend the classes of other departments for two general subjects, opted by them and three compulsory subjects viz. Modern Indian Language, Compulsory English and Environmental Studies.
7. Courses in collaboration with other universities, industries, foreign institutions, etc. NA
8. Details of courses/programms discontinued (if any) with reasons NA
9. Number of Teaching posts

	sanctioned	Filled
Professors	0	0
Associate Professors	1	1
Asst. Professors	1	0

Note: Apart from above this department has two college paid Guest Lecturers.

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specilization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Prof.K.Pal	MA, MPhil	Associate Professor of Political Science	Local Govt & Politics	31 years	Nil
A.Mistri	MA	Guest Lecturer in Political Science	State Politics	1 year 8 months	Nil
K.Das	MA	Guest Lecturer in Political Science	Political Economy & Sociology	1 year 3 months	Nil

11. List of senior visiting faculty: Nil
12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty: 41%
13. Student -Teacher Ratio (programme wise):BA(Hons in Pol Sc):28:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: Nil
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG.: M Phil: 1
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Prof. Kamal Pal has one ongoing Minor Research Project sponsored by the UGC vide memo no F.PHW-086/10-11 dated 20.10.2010 and grant sanctioned Rs. 1,38,500.
17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil
18. Research Center /facility recognized by the University: Nil
19. Publications:
 - * a) Publication per faculty : 02 (Edited one book titled "Sustainable Development and The Role of Government" and made an editorial in Bengali Daily viz Swabhami dated 09.02.2013.)
 - * Number of papers published in peer reviewed journals (national / international) by faculty and students : Nil
 - * Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.): Nil
 - * Monographs: Nil
 - * Chapter in Books: Nil
 - * Books Edited : 01 (Sustainable Development and The Role of Government) (ISBN: 978-81-8093-014-0)
 - * Books with ISBN/ISSN numbers with details of publishers: 01 (Sustainable Development and The Role of Government) (ISBN: 978-81-8093-014-0) & published by Nath Publishing House , Kolkata)
 - * Citation Index : Nil
 - * SNIP: Nil
 - * SJR: Nil
 - * Impact factor : Nil
 - * h-index : Nil
20. Areas of consultancy and income generated : NA
21. Faculty as members in
 - a) National committees b) International Committees c) Editorial Board:
 - i) Prof. Kamal Pal is life member of Indian Institute of Public Administration , New Delhi and Council of Political Studies, Kolkata.
 - ii) Member, Advisory committee, OPEN EYES, biannual peer reviewed journal of S R Lahiri Mahavidyalaya of Commerce, Economics, Linguistics , Social science and allied areas.
22. Student projects
 - a) Percentage of students who have done in-house projects including inter departmental/programme: NA
 - b) Percentage of students placed for projects in organizations outside the

institution i.e.in Research laboratories/Industry/other agencies:NA

23. Awards/ Recognitions received by faculty and students:NA
 24. List of eminent academicians and scientists/ visitors to the department
 25. Seminars/ Conferences/Workshops organized & the source of funding
 a)National
 b)International

This department organized one State Level UGC Sponsored Seminar on “Inclusive Growth & The Role of Trio(State,Market & Civil Society)” in collaboration with Assannagar MMT College, Assannagar, Nadia.

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	2013-14			2012-13
	Applications received	Selected	Enrolled *M *F	Pass percentage
BA Hons in Pol.Sc	114	83	56 27	89

*M=Male F=Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
BA Hons in Pol Sc.	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ? Nil(We do not have the infrastructure to keep the accurate data about the same)

29. Student progression

Student progression	Against % enrolled
UG to PG	03
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed	
• Campus selection	
• Other than campus recruitment	
Entrepreneurship/Self-employment	

30. Details of Infrastructural facilities

- a) Library : This department does have 1581 books and 04 Journals in central library
 b) Internet facilities for Staff & Students :Yes.
 c) Class rooms with ICT facility:Yes
 d) Laboratories:NA.

31. Number of students receiving financial assistance from college, university, government or other agencies: Some of our students get financial assistance provided by the college, Government and other agencies like Sitaram Jindal Foundations. Detailed data are kept centrally in the office of the Principal.

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts:

In order ensure student enrichment this department :

- i) Co-organized one UGC sponsored State level Seminar on :
Development, Civil Society and Human Rights” in collaboration
KERNEL ACTION RESEARCH, MOTIVATION and
AWARENESS in the year 2008-09;
 - ii) Organized one UGC sponsored State Level Seminar on “Inclusive
Growth & The Role of Trio(State,Market & Civil Society) in
collaboration with Assannagar MMT College, Assannagar , Nadia
in the year 2011-12.
33. Teaching methods adopted to improve student learning:
- i) This department initiated study visit to Indian Parliament and
Rastrapati Bhavan organized to improve student learning.
 - ii) Faculty takes few classes by the use of LCD projectors to facilitate the
students to enjoy the benefit of ICT enabled class room.
 - iii) Faculty members sensitize the students to participate in Youth
Parliament competition and Quiz Contest, use to organize by the
department of Parliamentary Affairs, Government of West Bengal.
34. Participation in Institutional Social Responsibility (ISR) and Extension
activities: Few students of this department actively participate in different
community extension programmes organized by the NSS units of the
college SWOC analysis of the department and future plans:

SWOC analysis:

Strength includes equipments like computer, internet facilities projectors,
audio system , printer etc and a good number of books and a few
departmental journals in the library.

Weaknesses involve dearth of adequate number of full time and also part
time faculty in the department and also sufficient number of class rooms,
students apathy to utilize the opportunities available in the department and
college as well.

Opportunities to be there to include good and adequate number of
faculties , to hold more and more academic activities like workshop,
seminar , symposium etc. and also to get students involved in the field-
study , research programme and study visit.

Challenges are mostly from the peculiar socio-economic backwardness of
the families from which students use to come for study. From the cultural
lag of the students and form general ambience that particularly relates to
question of indiscipline.

Future plans: Future plans are to cover the institutional attempt to create
new teaching posts , to have new teacher in the existing vacant post to
make separate block for the department and to work for affiliation for PG
course in the department to bring quality books and journals for the
department and to introduce virtual class room teaching and also to orient
the students to middle level research programme for exploring new
knowledge wherever and to the extent possible.

V: Department of Philosophy

1. Name of the department: **Philosophy**
2. Year of Establishment: **General : 1966-67, Hons.: 1995-96**
3. Names of Programms / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): **B.A.(Hons.) in Philosophy.(We also teach one general subject Philosophy of BA General programme)**
4. Names of Interdisciplinary courses and the departments/units involved: **NA**
5. Annual/ semester/choice based credit system (programme wise): **NA**
Participation of the department in the courses offered by other departments:
As per the Student Enrolment Rules of the University of Kalyani, to obtain a Under Graduate Honours Degree in Philosophy (any Honours Subject) the students are bound to take three compulsory language subjects Bengali , English & Environmental Studies along with two subsidiary subject (Bengali, English, History, Defence Studies,Sociology). In this regard the Philosophy Department of this college participates in the courses offered by other departments.
6. Courses in collaboration with other universities, industries, foreign institutions, etc. : **NA**
7. Details of courses/programms discontinued (if any) with reasons : **NA**
8. Number of Teaching posts

	sanctioned	Filled
Professors	-	-
Associate Professors	-	-
Asst. Professors	2	1

Note: Apart from above we have three Part-time Lecturers, whose service has been approved by the Government of West Bengal.

9. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Prof.Manasi Maiti	PG	Asst.Prof.	Logic	11years.	NIL
Rehena Shaikh	PG, M.Phil.	Part- Time Lecturer	Logic	8 years.	NIL
Manasij Biswas	PG	Part-Time Lecturer	Logic	3&1/2 years.	NIL
Amrita Mukherji	PG	Part-Time Lecturer	Logic	3& ½ years.	NIL

10. List of senior visiting faculty : **NA**

11. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty: **NA**
12. Student -Teacher Ratio (programme wise): 14:1
13. Number of academic support staff (technical) and administrative staff; sanctioned and filled **NA**
14. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG.: **M.Phil -1, PG-3**
15. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received **NA**
16. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received **NA**
17. Research Center /facility recognized by the University **NA**
18. Publications:
 - * a) Publication per faculty
 - * Number of papers published in peer reviewed journals (national / international) by faculty and students :Nil
 - * Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.):Nil
 - * Monographs:Nil
 - * Chapter in Books:Nil
 - * Books Edited :Nil
 - * Books with ISBN/ISSN numbers with details of publishers:Nil
 - * Citation Index :Nil
 - * SNIP:Nil
 - * SJR:Nil
 - * Impact factor :Nil
 - * h-index :Nil
19. Areas of consultancy and income generated :Nil
20. Faculty as members in
 - a) National committees b) International Committees c) Editorial Boards: Prof.Manasi Maiti is a **Member, Editorial Board in college journal 'Open eyes'**.
21. Student projects
 - a) Percentage of students who have done in-house projects including inter departmental/programme: Nil
 - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies: All of our first year students undertake project work for Environmental Studies. They visit outside the college for project job. This year they have done field visit for River Pollution problem and awareness about MGNREGA
22. Awards/ Recognitions received by faculty and students:Rehena Shaikh awarded M.Phil by Rabindra Bharati University.

23. List of eminent academicians and scientists/ visitors to the department:
Nabakumar Nandy, Ex.Prof. Calcutta University, Text Book writer.
Prof. Dilip kr.Mohanta, Professor, Department of Philosophy, University of Calcutta and former Vice-Chancellor, University of Kalyani.
Santosh Kr. Pal, Professor, Department of Philosophy, University of Burdwan.
Professor Avik Banerjee, Ex.Professor, Scottish church college, Kolkata.
24. Seminars/ Conferences/Workshops organized & the source of funding
a)National
b)International
Department has organized one Seminar on DESCARTES AND WESTERN PHILOSOPHY which was held on 21.1.2013 & funded by the college.

25. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	2012-13			2013-14
	Applications received	Selected	Enrolled *M *F	Pass percentage
B.A(Hons.) in Philosophy	172	57	31 26	74

*M=Male F=Female

26. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A(Hons.) in Philosophy	100	0	0

27. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ? We do not have any infrastructure to maintain that record.
28. Student progression:

Student progression	Against % enrolled
UG to PG	35
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed	
• Campus selection	
• Other than campus recruitment	
Entrepreneurship/Self-employment	

29. Details of Infrastructural facilities
- a) Library **Yes**
b) Internet facilities for Staff & Students **Yes**
c) Class rooms with ICT facility **Yes**
d) Laboratories **NA**

30. Number of students receiving financial assistance from college, university, government or other agencies
Few students receive financial assistance from college Aid Fund.(Detailed data are centrally kept in the office of the Principal)
31. Details on student enrichment programmes (special lectures / workshops / seminar) with external expert
Department organizes seminar with external experts on regular basis for the benefit of students.
32. Teaching methods adopted to improve student learning
Classes held using overhead Projector, ICT facilities and organizing internal seminar on relevant topics Department tries to improve students' learning ability.
33. Participation in Institutional Social Responsibility (ISR) and Extension activities
Few students are engaged with extension activities through NSS and NCC.
34. SWOC analysis of the department and Future plans
 Full fledged pedagogical support infrastructure is already implemented in the college, so in Department also that include ICT components, such as (1) Digital Library, (2) support for Overhead and LCD projectors, (3) Learning materials on divers topics /themes, (4) Online content retrieving / forwarding / video streaming etc. to name a few. The said initiative has brought positive changes among students to nurture their skills through participation. Department maintains good academic practices such as organizing Freshers' welcome to create bondage among students, publishing wall magazine to encourage their ability to express their thoughts, holding Teacher-student meeting and Parent-Teacher meeting, organizing seminar on regular basis.

The college is situated in a very remote area so very few university teacher show their interest to come in this college for delivering special lecture for the benefit of our students. As the area is backward so most of our students come from economically, culturally and educationally backward family. Besides the Department has only one fulltime teacher and three part-time teachers.

VI: Department of Sociology

1. Name of the department **Sociology**
2. Year of Establishment **Honours: 1995-96**
3. Names of Programms / **Courses offered** (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) **UG**
4. Names of Interdisciplinary courses and the departments/units involved
Nil
5. Annual/ semester/choice based credit system (programme wise)
Annual
6. Participation of the department in the courses offered by other departments **As per the Student Enrolment Rules of the University of Kalyani, to obtain a Under Graduate Honours Degree in Sociology (any Honours Subject) the students are bound to take two compulsory language subjects (Bengali & English) along with two subsidiary subject (Bengali, English, Economics, History, Political Science, Philosophy). In this regard the Sociology Department of this college participates in the courses offered by other departments.**
7. Courses in collaboration with other universities, industries, foreign institutions, etc. **Nil**
8. Details of courses/programms discontinued (if any) with reasons **No**
9. Number of Teaching posts

	Sanctioned	Filled
Professors	0	0
Associate Professors	0	0
Asst. Professors	2	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Sanjoy Sarkar	M.A, Ph. D in Sociology	Assistant Professor	Development Studies	4 Years	0
Krishna Dey	M.A, Ph. D in Sociology	Part-time Lecturer	Development Studies	17	0
Bipasha Sinha	M.A, M. Phil in Sociology	Part-time Lecturer	Criminology	6	0
Md. Sahiber Rahaman	M.A, in Sociology, B.Ed	Part-time Lecturer	Development Studies	4	0

11. List of senior visiting faculty **Nil**
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty 60.9%
13. Student -Teacher Ratio (programme wise) UG Honours: 11:1
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled **Nil- Nil**
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG. Ph.D – 02, MPhil – 01, PG - 01
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received **Nil**
17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received **Nil**
18. Research Center /facility recognized by the University **Nil**
19. Publications:
 - * a) Publication per faculty

Dr. Sanjoy Sarkar, Head & Assistant Professor of Sociology Department

1. 2013: Dr. S. Sarkar: “Water Pollution is an Emerging Threats to Practicing Religions: A Case Study on Hermitage of Satima” **accepted** in Contemporary Research in India, ISSN 2231-2137.

2. 2012: Dr. S. Sarkar: "*Is It An Addiction? 'Use Of Computer-Internet' – A Sociological Analysis*", Contemporary Research in India, Volume – 2, Issue – 3, September, 2012, ISSN 2231-2137.
3. 2012: Dr. S. Sarkar: "*Workers of the Unorganized Sector and the Changed Climate – A Socio-economic Reality*", International Journal of Current Research, Volume – 4, Issue – 8, September, 2012, ISSN: 0975-833X (Online).
4. 2012: Dr. S. Sarkar: "*Climate is an issue of Hope and Upset – A Sociological Question on behalf of the Workers of the Unorganized Sector*" Open-Eyes, A Biannual Journal of social Science, Literature, Commerce, management and Allied Areas, Volume: 8, Numbers 1 & 2 June and December 2011, ISSN 2249-4332.
5. 2011: Dr. S. Sarkar: "*Development and Degeneration of Traditional Cultural Value: Case of Madhubani Paintings*", Open-Eyes, A Biannual Journal of social Science, Literature, Commerce, management and Allied Areas, Volume: 7, Numbers 1 & 2 June and December 2010, ISSN 2249-4332.
6. 2011: Dr. S. Sarkar and Prof. Samir Dasgupta: "*Politics of Globalization with Folk Culture: An Empirical Study*" The North Eastern Research Bulletin, Volume XIX. ISSN 0975-8305.
7. 2010: Dr. S. Sarkar and Prof. Samir Dasgupta: "*Modernization of Indian Folk Tradition: Case of Madhubani Paintings*" in 'Issues in Contemporary Society' a book chapter on an edited volume by Dr. Jayanta Borbora and Vinay Kumar Srivastava, DVS Publisher, H. B. Raod, Panbazar, Guwahati – 781001, ISBN: 978-81-86307-28-1.
8. 2009: Prof. Samir Dasgupta and Dr. S. Sarkar: "*Commercialization of Indian Folk Art: A Case of Madhubani Paintings of Bihar*" The North Eastern Research Bulletin, Volume XVIII, ISSN 0975-8305.

* Number of papers published in peer reviewed journals (national / international) by faculty and students **08**

* Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) **04**

* Monographs: Nil

* Chapter in Books **01**

* Books Edited: Nil

* Books with ISBN/ISSN numbers with details of publishers: Nil

* Citation Index:Nil

* SNIP:Nil

* SJR:Nil

* Impact factor:Nil

* h-index:Nil

20. Areas of consultancy and income generated **Nil**

21. Faculties as members in:

- a) National committees: Dr. Sanjoy Sarkar is a Member of the *Board of Undergraduate Studies* in Sociology, University of Kalyani,
- b) International Committees c: Dr. Sanjoy Sarkar is a Member of the *International Association for Time Use Research*,
- c) Editorial Boards: Dr. Sanjoy Sarkar is one of the Joint Editors of ***Open Eyes – A Biannual Journal of Social Science, Literature, Commerce and Allied Areas***, Published from S. R. L. Mahavidyalaya, Majdia, ISSN: 2249-4332.

22. Student projects

- a) Percentage of students who have done in-house projects including inter departmental/programme **100%**.
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies. **100%**

23. Awards / Recognitions received by faculty and students. (**Face the 'Inter Face Meeting'** at UGC, New Delhi for "Research Award".

24. List of eminent academicians and scientists / visitors to the department

Professor Swapan Bhattacharya, Professore of Sociology, Calcutta University, West Bengal.

Dr. Partha Sarathi De, Head & Associate Professor, Department of Sociology, University of Kalyani, West Bengal.

Smt. Ratnabali Biswas, Associate Professor, Department of Sociology, Baharpur Girls College, West Bengal.

Dr. Subhas Biswas, Principal, Humaun Kabir Mahavidyalaya, Bamunpukur, North 24 Praganas, West Bengal.

Dr Nirupam Biswas, Superintendent, J. N. M. Hospital, Kalyani, West Bengal.

25. Seminars/ Conferences/Workshops organized & the source of funding a) National : **Nil** b) International:Nil

We organized Departmental seminar, funded by College.

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	2012-13				2013-14
	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
BA Honours in Sociology	72	11	26	19	100%

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
BA Honours in Sociology	100%	0%	0%

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? Till the date reported 06 Students.

29. Student progression

Student progression	Against % enrolled
UG to PG	33.3%
PG to M.Phil.	NA
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	NA
Employed	06
• Campus selection	00
• Other than campus recruitment	06
Entrepreneurship/Self-employment	13

30. Details of

Infrastructural facilities

a) Library

b) Internet facilities for Staff & Students

c) Class rooms with ICT facility

Yes

Yes

Yes

No.

d) Laboratories
(A Project
Work Room is
required)

31. Number of students receiving financial assistance from college, university, government or other agencies.

The college centrally maintains record in this matter.

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts.

Sociology Department of this taking different student enrichment programs like, remedial class, special class, dissertation guidance and tried to create a relation with the expert faculties of Sociology Department of University of Kalyani for self-enlightenment to reach the goal of the students.

33. Teaching methods adopted to improve student learning

A student friendly approach has been adopted in the process of teaching and learning at the class room, here the faculty members have tried to erase the fear of ENGLISH as lingual medium of learning of Basic Sociology, Secondly, created a atmosphere for the students at classroom and in and out side the college for open discussion on job opportunities and helped them how they would be equipped for the job after completing the course in sociology as Honours Subject.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

It is a great opportunity for two faculties Dr. Sanjoy Sarkar and Dr. Krishna Dey of the Sociology Department of this college being able to extent their activities on behalf of the college through National Service Scheme Units at their respective adopted village Purnaganj and Naghata. They surveyed on geriatric issues, hold tree plantation programs, hold seminar on save the child girl, consumers' right and other social issues with other social awareness generating issues.

35. SWOC analysis of the department and future plans

Scope: The subject Sociology has a wide scope in many respects in national level as well as in international level for learning and research. In India the Ministry of Human Resource Development created a wide scope in learning and research in Sociology through University Grants Commission and West Bengal as a State of Indian Union played its role as well to explore the scope of learning and research in different colleges and schools.

Sudhiranjan Lahiri Mahavidyalaya, Majdia, Nadia, West Bengal is one of the colleges under the University of Kalyani located in rural and border area. It absorbs the students of different feeder schools, which support to enrich the Sociology Department of the college and then University.

Weakness: Basically the subject Sociology is a subject of foreign origin and its theoretical and empirical classical reference work is internationally accepted language English. So, Major books are in English and the students

are basically from Bengali medium, now the fear of ENGLISH is a vital weakness of the students to read classical works of the great sociologists for self-enlightenment. For that reason the intake capacity stays vacant. Institutionally, the Sociology Department is suffering under lack of Human Resource such as faculties and Non-teaching Employee. One fulltime faculty is not sufficient for maintaining the requisite standard as envisaged in the Mission and Vision of the college .

Opportunity: The Department of Sociology has academically enriched Four Faculties. Among them two with Ph. D Dr. Sanjoy Sarkar (Fulltime) and Dr. Krishana Dey (Part-time), One M. Phil Smt. Bipasha Sinha (Part-time) and One P.G Md. Sahiber Rahaman (Part-time). All of the faculties have a deep interest in research and teaching again the students of the department have the promising potentiality. The Sociology Department has a departmental library with e-material section. These resources will be helpful for creating opportunities for research and teaching and then widen the scope of job in the field of Sociology if we able to overcome few challenges.

Challenges: The Sociology Department faces a lot of challenges. Firstly, the catchment area of the college is unable to provide sufficient number of students for educating themselves in Sociology. Because only two schools offer at XI-XII level the subject sociology. Secondly, fear of English Language as medium to read, write and explore the knowledge (Theoretical and Empirical) of Sociology becomes a great challenge. Thirdly, the 'Fear of Joblessness' after completing the course in Sociology is another great challenge. Because in West Bengal the subject Sociology is not so popular for getting services at Higher Secondary School like other subject, it is another challenge of the sociology department. Fourthly, use of internet, computer and allied devices are not familiar for the students for learning and education. Fifthly, Separate Class Rooms and Separate Project Work Room still not afforded by the institute. Lastly, most of the students are first generation learners, so that they are not mentally prepare for a subject like sociology, most of the students learned about the subject when they comes to getting admission in college after completing X + II and the subject is last option for the Under Graduate Degree.

Future Plan: The Sociology Department has prepared a plan for coming years to overcome the challenges the department faced. Firstly, a campaigning program will be implemented in the schools of catchment area and their Management Committee on importance of the knowledge of sociology in school education system otherwise the students will remain in dark on social reality. Secondly, a departmental (internal) program called 'Self Preparation Process to Understand the Work of Global Sociologists' will be run throughout the academic session between college hours for eradicate the fear of English Language. Thirdly, we will display or/and demonstrate the jobs in sociological field in private and public sector other than services in School Service and simultaneously teach the students the ways of preparation for these alternative areas of jobs. Lastly, we have few modern types of equipment on class room education and learning, we will try for the best use of these facilities for the students.

VII: Department of Geography

1. Name of the department : **GEOGRAPHY**
2. Year of Establishment : 2006 (HONS)
3. Names of Programms / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.) : UG
4. Names of Interdisciplinary courses and the departments/units involved : Geography Honours & Geography General courses
5. Annual/ semester/choice based credit system (programme wise): Annual
6. Participation of the department in the courses offered by other departments: As per existing curriculum for BSC Honours in Geography courses are to opt for three compulsory subjects Bengali, English & Environmental Studies and any two general subjects from among the four general subjects namely Economics, Sociology ,Defence Studies and History as per the existing system of the college.In this respect the students of the department of Geography participates in the courses offered by the other departments.
7. Courses in collaboration with other universities, industries, foreign institutions, etc. : NIL
8. Details of courses/programms discontinued (if any) with reasons :NIL
9. Number of Teaching posts

	sanctioned	Filled
Professors	NIL	NIL
Associate Professors	NIL	NIL
Asst. Professors	NIL	NIL

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc..)

Name	Qualification	Designation	Specilization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Soma Mitra	M.A	Part-time Lecturer	Agriculture geography	6 years above	
Bibhas Mandal	M.SC	Part-time Lecturer	Tourism	4 years	
Soma Sadhukhan	M.SC	Guest lecturer	Agriculture geography	3 years above	
Swaralipi Kar	M.A	Guest lecturer	Agriculture geography	3 years above	

11. List of senior visiting faculty : Nil
12. Percentage of lectures delivered and practical classes handled(programme wise) by temporary faculty: 100%
13. Student -Teacher Ratio (programme wise) : 34 :1
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : Academic support staff (technical)= 1

administrative staff = Nil

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG. : PG-4
16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : Nil
17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received : Nil
18. Research Center /facility recognized by the University : Nil
19. Publications:
 - * a) Publication per faculty : Nil
 - * Number of papers published in peer reviewed journals (national / international) by faculty and students : Nil
 - * Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.): Nil
 - * Monographs : Nil
 - * Chapter in Books : Nil
 - * Books Edited : Nil
 - * Books with ISBN/ISSN numbers with details of publishers : Nil
 - * Citation Index : Nil
 - * SNIP : Nil
 - * SJR :Nil
 - * Impact factor : Nil
 - * h-index : Nil
20. Areas of consultancy and income generated :Nil
21. Faculty as members in
 - a) National committees b) International Committees c) Editorial Boards...: Nil
22. Student projects
 - a) Percentage of students who have done in-house projects including inter departmental/programme
 - b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies
23. Awards/ Recognitions received by faculty and students : Nil
24. List of eminent academicians and scientists/ visitors to the department : Nil
25. Seminars/ Conferences/Workshops organized & the source of funding
 - a)National : Nil
 - b)International :Nil
26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	2012-13				2013-14
	Applications received	Selected	Enrolled *M	*F	Pass percentage
Bsc Hons inGeography	436	136	82	54	100%

*M=Male F=Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
Bsc Hons in Geography	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ? : Yes

29. Student progression

Student progression	Against % enrolled
UG to PG	17
PG to M.Phil.	NA
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	NA
Employed	NA
<ul style="list-style-type: none"> Campus selection Other than campus recruitment 	
Entrepreneurship/Self-employment	NA

30. Details of Infrastructural facilities

- Library : Yes
- Internet facilities for Staff & Students : Yes
- Class rooms with ICT facility : Yes
- Laboratories: Yes

31. Number of students receiving financial assistance from college, university, government or other agencies : Yes (Aid Fund)

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts : Seminer- Global Warming (29 th sept.2012) external experts - Kalyan Sarkar Associate Professors in kanchrapara college.

33. Teaching methods adopted to improve student learning :

- Audio visual method & Question answer Method ;
- Printed reading material is supplied student.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities :

Field work : Field work

2009-10= Vigak

2010-11= shimla

2011-12= Bhajanghat

2012-13= Basberia

35. SWOC analysis of the department and Future plans :

Our Department Drawback:

- The most important Draw back point of our department is that there are not present any Permanent Full Time professor. As a result of it we can not take easily any important decisions about

our department in any crisis period.

- II. We have no separate rooms in our department .As a result of it we can not take any extra class in our off period .

Our Departmental Achievement:

- I. Though there is no any Permanent Full Time professor and most at the student's economic condition is poor in that case, our departmental result is good.
- II. Good academic result of H.S level's students study in our department.
- III. In future our departmental passes out candidate have changed in higher education in different Universities.
- IV. In future many pass out candidate of them have Joined in different Govt. Jobs.

Opportunity of Our Department:

Studying in this subject many students have Govt. / Non Govt. service in school /college and other central govt. service like this geological survey of India or Geographical information system and remote sensing .

Future plans of Our Department:

- I. Our department will be converted regular course from the self financing course.
- II. In future we shall organize in different type geographical topic base seminar and Workshop .As a result of it many students will be helpful by these seminar and workshop.
- III. In future we shall present in separate Wings.
- IV. We shall increase no.of books in our departmental library and we shall develop in our practical Laboratory.

VIII: Departments of Commerce

1. Name of the department: DEPARTMENT OF COMMERCE

2. Year of Establishment: 1970

3. Names of Programms / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)

Under Graduate Level Courses- (a) B.Com (Honours)

(b) B.Com (General)

4. Names of Interdisciplinary courses and the departments/units involved: We offer two interdisciplinary courses BCom(Hons) & B.Com(Gen).

5. Annual/ semester/choice based credit system (programme wise)

Annual System of Course is followed (I+I+I).

6. Participation of the department in the courses offered by other departments: As per our University curriculum all of our students of 1st year B.Com(Hons) & B.Com(Gen) courses are to opt for three compulsory subjects viz. Modern Indian Language(Bengali/English), Compulsory English & Environmental Studies. In this regard students of this department participate in the courses of the other department.

7. Courses in collaboration with other universities, industries, foreign institutions, etc.: Nil

8. Details of courses/programms discontinued (if any) with reasons: NIL

9. Number of Teaching posts

	Sanctioned	Filled
Professors	1*	1
Associate Professors	2	2
Asst. Professors	4	2

* Under existing system Professor Post is not allowed in Colleges. But, Principal of the college (also a faculty member in the Department of Commerce) enjoys the scale of Professor.

10. Faculty profile with name, qualification, designation, specialization,

Name	Qualification	Designation	Specilization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Prof. S.N.Kar	M.Com. Ph.D	Principal	Accounting and Finance	31 years	Nil
Prof. Kali Das Mukherjee	M.Com. M.Phil	Associate Professor	Accounting and Finance	30 years	Nil
Prof. Hirak Roy	M.Com	Associate Professor	Accounting and Finance	16Years	Nil
Prof. Somnath Bandyapadhyay	M.Com	Assistant Professor	Accounting and Finance	7 years	Nil
Prof. Arindam Chakraborty	M.A (Econ) M.Phil	Assistant Professor	Economics of Population	12 years	Nil

(D.Sc./D.Litt. /Ph.D. / M. Phil. etc.,)

11. List of senior visiting faculty

Professor Saradindu Dey Sikdar, Associate Professor (Retired) in Mathematics takes classes in the department.

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : 12%

13. Student -Teacher Ratio (programme wise)

B.Com (Honours): 2:1 B.Com (General): 0.05:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled : Nil

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/PG.

Ph.D- 1, M.Phil-2, PG-2

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received

Two UGC sponsored Minor Research Projects are going on

(a) Prof. Somnath Bandyopadhyay : “ A study of the Social Audit Mechanism under NREGA Scheme in West Bengal” (Grant received Rs.97000)

(b) Prof. Arindam Chakraborty : “ Guaranteed Employment and Women Empowerment - A study on NREGA at Santipur Block of Nadia District, West Bengal. (Grant received Rs.121450)

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: NIL

18. Research Center /facility recognized by the University : NIL

19.Publications:

a) Publication per faculty

*Number of papers published in peer reviewed journals (national / international) by faculty and students

Name of Teacher	Name of Journal, Volume	Name of Article	Whether Peer Reviewed	National/ International	ISSN No.
Prof. Hirak Roy	Journal of Environment and Sociobiology Vol.4(No.2) Dec 2007	Environmental Accounting :A pre-requisite for Sustainable Development	Yes	International	0973-0834
Prof. Hirak Roy	OPEN-EYES Vol.6,(No1&2) June-Dec 2009	Credit Card and Standard of Living: A Paradox	Yes	National	Before having ISSN
	OPEN-EYES Vol.8,(No 1-2) June- Dec 2011	Globalisation and its impact on Employment Opportunity	Yes	National	2249-4332

Prof. Somnath Bandyopadhyay	OPEN-EYES Vol.6,(No1&2) June-Dec 2009	Employment in Rural India And the relevance of the MGNREGS: A Critical Analysis	Yes	National	Before having ISSN
	OPEN-EYES Vol.8,(No 1-2) June- Dec 2011	MGNREGA and Balanced Development: A Critical Analysis	Yes	National	2249-4332
	OPEN EYES VOL-10 JUNE-DEC,2013	Quality Assessment Of Social Audit In The MGNREGA: An Essence For Success	Yes	National	2249-4332
Prof. Arindam Chakraborty	OPEN EYES VOL-8 JUNE-DEC,2011	NREGA and Social Inclusion: A Study on West Bengal	Yes	National	2249-4332
	OPEN EYES VOL-9 JUNE-DEC,2012	Participatory Development and the Civil Society	Yes	National	2249-4332
Prof. Arindam Chakraborty	OPEN EYES VOL-10 JUNE-DEC,2013	Agricultural Performance and Rural Poverty: A Study of Trickle-down Hypothesis in West Bengal	Yes	National	2249-4332

*Number of publications listed in International Database (For Eg: Web of

Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) : NIL

* Monographs : NIL

*Chapter in Books/ Books with ISBN/ISSN numbers with details of publishers

Name of Teacher	Name of Book	Name of Article/ Chapter	Publisher	ISBN No.
Prof. Hirak Roy	Accounting and Finance Trends and Practices 21C	Environmental Accounting :A Necessary Requirement for Sustainable Development	Dishari Prakashani	
	Sustainable Development and Role of Government	Environmental Management and Sustainable Development	Nath Publishing	978-81-8093-014-0

*Chapter in Books / Books with ISBN/ISSN numbers with details of publishers

Name of Teacher	Name of Book	Name of Article/ Chapter	Publisher	ISBN No.
Prof. Somnath Bandyopadhyay	Rural Development in India: Challenges and Prospects, Madhusudan Ghosh & Apurba Kumar Chattopadhyay, Serial Publication, New Delhi	MGNREGS As A Sustainable Means of Livelihood in West Bengal (Page-136-152)	Serial Publications, New Delhi	978-81-8387-592-9
Prof. Arindam Chakraborty	Rural Development in India Challenges and Prospects Ed: Madhusudan Ghosh Apurba kr Chattopadhyay	Women Empowerment through NREGA: District-Wise Scenario of West Bengal	SERIALS PUBLICATIONS NEW DELHI	ISBN: 978-81-8387-592-9

*Books Edited

Name of Teacher	Name of Book	Publisher	ISBN No.
Prof. Hirak Roy (Member editorial Board)	Sustainable Development and Role of Government	Nath Publishing	978-81-8093-014-0

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*Citation Index : NIL

*SNIP : Nil

*SJR: NIL

*Impact factor : NIL

*h-index : NIL

20. Areas of consultancy and income generated

NIL

21. Faculty as members in

a) National committees:

Prof. Hirak Roy (HOD, Department of Commerce) is a life member of Indian Accounting Association

b) International Committees: NIL

c) Editorial Board :

*Prof. Somnath Bandyopadhyay and Prof. Arindam Chakraborty is member of editorial board of "OPEN EYES". ISSN : 2249-4332

*Prof. Hirak Roy was former editor of "OPEN EYES". ISSN: 2249-4332

22. Student projects

a) Percentage of students who have done in-house projects including inter departmental/programme

NIL

b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/other agencies

*All the students of B.Com first year undertake project work for Environmental Studies. They visit outside the college for project job. This year they have done field visit for River Pollution problem and awareness about MGNREGA.

* Students of B.Com second year visited Nadia District Cooperative Bank, to assess the mode of function of a bank.

23. Awards/ Recognitions received by faculty and students

Two of our faculty members (Prof. Somnath Bandyopadhyay and Prof. Arindam Chakraborty) have completed Ph.D course work and registered for Ph.D work.

24. List of eminent academicians and scientists/ visitors to the department

Date	Activity	Eminent Academicians visited
24 th & 25 th March 2009	UGC sponsored seminar on "Development Civil Society & Human Rights"	Shri Atul Halder, A Saurya Padak Awardee
		Prof. Mehar Engineer, Director Bose Institute
		Prof. Kalyan Rudra, Eminent Environmentalist
		Prof. Prem Agarwal, Hooghly Mohsin College, Govt. of West Bengal
		Sri Pasupati Mahato, ASI, Kolkata
		Prof. Nabinananda Sen, Calcutta University

28 th & 29 th January 2011	UGC sponsored seminar on “ Right to Employment in Rural Perspective”	Prof. Swapan Kr. Bhattacharyya, Calcutta University
		Prof. Raj Kr. Sen, Ex President Indian Economic Association.
		Prof. Uttam Kr. Bhattacharyya, Institute of Development Studies, Kolkata
		Prof. Chinmoy Thakurata, Sr Editor, The Statesman
25 th & 26 th Nov 2011	UGC sponsored workshop on “Upgradation of UG Commerce Syllabi in the changing scenario.	Dr. Alok kr Banerjee, VC, University of Kalyani
		Prof. Sunil Kr. Gandhi, University of Kalyani
		Prof. Prithul Chakroborty, JIS Management School
		Prof. Ananda Mohan Pal, Calcutta University
		Prof. Uttam Dutta, West Bengal State University

25. Seminars/ Conferences/Workshops organized & the source of funding

Date	Programme	Source of funding	
24 th & 25 th March 2009	State level Seminar on “ Development Civil Society & Human Rights	UGC sponsored	
28 th & 29 th January 2011	National Level Seminar on “ Right to Employment in Rural Perspective	UGC sponsored	
25 th & 26 th Nov 2011	State Level workshop on “Upgradation of UG Commerce Syllabi in the changing scenario.”	UGC sponsored	

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	2013-14				2012-13
	Applications received	Selected	Enrolled *M	*F	Pass percentage
B.Com(Honours)	12	12	11	1	100%
B.Com (General)	3	3	3	0	N.A

*M=Male F=Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.Com(Honours)	100%	NIL	NIL
B.Com (General)	100%	NIL	NIL

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc?

We have no such infrastructure to keep such information, but a good number of students appear in Civil Service Examination and Defense Services. Our ex student Sri Somnath Bandyopadhyay have cleared SLET examination and appointed as Assistant Professor in full time post of the Department. Another ex student Sri Sandipan ghosh is now serving as Manager of Nadia District Central Cooperative Bank, Gazna , Nadia.

29. Student progression

In fact, the department has no such infrastructure to maintain information regarding the students' progression to further studies and for employment. Only, a data bank is maintained in Career and Counseling Cell for the pass out students. A considerable number of students admitted in different Universities for Post-Graduate studies. A good number of students passed from this institution during last two years have obtained employment in different sectors like Railways, Schools, Defense service, Police service, etc.

Some of our present students of third year are self employed.

Sri Suraj Agarwal have started wholesale distribution business of fast food items, name of his business is "Devi Distributors" and is already a established businessman in the locality. His annual turnover is around rupees four lakh only.

SriRaja Pramanik have started business of Colour Fish and Aquarium, name of business is "Blue Planet Aquarium". His annual turnover is around rupees one lakh only.

Student progression	Against % enrolled
UG to PG	0
PG to M.Phil.	N.A.
PG to Ph.D.	N.A.
Ph.D. to Post-Doctoral	N.A.
Employed <ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 	See para 1
Entrepreneurship/Self-employment	See para 2

30. Details of Infrastructural facilities

a) Library : Yes

b) Internet facilities for Staff & Students: Yes

(Teachers are using personal Laptop with wireless dongle for internet access. Moreover, there is sufficient desktop in the department with internet facility for Staff and Students. Our college campus is connected with Wi-Fi facility).

c) Class rooms with ICT facility: Yes

(Our class rooms are equipped with audio and visual arrangement).

d) Laboratories: Yes

(We have one computer laboratory for the students of the department, which is equipped with three computers, printer, and internet facility).

31. Number of students receiving financial assistance from college, university, government or other agencies

Since all most all of our students belong from agriculture family, the financial positions of the students are not sound. So, we provide financial assistance from college fund to all the students. Government grants are given to SC, ST students. Apart from that, Sitaram Jindal foundation provides scholarship to meritorious students.

32. Details on student enrichment programmes (special lectures /workshops / seminar) with external experts

Workshop :

We have organized UGC sponsored State level workshop on “Upgradation of UG Commerce Syllabi in the Changing Scenario.” On 25th -26th November 2011.

Seminar :

We have organized two seminars during this period;

(a) UGC sponsored State level Seminar on “Development Civil Society & Human Rights “on 24th & 25th March 2009.

(b) UGC Sponsored National Level Seminar on National Level Seminar on “Right to Employment in Rural Perspective” on 28th & 29th January 2011

Special Lectures:

“ An Introduction to Commodity Futures” on 25th September 2012 guest speaker was Professor Basab Chandra of Ranaghat College .

33. Teaching methods adopted to improve student learning

Our teachers use audio and visual equipments to demonstrate class lecture. We have introduced practical classes for Income Tax, Accountancy, Accounting package Tally, Excel.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities.

Some of our students have joined NSS wing of the college. They actively participate in social services. Our faculty member Prof. Somnath Bandyopadhyay and Prof. Arindam Chakraborty have taken responsibility of Coordinator ship of NSS wing of the college. Moreover, Prof. Arindam Chakraborty completed refresher course for NSS activity under “Ram Krishna Mission” Narendrapur.

35. SWOC analysis of the department and Future plans

Strength : Our department is equipped with very good faculty members. At present there is one faculty who has Ph.D and another three faculty members are doing Ph.D work. Two of our faculty members have completed MRP and at present another two UGC sponsored MRP is going on. We have good infrastructure in our department.

Weakness: Our main weakness is very low intake of students in the department. We have taken initiative to overcome this problem, we went to feeder schools from where class XII pass out students are admitted in our college. It is found that, at school level number of students opting for commerce stream is also very poor.

Opportunity :- Since, our college is situated in Rural, Border and agriculturally developed area, most of the students are from the house of farmers, we have to introduce subjects like Agricultural Marketing, Firm Management etc. In this respect we have given proposal to Under Graduate Board of Studies of University of Kalyani.

There is scope of campus interview for final year students with the help of industry house.

Challenges: Since Commerce education is a dynamic subject frequent changes took place with the change in business world. In recent days, Indian Companies Act, Income Tax Act, Foreign Exchange Act, IFRS, Auditing Standards, XBRL etc. have gone through a sea change. We have to always upgrade our knowledge and give it among our students in lucid language, for which structured study materials are not always available.

Future Plans:

- (a) To introduce more practical oriented subjects.
- (b) To approach Industries/Business Houses for campus interview
- (c) To introduce need based subjects of the locality.
- (d) To introduce career oriented courses in the department.

Post Accreditation Initiatives:

With a view to evaluating the performance of this institution by an external agency that is professionally proficient and competent for the job and to get clarify our thinkings in terms of our goal in the year 2007 we took initiative of for assessment and accreditation of our institution by NAAC and on submission of our Self-study Report NAAC peer team visited our institution on 24-25th March,2008.NAAC peer team on meeting with the Head of the Institution, the then Cooridnator, NAAC Steering Committee, the then President and the members of the Governing Body, the students' representatives, alumni members, residents of the localities and visiting all our academic and supporting departments communicated us the Peer Team Report and that report was accepted by our Institution.

Immediately after NAAC Peer Team Visit the Governing Body of the college by a resolution of its meeting held on 23.06.2008 form the Internal Quality Assurance Cell with the following members:

1. Dr.Sarojendra Nath Kar – Chairman;
2. Prof.Somnath Bandyopadhyay- Teacher member- Coordinator;
3. Six teacher members excluding the Coordinator;
4. Two representatives from the Governing Body;
5. Two representatives from the local society.

Afterwards after expiry of the previous Governing Body and formation of the new Governing Body as per statute of our affiliating university the IQAC was reformed by a resolution in its meeting held on 14.07.2012.

On 16.09.2008 NAAC declared our accreditation and immediately after accreditation the Internal Quality Assurance Cell (IQAC) decided to distribute the copy of the Peer team report(here in after called PTR) among the faculties to collect their opinion and suggestions for effective implementation of recommendation of NAAC peer team. On having the opinion and suggestion from the faculty IQAC in its meeting held on 03.08.2009 recommended some suggestions to the Governing Body with a view to implementing the recommendation of NAAC peer team so as to ensure achievement of our goal. The major recommendations of the IQAC were as follows:

- i) Installation of students' software package in order to ensure systematic maintenance of students' data;
- ii) Enhancement of teaching days to achieve atleast 180 teaching days in an academic year;
- iii) Construction of new class room;
- iv) Creation of more whole-time teaching posts and filling up of vacant teaching posts;
- v) Introduction of career oriented courses in order to revival of Commerce department;
- vi) Ensuring full utilization UGC grant;
- vii) Filling up of vacant posts of staff members and creation of more posts of staff;
- viii) Initiative on the part of the management to encourage faculties in research and publication.

Afterwards the IQAC use to evaluate implementation of those recommendations at an interval of one academic year and communicates suggestions to ensure the same.

As a regular process of quality sustenance and quality enhancement at the beginning of every academic year IQAC recommends specific plan of actions with due consideration to the recommendation of NAAC peer team as well as its recommendations mentioned above and evaluates the achievement of those plan of actions after the expiry of that year and those plans and evaluations and suggestions to overcome the deficiency were duly published in the Annual Quality Assessment Report of the relevant academic year and that report were published on the day of Annual day observation and was sent to all of its stakeholders and the NAAC.

As a result of continuous effort of the IQAC regarding quality sustenance and quality enhancement we achieved our following targets during the post accreditation period:

1. With a view to ensuring most effective students' data keeping and maintenance we installed student software in our college office, where particulars of the students at the time of their admission is uploaded and a link between college office and accounts section was installed by means of LAN so that particulars of the students and fees collected from them from time to time can easily be accessed from the accounts section.
2. For the sake of academic aspects of the college we employed our continuous effort to enhance our teaching days every year as a result of which we have been successful in improving our position in achievement of teaching days and not only that during the year 2010-11 we achieved more teaching days as compared to UGC stipulation and in the year 2012-13 we achieved teaching days at par with the UGC stipulation.
3. We have constructed two new class rooms to meet demand for new classroom though the number is not sufficient for meeting full demand and we also constructed new building for college canteen & students' union room, one girls' canteen and one boys' common room out of fund provided by the UGC under UGC XIth plan construction grant.
4. With a view to meeting the demand for whole-time faculties we appointed two new faculties, one in the department of commerce and one in the department of Sociology and one permanent Librarian during the post accreditation period on the basis of the recommendation of the college service commission and duly approached to the West Bengal College Service Commission for immediate recommendation of whole-time teachers for filling up all the remaining post. Not only that we also got approval the service of 12 Part-time teachers from the Government of West Bengal following the relevant Government Order and continuity of their service upto attainment of 60th year of their age has been ensured. We also appointed some guest teachers during the period and one contractual whole-time teacher to ensure smooth running of academic activities of the institution. Further IQAC also recommended appointment of one contractual whole-time teacher for English and another for Geography

and the process of that appointment is going on and we hope that will be completed very soon.

5. In order to meet the scarcity of staff members during the post accreditation period we also appointed 7(seven) more staff members and took initiative to promote two staff members to higher position. We also employed some daily paid workers during the period to meet the problem arises out of non-availability of permanent staff members.
6. For the interest of slow learners coming from SC,ST & other backward classes(non-creamy layer) we introduced remedial coaching classes out of fund provided by UGC under XIth plan grant and for the interest of our exstudents and literate youth of the local society coming from SC,ST & other backward classes(non-creamy layer) we introduced coaching classes under entry-in-service scheme sponsored by UGC. Further for the interest of our students to get them updated at par with the existing job market we also introduced career counseling sponsored by the UGC.
7. With a view to updating teaching learning process during the period we converted our 14(fourteen) existing class room into ICT enabled class room by means of using LCD projector. Further in order to enable our faculty to prepare their teaching material we distributed Laptop to our entire whole-time faculty with all necessary devices out of fund provided by the UGC under XIth plan additional grant.
8. We think that library as the center of learning resources with all modern amenities is the necessary precondition of effective academic achievement. Considering this important factor we have maintained continuity of purchasing new books in our central library out of fund provided by the UGC as well as College fund and as a result of which the number books which was 12066 at the time accreditation reached to 18004 as on 31.12.2013.Regarding journal section of the library the number, which was only 10(ten) stands at 50 (forty nine) at present. Further we also think modern library can not be run with only ' pen and khata' and that is why we have done away our orthodox accessation system by installing library software SOUL out of fund provided by the UGC and for that purpose our librarian and library clerk pursued necessary training following UGC norms. As a result now our Students & teachers can enjoy the facility of web browsing through UGC-INFLIBNET programme.
9. We also think research and publication is also a necessary precondition of successful achievement of goal of every higher learning institutions. Considering this factor during post accreditation period we adopted lot of initiatives to encourage research and publication of our faculty as well as faculty of other higher learning institutions throughout our state. During that period we have published one edited book with ISBN entitled "***Sustainable Development and The Role of the Government***" and obtained ISSN for our journal OPEN EYES, which is a peer reviewed journal of commerce, Economics and allied areas. During the period we also allowed our faculty to organize one UGC sponsored National level seminar and one state level seminar and one workshop within the college premises. We also allowed our faculties to participate in International, National, State & Regional Level Seminar

held in different higher learning institutions and to get their researched papers published in those seminar and conferences. We also introduced a system of budgetary allotment for organizing seminar by our different academic departments and for purchase of research oriented books, journals, reports in our central library. Further we also allowed five whole-time faculty to pursue Ph.D. course work following UGC regulation from different Indian Universities and out them three faculty got their Ph.D. registration after due completion of their coursework.

10. As an indicator of our academic achievement during the post accreditation period we have been successful to increase the number of first class of our students in the final University level examination keeping intact the high success rate of the pre accreditation period. The trend in the number of first class during last six academic sessions may be highlighted as follows:

Session	No of students obtained first class
2007-08	0
2008-09	1
2009-10	31
2010-11	28
2011-12	46
2012-13	19

11. We acknowledge students as the cream of higher learning institutions. Again our College is located in such area where most of the students come from socially and economically backward families. Parents of most of the students are agricultural labourers and dailywage earner. Considering those factor in order to check the drop out of the students due to economic backwardness we arranged exemption of fees of the students by means of formation of student aid fund. During last five years we increased considerable percentage in fees exemption of the economically needy yet meritorious students. The trend of our expenditure through student aid fund may highlighted as follows:

Year	Utilization in Student aid fund	Increase/decrease	Growth rate
2008-09	101035.00		
2009-10	93795.00	-7240.00	-7.17
2010-11	63740.00	-30055.00	-32.04
2011-12	266510.00	202770.00	318.12
2012-13	461150.00	194640.00	73.03

Further we also accommodated as many as 156 students to have scholarship from different authorities during the period e.g. Minority scholarship, West Bengal Merit-cum-Means scholarship, Sitaram Jindal Foundation Scholarship.

In order to reduce the financial burden of the students of our existing self-funded subjects and courses we have decided to convert those into regular subjects and courses as the case may be and already approached to our affiliating university in this regard.

12. We also acknowledge that quality sustenance and quality enhancement of higher learning institutions can never be accomplished without active participation of the students. But it is not possible for us to make our students full aware about the same by means of day to day to teaching learning process. Further it is also necessary for our faculties to have sufficient idea about the same by which they can motivate the students towards this goal. Considering these factors IQAC of our Institution organized one NAAC sponsored Two-day State Level Seminar on “**Role of Students in Quality Assurance of Higher Education**”. Dr.B.S.Madhukar, Deputy Adviser & Regional Coordinator , Eastern& North eastern region,NAAC delivered his keynote address in that seminar.Besides, Dr. Apurba Kumar Chattopadhyay, Professor, Department of Economics & Politics, Visva-Bharati, Santiniketan, Dr. Prem Kumar Agarwal, Assistant Professor, Department of Law, Hooghly Mohsin College, Government of West Bengal, Prof. Biswajit Halder, Assistant Professor, Department of Economics & Politics, Visva-Bharati, Santiniketan, Dr. Subhas Biswas, Principal, Humayun Kabir Mahavidyalaya, Bamunpukur, North 24 Parganas, Dr.Swapan Bhattacharjee, Ex-Professor, Department of Sociology, University of Calcutta, Prof.(Dr.) Jayashree Roy Chowdhury, Principal, Krishnanagar Government College, Government of West Bengal delivered their valuable lectures as invited speaker in that seminar.

13. With a view to strengthening our infrastructure we also incurred a considerable amount of capital expenditure during the post accreditation period both from fund provided by the UGC and from the college fund. The addition of capital expenditure during last five financial years may be highlighted as follows:

Year	Capital Expenditure	Increase/decrease	Percentage
2008-09	1092403.00	-	-
2009-10	2450025.00	1357622.00	124.28
2010-11	1865486.00	-584539.00	-23.86
2011-12	1922795.00	57309.00	3.07
2012-13	4389957.00	2467162.00	128.31

Further with a view to ensuring replacement of fixed assets after expiry of useful life without hampering the liquidity position of the college we introduced a system of budgetary allotment for enhancement of fixed deposits equivalent to amount of depreciation of the concerned financial year.

14. We also think that in the era of globalization in order to accomplish the stated goal it is essential for a higher learning institutions to maintain link with the every corners of the World. In order to meet that requirement we have also increased internet terminals to 21(twenty one) in the post accreditation period as compared to only one in the pre accreditation period. Further in order to ensure accessibility of internet facility within the college campus we also installed wifi technology within the college campus.
15. We also acknowledge that the higher learning institutions should take appropriate initiative in environmental awareness and energy conservation. With a view to discharging that responsibility we installed inverter with rechargeable battery at all the important corners of our institution and also installed online UPS in the college premises out of fund provided by the UGC. Further we also installed KIRLASKAR silent generator within the college premises out of UGC fund.
16. Not only for academic activities but also for extra-curricular activities we devoted our lot of efforts. Apart from participation in Annual cultural fest SPANDAN and freshers' welcome and annual social function. Our students also participated in district and state level youth parliament and quiz competition and for two times they were awarded first position in the district chapter of youth parliament competition. In the ongoing year they also participated in Division level youth parliament competition in Presidency division and were awarded first prize in the division. Our students also participated in different district, university and state level games & sports competition apart from their active participation annual athletic meet. We also introduced a system of budgetary allotment for games & sports for organizing inter class games & sports competition.
17. We also organized two extension programmes in our surrounding areas out of UGC fund apart from different extension and social action activities organized by our two important organs NSS and NCC.
In spite of all the aforesaid positive initiatives and efforts we still have the following weaknesses which we hope to overcome very shortly:
 1. In spite of recommendation of the IQAC we failed to introduced career oriented courses for the revival of the department of commerce;
 2. During post accreditation period three of our whole-time faculty members left our College for their personal convenience to join in another institutions , situated near their residents and one whole-time faculty member left our college for joining as the Principal in another institution and one whole-time faculty member left our College for superannuation. Those vacant positions are yet to be filled up.
 3. We could not continue our computer center due to very low demand of our students about the same. This is so because at present most of our students learn computer as a part of their school education and thus they do not feel any interest to have computer education after entering into the college.

4. Though we appointed 07(seven) new staff members during the post accreditation period, but that number is not sufficient with the existing workload of our College and hence scarcity of adequate permanent staff members is still in existence in this institution.
5. Though we constructed two new class rooms out of college fund and new building for students' union, boys common room, girls canteen for our students but demand for more new class room is still in existence due to increase in huge number of students in recent years.

SPLN

Declaration by the Head of the Institution

I certify that that the data included in this Self-Study Report (SSR) are true to the best of my knowledge.

This SSR is prepared by the institution after internal discussions, and no part thereof has been outsourced.

I am aware that the Peer team will validate the information provided in this SSR during the peer team visit.

Signature of the Head of the institution
with seal:
Principal
Sudhiranjan Lahiri Mahavidyalaya
P.O.- Majdia, Nadia

Place: Majdia, Nadia-741507, West Bengal
Date: The 17th day of April, 2014

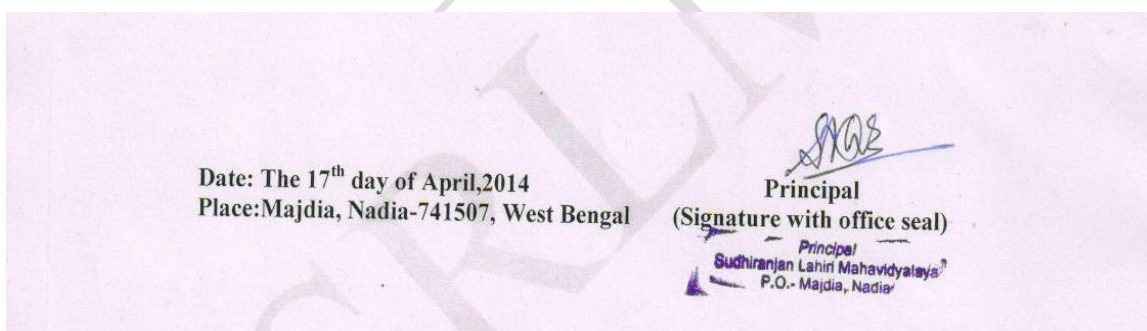
Certificate of Compliance

This is to certify that Sudhiranjan Lahiri Mahavidyalaya fulfils all norms

1. Stipulated by the affiliating University and/or
2. University Grants Commission and
3. The affiliation and recognition is valid as on date.

It is noted that NAAC's accreditation , if granted , shall stand cancelled automatically , once the institution loses its University affiliation or Recognition by the Regulatory Council as the case may be.


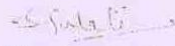
In case the undertaking submitted by the institution is found to be false then the accreditation given by NAAC is liable to be withdrawn. It is also agreeable that the undertaking given to NAAC will be displayed on the college website.



Annexure I: Accreditation Certificate for cycle-I




Annexure II: UGC Recognition Certificate

Ph. 23236358, 23232701, 23237921, 23234116 23238733, 23232317, 23236735, 23239437 UGC Website: www.ugc.ac.in		विश्वविद्यालय अनुदान आयोग बहादुरशाह जफर मार्ग नई दिल्ली-110 002 UNIVERSITY GRANTS COMMISSION BAHAU'R SHAH JAFAR MARG NEW DELHI-110 002
<u>Speed Post</u>		
F. 1-1/2004 (CPP-I) May, 2008		31 MAY 2008
The Principal, Sudhiranjan Lahari Mahavidyalaya, Majdia-741 507, <u>District Nadia (W.B).</u>		
Sub - Recognition of Sudhiranjan Lahari Mahavidyalaya, Majdia-741 507, District Nadia (W.B) under Section 2 (f) & 12 (B) of the UGC Act, 1956.		
Sir,		
With reference to your letter No. SRLM/UGC/Aff./08 dated 15.01.2008 on the above subject, I am directed to say that the name of Sudhiranjan Lahari Mahavidyalaya, Majdia, District Nadia (W.B) is included in the list of Colleges maintained under Section 2(f) & 12 (B) of the UGC Act, 1956 under the head Non-Government Colleges teaching upto Bachelor's Degree. The College is also eligible to receive Central assistance under Section 12 (B) of the UGC Act.		
Yours faith-fully  (Mrs. Sunita Guiati) Section Officer		

Annexure III: Affiliation Certificate

University of Kalyani

**Kalyani - 741 235, Nadia
West Bengal
Shri U. Bhattacharyya
Registrar**



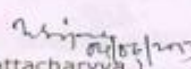
Phone Off : 2582-2505, 2582-8750, 2582-8889
2582-8477, 2582-8220, 2582-8286, 2582-8478,
2582-8293, 2582-8378, 2582-8275
Tel. Fax: 00-91-33-582-2503/2582-2505
Web : www.klyuniv.ac.in

No. RPS/Cert/57/0033/13 Dated : 04.06.2013


TO WHOM IT MAY CONCERN

This is to certify that Sudhiranjan Lahiri Mahavidyalaya, Majdia, Nadia-741 507, West Bengal is affiliated to the University of Kalyani since 2000 and recognized by the University Grants Commission under section 2(f) and 12B and the following courses/subjects are taught in the said College:

1. Three year B.A. Hons. Courses in Bengali, History, Political Science, Sociology, Philosophy.
2. Three year B.A. Hons. Course in English.
3. Three year B.Sc. Hons. Course in Geography.
4. Three year B.Com. Hons. Course in Accountancy.
5. Three year B.Com. General Course.
6. Three year B.A. General Course with subjects Bengali, English, Political Science, History, Sociology, Defence Studies, Philosophy, Economics, Geography, Physical Education.
7. Three year B.Sc. General Course with subjects Physical Education, Geography, Defence Studies.
(Students opted for any two of the three subjects are awarded B.Sc. General Degree.)


(U. Bhattacharyya)
Registrar
Registrar
University of Kalyani
Kalyani-741235
Nadia, West Bengal

Annexure IV: Latest Grant Certificate


UNIVERSITY GRANTS COMMISSION
EASTERN REGIONAL OFFICE
LB 8 Sector.III Salt Lake, Kolkata 700 098

GRANT-IN-AID BILL

Name of the Section: Accounts Department.

1. Name of the beneficiary Institution: **Sudhiranjan Lahiri Mahavidyalaya**
ID No. **WK4-029** Majdia, Nadia
S. No. **218396** West Bengal 741507
(Under University) Kalyani

2. Sanction number and date: F. **WK4-029/12-13** Date: 19-Feb-14

3. Amount sanctioned : Rs. **150000**

4. Purpose of the grant-in-aid : XIth Plan College Developm Undergraduate
SC Concentrated District

5. Head of Account : 1.B-(i)b

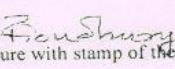
6. Designation and address of Authorized Officer: Principal

7. Payment Details:
(a) Name of the Bank : United Bank of India, Majdia, Nadia
(b) Account No.: 0228050010052
(c) Type of Account: (SB/Current/Cash Credit)
(d) IFSC Code: UTBIOMAJ906
(e) MICR Code Branch:
(f) Whether bank branch is RTGS or NEFT enable :RTGS/NEFT/Both
(g) Name & address of Account Holder:Principal,
Sudhiranjan Lahiri Mahavidyalaya
Majdia, Nadia
West Bengal 741507

Received a sum of Rs. 150000
Rupees **One lakh fifty thousand only**
being the amount sanctioned vide sanction No. F. WK4-029/12-13
(Copy enclosed) for disbursement to the Principal,
Sudhiranjan Lahiri Mahavidyalaya

Certified that the conditions of the grant have been accepted by the grantee.
Necessary entries in GIA/Budget Control Register have been made.

**You are requested to confirm the receipt of the above amount in your account by
sending back the enclosed stamped receipt within 7 days.**


Signature with stamp of the Officer

Accounts Officer
University Grants Commission
Eastern Regional Office
Kolkata

14 MAR 2014
Dated 19-Feb-14