

SELF-STUDY REPORT - 2017 OF SITANANDA COLLEGE



**NANDIGRAM, PURBA MEDINIPUR,
WEST BENGAL, PIN - 721631**

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WITH REPORT TO

1st CYCLE OF ACCREDITATION

SUBMITTED TO

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)

2017

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Memo No 504/SSR/NAAC/2017

Date: 21.03.2017

To
The Director,
National Assessment and Accreditation Council (NAAC)
P.O. Box no. 1075, Nagarbhavi,
Bangalore- 560072,
Karnataka, India.

Sub: Uploading the Self Study Report-2017 of Sitananda College, Nandigram, Purba Medinipur, West Bengal, Pin-721631 for the First Cycle of Accreditation 2017 in our official website www.sitanadacollege.info

Sir,

It gives us pleasure to inform you that the Self Study Report -2017 of our college for the First Cycle of accreditation is duly uploaded in our collegewebsite: www.sitanadacollege.info for your inspection. The letter of intent (LOI), in this regard, will be sent in due time followed by five hard copies of the SSR, 2017.

I shall be looking forward to hearing from you about your decision regarding NAAC Peer Team visit to our institution.

Thanking you.

Yours sincerely,

K. G. Adhikari
21-03-17

(Dr Krishnagopal Adhikari)
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PREFACE

In the year 1959 on 24th January two persons of Nandigram locality, Kshirod Chandra Maity of Dhanyakhola and Benimadhab Pal of Roynagar circulated a printed Handbill convening a meeting on 26th January, 1959 of the local persons interested in education to be assembled at a local High School “Nandigram Brajamohan Tiwary Sikshaniketan”. They expressed their desire in the call that they wish to establish a Degree College at Nandigram for imparting higher education and like to donate their savings of money for the purpose.

On 26th January, 1959 the meeting was held and the two peasants mentioned above donated Rs. 50,000/- each for the establishment of the proposed College. A General Body was formed in the meeting consisting of 53 enthusiastic persons interested in education of the locality and the Hon’ble SDO. The General Body members pledged to contribute Rs. 2/- (Rupees two only) each for making a fund for preliminary works for the establishment of the College.

In the first meeting of the General Body of the proposed Degree College held on 4th February, 1959, an interim Governing Body was formed taking SDO of Tamluk Sub-Division as the President and the Sub-Registrar of Nandigram as the Secretary, one Police Officer of Nandigram P.S., three Head-masters of local High Schools, two M.L.A. of Nandigram Assembly Constituency and twelve local gentries.

Afterwards the General Body and interim Governing Body (Ad-hoc) held twelve meetings encouraged and inspired by tremendous enthusiasm of local people. Lands were procured as donation from local people. Constructions were erected to accommodate students in class rooms, teachers’ room, laboratories and college office in tiles headed structures. All these were developed with donations of cash, materials and service/labour free of cost from local people.

Finally, on 19th July, 1960 the proposed college was accorded affiliation from the University of Calcutta and the Sitananda College, Nandigram began its journey from 21st July, 1960. It came under the umbrella of Vidyasagar University from 1985 onwards.

There is an interesting story behind the name of the college. The college got its name 'SITANANDA' from the first part of the name of two principal donors. They are Sitanath Pal, the father of Benimadhab Pal and Ananda Mohan Maity, the father of Kshirode Chandra Maity. 'SITA' of Sitanath Pal and 'ANANDA' of Ananda Mohan Maity are combined together to give a final shape in the name of the college.

The college started functioning initially with two faculties – Arts and Science.

Honours courses were introduced in different subjects in different years like Bengali, Mathematics and Political Science in 1966. In 1991 the college got affiliation in History (Hons.). From 2006-2007 session Education and Chemistry Honours courses and from 2008-2009 Physics Honours course have been introduced. General Courses in Education, Bengali, Philosophy, Political Science, History, English, Sanskrit, Mathematics, Physics, Chemistry, Zoology had been introduced from its inception. Anthropology was introduced from the inception of the college and it is also interesting to note that it is the second Anthropology Department at the Undergraduate level in its history in West Bengal. Botany, Geography and Nutrition have also been introduced. The institute is flourishing rapidly in spite of facing many difficulties and soon going to be one of the premier colleges in the southern region of the state of West Bengal. P G Courses in Bengali, English, Sanskrit and Mathematics are going to be introduced very soon. A new building for it is being constructed.

At present the college office is fully computerized and automated with Internet facilities. The college has four spacious and well-equipped Blocks – Administrative Block, Arts Block, Science Block and Kazi Nazrul Block.

Recently, the Reading Rooms (teachers and Students) of the Library have been refurnished with air-condition facilities. There are six well equipped laboratories, Zoology Museum, Boys' Common Room, Boys' Hostel, three Playgrounds, two Ponds with three Pucca Ghats and Canteen for Teachers and Students. The college, of late, has received a special financial aid from U.G.C for the construction of a three-storied Girls' Hostel which has already been completed and now it is functioning. Construction of three storied Physics Building has already been started under the financial assistance of the Department of Higher Education, Government of West Bengal and a new construction has started on the roof of the old Physics building.

The college is marching forward with success and glory. Presently, it has more than 1550 students and interestingly, girls comprise of the formidable part of it. The college is gifted with a healthy academic atmosphere fostered and nurtured by teachers, students and management of the institution. Moreover, the scenic beauty of the college with its ponds, plants and gardens provide it with an aesthetic look. Peace and happiness prevail upon the idyllic ambience of the academia which gives a sensation of ancient *Topovan* to both the teachers and learners. In the past years the college has produced thousands of promising talents who are now playing significant roles in the reconstruction of an ideal society and a strong, secular and democratic nation. Posterity waits with lighted candles and flowery crowns to welcome the coming days of success towards which the college is steadily marching ahead.

Dr Krishnagopal Adhikari
Teacher-in-Charge
Sitananda College, Nandigram

ACKNOWLEDGEMENT

This Self Study Report, 2017 has been written and prepared by the NAAC Coordinator along with the members of NAAC Steering Committee after repeated discussions with the Head of the different Departments. The report covers the seven criteria i.e. Curricular Aspects, Teaching-Learning and Evaluation, Research, Consultancy and Extension, Infrastructure and Learning Resources, Students Support and Progression, Governance, Leadership and Management, Innovations and Best Practices, the College Profiles and Departmental Evaluative Reports. It discloses the strengths and weaknesses of the institution.

It was impossible to complete this Self Study Report without the support of all the teachers (Full time, Part-time and Guest), Non-Teaching staff and students of the institution. We would like to thank the head of the institution, Dr. Krishnagopal Adhikari, TIC, who inspired us to prepare this Self Study Report. We are indebted to him for his constant support and encouragement during the preparation of this Self Study Report. The preparation of this Self Study Report is obviously a result of teamwork. We are grateful to the sincere and hard-working NAAC Steering Committee members and the members of Editorial Boards, Prof. Sankar Kr. Nandi (Dept. of Bengali), Dr Chaitali Basu (Dept. of Chemistry), Prof. Biswarup Mandal (Dept. of Chemistry), Prof. Himansu Hazra (Dept. of Physics) Sri Asit Baran Rana (Librarian), Sri Santanu Bhunia (Head Clerk) and Sri Gaur Hari Das (Accountant). Without their support, it was really tough to prepare this Self Study Report. We also thank the Teachers' Council Secretary, Prof. Biswajit Maity, for his help. We would like to convey our deep sense of gratitude to the members of the Governing Body for their cooperation and especially to the honourable President of the Governing Body of the College, Sk Abu Taher Mahammad Asfakur Rahaman, who remained an ever inspiring figure in the execution of this big task. We also thank to the members of the Internal Quality Assurance Cell (IQAC) of the college especially Prof Tanweer Alam Mazhari, Ramkrishna Mission, Belur Math, Prof. Manoranjan Jana and Sri Swapan Kr. Sasmal for their constant suggestions and inspirations.

Lastly, we would like to thank all those who directly or indirectly supported us in preparing this Self Study Report.

We are looking forward to welcome the NAAC Peer Team and hope they will appreciate our efforts.

With thanks

NAAC Coordinator

A. EXECUTIVE SUMMARY (CRITERION WISE) AND SWOC ANALYSES

Sitananda College owes its origin to a widespread intellectual movement that swept across Bengal immediately after the Independence and was felt even in the remotest corners of the state. As it happened people of almost all the sections of this remote corner of West Bengal felt the necessity of an institution of higher education that would cater to the needs of the thousands of students passing out of the schools of the locality. The intellectuals came forward to give a concrete shape to the hopes and aspirations of the common people but the latter were not to be left behind in terms of material contribution to the realization of a general hope. The movement was basically started by the intellectuals like Late Dr Probhod kumar Bhowmik, the eminent Anthropologist of international stature, Late Dr Bholu Nath Chandra and Late Bhoopal Chandra Panda. This great ideal was materialized and substantiated by some large hearted people of the society. Late Kshirode Chandra Maity of Dhanyakhola donated the amount of Rs 50000 (Fifty thousand only), Late Benimadhab Pal of Raynagar also donated the amount of Rs 50000 (Fifty thousand only) and late Taraknath Bera of Gadaibalbar donated some acres of land. Moreover, the common people voluntarily contributed with common materials like wood, bamboo etc., physical labour and most importantly keen interest. **SITANANDA COLLEGE** began its odyssey on 21st July, 1960 in two stretchy tile-shaded buildings with the affiliation of Calcutta University and subsequently from 1985 under Vidyasagar University.

CRITERION I: CURRICULAR ASPECTS

Sitananda College, Nandigram is an Undergraduate College in Arts & Science and is affiliated to Vidyasagar University, Midnapore, and West Bengal. The college is located in a remote rural area. The college aims at empowering the underprivileged section of the society by imparting quality education to rural people, particularly women, poor and backward class minority students of Nandigram. The College has the objective of enlightening the first generation learners of the socially and economically backward region of Nadigram by offering the opportunities for higher education. It is attempting to empower the students with the necessary knowledge and skill required to meet the challenges of the 21st century job market.

As an affiliated college of Vidyasagar University, it follows the curriculum developed by the respective Board of Studies of the University. It has no autonomy to modify or add new topics to the existing curriculum to meet the changing needs of the economy. The tenure of every Board of studies is of four years; it is observed that the curriculum is revised every **five** years by the university. One teacher of the College is the member of the Board of studies (U G level) of the University and hence he is playing role in reviewing and redesigning of the courses in his capacity, but some teachers attend workshops conducted by the University for Curriculum Design.

At present the College is offering Undergraduate programs in Arts, Science both in General and Honours courses. The Honours courses are available in Bengali, English, Sanskrit, History, Political Science, Geography, and Education in Humanities, Physics, Chemistry, Mathematics, Zoology, and Anthropology in Science. The University has provided several programme options to the students. The college in time has given scope to the students to choose from as many as twelve (12) Honours subjects and fifteen (15) general subjects to be studied in two streams as stated above. The students enjoy the flexibility to change the subject combinations prior to the process of university registration.

The college has started to receive feedback from 3rd yr students and it gives importance to the feedback mechanism.

The goal and objectives of the college are well defined and diligently pursued. The college imparts value based education through language and literature and NSS activities which are mainly community oriented.

CRITERION II: TEACHING-LEARNING AND EVALUATION

The admissions in the college are made on the basis of marks based merit and it follows the reservation policy of the Government. The college tries to admit students till the intake capacity is reached as the college is located in remote rural area catering Higher Education to poor, backward, minority students among whom a significant number belong to below poverty line. The academic calendar prepared by the University is followed with a few modifications based on the local needs.

Each department prepares teaching plan to complete the syllabi in time. The Teacher-in-Charge monitors the academic and teaching progress. Teaching and learning methods are more or less conventional but chalk and talk method is supplemented by the use of charts, models, maps, specimens, etc. and audio-visual aids like LCD Power Point Projectors, overhead projectors etc. in the classrooms and by organizing excursions and educational tours for the students in some of the Departments. Examinations are conducted strictly as per the University rules. The students are informed about the method of evaluation, regulations, pattern of questions, distribution of marks and number of papers at the beginning of the term.

At present, the College has 20 Full Time Substantive teaching faculties, out of 27 sanctioned posts and 17 Part Time teachers. All the full time teachers have the requisite qualification as approved by UGC and were appointed by the College Governing Body on the recommendation of West Bengal College Service Commission. The Part time teachers are appointed by the Governing Body on the basis of some definite guidelines of the Government and approved by DPI, West Bengal. The college has deficient number of teachers for which it appoints Guest/Invitee teachers in different subjects as per requirement through the Selection Committees by holding interviews. In the current session, the college appointed such temporary teachers. The teacher students' ratio in the college is 1:28.

The college grants study leave to teachers for higher studies and duty leave for attending seminars, workshops, conferences, etc. It provided in-service training to them through participation in orientation and refresher courses all over the country. The College also

organizes seminars for teachers and students occasionally.

The college has a centralized library with 16659 books, 10 Journals and 2 daily newspapers, one Weekly Employment Newspaper with a Reading Room for free access of students. Internet facility is also available in the Library for students.

CRITERION III: RESEARCH, CONSULTANCY AND EXTENSION

The scope of research for the students is restricted because the college is basically an undergraduate college. However, ample good quality research work is regularly published by the faculty members of the college in several national and international reputed journals. The college provides facilities like internet, computer, well-equipped central library, and partially equipped research mode laboratories to promote research amongst research-minded teachers.

Out of 21 permanent teachers, 6 possess Ph.D. and 3 possess M. Phil degree. Five teachers of the college are working for their Ph.D. Almost all the permanent teachers are engaged in their research work. Governing Body of the college sanctions their study leave without hampering teaching –learning system. College allows the study leaves for teachers to pursue the Ph.D. degree. Some teachers carry out minor research project (MRP) funded by UGC. The college has UGC subcommittee as well as Research subcommittee which help and suggest the teachers to submit proposal for Major and Minor research projects funded by external agencies. One faculty member is engaged in the ongoing project funded by UGC and some faculty members are preparing their proposals for submission.

A large number of full-time teachers regularly participate in Seminars, Conference & Workshops, both at the national and international levels. National seminars, Departmental Seminars organized by different Departments, often funded by the UGC, take place in the college time to time in which distinguished resource persons from different universities present papers targeting mainly the students of this college, expanding the horizon of their knowledge and inspiring them for higher analytical studies & research. Publication of research papers, attendance in the seminar, workshops etc. are encouraged to the faculty members to cope up with the present development of the subject concerned.

Social responsibility and national responsibility are given importance through the extension activities like NSS. Thus the college inspires the students to participate in the extension activities. Presently the college has three NSS units to fulfil the social and national needs of its capacity like community development, health and hygienic awareness, adult education, value education, environmental awareness, literacy programmes, blood donation camp etc.

CRITERION IV: INFRASTRUCTURE AND LEARNING RESOURCES

The College campus with a total area of 9.85 acre of pollution-free spacious land with ever-increasing natural greenery, totally encircled with boundary wall, is fully equipped with several physical and infrastructural facilities. The college has four well-equipped blocks

(Administrative block, Arts block, Science block and Kazi Nazrul block) with electricity & water supply, four well-furnished classrooms with sound & over projectors facilities, seven spacious and adequate equipped laboratories, a Zoology Museum, a Telescope, and Computer Laboratory with internet access. Besides, there exist a lot of co-curricular facilities. Some significant facilities are: two big playgrounds having facilities for Football, Cricket, Badminton, Volley Ball, Kabaddi, Basketball and space for indoor games etc.

The college ensures sufficient common facilities such as Students' Canteen, Teachers' canteen with purified drinking water, two vehicle stands, two Big Ponds with three Pucca Ghats, one P.H.E. Pump House, One Generator Room, N.S.S. office, a Garden with Social forest plantation, one deep Tube well and a purified cold water tank.

The college provides sufficient residential facilities for the students. Accommodations are available in the present hostels for both male and female students. Notably, there are Common Rooms with adequate recreation facilities like TV, Indoor Games and Reading Rooms with facilities of News Papers.

Sitananda College possesses an enriched Library with a spacious reading room. The library has almost 16659 books and 10 journals to its credit benefitted the students, teachers, employees of the college and it remains open from 10:30 AM to 5:00 PM for easy access. The Library is fully computerized with assistance in searching database for text and reference books. In Library there is a network resource centre where students can browse net in college hours. Efforts are being made in recent years to enrich the Library providing sufficient space for reading room, conference table and a modest privy.

In Geography department a unit is established in the name of a deceased ex-student "Dipannita Jana memorial Library and Laboratory" with assistance from the parent of that student. It has a stock of core books and reference books of Geography and the parent of deceased student pledge and provides books every year as per requirement of the department.

CRITERION V: STUDENT SUPPORT AND PROGRESSION

The College publishes its prospectus annually. The prospectus gives details of academic programmes, the fee structure, general rules and the facilities offered to the students. It also presents a brief history of the college. The policies and criteria of admission are made clear to the prospective students through the prospectus and notifications on the college notice board. Courses are completed before the examinations and remedial classes are offered for weak students especially SC/ST/OBC and Minority.

Regarding financial help college has own initiatives in the form of aid fund, free-ships and other incentives. Apart from these, there are different types of government funds. The college offers all sort of help to the students for getting different scholarships such as Swami Vivekananda Merit-cum-Means Scholarship, Sitaram Jindal Trust Scholarship, National Scholarship, Scholarship for Disabled Students, Scholarship from CM, West Bengal, Talent Support Programme (TSP), Government of West Bengal, Merit-cum-Means Scholarship, Central Government and Post-Matric Scholarship, Central Government for

SC/ST/OBC/Minority.

Sport and games, other cultural activities are highly encouraged. Students of the institution always have prize-winning performances in those fields. Wall magazines are the platforms where students can express their creative skill. College with its limited capacity framed policies to impart student support by way of establishing carrier counseling cell, canteen, drinking water, lavatory, students' common room for both boys and girls, hostels facility for boys and girls separately. College has an active Students' Union that makes effective link between students and managements. Elected members of the student union are involved in various activities like academic, sports and cultural meet etc. Alumni Association and parent-teacher meetings contribute something positive for institutional development. Through grievance redressal cell students can express their individual view.

CRITERION VI: GOVERNANCE, LEADERSHIP AND MANAGEMENT

Sitananda College, Nandigram is governed by an Apex Body which is statutorily called the Governing Body. This body is constituted taking representatives from the Teaching (4 in numbers), Non-teaching (2 in numbers) staff and student (G.S. of the Students' Union) of the College. Two nominees of the affiliating University (Vidyasagar University, Midnapore) are incorporated in the Body. The state Government also nominates two persons to be included in the Body. The sabhapati of the local Panchayet Samity (Statutory local body) is also a member of the Body. The president of the body is to be elected/ selected from amongst these members except student, Teacher and Non-teaching staff members. Anyone outside these representative members may also be co-opted as the president of the Governing Body.

Governing Body takes the highest decision in the matter of policy framing. Committees like finance, academic, building, Provident Fund, Election Commission, Hostel, and Library Committees are formed by the Governing Body. Teachers' Council functions as an academic body and take part in various managerial and administrative activities of the College. Principal/Teacher-in-Charge takes advice of the council. The principal/Teacher-in-Charge acts as the President of the Council. The teachers elect/select one teacher as the Secretary of the Council.

CRITERION VII: INNOVATIONS AND BEST PRACTICES

Various **quality assurance mechanisms** have been developed by the institution within the existing academic and administrative systems, for instance, **formation of IQAC, setting up of a Career Counselling Cell, etc.** The faculty always tries to make the entire teaching-learning process learner-centric. Students also have an active role to play in assuring quality of education being imparted by the institution as they provide feedback on various aspects of the institution. Apart from these, all members of the teaching and non-teaching staff are involved in various academic and administrative activities. **Parent-teacher meetings are occasionally held**, which also help to evaluate the academic programmes. Various community-oriented programmes conducted by the institution help in personal development of the students.

Merit-cum-reservation policy, transparent administration and admission procedures, financial incentives to students, etc. help the institution to cater to the diverse needs and demands of the students, especially those belonging to the socially and economically weaker sections of the society, who form the majority of the student population. A variety of curricular, co-curricular, community-oriented and social activities help to develop social responsibilities and life-skills among students. Even teachers are continuously encouraged to engage in as much research work and faculty development programmes as possible.

Satisfaction of all the stakeholders concerned is taken into account in order to ensure quality of education being imparted by the institution. A functioning system of addressing students' grievances, i.e., analyzing and acting upon the feedback received from students and other stakeholders is also an important quality assurance mechanism.

All these best practices continuously help the institution to develop in a better manner.

SWOC analysis of the institution and Future plans:

Strength	Weakness
<ol style="list-style-type: none"> 1. To some extent, all science laboratories are upgraded with Modern equipments 2. College caters to students from all sections of society. 3. College strives to inculcate moral values and Indian culture in our students. 4. Completely ragging-free environment 5. Democratic working atmosphere 6. Direct financial support in terms of Post-Metric Scholarships for SC/ST students, OBC and minority students under central government schemes and for female students, merit-cum-means students, LIG (lower income group) students under state government schemes 7. Friendly and cordial working atmosphere 8. ICT usage for teaching besides traditional chalk, talk, text and board method 9. Internet with Wi Fi facilities for students and staff, Computer laboratory for both students and staff, Canteen facility for both students and staff. 10. Learner centric teaching approach is practiced 11. Library, the nerve-centre of the college is rich, automated and sufficiently equipped to cater to the needs of the students and faculty. 12. Medicinal Plants Garden to encourage the herbal remedies. 13. Two ponds for eco-friendly environment. 14. Cheap store and Xerox centre 15. Provision of UGC-supported remedial coaching classes for SC, OBC (non-creamy layer) and minority students. 16. Regular Self-appraisal mechanism of the faculty. 17. The feedback mechanism has helped us to improve the quality of teaching learning process. 18. The participation of faculty in faculty development programmes like refresher/orientation courses, seminars, conferences and workshops is an indication of the policy of the institution in empowering and supporting faculty enrichment. 19. White / green board in all the classrooms for making the classes dust free 	<ol style="list-style-type: none"> 1. Absence of career oriented courses. 2. Being a rural college a number of students are coming from very poor rural background 3. Insufficient space in laboratory in some departments 4. Lack of sufficient teaching faculty 5. No college bus 6. No separate departmental space. 7. The college does not have any residential staff quarters. 8. No Auditorium

<p>Opportunity</p> <ol style="list-style-type: none"> 1. Adequate space for expansion of infrastructure. 2. Introduction of yoga, meditation for improvement of mental & physical health. 3. Introduction of PG Courses 4. Open door policy-Decentralization of duties. 5. Regular interaction with parents and other stakeholders, alumnae 6. Scope for introduction of more academic programmes in future 7. Self- reliance of students through career counselling cell. 8. Social empowerment through NSS units 9. Introduction of Study centre of Netaji Subhas Open University to spread education to the people of all ages. 10. To arrange more seminars 11. UGC funded remedial and entry in service coaching for SC/ST/Minority and non-creamy layer students. 	<p>Challenges</p> <ol style="list-style-type: none"> 1. Attracting more quality students 2. Efforts to increase internal resource generation 3. Further development of infrastructure to accommodate huge students 4. Generation of fund for development 5. Initiatives to get increased financial supports from different funding agencies. 6. Poor language competences of students lead to unsatisfactory level of comprehension and communication. This is a challenge to face the job market and develop global competencies. 7. To further minimize the drop-out rate. 8. To launch a departmental e-journal 9. To make not only good students but also good citizens 10. To train the students in excellent communication skills
<p>Future plans</p> <ol style="list-style-type: none"> 1. Compulsory computer literacy programme for all first year students will be introduced. 2. Conduct National Seminar, conferences and Workshops regularly 3. Creation of a literary magazine from the Department 4. Introducing interactive smart classrooms. 5. Installation of a solar energy plant 6. Introduce ICT teaching technology enabled system for all classrooms. 7. Plantation and rain water harvesting in wider level. 8. Preparation to publish a quarterly wall magazine. 9. Publication of annual departmental magazine. 10. To bring Major Research Project (UGC) in the institution 11. To invite distinguished speakers as visiting faculty. 12. To launch a departmental e- journal 13. To open better Departmental Library for our students. 14. To open Honours Course in Nutrition and Philosophy 15. To Open Post Graduate Courses in Bengali, English, Sanskrit and Mathematics 16. To open spoken English course 17. To set up a language laboratory 	

SITANANDA COLLEGE AT A GLANCE

Sitananda College, Nandigram, Purba Medinipur, West Bengal was established in the year 1960 and was affiliated to the University of Calcutta. Subsequently it came into the jurisdiction of Vidyasagar University, Midnapore, West Bengal. The college is located in the extreme south-east corner of Purba Medinipur District. The college is far away from Municipal Area, Railway Station and National High Way. However, it is connected to different parts of the state by frequent express bus services. It is about 60 Kilometers away from Mecheda Railway Station of South-Eastern Railway and 125 Kilometers away from Howrah Railway Station. Nandigram bus stand is the terminal stand and just 50 meters away from the institution and it is the junction point from where pucca roads extend in different directions.

- ❖ **Sitananda College:** A centre for study in Honours (B A/B Sc) and General Courses (B A/B Sc) in the Undergraduate level.
- ❖ Sitananda College has completed fifty six years of glorious existence. It was founded on 21st July, 1960 as an affiliated College of Calcutta with Science and Arts faculties. In 1985 the college was affiliated to Vidyasagar University as per Government policy to include all colleges of the Midnapore districts under Vidyasagar University.
- ❖ **Population**
 - ✓ Employee Population: Faculty (Full Time Substantive, Part Time & Guest) = **21+17+29=67**, Non-Teaching Staff = **15**.
 - ✓ Student Population (Session 2015 -2016): **1545 & Session 2016-17:1668**
- ❖ **Honours course offered in 12 subjects:**
Bengali, English, Sanskrit, History, Political Science, Education, Geography, Anthropology, Zoology, Mathematics, Chemistry, Physics.
- General courses in 15 subjects:**
Physics, Chemistry, Mathematics, Botany, Zoology, Anthropology, English, Bengali, History, Philosophy, Political Science, Sanskrit, Geography, Education and Nutrition.
- ❖ **Area of College campus: 39860.79 sq. mts.**
- ❖ **Infrastructural facilities:** Four well-equipped blocks with electricity & water supply, 11 spacious and adequate equipped laboratories, Computer Laboratory with internet access, Zoology Museum, one Telescope, Boys' Common room, Girls' Common room, Boys' Hostel, Girls' Hostel, Three Big Playgrounds, Two Big Ponds with three Pucca Ghats and one canteen for Teachers and Students. One Generator Room, a cycle stand, N.S.S. office and the campus with social forest plantation.
- ❖ Rich faculty members with extensive teaching and research experience.
- ❖ Excellent Library with over 16583 books with spacious reading room.
- ❖ Three active NSS Units.
- ❖ Ample opportunity of sports and games (indoor and outdoor).

MISSION AND VISION

Vision

We envisage to achieve recognition as an excellent educational institute, making the pupils moves towards an ever-increasing sphere of knowledge. This is reflected in teaching and overall activities of the institution. It fosters enthusiasm in every youth of its call to understand him, to acquire the qualities of true leadership with democratic attitude and to develop a sense of social and civic responsibilities.

Mission

- To uplift socially and economically backward students upon a strong foundation of secular, humanitarian world view
- To contribute to the craving for knowledge and to promote rational thinking
- To move towards becoming a centre of excellence in Higher Education
- To provide quality education to our students

- To reach new peaks in teaching-learning, research and consultancy
- To create an ambience of culture and consciously promote communal harmony and cultural integration.
- To impart value education coupled with scientific knowledge
- To create good future citizens for the country of competence, commitment, conscience and compassion
- To provide opportunities for citizens in getting jobs to maintain livelihood and nation building as well.
- To eradicate social curses like illiteracy, life style disease and social hatred that stand as impediments in promoting social health.
- To create and boast competitive mind among the young to cope with the challenges to come.

OBJECTIVES

- ✚ To create awareness, conviction and commitment of the students to social and moral values for improving the quality of life through education.
- ✚ To conduct and organise seminars, discourse, dialog, debate, conference, congregation, symposiums, get-to-gather and public meetings to create and develop academic atmosphere.
- ✚ To impart education with up-to-date knowledge of latest developments within all fields of human activities and to the refinements, enhancements and increase of such knowledge application of the same to the moral and material progress of man.
- ✚ To grant relief and assistance to the needy victims during natural calamities such as famine, earth quake, flood, fire, pestilence, etc. and to give assistance to institutions, establishments or persons engaged in such relief work. To organize relief camp and relief work in the event of natural calamities, communal riots and social upheaval in any part of the country.
- ✚ To prepare the students with advancement of learning for Higher Education and career entry in different field

B. PROFILE OF THE AFFILIATED COLLEGE

1. Name and address of the college:

Name	:SITANANDA COLLEGE
Address	:P.O. & P.S. - NANDIGRAM
District	: Purba Medinipur
Pin Code	: 721631
State	: West Bengal.
Website	:www.sitanandacollege.info

2. For Communication:

Designation	Name	Telephone with STD code	Mobile	Fax	Email address
Principal/ Teacher-in- Charge	Dr. Krishnagopal Adhikari, Associate Professor	03224 232494	09153094064	03224- 232494	sitanandacollege@yahoo.in
Vice Principal	NA				
NAAC Steering Committee Co- ordinator	Dr. Md Helaluddin, Associate Professor	03224 232494	09433178006 08981594458	03224 232494	helaluddin933@gmail.com sitanandaiqac@gmail.com

3. Status of Institution

- Affiliated College :
- Constituent College :
- Any other (specify) :

4. Type of Institution

a. By Gender

- i. For Men :
- ii. For Women :
- iii. Co-educational :

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.

6. Source of Funding

- Government :
- Grant-in-aid :
- Self-financing :
- Any other :

7. a. Date of establishment of the college : **21/07/1960**
 b. University to which the college is Affiliated or which governs the college (If it is a constituent college) : **Vidyasagar University, Midnapore : (From 01.07.1985 onwards) : (Previous Calcutta University from 21.07.1960 to 30.06.1985)**

c. Detail of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (If any)
i. 2 (f)	1964	
ii. 12 (B)	1964	

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

d. Detail of recognition/ approval by statutory/regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI etc.) (Enclose the recognition/approval letter)

NA

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
Campus area in sq. mts.	39860.79
Built up area in sq. mts.	2697

(* 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: Yes No

• Sports facilities
* Play Ground : Yes No

* Swimming Pool : Yes No

* Gymnasium : Yes No

• Hostel

* Boys' hostel : **Yes** **No**

i. Number of hostels : **One**

ii. Number of inmate : **11(Total intake capacity-30)**

iii. Facilities (mention available facilities)

Spacious and well ventilated room, Fan and light, Purified drinking water (of Water Filter),dining room,clean lavatory, Playground for outdoor games (outside), Indoor games (outside of the hostel), carom/, News Paper

* Girl's hostel : **Yes**

i. Number of hostels : **One**

ii. Number of inmates : **10(Total intak capacity52)**

iii. Facilities (mention available facilities)

Spacious and well ventilated room with attached bathroom, , Fan and light, spaciousdining hall, Table and Chair, a hall with TV & Indoor Game facilities, a Reading Room with News Papers, Magazines etc facilities and a Play ground.

* Working women's hostel : **Yes** **No**

i. Number of hostels

ii. Number of inmates

iii. Facilities (mention available facilities)

• Residential facilities for teaching and non-teaching staff (give numbers available - - cadre wise) : **Yes** **No**

• Cafeteria -- : **One**

• Health centre –

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

Health centre staff –

Qualified doctor Full time Part-time

Qualified Nurse Full time Part-time

• Facilities like banking, post office, book shops

* Banking **Yes** **campus 100 metres)**

* Post Office **Yes** **(off Campus 100 metres)**

* Book Shop **Yes** (off Campus 100 metres)

- Transport facilities to cater to the needs of students and staff:
No (facilities of concession in bus fair are available)
- Animal house **No**
- Biological waste disposal **Yes**
- Generator or other facility for management/regulation of electricity and voltage:
Yes

(Two Generators comprising 25 KV and 5 KV respectively)

- Solid waste management facility **Yes**
- Waste water management **Yes**
- Water harvesting **Yes**
- **Any other:-** *A Central Library, Medicinal Plant Garden, Garden, , NSS Units, A Zone for Vehicles Parking, Grievance Redressal Cell, Arrangement of Purified Cold Drinking Water, Anti-Ragging Cell, Placement Cell and Women's Cell.*

12. Details of programmes offered by the College (Given data for the Academic year)

Sl. No.	Programme Level	Name of the Programme/ Course	Duration	Entry Qualification	Medium of instruction	Sanctioned Student Strength	Number of students admitted
1.	Under Graduate	B.A. I (Hons. & Gen)	One Year	H.S. (10+2)	Bengali / English	-----	-----
		B.A. II (Hons. & Gen)	- do -	B.A. I	- do -		
		B.A. III (Hons. & Gen)	- do -	B.A. II	- do -		
		B.Sc. I (Hons. & Gen)	One Year	H.S. (10+2)	- do -		
		B.Sc. II (Hons. & Gen)	- do -	B.A. I	- do -		
		B.Sc. III (Hons. & Gen)	- do -	B.A. II	- do -		

13. Does the College offer self-financed programmes?

Yes **No**

If yes, how many:

English(Hons), Education(Hons), Chemistry (Hons), Zoology (Hons), Geography(Hons), Geography(Gen), Botany (Gen), Physics (Hons), Sanskrit(Hons), Nutrition (Gen)

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

i) Nutrition(General)

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.) : **15**

Particulars	UG	PG	Research
Arts	i) Department of Bengali ii) Department of English iii) Department of Sanskrit iv) Department of History v) Department of Political Science vi) Department of Philosophy vii) Department of Geography viii) Department of Education	NIL	NIL
Science	i) Department of Chemistry ii) Department of Physics iii) Department of Mathematics iv) Department of Anthropology v) Department of Zoology vi) Department of Botany vii) Department of Nutrition	NIL	NIL
Commerce	NIL	NIL	NIL
Any other not covered above	NIL	NIL	NIL

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

- a. annual system : B.A. & B.Sc.
- b. semester system
- c. trimester system

17. Number of Programmes with

- a. choice based credit system :

Yes		No	✓	Number	-
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- b. Inter/multidisciplinary approach :

Yes		No	✓	Number	-
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- c. Any other (specify and provide details) :

Yes		No	✓	Number	-
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18. Does the college offer UG and/or PG programmes in Teacher Education?

Yes No

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

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
Sanctioned by the UGC / University / State Government <i>Recruited</i>	*M	*F	*M	*F	*M	*F				
	-	-	4	-	13	4	12	6	-	-
<i>Yet to recruit</i>	-	-	-	-	8		6			

Sanctioned by the Management/society or other authorized bodies <i>Recruited</i>	-	-	-	-	-	-	-	-	-	-
<i>Yet to recruit</i>	-	-	-	-	-	-	-	-	-	-

*M-Male *F-Female

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.	-	-	-	-	-	-	-
Ph.D.	-	-	2	-	3	1	6
M.Phil.	-	-	-	-	-	3	3
PG	-	-	2	-	10	-	12
Part-time Teachers							
	Part-Time Teachers						
	Male	Female					
D.Sc./D.Litt	-	-	-	-	-	-	-
Ph.D.	-	-	-	-	-	-	-
M.Phil.	3	-	-	-	-	-	3
PG	12	2	-	-	-	-	14
Temporary Teachers/ Guest/Invitee							
	Male	Female					
D.Sc./D.Litt.	-	-	-	-	-	-	-
Ph.D.	1	-	-	-	-	-	1
M.Phil.	-	-	-	-	-	-	25
PG	14	11	-	-	-	-	-

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

NIL

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

Categories	2012-13		2013-14		2014-15		2015-16	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	112	79	110	89	95	69	95	63
ST	-	-	-	-	-	-	-	-
OBC	21	10	19	11	23	18	36	40
General	572	716	442	775	485	580	450	538
Others	104	171	127	191	121	184	125	198

24. Details on students enrollment in the college during the current academic year:

Type of students	UG	PG	M. Phil.	Ph.D.	Total
Students from the same state where the college is located	1545				
Students from other states of India	Nil				
NRI students	Nil				
Foreign students	Nil				

Total	1545				
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25. Dropout rate in UG and PG (average of the last two batches)

UG PG

i. 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

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

Yes No

27. Provide Teacher-student ratio for each of the programme/course offered

Already mentioned in Part II – Evaluative Report of the Departments

28. 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)

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

N.A.

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

31. Number of teaching days during the last academic year (*Teaching days means days on which lectures were engaged excluding the examination days*)

32. Date of establishment of Internal Quality Assurance Cell (IQAC): 10.12.2011

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

AQAR (i) 00/00/0000 (dd/mm/yyyy)

AQAR (ii) (dd/mm/yyyy)

AQAR (iii) (dd/mm/yyyy)

AQAR (iv) (dd/mm/yyyy)

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

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 stake holders.

None can progress and develop without education and educational institution. This institution came into being out of the demand of the people of different sections to fulfill the needs of the thousands of students passing out of the schools of the locality. The institution is the brain child of Late Dr. Bhola Nath Chandra, Late Bijoy Krishna Goswami, Late Bhopal Chandra Panda and so on.

Sitananda College is situated in rural area in the district of Purba Medinipur. The institution was established in 1960 under Calcutta University. At present, the College is affiliated to Vidyasagar University, Midnapur. The founding father of the institution took the initiative to realize the vision of the great educationist to enable the students of the adjacent areas of Nandigram to pursue higher education. The vision of the institution is to transform the college into a centre of excellence in the field of higher education. The College still upholds the ideals of its founding fathers with the following vision, mission and objectives.

Vision:

To achieve excellence in higher education, employment through quality education and knowledge, inclusive and all-encompassing growth for socio-economic change and sustainable development

To build excellent and brilliant socially responsible citizens and leaders through higher education

Mission:

The mission of the institution is:

- To create awareness, conviction and commitment of the students to social and moral values for improving the quality of life through education.
- To create awareness of human rights, value system, culture, scientific temper and environment.
- To impart education with up to date knowledge of latest developments within all fields of human activities and to refinements, enhancements and increase of application of such knowledge to the moral and material progress of man.
- To promote participation of all the stakeholders in the development of institution.

Objectives:

To achieve this mission our objectives are:

To provide a comprehensive training to achieve the ways of living in a multi-religious, multi-lingual and multi-cultural society successfully

To emphasize all round development like physical, mental/moral and spiritual and to create outstanding personalities in the field of sports and games

To prepare employability skills for job opportunities

To orient students to their social responsibilities through various co-curricular and extracurricular activities such as NSS, various counseling cells, women cell (Vishaka), Human Rights and the like.

All the above vision, mission and objectives of the institution are communicated to the students, teachers, and the stakeholders through the college prospectus, college magazine 'MEGH SARIYE', through various meetings with the students, staff and other stake holders (Teacher's Council, Student's Union, Alumni, Parents and Non-teaching staff of the College and so on) and official website of the institution at www.sitanandacollege.info. It is also communicated to the students during the Fresher's Welcome Ceremony of the college. The vision and mission of the college are recollected and reminded by the Principal/TIC during some special occasions and annual cultural program of the college.

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 curriculum prepared and designed by Vidyasagar University is followed by our College. Whenever there is a change in the curriculum, the University communicates it to the college authority and the same is intimated to the respective department for an immediate implementation of the change. The concerned department informs the students properly. At the beginning of every academic year commencing from July, the heads of all the departments chalk out an academic calendar based on the Academic Calendar sent by the university which includes topics to be taught and lecture hours during the year. The syllabi are distributed among the faculty members of the departments by the departmental heads. Academic diaries are also distributed to the faculty members. They chalk out their teaching plans for the session, to complete the syllabi within the prescribed limited time. The curriculum delivery is effectively done through lectures, supported by Power Point Presentations through LCD Projectors and e-content development. Printed study material is also given to the students. This is supplemented by Group Discussions, Seminars and Interactive sessions. If, for any reason, a faculty fails to finish his/her syllabi within the time limit, he/she arranges special and extra classes.

The students regularly consult the teachers to solve the subject problems and E-learning facility. INFLIBNET service is made available for the faculty and students to further ensure effective delivery of curriculum. The quality of education imparted to students is monitored and ensured through Internal Quality Assurance Cell. The quality of education imparted to students is evaluated by the IQAC and necessary remedial measures are incorporated in the future. A feedback system from the student side is made for understanding the effective delivery of the curriculum. The faculty members follow different methodologies like classroom teaching, seminars, project work, quiz, group discussion, debates etc., for an effective implementation of curriculum.

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 effective translating the curriculum and improving teaching practices?

As the college is affiliated to the Vidyasagar University, it follows the University framed and designed curriculum. At the beginning of the session, the University sends an Academic Calendar in the College. In accordance with this, the institution prepares an academic calendar that specifies the curriculum to be taught by a teacher. The commencement of date and time of internal examinations are also sent. The College receives regular letters, circulars and e-mails from the University, concerning the changes or modification in the curriculum. The principal/TIC of the institution duly informs the concerned teachers of the department about the change and gives them a copy of the same. Thus the teachers receive all sorts of help and support from the University.

Whenever the University implements new pattern of the syllabi, the University organizes workshops on each and every discipline for effective implementation of the curriculum for the teachers. The University duly informs the head of the institution to encourage the teachers to participate in such workshop.

The faculty members of the institution are allowed to purchase books, journals, reference books of their subject as per their requirement. They can also avail the facilities available in the institution such as computer, internet, photocopy, printing, scanning etc.

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 Institutional Academic Calendar has the detailed programme for the lesson plans for every subject of Honours, General and compulsory. The progress is monitored regularly by the head of the department to facilitate effective delivery of curriculum and transaction of the curriculum provided by the affiliating university. The respective departmental heads submit workload before the commencement of the session based on which time-table is prepared. Moreover the college ensures that Test & Evaluation is carried out from time to time by way of class tests. The college facilitates the development of cognitive skills such as problem solving, critical analysis, evaluation and synthesis by implementing Academic Calendar and schedule of work and organizing interdisciplinary and interdepartmental programmes. Field studies/visits, surveys, case studies and excursions including industrial visits and project works ensure the development of skills.

Syllabi have provision for Information and Communication Technology (ICT) oriented courses in Mathematics and Physics. Efforts are also made to sensitize and create awareness of the need for Information and Communication Technology in education by the different departments of the institution. Moreover some class rooms of the college building are furnished with audio system. Computer and Internet access is also provided to some of the departments so that faculty members can keep themselves updated in their respective subjects.

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?

For quality improvement, the college students are given exposure to the field. Regular field visits are organized by the departments for imparting first hand practical knowledge to the students.

The college constantly keeps in touch with its affiliated university. Regular formal meetings of Board of Studies conducted by the university and informal meetings of the department throughout the academic session help the faculty members to keep themselves touch with the latest trends in their fields of study. Sometimes the university teachers are invited for discussions and for professional interactions with the faculty members. Moreover many new things are learnt and also communicated by our faculty members during the meetings of Board of Studies in the university. Apart from these, most of our faculty members participate in seminars, workshops and conferences at state, national and international levels. The participants developed themselves their abilities for curriculum development and its effective operationalisation. The college collaborates with other institutions and the university in organizing seminars and workshops which directly or indirectly address the curriculum.

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, and stakeholder feedback provided, specific suggestions etc.)

The college is an affiliated institution and hence cannot design and frame the curriculum. The college has to follow the curriculum framed by the university. Generally the curricula are framed by the UG Board of Studies of different subjects and approved by the Academic Council of the Vidyasagar University. Some faculty member of our institution is selected as the member of the UG Board of Studies. For example: Himansu Hazra, Assistant Professor, member of the UG Board of Studies, Vidyasagar University.

Many other members of the UG Board of Studies take active part in framing, modifying and implementing the syllabi of the degree courses. Whenever the university organizes workshops and seminars on curriculum, the faculty members in different capacities from different colleges are invited to attend it where information and feedback for appropriate inclusion is also discussed. They make significant contribution to the curriculum design.

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.)

No other curriculum is designed/framed by the institution.

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

The main objective of the institution is to impart higher and quality education to all sections of the society of the surrounding area irrespective of caste, creed and gender. Opportunities

are provided to the weaker and economically backward classes of the society. Meritorious and minority students are provided with scholarships of state and central government. Physically challenged and Biri workers are also provided financial help/scholarship. Under Kannasary Scheme of West Bengal Government, girls are given some financial help for their higher studies.

The teachers of this college particularly the department of **Sanskrit** impart significant value based education to the students to inculcate moral values among them through classroom teaching and interaction with them.

The feedback on teachers, curriculum, performance and university results, top ranks obtained by the students at the university level, participation in various cultural and sports activities are taken. Feedback from parents of the students, alumni and many others are also taken. On the basis of these, valuable suggestions are given to the teaching faculties.

Moreover the institution constantly tries to develop the all-round development of the students through various extracurricular activities such as cultural programmes, sports and health awareness through NSS unit of the college. Besides the teaching and learning process, the institution undertakes many activities like community-oriented programmes and collecting relief funds in time of social needs and requirements to fulfill its social responsibilities and obligations.

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.

No certificate/diploma/ skill development courses are introduced

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

NO twinning /dual degree is introduced

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.

Sitananda College offers the following programmes leading to the degree of the Bachelor of Arts or Bachelor of Science at the case may be.

Option of Electives:

For Honours Programmes - any Two

For General Programmes - any Three

Sl. No.	Degree	Subject	Elective Combination (Any One Group)	Compulsory Subject
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1	B.A. Hons.	Bengali	A. Political Science/History B. English/Sanskrit	Compulsory English Compulsory Bengali Environmental Science
		English	A. Political Science/History B. Sanskrit/Bengali	
		History	A. Political Science B. Geography/Philosophy C. Bengali	
		Political Science	A. History B. Geography/Philosophy C. Education	
		Geography	A. Political Science B. History C. Anthropology	
		Sanskrit	A. Philosophy B. English/Bengali	
		Education	A. Political Science B. History C. Philosophy	
		Mathematics	A. Political Science B. Bengali/Philosophy	
2	B.Sc. Hons.	Physics	A. Chemistry B. Mathematics	Compulsory English Compulsory Bengali Environmental Science
		Chemistry	A. Physics B. Mathematics	
		Mathematics	A. Physics B. Chemistry	
		Zoology	A. Anthropology B. Botany	
		Anthropology	A. Zoology B. Botany	
2	B.A. General	Bengali, English, Philosophy, History, Political Science, Sanskrit, Geography, Education,		Compulsory English Compulsory Bengali Environmental Science
	B.Sc. General	Physics, Chemistry, Mathematics, Zoology, Botany, Nutrition,		Compulsory English Compulsory Bengali Environmental Science

Lateral and vertical mobility within and across programmes and courses:

A student admitted to a particular course is permitted to change the subject/course within a stipulated time on payment of fees as fixed by the affiliated University. UG programme/course of 3 years duration has to be completed within 7 years of admission by a student. The College offers Undergraduate Programmes in Arts & Science. The University allows the students who fail to qualify in one general subject out of three in Part I Honours and General courses to sit for the next degree (Part II) and at the same time reappear and qualify in the subjects which they had failed to qualify in the previous examination. All these measures prevent year loss of the students.

Enrichment courses: The curricula are designed/framed by the Boards of Studies of the Vidyasagar University. There is no scope for the College for course enrichment as such. The College facilitates innovative teaching-learning process through seminars/workshops based on the curriculum, audio-visual mode of teaching, study tour/excursion/field-work, project-work, survey-work, up-gradation of ICT based learning resources, use of library and modernization and up gradation of laboratories.

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.

Sitananda College offers Geography (a self-financing course) as an elective subject for B. A /B. Sc Honours and General Courses. The admission procedure is the same as other degree courses offered following the University rules and the curriculum framed by Vidyasagar University.

There are some other courses such as Zoology (Hons), Physics (Hons), Chemistry (Hons), English (Hons), Education (Hons), Sanskrit (Hons) and Nutrition (G), are self-financing. The Annual Course Fee of these courses is decided by the Governing Body of the college.

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.

Sitananda College is located in a remote area of Purba Medinipur District and most of the students are of underprivileged class. Apart from these, a number of students come from schedule caste, OBC, and minority community. They require special care and attention and some special skill development programmes are essential. The institution is grateful to UGC for financial support to set up Remedial Course for improving the aforesaid communities. This is quite useful for such backward students to get them prepared and accept the challenges of competition in the employment market.

Computer Laboratory of Mathematics Department, as the curriculum of the subject is integrated with Information and Communication Technology which equips the students to compete in the global employment markets.

No creature in the world can speak like a man and a man can develop this quality and ability through different languages and literatures. The study of Bengali, English and Sanskrit literatures develops four basic skills— listening, reading, writing and speaking and it will serve the purpose of effective communication without which a man is no more than an animal. Hence the study of Humanities and Social Sciences inculcates the core values of life to the students like honesty, charity, truth, sincerity, mercy, nobility, loyalty, courage, and other basic significant values without which the world would become barbaric and meaningless. In the market of employment all these values and skills are highly essential.

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?

Higher education for economically weak, dropped-out students from the general courses & adult earning students may be provided through Distance Modes of Education like the Netaji Open University. The Vidyasagar University provides for the flexibility of combining the Conventional and Distance Modes of Education for students to choose the courses/combination of their choice. The college is yet to open such type of institution.

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?

Keeping in view of our vision, objectives and courses which are not available in any other colleges in and around 40 km radius are offered in our college. Since the curricula for different courses are framed by the Boards of Studies with the approval of the Academic Council of the Vidyasagar University, this affiliated college has to abide by and adopt these curricula. The entire programmes organized in the college are integrated with the objectives of the college and as per university guidelines.

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 has no right to modify and enrich the curriculum; some indirect effort could be made to optimize the curriculum as has been desired by students. The institution takes several measures to make its proper implementation.

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?

The institution is highly conscious of its responsibility in integrating the cross cutting issues such as Gender, Climate Change, Environmental Education, Human Rights, ICT etc., into the curriculum designed and framed for all subjects.

- ❖ The college is coeducational and it is highly sensitive to issues related to women- both students and staff. The college has various types of cells related to gender issues. The cells try to protect and provide their dignity, safety and security in the college campus.
- ❖ The college organises Seminars/Workshops on the Gender and environmental issues. Environmental studies are a compulsory subject for all third year students of UG to make them aware of environmental issues. Our college possesses a beautiful green campus which keeps the environment fresh and pleasant.
- ❖ The institution celebrates International Women's Day and World Environment Day to make the students aware of the significance of green environment and gender issues.
- ❖ The institution has provided ICT based class rooms to deliver the lectures. Almost all science departments have been provided with computers and internet facilities.

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

Moral and Ethical Values: Moral and Ethical Values are cultivated and inculcated through different activities – NSS program, seminar on communal harmony and secularism, Fresher's welcome, Blood Donation Camps. Psychological Counseling Cell supports students with advice and also underlines the significance of values in life. There held talks of renowned personalities time to time for the development of scientific temper and attitude.

Employable and life skills: Training and communication skills, personality development, computer knowledge and training etc. are needed for better employment. Recently the college has provided these facilities to be employed.

Better Career Options: The institution has a Career Counseling cell for students' absorbents and for this purpose; Employment News is subscribed and kept it in the Central Library of the College. Important news of job opportunities are displayed on the Notice Boards of Students' Union and the College office.

Community Orientation: The institution has three NSS units and its volunteers participate in extension activities to serve the community of the adjoining areas. They organize different types of awareness programmes and create a sense of social responsibility among the community members. At various NSS programmes communal harmony is always emphasized among the students and staff of the college.

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

The college has a mechanism to receive feedback on curriculum enrichment from stakeholders under the guidance of IQAC.

Feedbacks are collected from the final year of UG students of the college concerning curriculum. The feedbacks collected from students are analysed and taken into consideration for the enrichment of the curriculum. Though the college has no opportunity to design and frame the curriculum but indirectly it influences through the members of the Board of Studies.

Feedbacks from teachers, students, alumni and parents are collected in different meetings and at various occasions for future development of curriculum. On the basis of these feedbacks, suggestions and views are analyzed by the IQAC of the college and other bodies. Then finally an appropriate measure is taken.

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

The quality of enrichment programmes is monitored by the apex body of administration like Governing Body and IQAC. The programmes are checked and evaluated by them. The Academic council monitors and evaluates academic matters. Feedbacks from the stakeholders help in monitoring and evaluating the quality of the enrichment programmes. Performance of the students in Internal Assessments and attendances of students are monitored by their respective departmental Head. Moreover, departmental seminars/workshops organised by the different departments always help the quality enrichment.

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?

The institution is an affiliated college to the Vidyasagar University and the college cannot have its own curricular design of its own. The syllabi for UG programme in different courses are prepared by the Board of Studies. Faculty members of almost all departments of the college take part in workshops and seminars on curricular design when the same are arranged by the affiliating university and provide their valuable input on revision of curriculum. The university authorities, sometimes, ask for the opinion of the Governing Body and Teachers' Council regarding the framework of the curriculum. The college sends their opinion on the same. But the design and development of the curriculum is in the hands of the university only.

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?

There is a formal mechanism to obtain feedback from students and stakeholders on issues related to curricular content and design. Feedback is taken from each student regarding quality of teaching, the curriculum coverage, infrastructural facilities, administrative facilities etc.

Students' feedback is taken from the 3rd yr college students only when the students have developed their mature opinion about the implications of the syllabus. The feedbacks thus obtained are well discussed in different bodies like Teachers' Council and the IQAC and presented in the form of recommendations to the Governing Body which takes a final decision on the issues taking all related matters into consideration. A major criticism appears in certain cases, which can directly be related to the temporal administrative lacuna or the syllabi. The curriculum feedback is communicated to the University and even the stake holders.

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

One new program has been introduced.

Nutrition (General) has been introduced for the session 2015-16. The introduction of this subject is directly related to the demand of the local society. The subject is highly job oriented as it has been taught at HS level.

Sl. No.	Course/Subject	Combination subject	Academic Session in which the course was commenced
1	B. Sc(G) subject Nutrition	Zoology, Botany, Anthropology	2015-16

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

Faculty members take active part in implementing the university syllabi of the degree courses.

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?

Publicity: The College has been working to serve the purposes of higher education for the last 56 years; the College is well known and has a good reputation among the people. The College ensures wide publicity in a planned manner. Admission notification is displayed on the College Notice Board. The notification contains detailed information about number programmes/ courses, eligibility, process of admission and academic support facilities. The same information is also available on the college website: www.sitanandacollege.info. Relevant information regarding the infrastructure, admission procedure, eligibility criteria, fee structure, scholarships and other activities is conveyed through the prospectus. The prospectus is circulated to the students at the time of admission.

Transparency: The College follows Academic Calendar provided by the affiliating University, Vidyasagar University, Midnapore, mentioning last date for receipt of application. The complete list of applicants according to merit is hosted on the website. The selected candidates' lists are displayed on the notice boards as well as hosted on the College website, indicating reservation category too. The selection is made through Admission Sub-Committee duly constituted by the Governing Body of the College which includes Teaching and Non-Teaching members. Thus, transparency is ensured from the stage of notification till the completion of admission process. Hence access, equity and social justice are ensured through transparency and adherence to rules.

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 programmes of the Institution.

The college offers only undergraduate courses – B.A & B.Sc (Hons & Gen). The criteria for admission are pre-determined by the Vidyasagar University (affiliating University) on the basis of which the *Admission Sub-Committee* of the college conducts the admission of students to various programmes. *The Teacher-in-Charge, Bursar, all departmental Heads, the Secretary of the Teachers' Council, some senior teachers and non-teaching members of the college comprise the Admission Sub-Committee.* As per the directives of the Vidyasagar University, online application is invited. A merit list is prepared and uploaded in the college website. The merit list is prepared on the basis of marks obtained in Higher Secondary or equivalent examination. The college admits the students solely on the basis of merit. The Counselling Team helps the students to make the choice of the subjects. In case there is a vacancy in the first list notified, a second list is prepared and displayed and the admission process is continued upto the last date of admission as prescribed in the Academic Calendar of Vidyasagar University. The College also follows the reservation policy of the Government of West Bengal.

- 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.

Minimum and Maximum percentage of marks for admission at entry level in our college in 2015-2016

Sl. No.	Undergraduate Programmes/ Courses	Highest Marks (%)	Lowest Marks (%)
1.	Bengali (Hons.)	87	50
2.	English (Hons.)	92	54
3.	History (Hons.)	70	42
4.	Political Science (Hons)	78	48
5.	Sanskrit (Hons.)	81	50
6.	Geography (Hons.)	90	53
7.	Physics (Hons.)	90	54
8.	Chemistry (Hons.)	76	50
9.	Mathematics (Hons.)	91	46
10.	Anthropology (Hons.)	81	57
11.	Zoology (Hons.)	88	71
12.	Education (Hons)	85	42

Comparison with Neighbouring Colleges of the Affiliating University (Minimum and Maximum Percentage of Marks for Admission at Entry Level)

Subject	Vivekananda Mission Mhavidyalaya		BajkulMilaniMahavidyalaya		Sitananda College	
	Max	Min	Max	Min	Max	Min
Bengali (Hons.)	84	45	90	68	87	50
English (Hons.)	90	63	92	70	92	54
History (Hons.)	84	41	90	50	70	42
Political Science (Hons.)	83	47	90	55	78	48
Geography (Hons.)	90	56	95	61	90	53
Sanskrit (Hons.)	83	50	95	70	81	50
Education (Hons.)	88	50	85	57	85	42
Physics (Hons.)	92	50	96	57	90	54
Chemistry (Hons.)	76	54	95	68	76	50
Mathematics (Hons.)	84	54	100	54	91	46
Zoology (Hons.)	78	50	95	80	88	71
Anthropology (Hons.)	-	-	-	-	81	57

The College offers three year undergraduate degree courses in the Humanities and Science streams. Honours and General level courses are taught in different subjects of whom affiliations have been obtained from the Vidyasagar University as well as the Calcutta

University (before 1986).

The subject combinations are published in each year's prospectus. The eligibility criteria are also mentioned in the prospectus. The college tries to admit students following admission procedure properly. The college is located in remote rural area catering Higher Education to poor, backward classes, minority students among whom a significant number belong to below poverty line.

As to the Vidyasagar University, students seeking admission in B.A./B.Sc. Honours courses must have to obtain 45% of marks in aggregate or 50% of marks in the respective subject in the Higher Secondary or Equivalent Exam. In B.A./B.Sc. General Courses, however, all having pass marks 30% in the Higher Secondary or equivalent Examinations are eligible to apply for admission.

Keeping in view the University directive, the Admission Committee of the college decided upon the following norm for admission in the academic session, **2015-2016**:

Eligibility Criteria for Admission

- For B. A. (Gen): Candidates must have passed 12th standard with minimum 30% marks.
- For B. Sc.(Gen): Candidates must have passed 12th standard with minimum 30% marks.
- For B.A.(Hons): Candidates must have passed 12th standard with minimum 45% marks in aggregate or 50% marks in the respective subject.
- For B.Sc. (Hons): Candidates must have passed 12th standard with minimum 45% marks in aggregate or 50% marks in the respective subject.

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.

Yes. Our college has a mechanism to review the admission process and student profiles in the meeting of the Admission Sub-committee which monitors the entire admission process. After completion of the admission process, required data are collected subject-wise and thereby the same are reviewed by the said committee to make it error-free as far as possible. The outcome of the meetings of the committee is added in the prospectus as additional information to make the admission process more students-friendly. At the time of review the experience of the admission process of the previous years is also taken into consideration.

In addition to that the student profiles are reviewed from the feedback obtained from the concerned departments also. Thus, the emphasis is always put on the qualitative improvement in the admission process.

Outcome:

The faculty can conceptualize about the merits and abilities of the admitted students and they may suggest them for change of subjects. They also advise them to take remedial measure.

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.

Since our college is located in a rural area; so they are belonging to socially and economically backward background. The college ensures equity and justice for all eligible candidates.

To increase/improve access for admission of the following categories of students is one kind of demonstrate/reflect the National commitment to diversity and inclusion as follows:

- * **SC/ST:** SC – 22%, ST – 6%: As per the existing West Bengal Govt. Laws for reservation is provided SC/ST students. They also avail scholarships and benefits like fee waiver etc. as per the Govt. and/or college authority as the case may be.
- * **OBC** – Students belonging to OBC-A and OBC-B Category, 4% and 3% of total seats are reserved respectively.
- * **Women** - Women are not discriminated from men. Both male and female students get equal access and opportunity. Separate hostel facilities are available for women.
- * **Differently abled:** As per the state policy reservations and other facilities are provided to the physically challenged students.
- * **Economically weaker sections:** Students from economically weaker sections (especially BPL card holder) get benefit of fee concession and scholarships on producing documents from authorities.
- * **Minority community:** Students from this community get scholarship from Govt. and several Minority Development and welfare schemes.
- * **Any other:** Students from economical weaker family and background can get concession in admission fees. Tuition fees and several Aids from the studentsunion's fund on application and scrutiny of their demand by the faculties approved by the college authority.

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.

The college offers undergraduate courses. The following tables offer a glimpse of the trends at U.G. level.

Trends for Admission in Different Subjects during Last Four Years

Programmes B.A. & B. Sc Honours	Number of Application Received				Number of Student Admission				Demand Ratio			
	2015-16	2014-15	2013-14	2012-13	2015-16	2014-15	2013-14	2012-13	2015-16	2014-15	2013-14	2012-13
UG Level												
Bengali Hons.	201	152	156	161	137	112	109	113	201: 112	152: 112	156: 109	161: 113
English Hons.	217	152	147	145	68	61	55	71	217: 68	152: 61	147: 55	145: 71
History Hons.	33	37	32	38	25	35	18	29	33:2 5	37:3 5	32:1 8	38:2 9
Political Science Hons.	27	26	17	26	19	17	10	16	27:1 9	26:1 7	17:1 0	26:1 6
Geography Hons.	36	64	52	70	41	46	25	29	36:4 1	63:4 6	52:2 5	70:2 9
Sanskrit Hons.	65	52	49	56	49	46	26	42	65:4 9	52:4 6	49:2 6	56:4 2
Physics Hons.	27	24	9	32	23	17	6	23	27:2 3	24:1 7	9:6	23:2 3
Chemistry Hons.	29	46	16	27	17	24	6	17	29:1 7	46:2 4	16:6	27:1 7
Mathematics Hons.	68	48	33	29	45	40	22	20	68:4 5	48:4 0	33:2 2	29:2 0
Zoology Hons.	76	69	56	53	69	60	50	49	76:6 9	69:6 0	56:5 0	53:4 9
Anthropology Hons.	31	19	16	28	20	10	9	22	31:2 0	19:1 0	16:9	28:2 2
Education Hons.	95	69	77	86	82	72	63	75	95:8 2	69:7 2	27:6 3	86:7 5

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?

- Differently-abled students in the department are identified after admission by the teachers, where after their area of difficulties or weaknesses are also addressed.
- In order to solve their problems, there are interactions which cater extensively to their academic needs.

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.

Yes. The College is well aware of the needs of the students. A class has a mixture of intelligent and average students. We admit students of all calibres in line with the objective - EDUCATION FOR ALL. In order to satisfy their queries, the college ensures that the teachers are available to answer their doubts.

Apart from this, at the beginning of the programme, an interaction program (formally called 'Fresher's Welcome') is centrally organized by the Students' Union in presence of Teacher-in-Charge and faculty members. The assessment of the students' knowledge and skill is made department-wise, not centrally. The Head of the Departments or some senior teachers of the departments advise the students about the programme/ course chosen, the examination pattern, the marking pattern, and other such relevant things at the beginning of the programme.

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.)

The college is located in remote rural area. This has led the students to an economic and psychological backwardness. This backwardness leads to lack of confidence as compared to the students of other colleges located in big cities. This disparity has to be bridged. For this the college conducts remedial classes for SC/ ST/OBC/Minority students of different subjects to enhance their skills and competence. Enrichment programme like personality development programmes are also conducted to improve students' personality and motivate them for an innovative and creative mindset. Where ever a retarded learner is identified by the class teacher, the institute deputed a teacher to help him/her with counseling and intensive coaching.

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

The college co-educational institute sensitizes its staff and students regarding the inclusion such as gender, ragging etc. The authority creates awareness to maintain and sustain the environment of the institution with strict rules and regulation. Wide publicity is made regarding this matter. Apart from this, the college offers the Environmental Education as a compulsory subject.

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

The institution identifies advanced learners through –

- Classroom performance
- Marks obtained in Internal Assessment taken periodically

- Interaction with the teachers within and outside the classroom
- Home assignments given and assessed
- Conducting Field work and intensive tours in rural and natural areas and environments.

They are supported in the best possible manner. The teachers take extra work load in helping them with an additional and personal interest. They are provided with the extra-time, advanced learning materials and assistance. Further such learners are motivated for higher seats of learning and top most career options.

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 institution collects and analyses the information on the academic performance of all the students by evaluating them after each Internal Assessment taken periodically and sends the messages to the parents/guardians about the attendance and percentage of marks of students to check the drop out. For slow learners, extra and remedial classes are held to enhance their skill and knowledge.

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.)

Academic Calendar:

The academic calendar is sent to the college by the affiliating university to be followed in totality. The same academic calendar is published in the College prospectus, Teachers' Diary and the college website before the beginning of the session of every academic year. It provides academic plans for students and teachers. All the teachers and non-teaching staff of the college are provided with a small Diary containing the Academic Calendar, necessary phone nos. and other important information.

Teaching Plan:

Department-wise teaching plan is prepared at the beginning of each academic session systematically. The syllabus of each subject is finished before the Final University Examination. The students are also informed about the teaching plans of individual teacher over the academic session.

Time Table:

The Academic Committee of the College prepares a Master Routine at the beginning of every academic session for regular lectures (theoretical & practical) of all the departments of the college. On the basis of the Master Routine each department prepares its own departmental routine, indicating classes of individual teacher. A copy

of the departmental routine is submitted to the Principal/ Teacher-in-Charge.

Examination Schedule:

The dates and time schedule for internal tests are given to the students by the teachers concerned. The schedule of the University Examinations is notified by the University in due time.

Evaluation Blueprint:

Model answers are given to them so that they can perform better in the University examinations. The dates of evaluation of answer-scripts and publication of results of Final examinations are made by the University.

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

Internal Quality Assurance Cell (IQAC) has been formulated by the Governing Body of the College as a quality tool to maintain and sustain the quality parameter for the various academic and administrative activities of the college. It also helps to improve the teaching learning process by introducing the latest learning Aids. It promotes the research and consultancy.

It also ensures timely, efficiently and progressive performance of academic and administrative tasks.

This cell monitors the matter of promotion, implementation and continuous improvement of innovations in Curriculum, Co-curricular and Extra-curricular activities of the institution. The IQAC works towards the enhancement of the learner's knowledge and personality. This cell also assesses the performance and quality of teachers and recommends measures for betterment of teachers' scholastics and their carrier advancement.

2.3.3 How learning is 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?

The college offers a lot of support services to its teachers for making student centric learning. The college provides a well stocked library which boasts of latest books and journals which the faculty uses efficiently to provide comprehensive and latest information to the students. Students are also encouraged to use the library independently that enhances their knowledge. Apart from these, various competitions like cultural, academic etc. are organized by the departments and the Students' Union in every academic session to enhance the skills of the students in different spheres of activity and make them more confident for the future. The college also encourages the staff and students to use of internet and computers to keep them updated in their respective fields of studies.

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?

The institute concentrates on the students for making them critical thinkers. To give effective learning experiences to the students, innovative teaching learning method and the modern teaching Aids are used in the class room. Educational tours are arranged by different departments under the guidance of the teachers. Books, Journals, periodicals in Central Library and its use play an important role in teaching learning process. Free internet surfing is allowed to the students in the Computer Lab and the College Library. The entire above academic programmes are student-centric and transform them into lifelong learners and innovators. The college encourages the students to observe the National and International Day/Year like International Literacy Day, Teachers' Day, Independence Day, Republic Day, and College Foundation Day with speeches, symposium & cultural functions. These enable the students socially conscious.

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.

The college as one of the oldest general degree college provides the following modern technologies and facilities for effective learning experience of the students.

- ✚ Free internet with Broad Band system is available for teachers and students.
- ✚ The college has its own LCD projector, digital class room facilities which are frequently used for imparting lessons.
- ✚ Museum and scientific gallery visits are organised some departments for live demonstration of textual contexts.

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

The faculty members are allowed to attend and submit their papers in the internal, state/national/international level seminars. The students participate inter college quiz and sports competition and expose their capability round the clock. College also conducts lectures and seminars by experts on various issues in which faculty members and students are encouraged to participate and get benefits. The teachers participate in refresher and orientation courses. Educational tours are also conducted. Over the past few years the faculty has been participating in the conferences and presenting papers in national and international level seminars.

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

Miss Ronita maity of Political Science of Part-I has secured first class marks in the session 2015-16 and Mr Santanu Maity of the same year secured 1st class marks. A significant number of students of the College secure 1st class in every academic session.

Some of our students of different Departments have secured first position in the Vidyasagar University in the session 2015-16 and 60% of students have been regularly securing more than 50% marks in their final Examinations. These achievements of students are as a result of constant counselling and guidance by our faculty. In addition to this, the college teachers really act as a true friend, philosopher and guide for the students. Boarding and lodging arrangement for students are made. Thus students find alternate of home in the college premises. Teachers often suggest them for their right choice of career and boost them up for appearing in competitive examinations for securing job like SSC, PSC and WBCS examinations.

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?

Our College has well equipped classrooms. Along with traditional chalk and talk method of teaching, different tools are used for effective learning experience. Charts, models, maps, specimens etc. are used in both humanities and science subjects. PowerPoint presentations with the help of overhead LCD projectors are held regularly. Students have access to the internet facility in the Computer Lab of the college. Library reading room of the college has internet facility for the students and teachers.

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

The Library resources are the key resources to use for the augment of the teaching learning process. The college has a Central Library. Books, journals, reference books etc. are issued from library circulation section to the students and the faculty as and when required. The 'SOUL' Software developed by INFLIBNET has been installed in the year 2006 and since then the library has been rendering services to the students and teachers. In addition to the Central Library, some departments have a departmental library for reference. The Central Library provides the following current information for the students and the faculty

- OPAC services
- New Arrivals
- Useful Journals and Periodicals
- N LIST E-Resources
- Faculty publications

The catalogues of different publishers are supplied to the different departments so that they can order for books after consultation with departmental members. Almost all the faculty members have their personal collection of books and they share the books and journals with the colleagues and students. In Geography department a unit has been established in the name of a deceased ex-student “Dipannita Jana” memorial. Efforts are being made in recent year to enrich the departmental library. It has a stock of core and reference books of Geography and the parents of deceased student pledge and provide books every year as per requirement of the department.

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 plans the time frame of the lesson plan as per the university curriculum and the teachers complete the syllabus within the stipulated time period. If it is unfinished; the teachers organise special classes out of the routine schedule.

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

The quality teaching and learning process is monitored by the Teacher-in-Charge and the IQAC. The feedback is taken from the students as well as from the faculty in every interval. Internal assessment tests are regularly held and the results are assessed in the meeting of the Teachers’ Council. The Teachers’ Council identifies the loopholes and lacunas and suggests measures to be taken and requests the Principal/TIC to take proper steps to rectify it.

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

The faculty members are selected through the West Bengal College Service Commission. The minimum qualification of faculty members is 55% marks in Masters and qualify in NET/SET Exams or Ph.D. degree as per UGC norms. A centralized panel is prepared by WBCSC after interview. The recommended candidates are appointed by the Governing body of the college.

The College authority also appoints some invitee teachers in different departments as per requirements.

Qualification Profile of the Teachers of the College

Highest Qualification	Professor		Associate Professor		Assistant Professor		PTT/Invitee Teachers		Total
	Male	Female	Male	Female	Male	Female			
Permanent Teachers									

D. Sc/D.Litt.	-	-	-	-	-	-	-	-	-
Ph. D.	-	-	2	-	3	1	-	-	6
M. Phil	-	-	-	-	-	3	-	-	3
PG	-	-	2	-	10		-	-	12
									Total 21
Temporary Teacher / Invitee Teacher									
Ph. D.	-		-	-	-	-	1	-	1
M. Phil.	-	-	-	-	-	-	-	-	-
PG	-	-	-	-	-	-	25	-	25
									Total 26
Part-Time Teachers (Approved by the Govt. Of West Bengal)									
Ph. D.	-	-	-	-	-		-	-	-
M. Phil.	-	-	-	-	-	-	3	-	2
PG	-	-	-	-	-	-	14		14
									Total 17

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.**

Not Applicable

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 Programmes	Number of faculty nominated
Refresher courses
HRD programmes	NIL
Orientation programmes
Staff training conducted by the university	NIL
Staff training conducted by other institutions
Summer / winter schools, workshops, etc.

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

❖ Teaching learning methods/approaches

University calendar is followed for the teaching learning process and teaching plan is prepared accordingly. The college provides necessary infrastructural support for using different tools and technology like computer, ICT enable classroom, overhead LCD projector, white screen and board, Internet with Wi Fi etc. Some faculties of the college are very much acquainted with the system and they actually provide informal training to other faculty of the college to make/get them acquainted in using such modern technology.

❖ **Handling new curriculum**

The institution strictly follows the guidelines of the curriculum of the Vidyasagar University framed by the UG Board of Studies. UG Board of Studies plays a vital role in framing new curriculum. Sometimes a workshop is organised by the University and the teachers of different colleges are invited to participate and to discuss on the curriculum.

❖ **Content/knowledge management**

❖ **Selection, development and use of enrichment materials**

The faculties of the institution are aware of selecting and developing study materials from enriched learning resources like research journal, valuable references, internet, E-resources etc. Faculties are also deputed to participating relevant seminar, workshop and conferences to enable themselves competent in teaching.

❖ **Assessment**

There is a system of self assessment reflecting performance of the faculty in the area of academic, administrative and extension activities which are necessary for the placement/ promotion. The Principal/TIC also submits a confidential report regarding the performance of the faculty and due weightage is given on this report for career advancement/promotion of the faculty.

❖ **Cross cutting issues**

A seminar on Environmental and HIV awareness are conducted by NSS unit. An awareness & detection programme on Thalassaemia was organized by Anthropological Survey of India (ASI), Kolkata

❖ **Audio Visual Aids/multimedia**

Audio Visual Aids/multimedia is often used in lectures.

❖ **Teaching learning material development, selection and use**

Teachers of our college are given free access to internet. This helps them to collect learning material from the internet. College has a well developed library which contains 16659 books and 10 journals of various subjects. Besides this, college organizes seminars and workshops which provide a learning resource to the faculty. Need based assistance for purchasing books and visit to another library of eminent institution are facilitated the faculties to collect learning materials for selection and development.

c) Percentage of faculty

- * invited as resource persons in Workshops/Seminars/Conferences organized by external professional agencies
- * participated in external Workshops/Seminars/Conferences recognized by national/ international professional bodies presented papers in Workshops/ Seminars/ Conferences conducted or recognized by professional agencies

	Workshops	Seminars / Conferences
Resource Person	00 % %
Participation %	100 %
Paper Presentation % %

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 has formed a Research Sub-ommittee to facilitate and promote research activities in the different departments of the college. Teachers are supported to receive research grants from UGC and other academic bodies, and four of our teachers have completed their Minor Research Projects funded by the UGC. Five of our teachers are engaged in doctoral research. The Teacher-in-Charge and three teachers have already received doctoral degrees. A teacher has completed her post doctoral project from France. The college facilitates research activities and encourages teachers to attend and present papers in seminars and conferences. A few of our faculty members have published their works in reputed journals and three of them have authored books. Attending Orientation Programmes and Refresher Courses is mandatory for all the teachers for future promotions (Career Advancement), and they are spared of their duties in the college during the training period.

The college tries its level-best to encourage all those activities required to academically ‘recharge’ teachers. Some of the measures taken in this direction are as follows:

- Providing leave under FDP for doctoral work.
- Providing study leave for completing specific research work
- The college also allows teachers to attend Orientation and Refresher Courses as per UGC norms.
- The college brings to the notice of teachers each and every research grant, particularly those offered by the UGC. It plays a proactive role in preparing and submitting such proposals.

- The college, as a matter of policy, tries to avail of all opportunities for organizing State/ National Seminars and Workshops.
- The college is positively responsive to teachers' proposals to pursue higher studies/ research work. Such proposals are placed before the Governing Body by the Principal/ TIC after consultations with the Department concerned. In the recent past all such research proposals have been sanctioned.
- The college encourages teachers to attend National and International level seminars.

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.

Not applicable. There is no provision for institutional encouragement.

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?

Yes. The institution has introduced evaluation of teachers by the students through feedback and external peers such as university inspection team, the Department of Higher Education, Govt. of West Bengal, visited the College for evaluation for all administrative and academic affairs including teachers.

The teachers are evaluated about their teaching and research activities by the subject expert from the University and Officials sent by the Dept. of Higher Education, Govt. of West Bengal, at the time of their promotion.

The college is planning a feedback procedure on the students' experience of the course of study.

Evaluation is used for improving the quality of the teaching-learning process. Such evaluation goes a long way in improving the quality of the teaching-learning process in a sense that a teacher comes to know about his/her strengths and shortcomings and improves his/her 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 Stakeholders of the institution especially students and faculty members are informed about evaluation process by giving general instructions mentioned in the prospectus of the institution. The periodic instructions issued by the affiliating university are promptly communicated to the students. The faculty members read the instructions even in the classrooms and copy of the same is also displayed on the

college notice-board. Students are clearly made aware of the eligibility conditions required to appear in the final exams. They are informed of the criterion of the internal assessment. The evaluation is the integral part of teaching learning process. So, the institution makes effective arrangements for the smooth application of the rules about the evaluation processes. The college has developed a proper mechanism for this purpose. Time to time staff meetings are also conducted concerning evaluation process in Teachers' Council and IQAC.

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?

University has fixed norms and pattern of evaluation. The institution implemented the new evaluation reforms initiated by the affiliating University. To ensure the regular attendance of students college conducts continuous internal assessment system throughout the year. This continuous internal assessment system conducted without notification and marks given by the subject teachers. These marks are added in the University award list.

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?

The University assigns duties and responsibilities in the process of evaluation to the college teachers according to their teaching experience. The College deposes those teachers as leave on duty to perform University assignment connected with the evaluation. Teachers perform their assignment in conducting practical examination or spot evaluation of answer scripts centrally done at the University. According to the seniority, a teacher is assigned duty to be a head examiner or an examiner in the subject concerned. In University examination pattern there are at least five class tests for honours papers and two class tests in a general paper in every session. As per academic calendar circulated by the University, college authority puts forward directives to all concerned departments to implement the calendar and to conduct class test accordingly; it is also requested to the teachers that students have to be given the scope to put a thorough view on class test answers script.

Most of the rules and regulations related to the eligibility criteria to appear in the examination conducted by the University and college mentions in the college prospectus and in the college website. Each and every department declares the percentage of students' attendance and their eligibility to appear before the class test examination begins.

The institution follows the rules and regulations of the affiliating university scrupulously to ensure effective implementation of the evaluation process.

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

University is the sole authority for implementation of reforms in examination and evaluation. But faculty members who are a part of academic bodies of the university actively campaign for reforms. Even then for bringing about a positive change in the evaluation practices, the institution adopts both formative and summative methods of evaluation. Formative approach to evaluation such as internal assessment system carries 10% of the total marks of each paper/subject. Two Internal assessments are conducted in each Hons paper and one in General paper.

For summative approach, a three years degree course divided into three parts- Part-I, Part-II and Part-III examinations. Each Part is of one year duration. A student is promoted to next Part after scoring pass marks. The graduation degree is given on the basis of summative evaluation and formative evaluation.

2.5.5 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.

The institution monitors the progress and performance of students through classroom lectures and internal assessment method. The institution communicates the progress and performance of students to their parents.

Summary of Results in the Last Four Sessions (2012-2016)

Course / Programme	Session	Appeared	Passed	Pass Percentage
B.A. Hons.	2015 - 2016	197	176	89.34
B.A. General		193	185	95.85
B.Sc. Hons.		43	32	74.41
B.Sc. General		14	14	100
B.A. Hons.	2014 - 2015	197	196	99.49
B.A. General		139	135	97.12
B.Sc. Hons.		34	22	64.70
B.Sc. General		31	22	70.96
B.A. Hons.	2013 - 2014	198	194	97.97
B.A. General		139	132	94.96
B.Sc. Hons.		34	22	64.70
B.Sc. General		50	29	58
B.A. Hons.	2012 - 2013	139	134	96.40
B.A. General		175	172	95.45
B.Sc. Hons.		22	21	98.28
B.Sc. General		23	23	100

Analysis of the student's results/achievements for the last four years:

Part I

Session	Program	No. of Students enrolled in	No. of Students appeared in	No. of Students passed	Passed %
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		Part I		Part I Exam.					
		Hons.	General	Hons.	General	Hons.	General	Hons.	General
2012 - 2013	B.A.	582	1607	375	1597	305	1437	81.33	89.98
	B.Sc.	169	326	131	326	67	287	51.14	88.03
2013 - 2014	B.A.	530	1811	306	1789	256	1537	83.66	85.91
	B.Sc.	130	277	93	257	62	211	66.66	82.10
2014- 2015	B.A.	565	2020	389	2002	302	1750	77.63	87.41
	B.Sc.	197	509	151	501	63	421	41.72	84.03
2015 - 2016	B.A.	-	-	197	193	176	185	89.34	95.85
	B.Sc.	-	-	43	14	32	14	74.41	100

Part II

Session	program	No. of Students enrolled in Part I		No. of Students appeared in Part II Exam		No. of Students passed		Passed %	
		Hons.	General	Hons.	General	Hons.	General	Hons.	General
2012 - 2013	B.A.	278	1104	278	1104	270	999	97.12	90.48
	B.Sc.	83	195	83	195	78	172	93.97	88.20
2013 - 2014	B.A.	215	916	215	916	213	750	99.06	81.87
	B.Sc.	44	177	54	177	55	138	98.18	77.96
2014- 2015	B.A.	300	1170	300	1170	266	1002	88.66	85.64
	B.Sc.	116	243	166	243	70	191	60.34	78.60
2015 - 2016	B.A.	-	-	-	-	-	-	-	-
	B.Sc.	-	-	-	-	-	-	-	-

Part III

Session	program	No. of Students enrolled in Part III		No. of Students appeared in Part III Exam		No. of Students passed		Passed %	
		Hons.	General	Hons.	General	Hons.	General	Hons.	General
2012 - 2013	B.A.	146	169	146	169	116	160	79.48	94.67
	B.Sc.	30	25	30	25	28	25	93.33	100
2013 - 2014	B.A.	198	140	198	140	182	138	91.91	98.57
	B.Sc.	35	53	35	53	23	33	65.71	62.26
2014- 2015	B.A.	200	139	300	139	281	132	93.66	94.96
	B.Sc.	41	56	41	56	29	52	70.73	92.85
2015 - 2016	B.A.	-	-	-	-	-	-	-	-
	B.Sc.	-	-	-	-	-	-	-	-

From the above charts presented regarding the students results/achievements for the last four years the following analysis and interpretation are represented separately in respect of Part-I, II and III.

Discrepancies: Regarding the discrepancies between the numbers of students enrolled and the number of students appeared in Part I of BA and B.Sc. courses, it has been found that some students left the BA/B.Sc. programme without informing the college and they took admission in other courses like Paramedical, Engineering, Medical, ITI, and Nursing Institutes etc. Although the performance of students during the last four years is not consistently good but the pass percentage of the college is well above the university's percentage.

However, the result of Part-I, Part -II and Part-III students as shown in the chart is consistently good and satisfactory over the last four years.

2.5.6 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.

Sitananda College has a policy to evaluate a student continuously in different aspects during the period of regular session. Vidyasagar University has imposed written class test as an internal assessment and 10% of marks out of 100 is added in each paper at the final examination. Besides, college has made various significant improvements in internal assessment such as attendance, class interaction, field visits for laboratory experiment and home assignments for a fixed duration. In some cultural events organized by the college authority or departments, students enjoy the open opportunity of participation to build up their personality and confidence.

To make a transparent evaluation system, teachers of our college declare marks obtained in the class test and ask students to seek clarification about their doubts if any in the class test. This gives a way to counsel a student for his better progress in near future. On the other hand, the feedback from students enables teachers in improving the standard of evaluation. Besides the written test, a teacher also puts stress on their behavioural aspects, independent learning and communication skills through participation in various programmes.

2.5.7 Does the institution and individual teacher 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.

Regular internal assessment held in each paper helps to evaluate students' performance. Teaching program and design of lesson plan and curricula developed according to students' performance. Low performers are enrolled for Remedial coaching and advanced learners are provided special care.

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

The students are addressed individually regarding their performance for internal examinations of the college.

The answer scripts are shown to the students to let them see their drawbacks and mistakes and suggestions are given to improve their performance.

For the University Examinations, the students can apply for review if they are not satisfied with their results. If any grievance is registered in RTI act then the evaluated scripts are produced before them and discussions are made up to their satisfaction.

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?

Assessment is made through the university results and it is announced by displaying in the notice board of the college.

Yes, The College has clearly stated learning outcomes in vision and mission statements in the College prospectus, i.e., synchronizing tradition with modernity. By grooming girls and boys into confident, well equipped, culturally conscious, socially modern and globally competent person, the College translates learning outcomes into reality. The students and staff are made aware of these through the Prospectus.

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.

The institution maintains a procedure to monitor and communicate the progress and performance of the students. The procedures are as follows:

- ✚ The institution monitors the students' performance through interactions during lectures in the class room.
- ✚ Special care is taken of the slow learners and academically backward students through remedial and tutorial classes.
- ✚ For the assessment of students, the institution takes internal assessment tests regularly. The performance and progress of the students are measured through regular attendance and fulfilment of academic assignments etc.
- ✚ Feedback mechanism is followed to justify the students' performance and it is communicated to them.

The following table shows the percentage of students passed in the university examination for last four years.

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

Our institutional mission and goal is to impart liberal education to produce intellectually developed, morally upright, socially conscious and spiritually oriented young people who will serve society and the nation; finally to equip our students to

meet the challenges of a changing world through pragmatic, professionally oriented teaching.

To demonstrate the skill in their field of study, students enjoy the facilities like sophisticated laboratory as well as enriched library with commendable books and journals in various subjects. Supportive attitude of administration and prudent guidance of faculty members enhance the potentiality of students and concretize the faith and confidence upon themselves. For physical fitness with mental growth and development of students, the college has various facilities on indoor and outdoor games. Students also participate in debate, quiz and various cultural competitions and achieve their potential as well as working towards creating an inclusive learning atmosphere. Students undergo a continuous evaluation system and organize or participate in various academic and co-curricular activities that extend the capturing capacity, gamut the viability of knowledge sphere and learn how to get adapted with different atmosphere. In case of inability of a student to achieve learning outcome, remedial coaching and counseling classes are adopted to improve the situation.

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?

In the introductory classes of any course teachers make the newcomer students aware of the social and economic relevance of the courses. Teachers focus on how the study of the courses can be economically and socially significant by explaining the job opportunities and scope in further studies and research work in the subjects. During the courses departments organize seminars / invited lectures to discuss the issues relating to impact of studying the subjects on the society. The college also organizes seminars and talks by experts to emphasize on the prospects of studying different subjects.

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

All relevant information of an applicant is collected through the admission form at the time of submission of forms. These data of the admitted students are preserved in the college office. Besides this, at the time of admission to the college other important information of the students is preserved in the office. Record of results of University examinations are preserved in the college office. In this way, the college maintains a students' profile. Departments use these data to study the academic progress of the students of the respective departments over time.

The college preserves all relevant information of students. The academic progresses of the students are analyzed in the meetings of the academic committee, Teachers' Council and IQAC. After discussing and analyzing, proper plans are taken for better performance.

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

The departmental output regarding the students' performance is regularly discussed in Teachers' Council meeting. The problems are noted and possible outcomes are suggested in the meeting. The concerned department implemented the suggestions and reported the feedback to the next Teachers' Council meeting. The institution advises each and every department to monitor the students' performance through class test examination after covering the each chapter besides the tests of internal assessment prescribed by the university. The Head of the institution always meets both teachers and students of every department regularly to collect feed backs and gives suggestion to ensure the better results and achievement of learning outcomes.

2.6.7 Does the institution and individual teacher use assessment/ evaluation outcomes 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.

Assessment / evaluation outcomes are indicators for evaluating students' performance, achievement of learning objectives and planning. But it is not the only indicator; the teachers' regular interaction with the students in and outside the class helps the teachers to identify the advanced and slow learners.

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

- The college management with the help of IQAC strives to assure quality maintenance in teaching/learning.
- A number of effective measures have been adopted to assess the performance of faculty to prevent their stagnation and complacency.
- The college has started remedial classes for backward minority as well as career counseling to the stake holders from the session 2015-16.
- Audio-visual mode of teaching (OverheadLCD Projector, Flow Charts, and Laptop) has been introduced. Computers with Internet and Laboratories with modern and advance equipments of Science subjects also have been introduced.
- The college would like to introduce Post Graduate Courses in Bengali, Sanskrit, English and Mathematics.

CRITERION - III

RESEARCH, CONSULTANCY AND EXTENSION

3.1 PROMOTION OF RESEARCH

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

Our college does not have any University recognized and approved research center or any other agency/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.

The Research Committee of the College is formulated in accordance with UGC XII plan guidelines, representing the Arts and Science streams. The committee always recommends the faculty members to participate in National and International Seminars, Conference and consistently encourages them to present papers on various theoretical and empirical aspects on the concerned subjects. Various departments usually take initiative to organize Seminars/Workshops/ invited speech to create interest on the relevant area among the students. The project report (Minor/Major) is evaluated by the Committee before sending it to the funding agency. Faculty members usually receive research grant from university grant commission (UGC) in the capacity of Major/Minor Research Project Scheme. The Committee holds meetings to discuss various plans and programs to promote research and motivate the faculty for an academic advancement. Hence some of the faculties have completed their PhD while others have already enrolled for it.

Recommendations made by the Research Committee for implementation and their impact:

SN	Recommendations of the Research Committee for implementation	Impact of the recommendations
1	The Research Committee recommended that the Research Scholars should follow the Motto "Publish or Perish". For this purpose the College authority is requested to patronize the publication of a research journal to bring out research papers.	The College authority has contributed funds to publish a multidisciplinary Research Journal 'The Second Thought'.
2	The Research Committee recommended that the research scholars should be given infrastructural facilities by the College authority as required the space available in order that the teachers of the respective departments can undertake research work.	The College authority has provided a separate reading room for research and general study purpose by the side of the Central Library of the college. The construction of a new building for research purpose is under consideration.
3	The Research Committee requested the Governing Body of the college to create a minimum	The authority has already remodeled the laboratories of Chemistry, Mathematics,

	infrastructure for each of the laboratory- based department so that the teachers of these departments can conduct their research activities.	Physics , Zoology, Anthropology, Botany, Nutrition and Geography departments for continuing preliminary research works. These laboratories are also well equipped for undergraduate syllabuses recommended by the affiliating University (VU).
4	The Research Committee recommended for providing computer with internet facilities to each department of the College.	Mathematics, Physics, Chemistry, Zoology, Geography and Antropology departments have already been provided Computers with internet facilities. There are computers having internet connections in the teachers' reading room as well as in the central library of the college and WiFi connection are available.
5	The Research Committee recommended the College authority to subscribe e-journals and research oriented books on various disciplines especially on science subjects.	The College authority has begun to subscribe e-journals and e-books on different disciplines.
6	The Research Committee recommended the Governing Body of the College to grant duty leave to the teachers who are willing to attend seminars/ conferences for presenting their research papers, or to visit Universities/ Research Institutions India or in abroad for their research work.	The College authority grants leave without any hindrance to the teachers who apply for it to attend seminars/conferences for presenting their research papers or to visit Universities / Research Institutions in India or abroad for their research works. Dr Chaitali Basu and Prof Bhaswati Mukherji have availed this opportunity.
7	The Research Committee encouraged the teachers to organize seminars/workshops etc and to invite eminent scholars and academicians to the institution.	The teachers of almost all departments have decided to organize state/national level seminar. Some of the faculty members have already applied for UGC-sponsored National/ State level seminar.
8	Teachers of the college are encouraged to enroll their names for Ph. D work. The Research Committee also provides guidelines to the faculty for applying for Ph. D and M. Phil and other Faculty Development Programmes according to UGC norms.	For last four years a teacher of English department has been awarded Ph.D. Degree. Some have enrolled their names for Ph.D.
9	The Research Committee recommended that the Governing Body should grant the Study Leave to complete Ph. D work.	Prof Bhaswati Mukherji was granted study leaves for two years plus one year to complete Ph. D work.

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: At the college level there is no scope of research work for students. Teachers are involved in PhD works or Major / Minor research projects where the Principal Investigator is given complete autonomy to make easy progress and implementation of research schemes/projects.

Timely availability or release of resources: The institutional head usually takes immediate steps to circulate the information regarding research grant funded by UGC. The College

makes all basic arrangements for timely availability or release of resources for smooth progress of research schemes/projects.

Adequate infrastructure and human resources: The College provides adequate infrastructure such as library, laboratory, INFLIBNET N-list facility (Subscription to 6000+ E-journals and 90000+ E-books through N-List and human resources for smooth progress and implementation of research schemes/projects. The institution has provided a Reading Room with Air-conditioned facility for the teachers in the Central Library of the college. Modern equipments like computers with internet facilities have been provided to the Science faculty. Necessary books and journals according to the needs of the faculty for the quality research purpose are available in the Central Library.

Time-off, reduced teaching load, special leave etc. to teachers: The teachers enjoy leaves during the tenure of completion of proposed research work because of two main reasons:

- i) Shortage of staff almost in all departments and
- ii) The institution cannot afford to reduce teaching load for the sake of the students.

However leave is granted where and when it is necessary to submit the annual report and utilizations certificate timely to the funding authorities.

Support in terms of technology and information needs: Computers with Internet facilities, software as per requirement, Laptops and projectors are made available to the researchers for conducting research work. The departments of Mathematics, Physics and Chemistry of the college have been provided computers with internet connection.

Facilitate timely auditing and submission of Utilization Certificate to the funding authorities: The institutional head takes all necessary steps to monitor and facilitate timely auditing and submission of Utilization Certificate to the funding agencies/authorities.

Any other The college authority encourages and extends all possible facilities to promote and update research works in the institution.

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

At the undergraduate college level, there is a little scope for developing scientific temper and research culture among the students. In spite of this, the college encourages inculcation of practical aptitude among students through participation in observational, experimental and empirical exercises. As a part of the curriculum, departments like Anthropology, Botany, Geography, Zoology and Bengali arrange excursion/field works every year. After their field surveys, students prepare their reports of field works or project works under the guidance of the departmental teachers. For this purpose, the college provides sufficient books, magazines, journals of research importance in the college central library and modern equipments in laboratories. This helps in developing scientific temper as well as in increasing interest in research among the students. Students of the College are also encouraged to participate in different scientific competitions. The institution arranges various scientific

programmes such as talk, seminars on International Year of Chemistry, Big Bang Theory etc to develop the scientific temper and interest in research work among the students. The teachers also encourage the students about research by visiting and introducing them with some Scientific Research Institute, Instruments and research works done by them under minor research project funded by UGC. Efforts are on for undertaking major research projects by the different faculties. UGC also grants a large amount of money to equip the laboratories with necessary modern instruments. The College also helps the faculties with water, light, space, rooms and other facilities.

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).

i) The following table gives details of the faculty involvement in UGC minor research project.

The following table gives details the **completed** UGC minor research project.

Sl. No.	Name of the Investigator	Title of the Project	Funding agency	Amount[Rs.]
1	Dr. Laksmi Kanta Dolai, Dept. Of Bengali	<i>Bangla Goenda Sahityeritihas, (2010-2011): Status-completed</i>	UGC	Rs. 92,000/- (Full Received)
2	Prof. Md Nurul Amin, Dept. of Bengali	<i>Dakshin-Paschim Simanta Banglar Loksangeeter Bibartan: Artha-samajik prekshit</i>	UGC	Rs 1,22,500/ (Rs 96500/ Received)
3	Prof Susmita Roy (Adak) Dept. of Philosophy	Trafficking in Women and Children	UGC	Rs 3,00,000/ (Rs 2,84,000/ Received)

ii) The following table gives details of the **ongoing** UGC minor research project.

Sl. No.	Name of the Teacher	Title	Funding agency	Amount [Rs.]
1	Dr. Laksmi Kanta Dolai, Dept. Of Bengali	<i>“Bangla Sishusahitya: Anadhunik theke Adhunikatay Uttaran”</i>	UGC	Rs 2,75,000/ (Rs 2,35,000 received)

a). Faculty involvement in guiding student research: Some of the members of the faculty are acting as research guides for the research scholars.

At present there is none to guide a research work.

b) Faculty involvement in leading Research Projects:

Major Research Projects:

None has taken Major Research Project

c) Faculty involvement in individual/collaborative research activity, etc.:

Dr Chaitali Basu, Assistant Professor, Department of Chemistry

Dr Chaitali Basu, Assistant Professor, worked in a collaborative research activity with Prof Asish De and Prof Tapan Ganguly, at Indian Association for the Cultivation of Science, Jadabpur.

Faculties are involved with different universities like Vidyasagar University, Calcutta University, Jadavpur University, and Viswabharati University for doing their Ph.D works.

Faculty members are involved in pursuing **Ph.D/M.Phil research work**.

Faculty Pursuing Ph. D/ M.Phil Programme in Different Universities			
SN	Name of the Faculty	Department	University
1	Biswarup Mondal	Chemistry(Ph.D)	Vidyasagar University
2	Bhaswati Mukhopadhyaya	History(Ph.D)	Calcutta University
3	Nilanjana Nayek	Political Science (Ph.D)	Vidyasagar University
4	Pintu Das	Mathematics (Ph.D)	IESTS
5	Saroj Mandal	Mathematics(Ph.D)	IESTS
6	Nabin Chandra Mahato	Philosophy (M.Phil)	Vidyasagar University

Faculty members of different departments have presented, published and participated a large number of research papers in various National/International seminars in their individual capacity and in collaboration with associates- leading to publication of research papers, in National/International journals, books, chapters in books, and articles are published in proceedings of seminars and in other publication, etc.

One Faculty Member of English Department has been awarded Ph. D Degree by Jadavpur University during the last four years.

Name	Subject	University	Year
Dr Ruhul Amin Mandal	English	Jadavpur University	2013

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.

Workshops, Seminars, sensitizing programmes on issues related to environmental awareness, health and gender sensitization programmes are organized by different committees, the NSS Units and Women Cell of the institution with focus on capacity building in terms of research and imbibing research culture among the staff and students.

The list of seminars/sensitization programmes organized by the institution for the last four years:

1. Special seminar organized by the department of Chemistry on 'International Year of Chemistry' to mark the 100th anniversary of the award of the Noble Prize in Chemistry to Mme Curie on 8th February 2013.

The following table gives details of different programmes.

SLN o.	Date of Seminar	Organized by Department	Title	Amount	Funding Agency
1	24.11.2015	IQAC	On Quality Education in HEI and the assessment and accreditation for affiliated colleges		UGC/College
2		IQAC	Problems and Prospects of College Library in West Bengal: An Overview		UGCCollege
3	Annual Seminar	Organized by the NSS Units every year on 12th January.	On Swami Vivekananda		College Fund
4	8 th February 2013.	Department of Chemistry	'International Year of Chemistry'		
5	2008	Department of Physics	Popular talk on Large Hadron e.g. Big Bang to discuss about the existence of 'God particle'		

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

Priority areas for research

The college is located in a rural hinter land. A rich tradition of folk culture is still being practiced in the local environments. This includes *Patuas*, *Chittrakars*, Puppets dance, *Rupban*. Four senior faculties in the Bengali department are actively engaged in research on these folk traditions. Each year the department conducts field work and surveys with the students on these aspects. The history of South West Bengal has a rich cultural heritage. Early history can be traced up to the stone-age. Rich sites are there in South West Bengal of copper-age and iron-age. There was resurgence of National and freedom movements during early-half of 20th century. Faculties of History department are actively engaged in exercising research work on these aspects. Faculties in Sanskrit department are engaged in developing the practice of communicative skill in Sanskrit through '*Barga*' for practicing communication among the

students and faculties of the department of Sanskrit. Panchayatiraj system is functioning in its optimum form in West Bengal in current years. The system is the pivot of rural development and rural administration at present. The Political Science department is actively engaged in observing, assessing and evaluating the process. South W.B. has a considerable tribal population in its western end. Students and teachers of the Anthropology Department often conduct extensive field work among the tribals like *Santhals, Mundas, Lodhas, Birhors* etc. Some years back extensive field works have also been conducted in rural areas among the peasants. Thus a research base has been developing gradually in the institute for years. The Chemistry Department has faculty members who are involved in interdisciplinary work in collaboration with like minded faculties in other institutions. There have also been interactions with faculties of institutions and Universities abroad (vide infra). Lectures by visiting scientists have been organized by the Chemistry Department to increase the awareness of the students.

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

Our college time to time organises seminars and workshops in order to tie researchers of eminence to visit the campus and interact with teachers and students to keep the knowledge up-dated.

Prof. Kausik Basu, V.U., Prof. Rajatkanti Das, V.U., Prof. Abhijit Guha, V.U., Prof. D.P. Mukherjee, C.U., Prof. Barun Mukherjee, I.S.I., Kolkata visited Anthropology department and interacted with teachers and students. Prof. Tapan Joyti Banerjee, V.U., Prof. Tirthankar Das Purkayastha, V.U., Prof. Samantak Das, J.U., Prof. Ruma Kundu, B.U.,

Dipankar Roy, Bikash Chakraborty, Biswabharati University, visited English department and interacted with teachers and students. An eminent scientist Prof. Asish De, I.A.C.S. Kolkata, Prof. Sukumar Aditya, C.U., visited Chemistry department, Prof. Pratip Chowdhury, C.U. visited Physics department and also interacted with teachers and students.

Swami Shastrajananda, Principal of Ramkrishna Mission Vidyamandira, Belur visited the college and graced the workshop organized by IQAC on NAAC Awareness Programme on 24.11.2015 as the Chief Guest.

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?

Our college has sanctioned Sabbatical leave for completing the research activities. One faculty member, Prof. Bhaswati Mukherjee has utilized Sabbatical Leave for research activity. She visited Bangkok for consulting Museums there searching Hindu / Indian origin and influence taking Sabbatical Leave.

Dr. C.Basu spent 16 months in Toulouse, France for doing research in the frame of the European Community Fellowship on 'Consortium for Hamiltonian Intramolecular Computing', in 2004.

Dr. L.K.Dolai visited Assam University, Shilchar for consultation with faculties there on RabindraNath Tagore taking Sabbatical Leave in 2008.

The research work investigated by them brought a lot of useful information, books and instruments to the Institution. The information, books and instruments shall be used by other faculty members for their academic development. Hence a research culture is slowly developing in the campus and it will ultimately benefit the students and teaching staff of the College.

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)

The institution takes the following initiatives in creating awareness among students and teachers with a focus on the application of research findings in the field of socio-economic advancement and research culture:

- ❖ Seminar/Workshops/Symposium/ Special lectures are organized to keep the students and the other members of the institution aware of the emerging threats to the different fields of life.
- ❖ The institution takes an initiative by encouraging the teachers for presenting their research papers at different national and international seminars and conferences. For this purpose, the college provides the facility of leaves and financial help if it requires.
- ❖ The teachers of different departments like Anthropology, Bengali, Geography, Zoology and Botany guide the students in their project works.
- ❖ Teachers and Students sometimes arrange Departmental seminars where the experts of a particular subject of other institutions are invited to deliver lectures for keeping the students updated.

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.

As there is no research centre in the college, so there is no provision of budget allotment for research. But the teachers of the institution receive financial grants for their Major/ Minor Research Projects from the UGC

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?

There is no provision in the institution to provide seed money to the faculty members for research. However, the Governing Body and the Research Committee may consider the proposal forwarded by the faculty for the financial help from any funding agency. They may consider the proposal positively on the basis of the merits of his/her proposal.

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

There is no provision in the institution to provide financial help to support research projects for students. But the College allocates some budget for field survey/ study of different departments where the teachers and the students are oriented in research activities.

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 different departments of the college jointly organize interdisciplinary seminar on the areas that across disciplines and are truly multidisciplinary in nature.
- ✚ The College has taken the steps and published a multidisciplinary journal named “The Second Thought” where the teachers of various departments of the college publish their papers on research oriented topics.

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

- ❖ Our institution has Science Departments with modern well equipped laboratory that fulfils needs of the UG students and their syllabus of Vidyasagar University. Up-to-date instruments are duly purchased for the laboratory.
- ❖ The institution has initiated to subscribe e-books and e-journal through INFLIBNET on various disciplines.
- ❖ The institution has provided computers with internet connection and Wi-Fi facilities to the different departments. Moreover, the Central Library of the institution has remarkable collection of books on various disciplines. Computers with internet connection have been installed for the use of the students and staff of the college.

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, the institution has not received any special grants or finances from the industry or other beneficiary agency for developing research facility.

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

Minor Research Project							
Sl. No.	Name of Principal/Investigator	Title of the Project	Name of the funding agency	Duration	Grant Allocated	Grant Received	Status of the Project
1	Md.Nurul Amin	<i>Bangla Goenda Sahityeritihas, (2010-2011):</i> Status-completed	UGC	2yrs			
2	Dr.Lakshmikanta Dolai	<i>Dakshin-Paschim Simanta Banglar Loksangeeter Bibartan: Artha-samajikprekshit</i>	UGC	2yrs.			
3	Susmita Roy(Adak)	Trafficking in Women and Children	UGC	2yrs.			

3.3 Research Facilities

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

The college has provided the following facilities for active research work within the premises of the institution for the research workers (Major/Minor projects):

- ❖ Central Library of the college is the life line of the institution.
- ❖ Well equipped modern laboratories of the Science Departments.
- ❖ Computers with internet & Wi-Fi facilities.
- ❖ Publication of Multidisciplinary Journal of the college.
- ❖ Sufficient facilities to carry out Minor Research Projects.
- ❖ Availability of E-books and E-journal through INFLIBNET N-LIST

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 has set up a Research Committee to frame the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers. The Research Committee has recommended the following strategies:

- The institution submits research proposals prepared by the faculty members to Funding agency like UGC
- IQAC plays an important role to meet the demands of the faculties involved in MRP/Minor Research Projects through the up-gradation of the infrastructural facilities.
- Library is the lifeline of the college campus, so the Governing Body and the IQAC of the college take great care for its up-gradation. E-Books and E-journals are available in the library for the consultation of research purpose.

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.

The institution has not yet received any special grants or finances from the industry or other beneficiary agency for developing research facilities for the faculties.

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

No special research facility is available to the students and research scholars outside the campus / other research laboratories.

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

Central Library of our institution is the main source of information. The library is fully automated with internet facility and the computers installed in the library have been configured with SOUL software. E-journals and e-books through INFLIBNETN-List are available in the College library.

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.

No collaborative research facilities developed in the institution.

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

No such data are available.

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?

A Research Journal has been published by the College

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

Details have been given in volume II of the SSR

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 faculties are as follows:

Sl. No.	Name of the Teacher	Department	Thesis Title	Year
1	Dr.Md.Helaluddin	Political Science	Aligarh Movement: Its relevance to the present day Society & Politics.	2004
2	Dr.Krishnagopal Adhikari	Sanskrit	The conception of liberation in the Patanjala Yoga system 1992	1992
3	Dr.Chaitali Basu	Chemistry	Preparation & Reaction of some Organisation compounds: Application to Organic Synthesis.	1994 & 2004-05
5	Dr.Lakshmikanta Dolai	Bengali		2009
6	Dr.Ruhul Amin Mandal	English	The violence of Poetry &	2013

			the Poetry of Violence.	
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3.5 Consultancy

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

Not yet initiated.

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

Not yet initiated

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

If one could avail such scope, college will reduce his/her normal work-load in the college and may spare him for some time from college work.

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

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?

Not yet initiated rather developed.

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?

NSS, Cultural programme organized by the students.

1. The institution promotes various innovative programmes which are directly related to the enhancement of institution-neighborhood-community network. Various programmes were organized in collaboration with local bodies.

2. During national holidays, especially on 15th August, 19th November, 26th January, the institute organizes various programmes to felicitate the importance of the day, such as flag hosting, short speech on the importance of the day, parade by the NSS volunteers joined their hands together to form a human chain proclaiming their dedication to the values of national integration. These programmes were aimed to create interests in the minds of young stars to become a good citizen, to be respectful to the martyrs and bloom their love towards the country.

3.It is noteworthy that India is famous for its culture, solidarity and uniqueness from the rest of the world. India is also the birthplace of Sri Rabindranath Tagore, KaziNajrul Islam, C.V.Raman, AcharyaJagadish Chandra Bose, P.C.Roy and many others. Despite of busy academic schedule the institute has never forgotten to bring their importance to the students. On these occasions special days are arranged to commemorate them through informative speeches given by teachers, outside scholars and students. Locals are also invited as listeners.

4. During the 150th Birth Centenary of Kabiguru Rabindranath Tagore, students of this college arranged cultural programmes with lot of enthusiasm. On 21st February, each year, famous for The International language Day, this was observed to remember the martyrs who fought for their own language. On the birth anniversary of Swami Vivekananda various programmes was also arranged, his vision of life was carried to the students through powerful speeches. The observe RakshaBandhan, the institute also carried out cultural programmes. Students' from outside schools were participated with joy and happiness.

5.The institute is always courageous in organizing NSS Programmes. Apart from University Schedule, students' along with coordinators often went to the nearby village to aware villagers about different topics. Such as, Voluntary Blood Donation, Afforestation, AIDS, Thallasaemia, hygienic practices and many others. The students' Union also arranged Blood Donation Camps, Thallasaemia Blood Test and other programmes at free of cost.

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

Our institution has a number of bodies and cells that work throughout the year to track students' involvement in various social movements/activities which promote citizenship roles.These units are as follows:

- **NSS:** The National Service Scheme (NSS) of the institution encourages students to participate as volunteers in various programmes organized by the three units of the college.
- **TEACHERS-PARENTS MEETINGS:** The Teachers-parents meetings held regularly in general and the departmental meetings are also held with the parents /guardians to know their views and perceptions about the teaching-learning activities.
- **Alumni Association:** The College keeps contact with Alumni Association for their valuable suggestions. They organised Blood Donation Camps regularly with the help of regular students of the college. They also play a vital role providing feedback.
- **Students' Union:** The students' union of the College takes participation to track students' involvement in various social activities. With the help of NSS units, they participate in 'Tree Plantation and cultural functions on 'Teachers' Day'. Moreover, the students' union organise various programmes and functions 'RakhiBandhanUtsav', Annual Sports and Games and Freshers' Welcome. All these activities encourage and inculcate the ideal of good citizenship among the students.

- **Committees:** Various committees and cells are formed for smooth functioning of the College and adequate representation is given to the Students, local administrative representatives etc. in it. The college has the ‘Women Cell and Sexual Harassment Committee’, ‘Anti ragging cell’ ‘Sports and Games Committee’, ‘Cultural Committee’, ‘Magazine Committee’, which work for students’ welfare by solving their problems.
- IQAC receives feedback from the students and other stakeholders and analyses and concludes.

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

The opinions and advices concerning quality improvement from the representatives of various stake holders present in the administrative body of the institution are given due importance. Generally, questionnaires are prepared for feedback from stake holders (students, alumni, parents and others) in their respective meetings. These are the following ways to know their views and perception:-

- Different department of the college takes feedback from the last year students concerning academic, administrative and institutional matters.
- The Alumni of the institution provide feedback and give valuable suggestions.
- Parent-teachers meetings also offer significant opinions and suggestions. Parents are allowed to meet the teachers / HOD and Principal/TIC at any time during college hours to make any suggestion
- Various committees like Women’s Cell, Anti-ragging Cell, Grievance Cell, Equal Opportunity Cell, Cultural Committee and so on provide valuable feedback from the stakeholders.
- Regular meetings of Teachers’ Council are held to discuss academic affairs.
- Meetings of Departmental Committee are held to discuss on different departmental affairs.
- IQAC receives regular feedback from the stakeholders to analyze and finalize for quality improvement.

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.

The plan and organization for extension activities through NSS and the grant received from the affiliating University for last 4 years may be provided in the following Table:

Programme	2012-13	2013-14	2014-15	2015-16
Unit I,II & III	67,500/	67,500/	67,500/	67,500/

The College plans and organizes its extension and outreach programmes related to academic, social, cultural and community service etc according to the availability of funds from the government, UGC or any other funding agencies. Plans and programmes are made in the following ways:

- ✓ The Principal/TIC, NSS Advisory Committee, Coordinators and Convenors of different cells and committees meet together to formulate the plans and programmes.
- ✓ At the Annual Function of the College, Students take part in essay writing contest, debate, recitation, dancing, song, quiz competitions etc.
- ✓ Teachers' Day, Freshers' Welcome ceremony, Annual cultural function etc. are arranged by the Students' Union of the College every year.
- ✓ Observance of Vivekannada Birth Day, Netaji Birth Day, Republic Day, RabindraJayanti, and Independence Day etc is made by the institution, the NSS and the Students' Union.

Major extension activities by NSS unit during last four years and their impact on the overall development of students are listed below:

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 and faculty in extension and outreach activities through the following mechanism:-

- ✚ The NSS units of the college actively carry out various social programmes and awareness camps. This process begins at the time of admission; the students are asked to give their choice whether they would like to participate in NSS. This process promotes the participation of students and faculty in extension activities.
- ✚ The Prospectus of the institution disseminates information concerning all the extension and outreach activities to facilitate students in their choice of activity. The achievements of the teachers and students are acclaimed and highlighted in the prospectus.
- ✚ To ensure maximum participation, notices are served and displayed in the notice book and on the Notice Boards across the campus.
- ✚ Documentary videos and photographs of the events like Teachers Day, Freshers' Welcome, Annual Cultural Programmes and so on are preserved.
- ✚ At the end of the Annual Sports and other activities, the institution issues certificates to the students who perform well.

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?

- ❖ The NSS units of the college and different departments play important roles in order to ensure social justice and empower students from under-privileged and vulnerable sections of society,. The NSS units of the institution are actively contributing to the betterment of the underprivileged section of society in the surrounding areas through health awareness programme, tree plantation and blood donation camps.
- ❖ Remedial coaching and Spoken English classes have been exclusively designed to empower students from under-privileged and vulnerable section of society.
- ❖ Some faculties of the departments of our college arrange book lending facilities to the poor and under privileged students from their own collections. The students who are unable to buy books of their own are specially helped.
- ❖ Under privileged students are highly focused and special facilities are given to them like students' aid fund, poor fund, annual fees concession etc.

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.

The *objective* of extension activities is to expedite/ accelerate social justice and responsibility among the students of the institution. The NSS Units, Students' Union and faculty members of the institution play important roles in making students aware concerning their social and physical environment. Moreover, they make the people conscious about their health and hygiene.

Outcomes of the extension activities of the institution are:

- Organizing the Blood Donation camp by the NSS Units and Students' Union.
- Cleaning and sanitizing programmes by NSS units of the college.
- Planting trees in the college campus and nearby village.
- Holding seminars and workshops on health and hygiene and general health awareness.

Students get the opportunities to have practical knowledge through above activities. Outreach programmes and extension activities inculcate the values and skills among students for making others aware about health and environmental issues.

- 🚩 They learn the importance of team work and more tolerant to each other.
- 🚩 They change the mind set to adjust them in the multicultural society.
- 🚩 They also develop skills for leadership and better communication skills.
- 🚩 They learn practical moral values from the above activities

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?

- ❖ The NSS unit of the college carried out a survey in a village near the college to understand the needs of the people. They interact with the people of the village for their common health and environmental problems.
- ❖ Organizing various programmes like seminars, workshops, conference, special lectures etc. ensure the community involvement for social development.
- ❖ Celebrating various programmes in the college also ensure the involvement of the community. During the annual cultural programmes held in the college campus, the people from surrounding villages come and relish.
- ❖ Involving the community through field studies, excursions and educational tours conducted by different departments of the institution (Bengali, Geography, Zoology, Anthropology and Botany)

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.

Recently the Chemistry Department of our institution organized a conference with students of local schools in the college campus. The teachers and students of local schools participated and benefited. In this way we maintain a cordial relationship with other institutions. Sometimes they invite the college teachers to deliver lectures on some special occasion.

Moreover, different departments of our college conduct field study according to the syllabus and the very moment the college has to contact and collaborate with local authorities and the people.

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.

No award received by the institution for extensive activities

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.

Our College is an undergraduate college; it has no official collaboration with industry or research laboratories of other institutions.

The teachers of the institution carry out Minor/major Research Projects with funds provided by UGC.

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.

The institution has no official collaborative arrangements or MoUs with other Research institutes or industries. But some seminars have been organized in collaboration with other local academic institutions. Some members of Science faculty of this institution individually collaborate with the scientists of other universities and publish research articles in national and international journals.

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.

Practically there is no direct relation with any industry; but the institution has deep interaction with the community, the foundation of the college was based on a large amount of contribution from different sections of the community.

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.

No national/ international conference was organized by the college during the last four years.

3.7.5 How many of the linkages/collaborations have actually resulted in formal MoUs and agreements?

No formal MoU (**memorandum of understanding**) or agreement has been signed with any other institution so far.

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

Collaboration with other institutions is necessary for securing the success concerning research, consultancy and extension programmes. Though no such formal collaboration/ linkage with research institute/ industry has so far been executed by the institution. But the institution intends to collaborate with other organizations for research and consultancy in near future.

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

CRITERION IV

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 PHYSICAL FACILITIES:

The main task of our College is to provide quality education which involves a series of programmes and activities. The successful conduct of these programmes and activities depends mainly upon the availability of proper infrastructure in the College. The term 'Physical Infrastructure' stands for the physical facilities of the college. It is referred to buildings, grounds, furniture and apparatus along with equipments essential for imparting education. The infrastructural facilities are very important to the development of any educational institution. Sufficient infrastructure can absorb every bit of new knowledge visible to it. The College building should be attractive, have adequate lighting, comfortable seating, useful service facilities such as multipurpose rooms, classrooms, library, functional playground, filing and storage space etc.

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

For creation and enhancement of infrastructural facilities in the college and for improving the teaching-learning process are chalked out by the Governing Body of the college in consultation with the IQAC, the UGC Committee, Finance Committee and Building Committee. Any infrastructural change in the college is finally discussed in the Governing Body. It makes a policy to create and enhance new infrastructure and renovate the existing infrastructure. The physical infrastructural facilities are fundamental to the development of an institution. For the last four years our college has enhanced the following infrastructural changes:-

The Administrative Block of the college has been rearranged and modernized with computers etc for enhanced convenience and better performance.

The laboratories of the Chemistry, Physics, Mathematics and Geography departments have been renovated by extending the new space. The Chemistry department upgraded the existing spaces annexing the unused classrooms.

The Central Library of the college has been extended with reading rooms for Teachers and Students with a view to facilitating improved teaching-learning process.

For the outdoor and indoor games and sports, the college generated advanced and upgraded sports facilities by creating modernized field tracks, well-fostered playgrounds, and building up infrastructure for Indoor games.

4.1.2 Detail the facilities available for

a) Curricular and co-curricular activities – classrooms, technology enabled learning spaces, seminar halls, tutorial spaces, laboratories, botanical garden, Animal house, specialized facilities and equipment for teaching, learning and research etc.

The College has provided some limited infrastructural facilities for the students to achieve their goals of curricular and extra-curricular activities.

a) Curricular and co-curricular activities: Small and big Classrooms, tutorial spaces, seminar/conference hall, central/seminar library, technology enabled learning spaces, and laboratories etc.

Classrooms: The College has four blocks – Administrative block, Science Block, Arts Block and KaziNazrul Block. There are twenty three class rooms with all facilities available in three blocks including the departmental seminar hall, and Science laboratories and Math computer laboratory for practical classes. Four classrooms have ICT based audio-visual aids (White screen, Overhead/LCD projectors, Micro Phones and Sound Box) facilities for teaching learning process. Classrooms are well ventilated and adequate sunlight available.

Technology Enabled Learning Spaces: The College has a Computer Lab for Mathematics Departments and sometimes it is accessed by the students of different departments. There are four ICT based Class rooms with the provision of Overhead Projector, Visualizer, Audio-visual aids for creating a quality teaching-learning environment. Nine desktops with internet facilities are also available for the use of staff and students in the Central Library.

Seminar room: The College has two seminar halls; one is on the first floor of the administrative building with capacity of 150-60 seats and the other is the Physics building used as Seminar/Conference hall with the capacity of over 400 sitting arrangement and with audio-visuals multi-media facilities like overhead Projector, Laptop, and sound system to organize seminars, lectures and other academic activities. At present there is no auditorium.

Tutorial Spaces: Small Class rooms of the college are used as Remedial, Tutorial and Spoken English classes for slow learners.

Laboratory: For practical knowledge of the subject seven laboratories have been created at different departments. The Laboratories are used for the conduct of regular practical classes as per the curricula and syllabi for the students. The laboratories are upgraded with advanced modern Laboratory equipment time to time. There are Laboratories in departments like Physics, Chemistry, Mathematics, Zoology, Botany, Anthropology, Nutrition and Geography,

List of major equipment in various departments:

SINo	DEPARTMENT	EQUIPMENT
1	Anthropology	Anthropemeter rod, Sliding Calipers, Spreading Calipers, Weighing Machine, Steel tape, Goniometer, Galvanometer,

		Sphygmomanometer, Osteometric board, Colour-Blindness test plates, Microscope, Parallelo meter, Desktop Computer.
2	Botany	Microscope Simple & Compounds, Camera Luci, Stage & Ocular, Pan Balance, Plant Physiology Equipments, Staining Materials, Alcohol, Slide, Chart Model etc.
3	Chemistry	Refrigerator, Water distillation Set, Hot Air Oven, Water Bath, LPG Connection (Commercial), Magnetic Stirrer, PH & Conductivity Meter, Digital along with Chain metric Balance, Mechanical Shaker, Kip's Apparatus, Melting Point Apparatus, Computer, Scanner, Printer and LCD projector and Inverter.
4	Geography	Prismatic Compass, Dumpy Level, Transit Theodolite, Electronic Theodolite, G.P.S., Barometer, Hygrometer, Soil Lit, Mirror Stereoscope, Anemometer, Computer.
5	Mathematics	Desktop Computer, Laptop, Inverter, Stabilizer, BSNL Modem, Panasonic Printer, Scanner and Copier, LCD Projector & Screen.
6	Nutrition	
7	Physics	Travelling Microscope, Polar meter, Spectrometer & Prism, Electromagnet & Search Coil, Platinum Resistance Thermometer, Zener diode, Transistor & Ordinary diode, Capillary tube & Measuring Cylinder, Function Generator, Carey-Foster Bridge, Potentiometer, CRO, Computer, Scanner and Printer, Inverter etc.
8	Zoology	Rotary Microtome, Autoclave, Centrifuge Machine, Simple Bright-field Microscope, Compound Bright-field Microscope, Binocular Microscope, Incubator, Colorimeter, Salinity Meter, Manual Digital pH Meter, Homonizer, Electronic Balance, Laboratory Hot Plate, Simple Slide Projector and Computer, refrigerator.

Botanical Garden: The College has a separate Botanical herb Garden. There are some medicinal plants scattered throughout the campus. The students of Botany study different types of plants and various aspects of botanical life that increases their knowledge. The trees and plants of the college campus are marked with their botanical names. Medicinal plants are highly useful to us. Different types of medicinal plants are cultivated in the gardens of the college.

Animal House: There is no separate animal house in the college in true sense of the term. But the college maintains the storehouse of animals, reptiles, birds and insects in the preserved form for dissection in the practical classes. Some types of fishes are reared for practical purposes.

Specialized facilities and equipment for teaching:

b) Extra –curricular activities – Sports, outdoor and indoor games, gymnasium, auditorium, NSS, NCC, cultural activities, Public speaking, communication skills development, yoga, health and hygiene etc.

Sports (Outdoor and Indoor games): Three playgrounds are available within the college campus. Students of the college play football, Cricket, Basketball, Badminton, and Volleyball and so on in them. The students of the hostels go there for daily practices. Students' Union of the college organize an inter-class Football Tournaments every year and sometimes Cricket Tournaments. Boys and Girls have two separate common rooms for their rests and indoor games like Carom, Table Tennis and Chess etc. The annual cultural activities of the students are held within the College campus and Physics building/ Seminar Hall.

Gymnasium: No provision

Auditorium: Not available

NSS: Three NSS units are functioning in the college. They are highly active and engaged in organizing various types of activities. NSS volunteers clean the college campus regularly. Sometimes they implant the trees within the college campus. Plastic free zone and No smoking zone movements have been launched by the NSS volunteers in the college. The students are motivated to participate actively in the programmes like Health check-up camps and seminars on health problems, blood donation camp, blood grouping, Thalassemia awareness and test organized by the NSS units. NSS unit of the college organized a seminar on Health Awareness which was held on 06.04.2016.

NCC: No unit

Cultural Activities: Cultural activities are significant part of the college which creates a healthy atmosphere to enrich the extra-curricular potential of the students. The Students' Union of the college organizes numerous cultural ceremonies in which students display their talents. The Annual Social function (including Dance Drama, Bengali and English Drama etc), Debate and Essay Competition, Recitation and Extempore Speech Competition are held every year. Freshers' Welcome and Farewell ceremony of the College are organized by the Students' Union every year on the Open Air Stage of the College. Students of the college prepare wall and annual magazine etc.

Public speaking: The College field is sometimes used by the state or local leaders.

Communication Skill Development: The English Department of the college has started spoken English classes for communication skill development and to increase students' personality for better jobs.

Yoga: No System

Health and Hygiene: Hygiene is a set of practices performed for the preservation of health. According to the World Health Organization (WHO), "Hygiene refers to conditions and practices that help to maintain health and prevent the spread of diseases". Keeping this idea in mind, the college organizes lectures on the importance of health and cleanliness. Regular programmes on Health and Hygiene are organized by the NSS and Health Care Centre committee to generate awareness among the students and teachers about fatal diseases like Thalassemia and AIDS etc. Recently a seminar was held by NSS units of the college on Health Awareness. The college provides purified safe drinking water and big dustbins at different places for garbage disposing. Eight separate urinals and latrines have been provided for students and staff. Boys and girls have separate lavatory. The college sweeper cleans the bathrooms regularly.

4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and 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).

The institution makes plans to utilize the infrastructure for the growth of academic advancement. It takes steps in such a way that the available infrastructure is utilized at its optimum level. For example, the institution has four overhead projector installed in four rooms and these are often shared by the most of departments for use in teaching-learning process. The Physics building of the college is used for different purposes. Seminars, Workshops, Conferences, Cultural programmes and classes are held in it. Moreover, the following facilities have been provided:

- ❖ The institution has upgraded the laboratories of different departments and provided updated equipments and software etc.
- ❖ Two grounds for Badminton and Basketball are ready and more other playgrounds for football and Volley ball are also available.
- ❖ Canteen (for students and the college staff), Cheap Store, Purified and safe drinking water facilities have been provided.
- ❖ A new building is being constructed for accommodation of Office and classes.

(i) Details of Grants Received for Infrastructural and Faculty Development during the Last Four Years:

(a) Year wise Break up of Fund Received from UGC

*The amount allotted for the construction of Minority hostel (under MsDP scheme) was directly debited to PWD, Construction board by the Govt. of W.B.

(ii) Details of Grants Spent for Infrastructural Development during the Last Four Years:

(a) Year wise Break up of Expenditure from UGC Grant

(b) SITANANDA COLLEGE, NANDIGRAM

2012-13			
Source of Income	Amount	Item	Amount Spent
UGC	41,28,765/-	Salary & Retirement	19941880/-
W.B. Govt.	21736364/-	Building (Cans & Main)	794484/-
Tuition fees	1066080/-	Lib & Lab	800700/-
Others fees	2528332/-	Others	2529618/-
Total			24066682/-
2013-14			
UGC	675600/-	Salary & Retirement	62726862/-
W.B. Govt.	26726862/-	Building (Cans & Main)	265345/-
Tuition fees	1172695/-	Lib & Labo	162413/-
Others fees	2842370/-	Others	3123965/-
Sale of APP	60,500/-		
Total			30278585/-
2014-15			
UGC	600000/-	Salary & Retirement	26444032/-
W.B. Govt.	26444032/-	Building (Cans & Main)	862000/-
Tuition fees	756555/-	Lib & Labo	35000/-
Others fees	4123102/-	Others	4159536/-
Interests	80475/-		
Sale APP farm	4800/-		
Total			3,51,00,568/-
2015-16			
UGC	22,59,365/-	Salary & Retirement	2,57,81,474/-
W.B. Govt.	2,57,81,474/-	Building (Cans & Main)	7,21,540/-
Tuition fees	7,78,855/-	Lib & Labo	4,26,942/-
Others fees	3,7,76,486/-	Research Activities	9,42,500/-
Interests	1,48,500/-	Others Exp.	37,35,624/-
Total			3,16,08,080/-

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

The institution has ensured that infrastructural facilities meet the requirements of physically challenged students. It has provided Ramps, Rails, and Wheel Chair etc.

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

- **Hostel Facility – Accommodation available**
- **Recreational facilities, gymnasium, yoga center, etc.**
- **Computer facility including access to internet in hostel**
- **Facilities for medical emergencies**
- **Library facility in the hostels**
- **Internet and Wi-Fi facility**
- **Recreational facility-common room with audio-visual equipments**
- **Available residential facility for the staff and occupancy**
- **Constant supply of safe drinking water**
- **Security**

Hostel Facility: The college runs two hostels- one for boys and other for girls. A senior faculty member acts as Hostel Superintendent. Boarders of the hostels are provided all necessary facilities.

Recreational facilities, gymnasium, yoga centre etc:

- Two separate common rooms for boys and girls with indoor games facilities.
- Open Green Playground for boys and girls for Badminton and Volley Ball.
- Students’ Union Rooms with Newspapers and Journal facilities and TV with cable.
- Celebration of major festivals.
- Internet with Wi Fi facility has been provided.

No Computer, Library and Medical Facility in the hostels are available.

No Staff Quarter is available.

Constant supply of safe drinking water:

Constant supply of Safe and purified drinking water has been provided.

Security: For security purpose CC TV Cameras have been installed at different places of the college campus. Night Guard keeps strict vigil on the security of the boarders at night.

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?

The institution has a health centre with a part-time doctor and arrangements of first-aid facilities. Students and staff get regular helps from a doctor who resides 50 meter away from the college campus. The Teachers and students of the College get full facility in case of emergency from a Super specialty Hospital located nearby the college.

4.1.7 Give details of the Common Facilities available on the campus –spaces for special units like IQAC, Grievance Redressal unit, Women’s Cell, Counseling and Career Guidance, Placement Unit, Health Centre, Canteen, recreational spaces for staff and students, safe drinking water facility, auditorium, etc.

Sl. No.	Facility	Teacher / Staff-in-Charge/ Co-Ordinator
1	IQUC (Internal Quality Assurance Cell)	Dr.Md.Helaluddin (Co-Ordinator)
2	Grievance Redressal Cell	Nilanjana Nayak
3	Women’s Cell	Nilanjana Nayak
4	Psychological Counselling Cell	-
5	Career Guidance Cell	Dr.Laxmi kanta Dolai
6	Placement Unit	Do
7	Health Centre	Susmita Roy (adak)
8	Campus Canteen	Md.Nurul Amin
9	Auditorium (Conference Hall)	-
10	Staff Room Recreation	-
11	Student Common Room (Boys)	Dr.L.K.Dolai
12	Student Common Room (Girls)	Susmita Roy (Adak)
13	Safe Drinking Water Facility	Sankar Kumar Nandi
14	Cultural Room	Biswajit Maity
15	Free Studentship and aid fund	Md. Nurul Amin

4.2 Library as a Learning Resource

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

Sitananda College Central Library has a Library Sub-Committee which acts as an Advisory Committee also.

The Library Sub-Committee has duly been formed by the Governing Body of the college for smooth functioning of the library activities. This Committee maintains all sorts of administrative works of the library such as - purchase of books, computers for library automation, OPAC & internet services, maintenance and infrastructural development of the library. It composes the rules & regulations for proper functioning and maintaining discipline of the library of the college

The Committee took initiatives for installation of the 'SOUL' Software (College Version) developed by INFLIBNET, Ahmedabad, Gujarat for Library Automation in the year 2005. The initiatives have properly been implemented by the Committee being made the library computerize and the circulation works of the library is being rendered to the users since the year 2006.

The Committee also took initiatives to provide computer terminals in the Reading Rooms for both the students & teachers to render OPAC & internet services which has already been implemented and thus the college library becomes user friendly.

The composition of the Library Sub-Committee is as follows:

- | | |
|-----------------------------|---|
| 1. Dr.KrishnagopalAdhikari | TIC & Ex-Officio Chairman |
| 2. Sri AsitBaran Rana | Librarian & Ex-Officio Secretary/Convenor |
| 3. Prof. Sankar Kumar Nandi | Member |
| 4. Prof. HimanshuHazra | Member |
| 5. Sri ShantanuBhuniya | Member |

4.2.2. Provide details of the following:

- * Total area of the library (in Sq. Mts.)
2563.6 Sq ft. (238.15 Sq Mts.)
- * Total seating capacity: 50 (29 - for students & 21 - for teachers).
- * Working hours (on working days, on holidays, before examination days, during examination days, during vacation).

The library is kept open as follows:

- On Working Days – 10-00 a.m. to 5-00 p.m.
- On Holidays – Closed.
- Before Examination Days- 10-00 a.m. to 5-00 p.m.
- During Examination Days – Opened other than Examination Hours.
- During Vacation – Closed.
- During Recess - 10.00 a.m. to 5.00 p.m.

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

The Library is located at the **First Floor** of the **Arts Block** of the college. The Layout of the library is graphically presented in a separate sheet (**Annexure - v**) annexed herewith.

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

Discussions used to hold in the meeting of the Library Sub-Committee and resolutions are usually adopted in this matter to ensure the purchase of books, journals and other reading materials. Then the matter is being recommended to the Finance Sub-Committee for its approval. After getting the approval of the Finance Sub-Committee the purchase process proceeds accordingly.

Library holdings	Year -1 (2012-2013)		Year – 2 (2013-2014)		Year – 3 (2014-2015)		Year – 4 (2015-2016)	
	Num ber	Total Cost	Num ber	Total Cost	Num ber	Total Cost	Num ber	Total Cost
Text books	133	20103	839	191448	539	11873	782	186311
Reference Books	15	6995	27	7443	173	51139	147	38919
Journals/ Periodicals	06	8350	05	4780	02	890	-	-
e-resources	-	-	-	-	-	-	Through N-LIST	
Any other (specify)								

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

- * OPAC: OPAC services are being rendered to the users to access maximum services of the library collection and to avail this sort of facilities computers are provided in the Students' Reading Room and the Teachers' Reading Room of the library.
- * Electronic Resource Management package for e-journals:
No. Library is using N-LIST search interface.
- * Federated searching tools to search articles in multiple databases : No

- * Library Website : No
- * In-house/remote access to e-publications: Yes. Through N-LIST and other open access databases like DOAJ etc.
- * Library automation: Library automation is done and the library services are being rendered through the 'SOUL' Software designed by INFLIBNET since the year 2006. Three (03) computers are provided in the library section to make the library materials computerized and to render the library services to the users through computers. One computer is being used as the Server Machine.
- * Total number of computers for public access : 05
- * Total numbers of printers for public access : Nil
- * Internet band width/ speed : 2mbps
- * Institutional Repository : Nil
- * Content management system for e-learning : Nil
- * Participation in Resource sharing networks/consortia (like INFLIBNET) : Yes. Members of N-LIST consortia (UGC infonet).

4.2.5. Provide details on the following items:

- * Average number of walk-ins : 4464 (Per Session)- In Library Section
1520 (Per Session)- In Reading Room
- * Average number of books issued/returned : 4400 (Per Session)
- * Ratio of library books to students enrolled : 10:1
- * Average number of books added during last three years : 836
- * Average number of login to (OPAC): Statistics not taken.
- * Average number of login to e-resources: Statistics not taken.
- * Average number of e-resources downloaded/printed : Nil
- * Number of information literacy trainings organized : Nil

Details of “weeding out” of books and other materials: The books totally damaged and the books those were not at all in useable condition were weeded out from the library as per resolution duly adopted in the meeting of the Library Sub-Committee in this regard. As per library rules and on the recommendation of the Library Sub-Committee those books were already written off from the Accession Register of the library and a Register is being maintained in the library in due course.

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

- * Manuscripts : Nil
- * Reference : Provided.
- * Reprography : Not provided.
- * ILL (Inter Library Loan Service): Not provided.
- * Information deployment and notification (Information Deployment and Notification): Yes. Through Library Notice Board and through Library OPAC.
- * Download: Meagre, provided to teachers only.

- * Printing : Provided sometimes to the teachers only as per their requirements.
- * Reading list/ Bibliography compilation: No
- * In-house/remote access to e-resources: Yes. Through N-LIST.
- * User Orientation and awareness : Yes
- * Assistance in searching Databases : Yes

INFLIBNET/IUC facilities: Yes. INFLIBNET as IUC has supported Library Automation through software 'SOUL' and access to e-resources through N-LIST.

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

The Library Staff co-operates with the students and the teachers of the college to locate their desired books/information at the time of their need. The library staff properly does the circulation works for the students and the teachers without wasting their time unnecessarily. They also assist the students and teachers relating to access the OPAC & internet services.

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

Personal care is taken for the physically challenged persons at the time of issue/return of books at the Circulation Counter. No special facility is provided to the visually challenged persons as no infrastructural facilities are available there in the library.

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

Yes, the library receives the feedback from its users verbally at the library section. The verbal feedback received from the users/readers is analyzed and the library tries its utmost to overcome the problems they are facing and to render better services to the users as per their requirements.

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)

Total Computers available in the College

1. Office : 5
 2. Library : 5
 3. Reading Room : 2
 4. Mathematics Dept : 11
 5. Physics Dept : 1
 6. Chemistry Dept : 2
 7. Zoology Dept : 2
 8. Anthropology Dept : 1
 9. Teachers' Council : 1
 10. IQAC/NAAC : 1
- Total : **31**

Chemistry Dept No. of Desktop PC : 1 Notebook PC-1

Hardware		Software
Processor	Intel core i5 @ 2.90 Ghz	OS- Win 7
Main Board	Intel 75 Chipset	MS office 2007
RAM	4 GB DDR3 RAM	Gaussian 9
Optical Drive	DVD RW	ISIS draw 2.3
Hard Disc	1TB HDD	Origin 6.0
Monitor	19" Dell LED	Chemdraw
GPU	NVIDIA 2 GB GPU	Murcury 3.3
UPS	850VA UPS	Other common software
Printer	HP DJ 3515 All in 1 Printer	
LAN connectivity	No	
NET connectivity	Through Wi-fi	
Other	No	

Notebook PC 1

Hardware		Software
Processor	Celeron @ 3.30 Ghz	OS- Win 8.1
Main Board		MS office 2007
RAM	2 GB DDR3 RAM	
Optical Drive		
Hard Disc	32 GB MMC	
Monitor	13.3" LED	
GPU		
UPS		Other common software
Printer		
LAN connectivity	No	
NET connectivity	Through Wi-fi	
Other	No	

Physics Dept No. of Desktop PC : 1

Hardware		Software
Processor	Intel core i3 @ 3.30 Ghz	OS- Win 7
Main Board	Intel 61 Chipset	MS office 2007
RAM	4 GB DDR3 RAM	Origin 6.1
Optical Drive	DVD RW	
Hard Disc	500 GB HDD	QH Internet Security
Monitor	19" Dell LED	
GPU		
UPS	800VA UPS	Other common software
Printer	HP DJ 3515 All in 1 Printer	
LAN connectivity	No	
NET connectivity	Through Wi-fi	
Other	No	

Anthropology Dept No. of Desktop PC : 1

Hardware		Software
Processor	Pentium Dual core@ 2.70 Ghz	OS- Win 7
Main Board	Intel 61 Chipset	MS office 2007
RAM	2 GB DDR3 RAM	
Optical Drive	DVD RW	
Hard Disc	320 GB HDD	
Monitor	19" Dell LED	
GPU	No	
UPS	800VA UPS	Other common software
Printer	HP DJ K209 All in 1 Printer	
LAN connectivity	No	
NET connectivity	Through Wi-fi	
Other		

Zoology Dept. No. of Desktop PC : 2

i)

Hardware		Software
Processor	Pentium Dual core@ 2.80 Ghz	OS- Win 7
Main Board	Intel 61 Chipset	MS office 2007
RAM	2 GB DDR3 RAM	
Optical Drive	DVD RW	
Hard Disc	250 GB HDD	
Monitor	16" Viewsonic LED	
GPU	No	
UPS	800VA UPS	Other common software
Printer	No	
LAN connectivity	No	
NET connectivity	Through Wi-fi	
Other	No	

ii)

Hardware		Software
Processor	Pentium Dual core@ 3.0 GHz	OS- Win 7
Main Board	Intel 31 Chipset	MS office 2007
RAM	1 GB DDR3 RAM	
Optical Drive	DVD RW	
Hard Disc	80 GB HDD	
Monitor	15" Samsung CRT	
GPU	NVIDIA 2 GB GPU	
UPS	600 VA UPS	Other common software
Printer	No	
LAN connectivity	No	
NET connectivity	Through Wi-fi	
Other	No	

Mathematics Dept No. of Desktop PC : 10 Notebook PC:1

10 pcs

Hardware		Software
Processor	Intel core i3 @ .30 Ghz	OS- Win 7
Main Board	Intel 61 Chipset	MS office 2007
RAM	4 GB DDR3 RAM	Force2.0
Optical Drive	DVD RW	
Hard Disc	500 GB HDD	
Monitor	19" Dell LED	Other common software
GPU	No	
UPS	800VA UPS	
Printer		
LAN connectivity	No	
NET connectivity	Through Wi-fi	
Other	No	

i) Notebook pc 1

Hardware		Software
Processor	Intel core i3 @ 2.90 Ghz	OS- Win 7
Main Board	Intel 75 Chipset	MS office 2007
RAM	4 GB DDR3 RAM	Gaussian 9
Optical Drive	DVD RW	ISIS draw 2.3
Hard Disc	1TB HDD	Origin 6.0
Monitor	19" Dell LED	Chemdraw
GPU	NVIDIA 2 GB GPU	Murcury 3.3
UPS	850VA UPS	Other common software
Printer	HP DJ 3515 All in 1 Printer	
LAN connectivity	No	
NET connectivity	Through Wi-fi	
Other	No	

Panasonic MFP

Library Dept

No. of Desktop PC : 4

Notebook PC-1

i) Library Server

Hardware		Software
Processor	Intel core i3 @ 3.10 GHz	OS- Win XP SP3
Main Board	Intel 61Chipset	MS office 2003
RAM	4 GB DDR3 RAM	SQL Server
Optical Drive	DVD RW	Visual basic
Hard Disc	250 GB HDD	SOUL Server
Monitor	16" AOC LED	
GPU	No	
UPS	850VA Exide Home UPS	Other common software
Printer	Through LAN	
LAN connectivity	Available	
NET connectivity	Available	
Other	No	

i) Librarian's PC No. of Desktop PC : 1

Hardware		Software
Processor	Pentium Dual core@ 2.80 GHz	OS- Win XP SP3
Main Board	Intel 61Chipset	MS office 2003
RAM	2 GB DDR3 RAM	SQL Server
Optical Drive	DVD RW	Visual basic
Hard Disc	250 GB HDD	SOUL Server
Monitor	16" AOC LED	
GPU	No	Other common software
UPS	700VA UPS	
Printer	HP M1005 MFP	
LAN connectivity	Available	
NET connectivity	Available	
Other	No	

i) Circulation Node No. of Desktop PC : 1

Hardware		Software
Processor	Pentium Dual core@ 2.80 GHz	OS- Win XP SP3
Main Board	Intel 61Chipset	MS office 2003
RAM	2 GB DDR3 RAM	SQL Server
Optical Drive	DVD RW	Visual basic
Hard Disc	250 GB HDD	SOUL Server
Monitor	16" AOC LED	
GPU	No	Other common software
UPS	850VA Exide Home UPS	
Printer	HP M1005 MFP	
LAN connectivity	Available	
NET connectivity	Available	
Other	No	

i) Data entry Node No. of Desktop PC : 1

Hardware		Software
Processor	Pentium Dual core @ 3.0 GHz	OS- Win XP SP3
Main Board	Intel 31 Chipset	MS office 2003
RAM	1 GB DDR2 RAM	SQL Server
Optical Drive	DVD RW	Visual basic
Hard Disc	250 GB HDD	SOUL Server
Monitor	16" AOC LED	
GPU	No	Other common software
UPS	700VA UPS	
Printer	No	
LAN connectivity	Available	
NET connectivity	Available	
Other	No	

Notebook PC 1

Hardware		Software
Processor	Intel Corei5 @ 3.0 GHz	OS- Win 7
Main Board		MS office 2007
RAM	4 GB DDR3 RAM	
Optical Drive	DVD RW	
Hard Disc	500 GB HDD	
Monitor	15.6" LED	
GPU	No	Other common software
UPS		
Printer	No	
LAN connectivity	No	
NET connectivity	No	
Other	No	

Reading Room section

No. of Desktop PC : 2

Hardware		Software
Processor	Pentium Dual core@ 2.80 GHz	OS- Win XP SP3
Main Board	Intel 61Chipset	MS office 2003
RAM	2 GB DDR3 RAM	SQL Server
Optical Drive	DVD RW	Visual basic
Hard Disc	250 GB HDD	SOUL Server
Monitor	16" AOC LED	
GPU	No	Other common software
UPS	700VA UPS	
Printer	HP M1005 MFP	
LAN connectivity	Available	
NET connectivity	Available	
Other	No	

Administrative Section

No. of Desktop PC : 5

i) TIC's Room

	Hardware	Software
Processor	Pentium Dual core @ 2.60 GHz	OS- Win XP SP3
Main Board	Intel 31 Chipset	MS office 2007
RAM	1 GB DDR2 RAM	Visual Studio
Optical Drive	DVD RW	SQL server
Hard Disc	250 GB HDD	College Adm. Software
Monitor	16" AOC LCD	QH Total Security
GPU	No	
UPS	800VA UPS	Other common software
Printer	No	
LAN connectivity	Available	
NET connectivity	Through LAN	
Other	Sound system	

ii) Entry Node

	Hardware	Software
Processor	Pentium Dual core @ 2.60 GHz	OS- Win 7
Main Board	Intel 31 Chipset	MS office 2007
RAM	1 GB DDR2 RAM	Visual Studio
Optical Drive	DVD RW	SQL server
Hard Disc	250 GB HDD	College Adm. Software
Monitor	16" LG LCD	QH Total Security
GPU	No	
UPS	850VA Home UPS	Other common software
Printer	HP LJ P1008 Printer	
LAN connectivity	Available	
NET connectivity	Through LAN	
Other	No	

iii) Cash Section

	Hardware	Software
Processor	Intel core i3 @ 3.10 Ghz	OS- Win XP SP3
Main Board	Intel 61 Chipset	MS office 2003
RAM	4 GB DDR3 RAM	Visual Studio
Optical Drive	DVD RW	SQL server
Hard Disc	500 GB HDD	College Adm. Software
Monitor	20" Dell LED	QH Total Security
GPU	No	
UPS	800VA UPS	Other common software
Printer	Brother DCP500w All in 1 Printer	
LAN connectivity	Available	
NET connectivity	Through BSNL BB Modem	
Other	Ricoh 2000L2 Copier	

iv) Accounts section

	Hardware	Software
Processor	Pentium Dual core@ 3.0 GHz	OS- Win XP SP3

Main Board	Intel 75 Chipset	MS office 2003
RAM	2 GB DDR3 RAM	Visual Studio
Optical Drive	DVD RW	SQL server
Hard Disc	500 GB HDD	College Adm. Software
Monitor	19" Dell LED	QH Total Security
GPU	No	
UPS	800VA UPS	Other common software
Printer	HP DJ 5510 All in 1 Printer	
LAN connectivity	Available	
NET connectivity	Through LAN	
Other	FAX Panasonic-FT981	

v) Salary section (COSA)

	Hardware	Software
Processor	Pentium Dual core@ 2.8 GHz	OS- Win 7
Main Board	Intel 61 Chipset	MS office 2007
RAM	2 GB DDR3 RAM	Visual Studio
Optical Drive	DVD RW	SQL server
Hard Disc	500 GB HDD	COSA
Monitor	16" LG LCD	QH Internet Security
GPU	No	JAVA
UPS	850VA UPS	Other common software
Printer	HP DJ 3515 All in 1 Printer	eToken
LAN connectivity	No	
NET connectivity	Through Wi-fi	
Other	No	

NAAC/ IQAC No. of Desktop PC : 1

	Hardware	Software
Processor	Pentium Dual core @ 2.70 GHz	OS- Win 7
Main Board	Intel 31 Chipset	MS office 2007
RAM	4 GB DDR3 RAM	
Optical Drive	DVD RW	
Hard Disc	500 GB HDD	
Monitor	16" Acer LCD	
GPU	No	
UPS	600VA UPS	Other common software
Printer	HP LJ 1020 Printer	
LAN connectivity	No	
NET connectivity	Through Wi-fi	
Other	No	

Teachers' Council No. of Desktop PC : 1

	Hardware	Software
Processor	Pentium Dual core @ 2.60 GHz	OS- Win 7
Main Board	Intel 31 Chipset	MS office 2007
RAM	1 GB DDR3 RAM	

Optical Drive	DVD RW	
Hard Disc	250 GB HDD	
Monitor	16" LG LCD	
GPU	No	
UPS	600VA UPS	Other common software
Printer	HP LJ P1008	
LAN connectivity	No	
NET connectivity	Through BSNL Modem	
Other	No	

- **Computer-student ratio**
- **Stand alone facility**
- **LAN facility**
- **Wi-Fi facility**
- **Licensed software**
- **Number of nodes/ computers with Internet facility**
- **Any other**

Sl. No.	Department	Configuration	Desktop	Laptop	Printer	Wi-Fi-/ Internet	LAN Connectio
1	Physics	Already Mentioned	1	-	1	Yes	-
2	Chemistry	Already Mentioned	1	-	1	Yes	-
3	Mathematics	Already Mentioned	11	1	1	Yes	-
4	Botany	Already Mentioned	-	-	-	-	-
5	Zoology	Already Mentioned	2	-	-	Yes	-
6	Nutrition	Already Mentioned	-	-	-	-	-
7	History	-	-	-	-	-	-
8	Philosophy	-	-	-	-	-	-
9	Sanskrit	-	-	-	-	-	-
10	Bengali	-	-	-	-	-	-
11	English	-	-	-	-	-	-
12	Education	-	-	-	-	-	-
13	Political Science						
14	Geography	-	-	-	-	-	-
15	Computer Sc Lab	Already Mentioned	-	-	-	-	-
16	Collage Office	Already Mentioned	5	-	4	Yes	Yes
17	Principal Chamber		1	1	No	Yes	Yes
18	Library	Already Mentioned	5	1	1	Yes	Yes
19	Seminar Hall	-	-	-	-	-	-

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

The students and the faculty members of the college have access to computers provided separately with internet and Wi-Fi facilities within the campus.

- ❖ The college office is fully automated with internet facilities.
- ❖ Central Library of the college has been computerised with net facilities; the teachers and students have access to use it.
- ❖ Most of the Departments are provided with computers and internet & Wi-Fi facilities
- ❖ There is a Computer Lab which is used by the Mathematics Department and the students of other departments also.
- ❖ The Departments of Chemistry, Physics, Zoology and some others have separate computers with net facilities.

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

The College has plans and strategies for deploying and upgrading the IT infrastructure and associated facilities in the institution. Some of the following plans and strategies are mentioned below:

- The College would like to upgrade IT infrastructure for facilitating and achieving the goal of the institution.
- In near future the institution intends to purchase updated Software & Hardware for different departments and office of the college.
- The institution has plans to equip the classrooms with smart boards and over projectors
- The authority of the college has a plan to issue smart cards with Bar-coding system for the use of library.
- Computers of the library will be connected to the departmental computers so that faculties can access it from there.
- The institution intends to provide internet & Wi-Fi facilities to the students of both the hostels - Boys and Girls.

4.3.4 Provide details on the provision made in the annual budget for procurement, up gradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)

The institution provides and allocates funds for procurement, up gradation, deployment and maintenance of the computers and their accessories .The annual budget for the last four years is given on following table:

ITEM	2012-13		2013-14		2014-15		2015-16	
Budget for Annual Maintenance of Computers	No Budget	Sepatrte Budget	No Budget	Sepatrte Budget	No Budget	Sepatrte Budget	No Budget	Sepatrte Budget

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?

The teachers of the college use ICT resources for better performance in teaching – learning and governance process. These are as follows:

- ✓ Extensive use of ICT resources makes the teaching-learning process much more enjoyable and fruitful.
- ✓ Power point presentation makes the classroom teaching-learning more interesting.
- ✓ Internet with Wi-Fi facilities makes the field works and project works easier.
- ✓ Teachers and students take help of ICT during Seminar/Workshop/Symposium etc.
- ✓ Students and teachers take help of Computers and internet while accessing e-books and e-journals in the Central Library of the College.
- ✓ Information-management system has a comprehensive impact not only in the academic field but also in the system of governance of the institution.

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 centre of teaching-learning process and render the role of a facilitator for the teacher.

Nothing can be developed in the institution without the students; each and everything revolves round the students. In short, teaching-learning process is students centric.

- ✚ The students are placed at the centre of the teaching-learning process.
- ✚ At the beginning of each session, the newly enrolled students are instructed by the respective departmental teachers for availing and getting accustomed with the library facilities.
- ✚ Regular use of computers with internet facilities enables the student's independent learners.
- ✚ The students browse on Google, YouTube etc. for novel ideas and study materials.
- ✚ Teachers suggest the students about the selection of study materials while using the net facilitated computers of the Central Library of the college.
- ✚ Audio-visual modes of teaching along with traditional methods of chalk, talk and text have been adopted for effective learning.
- ✚ The college website provides all relevant information during admission procedure. The college has introduced online application facility and publication of merit list in admission procedure from 2013-2014 sessions onwards.
- ✚ For maintaining transparency and effective governance management, the institution has adopted the application of IT at different academic and administrative levels.

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?

No. The institution does not avail the National Knowledge Network connectivity. But the institution is planning to avail this facility in near future because this will develop our

teaching standard and ultimately improve the teaching-learning process. At present the College is a subscriber of the INFLIBNET facility of UGC.

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)?

A	Building
B	Furniture
C	Equipment
D	Computers
E	Vehicles
F	Any other

ITEM	2012-13 (In Rs.)	2013-14 (In Rs)	2014-15 (in Rs.)	2015-16 (In Rs.)
A. Building	2,40,493	17,85,891	7,21,540	
B. Furniture	1,20,174	11,70,454	1,35,300	
C. Equipment	95,198	12,74,121	3,60,105	
D. Computer	1,30,284	1,47,727	48,851	
E. Vehicles				
F. Any other Office Expenses	2,19,565	4,71,429	1,54,135	
G. Telephone	12,608	7,545	6769	
H. Electric Charge	1,56,530	1,56,530	2,20,252	
I. Material & Supply				

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

The institution has its mechanism for maintenance and upkeep of the infrastructure, facilities and equipment of the college. The major functional organs of the mechanism can be mentioned as follows:

- ❖ The institution has a Building Committee to look after the maintenance and repair of the college buildings and physical infrastructure like power supply, purified water, gas etc utilizing the college development funds.
- ❖ Hardware and Software problems of computers are taken care of an employee of the college but for the major repair problems, outside technicians are contracted.
- ❖ The institution purchases the new upgraded computers while non-repairable systems are dumped in storeroom.
- ❖ Technicians and electricians provide regular service to the institution.
- ❖ Maintenance of lavatory, bathroom, service area and security are done by the permanent staff of the college.

- ❖ Waste water from the campus is recycled for the maintenance of Gardens by the contractual staff.
- ❖ The equipment and other instruments of different departmental laboratories are maintained by the college staff and some time by the contractual members.
- ❖ All wooden items are prepared and repaired by a carpenter on contractual basis.

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

The institution has some contractual and daily basis technicians for maintaining computers and networking facilities. Moreover, some permanent non-teaching staff who look after the computers, electrical affairs etc.

- For maintenance of furniture and equipment, the institutional development funds are used.
- The institution has Electrician, Hostel caretaker, Generator operator and Security guard etc.
- The laboratories are maintained through College Development Funds and Grants received from the UGC and State Government.

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)? Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.

The institution has specific places for the installation of sensitive equipment like water purifiers, electricity generators, submersible pump, chemicals and scientific instruments etc.

- ✚ The laboratory staff keeps a strict vigil on the maintenance and upkeep of the scientific instruments.
- ✚ The institution has 20 KVA Kirloskar DG set and it is maintained by a non-teaching staff.
- ✚ The institutional electrician and the supporting staff are responsible for the maintenance of electrical equipment.
- ✚ Water tank is cleaned regularly for supply of pure water to students and other staff of the institution.
- ✚ The college maintains uninterrupted supply of electricity during load shedding through DG set.
- ✚ Main Circuit Breaker (MCB) and Earth Leakage Circuit Breaker (ELCB) at prominent power supply units have been installed.

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

- Fire extinguishers will be installed in the library, laboratories, office premises and the hostels.
- One more cycle stand will be constructed because of increasing the number of students and their vehicles.

- An auditorium building will be founded very soon.
- The College will introduce PG courses in near future.
- Napkin Vending Machine, Sanitary Napkin Incinerator and Sanitary napkin destroyer will be installed in the Girls' Hostel and the Girls' Common Room for ensuring their health and hygiene.
- Each and every department will introduce Departmental Library.
- Staff quarters will also be constructed in near future.

CRITERIA V

STUDENT SUPPORT AND PROGRESSION

5.1 STUDENT MENTORING AND SUPPORT

A teacher is a friend, philosopher and guide. He is a wise and trusted guide and advisor of a student. It is the duty of a teacher to maximize students' success specifically by developing efficient learning strategies and improving personal motivation.

Our college comprises of students from different and diverse social and economic backgrounds. The college does not provide any financial support to the students directly. Socially and economically deprived students are provided various types of scholarships and free ships. The students coming from other parts of the state are provided with hostel facilities too. After leaving the college, major parts of the students either progress to higher studies or get employment- government or private.

The College publishes its updated prospectus every year and supplies it to the students through college cash counter at the time of admission. The prospectus includes all the necessary information for the students seeking admission into college.

There is an elected Students' Union that actively participates in organization of various co-curricular activities such as various cultural programmes, indoor and outdoor games, debates and competitions, annual sports etc. The Students' Union has representation in various administrative and academic bodies to facilitate smooth functioning of the college. The prospectus contains extensive information about the college and its curriculum, and a recognized Alumni Association which keeps close contact with the authority for overall development of the college.

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 college has been publishing its updated Prospectus annually in hard copy. Prospectus published by the college includes information regarding Sitananda College: A Brief History, Aims and Objectives of the Institution, Sitananda College at a Glance, Administration, Governing Body, Sub-Committees, Faculties: Arts and Science, Library and Office Staff, Library of the College, Code of Conduct, Admission Policy, Concession of Fees, Registration Rule, Transfer Rule, Students' Attendance Rule, Identity Card, Educational Tour and Field Work, Extra-Curricular Activities, College Magazine, NSS Units, College Hostel, Hostel Super, Students' Union, Common Rooms, Canteen Facility, Change of Subjects, Refund of Caution Money for Library & Laboratory, Alumni Association, University Examinations, College Examinations, Programmes offered with options of combinations/electives, Fees Structure, Additional Course Fees for Self-financing Courses, Abstract of Fees, List of College Holidays, Words of wisdom

With the advent of online admission process, all these information are made available on the college website in soft form widely accessible. The college *website* provides more other ready and relevant information to stakeholders.

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 GIVEN TO THE STUDENTS DURING THE LAST FOUR YEARS

Academic Session	Class		Number of Students	Amount Provided for Free Ship in Rs.
2015 - 16	B.A.	1 st Year	40	18,000/-
		2 nd Year	35	15,000/-
		3 rd Year	28	9,160/-
	B.Sc.	1 st Year	30	16,000/-
		2 nd Year	23	10,500/-
		3 rd Year	18	9,450/-
2014 - 15	B.A.	1 st Year		
		2 nd Year		
		3 rd Year		
	B.Sc.	1 st Year	-	-
		2 nd Year	-	-
		3 rd Year	-	-
2013 - 14	B.A.	1 st Year	-	-
		2 nd Year	-	-
		3 rd Year	-	-
	B.Sc.	1 st Year	-	-
		2 nd Year	-	-
		3 rd Year	-	-
2012 - 13	B.A.	1 st Year	22	4,250/-
		2 nd Year	15	3,160/-
		3 rd Year	14	2,910/-
	B.Sc.	1 st Year	12	2,675/-
		2 nd Year	10	2,425/-
		3 rd Year	6	1,920/-

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

Name of the Scholarship	Academic Session	No of Beneficiaries
West Bengal Govt. Merit Cum Means Scholarship	2010 – 11	Not available
	2011 – 12	Not available
	2012 – 13	Not available
	2013 - 14	Not available
Sitaram Zindal Foundation	2010 - 11	Not available
	2011 - 12	Not available
Govt. Of India Ministry of Labour and Employment Labour Welfare Organization	2012	Not available
WBMDFC Post Matric Scholarship	2012 – 13	141
	2013-14	190
	2014-15	104
	2015-16	
Stipend for SC/ST/OBC	2012-13	189/0/42
	2013-14	177/0/35
	2014-15	192/0/88
	2015-16	159/0/94

5.1.4 What are the specific support services/facilities available for?

The college provides the students every possible facility and support whenever they need in their pursuit of knowledge and to become responsible and worthy citizens of the nation. The college was set up with a vision and mission of imparting quality education. The facilities provided by the college aiming at the holistic development of the students include:

Students from SC/ST/OBC and economically weaker sections

Students belonging to S.C /ST/OBC (Non-Creamy Layer) and Minority category get scholarship from state government and some of the economically weaker sections are identified during the process of the admission period. A detailed record of the same is maintained. Students who belong to S.C /OBC (Non-Creamy Layer) receive financial assistance from West Bengal Government as per Government rules and economically weaker students are also provided financial assistance from the college Students' Aid Fund. Some poor and meritorious students are offered financial help.

Students with physical disabilities

Reservation facilities are enjoyed by physically challenged category students as per Government norms. Financial assistance is provided to them to continue their studies. Special classes are arranged for the physically handicapped students and the teachers take special care in the class. Besides these, routine sub-committee arranges class room in the ground floor for them. Two Ramps and two wheel chairs are provided to them. They are also allowed to bring family member for assistance in the college during the college classes and tests.

Overseas students

We do not have any overseas students as there is no provision for them.

Students to participate in various competitions/National and International

Information concerning National and International competitions is displayed on the college notice board and is read by the teachers in their respective classes. The students of different departments participate in various kinds of co-curricular activities. These include social, cultural, debate, quiz competitions along with different academic events including Youth Parliament, paper/poster presentations at workshops/seminars organized by college at national and state or district levels. The Cultural committee of the Teachers' Council and the Students' Union ensure student involvement in various programmes held in the college from time to time all the year around. Prize distribution for co-curricular activities encourages students' participation.

Medical assistance to students: health centre, health insurance etc.

There is no Health Centre or Medical Unit with a sick room or Students' Health Home in the college. If any student falls sick/ill/injury/any health problem, the college authority or the Students' Union assist them taking either to Primary Health Centre, Nandigram or a devoted doctor towards the college, Dr Chittaranjan Maiti who resides 50 metre away from the college. Occasionally free health check-ups are arranged for students of the college and hostels by him and others. A number of Awareness Programmes for improving health and hygiene of students are arranged.

Organizing coaching classes for competitive exams

A considerable number of students are employed as school teachers through School Service Commission. Many students graduating from our college opt for higher studies. The college provides updated information about various job opportunities etc. No coaching facility for NET, SLET, GATE, CAT etc. exists in the college.

Skill development (spoken English, computer literacy, etc.,)

The college has taken steps for development of computer knowledge and other soft skills. The Librarian provides User Education for the First year students for learning the use of internet, method of searching books through LAN connected computers from the library. Classes on Communicative English by the English Department are being conducted by English teachers since last six months. Classes on Spoken Sanskrit by Sanskrit teachers have also been introduced. Separate departmental computer laboratories for the departments of Physics, Chemistry, Zoology, Anthropology and Mathematics also exist.

Support for "slow learners"

A Large number of students of this college are coming from very interior villages. Many of them belong to economically weaker sections of the society. Some of them belong to first generation learner. The teachers of different departments identify the slow learners who

generally belong to S.C /ST/OBC/Minority category. The College arranges remedial coaching from UGC Sponsored Remedial Coaching Centre and for the other slow learners the teachers of different departments provide extra/special tutorial classes.

Exposures of students to other institution of higher learning/ corporate/ business house etc

Seminars and workshops at regular intervals are organized by the various departments to apprise the students about the scope of higher studies. Teachers of the departments carefully motivate, inform and orient the students to avail various opportunities concerning higher studies.

Publication of student magazines

The Students' Union publishes its annual college magazine DARPAN to realize their creative writing skills. The magazine is published under the supervision of the magazine subcommittee. The college students very willingly contribute with their articles, self-composed poem in the magazine. The students of some other departments bring out Wall magazines which helps the students to develop their artistic and creative skills.

Any other information

Girls are financially supported under kannysareprokalpa:The girls are given financial assistance under “Kanyashree Project from the State Government of West Bengal” under the two categories – K1 (between 13 to 18 years) and K2 (between 18 to 19 years).

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

The Career Counseling Cell provides necessary information and prospects of entrepreneurship in various fields. Regular interactive sessions are organized with professionals to ignite the students' desire for new ventures.

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.

The college encourages and motivates the students to participate in various co-curricular and extracurricular activities. To promote participation of students in various activities, the Sports Wing, Student Union of the College and NSS Units chalk out the policies and strategies. The sports and cultural committee of the college supervises these activities. The necessary facilities are provided and adequate funds are allotted for the purpose. Competitions are organized for all the freshers to display their talent in dancing, singing, debates, elocution, quiz and theatrical skills. For this purpose, the institution avails of the services of the extremely talented faculty.

Additional academic support, Flexibility in examinations:Special coaching classes, remedial coaching & peer learning and guidance, reservation in admission and certification. Participants are exempted from the class tests and attending classes.

Special dietary requirements, Sports uniform and Materials:Special meals are arranged during their practice and performance in competitions

The College provides sports kit with uniform & Sports Material to the students interested in sports like football, Cricket, Carom Board etc. Special jackets and caps are given to the NSS volunteers. Special uniforms are given to those participants who take part in different programme held in the College.

Any other:Scholarships, aids and Free-ships are granted as incentives and concessions by the College authority to participate in competitions. The College also bears the travel expenses of students for their participation in various activities outside the College campus.

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, Defense, Civil Services, etc.

The Career Counseling Cell of the college arranges coaching classes for the preparation of examinations of School Service Commission, Public Service Commission etc. The institution is an Under Graduate college, so it does not offer coaching for NET, SLET and GATE etc. The cell provides information to the students in the matter of employment opportunities and scope for higher education.

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

Academic Counselling:Tutorial and Remedial classes are taken to support the retarded students. For better results, facilities of seminar library are available in the college. The Admission Committee of the college conducts counseling at the time of admission regarding the choice of stream and subjects. Academic counseling is given to the students through various seminars and workshops organized for them.

Career Counselling:Career counselling is conducted by the Career Counselling Cell of the college through meetings and interactions. Teachers and experts from outside counsel the students about the right choice of career and different jobs after they complete their graduation.

Personal problems:Sometimes students cannot handle their personal problems due to their immaturity; they approach the concerned teachers of Psychological Counselling Cell and Women's Cell. Students are suffering from inferiority complex and unemployment problems. Personal Counselling offered by teachers has been useful in inspiring the students and solving their problems.

Psycho-Social Counselling:The Women Cell invites resource persons from various fields for professional as well as psychological counselling of the student. Students are helped to cope with stress and challenges of life. Modern society creates tremendous pressure on the mind

and body of them. Mental setbacks, Stress-related disorders and trauma are common syndromes that many students suffer in this highly globalized and competitive world. Female students have peculiar psychological problems. They generally suppress and do not disclose. This has an indirect impact on their mind and behavior and this affects their studies.

Sitananda College is aware of its social responsibility. It organizes various awareness programmes for students and faculty members along with the participants of college and counselling cells.

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the NAAC for Quality and Excellence in Higher Education 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 no structured mechanism in the college as such for career guidance and placement of its students. There is no such course of study like BCA or Computer science. But the college has career counselling cell which provides different career and job information.

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.

The College has a "Grievance Redressal Cell" to redress the grievances of the Stakeholders specially the students. They drop their grievances into the complaint Box regarding health services, academic matters, library, financial matters and administrative services. The students are completely free to share their grievances with the departmental teachers and the principal/TIC. All such grievances are discussed and attempts are made to redress/solve the grievances.

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

The Governing Body of the College constituted the *Counselling cell, Gender Sensitization and Sexual Harassment Cell, Women Cell, Disciplinary Committee comprising* senior teachers to enquire and take actions in cases of sexual harassment. The authority is highly sensitive to the issue of sexual harassment and adopts a ZERO tolerance approach to it. The college has also established *Visaka Cell* following the guidelines of the Hon'ble Supreme Court and the UGC which has started its journey from 2012 for addressing issues related to female staff, students and Gender Sensitization. Students are encouraged to participate in all cultural activities. The Cells and Committees make female students aware of the social responsibilities and give them psychological support to fight against sexual harassment. Fortunately, it is to be noted here that no such case of sexual harassment has yet been reported to the authority for the last four years due to strict vigilance exercised by the authority on the college campus.

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?

The college campus is completely ragging free. There is a very warm and cordial relationship among the senior and newcomer students. At the beginning of every academic session, fresher students are made aware of the ragging related rules and regulations through counselling before admission; they are also made to sign an Anti-Ragging Pledge. The Anti-Ragging Committee asks the respective departments and the students union to keep the strict vigilance on the students and to report immediately any unpleasant incidents for appropriate action. Fortunately, no instances of ragging have been reported during the last four years.

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

There are various students' welfare schemes and the college tries to provide a healthy environment for students. The schemes are:

Academic

- Remedial Teaching for slow learners.
- Tutorials and Remedial Coaching Classes is given to SC/ST/OBC/minority students
- Free UGC Sponsored Remedial Coaching classes and Coaching for better results
- Spoken English Course and Computer awareness programme

Cultural

- Organization of cultural and sports events / activities.
- Annual Magazine and Wall Magazine
- Spacious common room with plentiful supply of recreational books, magazines, job news, career magazines and indoor game facilities.
- Encouragement for participation in intra & inter-college debates sports etc.
- Play Ground and Basket Ball Court
- Promotion of Performing Art.

Financial

- Scholarships and Free-ships. Half- and Full-Free studentship is offered through Students' Aid Fund
- Cheap canteen of the college offers varieties of nutritious & delicious menu, and safe drinking water at subsidised rate.
- Cheap store of the college provides books and other educational materials at concessional rate.
- Travel concessions: Students travelling through rail for educational tour enjoy travel concession

Infrastructure

- Students' canteen and food supplied by it at subsidized rate.
- Drinking Water (RO/UV/TDS), cold and normal available
- Indoor Sports facilities.

- Students' Union
- College Hostel (Boys & Girls separately)
- A Stand **for Vehicles-** Cycle and Bike
- Common Room (Boys & Girls separately)

Health

- Health and hygiene awareness campaign provided by College Health Unit:
- Clean toilets in each block for Boys & Girls students.
- Health Unit
- Food at subsidized Price at Canteen etc.
- The College provides medical assistance to the students through health unit
- Cool and Safe Drinking Water

Social

- Ensuring and Maintenance of Reservation Policy
- Grievance Redressal Cell, Women's Cell
- Career Counselling Cell
- Two ramps, and two wheel -chairs for physically differently abled students and staff.

Future plan: There will be a "Students' Health Home" where the students become the members from the day of admission. They will be provided free medical checkups, treatment and hospitalization (if necessary) for various ailments.

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?

The former students of the college have come together to form the Alumni Association of the College – 'PRAKTANI'.

The Alumni Association of Sitananda College was formed on 25th February, 2012. It is yet to be registered. At present; Alumni Association of the college is under the leadership of Professor Sankar Kr Nandi, Associate Professor in Bengali. The Alumni Association is an active body consisting of the distinguished past students of the institution. The members are enthusiastic about the welfare of the College. Many Alumni work as administrative staff of this college like the Head clerk, two clerks in the library and some others. They give their valuable inputs regarding improvement in the infrastructure and administration. The institution requires three things from the Alumni-Time, Talent and Treasure- for the advancement of the college.

The objectives of the Alumni Association are as follows:

- To donate money for the construction of new infrastructure and for the academic development
- To establish a cordial relationship between the fresher and the alumni of the college

- To promote academic atmosphere and render services to the college at its needs.
- To contribute books to the college library
- To render various philanthropic services in collusion with the college authority and present students
- To contribute in the students' aid fund

The College is proud to have distinguished alumni.

5.2 Student Progression

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

Sitananda College is basically an undergraduate college. The college has no such mechanism to maintain information regarding the students' progression to further studies and for employment. It may be assumed that Students take admission in different universities and institutions of the state and country after they have left the college or passing from over here. Therefore, it is very difficult to quantify student's progression in this regard. We must point out one of the most important things that some students of our college have joined in non-teaching post after completion of graduation successfully and some have joined in teaching posts (Permanent post in schools and colleges and approved part-time post in colleges).

Some names are given below:

Student Progression				
Course/ Programme	Higher Education	Employment		
	UG to PG (Aprrox %)	Campus Selection	Other than campus recruitment	Self Employed
B.A.	NA	NA	NA	NA
B.Sc./BCA	NA	NA	NA	NA
B.Com	NA	NA	NA	NA

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.

Not available

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

Each and every teacher of different departments has well-defined responsibility towards a group of students. The teacher and students meet outside the classes and the students share their academic problems and areas of concerns with their teacher. The teachers encourage and counsel their students to progress their education properly as well as guide them to achieve

higher level of education. Advanced learners are encouraged to participate in various academic programmes held in other institutions. The teachers recommend the deserving students for different scholarships. They also guide the students in making the right choices regarding the future action.

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

The main factors that compel the students to discontinue or drop out the education are: economic factor and poor educational background. For the solution of economic problem, the institution provides financial support (state/central government Scholarship and institutional Free ships etc) to all those who are financially weak in several ways. Financially weaker students are provided relaxation in tuition fees.

For removing educational backwardness, special care is taken of students who are at risk of failure by providing them special tutorial classes, counselling, provision of study materials etc. The departments arrange additional special classes for slow learners. Teachers at their own level take extra care to such students to cater to their specific academic need. Some students are always found to discontinue their studies due to the socio-cultural and psychological reasons. But the rate of drop out student of our college is very low.

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.

The institution organizes various co-curricular and extra-curricular activities throughout the year. There is full opportunity for the students to participate in different types of outdoor and indoor games and sports. In the present context, the major events of the cultural and extracurricular activities of the College are being discussed.

At the beginning of the session, Freshers' Welcome ceremony is celebrated under the guidance of the Students Union and Cultural Sub-committee of the college. The students arranged Annual Cultural programme in the month of November / December for competition of recitation, quiz, debate, extempore, singing, creative dance and antakshari Competition etc. in which students get opportunity to show their talents and for socio-cultural upliftment.

They also organize annual sports every year to select talented players. Football, Cricket, Volleyball, Badminton, Basket Ball, Carom and Table Tennis etc. are some of the outdoor and indoor games and sports facilities available to our students. Sports like High Jump, Long Jump, 100, 200 and 400 metre running, Discus throwing etc. are also organized.

At the end, Students' Union arranges *Prize Distribution Ceremony* in which prizes are distributed among candidates/ winners who have come at the top of the list on the above games and cultural activities. 1st, 2nd and 3rd position holders of each event are awarded prize by the Students' Union.

The College celebrates Saraswati Puja with the active participation of the Students' Union. Every year most of the departments particularly Sanskrit, English, Geography and Zoology arrange their annual cultural programmes.

The students take part in the celebration of the important days like Birth Anniversary of Swami Vivekananda, Republic Day, Rabindra Jayanti, Foundation Day of the College (21st July), Independence Day and National Youth Day (21 Jan), World Environment Day and Teachers' Day. Students also participate in large number of seminars / workshops.

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.

Not yet received any extraordinary rewards.

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?

For the maintenance of institutional quality, the College has started to collect Feedback from the Third year students. During the meetings of the Alumni Association or whenever they come to the college, feedback concerning teachers, administration etc is collected. Any suggestion made at any point of time is given consideration and used it to the best of the institution. In case of any improvement and rectifications on the part of any teacher is required, the institutional head takes step as and where necessary.

The Internal Quality Assurance Cell (IQAC) of our college came into existence in 2012 since then it meticulously takes note of progress and regress which we keep in the office for future use and for the maintenance and betterment of institutional quality.

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.

The Students' Union of our college actively involved in the publication of the Annual Magazine (Darpan) and wall magazine. The students are encouraged to express their talent through self-composed poem and articles. Poster competition is organized by NSS every year as a part of awareness programme. An inter-disciplinary Journal has been published this year.

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

Our College has a Students' Union and it is constituted through the election process guided by Rules & Regulations of Vidyasagar University. Students' Union plays a significant role in all academic and other activities of the College. It actively participates in the programmes organized by the College like -

Fresher's Welcome; Inter Class Cultural Competition; Inter Class Sports Competition; Annual Sports; Students Festival; Celebration of Saraswati Puja; Organizing debates & quiz competition; Participations in seminars of the college; Organizing Career Counseling; participation in all social and community services related activities, health camps and cultural activities organized by the NSS Unit; Providing Financial Aids from a special fund— Students' Aid Fund. The students play an important role for promotion of an academic environment in the College campus and creating a link between administration & students. They are to bring forward the grievances of the students to the notice of the authorities and to maintain discipline and cleanliness in the institution.

Funding source: The Students Union requires finance to be spent on welfare activities and it is collected from the students as Union Fee at the time of admission.

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

For the smooth functioning of the institution, students are actively participated in various academic and administrative bodies of the college. The following academic and administrative bodies have students' representatives on them:

- ✚ Governing Body- apex body of the institution [General Secretary, Students' Union]
- ✚ Academic/admission Sub-Committee [General Secretary, Students' Union]
- ✚ Aid Fund & Free Studentship Sub-Committee [One Representative, Students' Union]
- ✚ Anti-ragging Sub-Committee [One Representative, Students' Union]
- ✚ Cultural Sub-Committee [One Representative, Students' Union]
- ✚ Disciplinary Committee [One Representative, Students' Union]
- ✚ Games & Sports Sub-Committee [One Representative, Students' Union]
- ✚ Hostel Committee [Students' Representatives]
- ✚ Library Advisory Subcommittee [One Representative, Students' Union]
- ✚ Magazine Sub-Committee [One Representative, Students' Union]
- ✚ NSS [Member students]

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

The Principal, the IQAC Coordinator and the Teachers Council Secretary keep regular contact with the Alumni to receive information for policy making of the college. Though the ex-students leave the college formally, but they maintain healthy relations with the college. Their attachment with the college is highly beneficial to the students and the institution. Some of the retired faculties also maintain their good relations with their former working place. They are invited on an important occasion. One of the former faculties is a member of IQAC. Some Alumni are the Part-Time teachers in the Department of Zoology. Undoubtedly, their experience and suggestions leave a deep impact on the policy making body of the college.

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

The college endeavors to materialize the vision and mission of NAAC imparting quality education creating an excellent academic atmosphere using modern technology. The authority and the faculties tried their best so that students can acquire knowledge and development skills to face the national and global challenges.

For fulfilling the above objectives, the college provides enough classrooms and Seminar Halls, modern well-equipped laboratories, computer facilities with update software and internet connection, adequate furniture, well maintained library with the facilities of readingrooms for Teachers and students. The college campus is full of green trees and it keeps environment beauty and clean.

Important services for the students: –

- ❖ Facilities of hygienic and healthy meals in the hostels(Boys & Girls);
- ❖ Modern and clean toilet facilities;
- ❖ Arrangement for purified safe drinking water,
- ❖ Canteen facility;
- ❖ Various types of fruit trees available;
- ❖ Outdoor seating arrangements and
- ❖ Special care is taken for female students of the college.

CRITERION VI

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 INSTITUTIONAL VISION AND LEADERSHIP

6.1.1 State the vision and mission 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.?

Our college was established to cater to the needs of the society, to achieve excellence in Higher Education and empowerment through knowledge.

Vision

The vision of the college is to provide Quality Education to all eligible and meritorious students. The college inculcates attributes like desire to learn, positive thinking, leadership, ethical and moral values, punctuality and willing to admit mistakes, in easily understandable language and blended with modern teaching learning techniques. The idea is to impart value-based education keeping in mind the cultural heritage of our motherland. It is to educate young generation to meet the challenges of the modern changing society. Apart from this the college instills skill to compete successfully for jobs.

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

ROLE OF THE TOP MANAGEMENT

The Principal is familiar with the spirit of the institution. There are two bodies to frame quality parameters- the Governing Body and the Internal Quality Assurance Cell (IQAC) of the college. The highest policy making body and the management of our college is the Governing Body. The Governing Body comprises: President, Principal/TIC(Ex-officio Secretary), two University Nominees, two Govt. Nominees, four elected Teachers' Representatives, two elected Non-teaching Representatives, one representative from the local administrative body and the General Secretary of the Students' Union. The IQAC assists the Principal/TIC in chalking out academic programmes, infrastructural blue prints, and the matters related to the promotion of teachers under CAS (Career Advancement Scheme). The IQAC Coordinator keeps track of all quality related activities of the college and engages in motivating the faculty and students to realize the targets.

In this way, the top management i.e. the Governing Body, Finance Sub-Committee, Teachers' Council, Principal/ TIC, Bursar, the IQAC and the faculty members takes a leading role in order to frame policies, programmes, guidelines and to impart quality education. This is achieved through

- ❖ Regular meetings with IQAC, the Principal/TIC, Head of the Departments (HODs) and the faculties of different departments.
- ❖ Upgrading infrastructural facilities- laboratories, hostels, library, playgrounds and campuses.
- ❖ Developing the Central Library of the college with up-dated/ latest edited books and equipping it with modern technological facilities – internet, Wi-Fi, and e-Books and e-Journals through N-List.
- ❖ Attaining the desired target of good academic and administrative atmosphere. For the assistance of various committees along with the Principal/TIC, Secretary of the Teachers' Council, Departmental heads, Bursar, Coordinator of the IQAC, and the General Secretary of the Students' Union is needed.
- ❖ Maintaining all the up-to date records of accounts, cash books, registers and service records etc.
- ❖ Making arrangement for ICT-based classes and making improvements in teaching and learning.
- ❖ Reviewing the results of the college, and taking appropriate corrective measures for academic improvement.
- ❖ Filling up vacancies in teaching and non-teaching staff of the college
- ❖ Regular supervision of the financial budget, planning and management and properly managing the college property and funds.

ROLE OF THE PRINCIPAL/TIC

The Principal/TIC is a significant part of the management; he plays a pivotal role in managing the affairs of the college with the direction of the Governing Body and as per suggestion/advice of other Sub-committees. He implements the policies and proposals as directed by the Governing Body. The Principal/TIC communicates the decision of the Governing Body to the teaching, non-teaching staff and students regarding the responsibilities and assignment through letters and the process of circulating notices, office orders, and holding meetings. Any difficulty raised and faced by the Committees is settled cordially in a meeting of the Governing Body. The role of the Principal/TIC is as follows:

- ✚ To establish transparency and co-operation with the College Management
- ✚ To identify the requirement concerning learning process of the students from backward classes
- ✚ To make sure and certain the quality of teaching and learning
- ✚ To evaluate the performances of the teachers through student feedback mechanism
- ✚ To establish a healthy relationship between students and teachers
- ✚ To modernize the office and the library with Computers and internet for better and quicker service
- ✚ To circulate information to the teaching and non-teaching staff and students
- ✚ To keep good relations with stakeholders for better performance of the college

ROLE OF FACULTY

The faculty plays an important role in teaching-learning process and covers the following area of the students:

- To improve the performance of the students
- To improve the teaching and learning process
- To finalise an Academic Calendar in the meeting of Teachers' Council
- To participate and pursue the Orientation Program, Refresher Course, M.Phil, Ph.D, Post-Doctoral Courses and other faculty improvement courses
- To enhance the academic environment of the College
- To maintain a healthy campus life and inculcate a spirit of National Integrity
- To develop a scientific temper and attitude among the students
- To provide psychological and career counselling to the students
- To impart quality education and to interact with students for their holistic development.
- To work as an examiner, Paper Setter, Moderator, Head Examiner in College and University Examinations

The strong academic environment is ensured by the Head of the different Departments along with the faculty members.

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**

The policy statements and action plans for fulfillment of the stated mission

The College forms various Sub-Committees and outlines their action plans to implement the mission of the institution. In the beginning of each academic session, the Head of the institution instructs the faculties regarding the new programmes and projects adhering to the quality policy of the institutions. The Head of the institution plays the leading role in governance and management of the institution with the help of the staff. He communicates the vision and mission to the faculty and prepares plans accordingly with the help of the Governing Body and other Sub-Committees. The Principal/TIC and the members of the Governing Body regularly evaluate the relationships of the institution with its stakeholders.

Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan

At the beginning of every academic year, the Principal/TIC prepares the agenda based on academic and administrative matters for Governing Body meetings. Different Committees/Sub-Committees and fifteen departments function in this institution for the performance of various curricular and co-curricular activities. All the departments and committees are asked to prepare the action plans for the coming academic year. The Principal then places those action plans before the Governing Body. Ultimately, the Governing Body discusses and takes decisions on these agenda. The Principal is requested to implement the decisions/resolutions adopted on the meetings of the Governing Body. The Principal is also asked for all correspondence on behalf of the Governing Body with the Government of West Bengal, University Grants Commission, the Vidyasagar University and different stakeholders of the College. Finally, the Principal/TIC is to execute the decisions and recommendations by the highest body of the college.

Interaction with stakeholders

Under the leadership of the Principal, interaction with stakeholders i.e. students, parents, alumni, is ensured through regular meetings of the designated administrative and academic bodies, such as meetings of the Governing Body, Teacher's Council, the Finance Committee, the Academic Committee and the IQAC. Students are active participants through the Student Union of the college. They interact with the faculty as well as the Principal regularly, while the parents and Alumni are invited, when there is a need. Apart from the above meetings, with the commencement of the new session, the Head of different Departments conduct Departmental Committee meetings for allotment of topics of the syllabus to the teachers and the completion of the syllabi and other departmental problems.

Proper support for policy and planning through need analysis, research inputs and consultations with the stakeholders

6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

The institution follows the guidelines of Vidyasagar University, Higher Education Council, the Government of West Bengal and the UGC to monitor and evaluate the policies and plans. The institution follows the participative and democratic principles of management. The developmental plans and policies of the college are framed with the consultation of the Governing Body, Internal Quality Assurance Cell (IQAC) and different Committees of the institution. The plans and policies are implemented by the staff and the students of the college. The different bodies review the implementation process and changes for improvement and if it requires, the changes are incorporated in the system. The college forms specific monitoring committees at the beginning of each academic year approved by the

Governing Body. Meetings are convened by the conveners of the Sub-Committees regularly under the Chairmanship of the Principal/TIC in order to review the progress, to discuss new ideas and to encounter the problems faced during the implementation of the plans of the institution.

6.1.5 Give details of the academic leadership provided to the faculty by the top management.

The academic leadership lies with the Governing Body and the Principal/TIC of the college. They have full autonomy to govern the college under the guiding rules and regulations of the Government of West Bengal, the UGC and the acts, rules and regulations of Vidyasagar University. These are financial supporter of the institution to enhance the academic environment. This top management of the college also gets internal support from the IQAC, Teachers' Council and the various academic and administrative committees.

This top management of the institution takes initiative to provide academic leadership to the faculty. These include:

- ❖ The authority forms various committees with specific assignment with the inclusion of teaching and non-teaching staff in it.
- ❖ The faculties are encouraged to translate the action plans for effective teaching and learning process.
- ❖ The faculties are encouraged to ensure interdisciplinary research works in order to receive more funds from the different funding agencies.
- ❖ Those faculties who have not yet completed their Ph. D are encouraged to complete the same by sanctioning study leaves. Some teachers are now pursuing research works for enhancement of their professional development.
- ❖ The faculties are given training periodically to accustom themselves to modern technological development.
- ❖ Prof Bhaswati Mukhopadhyay of History Department of our college has been granted the UGC-sponsored Faculty Development Programme (FDP) for the completion of her Ph. D within the specified period {under 12th Plan of the UGC}.
- ❖ The faculties are encouraged to participate in the Orientation Programmes/Refresher Courses to keep themselves update in their respective fields.
- ❖ Teachers are encouraged to apply for Major / Minor Research Projects in order to enhance their academic and professional development.
- ❖ Teachers are also encouraged to organize Seminars, Workshops and Conferences in the institution.

6.1.6. How does the college groom leadership at various levels?

The quality of leadership management is empowerment, it means giving authority and responsibility to others. A successful leader multiplies his leadership character by empowering others to lead and he can involve others in decision making process. In this way, Faculties, NTS and students are taught values of authority and responsibility to groom leadership.

The teachers of the college motivate the students for creative works that provide them to develop their leadership qualities.

Three NSS units of the college organise and observe various programmes such as the NSS Day, The Republic Day, The Netaji Birth Day, The Independence Day, Birth Anniversary of Swami Vivekananda, Rabindra Jayanti, Teachers' Day Celebration, Blood Donation Camp, World Environment Day, College Campus Cleaning Programme, Social Awareness Programme etc. These programmes play important roles in building leadership among the students of the college.

The Students' Union of our college organizes annual Sports & Cultural Programme where the students show their qualities and talents in sports, dancing, singing, quiz, debates and other cultural skills.

Various committees are formed by the Governing Body for overall management of students admission, distribution of syllabus, conduction of examinations, encouraging cultural activities, maintenance of healthy campus life, and maintenance of service records etc which groom leadership at various levels.

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?

The college delegates power and authority to the Departments to work independently. It also provides operational autonomy to them. The head and faculty of Science departments particularly are empowered to develop their departments with the advice of the Principal. Operational autonomy is must for the individual department and modernization and updating are encouraged. Various units of the institution like NSS, Health Unit and Women Cell work independently for the healthy campus life and training the youth towards decentralized governance system. The other committees of the College constituted by the Governing Body work for the management of the admission, smooth conduct of college and university examinations, promotion of research works, development of infrastructural facilities and so on. They work independently for implementing the missions of the college.

The operational autonomy is implemented through various statutory and nonstatutory committees, such as:

- ❖ **Academic Committee** – To plan for effective academic development.
- ❖ **Disciplinary Committee**- To oversee and maintain the general discipline, to take care of any occasional hazards and problems involving students and to create an atmosphere where ragging is impossible.
- ❖ **Building Committee**- To plan for infrastructural and development work
- ❖ **IQAC**- To enhance the quality and take overall initiatives for developments of the institution.
- ❖ **Library Sub-Committee** – To look after the around development of the Central Library.
- ❖ **Purchase Sub-Committee** – To plan for purchasing through proper process and appropriate materials for different departments and for the college as a whole.

- ❖ **Research Sub-Committee** – To encourage and guide the faculty members for writing research proposals for obtaining grants.
- ❖ **Students' affairs Sub-Committee** – To look after various students' affairs like sports, culture, magazines and other things

6.1.8 Does the college promote a culture of participative management? If 'yes', indicate the levels of participative management.

Our institution is promoting a culture of participative management and it is reflected through Governing Body meetings, IQAC meetings, Teachers' Council meetings, meetings with Students' Union, meetings at the department levels and the meetings of various committees formed for general welfare and academic enhancement.

6.2 Strategy Development and Deployment

6.2.1 Does the Institution have a formally stated quality policy? How is it developed, driven, deployed and reviewed?

A good and excellent academic environment is needed in every educational institution and this is the prime objective of our college. The plans of action are developed and initiated by the Governing Body of the college and it takes the whole responsibility of supervising all activities. These are deployed and reviewed with the help of various committees formed for the activities and these are updated through discussions and analysis of its activities. In this way, the quality policy for the development of the college is framed by the Governing Body and it keeps regular contacts with different bodies of the college to remove obstacles in the way of the execution of the quality policy. In order to maintain the quality policy, our college encourages the following activities:

- ❖ The teachers are always encouraged to attend the Orientation Programmes (OPs) and Refresher Courses (RCs) to keep themselves updated. They are also encouraged to organize Seminars/ Workshops/Conferences and to participate and deliver lectures in them to develop professional qualities.
- ❖ Our college has installed the Close Circuit Cameras/TV at the important places of the college for security purpose.
- ❖ The IQAC of the college develops new ideas and plans to sustain the standard of education.
- ❖ The college has installed four projectors with sound system in different four rooms in order to use modern technology in teaching learning process and two other projectors are also available in the Chemistry and Mathematics Departments.
- ❖ The library has been upgraded with modern facilities like internet, air- condition etc.
- ❖ Students from socially deprived sections of society like the SCs, OBCs and Minority and Physically Challenged categories are being imparted Remedial Coaching classes for the last academic session.
- ❖ Wi-Fi has been introduced in the college and a college Website also has been set up and it is according to need upgraded.

- ❖ On-line admission system has been introduced and many more programmes have been adopted to maintain quality policy of the institution.

6.2.2 Does the Institute have a perspective plan for development? If so, give the aspects considered for inclusion in the plan.

With the help of modern technology the world is changing rapidly, so to cope with the changing scenario in the field of education and its development, the infrastructural changes and allied development is necessary. The Perspective Plan formulation is indispensable. Considering the above demands, the Management of the college prepares a perspective plan which involves mainly the physical infrastructure, creation of new posts, recruitment of teachers and arrangement of additional facilities.

The Perspective Plan for the future actions includes:

- ✚ Introducing of Job-oriented /Career oriented and skill development courses
- ✚ Opening PG in some important subjects like Bengali, English, Sanskrit and Mathematics.
- ✚ Opening Honours in Philosophy and Nutrition
- ✚ Upgrading the college with departmental libraries and net facilities
- ✚ Installing Smart board in all departments with all other facilities – Audio-Visual teaching activities
- ✚ Establishing an auditorium for conducting various programmes
- ✚ Introducing professional courses
- ✚ Organizing more and more state and national level Seminars/ Workshops
- ✚ Creating some important teaching posts and recruitment of teachers in the posts of Assistant Professor
- ✚ Constructing staff quarters mainly for the lady teachers
- ✚ Ensuring and offering transport facilities to the staff and students of the college
- ✚ Constructing an indoor stadium with gallery and modern multimedia facilities
- ✚ Installing SBI, ATM in the college campus
- ✚ Introduction of modern new Science Building
- ✚ Uploading free lecture notes and articles in the web for students

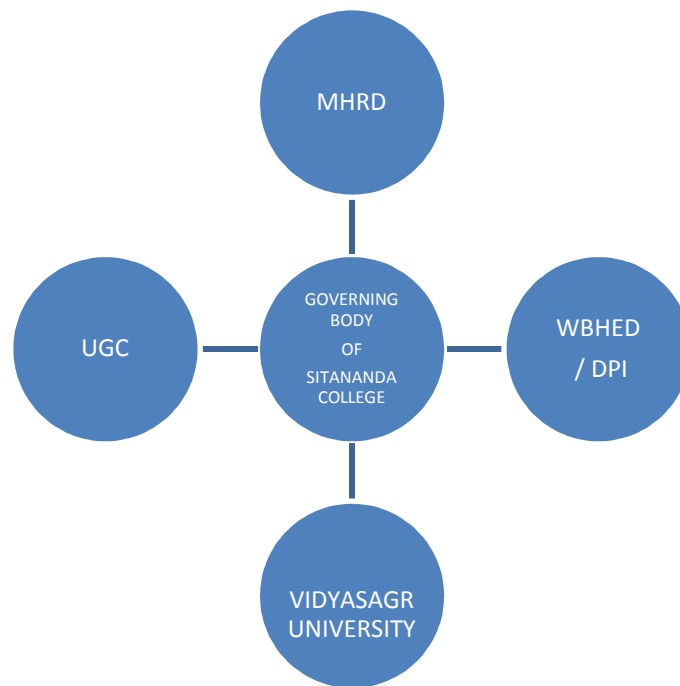
6.2.3 Describe the internal organizational structure and decision-making processes.

The highest decision making body of our college is the Governing Body which comprises basically of four segments – Teachers, Non-teaching, Students and some External Members. It formulates plans and policies, takes decisions on any matter and finally evaluates those matters which are executed by various bodies, committees and cells. For the educational needs and demands of the society and the college, the goals are set and tried to be achieved through various organs of the institution. Duties and responsibilities are also assigned to the departments and individual teacher. At this point, the Head of the departments, the Coordinator of the IQAC and the Conveners of different Sub-Committees play important roles democratically for quality sustenance

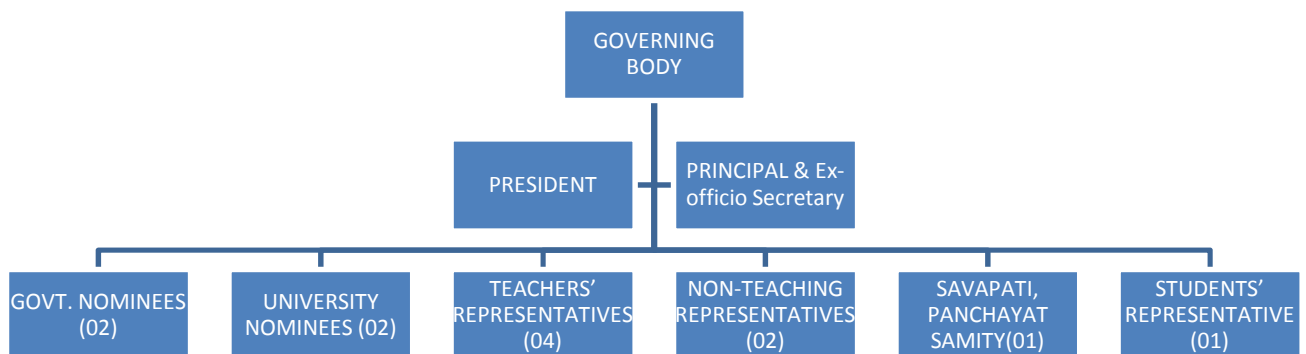
and improvement of the institution. Under a democratic set up, any organ of the institution can formulate plans, but the final decision is taken by the apex body i.e the Governing Body.

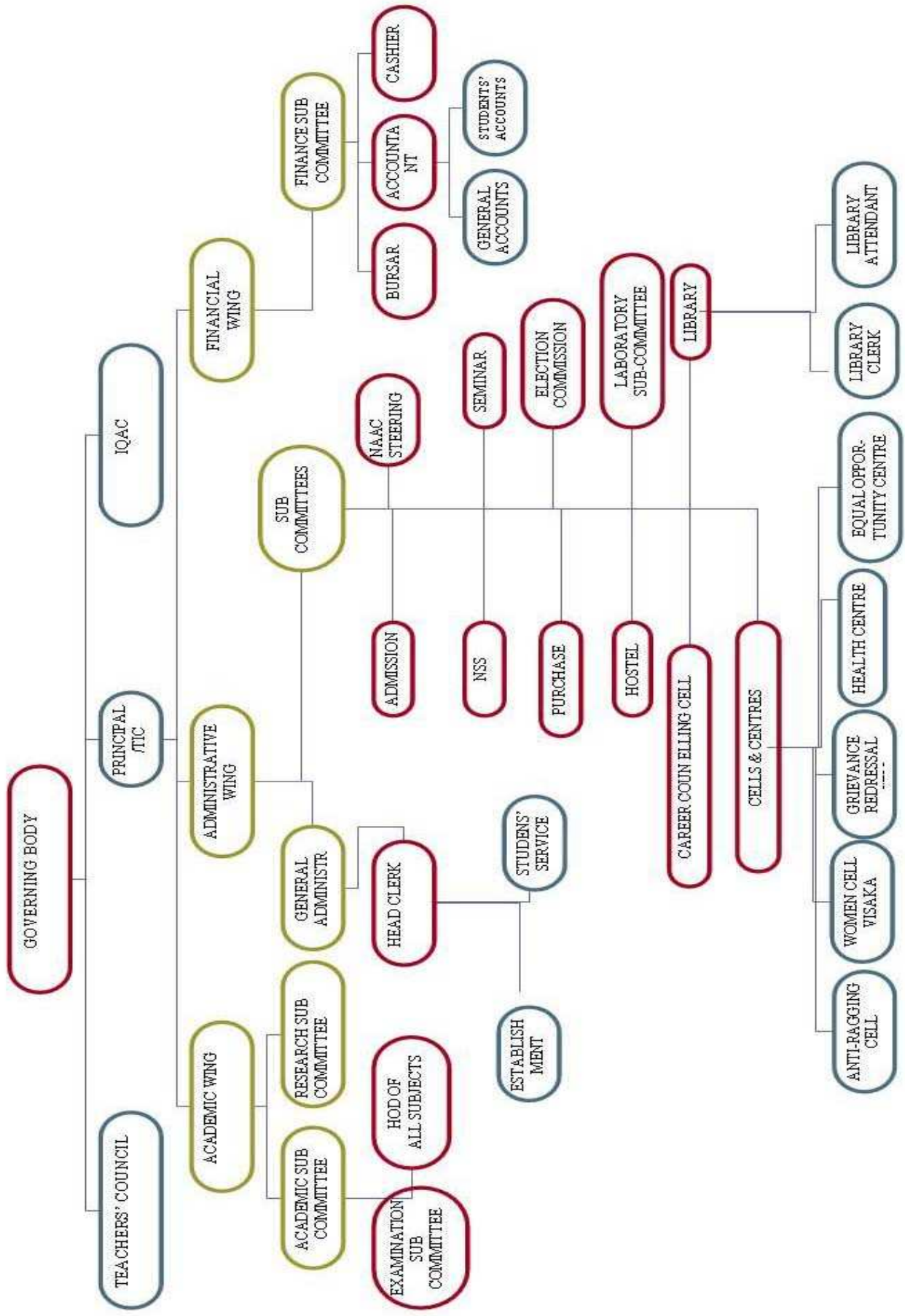
The organizational structure of the college is given below:

The Governing Body of Sitananda College abides by the rules and regulations of the central, state and autonomous bodies of higher education.



Composition of the Governing Body of the Institution





6.2.4 Give a broad description of the quality improvement strategies of the institution for each of the following

- **Teaching & Learning**
- **Research & Development**
- **Community engagement**
- **Human resource management**
- **Industry interaction**

➤ Teaching & Learning

Our institution has set up some strategies for the quality improvement like the formulation of future action plans, their execution and evaluation for the advancement of academic enhancement. Teaching learning is the soul of an academic institution, so a mechanism and some strategies are followed for improvement of teaching learning in the institution.

The strategies are:

- ❖ At the beginning of each new session, the Academic Sub-Committee of the college formulates a general framework of academic activities for the session.
- ❖ A master routine is prepared by the Routine Sub-committee of the college and it is circulated to all other departments to prepare the departmental routine in consonance with the master routine. Then the final master routine is prepared after receiving the feedback and inputs from the different departments. The final prepared routine is followed throughout the year.
- ❖ At the beginning of each new session, the Academic Calendar prepared by the Vidyasagar University is sent to our college, the same is circulated to all Heads of the Departments to prepare a departmental routine mentioning assignments of respective teachers, lecture hours, topics to be taught and co-curricular activities in the departmental meeting.
- ❖ Introduction of modern teaching learning aids like Power Point lesson plans, Overhead Projectors with sound system, white boards etc to make the lecture interesting and effective for general students.
- ❖ Apart from traditional method of class lectures, now student-centric method is adopted and a teacher follows –Audio-visual system, Teaching plan with hard copy materials/ lecture notes for distribution, Projects, Field works, practical classes, Class tests, lectures by experts from other institutions, Internal seminars, Inter-departmental lectures and presentations.
- ❖ Each department of the college reviews the progress of the class students regularly and it is reported in the meetings of the Academic Sub-committee. As the University results are published, the Teachers’ Council calls a meeting to make a general survey of the students’ outcome and plan a strategy for better performance.
- ❖ The College is developing a Feedback Mechanism for analysis and evaluation to make a better plan.
- ❖ For better performance, ICT-based teaching learning proces through Overhead/LCD (Liquid Crystal Display) Projector with sound system, Laptop and internet facilities is stressed.
- ❖ Tutorial and Remedial Coaching for Slow Learners are arranged regularly.

- ❖ For better practical classes, modern well-equipped laboratories are provided in all laboratory based subject.
- ❖ The college library has been automated and updated purchasing new books and journals. The library also subscribes to INFLIBNET NList for advance knowledge of the students and teachers.
- ❖ The IQAC of our college plays an important role in improving teaching leaning process through evaluating the teachers' performance.

➤ **Research & Development**

- ✚ For research & development, our college provides well developed library with modern facilities like computer automation through 'SOUL' software, up-to-date printed books and journals, e-Books & e-Journals through N-List in the reading rooms for students and faculties to continue their research oriented works. The Science laboratories of the college are quite developed having all modern equipment and facilities.
- ✚ The Research Sub-committee encourages the faculty members to write proposals for UGC grant for research works particularly Minor and Major Research Projects.
- ✚ The college has launched a multidisciplinary journal hoping to get ISBN and to encourage publications by the faculties.
- ✚ The Scientists and experts from Cultivation of Science, Jadavpur University are often invited in the Seminars/Workshops of the Chemistry department of the college.
- ✚ The Faculty members of different department particularly Mathematics publish their papers in International and National Journals and books.
- ✚ Dr Ruhul Amin received his Ph D degree in the year 2013 and almost six permanent teachers – Prof Biswarup Mandal, Prof Bhaswati Mukhopadhyay, Prof Nilanjana Nayak, Prof Pintu Das, and Prof Saroj Mandal- are continuing their Ph D works. Some of the teachers have been provided necessary support/leaves for their research works.

➤ **Community engagement**

- The three NSS units, Women's Cell and Eco-club of the college ensure community participation and organize programmes on the social and environmental issues. Women's Cell makes awareness among women against exploitation and harassment. NSS organizes tree plantation programmes.
- The original physical infrastructure of the college was established by the local community participation and it is still practicing and attracting the community members to contribute to the infrastructure of the institution. Almost all the statues of the college have been donated by the local community members.
- The three NSS units and the students organize Blood donation camp, Health and hygiene awareness programme and Campus Cleaning Programmes.
- The Cultural committee of the college develops a good connection with the community by organizing Annual Social Functions, Freshers' Welcome festivity and the students are encouraged to participate in cultural activities.

➤ **Human resource management:**

- ❖ Our college tries to enhance human resources through recruitment of faculty and non-teaching staff as per regulation of the Government of West Bengal. The authority of the college makes an arrangement for professional development programmes and also supports their skill development through arrangement for training.
- ❖ The authority encourages faculty members to participate in Orientation Programmes (OPs), Refresher Courses (RCs) and some course works etc.
- ❖ The college makes arrangement for the promotion of the faculty members under Career Advancement Scheme and other Professional development programme.
- ❖ Faculty members are encouraged to participate in advanced study, research, participation in seminars/workshops by sanctioning leaves.
- ❖ The college also makes an arrangement for staff development programme by enhancing skill development and updating knowledge. The Office staff, particularly the Accountant is engaged in such a programme for accounts maintenance. They are provided facilities to carry out their work effectively.

➤ **Industry Interaction**

- ✓ Our college has no direct interaction with Industry but sometimes the members from Haldia contact with the faculties of the Chemistry Department for engaging the students.

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?

The head of the institution gathers information for making plans and policies through a certain mechanism –feedback system, personal contact and some other ways. Some of the regulatory bodies of the institution are involved in this process. The regulators are Governing Body of the institution, the IQAC, Head of different Departments and Convenors of different committees and sub-committees. The mechanisms for collection of feedback from the stakeholders are: filling up the feedback form by students, feedback collected from alumni during alumni meet, feedback collected from the parents during departmental parent-teacher meeting. Their advice and recommendations at various meetings of the college enrich the institution through this feedback mechanism for ensuring future development.

The Principal/TIC keeps personal contacts with the stakeholders and collects information with regard to the academic, administrative and infrastructural affairs. Moreover the Principal/TIC is constantly updated about the college affairs through the formal meetings of the Sub-Committees. The members of the management of the institution discuss matters based on the collected information. In this way, the activities of the institution are reviewed and new policies are adopted after in-depth deliberation and analysis.

6.2.6 How does the management encourage and support involvement of the staff in improving the effectiveness and efficiency of the institutional processes?

The college management encourages and supports the involvement of the staff for improvement of the effectiveness and efficiency in academic excellence and infrastructural

development process of the college. The authority of the college motivates the faculty members and the staff to take participation in different activities and decision making process concerning academic, administrative and infrastructural matters. For smooth running of these activities, the college ensures adequate teachers' representation on various bodies of the college. The IQAC, the Teachers' Council, Academic Committee, Anti-Ragging Sub-Committee, Women's Cell, Gender Sensitization Cell, Library Sub-Committee, Counselling Cell etc play important roles in decision making processes and their implementation. Over all the Committees of the college take bold steps for promoting an all-round development of the college and the representatives of committees are free to offer their suggestions or opinion during the meeting with the college management. The suggestions given by the committees are taken into consideration before taking any decision. The Head of the Departments also perform departmental activities as per the guidelines of the college and Vidyasagar University.

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

The following table illustrates the major resolutions made by the Governing Body in 2015-16 and the status of their implementation:

Resolution made by the Governing Body	Status of Implementation
1. Resolved that the requisition in the prescribed proforma along with all the necessary papers for filling up the vacant post of the Principal of the college be submitted to the WBCSC as early as possible.	Requisition submitted.
2. Resolved that Smt. Nilanjana Nayak be placed in the Grade of Assistant Professor Stage II with Grade Pay Rs.7000/- w.e.f. the date as laid down in the relevant G.Os. The rules & regulations adopted by the Directorate of Higher Education, Govt. of West Bengal be followed in this matter.	Implemented.
3. It is resolved that the Governing Body approved the amount of Earned Leave (300 days) in credit of Smt. Anjali Das, the Office Bearer for getting the retirement benefit/leave encashment and requests the Teacher-in-Charge to proceed accordingly for award of the benefit thereof.	Implemented.
4. The matter is discussed in the meeting of the Governing Body and it is resolved that the new Womens' Hostel of the college be named as "Nivedita Girls' Hostel" and the said Girls' Hostel be opened and started its function immediately from this current academic session 2015-2016. It is also resolved that a Security Guard is to be engaged in the Girls' Hostel on urgent basis for security purpose.	Implemented.
5. It is resolved that a Selection Committee for the recruitment of the 'Cashier' of the college is being constituted consisting with the following members.	Implemented.

<p>(i) Sk Abu Taher Mahammad Asfakur Rahaman : President of the G.B. (ii) Dr. Krishnagopal Adhikari : Teacher-in-Charge (iii) Dr. Bappaditya Maity : Govt. Nominee (iv) Prof. Pradyot Kumar Das : V.U. Nominee (v) Prof. Sankar Kumar Nandi : G.B. Representative</p> <p>It is further resolved that the said recruitment be made following all the formalities/rules in this respect as early as possible.</p>	
<p>6. The Governing Body suggests that the matter may be brought to the DPI Govt. of West Bengal with a request seeking his suggestions/advice for filling up the vacant post of the 'Peon' of the college in this situation. . The TIC is requested by the Governing Body to proceed accordingly.</p>	Proposal submitted.
<p>7. Resolved that the engagement of the Invitee- teachers in different departments of the college to serve for the session 2015-2016 as per requirements be approved.</p>	Implemented.
<p>8. Resolved that the President of the Governing Body be requested to take necessary measures for removal of the PHE Pump House located at the prime places of the college premises which does not run at present and invites disturbances from the place of the college premises and vacate the land for use of the college development purpose as per conditions made in the agreement. 9. The TIC reports that a new Cycle Stand for parking the Bi-cycles of the students is needed to be constructed near PHE Pump House inside the college campus. The matter is discussed in the meeting of the Governing Body and it is resolved that the said Bi-Cycle Stand may be constructed if fund permits.</p>	Yet to be implemented.
<p>10. It is being resolved that the TIC should approach the BCW Department, Govt. of West Bengal with a request to authenticate the Roster Points and the Register of Appointment (ROA) of the Non-teaching posts (Gr.-C & Gr.-D) of the college.</p>	Implemented.
<p>11. It is resolved that the Governing Body approved the amount of Earned Leave (300 days) in credit of Prof. Krishnendu Bhattacharya retired on superannuation on 31.01.2016 and requests the Teacher-in-Charge to proceed accordingly for award of benefits thereof in favour of Prof. Krishnendu Bhattacharya if any in this regard.</p>	Implemented.
<p>12. Resolved that Dr. Gour Chandra Mahata, Asstt. Professor in Mathematics be granted the leave on lien further up to 30th June, 2016 (i.e. w.e.f. 19.02.2016 to 30.06.2016). It is also resolved that no further leave would be granted in favour of Dr. Gour Chandra Mahata in any circumstances henceforth.</p>	Implemented.

<p>13. The President of the Governing Body proposes the name of Prof. Sankar Kumar Nandi, Associate Professor in Bengali as the Bursar of the college. Dr. Bappaditya Maity, the Government Nominee in the Governing Body seconds the proposal and thus Prof. Sankar Kumar Nandi is recommended to be appointed as the new Bursar of the college and all concerned be duly informed of the matter.</p>	<p>Implemented.</p>
<p>14. Resolved that the services of the PTTs of the college be renewed and approved for the next session 2016-2017. The TIC is requested to send the necessary papers to the office of the DPI, Govt. of West Bengal for its renewal & approval.</p>	<p>Implemented.</p>
<p>15. It is resolved that Sri Gopal Chandra Maity, PTT in History be recommended to avail the remuneration of Rs. 13,500/- as well as 10% increment w.e.f. 01.02.2017 and the TIC be requested to send all the relevant papers to the Office of the DPI, Govt. of West Bengal as and when required.</p>	<p>Implemented.</p>
<p>16. Resolved that Sk Alamgir Tullah, Night Guard & Sri Subal Chandra Jana, Guard be recommended to get the benefit as per the Govt. Order No.-791-Edn(CS)/10 M58/08 dated 11.10.2010.</p>	<p>Implemented.</p>
<p>17. It is resolved that the SB-Account of N.S.S. Unit No.-I of the college bears A/C No.- 11878626379 in S.B.I., Nandigram Branch will henceforth be operated jointly by Dr. Krishnagopal Adhikari, Teacher-in-Charge & Ex- Officio Secretary and Md. Nurul Amin, Programme Officer of N.S.S. Unit No.- I in place of Dr. Krishnagopal Adhikari and Smt. Susmita Roy(Adak).</p>	<p>Implemented.</p>
<p>18. It is resolved that Dr. Krishnagopal Adhikari, Associate Professor in Sanskrit be placed in the higher Pay Band of Rs.37400-67000/- with AGP Rs.9000/- w.e.f. his actual due date i.e. from 09.07.2011 in lieu of 01.11.2012 and to get the scale benefits thereof as per the recent Govt. Order bears Memo No.-ED 576/15 dated 02.11.2015. The TIC is requested to send all the requisite papers to the Office of the DPI, Govt. of West Bengal with a request for fixation of his pay in this manner.</p>	<p>Implemented.</p>
<p>19. It is resolved that Prof. Biswajit Maity, Associate Professor in Bengali be placed in the higher Pay Band of Rs.37400-67000/- with AGP Rs.9000/- w.e.f. his actual due date i.e. from 23.09.2011 in lieu of 01.11.2012 and to get the scale benefits thereof as per the recent Govt. Order bears Memo No.-ED 576/15 dated 02.11.2015. The TIC is requested to send all the requisite papers to the Office of the DPI, Govt. of West Bengal with a request for fixation of his pay in this manner.</p> <p>20. Resolved that the service of Sri Pintu Das as the Assistant Professor in Mathematics be approved and confirmed from the date of his joining (19.02.2015). Also resolved that the deductions of G.P.F. in favour of Sri Pintu Das be made from his salary from the date of his appointment as usual and all benefits as would be admissible as per rules be allowed to him.</p>	<p>Implemented.</p>

21. Resolved that the service of Sri Saroj Mondal as the Assistant Professor in Mathematics be approved and confirmed from the date of his joining (20.02.2015). Also resolved that the deductions of G.P.F. in favour of Sri Saroj Mondal be made from his salary from the date of his appointment as usual and all benefits as would be admissible as per rules be allowed to him.	Implemented.
22. Resolved that the service of Ruhul Amin Mandal as the Assistant Professor in English be approved and confirmed from the date of his joining (01.04.2015). Also resolved that the deductions of G.P.F. in favour of Ruhul Amin Mandal be made from his salary from the date of his appointment as usual and all benefits as would be admissible as per rules be allowed to him.	Implemented.
23. It is resolved that Smt.Bhaswati Mukhopadhyya, Asstt. Professor in History be granted the leave for further one year (i.e. w.e.f. 01.08.2016 & onwards) as per provision of the UGC 12 th plan guidelines for doing Ph.D works under FDP Scheme of UGC.	Implemented.
24. It is resolved that Sri Biswajit Das, Asstt. Professor in Physics be granted the leave on lien further up to 28 th October, 2016 (i.e. w.e.f. 29.04..2016 to 28.10.2016). It is also resolved that no further leave would be granted in favour of Sri Biswajit Das in any circumstances henceforth.	Implemented.
25. A recommendation of the Finance Sub-committee adopted in its meeting dated 08.04.2016 is placed by the TIC in the meeting of the Governing Body.The recommendation is such that a Tubular Truss Structure is to be constructed on the roof top of the Science Block of the college renovating the said roof as advised by an expert civil engineer.The Governing Body accepts and approves the recommendation.	Implemented.
26. It is unanimously resolved that the construction of the proposed project (New Science Building) is needed to be implemented. The TIC is requested to submit a proposal to the Higher Education Department, Govt. of West Bengal for construction of the said project in the college seeking financial assistance for the same.	Implemented.
27. It is resolved that the proposal for extension of affiliation to PG Courses in the proposed four (4) subjects (Bengali, English, Sanskrit & Mathematics) be submitted to the West Bengal State Council of Higher Education as well as to the Vidyasagar University along with all the necessary enclosures within the period as specified for the purpose.	Proposal submitted.
28. The Governing Body unanimously resolves that the Merit Panel prepared by the Selection Committee for the selection of the 'Cashier' of the college be approved. The Teacher-in-Charge is requested by the Governing Body to issue the Appointment Letter to the candidate as early as possible as per position in the Merit Panel accordingly.	Implemented.

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 effort has been made by the college for attaining the status of autonomy.

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?

The College ensures justice to the students and staff by attending and resolving effectively the grievances and complaints through a "Grievance Redressal Cell". The objective of our institution is to create and enhance a healthy environment for academic development. To resolve grievances concerning academic, financial and health affairs of the students and staff, a Complaint Box is set up in front of the office for collection of grievances and complaints. They can even directly contact the members of Grievance Redressal Cell of the college or put their grievances in the Complaint Box. The members of the Cell analyse the nature and cause of the grievances and then they give their judgement. Generally the Principal/TIC takes the ultimate and final decisions for taking appropriate measures with the help of the Head of the departments and the Coordinator of the IQAC of the college.

The main objective of the cell is to fight for the rights of women and to encourage them to express their grievances and complaints without fear and anxiety.

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?

No instance of court case has been filed by or against the institute during the last four years

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?

The institution has a feedback mechanism for analyzing the performances on academic and administrative affairs of the institution. Formal feedback from 3rd year students is collected through printed questionnaire form. Secrecy is strictly maintained by the institutional authority. Opinions of the students are analyzed by the TIC and forwarded it to the concerned committee for its recommendation. On the basis of the recommendation, corrective measures are taken for improvements and amendments. For example, students' feedback has helped in installation of CCTV in the campus. Students' feedback also helps in formulating the future plan of action.

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?

Maximum possible efforts are made by the institution to enhance the professional development of its teaching and non-teaching staff. The scenario of higher education is rapidly changing and the modern scientific technology has revolutionized the communication system and knowledge. So the institute always encourages the faculty members and non-teaching staff for the enhancement of their professional skills. The college management leaves no stone unturned to enhance the academic and pedagogic skill of its faculty members. They are provided “Duty Leaves” to participate in the Orientation Courses, Refresher Courses and other skill development short term courses. Apart from these, the departments organize seminars/ workshops/ special lectures etc to enhance the updated knowledge and the teaching capacity. Faculty members are also encouraged to continue their research works taking UGC Minor/Major Research Projects. Besides, the teachers who have not yet completed their Ph D works are encouraged to complete it. Some of the faculty members are continuing their research works for enhancement of their professional development. At present, one of the faculty members enjoys UGC-sponsored Faculty Development Programme (FDP) under the UGC XIIth Plan Period for the completion of her Ph D work within the prescribed limited time.

Non-teaching staff are not lagging behind. They are encouraged to participate in the training for basic operation of computer and its application in daily official activities and for updating their computer knowledge. Whenever new software is installed, the non-teaching staff is provided adequate training about its application. For the last few years, some new soft wares were introduced like COSA, CAS, SOUL etc; the institution provides special training to the staff within the campus.

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?

The employees of the institution can perform better roles and discharge their responsibility. The institution has adopted the following strategies for faculty empowerment through training, retraining and motivating.

- ❖ Physical and infrastructural facilities are provided to perform better roles and responsibilities.
- ❖ State level Seminars and Workshops funded by UGC or other funding agencies are organized by the departments of the College.
- ❖ ‘Duty Leaves are granted to participate in Orientation/Refresher Courses programmes or short term courses.
- ❖ Study Leaves are also granted to complete the Ph D works.
- ❖ Faculty members are assisted by IQAC of the college in preparing and applying for Minor/Major Research Project for the enhancement of their professional skills.
- ❖ The Research Committee of the college keeps the record of all the research proposals submitted by the faculty members. Papers are checked and verified by it and ultimately recommended for submission.

- ❖ Special training for skill up-gradation particularly for new software installation is arranged by the college.
- ❖ The College has formed a decentralized structure of the administrative system in planning and implementing all activities of the institution. The system has developed a pleasant atmosphere of cooperation which is a precondition for the all-round development of the institution.
- ❖ Apart from these, the faculty members and other staff are included in the Governing Body of the college and in various Committees so that they can play a significant role in planning and policy making of the institution.

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 college has a performance appraisal system for the academic evaluation of the faculty members and it is maintained only in promotional cases. Each and every teacher has to submit self-appraisal reports for each academic session. The teachers have to fill up self-assessment forms to reach at next stage. The papers are submitted before the meeting of the IQAC of the college and its members check, verify and recommend them for the next process. Accordingly the Screening Committee consisting of the Principal/TIC, one DPI nominee and one Vidyasagar University nominee evaluates the performance of the teachers by checking the papers and ultimately recommends them for the placement/promotion at next stage. If there is some necessary correction is needed, the committee suggests rectification. Ultimately the Governing Body of the college has to sanction and approve all the promotional matters and forward them to the DPI for fixation.

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?

The management of the college makes an assessment of the feedback forms of the students and the performance appraisal forms of the teachers. After assessment of these forms, the authority comes to know the positive and negative aspects of the faculty members/office staff. Generally the positive suggestions are provided to the concerned teachers/office staff for better performance with commitment. If the authority finds some negligence in their duties, then corrective measures and disciplinary actions are taken for the overall development of the institution. They are communicated properly and negative points are not propagated for maintaining the secrecy of the administration.

6.3.5 What are the welfare schemes available for teaching and nonteaching staff? What percentage of staff have availed the benefit of such schemes in the last four years?

The college has adopted some welfare schemes for the teaching and non-teaching staff.

Welfare schemes of the college are as follows:

- ✚ The college provides salary payment in the first week of every month from the college fund even if the college has not received the pay-packet on time.
- ✚ The authority of the college provides Festival Advance on the eve of Puja Vacation to some employees.
- ✚ The college has adopted Gross Provident Fund Scheme (GPF) and Group Salary Life Insurance Scheme (GSLI) for all its employees (T & NT) appointed in the substantive posts.
- ✚ The college provides Loan facility from Provident Fund and from Banks for House Building Loan.
- ✚ Various kinds of leaves are given to its employees as per University and Government rules – Casual leave/ Medical leave/ Maternity leave/Compensatory leave/Special leave/Study leave/Duty leave etc.

6.3.6 What are the measures taken by the Institution for attracting and retaining eminent faculty?

Our College is a Government Aided college which is guided by the rules and regulations of the West Bengal College Service Commission. The college has no right to recruit teachers. But at present the Government has given some relaxation in the matter of appointment of invitee teachers who are paid from the college fund. In this regard, the Governing Body/the institution may take various measures for attracting and retaining eminent faculty. Apart from these, to enhance the quality of teaching learning programme at undergraduate level and for better academic performance of the college for the benefit of the students, the concerned department invites the eminent scholars from various universities and research institutes to deliver lectures on relevant topics. Some of the measures for attracting and retaining the faculties are as follows:

- ❖ Attractive Honorarium is to be provided with the assurance of job.
- ❖ Academic and conducive working environment may attract the faculty.
- ❖ Provision for holding Seminars/ Workshops/special lectures etc for up-to-date knowledge may attract the knowledge loving faculty and facility for advance study or research is another reason for attraction.

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?

- ❖ The college has a mechanism to monitor effective and efficient use of available financial resources. The Finance Committee, a statutory body, is constituted by the Governing Body of the college as per Vidyasagar University Statutes. Its members take major decisions on financial matters as per Government rules and regulations. They prepare an annual budget for both academic and infrastructural development of

the college and also prepare plans and proposals in consultation with Bursar, Accountant and some senior faculty members headed by the Principal/TIC.

- ❖ Plan and Non-plan are two kinds of Government budgetary allocations. During each five year plan, the college applies for grants as per the UGC Schemes for developmental works of the college. The UGC developmental grants are allotted on proposals submitted by the institution after exhaustive deliberation about the needs of various plans of the institution.
- ❖ The long-term developmental plans of the institution are academic and infrastructural such as equipments for laboratories, books for library and so on. The Principal/TIC, Bursar, Accountant and the Finance Committee closely monitor income/expenditure of the college.
- ❖ Quotations and tenders are called for from the license holders and suppliers before the purchase of any important items for the institution in order to verify and compare the prices. The entire procedure is regulated by the Finance committee, Building Sub-committee, Purchase Sub-committee of the institution. But the Principal/TIC is the sole authority to utilize the financial resources and issue a utilization certificate.
- ❖ The regular audit (internal and external) of the budget is an important check and balance system for the expenditure and the maintenance of financial transparency.

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.

All accounts of the college are maintained properly and updated regularly through institutional audit mechanism. The college has a mechanism for internal audit if any controversy arises in the Governing Body it may recommend to the DPI office for internal audit. But such cases have not arisen in our college till the date.

The college has a mechanism for external audit too. The external audit is carried out by a Government appointed auditor from auditor panel as per the provisions of the West Bengal Government Rules & Vidyasagar University Act. It is the duty of the Governing Body to contact the authorized Chartered Accountant of the West Bengal Government who along with his team conducts external audit regularly as per the financial rules of the WB Government and the UGC. **The external audit of the college has been completed up to the financial year 2014-15** and the audit report has also been received. No objection was raised by the auditor. The audit of 2015-16 is going on.

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.

The major sources of institutional receipts/funding are as follows:

- Grants received from the State Government under Grant-in-aid Scheme, the Principal/TIC as a disbursing officer may disburse the salary of the employees of the college. The authority may also use for payment of telephone bill, land taxes, electricity bill, printing materials, stationary goods, traveling allowances for educational tours, maintenance of equipments of laboratories, furniture repairing and maintenance etc. The other grants under State Plan are utilized for purchasing of Chemicals, Equipments and Glassware for laboratories, Books and Journals for library, Furniture for the institution, Sports goods for students and so on. Some amounts are kept for contingency payment. The Departmental Heads and the Librarian of the college convene a meeting called by the Principal/TIC for allocation of funds for fulfilling the requirements of the departments.
- Fees collected from the students as tuition fees/session charge are allocated for co-curricular activities like inter-class competition, invited lectures, cultural functions, college magazine, Annual sports etc.
- Grants received from different funding agencies like the UGC for holding Seminars/Workshops, conducting Minor/Major Research Projects and for other developmental works.
- Donations/Contributions from the stakeholders are received for any kind of development of the institution. All statues of the college campus are collected from donations.
- Grants received from Haldia Development Authority (HDA) have been utilized by the Panchayat Samity Nandigram-1 for the construction of external boundary wall, internal roads and drains of the college.

Summary of the audited Income-expenditure statements of the last 3 years 2012-13, 2013-14, 2014-15 are given below and 4th yeay, 2015-16 is going on. Please refer to, Annexure VI-IX

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 College authority and the faculty members pursue the local business men, wealthy people, philanthropists and the leaders for raising fund for the institutional development. The institution itself evolves mechanisms to make arrangements for additional money. In addition to these, proposals are placed to the State Government, the UGC and other funding agencies for additional funds for the college development.

The grants received from different agencies have been fully utilised

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?

The Internal Quality Assurance Cell (IQAC) was formulated by the Governing Body of the College in the year 2012 as an administrative unit and advisory body for quality sustenance and enhancement of the institution. Receiving inputs from the faculty members, non-teaching staff, students and other stakeholders, the state and central government, the UGC, the University, the issues are discussed in details in the Teachers' Council, Academic Committee and then sent to the IQAC. In the case of Career Advancement Scheme, the candidates place their proposals before the meeting of IQAC to check, verify and recommend it for further proceedings.

The IQAC of the college has slowly developed a quality assurance mechanism within academic and administrative system. For example, it supports to conduct Seminars/workshops, awareness programmes etc.

b. How many decisions of the IQAC have been approved by the management / authorities for implementation and how many of them were actually implemented?

Generally the recommendations provided by the IQAC are considered and approved by the management, the Governing Body and implemented. Some of the quality enhancement recommendations made by the IQAC are mentioned below:

- Promotion cases of 10 faculty members
- Renovation of students' lavatory
- Installation of CCTV network
- Installation of Wi-Fi in the college campus
- Full computerization and automation of the college Office
- Modernization of laboratories of the college
- All above recommendations have been approved by the management and implemented.

c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.

Yes. There are at present three external members in the IQAC of the college.

1. Prof Manoranja Jana, Ex-Bursar, Ex-TCS of Sitananda College
2. Prof Tanweer Alam Mazhari, Associate Professor in English, RKM, Belur, Howrah
3. Sri Swapan Kr Sasmal, a qualified librarian of Mugberia Gangadhar Mahavidyalaya

They sincerely attend each and every meeting of the IQAC and offer their valuable suggestions for quality improvement of the college. Whenever they are invited to attend Seminars/Workshops held at the college, they attend these programmes without fail.

d. How do students and alumni contribute to the effective functioning of the IQAC?

At present, there is no representation of regular students or alumni in the IQAC of the college.

e. How does the IQAC communicate and engage staff from different constituents of the institution?

The IQAC of the College meets at regular intervals and interacts among the members on the issues of academic and administrative quality enhancement. The decisions taken in the meetings are communicated to the Head of various departments and directions are given to them for implementing the rules framed. From time to time, the IQAC members meet and attend the meetings of various committees of the college to communicate about the strategic plans and policies of the IQAC. Feedback is taken from them in different formats and it is forwarded to the Governing Body through the Principal/TIC of the college for taking final decision.

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 the academic and administrative activities. The college forms a number of Committees and Sub-committees which are given responsibilities for academic and administrative betterment. Their functions are monitored by the management like the Governing Body, the IQAC, and Teachers' Council. The management makes suggestions regarding academic and administrative matters to the authority and total management works in unity to achieve the common goals of the institution.

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.

The institution provides formal training to the staff for effective implementation of quality assurance procedures. Our college administrative staff was trained to run the COSA software smoothly. When the Central Library of the college was modernized with SOUL software, the trainer from Vidyasagar University was called for to train the Librarian and library staff for its operation. Time to time, the staff of the college are sent to attend the seminars/workshops for attaining updated knowledge of computer.

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?

The college undertakes Academic Audit as per the guidelines of Vidyasagar University. The college provides required information in the prescribed format supplied by the Vidyasagar University for reviewing the performance of the faculties/institution. Academic audit is made to review the results of the students for identifying the shortcomings of teaching learning process. Low, average and high performance of students are marked and special attention is paid to them for improvement of performance. Tutorial and Remedial coaching classes are provided to the academically weaker students. In addition to these, the IQAC keeps contact with the faculties and the last year students for collecting feedback which are finally analyzed and processed to know the strengths, weaknesses, opportunities and challenges. This

mechanism helps in decision making process for academic environmental improvement. Some other significant measures are taken into consideration like emphasis on the completion of the syllabus in time, the attendance of the students, academic results, arrangement of special classes etc.

6.5.5 How are the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/regulatory authorities?

The college is regulated by different regulatory authorities like the affiliating university, the UGC and DPI. In this way, it follows all university rules and regulations, the UGC guidelines and DPI instructions for maintaining standards in teaching-learning process. The college conducts examination and its evaluation and it also receives grants from these agencies for many welfare schemes after fulfilling the required eligibility criteria determined by these agencies. The college also conducts academic and co-academic programmes as per the University Calendar.

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?

- The college has a mechanism to continuously review the teaching-learning process. The Vidyasagar University prepares Academic Calendar displaying a detailed layout of the teaching plan. The plans highlight the contents, time schedule for completion of the chapters and the name of the faculty members. The University sends it to the affiliated colleges. The Principal/TIC circulates it to the departments and the HOD prepares their teaching programme accordingly.
- Learner-centric approach is followed.
- The Principal/TIC regularly meets the Head of Departments and takes feedback for rectification in teaching learning process.
- Role of IQAC: The IQAC of the college keeps vigilance on the progress of quality teaching.
- Use of modern techniques like Audio-visual mode of teaching, ICT based learning.
- Meetings with the students and their parents for taking feedback regarding teaching – learning progress.

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

Our College communicates its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders like teachers, students, parents, alumni and society through:

- 🏰 Ceremonial observance of significant days
- 🏰 Notification through the website of the college: www.sitanandacollege.info

- ✚ Meetings of the students, parents, alumni, Governing Body, Teachers' Council and so on
- ✚ Publication of detailed information in the prospectus of the college
- ✚ Submission of reports to the Vidyasagar University, State Government, DPI, UGC, NAAC etc
- ✚ Meetings of IQAC of the college

Any other relevant information regarding Governance Leadership and Management which the college would like to include.

The TIC, Bursar, Faculty members, Librarian, Coordinator of IQAC, Non-teaching staff and Students Union play significant roles in academic and administrative fields. Our college administration follows democratic principles and the authority empowers the sub-committees in decision making process of the college. The institution creates leadership at different levels of the administration.

CRITERIA VII

INNOVATIONS AND BEST PRACTICES

7.1 Environment Consciousness

7.1.1 Does the Institute conduct a Green Audit of its campus?

Our college has not yet formed an eco-club, but the college undertakes various plans and programmes concerning Environment Consciousness in the college campus. There is no formal mechanism for Green Audit in the college but the process of Green Audit is going on. However, the Institution takes all possible steps to make the campus eco-friendly. The college campus is heavily planted with fruits plants and varieties of flora and fauna. The use of plastic bags is avoided in the campus and the authority is planning to declare the entire campus as “No Plastic Zone’ from July 2015. The entire campus is a no-smoking zone. The students and staff has planted more than 100 tree saplings during various tree plantation programmes organized by the institution and all these trees are taken care of and maintained by the institution.

7.1.2 What are the initiatives taken by the Institute to make the campus eco-friendly?

Energy conservation

The college class rooms are naturally well lighted, airy, ventilated and rarely require electric light. The institution and the departments strictly observe to see that no electric equipments run unnecessarily. In order to reduce electricity consumption the classrooms and corridors of the college have been provided with CFL/LED bulbs in place of the traditional tube lights and bulbs.

The College inculcates a spirit of energy saving in all stakeholders, particularly among the students. Thus enough measures are taken to use electricity carefully.

Efforts for Carbon neutrality

The College at its own level has taken up certain preventive measure to check the emission of carbon Dioxide. Regular plantation of trees is undertaken by the Institute for the carbon neutrality. The use of coal as fuel in the canteen has been banned and replaced by gas. This helps in keeping the campus as much as possible clean. In order to reduce pollution and unnecessary wastage of vehicle fuel the College does not allow two wheelers by students on campus. The Institute is set in a green landscaped ambience and every year around more than 100 trees are planted. The entire campus is covered with many big trees, especially Mehogini, *Sal*, Mango, Guava, Plum, *Jamrul* and *Neem* trees.

Plantation

Under the supervision of the Gardening Committee of the College, some interested teachers often organize tree-plantation & maintenance programmes within the campus. These planted trees are maintained carefully by the college authorities. The college campus is lush green with heavy plantation of fruit plants, flowers, hedges and medicinal plants. The NSS units of the college constantly encourage and enlighten students about the benefits of plantation.

Rain water harvesting: Rainwater harvesting is an innovative alternative water supply approach. Implementing rainwater harvesting is beneficial because it reduces demand on existing water supply, and reduces run-off, erosion, and contamination of surface water. Rainwater can be used for nearly any purpose that requires water.

Hazardous waste Management and E-Waste Management

The authorities of the College have arranged and constructed deep pits in the unused places for the disposal of hazardous wastes and e-waste created by chemical sciences and computer department. Waste chemicals in the chemistry and zoology laboratories are properly disposed by dissolving them in water or by keeping separately in protected sheets. Electronic waste, such as office electronic equipments, discarded computers and refrigerators are disposed off as per their conditions or handed over to the companies engaged in recycling of e-waste.

Other Activities:

- I. The College authorities organize seminars & lectures on contemporary environmental issues to increase the environmental awareness of the students.
- II. The college organizes regular Scientific Exhibition and Environmental & health awareness seminar in collaboration with Cultivation of Science, **Jadavpur University**
- III. The NSS units of the college hold debates, talks and quiz on different issues regarding environment.
- IV. The college Students have participated in poster presentation on water management.
- V. The college Students actively participate in public health programmes like control of AIDS, polio awareness programme of Thalasemia and so on.

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.

Use of ICT: The Department of Mathematics, Physics, Chemistry, Zoology, Botany, Geography and English regularly use LCD projectors provided in different halls. Besides these, some Science faculties have been provided Laptops and pen drives. The faculties can also avail the net facility in their respective departments. All relevant information is available on the college website www.sitanandacollege.info through which students are highly benefited during admission time. All relevant documents can be preserved and tracked readily for administrative works. The college has built an e-class room where various state-level and national-level seminars are conducted to the advantage of the students and teachers alike. Automation of the Central Library is already completed and working.

ICT enabled teaching and learning: The different departments of our college have adopted modern trends and methods in teaching-learning process using computers and audio-visual aids parallel to the classical system of lecturing using chalk, talk, and text method. For this purpose, the departments are provided with desktop and laptop computers with internet facilities. Some departments use specific software as required by the curriculum especially mathematics and Chemistry.

The College Study Circle: Senior teachers and the Teachers' Council of the college organize an Interdisciplinary programme -- **Study Circle** for Faculty members to present research oriented papers. The Papers presented in the Study Circle are published in an edited volume.

Feedback System of the College: The College has introduced feedback system to enrich quality education and faculty improvement. Regular third year outgoing honours students give their Feedback on the performance of teachers, the college and the departments. Students give the feedback about the teachers at the end of each session. The feedbacks from the students are obtained teacher-wise and course-wise. The model questionnaire is prepared according to the guidelines of the NAAC is used as a model to prepare the feedback form for this purpose. These feedback forms are analyzed by the IQAC and it gives the evaluative report teacher-wise to the Principal. These analyzed evaluated reports are persuaded by the Principal. The outcome of the evaluation and its analysis are communicated to the individual teacher for his/her understanding of his/her strength and weaknesses. This is made only for future improvement and encouragement of the teachers and enrichment quality education.

Computerization of the Administrative Work: The college administrative block has been fully computerized with internet facilities. Some of the administrative staff have been properly trained to understand the technicalities and to run the daily activities of office through computer.

Sanskrit is a classical language and it has millions of documents which keeps vast knowledge on different subjects. Keeping in mind the importance of heritage of Sanskrit language the college conducts classes for spoken Sanskrit. Now they can organise drama and seminar in Sanskrit language. In modern age English has become an international language and the importance of English as a global language of communication, the College has started Communicative English classes on a regular basis. It encourages the students to develop their communication skills in English.

The Department of Political Science has initiated news reading classes to create and develop awareness among students about local, state level, national and international news. The news reading habit becomes a test of their communication and presentation skills. It makes the students aware of what happens in the world as a whole.

Improvement Cells: Career Guidance Cell, Grievance Redressal Cell, Sexual harassment cell, Women cell, Anti-ragging cell and Counselling cell have been introduced.

Audio System in the big classrooms for Teaching: Audio facilities have been provided in all big classrooms in the college.

Computerization of the Central Library: Library functioning has improved after library automation and installation of OPAC.

Our college has introduced Remedial Coaching Classes for the students of Minority particularly poor and financially weak students. For this the UGC has provided sufficient grants for extra classes. The college teachers are highly interested in it.

Competitive examinations for entry into Government and Non-Government services, our college has initiated Coaching classes for the minority student particularly poor and financially weaker section. For this purpose, the UGC provides sufficient grants for extra classes.

7.3 Best Practices of the College: Students' Feedback

Goal: The institution tries to improve the quality of the students and the institution. It has formulated new programmes to enhance the quality of both. The main goal/objective is to know about the requirements of the students for their all-round development. To fulfill this goal, the institution has to some extent developed its own system of inviting feedback from the last year students on various aspects of the institution. A questionnaire is prepared for receiving answers from them. The past and present results also guide the college authority in taking decisions to improve the quality of the students and the institution.

The context:

The institution requires quality improvement and different measures for quality assurance & enhancement. An effective feedback system is necessary for future planning and policy. For this the institution had to create favorable environment. The college has initiated this proposal since 2015-16.

The Practice: The College has planned & implemented 'Feedback concerning environment of the institution' on such aspects as:

1. Academic
2. Administration
3. Canteen
4. Common Room
5. College Office
6. Curriculum
7. Examination
8. Extra-curricular activities
9. Institution
10. Laboratory
11. Library
12. Sanitary system
13. Strengths & Weaknesses of the Department

14. Suggestions for development of the departments and the institution

The college prepares students' Feedback format in Bengali & English language for giving their observation on institutional, academic, administrative and some other extra –curricular activities. The students give their suggestions about the current state of affairs and indicate necessities for future developments. Without knowing the strengths and weaknesses of the institution, one cannot formulate a better developmental policy. Through feedback system, the students offer their opinion on academic, administrative and infrastructural aspects.

Results: When we receive the filled up feedback forms, the authority convenes departmental meeting to discuss on the matters mentioned in the forms. For detailed discussion it is referred to the Academic Subcommittee and the IQAC of the institution. These bodies analyse the feedback of the students and the suggestions are recorded.

Consequently, the authority of the institution takes measures and strategies for quality assurance & enhancements. As per the suggestions of the students, some innovative works have been done. The Office of the institution has been renovated and extended. The Central Library of the College has been upgraded by extending reading rooms for the teachers and the students. Laboratories of different departments have been extended and provided with modern advanced equipment. It is to be noted that as per the suggestions of the students the College is going to open P G Courses in Bengali, English, Sanskrit and Mathematics. A canteen and purified safe drinking water have also been provided. Two playgrounds are prepared for the students. Hence, the feedback system is fruitful and beneficial to the development of the institution and students

Problems: At the initial stage, whenever the students were asked to fill up the feedback forms, they were hesitant because they did not know the rationale behind it. They did not understand the weaknesses and problems of the institution. These are the problems faced by the institution.

The teaching staffs apprise and describe the students the rationale behind filling up the feedback form. Knowing the problems, the authority convenes meetings with the students of the College and with other committees and cells. The Principal/TIC tries to explain the feedback system and its importance. The authority has made it compulsory for the students to fill up the feedback forms. The third year students are asked to fill up the forms compulsorily otherwise they would not be allowed to fill up the form for final examination of the Vidyasagar University. With these strategies, the authority has overcome the problems.

Note: the Feedback System helps the institution to take decision and make plan for the future action.

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PART- II
EVALUATIVE REPORT OF THE DEPARTMENTS
DEPARTMENT OF BENGALI

1.	Name of the Department		Bengali
2.	Year of Establishment	UG (Hons.) UG (Pass)	21.07.1960
3.	Names of Programmes / Courses Offered (UG, PG, M. Phil, Ph. D, Integrated Masters, Integrated Ph. D., Etc.		UG (Hons. & General)
4.	Names of Interdisciplinary course 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		N.A.
7.	Courses in collaboration with other universities, industries, foreign institutions, etc.		N.A.
8.	Details of courses / programs discontinued if any with reasons		N.A.

9. Number of the Teaching posts:

	Sanctioned	Filled
Professor		
Associate Professor	4	2
Assistant Professor		2

10. Faculty profile with name, qualification, designation, specialization (D.S.c/D.Lit/Ph.D /M. Phil, Etc.

I. Present Faculty (Permanent, Full Time, Part Time & Guest)

Name	Qualification	Designation	Specialization	No. of years of Experience	NO. of Ph. D students guided for the last 4 years
Sankar Kumar Nandi	M.A.	Associate Professor	Novel & short stories	29 years+	Nil
Biswajit Maity	M.A.	Associate Professor	Twentieth century's Bengali fiction	19 years+	Nil
Md. Nurul Amin	M.A.	Asst. Professor	Katha Sahitya	17 years+	Nil
Dr. Lakshmi Kanta Dolai	M.A., Ph. D.	Asst. Professor	Folk literature & folk culture	11 years+	Nil

11.	List of senior visiting faculty	None
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12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: **Nil**

13. Student – Teacher Ratio (Programme wise) :

Academic Session	Programme – B. A Hons.	No. of Students	No. of Teachers (at the beginning of session)	Student-Teacher Ratio
2012-2013	1H	113	4	28.25:1
	2H	110		27.5:1
	3H	57		14.25:1
2013-2014	1H	109	4	27.25:1
	2H	64		16:1
	3H	56		14:1
2014-2015	1H	112	4	28:1
	2H	94		23.5:1
	3H	55		13.75:1
2015-2016	1H	137	4	34.25:1
	2H	75		18.75:1
	3H	64		16:1

14.	Number of academic support staff (technical) and administrative staff, sanctioned and filled	None
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15. Qualification of teaching faculty with D.Sc/D.Lit/Ph.D/M.Phil/PG.

Highest Qualification	No. of Teaching Faculty (Existing)
D. Sc /D. Lit	Nil
Ph. D	01
M. Phil	Nil
P.G.	03

16.	Number of faculty with ongoing project from (a) National (b) International funding agencies and grants received	National one, UGC, Rs.- 2,35,000/-
17.	Departmental project funded by DST-FIST; UGC, DBT, ICSSR etc and total grants received	Nil
18.	Research centre / faculty recognized by the University	Nil

19. Publications:-

Publication of Biswajit Maity

Contents

Publication on BiswajitMaity

2016:-

- 1) BaaroHaatKankurerDesh -DebasishmahaRana –MahishadalBoi MelaSaranika–2016

2015:-

- 1) BiswajitMaityProlectionHormonUtpalBosak – SankalitaSuchetana

Editor:-Nironjon Mishra.

- 2) Supplement BiswajitMaity

Magazine – Srot. ISSN--23495278

Editor:-RajkumarAchharya – 2015.

2014:-

- 1) IchheKadamerGhaambinduGuli –DebdulalPanja.

Magazine:-SankalitaSuchetanaa.

- 2) KaathureJaatakerSunnataabaad – BiswajitMaityrKobita. Debojyoti Roy.

Magazine – SudhuBighe Dui. ISSN-2350-0573

Editor:-SangitaBhndopaddhay.

- 3) Nabboi O ParabortiKobitay Slang – Anirban Manna.

Magazine:-SudhuBighe Dui. ISSN—2350-0573

Editor:-SangitaBandopaddhay.

(C) Ref. In books on BiswajitMaity

- 1) AmaaderPurbaMedinipur, Editor:- Hara Prasad Shahoo, Page – 172.

- 2) Slang – Samprotik Bangla Kobitay – Anirban Manna. Page No.- 34, 43, 62. ISBN-978-93-8287-41-1

- 3) LokojaUpadaan:-Nobbol O Paraborti Bangla Kobitay.

Page No.- 16, 25, 28, 34, 62, 72. ISBN—978-93-82879-42-8

(D) Collection of Poetry – BiswajitMaity

- i) MaanabJanam (ii) JaatakerKaahini (iii) Juboker Dairy (iv) MitthaKobita (v)

BaaroHaatKaankurerdesh (vi) Kathaamriterpaataa (vii) PronoyKuhak (viii)

ProlectinHormon.

Publication of Md. Nurul Amin

- 1) Indian secularism in crisis today – Sep. 2015, ISBN – 978-93-83360-20-8 – Bhatater Sampratit itihash charcha: Sankat O Uttaran – WBCUT (Published)

- 2)Naba Bhasye Vivekanander Karmajog , 14 sep. 2013. , ISBN 978-81-924660-3-3.

Ananya Vivekananda edited – Puabhas Roy.

- 3) Mangal Kayye Lokojibon, July 2015, ISBN 978-93-85248-26-9.

Bharatiya Sahitya:- Lokojibon O loko Sanskritir Anusandhan – Kamalesh Nanda.

- 4) Abul Basarer Golpe prantik Muslim jibonbritto – 2015.

978-93-85248-08-5. Sonar Prabandha Sangraha – Kkamalesh Nanda.

5) Ek Prem: Dui Bhasya, La Nui Bengali O Na Hanyate, Duier Preskhit – Sanglap – Bhutanath Panigrahi – 2011.

Puraner Naba Nirman Ebong Virangana Kavyer Nirbachita charti patra.
Book – Puraner Naba Nirman. Sampratik Sahitye.

Dr. Lakshmi Kanta Dolai
Research and Publication

- 1) Jal-sthal-Antariskha, Dec. 2012 - Feb 2013, Ebong Eai Samay
- 2) Kalar Mandas O Kamini, June – August 2013, Ebong Eai Samay
- 3) Chelebela: Rabindra Antarjiban O Bohirjibaner Aloke, Dec.- 2014 – Feb. 2015, Ebong Eai Samay, ISSN 2349 – 6169
- 4) Madhusudan Mistrir Harise Bishad : Pathe O Pratikriyay, March – May 2015, Ebong Eai Samay, ISSN 2349 – 6169
- 5) Rabindranather Sahajpath : Eak Chirayata Nirman, 12.10.2015 , SROT, ISSN 2349 – 5278
- 6) Bangla Primer O Sishu Shityer Unmesh, Sept. – Nov. 2015, Ebong Eai Samay, ISSN 2349 – 6169
- 7) Saili Chintar Twattikrup: Prayog O Prayogik Samassya, March – May 2016, Ebong Eai Samay, ISSN 2349 – 6169
- 8) Purrushakar Shibnath Sastri, SROT, ISSN 2349 – 5278
- 9) Udbodhan Patrika O Swaami Vivekananda, ‘Ananya Vivekananda’ Published by Mahishadal Raj College, 14 Sept. 2013, ISBN – 978-81-924660-3-3
- 10) Bangla Goyenda Sahityer Itibritya, A subject books by other, Sahitya Sangi, Kolkata, ISBN – 978-93-82045-37-3

20.	Areas of consultancy and income generated			Nil	
21.	Faculty as members in	a) National Committee b) International Committee c) Editorial Boards d) State Committee		Editorial Boards (B. Maity) (i) Shilpa Sahitya (ii) Austrik (iii) Godder Natun Kagag.	
	Name of the Faculty	National Committee	International Committee	State Committee	Editorial Boards / Others
	N.A.	-	-	-	-

22. Student Project:-

- a) Percentage of students who have done in-house project including inter departmental / programme:-
- b) Percentage of student placed for project in organizations outside the institution i.e. in Research laboratories/industry/other agencies :

Session	(a) % of students who have done in-house project including inter departmental /	(b) % of student placed for project in organizations
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	programme	outside the institution
2012-2013		
2013-2014		
2014-2015		
2015-2016		

As per Curriculum prescribed by the affiliating University 100% of students have completed in-house projects on Environmental Studies.

23. Awards/Recognition received faculty and students: Nil

* In Addition, students received awards from the college and other organizations as the Recognition of good academic and extra-curricular performances.

24. List of eminent academicians scientists / visitors to the Department:

Eminent academicians/scientist/visitors	Designation and Affiliation	Purpose of visit	Year
Prof. Dr Tapas Kumar Bhattacharya	Associate Professor, Kharagpur College, VU	Delivering lecture	2015
Sri Nalini Bera	Sahittik	Delivering lecture	2015

25. Seminars / Conference / Workshops organize & the source of Funding:

(a) National :

(b) International:

(c) Other (State Level/Regional Level/Seminars-with Invited Speakers from the other College of the District :

National /International/ State Level/Regional Level Seminars and the funding Agency during the last four years:

Topic	Speaker	Funding Agency	Date
National Level:			
State Level/Regional Level/ Special Lecture:			
Sampratik Bangla Upanya: Shikarer Sandhan	State Level 1. Kathasahittik Nalini Bera 2. Prof. Tapas Kr. Bhattacharya	College	17.12.2015

26. Student Profile programme/course wise:

SESSION 2012-2013

Name of the			Enrolled	Pass

Course/Programme (refer question no. 4)	Applications received	Selected	M	F	percentage
H1	161	113	61	52	75.64%
H2	110	110	22	88	93.22%
H3	57	57	37	20	100%
G1	398	398	167	231	91.00%
G2	322	322	119	203	87.25%
G3	79	79	55	24	100%

*M = Male, *F=Female

SESSION 2013-2014

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	156	109	57	52	89.02%
H2	64	64	26	38	79.7%
H3	56	56	13	43	98.21%
G1	496	496	275	221	82.33%
G2	263	263	84	179	84.45%
G3	42	42	17	25	90.47%

*M = Male, *F=Female

SESSION 2014-2015

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	152	112	38	74	91.30%
H2	94	94	43	51	89.33%
H3	55	55	14	41	98.18%
G1	540	540	245	295	87.21%
G2	322	322	109	213	79.13%
G3	41	41	16	25	92.68%

SESSION 2015-2016

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	150	137	30	107	
H2	75	75	25	50	
H3	64	64	21	43	91.66
G1	430	415	186	229	
G2	224	224	72	152	
G3	68	68	18	50	96.42

*M = Male, *F=Female

27. Diversity of students:

Name of the Course	% of Students from	% of students from	% of students from
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	the same state	other state	abroad
B.A. (Hons.)	100%	00%	00%
B.A. (General)	100%	00%	00%

28.	How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services etc?	Students often appear in School Service Commission Examination, Staff Selection Commission, WBCS, and Primary School Service Commission Examination etc. Result through not encouraging enough but some got success and serving as Teachers in School.
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29. Student progression:

Student Progression	Against % enrolled
UG to PG	2012-2013
	2013-2014
	2014-2015
	2015-2016
PG to M.Phil	
PG to Ph. D	
Ph. D to Post- Doctoral	
Employed	N.A.
- Campus selection	
- Other than campus recruitment	90
Entrepreneurship/ self-employment	10

30.	Details of Infrastructural facilities:	
a)	Library	The College Central Library is enriched with a stock of basic core books since its inception. Every year new books both texts and reference are accumulated.
b)	Internet facilities with Wi-Fi connection	Available
c)	Class room with ICT facilities	
d)	Laboratories	N.A.

31.	Number of students receiving financial assistance from college, university, government or other agencies.	SC:-, ST:-, Minority:-
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32. Details on student enrichment programmes (special lectures/workshop/seminar) with external experts: **Special Lectures.**

Student Enrichment Programme	Held on	Title	Funding Agency	External Expert/Resource Person/Speaker
300 (Hons & Gen)	17.12.2015	Sampratik Bangla Upanyas:	College	1. Kathasahittik Nalini Bera 2. Prof. Tapas Kr. Bhattacharya

		Shikarer Sandhan		

33. Teaching methods adopted to improve student learning:-

Lecture Method, Method through demonstration, Interaction Method.

34. Participation in Institutional Social Responsibilities (ISR) and extension activities:

N.S.S. Programme.

Departmental faculty members and students have ensured their social responsibilities and extension activities in the following way:

35. SWOC analysis of the department and future plans:

i) Strength: i) Four permanent faculty in the Department, ii) Good results above 60% marks obtained every year, iii) Separate space for the Department,	iii) Opportunities: i) Job facilities in the schools and colleges, ii) Scope for higher education.
ii) Weakness: i) Poor background of the students, ii) No Departmental library, iii) No sufficient no of ICT based class rooms	iv) Challenges: i) to prepare a rural background students for higher education and services, ii) To prepare them for completing NET, SET etc.

Future Plans:

Name of the course/programme	Year	Nature of the Results (outstanding Performance, if any)	
		Name & % of Marks secured	Rank in the University
B. A. Bengali (Hons)-Part-III	2012		
DO	2013		
DO	2014		
DO	2015		
DO	2016		

DEPARTMENT OF ENGLISH

1.	Name of the Department	English
2.	Year of Establishment	UG (Hons.) UG (Pass) 2002 1960
3.	Names of Programmes / Courses Offered (UG, PG, M. Phil, Ph. D, Integrated Masters, Integrated Ph. D., Etc.	UG (Hons. & General)
4.	Names of Interdisciplinary course and the departments / units involved	Nil.

5.	Annual / semester / choice based credit system (Programme wise)	Annual System.
6.	Participation of the department in the courses offered by other departments	Yes.
7.	Courses in collaboration with other universities, industries, foreign institutions, etc.	No.
8.	Details of courses / programs discontinued if any with reasons	N.A.

9. Number of the Teaching posts:

	Sanctioned	Filled
Professor	Nil	Nil
Associate Professor	Nil	Nil
Assistant Professor	Two (02)	One (01)

10. Faculty profile with name, qualification, designation, specialization (D.S.c/D.Lit/Ph.D /M. Phil, Etc.

I. Present Faculty (Permanent, Full Time, Part Time & Guest)

Name	Qualification	Designation	Specialization	No. of years of Experience	NO. of Ph. D students guided for the last 4 years
Dr. Ruhul Amin Mandal	M.A, Ph. D.	Assistant Professor	Modern Poetry & Linguistics	One year	Nil
Santanu Nanda	M.A., M. Phil.	PTT (Govt. Approved)	American Literature	13 Years	Nil
Sandip Kumar Kabi	M.A., B.Ed	PTT (Govt. Approved)	American Literature	07 Years	Nil
Mili Rana	M.A., B.Ed	Invitee Teacher	Indian Writings in English & English Translations	04 years	Nil
Sk Najmul Mahammad	M.A., B.Ed	Invitee Teacher	American Literature & New Literature	04 years	Nil

11.	List of senior visiting faculty	Dr. Samantak Das (Jadavpur University) Dr. Joyjit Ghosh (Vidyasagar University) Dr. Sharmistha Srivastava (Aliah University)
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12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:

Session	% of Lecture delivered (Per week)	% of Practical classes handled
2011-2012	40%	-

2012-2013	40%	-
2013-2014	40%	-
2014-2015	40%	-

13. Student – Teacher Ratio (Programme wise) :

Academic Session	Programme – B. A Hons.	No. of Students	No. of Teachers (at the beginning of session)	Student-Teacher Ratio
2012-2013	1H	71	5	14.2
	2H	42		8.4
	3H	21		4.2
2013-2014	1H	55	5	11
	2H	42		8.4
	3H	23		4.6
2014-2015	1H	61	5	12.2
	2H	54		10.8
	3H	23		4.6
2015-2016	1H	66	5	11
	2H	38		6.3
	3H	41		6.83

14.	Number of academic support staff (technical) and administrative staff, sanctioned and filled	Nil (Sanctioned – one & Filled one)
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15. Qualification of teaching faculty with D.Sc/D.Lit/Ph.D/M.Phil/PG.

Highest Qualification	No. of Teaching Faculty (Existing)
D. Sc /D. Lit	
Ph. D	1
M. Phil	1
P.G.	3

16.	Number of faculty with ongoing project from (a) National (b) International funding agencies and grants received	-
17.	Departmental project funded by DST-FIST; UGC, DBT, ICSSR etc and total grants received	-
18.	Research centre / faculty recognized by the University	-

19. Publications:-

Dr. Ruhul Amin Mandal, Assistant Professor , Sitananda College.

Articles Published in Peer-reviewed Journal:

1. Journal Name: International Journal of Humanities and Social Studies.
Title of the Article: Travesty of Truth: A Reading of Ted Hughes's *Birthday Letters*.

Publisher: Globeedu Group; ISSN NO.23219203, (December, 2014).

1. Journal Name: International Journal of English Language, Literature and Humanities.

Title of the Article: Violence in Ted Hughes's *Lupercal*: A Reading.

Publisher: Support Foundation; ISSN NO.23217065. Impact Factor: 2.317. (December, 2014).

2. Journal Name: International Journal of Humanities and Aesthetics.

Title of the Article: Crow, the Assassin of God: A Reading of Ted Hughes's *Crow*'(1970).

Publisher: Lahore Publication House; ISSN NO.2348294X. (June, 2014).

3. Journal Name: Researchers World Journal of Arts Science and Commerce.

Title of the Article: Seamus Heaney – Poet, Humanist and Fence-Sitter: A Reading of Early Poems.Publisher: ERM Publications; ISSN NO.23314172, 22294686. Impact Factor (GIF): 0.479.

4. Journal Name: The Criterion, An International Journal in English.

Bi-Monthly Refereed and Indexed Open Accessed E-Journal. Editor: Dr. Biswanath Bite.Title of the Article: Seamus Heaney's *Door into the Dark* Opens up Vertiginous Possibilities; ISSN.NO:0976-8165. (February, 2015)

5. Journal Name: Research Journal of English Language and Literature.

Title of the Article: Fair Sex, the Second Sex: A Historical- Literary Perspective in the Poetry of T. S. Eliot.

Publisher: KY Publicarions. ISSN. NO. 23952636, 23213108. (July- September, 2015).

Book Chapters:

Title of the Article: Jibanananda Das and His Ambivalent Attitude to Women.

Book's Title: Women Studies , Indian Perspectives

Editor: Dr. Partha Dutta.

Publisher: Radiance, ISBN NO. 9789381037294 (December, 2014).

20.	Areas of consultancy and income generated		-
21.	Faculty as members in	a) National Committee b) International Committee c) Editorial Boards d) State Committee	1

Name of the Faculty	National Committee	International Committee	State Committee	Editorial Boards / Others
-	-	-	-	-

22. Student Project: Nil

a) Percentage of students who have done in-house project including inter departmental / programme: Nil

b) Percentage of student placed for project in organizations outside the institution i.e. in Research laboratories/industry/other agencies: Nil

Session	(a) % of students who have done in-house project including inter departmental / programme	(b) % of student placed for project in organizations outside the institution
2012-2013	-	-
2013-2014	-	-
2014-2015	-	-
2015-2016	-	-

As per Curriculum prescribed by the affiliating University 100% of students have completed In-house projects on Environmental Studies.

23. Awards/Recognition received by faculty and students: Nil

* In Addition, students received awards from the college and other organizations as the Recognition of good academic and extra-curricular performances.

24. List of eminent academicians scientists / visitors to the department :

Eminent academicians/scientist/ visitors	Designation and Affiliation	Purpose of visit	Year
Dr Samantak Das	Associate Professor	To deliver lecture	2015
Dr Joyjit Ghose	Associate Professor	To deliver lecture	2015

25. Seminars / Conference / Workshops organize & the source of Funding:

(a) National: U.G.C. Seminar

(b) International:

(c) Other (State Level/Regional Level/Seminars-with Invited Speakers from the other College of the District :

National /International/ State Level/Regional Level Seminars and the funding Agency during the last four years:

Topic	Speaker	Funding Agency	Date
National Level:			
State Level/Regional Level/ Special Lecture:			

26. Student Profile programme/course wise:

SESSION 2012-2013

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	145	71	31	40	70.37
H2	42	42	13	29	74.07
H3	21	21	13	8	100%
G1	18	18	16	2	85.9
G2	15	15	8	7	83.33
G3	2	2	2	-	100%

*M = Male, *F=Female

SESSION 2013-2014

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	147	55	25	30	76.66
H2	42	42	17	25	83.33
H3	23	23	8	15	95.65
G1	16	16	9	7	87.2
G2	6	6	4	2	83.4
G3	2	2	1	1	100%

*M = Male, *F=Female

SESSION 2014-2015

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	152	61	26	35	76.08
H2	54	54	24	30	95.34
H3	23	23	8	15	95.65
G1	9	9	7	2	78.2
G2	12	12	7	5	82.3
G3	2	2	1	1	100%

*M = Male, *F=Female

SESSION 2015-2016

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	82	70	23	43	
H2	38	38	13	25	
H3	41	41	18	23	93.10
G1	52	40	13	23	
G2	3	3	1	2	

G3	3	3	-	3	100
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*M = Male, *F=Female

27. Diversity of students:

Name of the Course	% of Students from the same state	% of students from other state	% of students from Abroad
B.A. (Hons.)	100%	-	-
B.A. (General)	100%	-	-

28.	How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services etc?	NA
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29. Student progression:

Student Progression	Against % enrolled	
UG to PG	2012-2013	-
	2013-2014	-
	2014-2015	-
	2015-2016	-
PG to M.Phil	Not Available	
PG to Ph. D	Not Available	
Ph. D to Post- Doctoral	Not Available	
Employed - Campus selection - Other than campus recruitment	-	
Entrepreneurship/ self-employment	-	

30.	Details of Infrastructural facilities	
	a) Library	The college central Library is enriched with a stock of basic core book since its inception. Every year new books both texts reference are accumulating.
	b) Internet facilities with Wi-Fi connection	Yes
	c) Class room with ICT facilities	Four rooms
	d) Laboratories	-
31.	Number of students receiving financial assistance from college, university, government or other agencies.	Data not found

32. Details on student enrichment programmes (special lectures/workshop/seminar) with external experts:

Student Enrichment Programme	Held on	Title	Funding Agency	External Expert/Resource Person/Speaker
-	-	-	-	-

33. Teaching methods adopted to improve student learning: **Lecture Method & Audio-Visual Method**

34. Participation in Institutional Social Responsibilities (ISR) and extension activities: Yes.

Departmental faculty members and students have ensured their social responsibilities and extension activities in the following way:

35. SWOC analysis of the department and future plans:

i) Strength:- 1) Perfect co-ordination between students and Teachers 2) Good results, 3) Quality students	iii) Opportunities:-1) To introduce departmental book bank. 2) Good prospects of Job.3) To enrich skill development of the students.
ii) Weakness:- 1) Lack of adequate infrastructural facilities. 2) Lack of adequate permanent teacher. 3) No departmental library and separate class room.	iv) Challenges:-Student with rural background but this is opportunity too because students are very sincere and obedient.

Future Plans: To open P.G course.

Name of the course/programme	Year	Nature of the Results (outstanding Performance, if any)	
		Name & % of Marks secured	Rank in the University
B. A. English (Hons)- Part-III	2012		
DO	2013		
DO	2014		
DO	2015		
DO	2016		

DEPARTMENT OF SANSKRIT

1.	Name of the Department	Sanskrit
2.	Year of Establishment	UG (Hons.) 2005 UG (Pass) 1964
3.	Names of Programmes / Courses Offered (UG, PG, M. Phil, Ph. D, Integrated Masters, Integrated Ph. D., Etc.	UG (Hons. & General)

4.	Names of Interdisciplinary course and the departments / units involved	Philosophy (P), 1 st Yr./2 nd Yr./3 rd Yr.) Bengali (P)/H/UG (G)(H)
5.	Annual / semester / choice based credit system (Programme wise)	Annual system
6.	Participation of the department in the courses offered by other departments	
7.	Courses in collaboration with other universities, industries, foreign institutions, etc.	
8.	Details of courses / programs discontinued if any with reasons	

9. Number of the Teaching posts :

	Sanctioned	Filled
Professor	-	-
Associate Professor	1	1
Assistant Professor	1	1

10. Faculty profile with name, qualification, designation, specialization (D.S.c/D.Lit/Ph.D /M. Phil, Etc.

I. Present Faculty (Permanent, Full Time, Part Time & Guest)

Name	Qualification	Designation	Specialization	No. of years of Experience	NO. of Ph. D students guided for the last 4 years
Dr.Krishnagopal Adhikari	M.A. Ph. D	Associate Prof.	DARSAN	15 Years	Nil
Naba Kumar Das	M.A.	Asst. Prof.	SVDS	Joined on 07.02.17	Nil
Shubhajit Acharyya	M.A	Part Time Teacher	SKVS	Above ten years	Nil
Upasana Adhikari	M.A.	Guest Teacher	VEDA	4 Years	Nil
Soma Satpati	M.A.	Do	DARSAN	2 years	Nil
Totan Bhowmik	M.A.	Do			

11.	List of senior visiting faculty	Dr. Sudarshan Bera (Exprof. Of Rampur College) Dr, Janeswar Mishra (Egra College)
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12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty :

Session	% of Lecture delivered (Per week)	% of Practical classes handled
2012-2013	-	-
2013-2014	-	-
2014-2015	-	-
2015-2016	-	-

13. Student – Teacher Ratio (Programme wise):

Academic Session	Programme – B. A Hons.	No. of Students	No. of Teachers (at the beginning of session)	Student-Teacher Ratio
2012-2013	1H	42	6	7.00
	2H	52		8.66
	3H	19		3.16
2013-2014	1H	26	6	4.33
	2H	34		5.66
	3H	29		4.83
2014-2015	1H	46	6	7.66
	2H	24		4.00
	3H	32		5.33
2015-2016	1H	49	6	8.16
	2H	25		4.16
	3H	14		2.33

14.	Number of academic support staff (technical) and administrative staff, sanctioned and filled	N.A.
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15. Qualification of teaching faculty with D.Sc/D.Lit/Ph.D/M.Phil/PG.

Highest Qualification	No. of Teaching Faculty (Existing)
D. Sc /D. Lit	
Ph. D	Sri Krishna Gopal Adhikari 1
M. Phil	
P.G.	Shubhajit Acharyya 4

16.	Number of faculty with ongoing project from (a) National (b) International funding agencies and grants received	Nil
17.	Departmental project funded by DST-FIST; UGC, DBT, ICSSR etc and total grants received	Nil
18.	Research centre / faculty recognized by the University	Nil

19. Publications:-

DR. KRISHNAGOPAL ADHIKARI

- ❖ “PATANJALA – YOGASAMMATAMUKTIH”
(THE CONCEPTION OF LIBERATION IN THE PATANJALA YOGA-SYSTEM)
PUBLISHER: TUHINA PRAKASHANI, KOLKATA.
ISBN: 978 – 81 – 922464 – 4-4
AUTHOR: DR. KRISHNAGOPAL ADHIKARI

- ❖ GOURANGA TATTWAMRITAM
AUTHOR: DR. KRISHNAGOPAL ADHIKARI
PUBLISHER: SANATAN ANUSHEELANI GOSTHI
HALDIA, PURBA MEDINIPUR
YEAR OF PUBLICATION: 1986

- ❖ SHREEMADBHAGBATA (EKADASH SKANDHA)
SECOND VOLUME
EDITOR: DR. KRISHNAGOPAL ADHIKARI
PUBLISHER:
YEAR OF PUBLICATION:

20.	Areas of consultancy and income generated		
21.	Faculty as members in	a) National Committee b) International Committee c) Editorial Boards d) State Committee	Nil

Name of the Faculty	National Committee	International Committee	State Committee	Editorial Boards / Others

22. Student Project :

- a) Percentage of students who have done in-house project including inter departmental / programme:
- b) Percentage of student placed for project in organizations outside the institution i.e. in Research laboratories/industry/other agencies :

Session	(a) % of students who have done in-house project including inter departmental / programme	(b) % of student placed for project in organizations outside the institution
2012-2013	-	-
2013-2014	-	-
2014-2015	-	-

2015-2016	-	-
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As per Curriculum prescribed by the affiliating University 100% of students have completed in-house projects on Environmental Studies.

23. Awards/Recognition received faculty and students : Nil

* In Addition, students received awards from the college and other organizations as the Recognition of good academic and extra-curricular performances.

24. List of eminent academicians scientists / visitors to the department :

Eminent academicians/scientist/visitors	Designation and Affiliation	Purpose of visit	Year

25. Seminars / Conference / Workshops organize & the source of Funding:

(a) National :

(b) International:

(c) Other (State Level/Regional Level/Seminars-with Invited Speakers from the other College of the District :

National /International/ State Level/Regional Level Seminars and the funding Agency during the last four years:

Topic	Speaker	Funding Agency	Date
National Level:			
State Level/Regional Level/ Special Lecture:			

26. Student Profile programme/course wise:

SESSION 2012-2013

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	56	42	19	23	75.6
H2	52	52	18	34	82.5
H3	19	19	11	8	100%
G1	230	230	92	127	94.2
G2	155	155	57	98	90.2
G3	3	3	14	19	93.93

*M = Male, *F=Female

SESSION 2013-2014

Name of the			Enrolled	Pass

Course/Programme (refer question no. 4)	Applications received	Selected	M	F	percentage
H1	49	26	7	19	88.4
H2	34	34	17	17	89.6
H3	29	29	8	21	100%
G1	270	265	106	155	90.2
G2	132	132	36	96	87.7
G3	31	31	11	20	96.77

*M = Male, *F=Female

SESSION 2014-2015

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	52	46	8	28	93.10
H2	24	24	7	17	100%
H3	32	32	14	18	94.5
G1	360	352	136	215	91.2
G2	175	175	60	115	93.6
G3	31	31	13	18	90.32

*M = Male, *F=Female

SESSION 2015-2016

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	49	49	17	32	-
H2	25	25	3	22	-
H3	14	14	4	10	81.25
G1	225	222	77	145	-
G2	212	212	109	103	-
G3	32	32	10	22	89.74

*M = Male, *F=Female

27. Diversity of students:

Name of the Course	% of Students from the same state	% of students from other state	% of students from abroad
B.A. (Hons.)	100%	Nil	Nil
B.A. (General)	100%	Nil	Nil

28.	How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services etc?	Students often appear in School Service Commission Examination, Staff Selection Commission, WBCS, Primary School Service Commission Examination etc. Result through not encouraging enough but some got success and serving as Teachers in School.
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29. Student progression:

Student Progression		Against % enrolled	
UG to PG		2012-2013	
		2013-2014	
		2014-2015	
		2015-2016	
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	The College Central Library is enriched with a stock of basic core books since its inception. Every year new books both texts and references are accumulating.
	b)	Internet facilities with Wi-Fi connection	
	c)	Class room with ICT facilities	
	d)	Laboratories	

31.	Number of students receiving financial assistance from college, university, government or other agencies.	
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32. Details on student enrichment programmes (special lectures/workshop/seminar) with external experts:

Student Enrichment Programme	Held on	Title	Funding Agency	External Expert/Resource Person/Speaker

33. Teaching methods adopted to improve student learning:

34. Participation in Institutional Social Responsibilities (ISR) and extension activities:

Departmental faculty members and students have ensured their social responsibilities and extension activities in the following way:

35. SWOC analysis of the department and future plans:

i) Strength :- Regular and obedient	iii) Opportunities :- Special coaching class
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ii) Weakness :-	iv) Challenges :-
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Future Plans: To open P.G. Course

Name of the course/programme	Year	Nature of the Results (outstanding Performance, if any)	
		Name & % of Marks secured	Rank in the University
B. A. Sanskrit (Hons)-Part-III	2012	Nil	
DO	2013	Dipika Mondal (61%)	
DO	2014	Arjina Khatun (61%)	
DO	2015	Nil	
DO	2016	Dinesh Arya (71%) Satyabrata Hazra (61%) Moumita Mondal (66%)	

DEPARTMENT OF PHILOSOPHY

1.	Name of the Department	Philosophy
2.	Year of Establishment	UG (Hons.) UG (Pass) 1960
3.	Names of Programmes / Courses Offered (UG, PG, M. Phil, Ph. D, Integrated Masters, Integrated Ph. D., Etc.	UG (General)
4.	Names of Interdisciplinary course and the departments / units involved	Nil
5.	Annual / semester / choice based credit system (Programme wise)	Annual System
6.	Participation of the department in the courses offered by other departments	N.A.
7.	Courses in collaboration with other universities, industries, foreign institutions, etc.	N.A.
8.	Details of courses / programs discontinued if any with reasons	N.A.

9. Number of the Teaching posts :

	Sanctioned	Filled
Professor	Nil	Nil
Associate Professor	02	02
Assistant Professor		

10. Faculty profile with name, qualification, designation, specialization (D.S.c/D.Lit/Ph.D /M. Phil, Etc.

I. Present Faculty (Permanent, Full Time, Part Time & Guest)

Name	Qualification	Designation	Specialization	No. of years of Experience	NO. of Ph. D students guided for the last 4 years
Susmita Roy (Adak)	M.A, M. Phil	Asst. Professor	Logic	10 Years	Nil
Nabin Chandra Mahato	M.A., M. Phil (Running)	Asst. Professor	Advaita Vedanta	Joined on 18.10.2016	Nil

11.	List of senior visiting faculty	Nil
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12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: Nil

Session	% of Lecture delivered (Per week)	% of Practical classes handled
2011-2012	-	-
2012-2013	-	-
2013-2014	-	-
2014-2015	-	-

13. Student – Teacher Ratio (Programme wise) :

Academic Session	Programme – B. A Hons.	No. of Students	No. of Teachers (at the beginning of session)	Student-Teacher Ratio
2012-2013	1H	-	-	-
	2H	-		-
	3H	-		-
2013-2014	1H	-	-	-
	2H	-		-
	3H	-		-
2014-2015	1H	-	-	-
	2H	-		-
	3H	-		-
2015-2016	1H	-	-	-
	2H	-		-
	3H	-		-

14.	Number of academic support staff (technical) and	Nil
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	administrative staff, sanctioned and filled	
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15. Qualification of teaching faculty with D.Sc/D.Lit/Ph.D/M.Phil/PG.

Highest Qualification	No. of Teaching Faculty (Existing)
D. Sc /D. Lit	-
Ph. D	-
M. Phil	1
P.G.	1

16.	Number of faculty with ongoing project from (a) National (b) International funding agencies and grants received	UGC Minor Research Project (MRP), Topic:- Trafficking in Women & Children, Sanctioned Rs. 3 lakh & received Rs. 2.84 lakh only.
17.	Departmental project funded by DST-FIST; UGC, DBT, ICSSR etc and total grants received	Nil
18.	Research centre / faculty recognized by the University	None

19. Publications:-**Susmita Roy (Adak)**

- i. Trafficking in Women and child – Women and Applied Ethics Raja N.L. Khan Women’s College – 2007.
- ii. No-More Eve-teasing – Sansaptak – V.U. – 2009.
- iii. Vaichitter Aloke Kalor Nandanikata – Garhbeta College Patrika – 2011.
- iv. Swamijir Shikshachinta Ajo Prasangik – Kharagpur College Seminar Magazine – 2011.
- v. Manmaking iis my Missing – Midnapore College Saminer Book – 2012.
- vi. Manabsatta – O – Rabindranath – 2012. ISBN- 978-81-87891-59-8, Rabindranath Tagore & Swami Vivekananda on Education.
- vii. Ajker Dine Sikshab Divasher Prasanjikata - Conta Book Fair Smarak Patra – 2013.
- viii. Jeevan Darshan – O – Rabindranat – Conta Book Fair Smarak – 2014.
- ix. Mullabodh Gathane Rintatha – 2015 – Egra College, Journal.
- x. Smritisakti Briddhite Jog – Sathi – 2015.
- xi. Je-R-Firbena, Tare Jete Dao – Shrote – 2016.

20.	Areas of consultancy and income generated		
21.	Faculty as members in	a) National Committee b) International Committee c) Editorial Boards d) State Committee	-----

Name of the Faculty	National Committee	International Committee	State Committee	Editorial Boards / Others
-	-	-	-	-

22. Student Project :

a) Percentage of students who have done in-house project including inter departmental / programme:

b) Percentage of student placed for project in organizations outside the institution i.e. in Research laboratories/industry/other agencies :

Session	(a) % of students who have done in-house project including inter departmental / programme	(b) % of student placed for project in organizations outside the institution
2012-2013	-	
2013-2014	-	
2014-2015	-	
2015-2016	-	

As per Curriculum prescribed by the affiliating University 100% of students have completed in-house projects on Environmental Studies.

23. Awards/Recognition received faculty and students: Nil

* In Addition, students received awards from the college and other organizations as the Recognition of good academic and extra-curricular performances.

24. List of eminent academicians scientists / visitors to the department:

Eminent academicians/scientist/visitors	Designation and Affiliation	Purpose of visit	Year
Alok Ranjan Khatua	Asst. Professor, Mugberia Gangadhar Mahavidyalaya	Seminar	2015

25. Seminars / Conference / Workshops organize & the source of Funding:

(a) National : Nil

(b) International: Nil

(c) Other (State Level/Regional Level/Seminars-with Invited Speakers from the other College of the District:

National /International/ State Level/Regional Level Seminars and the funding Agency duringthe last four years:

Topic	Speaker	Funding Agency	Date
National Level:			
State Level/Regional Level/ Special Lecture:			

26. Student Profile programme/course wise:

SESSION 2012-2013

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	-	-	-	-	-
H2	-	-	-	-	-
H3	-	-	-	-	-
G1	40	30	16	14	93.5
G2	21	21	7	14	92.8
G3	1	1	1	-	100%

*M = Male, *F=Female

SESSION 2013-2014

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	-	-	-	-	-
H2	-	-	-	-	-
H3	-	-	-	-	-
G1	70	65	33	31	89.2
G2	14	14	3	11	90.6
G3	3	3	3	2	66.66

*M = Male, *F=Female

SESSION 2014-2015

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	-	-	-	-	-
H2	-	-	-	-	-
H3	-	-	-	-	-
G1	72	65	30	33	75.9
G2	41	41	18	23	79.2
G3	3	3	2	1	66.66

*M = Male, *F=Female

SESSION 2015-2016

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	-	-	-	-	-
H2	-	-	-	-	-
H3	-	-	-	-	-
G1	117	117	45	72	-
G2	20	20	5	15	-
G3	6	6	2	4	100

*M = Male, *F=Female

27. Diversity of students:

Name of the Course	% of Students from the same state	% of students from other state	% of students from abroad
B.A. (General)	100%	0%	0%

28.	How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services etc?	N.A.
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29. Student progression:

Student Progression	Against % enrolled	
UG to PG	2012-2013	-
	2013-2014	-
	2014-2015	-
	2015-2016	-
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	
b)	Internet facilities with Wi-Fi connection	
c)	Class room with ICT facilities	
d)	Laboratories	

31.	Number of students receiving financial assistance from college, university, government or other agencies.	
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32. Details on student enrichment programmes (special lectures/workshop/seminar) with external experts:

Student Enrichment Programme	Held on	Title	Funding Agency	External Expert/Resource Person/Speaker

33. Teaching methods adopted to improve student learning:

* Traditional Lecture Method along with handouts.

34. Participation in Institutional Social Responsibilities (ISR) and extension activities:

NSS Program held at deferent places – In and outside the college campus.

Departmental faculty members and students have ensured their social responsibilities and extensionactivities in the following way:

35. SWOC analysis of the department and future plans:

<p>i) Strength:- 1)Democratic working atmosphere 2) ICT usage for teaching 3) Learner centric teaching approach is practiced 4)No loss of teaching days for any violence /political disturbance 5) The feedback system is practiced</p>	<p>iii) Opportunities 1) Adequate space for expansion of infrastructure 2) Regular interaction with parents 3) To arrange more seminars</p>
<p>ii) Weakness:- 1) Insufficient reference books in library 2) No separate departmental arrangement or space 3) No Book Bank in the department</p>	<p>iv) Challenges 1) Attracting more quality students 2) Poor language competences of students lead to unsatisfactory level of comprehension and communication. 3) To train the students in excellent communication skills.</p>

Future Plans:

- 1) Publication of annual departmental magazine.
- 2) To bring Major Research Project/ Minor Research Project (UGC).
- 3) To launch a departmental e- journal.
- 4) To open Honours Course in Philosophy

DEPARTMENT OF HISTORY

1.	Name of the Department	History
2.	Year of Establishment	UG (Hons.) UG (Pass)
3.	Names of Programmes / Courses Offered (UG, PG, M. Phil, Ph. D, Integrated Masters, Integrated Ph. D., Etc.	UG (Hons. & General)
4.	Names of Interdisciplinary course and the departments / units involved	Nil

5.	Annual / semester / choice based credit system (Programme wise)	Annual System
6.	Participation of the department in the courses offered by other departments	N. A.
7.	Courses in collaboration with other universities, industries, foreign institutions, etc.	N. A.
8.	Details of courses / programs discontinued if any with reasons	N. A.

9. Number of the Teaching posts :

	Sanctioned	Filled
Professor	Nil	Nil
Associate Professor	Nil	Nil
Assistant Professor	Two	One
Part-Time Teacher		Three
Invitee Teacher		One

* Three Part-time teacher and one Invitee Teacher.

10. Faculty profile with name, qualification, designation, specialization (D.S.c/D.Lit/Ph.D /M. Phil, Etc.

I. Present Faculty (Permanent, Full Time, Part Time & Invitee)

Name	Qualification	Designation	Specialization	No. of years of Experience	NO. of Ph. D students guided for the last 4 years
Bhaswati Mukhopadhyay	M.A., M. Phil	Assistant Professor	History of South East Asia	7 ½ Years	Nil
Sk Jahangir Hossain	M.A, B.Ed	Assistant Professor	History of USA	Recently Joined	Nil
Mithun Das	M.A.	Asst. Prof.		3 Years	Nil
Shah Alam Shah	M.A.	Part-Time Teacher	Ind. Modern History	18 Years	Nil
Biswajit Pal	M.A.	Part-Time Teacher	Islamic History	17 Years	Nil
Gopal Ch. Maity	M.A.	Part-Time Teacher	Modern Europe	8 ½ Years	Nil
Sandip Jana	M.A.	Invitee Teacher	Ind. Modern History	4 Years	Nil

11.	List of senior visiting faculty	Prof.. G.P. Kar, Bajkul Milanividyalaya, V.U. Midnapur
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12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: Nil

13. Student – Teacher Ratio (Programme wise):

Academic Session	Programme – B. A Hons.	No. of Students	No. of Teachers (at the beginning of session)	Student-Teacher Ratio

2012-2013	1H	29	05	5:8
	2H	52		10.4
	3H	08		1.6
2013-2014	1H	18	05	3:2
	2H	35		7:0
	3H	20		4:0
2014-2015	1H	35	05	7:0
	2H	35		7:0
	3H	20		4:0
2015-2016	1H	23	05	4:6
	2H	18		3:6
	3H	08		1:6

14.	Number of academic support staff (technical) and administrative staff, sanctioned and filled	
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15. Qualification of teaching faculty with D.Sc/D.Lit/Ph.D/M.Phil/PG.

Highest Qualification	No. of Teaching Faculty (Existing)
D. Sc /D. Lit	
Ph. D	Two Running
M. Phil	1
P.G.	4

16.	Number of faculty with ongoing project from (a) National (b) International funding agencies and grants received	Nil
17.	Departmental project funded by DST-FIST; UGC, DBT, ICSSR etc and total grants received	Nil
18.	Research centre / faculty recognized by the University	None

19. Publication:-

Asst. Professor Sk Jahangir Hossain

Research and Publication

Research:-

Title:- Abubakar siddiqne (1843-1939): Jibon O Karmasadhana.

Supervisor: Sri Sudit Krishna Kumar Reader in History, B.U.

Registration No.- R-Ph.D./Rega/Hist/A/982 history effect from 29.07.11 under UGC's New Regular-on-2009.

Publication:-

- ❖ Paschim Banga Itihas samdas, Itihas Anusandhan 30, Title – Banglar Muslim Samaj Sanaskar O Dharma Sanskar Andolona Furfurar Pir Abu Bakar (1846-1939) ar Abodan, Peer-Reviewed volume, ISBN:- 978-81-910874-7-5. Kolkata, January – 2016.

- ❖ Furfurar Isala Swab O pir Abu Bakar ,
ISSN No.-
Suchetone, Kolkata – 2017.

20.	Areas of consultancy and income generated		Nil
21.	Faculty as members in	a) National Committee b) International Committee c) Editorial Boards d) State Committee	

Name of the Faculty	National Committee	International Committee	State Committee	Editorial Boards / Others

22. Student Project:

- a) Percentage of students who have done in-house project including inter departmental / programme:
b) Percentage of student placed for project in organizations outside the institution i.e. in Research laboratories/industry/other agencies:

Session	(a) % of students who have done in-house project including inter departmental / programme	(b) % of student placed for project in organizations outside the institution
2012-2013	-	-
2013-2014	-	-
2014-2015	-	-
2015-2016	-	-

As per Curriculum prescribed by the affiliating University 100% of students have completed in-house projects on Environmental Studies.

23. Awards/Recognition received faculty and students : Nil

* In Addition, students received awards from the college and other organizations as the Recognition of good academic and extra-curricular performances.

24. List of eminent academicians scientists / visitors to the department :

Eminent academicians/scientist/ visitors	Designation and Affiliation	Purpose of visit	Year

25. Seminars / Conference / Workshops organize & the source of Funding: Nil

(a) National :

(b) International:

(c) Other (State Level/Regional Level/Seminars-with Invited Speakers from the other College of the District :

National /International/ State Level/Regional Level Seminars and the funding Agency during the last four years:

Topic	Speaker	Funding Agency	Date
National Level:			
State Level/Regional Level/ Special Lecture:			

26. Student Profile programme/course wise:

SESSION 2012-2013

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	38	29	17	12	90.62
H2	52	52	28	24	90.47
H3	8	08	5	3	100%
G1	462	462	228	234	89.2
G2	237	237	86	151	92.3
G3	28	28	19	9	100%

*M = Male, *F=Female

SESSION 2013-2014

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	32	18	12	6	81.25
H2	35	35	22	13	73.33
H3	20	20	9	11	100%
G1	381	381	189	192	90.2
G2	210	210	75	135	82.3
G3	14	14	4	10	100%

*M = Male, *F=Female

SESSION 2014-2015

Name of the			Enrolled	Pass
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Course/Programme (refer question no. 4)	Applications received	Selected	M	F	percentage
H1	37	35	12	61	79.19
H2	35	35	20	15	58.33
H3	20	20	9	11	100%
G1	279	279	135	144	78.5
G2	210	210	71	139	82.5
G3	14	14	6	8	100%

*M = Male, *F=Female

SESSION 2015-2016

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	23	23	15	8	-
H2	18	18	11	07	-
H3	08	08	-	08	75%
G1	280	280	54	226	-
G2	107	107	39	68	-
G3	-	47	14	33	95.23

*M = Male, *F=Female

27. Diversity of students:

Name of the Course	% of Students from the same state	% of students from other state	% of students from abroad
B.A. (Hons.)	100%	00	00
B.A. (General)	100%	00	00

28.	How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services etc?	Students often appear in School Service Commission Examination, Staff Selection Commission, WBCS, Primary School Service Commission Examination etc. Result through not encouraging enough but some got success and serving as Teachers in School.
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29. Student progression:

Student Progression	Against % enrolled
UG to PG	2012-2013
	2013-2014
	2014-2015
	2015-2016
PG to M.Phil	N.A.
PG to Ph. D	N.A.
Ph. D to Post- Doctoral	N.A.
Employed - Campus selection - Other than campus recruitment	80%
Entrepreneurship/ self-employment	Unknown

30.	Details of Infrastructural facilities		
a)	Library	The college central Library is enriched with a stock of basic core book since its inception. Every year new books both texts reference are accumulating.	
b)	Internet facilities with Wi-Fi connection	Available	
c)	Class room with ICT facilities	None	
d)	Laboratories		

31.	Number of students receiving financial assistance from College, university, government or other agencies.	
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32. Details on student enrichment programmes (special lectures/workshop/seminar) with external experts:

Student Enrichment Programme	Held on	Title	Funding Agency	External Expert/Resource Person/Speaker

33. Teaching methods adopted to improve student learning: Lecture Method.

34. Participation in Institutional Social Responsibilities (ISR) and extension activities: NSS Programme.

Departmental faculty members and students have ensured their social responsibilities and extension activities in the following way:

35. SWOC analysis of the department and future plans:

<p>i) Strength :</p> <p>(a) Qualification and Experienced Faculties.</p> <p>(b) A considerably good number of students.</p> <p>(c) The department each fully equipped with sufficient book.</p> <p>(d) The internal Assessment Examination are conducted regularly.</p>	<p>iii) Opportunities: Job seekers may find jobs in various fields through competition examinations.</p>
<p>ii) Weakness: Lack of considerable nos of Meritorious students.</p>	<p>iv) Challenges: To improve result of the departmental students.</p>

Future Plans:

- i) To attract the meritorious students from different corners of the area surrounding the college.
- ii) To open M.A. in History

Name of the course/programme	Year	Nature of the Results (outstanding Performance, if any)	
		Name & % of Marks secured	Rank in the University
B. A. History (Hons)-Part-III	2012		
DO	2013	-	
DO	2014	-	
DO	2015	-	
DO	2016	-	

DEPARTMENT OF POLITICAL SCIENCE

1.	Name of the Department	Political Science
2.	Year of Establishment	UG (Hons.) 1966 UG (Pass) 1960
3.	Names of Programmes / Courses Offered (UG, PG, M. Phil, Ph. D, Integrated Masters, Integrated Ph. D., Etc.	UG (Hons. & General)
4.	Names of Interdisciplinary course and the departments / units involved	N.A.
5.	Annual / semester / choice based credit system (Programme wise)	Annual
6.	Participation of the department in the courses offered by other departments	Nil
7.	Courses in collaboration with other universities, industries, foreign institutions, etc.	Nil
8.	Details of courses / programs discontinued if any with reasons	Nil

9. Number of the Teaching posts:

	Sanctioned	Filled
Professor	Nil	Nil
Associate Professor	1	1
Assistant Professor	2	2

10. Faculty profile with name, qualification, designation, specialization (D.S.c/D.Lit/Ph.D /M. Phil, Etc.

I. Present Faculty (Permanent, Full Time, Part Time & Invitee)

Name	Qualification	Designation	Specialization	No. of years of Experience	NO. of Ph. D students guided for the last 4

					years
Md. Helaluddin	M.A, Ph.D	Associate Professor	Modern Political Thought & IR	27 Years	-
Nilanjana Nayak	M.A, M. Phil	Assistant Professor	Sociology	6 Years	-
Sreejan Das	M.A	Assistant Professor	South East Asia	3 Years	-
Uttam Roy	Double M.A	Invitee	Social Research Methodology	9 years	-

11.	List of senior visiting faculty			
Dr. Rajkumar Kothari	Associate Professor, Department of Political Science, V.U.	Delivering lecture	2016	
Prof. Prosenjit Pal	Associate Professor, Department of Political Science, B.U.	Delivering lecture	2016	

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:

Session	% of Lecture delivered (Per week)	% of Practical classes handled
2012-2013	Honours Course: 20% General Course: 30 %	Not Applicable
2013-2014	Honours Course: 20% General Course: 30 %	Not Applicable
2014-2015	Honours Course: 20% General Course: 30 %	Not Applicable
2015-2016	Honours Course: 20% General Course: 30 %	Not Applicable

13. Student – Teacher Ratio (Programme wise) :

Academic Session	Programme – B. A Hons.	No. of Students	No. of Teachers (at the beginning of session)	Student-Teacher Ratio
2012-2013	1H	16	04	4:1
	2H	18		4.5:1
	3H	09		2.25:1
2013-2014	1H	10	04	2.5:1
	2H	07		1.75:1
	3H	05		1.25:1
2014-2015	1H	17	04	4.25:1
	2H	00		N.A
	3H	05		1.25:1
2015-2016	1H	19	04	4.75:1
	2H	02		5:1

	3H	00		N.A
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14.	Number of academic support staff (technical) and administrative staff, sanctioned and filled	
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15. Qualification of teaching faculty with D.Sc/D.Lit/Ph.D/M.Phil/PG.

Highest Qualification	No. of Teaching Faculty (Existing)
D. Sc /D. Lit	
Ph. D	01
M. Phil	01
P.G.	02

16.	Number of faculty with ongoing project from (a) National (b) International funding agencies and grants received	N.A
17.	Departmental project funded by DST-FIST; UGC, DBT, ICSSR etc and total grants received	N.A
18.	Research centre / faculty recognized by the University	N.A

19. Publications:

- a) Publication per faculty:
i) Nilanjana Nayak

Sl. No.	Author's name	Title with page no.	Journal	ISSN/ISBN NO.
1.	Nilanjana Nayak	RECENT VIOLENT ELECTION IN BANGLADESH AND ITS IMPACT ON INDIA PG- 51	REVIEW SUBCONTINENT	VOL. XI-XII SEPTEMBER 2014 ISSN2229-614X
2.	Nilanjana Nayak	INDIA – BANGLADESH ECONOMIC RELATIONS: PROBLEMS AND PROSPECTS PG-279	THE WEST BENGAL POLITICAL SCIENCE REVIEW	ISSN2230-8296 VOL.XVII NO.- 1 & 2 2014
3.	Nilanjana Nayak	BHARAT O DHAKSHIN PURBA ASIA: BAIDESHIK SAMPARKER Ekti MULLAYAN PG.-323-332	BHARATER BIDESHNITI O SAMPARKER GATIPRAKRITI (BOOK)	ISBN 978-81-8064-213-5

ii) Sreejan Das

Two Newspaper articles in the year 2016.

(a) The articles were published at 'Sambad Pratidin'

(b) Manচিত্রা Badaler Itikatha O Nithikatha

20.	Areas of consultancy and income generated	Nil
21.	Faculty as members in	a) National Committee b) International Committee c) Editorial Boards d) State Committee
		Nil Nil Nil

22. Student Project:

a) Percentage of students who have done in-house project including inter departmental / programme: Nil

b) Percentage of student placed for project in organizations outside the institution i.e. in Research laboratories/industry/other agencies : Nil

23. Awards/Recognition received faculty and students: Nil

* In Addition, students received awards from the college and other organizations as the Recognition of good academic and extra-curricular performances.

24. List of eminent academicians scientists / visitors to the department:

Eminent academicians/scientist/visitors	Designation and Affiliation	Purpose of visit	Year
Dr. Rajkumar Kothari	Associate Professor, Department of Political Science, V.U.	Delivering lecture	2016
Prof. Prosenjit Pal	Associate Professor, Department of Political Science, B.U.	Delivering lecture	2016

25. Seminars / Conference / Workshops organize & the source of Funding: 01

(a) National :

(b) International:

(c) Other (State Level/Regional Level/Seminars-with Invited Speakers from the other College of the District :

National /International/ State Level/Regional Level Seminars and the funding Agency during the last four years:

Topic	Speaker	Funding Agency	Date
India's Foreign policy: The NDA Era & Recent Trends in India -Pakistan Relation	1. Dr. Raj Kumar Kothari, Vidyasagar University 2. Dr. Prasenjit Pal, Burdwan University	College	11.03.2016

26. Student Profile programme/course wise:

SESSION 2012-2013

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	26	16	11	05	37.05
H2	18	18	08	10	46.66
H3	09	09	04	05	100%
G1	07	07	06	01	100%
G2	102	102	55	47	91.02
G3	08	8	06	02	87.05

*M = Male, *F=Female

SESSION 2013-2014

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	17	10	08	02	25%
H2	07	07	03	04	71.42
H3	05	05	03	02	100%
G1	170	158	96	62	85.02
G2	63	63	30	33	46.2
G3	10	10	02	08	90%

*M = Male, *F=Female

SESSION 2014-2015

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	29	17	16	1	23.22
H2	-	-	-	-	-
H3	05	05	03	02	100%
G1	180	177	98	79	85.2
G2	116	116	59	57	79.02
G3	10	10	08	02	90%

*M = Male, *F=Female

SESSION 2015-2016

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	19	19	13	61	-
H2	02	02	02	-	-
H3	-	-	-	-	-
G1	214	214	88	126	66.66
G2	59	59	28	31	-
G3	10	10	03	07	88.23

*M = Male, *F=Female

27. Diversity of students:

Name of the Course	% of Students from the same state	% of students from other state	% of students from abroad
B.A. (Hons.)	100%	0%	0%
B.A. (General)	100%	0%	0%

28.	How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services etc?	
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29. Student progression:

Student Progression		Against % enrolled	
UG to PG	2012-2013	Nil	
	2013-2014	Nil	
	2014-2015	40% 2 out of 5	
	2015-2016	20% 2 out of 5	
PG to M.Phil		1 enrolled in 20016	
PG to Ph. D		N.A.	
Ph. D to Post- Doctoral		N.A.	
Employed - Campus selection - Other than campus recruitment		N.A.	
Entrepreneurship/ self-employment		N.A.	
30.	Details of Infrastructural facilities		
a)	Library	Available of Departmental Library	
b)	Internet facilities with Wi-Fi connection	Internet with Wi-Fi facility is available	
c)	Class room with ICT facilities	Few classes are taken in the ICT based class rooms	
d)	Laboratories	Nil	

31.	Number of students receiving financial assistance from college, university, government or other agencies.	
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32. Details on student enrichment programmes (special lectures/workshop/seminar) with external experts:

Student Enrichment Programme	Held on	Title	Funding Agency	External Expert/Resource Person/Speaker

33. Teaching methods adopted to improve student learning: Blending Learning Methods and Students Centric method.

34. Participation in Institutional Social Responsibilities (ISR) and extension activities:

Departmental faculty members and students have ensured their social responsibilities and extension activities in the following way:

35. SWOC analysis of the department and future plans:

<p>i) Strength:- i) ICT-based teaching-learning ii) Classes held regularly throughout the year iii) Hard working students of the department iv) Relations between teachers and students like friends and guides</p>	<p>iii) Opportunities:- i) To hold National Seminar ii) To publish Departmental Journal iii) To enrich Departmental Library</p>
<p>ii) Weakness:- i) Insufficient number of Hons students for the last few years ii) No separate space for the Political Science Department iii) No sufficient reference books in the departmental library iv) No national and international journal is available in the department v) No national level seminar held in the department</p>	<p>iv) Challenges:- i) To ensure quality of students ii) To ensure employability of the students of the department iii) To launch a departmental journal iv) To get more students admitted</p>

Future Plan:

- i) Separate space for the Department.
- ii) Emphasis will be given for better result
- iii) To open a departmental library.
- iv) To open P G course.

DEPARTMENT OF EDUCATION

1.	Name of the Department	Education				
2.	Year of Establishment	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">UG (Hons.)</td> <td style="width: 50%;">2007</td> </tr> <tr> <td>UG (Pass)</td> <td>1960</td> </tr> </table>	UG (Hons.)	2007	UG (Pass)	1960
UG (Hons.)	2007					
UG (Pass)	1960					
3.	Names of Programmes / Courses Offered (UG, PG, M. Phil, Ph. D, Integrated Masters, Integrated Ph. D., Etc.	UG (Hons. & General)				
4.	Names of Interdisciplinary course and the departments / units involved	Philosophy, Pol-Science & History				
5.	Annual / semester / choice based credit system (Programme wise)	Annual System				
6.	Participation of the department in the courses offered by other departments	Nil				
7.	Courses in collaboration with other universities, industries, foreign institutions, etc.	Nil				
8.	Details of courses / programs discontinued if any with reasons	N.A.				

9. Number of the Teaching posts:

	Sanctioned	Filled
Professor	Nil	Nil

Associate Professor	Nil	Nil
Assistant Professor	Nil	Nil
Part-time-Teacher	01	01
Invitee-Teacher	03	03

10. Faculty profile with name, qualification, designation, specialization (D.S.c/D.Lit/Ph.D /M. Phil, Etc.

I. Present Faculty (Permanent, Full Time, Part Time & Guest)

Name	Qualification	Designation	Specialization	No. of years of Experience	NO. of Ph. D students guided for the last 4 years
Madhushri Kar (Mishra)	M.A.	P.T.T.	Mental Hygiene & child guidance Educational Technology	7 Years	Nil
Sanjoy Kr. Das	M.A., B. Ed.	Invitee	Essay Paper	6 Years	Nil
Kamal Kr. Khatua	M.A., B. Ed.	Invitee	Essay Paper	5 Years	Nil
Debabrata Bhowmik	M.A., B.Ed.	Invitee	Mental Hygiene & child guidance Educational Technology	5 Years	Nil

11.	List of senior visiting faculty	Prof. Monirul Islam, Y.S. Pal Para Mahavidyalaya
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12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty :

Session	% of Lecture delivered (Per week)	% of Practical classes handled
2012-2013	90%	Nil
2013-2014	90%	Nil
2014-2015	90%	Nil
2015-2016	90%	90%

13. Student – Teacher Ratio (Programme wise) :

Academic Session	Programme – B. A Hons.	No. of Students	No. of Teachers (at the beginning of session)	Student-Teacher Ratio
2012-2013	1H	75	04	18.75:1
	2H	61		15.25:1
	3H	24		6:1
2013-2014	1H	63	04	15.75:1
	2H	45		11.25:1
	3H	40		10.1

2014-2015	1H	72	04	18:1
	2H	70		17.5:1
	3H	40		10:1
2015-2016	1H	82	04	20.5:1
	2H	38		9.5:1
	3H	55		13.75:1

14.	Number of academic support staff (technical) and administrative staff, sanctioned and filled	Nil
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15. Qualification of teaching faculty with D.Sc/D.Lit/Ph.D/M.Phil/PG.

Highest Qualification	No. of Teaching Faculty (Existing)
D. Sc /D. Lit	-
Ph. D	-
M. Phil	-
P.G.	4

16.	Number of faculty with ongoing project from (a) National (b) International funding agencies and grants received	Nil
17.	Departmental project funded by DST-FIST; UGC, DBT, ICSSR etc and total grants received	Nil
18.	Research centre / faculty recognized by the University	None

19. Publications

Sanjoy Kumar Das, Shiksha Bhijan Dishari, First edn. 2014, Second edn. 2015, ISBN – 978-93- 85150- 28-9

20.	Areas of consultancy and income generated	Nil
21.	Faculty as members in	a) National Committee b) International Committee c) Editorial Boards d) State Committee

Name of the Faculty	National Committee	International Committee	State Committee	Editorial Boards / Others
-	-	-	-	-

22. Student Project: Nil

a) Percentage of students who have done in-house project including inter departmental / programme: Nil

b) Percentage of student placed for project in organizations outside the institution i.e. in Research laboratories/industry/other agencies : Nil

Session	(a) % of students who have done in-house project including inter departmental / programme	(b) % of student placed for project in organizations outside the institution

2012-2013	-	-
2013-2014	-	-
2014-2015	-	-
2015-2016	-	-

As per Curriculum prescribed by the affiliating University 100% of students have completed in-house projects on Environmental Studies.

23. Awards/Recognition received faculty and students : Nil

* In Addition, students received awards from the college and other organizations as the Recognition of good academic and extra-curricular performances.

24. List of eminent academicians scientists / visitors to the department:

Eminent academicians/scientist/visitors	Designation and Affiliation	Purpose of visit	Year

25. Seminars / Conference / Workshops organize & the source of Funding: Nil

(a) National :

(b) International:

(c) Other (State Level/Regional Level/Seminars-with Invited Speakers from the other College of the District :

National /International/ State Level/Regional Level Seminars and the funding Agency during the last four years:

Topic	Speaker	Funding Agency	Date
National Level:			
State Level/Regional Level/ Special Lecture:			

26. Student Profile programme/course wise:

SESSION 2012-2013

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	86	75	30	45	87.03
H2	61	61	23	38	93.75
H3	24	24	14	10	100%
G1	419	419	182	237	87.02
G2	264	264	82	182	79.05
G3	41	41	25	16	89.03

*M = Male, *F=Female

SESSION 2013-2014

Name of the			Enrolled	Pass

Course/Programme (refer question no. 4)	Applications received	Selected	M	F	percentage
H1	77	63	22	41	91.54
H2	45	45	13	32	95.74
H3	40	40	21	19	100%
G1	387	387	170	217	83.04
G2	209	209	59	150	85.05
G3	37	37	17	20	100%

*M = Male, *F=Female

SESSION 2014-2015

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	79	72	17	55	68.08
H2	70	70	22	48	98.21
H3	40	40	21	19	100%
G1	561	561	251	310	92.02
G2	287	287	131	156	89.3
G3	37	37	20	17	100%

*M = Male, *F=Female

SESSION 2015-2016

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	110	82	26	56	
H2	38	38	7	31	
H3	55	55	17	38	100
G1	330	321	157	164	
G2	240	240	78	162	
G3	54	54	13	41	100%

*M = Male, *F=Female

27. Diversity of students:

Name of the Course	% of Students from the same state	% of students from other state	% of students from abroad
B.A. (Hons.)	100%	0%	Nil
B.A. (General)			

28.	How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services etc?	Students often appear in School Service Commission Examination, Staff Selection Commission, WBCS, Primary School Service Commission Examination etc. Result through not encouraging enough but some got success and serving as Teachers in School.
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29. Student progression:

Student Progression	Against % enrolled	
UG to PG	2012-2013	60%
	2013-2014	
	2014-2015	
	2015-2016	
PG to M.Phil	N.A.	
PG to Ph. D	N.A.	
Ph. D to Post- Doctoral	N.A.	
Employed	N.A.	
- Campus selection		
- Other than campus recruitment	20%	
Entrepreneurship/ self-employment		

30.	Details of Infrastructural facilities		
a)	Library	Central Library	
b)	Internet facilities with Wi-Fi connection	Available	
c)	Class room with ICT facilities	None	
d)	Laboratories		

31.	Number of students receiving financial assistance from college, university, government or other agencies.	
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32. Details on student enrichment programmes (special lectures/workshop/seminar) with external experts: **Yes**

Student Enrichment Programme	Held on	Title	Funding Agency	External Expert/Resource Person/Speaker

33. Teaching methods adopted to improve student learning:

Lecture method and group discussion.

34. Participation in Institutional Social Responsibilities (ISR) and extension activities:

Nil

Departmental faculty members and students have ensured their social responsibilities and extension activities in the following way:

35. SWOC analysis of the department and future plans:

i) Strength :-Good number of students Good results having First class every year	iii) Opportunities:- As most of the students are fond of education, So they are attentive in
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Regular attendance of the students and highly responsive	their studies. In spite of various drawbacks they are communicative and follow the teacher's advice.
ii) Weakness:- i) Most of the students come from low income family. ii) Lack of teaching aids. iii) No department library. iv) Student and teacher ratio proportioned.	iv) Challenges :- To improve result of the department students.

Future Plans:- To open P G course in Education.

DEPARTMENT OF GEOGRAPHY

1.	Name of the Department	Geography
2.	Year of Establishment	UG (Hons.) 2009 UG (Pass) 2005
3.	Names of Programmes / Courses Offered (UG, PG, M. Phil, Ph. D, Integrated Masters, Integrated Ph. D., Etc.	UG (Hons. & General)
4.	Names of Interdisciplinary course and the departments / units involved	Anthropology & Biology
5.	Annual / semester / choice based credit system (Programme wise)	Annual System
6.	Participation of the department in the courses offered by other departments	Nil
7.	Courses in collaboration with other universities, industries, foreign institutions, etc.	Nil
8.	Details of courses / programs discontinued if any with reasons	N.A.

9. Number of the Teaching posts :

	Sanctioned	Filled
Professor	Nil	Nil
Associate Professor	Nil	Nil
Assistant Professor	Nil	Nil
Govt. Approved Part Time Teacher	Three	Three
Guest Lecturers	-	Three

10. Faculty profile with name, qualification, designation, specialization (D.S.c/D.Lit/Ph.D /M. Phil, Etc.

I. Present Faculty (Permanent, Full Time, Part Time & Guest)

Name	Qualification	Designation	Specialization	No. of years of Experience	NO. of Ph. D students guided for the last 4

					years
Indrajit De	M.A.	Part Time Teacher	Population Geography	More than 11 years & 6 months	Nil
Ranjan Dey	M.A. M. Phil	Part Time Teacher	Remote Sensing & GIS	More than 7 years & 6 months	Nil
Saurav Kr. Sau	M.A.	Part Time Teacher	Agriculture Geography	More than 7 years & 3 months	Nil
Piu Das	M.A.	Guest Lecturer	Remote Sensing & GIS	More than 6 years & 6 months	Nil
Rabindranath Pradhan	M.A.	Guest Lecturer	Population Geography	More than 5 years	Nil
Samit Das	M.A.	Guest Lecturer	-	More than 1 year 3 months	Nil
11.	List of senior visiting faculty				

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : 25% (Lecturers – 25% & Practical – 25%)

13. Student – Teacher Ratio (Programme wise) :

Academic Session	Programme – B. A Hons.	No. of Students	No. of Teachers (at the beginning of session)	Student-Teacher Ratio
2012-2013	1H	29	6	4.83
	2H	46		7.67
	3H	08		1.33
2013-2014	1H	25	6	4.17
	2H	30		5.00
	3H	25		4.17
2014-2015	1H	46	6	7.67
	2H	23		3.83
	3H	25		4.17
2015-2016	1H	31	6	5.17
	2H	27		4.50
	3H	23		3.83

14.	Number of academic support staff (technical) and administrative staff, sanctioned and filled	Nil
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15. Qualification of teaching faculty with D.Sc/D.Lit/Ph.D/M.Phil/PG.

Highest Qualification	No. of Teaching Faculty (Existing)
D. Sc /D. Lit	
Ph. D	
M. Phil	Ranjan Dey (PG & M. Phil)

P.G.	i) Indrajit De (ii) Saurav Kr. Sau
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16.	Number of faculty with ongoing project from (a) National (b) International funding agencies and grants received	Nil
17.	Departmental project funded by DST-FIST; UGC, DBT, ICSSR etc and total grants received	Nil
18.	Research centre / faculty recognized by the University	None
19.	Publications	Total No. of Publication : Total no of Faculty : Publication per faculty :

20.	Areas of consultancy and income generated	Nil
21.	Faculty as members in	a) National Committee b) International Committee c) Editorial Boards d) State Committee

Name of the Faculty	National Committee	International Committee	State Committee	Editorial Boards / Others

22. Student Project :

- a) Percentage of students who have done in-house project including inter departmental / programme : 90%
- b) Percentage of student placed for project in organizations outside the institution i.e. in Research laboratories/industry/other agencies: Nil

As per Curriculum prescribed by the affiliating University 100% of students have completed in-house projects on Environmental Studies.

23. Awards/Recognition received faculty and students : Nil

* In Addition, students received awards from the college and other organizations as the Recognition of good academic and extra-curricular performances.

24. List of eminent academicians scientists / visitors to the department:

Eminent academicians/scientist/ visitors	Designation and Affiliation	Purpose of visit	Year
Dr. Nirmalya Das	Associate Professor , Panskura Banamali College, VU	Delivering Lecture	2016

25. Seminars / Conference / Workshops organize & the source of Funding:

(a) National :

(b) International:

(c) Other (State Level/Regional Level/Seminars-with Invited Speakers from the other College of the District :

National /International/ State Level/Regional Level Seminars and the funding Agency during the last four years:

Topic	Speaker	Funding Agency	Date
National Level:			
State Level/Regional Level/ Special Lecture:			

26. Student Profile programme/course wise:

SESSION 2012-2013

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	70	29	17	12	85.71
H2	46	46	26	20	88.88
H3	08	08	05	03	100%
G1	33	33	22	11	94.02
G2	28	28	11	17	93.05
G3	07	07	05	02	100%

*M = Male, *F=Female

SESSION 2013-2014

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	52	25	15	10	87.05
H2	30	30	19	11	80.76
H3	25	25	14	11	92%
G1	21	21	13	8	92.06
G2	19	19	11	8	91.05
G3	1	01	-	1	100%

*M = Male, *F=Female

SESSION 2014-2015

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	64	46	30	16	73.52
H2	23	23	13	10	88
H3	25	25	14	11	92%
G1	19	19	11	8	92.03
G2	17	17	09	8	88.05

G3	01	01	-	01	100%
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*M = Male, *F=Female

SESSION 2015-2016

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	35	31	19	12	-
H2	27	27	13	14	-
H3	23	23	13	10	86.95
G1	10	10	07	03	-
G2	08	08	05	03	-
G3	07	07	02	03	100%

*M = Male, *F=Female

27. Diversity of students:

Name of the Course	% of Students from the same state	% of students from other state	% of students from abroad
B.A. (Hons.)			
B.A. (General)			

28.	How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services etc?	Students often appear in School Service Commission Examination, Staff Selection Commission, WBCS, Primary School Service Commission Examination etc. Result through not encouraging enough but some got success and serving as Teachers in School.
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29. Student progression:

Student Progression	Against % enrolled
UG to PG	2012-2013
	2013-2014
	2014-2015
	2015-2016
PG to M.Phil	N.A.
PG to Ph. D	N.A.
Ph. D to Post- Doctoral	N.A.
Employed	N.A.
- Campus selection	
- Other than campus recruitment	90
Entrepreneurship/ self-employment	Unknown

30.	Details of Infrastructural facilities	
a)	Library	The department has a Departmental library Central Library, The College

			Central Library.
	b)	Internet facilities with Wi-Fi connection	Computers has Internet facility.
	c)	Class room with ICT facilities	4 rooms
	d)	Laboratories	Full equipped two laboratories.

31.	Number of students receiving financial assistance from college, university, government or other agencies.	
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32. Details on student enrichment programmes (special lectures/workshop/seminar) with external experts:

Student Enrichment Programme	Held on	Title	Funding Agency	External Expert/Resource Person/Speaker

33. Teaching methods adopted to improve student learning:

- * Class lecture method – Slide Projector
- * Method through demonstration
- * Tutorial classes are conducted for enhanced learning.
- * Fieldwork, Chalk and Talk, Group Discussion.

34. Participation in Institutional Social Responsibilities (ISR) and extension activities:

The Department promote Institution Social Responsibility through institution-neighbourhood-community network and student engagement, contributing to good citizenship, service orientation and holistic development of students.

Departmental faculty members and students have ensured their social responsibilities and extensionactivities in the following way:

35. SWOC analysis of the department and future plans:

<p>i) Strength :-</p> <p>(a) Qualified and experienced faculties</p> <p>(b) A considerably good number of students</p> <p>(c) The department is equipped with two laboratories and one Departmental library with books and journals.</p> <p>(d) The internal Assessment examinations are conducted regularly on the dates announced in the academic calendar.</p>	<p>iii) Opportunities :-</p> <p>(a) The students may engage themselves in teaching Geography oriented jobs -</p> <ol style="list-style-type: none"> 1) Remote sensing & G.I.S. 2) Meteorological department 3) Planning Commission of India 4) Survey of India 5) National Atlas & Thematic mapping organization. 6) School Service & College Service. <p>(b) With existing infrastructure new course may be introduced.</p> <p>(c) With infrastructural facilities quality research project can be carried out by students and teachers.</p>
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ii) Weakness :- Due to remote area, the considerable number of meritorious students cannot be obtained.	iv) Challenges :- 1) Placement of students in core sector 2) Improving students skills in interdisciplinary areas.
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Future Plans:

- 1) Post graduate in Geography
- 2) Diploma in Remote Sensing & G.I.S.

Name of the course/programme	Year	Nature of the Results (outstanding Performance, if any)	
		Name & % of Marks secured	Rank in the University
B. A. Geography (Hons)-Part-III	2012		
DO	2013	-	-
DO	2014	-	-
DO	2015	-	-
DO	2016	One (60%)`	-

DEPARTMENT OF MATHEMATICS

1.	Name of the Department	Mathematics
2.	Year of Establishment	UG (Hons.) 1967 UG (Pass) 1967
3.	Names of Programmes / Courses Offered (UG, PG, M. Phil, Ph. D, Integrated Masters, Integrated Ph. D., Etc.	UG (Hons. & General)
4.	Names of Interdisciplinary course and the departments / units involved	B. Sc. (H), Department of Physics
5.	Annual / semester / choice based credit system (Programme wise)	Choice based Programme wise.
6.	Participation of the department in the courses offered by other departments	Not at all.
7.	Courses in collaboration with other universities, industries, foreign institutions, etc.	No.
8.	Details of courses / programs discontinued if any with reasons	No.

9. Number of the Teaching posts :

	Sanctioned	Filled
Professor	Nil	Nil
Associate Professor	Nil	Nil
Assistant Professor	03	01

10. Faculty profile with name, qualification, designation, specialization (D.S.c/D.Lit/Ph.D /M. Phil, Etc.

I. Present Faculty (Permanent, Full Time, Part Time & Guest)

Name	Qualification	Designation	Specialization	No. of years of Experience	NO. of Ph. D students guided for the last 4 years
Pintu Das	M.sc	Assistant P rof.	Applied Mathematics	09 Months	Nil
Saroj Mondal	M.Sc.	Assistant P rof.	Applied Mathematics	09 Months	Nil

11.	List of senior visiting faculty	Dr. Gour Chandra Mahata Dumdum Motijhil College
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12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty :

Session	% of Lecture delivered (Per week)	% of Practical classes handled
2011-2012	40	40
2012-2013	40	40
2013-2014	40	40
2014-2015	40	40

13. Student – Teacher Ratio (Programme wise) :

Academic Session	Programme – B. A Hons.	No. of Students	No. of Teachers (at the beginning of session)	Student-Teacher Ratio
2012-2013	1H	20	3	6.66
	2H	10		3.33
	3H	07		2.33
2013-2014	1H	22	3	7.33
	2H	18		6.00
	3H	03		1.00
2014-2015	1H	40	3	13.33
	2H	14		4.66
	3H	03		1.00
2015-2016	1H	49	3	16.33
	2H	13		4.33
	3H	05		1.66

14.	Number of academic support staff (technical) and administrative staff, sanctioned and filled	One (Sanctioned – One & Filled – One), Nil
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15. Qualification of teaching faculty with D.Sc/D.Lit/Ph.D/M.Phil/PG.

Highest Qualification	No. of Teaching Faculty (Existing)
D. Sc /D. Lit	
Ph. D	

M. Phil	
P.G.	04

16.	Number of faculty with ongoing project from (a) National (b) International funding agencies and grants received	
17.	Departmental project funded by DST-FIST; UGC, DBT, ICSSR etc and total grants received	Nil
18.	Research centre / faculty recognized by the University	No.

18. Publications:-

Prof. Pintu Das

Contents

[1] Multi-objective non-linear programming problem based on Neutrosophic Optimization Technique and its application in Riser Design Problem.

Published by Neutrosophic sets and systems, vol. 9, 2015.

[2] MULTI - OBJECTIVE GEOMETRIC PROGRAMMING AND ITS APPLICATION IN GRAVEL BOX PROBLEM.

Published by Journal of global research in computer science, vol. 5, no. 7, July 2014.

[3] A multi-objective production planning problem based on Neutrosophic linear programming approach.

Published by International journal of fuzzy mathematical archive, vol. 8, no. 2, 2015, 81-91.

[4] MULTI-OBJECTIVE GEOMETRIC PROGRAMMING PROBLEM BASED ON INTUITIONISTIC FUZZY GEOMETRIC PROGRAMMING TECHNIQUE.

Published by International journal of engineering and scientific research, vol. 3, issue 10, October 2015.

[5] Optimal Riser design by Fuzzy Geometric Programming Technique.

Published by International Journal of Innovative Science, Engineering and Technology, vol. 2, issue 7, July 2015.

[6] FUZZY GEOMETRIC PROGRAMMING (FGP) AND ITS APPLICATION IN RISER DESIGN PROBLEM.

Published by Global Journal of Pure and Applied Mathematics, vol. 11, no. 3, 2015, pp. 1669-1676.

[7] GENERALIZED RISER DESIGN BY PARAMETRIC FUZZY GEOMETRIC PROGRAMMING.

Published by International Journal of Pure and Applied Sciences and Technology, 27(1) (2015), pp. 11-16.

[8] MULTI-OBJECTIVE GEOMETRIC PROGRAMMING PROBLEM BASED ON NEUTROSOPHIC GEOMETRIC PROGRAMMING TECHNIQUE.

Communicated to Turkish Journal of Fuzzy Systems.

[9] Neutrosophic Goal Programming Problem and its application in Bank Three Investment problem.

Communicated.

20.	Areas of consultancy and income generated		
21.	Faculty as members in	a) National Committee b) International Committee	

	c) Editorial Boards d) State Committee	
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Name of the Faculty	National Committee	International Committee	State Committee	Editorial Boards / Others

22. Student Project :

a) Percentage of students who have done in-house project including inter departmental / programme :

b) Percentage of student placed for project in organizations outside the institution i.e. in Research laboratories/industry/other agencies :

Session	(a) % of students who have done in-house project including inter departmental / programme	(b) % of student placed for project in organizations outside the institution
2012-2013	-	-
2013-2014	-	-
2014-2015	-	-
2015-2016	-	-

As per Curriculum prescribed by the affiliating University 100% of students have completed in-house projects on Environmental Studies.

23. Awards/Recognition received faculty and students: Nil

* In Addition, students received awards from the college and other organizations as the Recognition of good academic and extra-curricular performances.

24. List of eminent academicians scientists / visitors to the department: Nil

Eminent academicians/scientist/ visitors	Designation and Affiliation	Purpose of visit	Year
Nil			

25. Seminars / Conference / Workshops organize & the source of Funding: Nil

(a) National :

(b) International:

(c) Other (State Level/Regional Level/Seminars-with Invited Speakers from the other College of the District :

National /International/ State Level/Regional Level Seminars and the funding Agency duringthe last four years:

Topic	Speaker	Funding Agency	Date
National Level:			
State Level/Regional Level/ Special Lecture:			

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26. Student Profile programme/course wise:

SESSION 2012-2013

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	29	20	16	04	92.30
H2	10	10	05	05	100%
H3	07	07	05	04	85.71
G1	47	47	40	07	92.03
G2	-	-	14	02	91.05
G3	02	02	02	-	100%

*M = Male, *F=Female

SESSION 2013-2014

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	33	22	17	05	76.47
H2	18	18	12	06	72.72
H3	03	03	2	01	66.66
G1	19	19	15	04	76.09
G2	19	19	15	04	82.08
G3	-	-	-	-	-

*M = Male, *F=Female

SESSION 2014-2015

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	48	40	21	19	55.55
H2	14	14	09	05	46.15
H3	03	03	02	-	66.66
G1	60	57	01	07	82.25
G2	15	15	12	03	85.05
G3	11	11	08	03	100%

*M = Male, *F=Female

SESSION 2015-2016

Name of the			Enrolled	Pass
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Course/Programme (refer question no. 4)	Applications received	Selected	M	F	percentage
H1	49	49	36	13	-
H2	13	13	07	06	-
H3	05	05	03	02	100
G1	61	61	51	10	-
G2	08	08	08	-	-
G3	02	02	01	01	100

*M = Male, *F=Female

27. Diversity of students:

Name of the Course	% of Students from the same state	% of students from other state	% of students from abroad
B.A. (Hons.)	100%	0	0
B.A. (General)	100%	0	0

28.	How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services etc?	Students often appear in School Service Commission Examination, Staff Selection Commission, WBCS, Primary School Service Commission Examination etc. Result through not encouraging enough but some got success and serving as Teachers in School.
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29. Student progression:

Student Progression	Against % enrolled
UG to PG	2012-2013
	2013-2014
	2014-2015
	2015-2016
PG to M.Phil	NA
PG to Ph. D	5%
Ph. D to Post- Doctoral	NA
Employed - Campus selection - Other than campus recruitment	10%
Entrepreneurship/ self-employment	50%

30.	Details of Infrastructural facilities	
a)	Library	The College Central Library is enriched with a stock of basic core books since its inception. Every year new books both texts and reference are accumulated.
b)	Internet facilities with Wi-Fi connection	Yes
c)	Class room with ICT facilities	One
d)	Laboratories	Computer Lab

31.	Number of students receiving financial assistance from college, university, government or other agencies.	
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32. Details on student enrichment programmes (special lectures/workshop/seminar) with external experts:

Student Enrichment Programme	Held on	Title	Funding Agency	External Expert/Resource Person/Speaker

33. Teaching methods adopted to improve student learning:

* Through Power Point Presentation, Group discussion.

34. Participation in Institutional Social Responsibilities (ISR) and extension activities:

Departmental faculty members and students have ensured their social responsibilities and extension activities in the following way:

35. SWOC analysis of the department and future plans:

i) Strength :- Many facilities – Internet, ICT, Computer Lab	iii) Opportunities :- Sufficient nos of different Important Books of Math in college Library, scanner cum printer for Math – Practices.
ii) Weakness :- Insufficient of classroom	iv) Challenges:-Open M.Sc. in Mathematics.

Future Plans: i) To open departmental library. ii) To open PG course .

DEPARTMENT OF PHYSICS

1.	Name of the Department	Physics
2.	Year of Establishment	UG (Hons.) 2009 UG (Pass) 1961
3.	Names of Programmes / Courses Offered (UG, PG, M. Phil, Ph. D, Integrated Masters, Integrated Ph. D., Etc.	UG (Hons. & General)
4.	Names of Interdisciplinary course and the departments / units involved	Nil
5.	Annual / semester / choice based credit system (Programme wise)	Annual System

6.	Participation of the department in the courses offered by other departments	N.A.
7.	Courses in collaboration with other universities, industries, foreign institutions, etc.	N.A.
8.	Details of courses / programs discontinued if any with reasons	N.A.

9. Number of the Teaching posts :

	Sanctioned	Filled
Professor	Nil	Nil
Associate Professor	Nil	Nil
Assistant Professor	Two	One

10. Faculty profile with name, qualification, designation, specialization (D.S.c/D.Lit/Ph.D /M. Phil, Etc.

I. Present Faculty (Permanent, Full Time, Part Time & Guest)

Name	Qualification	Designation	Specialization	No. of years of Experience	NO. of Ph. D students guided for the last 4 years
Himanshu Hazra	M.Sc.	Assistant Professor	Solid State Physics	Nine years	Nil.
Arun Dolai	M.Sc.	Guest Teacher	Astrophysics	Two years	Nil.
Basanta Jana	M.Sc.	Guest Teacher	Material Science	One years	Nil
Sumi Gole	M.Sc.	Guest Teacher	Solid State Physics	One years	Nil

11.	List of senior visiting faculty	Prof. Pratik Roy Chowdhury, Presidency College, C.U., Kolkata, W.B(January , 2009)
		Prof. Santosh Ghorai, registrar of Rabindra Bharati University.(2016)

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:

Session	% of Lecture delivered (Per week)	% of Practical classes handled
2011-2012	50%	50%
2012-2013	50%	50%
2013-2014	50%	50%
2014-2015	50%	50%

13. Student – Teacher Ratio (Programme wise) :

Academic Session	Programme – B. Sc Hons.	No. of Students	No. of Teachers (at the beginning of session)	Student-Teacher Ratio
2012-2013	1H	19	5	3.8
	2H	0		0
	3H	1		0.2
2013-2014	1H	6	5	1.2
	2H	5		1.0
	3H	0		0
2014-2015	1H	15	5	3
	2H	6		1.2
	3H	2		0.4
2015-2016	1H	15	4	3.75
	2H	01		0.25
	3H	03		0.75

14.	Number of academic support staff (technical) and administrative staff, sanctioned and filled	One (Sanctioned - one & Filled - one)
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15. Qualification of teaching faculty with D.Sc/D.Lit/Ph.D/M.Phil/PG.

Highest Qualification	No. of Teaching Faculty (Existing)
D. Sc /D. Lit	NIL
Ph. D	NIL
M. Phil	NIL
P.G.	04

16.	Number of faculty with ongoing project from (a) National (b) International funding agencies and grants received	Nil
17.	Departmental project funded by DST-FIST; UGC, DBT, ICSSR etc and total grants received	Nil
18.	Research centre / faculty recognized by the University	None
19.	Publications	Total No. of Publication : Total no of Faculty : Publication per faculty :
		Nil

20.	Areas of consultancy and income generated		
21.	Faculty as members in	a) National Committee b) International Committee c) Editorial Boards d) State Committee	

Name of the Faculty	National Committee	International Committee	State Committee	Editorial Boards / Others

22. Student Project :

a) Percentage of students who have done in-house project including inter departmental / programme :

(i) To Determine the Width of a Narrow Slit by Studying the Diffraction Fringes Produced by it and to Verify it by Measurements with a Travelling Microscope.

(ii) To Study the Process of House-Wiring.

(iii) To Measure the Internal Resistance of given Ammeter by Half-Deflection Method and hence to Convert the same into a Voltmeter of suitable range and then to calibrate the instrument so prepared.

(iv) To Measure the Internal Resistance of given Voltmeter by Half-Deflection Method and hence to Convert the same into a Ammeter of suitable range and then to calibrate the instrument so prepared.

(v) To Construct and Adjustable Voltage Power Supply Using a 3-pin Voltage Regulation IC and to Study its regulations.

(vi) To Study of a DC-Generator and its Working Principle.

(vii) To Measure the Internal Resistance of an Analog Voltmeter by Half-Deflection Method and to Increase its Internal Resistance by Using an OP-AMP.

(viii) To Develop a Photo-Sensor Using a Photo-Transistor followed by an Amplifier and to Use the same to Control the Switching of Bulb.

(ix) To Calibrate a given Temperature Sensor and to use the Sensor to Control the A Temperature of a Heat-Bath.

(x) To determine the Planck's constant

(xi) Using an OP-AMP as an inverter, non-inverter, adder etc.,

(xii) FET characteristics

b) Percentage of student placed for project in organizations outside the institution i.e. in Research laboratories/industry/other agencies :

* 3-rd year Honours students attend the CK Majumdar Memorial Work-shop of Project Work at the Medinipur Centre under the guidance of IAPT.

Session	(a) % of students who have done in-house project including inter departmental / programme	(b) % of student placed for project in organizations outside the institution
2012-2013	100	
2013-2014	100	
2014-2015	50	50
2015-2016	33	67

As per Curriculum prescribed by the affiliating University 100% of students have completed in-house projects on Environmental Studies.

23. Awards/Recognition received faculty and students : Nil

* In Addition, students received awards from the college and other organizations as the Recognition of good academic and extra-curricular performances.

24. List of eminent academicians scientists / visitors to the department :

Eminent academicians/scientist/	Designation and Affiliation	Purpose of visit	Year
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visitors			

25. Seminars / Conference / Workshops organize & the source of Funding: Nil

(a) National :

(b) International:

(c) Other (State Level/Regional Level/Seminars-with Invited Speakers from the other College of the District :

National /International/ State Level/Regional Level Seminars and the funding Agency during the last four years:

Topic	Speaker	Funding Agency	Date
National Level:			
State Level/Regional Level/ Special Lecture:			

26. Student Profile programme/course wise:

SESSION 2012-2013

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	32	23	17	02	45%
H2	0	0	0	0	-
H3	01	01	01	0	100%
G1	52	48	32	12	48%
G2	15	15	11	4	60%
G3	04	04	04	0	75%

*M = Male, *F=Female

SESSION 2013-2014

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	09	06	06	0	40%
H2	05	05	03	02	40%
H3	0	0	0	0	-
G1	40	35	26	09	60%
G2	21	21	17	04	71%
G3	NIL-	-	-	-	-

*M = Male, *F=Female

SESSION 2014-2015

Name of the			Enrolled	Pass

Course/Programme (refer question no. 4)	Applications received	Selected	M	F	percentage
H1	24	17	13	02	-
H2	06	06	06	0	60%
H3	02	02	01	01	100%
G1	51	45	32	13	50%
G2	20	20	15	05	75%
G3	02	02	02	0	100%

*M = Male, *F=Female

SESSION 2015-2016

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	23	23	12	03	33%
H2	02	02	02	0	50%
H3	03	03	02	01	100%
G1	82	65	50	12	20%
G2	13	13	10	3	77%
G3	01	01	0	01	100%

*M = Male, *F=Female

27. Diversity of students:

Name of the Course	% of Students from the same state	% of students from other state	% of students from abroad
B.A. (Hons.)	100%	00	00
B.A. (General)	100%	00	00

28.	How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services etc?	Students often appear in School Service Commission Examination, Staff Selection Commission, WBCS, Primary School Service Commission Examination etc. Results though not encouraging enough but some got success and serving as Teachers in Schools.
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29. Student progression:

Student Progression	Against % enrolled
UG to PG	2012-2013
	2013-2014
	2014-2015
	2015-2016
PG to M.Phil	N.A.
PG to Ph. D	N.A.
Ph. D to Post- Doctoral	N.A.
Employed - Campus selection - Other than campus recruitment	N.A. UNKNOWN

Entrepreneurship/ self-employment	UNKNOWN
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30.	Details of Infrastructural facilities	
a)	Library	Central Library The College Central Library is enriched with a stock of basic core books since its inception. Every year new books both texts and reference are accumulated.
b)	Internet facilities with Wi-Fi connection	Available
c)	Class room with ICT facilities	Four Room
d)	Laboratories	Equipped

31.	Number of students receiving financial assistance from college, university, government or other agencies.	
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32. Details on student enrichment programmes (special lectures/workshop/seminar) with external experts: Two

Student Enrichment Programme	Held on	Title	Funding Agency	External Expert/Resource Person/Speaker
special lectures	2009	LHC	College	Dr Pratik Choudhury
Seminar	2016	Light and Light Based Technology: Ancient to Modern	College	Dr Santosh Ghorai, RBU Dr Makhan Lal Nanda Goswami, Midnapur College (Autonomous)

33. Teaching methods adopted to improve student learning:

Class Lecture Method, Method through demonstration, Interactive method, Inductive method, Deductive method & Demonstrative method.

34. Participation in Institutional Social Responsibilities (ISR) and extension activities: NSS – Program.

Departmental faculty members and students have ensured their social responsibilities and extension activities in the following way:

35. SWOC analysis of the department and future plans:

i) Strength :- a) Qualified faculties. b) The department is equipped with two	iii) Opportunities :- Job seekers may find jobs in various fields like Schools, Colleges etc through
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laboratories, and sufficient books and journal also. c) The Internal Assessment examinations are conducted regularly on the dates announced in the academic calendar.	competitionexaminations. The students may engage themselves in the various research fields after completion of M. Sc.
ii) Weakness:- a)Most of the students comes from the families who are depends on cultivation. As a result they cannot attend classes regularly. b) Due to the remote area, the considerable number of meritorious students cannot be obtained.	iv) Challenges :- * To improve result and proper motivation of the departmental students. * To attract the meritorious students from different corners of the area surrounding the college.

Future Plans:

- i) To upgrade the laboratory.
- ii) To open Physics related job-oriented course.

DEPARTMENT OF CHEMISTRY

1.	Name of the Department	Chemistry
2.	Year of Establishment	UG (Hons.) UG (Pass) 2006 1961
3.	Names of Programmes / Courses Offered (UG, PG, M. Phil, Ph. D, Integrated Masters, Integrated Ph. D., Etc.	UG (Hons. & General)
4.	Names of Interdisciplinary course and the departments / units involved	B.sc(H) , Department of Physics.
5.	Annual / semester / choice based credit system (Programme wise)	Annual
6.	Participation of the department in the courses offered by other departments	No.
7.	Courses in collaboration with other universities, industries, foreign institutions, etc.	No.
8.	Details of courses / programs discontinued if any with reasons	No.

9. Number of the Teaching posts :

	Sanctioned	Filled
Professor	0	0
Associate Professor	0	0
Assistant Professor	2	2

10. Faculty profile with name, qualification, designation, specialization (D.S.c/D.Lit/Ph.D /M. Phil, Etc.

I. Present Faculty (Permanent, Full Time, Part Time & Guest)

Name	Qualification	Designation	Specialization	No. of years	NO. of Ph. D
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				of Experience	students guided for the last 4 years
Dr. Chaitali Basu	M.sc, Ph.D	Assistant Prof.	Organic Chmistry	14 years	Nil
Biswarup Mandal	M.sc	Assistant Prof.	Physical Chemistry	10 years	Nil
Anwasha Jana	M.Sc	PTT	Inorganic Ch.	8 years	Nil
Sibaram Das	M.Sc	Invitee	Physical Ch.	3 years	Nil
Kankan Maity	M.Sc, Ph. D	Do	Do	4 months	Nil

11.	List of senior visiting faculty	Dr. Umasankar Senapati (Belda College)
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12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:

Session	% of Lecture delivered (Per week)	% of Practical classes handled
2012-2013	Almost 30% of lecture	30% of practical Classes
2013-2014	Almost 30% of lecture	30% of practical Classes
2014-2015	Almost 30% of lecture	30% of practical Classes
2015-2016	Almost 30% of lecture	30% of practical Classes

13. Student – Teacher Ratio (Programme wise) :

Academic Session	Programme – B. A Hons.	No. of Students	No. of Teachers (at the beginning of session)	Student-Teacher Ratio
2012-2013	1H	17	04	4.25:1
	2H	11		2.75:1
	3H	03		0.75:1
2013-2014	1H	06	04	1.5:1
	2H	09		2.25:1
	3H	02		0.5:1
2014-2015	1H	24	04	6:1
	2H	51		12.75:1
	3H	02		0.5:1
2015-2016	1H	17	04	4.25:1
	2H	04		1:1
	3H	05		1.25:1

14.	Number of academic support staff (technical) and administrative staff, sanctioned and filled	01
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15. Qualification of teaching faculty with D.Sc/D.Lit/Ph.D/M.Phil/PG.

Highest Qualification	No. of Teaching Faculty (Existing)
D. Sc /D. Lit	
Ph. D	02 and 01(one) submitted by a faculty

M. Phil	
P.G.	02

16.	Number of faculty with ongoing project from (a) National (b) International funding agencies and grants received	Nil
17.	Departmental project funded by DST-FIST; UGC, DBT, ICSSR etc and total grants received	Nil
18.	Research centre / faculty recognized by the University	No

19. Publications

LIST OF PUBLICATIONS OF DR. CHAITALI BASU:-

1. "A mild and facile method for hydrolysis of esters", **Chaitali Deb** & B. Basu, Ind. J. Chem., **31B**, 131 (1992).
2. "Selectivity of mercury(II) salts in reaction with α,β -unsaturated stannyl esters", **Chaitali Deb** & B. Basu, J. Orgmet. Chem., 443, **C24** (1993).
3. "Synthesis, characterisation and antifungal activity of some triorganotin α,β -unsaturated carboxylates", **Chaitali Deb**, A. Adhikari & B. Basu, Main Group Metal Chemistry, **18**, 135 (1995).
4. " α,β -Unsaturated (olefinic and acetylenic) triorganotin carboxylates : Spectroscopic studies and their regioselective reaction with mercury(II) salts", **Chaitali Deb** & B. Basu, Ind. J. Chem., **35B**, 195 (1996).
5. "Studies in sulfur heterocycles. Part 14. Application of heteroatom directed ortho-metallation in functionalisation of benzo[b]thiophene derivatives", S.S. Mandal, S.S. Samanta, **Chaitali Deb** & A. De, J. Chem. Soc., Perkin Trans. I, 2559 (1998).
6. "Photophysics of 4-Methoxy-Benzothiophene in different environments. Its role in non-radiative transitions both as an electron and energy donor", M. Maiti, S. Sinha, **Chaitali Deb**, A. De & T. Ganguly, J. Luminiscence, **82**, 259-276 (1999).
7. "Synthesis and studies on spectroscopic as well as electron donating properties of the two alkoxy Benzo[b]thiophenes", T. Misra, T. Ganguly, S. Kamila, **Chaitali Basu (nee Deb)** & A. De, J. Spectrochimica Acta Part A **57** (2001) 2795-2808
8. "Comparative Studies on inter- and intramolecular electron transfer processes within 4-methoxybenzo[b]thiophene (4MBT) and *p*-chloroacetophenone (PCA) reacting systems by using steady-state and laser flash photolysis techniques", M.

Maiti, T. Misra, T. Bhattacharya, **Chaitali Basu (nee Deb)**, A. De, S. K. Sarkar & T. Ganguly, J. Photochem. Photobiol. A, **152**, (2002) 41-52.

9. "Synthesis of a 2D lander" by **Chaitali Basu**, Cecile Barthes, Subir Sadhukhan, Navdeep K. Girdhar & Andre Gourdon, Eur. J. Org. Chem. (2007) 136-140.

Publications of Biswarup Mandal: 10 articles published in different national and International Journals.

20.	Areas of consultancy and income generated		Nil
21.	Faculty as members in	a) National Committee b) International Committee c) Editorial Boards d) State Committee	a) National committees b) International Committees c) Editorial Boards.... Dr. Chaitali Basu: 1. Life Member of Indian Chemical Society, 2. Life Member of Indian Association for the Cultivation of Science, Kolkata. 3. Member of Royal Society of Chemistry

Name of the Faculty	National Committee	International Committee	State Committee	Editorial Boards / Others

22. Student Project :

a) Percentage of students who have done in-house project including inter departmental / programme : Nil

b) Percentage of student placed for project in organizations outside the institution i.e. in Research laboratories/industry/other agencies :

Session	(a) % of students who have done in-house project including inter departmental / programme	(b) % of student placed for project in organizations outside the institution
2012-2013	-	-
2013-2014	-	-
2014-2015	-	-
2015-2016	-	-

As per Curriculum prescribed by the affiliating University 100% of students have completed In-house projects on Environmental Studies.

23. Awards/Recognition received faculty and students : Nil

* In Addition, students received awards from the college and other organizations as the Recognition of good academic and extra-curricular performances.

24. List of eminent academicians scientists / visitors to the department:- Prof. Ashis De, IACS, Kolkata.

Eminent	Designation and	Purpose of visit	Year

academicians/scientist/ visitors	Affiliation		
Prof. Asis kumar De	Professor(Retd.)	Special lecture	2015

25. Seminars / Conference / Workshops organize & the source of Funding:

(a) National :

(b) International:

(c) Other (State Level/Regional Level/Seminars-with Invited Speakers from the other College of the District :

National /International/ State Level/Regional Level Seminars and the funding Agency duringthe last four years:

a]. Two stateLevel Seminar. Funded by **Royal Society of Chemistry, Kolkata &Sitananda College Nandigram**&two Departmental Seminar:

Funded by **Sitananda College , Nandigram**

Topic	Speaker	Funding Agency	Date
National Level:			
State Level/Regional Level/ Special Lecture:			

26. Student Profile programme/course wise:

SESSION 2012-2013

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	27	17	17	14	33.33
H2	11	11	11	09	40%
H3	03	03	03	03	100%
G1	52	52	52	44	75.33
G2	15	15	15	10	82.33
G3	02	02	02	02	100%

*M = Male, *F=Female

SESSION 2013-2014

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	16	06	04	02	25%
H2	09	09	07	02	00%
H3	02	02	01	01	100%
G1	50	35	28	07	82.00

G2	27	27	19	08	78.23
G3	03	03	02	01	38%

*M = Male, *F=Female

SESSION 2014-2015

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	46	24	20	04	20%
H2	51	51	49	02	28.57
H3	02	02	25	11	100%
G1	64	64	47	17	92.00
G2	23	23	14	06	82.13
G3	14	14	09	05	100%

*M = Male, *F=Female

SESSION 2015-2016

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	17	17	16	1	-
H2	04	04	04	-	-
H3	05	05	03	2	-
G1	88	88	67	21	-
G2	20	20	12	08	-
G3	02	02	01	01	100%

*M = Male, *F=Female

27. Diversity of students:

Name of the Course	% of Students from the same state	% of students from other state	% of students from abroad
B.A. (Hons.)	100%	0	0
B.A. (General)	100%	0	0

28.	How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services etc?	02
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29. Student progression:

Student Progression	Against % enrolled
UG to PG	2012-2013
	2013-2014
	2014-2015
	2015-2016
PG to M.Phil	NA
PG to Ph. D	5%

Ph. D to Post- Doctoral	NA
Employed - Campus selection - Other than campus recruitment	10%
Entrepreneurship/ self-employment	50%

30.	Details of Infrastructural facilities	
a)	Library	Departmental/ Book Bank
b)	Internet facilities with Wi-Fi connection	Staff & Student Available
c)	Class room with ICT facilities	04
d)	Laboratories	03

31.	Number of students receiving financial assistance from college, university, government or other agencies.	
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32. Details on student enrichment programmes (special lectures/workshop/seminar) with external experts:

Student Enrichment Programme	Held on	Title	Funding Agency	External Expert/Resource Person/Speaker
One-day Seminar	8 th February, 2013	'International Year of Chemistry (IYC)',	Co-Sponsor: Royal Society of Chemistry, Eastern India Section	1. Professor Sukumar Aditya, Chairman, R.S.C., E.I.Section, Kolkata 2. Professor Asish De, Honorary Secretary, R.S.C., E.I.Section, Kolkata
One-day National Symposium	12 th December, 2014	Chemistry and Its Interface Between Chemistry and Other Scientific Disciplines' and a Poster Competition	Co-Sponsor: Royal Society of Chemistry, Eastern India Section	1. Professor. Dipak Ranjan Mal (H.O.D.)Department of Organic chemistry, IIT, Kharagpur 2. Prof. Brindaban C. Ranu, Department of Organic chemistry Indian Association for the Cultivation of science, Jadavpur, Kolkata-32 3. Prof. Monojit Pal (Head, Organic & Medicinal Chemistry) Dr. Reddy's Institute of Life Science, University of Hyderabad Campus, Gachibowli, Hyderabad-500 046 4. Prof. Syed Sirajul Islam, Department of Chemistry and Chemical Technology, Vidyasagar University, Midnapore 5. Prof. Ajoy Kumar Misra, Department of Chemistry and Chemical Technology, Vidyasagar University, Midnapore 6. Dr. Debayan Sarkar, Department of Chemistry, National Institute of Technology, Rourkela, Odisha

One-day Departmental Seminar	10th October 2015	'Many Aspects of Science in our Daily Life',	The College	1. Dr. Somapriya Basu Roy, Department of Radiotherapy IPGME & R/SSKM Hospital 2. Dr. Soumitra Deb(Head, R&D), East India Pharmaceutical Ltd.
One-day Departmental Seminar	18th December, 2015	'Synthesis of Organic Compounds: A Planned Approach'	The College with some financial help from Bajaj Aliaz	Professor Asish De, Ex- Senior Professor Indian Association for the Cultivation of Science, Jadavpur, Kolkata
One- day State Level Symposium	12th August, 2016	'Interface Between Chemistry and Cosmology' and Poster Drawing competition for School Students (Class XI and XII) based on ' Nitrogen Cycle and its role in the Food supply to the Mankind.'	Co-Sponsor: Royal Society of Chemistry, Eastern India Section	Dr. Debi Prasad Duari, Director, Research and Academics, Birla Planetarium, Kolkata

33. Teaching methods adopted to improve student learning:

* Through ppt presentation, Group discussion,

34. Participation in Institutional Social Responsibilities (ISR) and extension activities: NSS programme

Departmental faculty members and students have ensured their social responsibilities and extension activities in the following way:

35. SWOC analysis of the department and future plans:

i) Strength: Teachers are highly qualified. ii) Cordial relationship between teachers and students.	iii) Opportunities: There is a scope to be a distinguish department in the college, Scope for research works, both Theoretical & Experimental. If proper infrastructure provided.
ii) Weaknes:-No of sufficient faculty members, Class room, Laboratory Infrastructures. No of sufficient reference books in Library, Laboratory instructor. Etc.	iv) Challenges:-To make this department as good as possible in academic region.

Future Plans:

- i. To increase the number of teaching faculties.
- ii. To increase the number of laboratory attendant.
- iii. To introduce Modern well equipped research laboratory
- iv. To introduce a departmental library

DEPARTMENT OF ANTHROPOLOGY

1.	Name of the Department		Anthropology
2.	Year of Establishment	UG (Hons.) UG (Pass)	In the session 1991-1992 IN the session 1960-1961
3.	Names of Programmes / Courses Offered (UG, PG, M. Phil, Ph. D, Integrated Masters, Integrated Ph. D., Etc.		UG (Hons. & General)
4.	Names of Interdisciplinary course and the departments / units involved		Botany, Zoology & Geography
5.	Annual / semester / choice based credit system (Programme wise)		Annual System
6.	Participation of the department in the courses offered by other departments		Botany, Zoology & Geography
7.	Courses in collaboration with other universities, industries, foreign institutions, etc.		N.A.
8.	Details of courses / programs discontinued if any with reasons		N.A.

9. Number of the Teaching posts :

	Sanctioned	Filled
Professor	Nil	Nil
Associate Professor	Nil	Nil
Assistant Professor	03	01
Govt. Approved Part Time Teachers	02	2
Guest Lecturers	Nil	01

10. Faculty profile with name, qualification, designation, specialization (D.S.c/D.Lit/Ph.D /M. Phil, Etc.

I. Present Faculty (Permanent, Full Time, Part Time & Guest)

Name	Qualification	Designation	Specialization	No. of years of Experience	NO. of Ph. D students guided for the last 4 years
Dr. Bigitendriya Debsharma	M.Sc, PhD	Assistant Professor	Physical Anthropology	03.11.2016	
Sandip Kumar Samanta	M.Sc,B.Ed, NET	Part-time Teacher	Social-Cultural Anthropology	10 years 6 months	
Subhasis Das	M.Sc	Part-time Teacher	Physical Anthropology	10 years 6 months	
Itusri Dey(Karan)	M.Sc,B.Ed	Guest Lecturer	Social-Cultural Anthropology	6months	

Minakshi Das	M.Sc,B.Ed ,B.Lib.	Guest Lecturer	Physical Anthropology	5 months	
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11.	List of senior visiting faculty	Nil
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12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty :**90 % (Lectures-65%& Practical-35%)**.

Session	% of Lecture delivered (Per week)	% of Practical classes handled
2011-2012		
2012-2013		
2013-2014		
2014-2015		

13. Student – Teacher Ratio (Programme wise) :

Academic Session	Programme – B. Sc Hons.	No. of Students	No. of Teachers (at the beginning of session)	Student-Teacher Ratio
2012-2013	1H	09	5	9/5
	2H	08		8/5
	3H	03		3/5
2013-2014	1H	09	5	9/5
	2H	04		4/5
	3H	03		3/5
2014-2015	1H	11	04	11/4
	2H	05		5/4
	3H	03		3/4
2015-2016	1H	17	5	17/5
	2H	07		7/5
	3H	05		5/5

14.	Number of academic support staff (technical) and administrative staff, sanctioned and filled	Two (2). One skilled & One unskilled.
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15. Qualification of teaching faculty with D.Sc/D.Lit/Ph.D/M.Phil/PG.

Highest Qualification	No. of Teaching Faculty (Existing)
D. Sc /D. Lit	Nil
Ph. D	01
M. Phil	Nil
P.G.	04

16.	Number of faculty with ongoing project from (a) National (b) International funding agencies and grants received	Nil
17.	Departmental project funded by DST-FIST; UGC, DBT, ICSSR etc and	Nil

	total grants received	
18.	Research centre / faculty recognized by the University	Nil

19. Publications:-

Publication of Dr. Bigitendriya Debsharma

Contents

1. 'Is body adiposity index a good measure of nutritional status? A study among two adult tribal populations of Paschim Medinipur, West Bengal, India.' *Science Journal of Sociology & Anthropology* (International Journal).ISSN- 2276-6359, 2011.
2. 'Nutritional status of Elderly male and female in Urban Chakdaha Municipal, West Bengal, India.' *Asian Academic Research Journal of Multidisciplinary* (International Journal).ISSN- 2319-2801, 2013.
3. 'Adiposity and Health Status among Adult Male Mundas and Oraons of Paschim Medinipur, West Bengal, India.' *Journal of Anthropology* (International Journal). ISSN-Hindawi Publishing Corporation,Volume 2013, Article ID 324264, 6 pages, <http://dx.doi.org/10.1155/2013/324264>.
4. 'Nutritional problem facing by the elderly male in Nadia district of West Bengal' *Asian Academic Research Journal of Social Science and Humanities* (International Journal). 2278-859X Volume-1, Issue-14, 2013.
5. 'Prevalence of malnutrition among adult male Munda and Oraon of paschim medinipur West Bengal India.' *Asian Academic Research Journal of Social Science and Humanities*(International Journal).2278-859X Volume-1, Issue-14, 2013.
6. 'Evaluation of Nutritional Status among the adult Female Munda and Oraon: A Comparison.' *Journal of International Academic Research for Multidisciplinary* (International Journal). Online ISSN: 2320-5083, Volume 1 Issue-8, 2013.
7. 'Nutritional Status of the Elderly Female in a Municipal Town of West Bengal.' *International Journal of Current Research and Review (IJCRR)*, ISSN: 0975-5241 (Online), Volume 5 Issue -16, 2013.
8. 'Sexual Dimorphism in Anthropometric Characteristics and Nutritional Status of the adult Mech Tribes in Darjeeling District.' *Bulletin of the Cultural Research Institute*, Vol. XXIV, Nos. 1 & 2, 2015.

9. 'Health Status of the Oldest Old people of a Municipal Town.' *The Asian Man* (International Journal), ISSN: 0974-6366, Vol.10, Issue- 1, 2016.

20.	Areas of consultancy and income generated		Nil
21.	Faculty as members in	a) National Committee b) International Committee c) Editorial Boards d) State Committee	

Name of the Faculty	National Committee	International Committee	State Committee	Editorial Boards / Others
-	-	-	-	-

22. Student Project:

- a) Percentage of students who have done in-house project including inter departmental / programme:
b) Percentage of student placed for project in organizations outside the institution i.e. in Research laboratories/industry/other agencies:

Session	(a) % of students who have done in-house project including inter departmental / programme	(b) % of student placed for project in organizations outside the institution
2012-2013	-	-
2013-2014	-	-
2014-2015	-	-
2015-2016	-	-

As per Curriculum prescribed by the affiliating University 100% of students have completed in-house projects on Environmental Studies.

23. Awards/Recognition received faculty and students: **1ST CLASS FIRST AWARD OF VIDYASAGAR UNIVERSITY.**

* In Addition, students received awards from the college and other organizations as the Recognition of good academic and extra-curricular performances.

24. List of eminent academicians scientists / visitors to the department: **Nil**

25. Seminars / Conference / Workshops organize & the source of Funding:

(a) National : Nil

(b) International: Nil

(c) Other (State Level/Regional Level/Seminars-with Invited Speakers from the other College of the District :

National /International/ State Level/Regional Level Seminars and the funding Agency duringthe last four years:

Topic	Speaker	Funding Agency	Date
National Level:			
-	-	-	-
State Level/Regional Level/ Special Lecture:			

-	-	-	-
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26. Student Profile programme/course wise:

SESSION 2012-2013

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	28	22	26	06	50
H2	14	14	10	04	100%
H3	06	06	04	02	100%
G1	75	75	47	28	80.15
G2	57	57	31	26	79.02
G3	13	13	10	03	100%

*M = Male, *F=Female

SESSION 2013-2014

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	16	09	04	05	100%
H2	11	11	07	04	60%
H3	03	03	02	01	66.66
G1	72	72	45	27	85.26
G2	41	41	27	14	70.09
G3	32	32	19	13	40.62

*M = Male, *F=Female

SESSION 2014-2015

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	10	10	08	02	80.00%
H2	06	06	02	04	38.33
H3	06	06	04	02	100%
G1	138	138	91	47	83.33
G2	79	79	45	34	72.33
G3	13	13	02	11	30.76

*M = Male, *F=Female

SESSION 2015-2016

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	20	20	13	07	-
H2	48	48	22	26	-

H3	06	06	02	04	80%
G1	80	74	44	30	-
G2	44	44	18	26	-
G3	13	13	11	02	100%

*M = Male, *F=Female

27. Diversity of students:

Name of the Course	% of Students from the same state	% of students from other state	% of students from abroad
B.A. (Hons.)			
B.A. (General)			

28.	How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services etc?	Students often appear in Examination of West Bengal Central School Service Commission, Staff Selection Commission, WBCS. Primary School Service Commission, College Service Commission etc. Results through are not encouraging but some got success and serving as: Teacher in Schools & College, Railway Service, Department of Defence in State & Central Government, Department of Health, Cultural Research Institute etc.,
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29. Student progression:

Student Progression		Against % enrolled	
UG to PG		2012-2013	
		2013-2014	
		2014-2015	
		2015-2016	
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	Students use Central Library of the college to satisfy their educational need
	b)	Internet facilities with Wi-Fi connection	Department has Internet facilities for staff & students
	c)	Class room with ICT facilities	In the College
	d)	Laboratories	Students use their departmental laboratory during their practical classes.
31.	Number of students receiving financial assistance from college, university, government or other agencies.		

32. Details on student enrichment programmes (special lectures/workshop/seminar) with external experts:

Student Enrichment	Held on	Title	Funding Agency	External Expert/Resource Person/Speaker
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Programme				

33. Teaching methods adopted to improve student learning:

Allotment of Topics with sequence of time, design of every lesson, Paper presentation, Fieldwork, Museum visit/visit of prehistoric sites, showing of model, Lithic tools, Skeleton of human beings, Internal Assessment, Tutorial Classes& Remedial Classes.

34. Participation in Institutional Social Responsibilities (ISR) and extension activities:

Departmental faculty members and students have ensured their social responsibilities and extension activities in the following way:

35. SWOC analysis of the department and future plans:

i) Strength	iii) Opportunities
ii) Weakness	iv) Challenges

Future Plans: To open the P.G. Course.

DEPARTMENT OF BOTANY

1.	Name of the Department	Botany
2.	Year of Establishment	UG (Hons.) UG (Pass) 2001
3.	Names of Programmes / Courses Offered (UG, PG, M. Phil, Ph. D, Integrated Masters, Integrated Ph. D., Etc.	UG (General)
4.	Names of Interdisciplinary course and the departments / units involved	Botany & Zoology
5.	Annual / semester / choice based credit system (Programme wise)	Annual System
6.	Participation of the department in the courses offered by other departments	Nil
7.	Courses in collaboration with other universities, industries, foreign institutions, etc.	Nil
8.	Details of courses / programs discontinued if any with reasons	N.A.

9. Number of the Teaching posts :

	Sanctioned	Filled
Professor	Nil	Nil
Associate Professor	Nil	Nil
Assistant Professor	Nil	Nil
Govt. Approved Part Time Teacher	01	01
Guest Lecturers	Nil	01

10. Faculty profile with name, qualification, designation, specialization (D.S.c/D.Lit/Ph.D /M. Phil, Etc.

I. Present Faculty (Permanent, Full Time, Part Time & Guest)

Name	Qualification	Designation	Specialization	No. of years of Experience	NO. of Ph. D students guided for the last 4 years
Guru Charan Maity	M.Sc, B.Ed. M. Phil., M.Ed.	Part Time Teacher	Plant Pathology	8 years	Nil
Pameli Manna	M. Sc. B. Ed	Guest Teacher	Genetics	3 years	Nil

11.	List of senior visiting faculty	Nil
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12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty :

Session	% of Lecture delivered (Per week)	% of Practical classes handled
2012-2013	18 %	6%
2013-2014	18 %	6%
2014-2015	18 %	6%
2015-2016	18 %	6%

13. Student – Teacher Ratio (Programme wise) :

Academic Session	Programme – B. A Hons.	No. of Students	No. of Teachers (at the beginning of session)	Student-Teacher Ratio
2012-2013	1H	-	-	-
	2H	-		-
	3H	-		-
2013-2014	1H	-	-	-
	2H	-		-
	3H	-		-
2014-2015	1H	-	-	-
	2H	-		-
	3H	-		-
2015-2016	1H	-	-	-
	2H	-		-

	3H	-		-
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14.	Number of academic support staff (technical) and administrative staff, sanctioned and filled	Nil
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15. Qualification of teaching faculty with D.Sc/D.Lit/Ph.D/M.Phil/PG.

Highest Qualification	No. of Teaching Faculty (Existing)
D. Sc /D. Lit	
Ph. D	
M. Phil	1
P.G.	1

16.	Number of faculty with ongoing project from (a) National (b) International funding agencies and grants received	Nil
17.	Departmental project funded by DST-FIST; UGC, DBT, ICSSR etc and total grants received	Nil
18.	Research centre / faculty recognized by the University	Nil
19.	Publications	Total No. of Publication : Total no of Faculty : Publication per faculty :

20.	Areas of consultancy and income generated	Nil
21.	Faculty as members in	a) National Committee b) International Committee c) Editorial Boards d) State Committee

Name of the Faculty	National Committee	International Committee	State Committee	Editorial Boards / Others

22. Student Project :

i) Crop vegetation & Identification

ii) Collection of Herbarium Specimen in different flora

a) Percentage of students who have done in-house project including inter departmental / programme: 70%

b) Percentage of student placed for project in organizations outside the institution i.e. in Research laboratories/industry/other agencies: 10%

Session	(a) % of students who have done in-house project including inter departmental / programme	(b) % of student placed for project in organizations outside the institution
2012-2013	70 %	10%
2013-2014	70 %	10%
2014-2015	70 %	10%
2015-2016	70 %	10%

As per Curriculum prescribed by the affiliating University 100% of students have completed in-house projects on Environmental Studies.

23. Awards/Recognition received faculty and students : Nil

* In Addition, students received awards from the college and other organizations as the Recognition of good academic and extra-curricular performances.

24. List of eminent academicians scientists / visitors to the department:

- i) Dr. P. Nag (Tamralipta Maha Vidyalaya)
- ii) Salil Kr. Sarkar (Tamralipta Maha Vidyalaya)
- iii) Dr. Asit Kr. Manna (Pingla College)

Eminent academicians/scientist/visitors	Designation and Affiliation	Purpose of visit	Year

25. Seminars / Conference / Workshops organize & the source of Funding:

- (a) Department: Yes
- (b) National: Yes
- (c) International:
- (d) Other (State Level/Regional Level/Seminars-with Invited Speakers from the other College of the District :

National /International/ State Level/Regional Level Seminars and the funding Agency during the last four years:

Topic	Speaker	Funding Agency	Date
National Level:			
State Level/Regional Level/ Special Lecture:			

26. Student Profile programme/course wise:

SESSION 2012-2013

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	-	-	-	-	-
H2	-	-	-	-	-
H3	-	-	-	-	-
G1	84	84	52	32	80.00
G2	73	73	42	31	79.00
G3	03	03	02	01	100%

*M = Male, *F=Female

SESSION 2013-2014

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	-	-	-	-	-
H2	-	-	-	-	-
H3	-	-	-	-	-
G1	82	82	58	24	82.03
G2	48	48	33	15	81.43
G3	9	09	2	17	100%

*M = Male, *F=Female

SESSION 2014-2015

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	-	-	-	-	-
H2	-	-	-	-	-
H3	-	-	-	-	-
G1	113	113	76	37	79.25
G2	74	74	40	34	78.35
G3	09	09	02	07	100%

*M = Male, *F=Female

SESSION 2015-2016

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	-	-	-	-	-
H2	-	-	-	-	-
H3	-	-	-	-	-
G1	110	100	61	39	-
G2	51	51	23	28	-
G3	13	13	12	01	100%

*M = Male, *F=Female

27. Diversity of students:

Name of the Course	% of Students from the same state	% of students from other state	% of students from abroad
B.A. (Hons.)	Nil	Nil	Nil
B. Sc. (General)			

28.	How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services etc?	Students often appear in school service commission Examination, Staff Selection Commission, WBCS, primary School Service Commission Examination etc. Results through not encouraging but some got success and
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		service as Teacher in Schools, F.E.O. in different Blocks (Fishery Extension Officer) Krishi Bandhu in Block Agriculture Department of Health (Nurshing) etc.
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29. Student progression:

Student Progression	Against % enrolled	
UG to PG	2012-2013	20%
	2013-2014	25%
	2014-2015	30%
	2015-2016	35%
PG to M.Phil	Nil	
PG to Ph. D	Nil	
Ph. D to Post- Doctoral	Nil	
Employed - Campus selection - Other than campus recruitment	Nil	
Entrepreneurship/ self-employment	Unknown	

30.	Details of Infrastructural facilities		
a)	Library	The department has small Departmental Library Central library : The College Central Library	
b)	Internet facilities with Wi-Fi connection	Available	
c)	Class room with ICT facilities	Three Rooms	
d)	Laboratories	Equipment	

31.	Number of students receiving financial assistance from college, university, government or other agencies.	SC- ST- Minority -
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32. Details on student enrichment programmes (special lectures/workshop/seminar) with external experts: Nil

Student Enrichment Programme	Held on	Title	Funding Agency	External Expert/Resource Person/Speaker

33. Teaching methods adopted to improve student learning:

* Class lecture method

- * Method through demonstration
- * Tutorial class are conducted for enhanced learning.
- * Field Work, Chalk and Talk, Group Discussion,

34. Participation in Institutional Social Responsibilities (ISR) and extension activities:

The department promote Institutional Social Responsibility through institution neighbourhood-community network and student engagement, contributing to good citizenship, service orientation and holistic department of students.

Departmental faculty members and students have ensured their social responsibilities and extension activities in the following way:

35. SWOC analysis of the department and future plans:

<p>i) Strength :-</p> <p>a) Qualified and experienced faculties.</p> <p>b) A considerable number of students.</p> <p>c) The department is equipped with one laboratory; one botanical garden, and books and journals.</p> <p>d) The Internal Assessment examinations are conducted regularly on the dates announced in the academic calendar.</p>	<p>iii) Opportunities:-</p> <p>a) The students may engage themselves in Teaching and botanical oriented jobs.</p> <p>b) With existing infrastructure Diploma in Pharmacy may be started.</p> <p>c) With infrastructural facilities quality research can be carried out by students and teachers.</p>
<p>ii) Weakness:-Due to remote area the considerable number of meritorious students cannot be obtained.</p>	<p>iv) Challenges:-</p> <p>a) Placement of students in core sector</p> <p>b) Improving students skilling in interdisciplinary areas.</p>

Future Plans:i) To open Hons course in Botany .

DEPARTMENT OF ZOOLOGY

1.	Name of the Department	Zoology
2.	Year of Establishment	UG (Hons.) 1991 UG (Pass) 2001
3.	Names of Programmes / Courses Offered (UG, PG, M. Phil, Ph. D, Integrated Masters, Integrated Ph. D., Etc.	UG (Hons. & General)
4.	Names of Interdisciplinary course and the departments / units involved	Anthropology & Botany
5.	Annual / semester / choice based credit system (Programme wise)	Annual System
6.	Participation of the department in the courses offered by other departments	Nil
7.	Courses in collaboration with other universities, industries, foreign institutions, etc.	Nil
8.	Details of courses / programs discontinued if any with reasons	N.A.

9. Number of the Teaching posts :

	Sanctioned	Filled
Professor	Nil	Nil
Associate Professor	Nil	Nil
Assistant Professor	One	Vacant
Govt. Approved Part Time Teachers	Three	Three
Guest Lecturers		Three

10. Faculty profile with name, qualification, designation, specialization (D.S.c/D.Lit/Ph.D /M. Phil, Etc.

I. Present Faculty (Permanent, Full Time, Part Time & Guest)

Name	Qualification	Designation	Specialization	No. of years of Experience	NO. of Ph. D students guided for the last 4 years
Pallab Kr. Bera	M. Sc.	Part-Time Teacher	Advance Fishery	More than 19 Years	Nil
Suman Kumar Jana	M. Sc.	Part-Time teacher	Advance Fishery	More than 13 Years	Nil
Sujoy Mandal	M.Sc.	Part-Time Teacher	Cytology & Cytogenetic	More than 6 years	Nil
Kakali Maity	M.Sc.	Invitee Teacher	Ecology	More than 5 years	Nil
Anusree (Maity) Jana	M. Sc.	Invitee Teacher	Ecology	More than 3 years	Nil
Rajkamal Jana	M.Sc.	Invitee Teacher	Ecology	More than 5 years	Nil

11.	List of senior visiting faculty	i) Dr. T.K. Chaterjee (Formet Director of Marine Aquarium, Digha) ii) Dr. S.S. Mishra (Scientist, Zoological Survey of India) iii) Dr. Susanta Chakraborty (former H.O.D. of Zoology, Vidyasagar University, Medinipur.
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12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: 25% (lecturers - 25% & Practical - 25%)

13. Student – Teacher Ratio (Programme wise):

Academic Session	Programme – B. A/B. Sc Hons.	No. of Students	No. of Teachers (at the beginning of session)	Student-Teacher Ratio
2012-2013	1H	43	6	7.66
	2H	44		7.33
	3H	13		2.16
2013-2014	1H	50	6	8.33
	2H	-		-
	3H	27		4.5

2014-2015	1H	60	6	10.00
	2H	45		7.5
	3H	27		4.5
2015-2016	1H	69	6	11.5
	2H	31		5.16
	3H	24		4.00

14.	Number of academic support staff (technical) and administrative staff, sanctioned and filled	One
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15. Qualification of teaching faculty with D.Sc/D.Lit/Ph.D/M.Phil/PG.

Highest Qualification	No. of Teaching Faculty (Existing)
D. Sc /D. Lit	
Ph. D	Sujay Mandal (PG & Ph. D ongoing)
M. Phil	
P.G.	(i) Pallab Kr. Bera, (ii) Suman Jana

16.	Number of faculty with ongoing project from (a) National (b) International funding agencies and grants received	Nil
17.	Departmental project funded by DST-FIST; UGC, DBT, ICSSR etc and total grants received	Nil
18.	Research centre / faculty recognized by the University	None
19.	Publications	Total No. of Publication : Total no of Faculty : Publication per faculty :
		Nil

20.	Areas of consultancy and income generated	Nil
21.	Faculty as members in	a) National Committee b) International Committee c) Editorial Boards d) State Committee
		Nil

22. Student Project:

- i) Copy & Vegetable pest identification & their control.
 - ii) Determination of the P^H level in their fish rearing pond.
 - iii) Collection of larva 'Peneid prawn' at Brakish water zone.
 - iv) Fish health survey in their fish rearing pond.
 - v) Family blood Ground analysis & Hemoglobin determination.
 - vi) Adulteration tests of vegetables and spices.
 - vii) Fertilization of pond.
 - viii) Aquatic weed control & aquatic insect in nursery pond.
 - ix) Turbidity test in water.
 - x) Bleeding time & Clotting time determination of blood.
 - xi) Quality & quantity study of Zooplankton & Soil fauna.
- a) Percentage of students who have done in-house project including inter departmental / programme : 90%

b) Percentage of student placed for project in organizations outside the institution i.e. in Research laboratories/industry/other agencies : 10%

Session	(a) % of students who have done in-house project including inter departmental / programme	(b) % of student placed for project in organizations outside the institution
2012-2013		
2013-2014		
2014-2015		
2015-2016		

As per Curriculum prescribed by the affiliating University 100% of students have completed in-house projects on Environmental Studies.

23. Awards/Recognition received faculty and students: Nil

* In Addition, students received awards from the college and other organizations as the Recognition of good academic and extra-curricular performances.

24. List of eminent academicians scientists / visitors to the department:

Eminent academicians/scientist/ visitors	Designation and Affiliation	Purpose of visit	Year

25. Seminars / Conference / Workshops organize & the source of Funding:

(a) National :

(b) International:

(c) Other (State Level/Regional Level/Seminars-with Invited Speakers from the other College of the District :

National /International/ State Level/Regional Level Seminars and the funding Agency during the last four years:

Topic	Speaker	Funding Agency	Date
National Level:			
State Level/Regional Level/ Special Lecture:			

26. Student Profile programme/course wise:

SESSION 2012-2013

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	53	43	28	21	48.57
H2	44	44	27	17	89.28
H3	13	13	09	03	92.30
G1	33	33	14	9	78.26
G2	29	29	15	14	91.05
G3	03	03	02	01	100%

*M = Male, *F=Female

SESSION 2013-2014

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	56	50	31	19	63.93
H2	-	-	22	13	94.73
H3	27	27	15	12	59.25
G1	14	14	02	12	69.05
G2	13	13	08	5	79.02
G3	09	09	02	07	100%

*M = Male, *F=Female

SESSION 2014-2015

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	69	60	32	28	45.61
H2	45	45	23	22	90.00
H3	27	27	18	09	59.25
G1	54	54	45	09	85.04
G2	29	29	18	11	89.05
G3	09	09	02	07	100%

*M = Male, *F=Female

SESSION 2015-2016

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
H1	70	69	45	24	-
H2	31	31	11	20	-
H3	24	24	08	16	64.28
G1	42	42	26	16	-
G2	21	21	13	08	-
G3	31	31	11	02	100%

*M = Male, *F=Female

27. Diversity of students:

Name of the Course	% of Students from the same state	% of students from other state	% of students from abroad
B.A. (Hons.)			
B.A. (General)			

28.	How many students have cleared national	Students often appear in school service commission Examination, Staff Selection Commission, WBCS,
-----	---	---

and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services etc?	primary School Service Commission Examination etc. Results through not encouraging but some got success and service as Teacher in Schools, F.E.O. in different Blocks (Fishery Extension Officer) Krishi Bandhu in Block Agriculture Department of Health (Nurshing), Fish Processing Centres, Fish feed Companies, Sericulture farm, Fish hatchery, Poultry Farm.
---	--

29. Student progression:

Student Progression		Against % enrolled	
UG to PG		2012-2013	
		2013-2014	
		2014-2015	
		2015-2016	
PG to M.Phil		N.A.	
PG to Ph. D		N.A.	
Ph. D to Post- Doctoral		N.A.	
Employed - Campus selection - Other than campus recruitment		N.A. 60%	
Entrepreneurship/ self-employment		Unknown	
30.	Details of Infrastructural facilities		
	a)	Library	Library :- The department has a small Departmental library Central Library : The College Central Library
	b)	Internet facilities with Wi-Fi connection	Department Computers has Internet facility.
	c)	Class room with ICT facilities	None
	d)	Laboratories	

31.	Number of students receiving financial assistance from college, university, government or other agencies.	
-----	---	--

32. Details on student enrichment programmes (special lectures/workshop/seminar) with external experts:

Student Enrichment Programme	Held on	Title	Funding Agency	External Expert/Resource Person/Speaker
-	-	-	-	-

Special lectures through faculty exchange :Such as Experts from Tamralipta Mahavidyalaya, Mahishadal Raj College, Contai P.K. College, Vivekananda Mahavidyalaya, Rampur, Narajole Raj College, Bajkul Milani Mahavidyalaya.

33. Teaching methods adopted to improve student learning:

- * Class lecture method
- * Method through demonstration
- * Tutorial class are conducted for enhanced learning.
- *Field Work, Chalk and Talk, Group Discussion,

34. Participation in Institutional Social Responsibilities (ISR) and extension activities:

The department promotes Institutional Social Responsibility through institution neighbourhood-community network and student engagement, contributing to good citizenship, service orientation and holistic department of students.

Departmental faculty members and students have ensured their social responsibilities and extension activities in the following way:

35. SWOC analysis of the department and future plans:

<p>i) Strength :-</p> <p>a) Qualified and experienced faculties.</p> <p>b) A considerable good number of students.</p> <p>c) The department is equipped with two laboratories and one zoological museum with books and journals.</p> <p>d) The Internal Assessment examinations are conducted regularly on the dates announced in the academic calendar.</p>	<p>iii) Opportunities:-</p> <p>a) The students may engage themselves in Teaching and zoology oriented jobs.</p> <p>b) With existing infrastructure Diploma in Aquaculture course may be started.</p> <p>c) With infrastructural facilities quality research can be carried out by students and teachers.</p>
<p>ii) Weakness:-Due to remote area the considerable number of meritorious students cannot be obtained.</p>	<p>iv) Challenges:-</p> <p>a) Placement of students in core sector</p> <p>b) Improving students skilling in interdisciplinary areas.</p>

Future Plans:

- a) To open M.Sc. in Zoology
- b) To open M. Sc in Aquaculture.
- c) To open Diploma course in Induced Breeding”
- d) To open Diploma course in “Ornamental Fish Culture”
- e) To open Diploma course in “Integrated Fish Culture”

DEPARTMENT OF NUTRITION

1.	Name of the Department	Nutrition
2.	Year of Establishment	UG (Hons.) UG (Pass) Nil 2015
3.	Names of Programmes / Courses Offered (UG, PG, M. Phil, Ph. D, Integrated Masters, Integrated Ph. D., Etc.	UG (General)
4.	Names of Interdisciplinary course 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	Nil
7.	Courses in collaboration with other universities, industries, foreign institutions, etc.	Nil
8.	Details of courses / programs discontinued if any with reasons	

9. Number of the Teaching posts :

	Sanctioned	Filled
Professor	-	Nil
Associate Professor	-	Nil
Assistant Professor	Nil	Nil
Invitee Teacher	01	01

10. Faculty profile with name, qualification, designation, specialization (D.S.c/D.Lit/Ph.D /M. Phil, Etc.

I. Present Faculty (Permanent, Full Time, Part Time & Guest)

Name	Qualification	Designation	Specialization	No. of years of Experience	NO. of Ph. D students guided for the last 4 years
Sanchayeeta Das	M. Sc, B. Ed.	Invitee Teacher	Clinical Nutrition	1 year	Nil

11.	List of senior visiting faculty	Nil
-----	---------------------------------	-----

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:

Session	% of Lecture delivered (Per week)	% of Practical classes handled
2015-2016	100%	80%

13. Student – Teacher Ratio (Programme wise):

Academic Session	Programme – B.Sc (G)	No. of Students	No. of Teachers (at the beginning of session)	Student-Teacher Ratio
2015-20116	1G	13	1	1:13

14.	Number of academic support staff (technical) and administrative staff, sanctioned and filled	Nil
-----	--	-----

15. Qualification of teaching faculty with D.Sc/D.Lit/Ph.D/M.Phil/PG.

Highest Qualification	No. of Teaching Faculty (Existing)
-----------------------	------------------------------------

D. Sc /D. Lit	Nil
Ph. D	Nil
M. Phil	Nil
P.G.	1

16.	Number of faculty with ongoing project from (a) National (b) International funding agencies and grants received	Nil
17.	Departmental project funded by DST-FIST; UGC, DBT, ICSSR etc and total grants received	Nil
18.	Research centre / faculty recognized by the University	
19.	Publications	Total No. of Publication : Total no of Faculty : Publication per faculty :

20.	Areas of consultancy and income generated	
21.	Faculty as members in	a) National Committee b) International Committee c) Editorial Boards d) State Committee

Name of the Faculty	National Committee	International Committee	State Committee	Editorial Boards / Others

22. Student Project:

a) Percentage of students who have done in-house project including inter departmental / programme :

b) Percentage of student placed for project in organizations outside the institution i.e. in Research laboratories/industry/other agencies:

Session	(a) % of students who have done in-house project including inter departmental / programme	(b) % of student placed for project in organizations outside the institution
2012-2013	-	-
2013-2014	-	-
2014-2015	-	-
2015-2016	-	-

As per Curriculum prescribed by the affiliating University 100% of students have completed in-house projects on Environmental Studies.

23. Awards/Recognition received faculty and students:

* In Addition, students received awards from the college and other organizations as the Recognition of good academic and extra-curricular performances.

24. List of eminent academicians scientists / visitors to the department:

Eminent	Designation and	Purpose of visit	Year

academicians/scientist/ visitors	Affiliation		
Nil			

25. Seminars / Conference / Workshops organize & the source of Funding:

(a) National :

(b) International:

(c) Other (State Level/Regional Level/Seminars-with Invited Speakers from the other College of the District :

National /International/ State Level/Regional Level Seminars and the funding Agency during the last four years:

Topic	Speaker	Funding Agency	Date
National Level:			
State Level/Regional Level/ Special Lecture:			

26. Student Profile programme/course wise:

SESSION 2012-2013

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
G1					
G2					
G3					

*M = Male, *F=Female

SESSION 2013-2014

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
G1					
G2					
G3					

*M = Male, *F=Female

SESSION 2014-2015

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
G1					
G2					

G3					
----	--	--	--	--	--

*M = Male, *F=Female

SESSION 2015-2016

Name of the Course/Programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			M	F	
G1					
G2					
G3					

*M = Male, *F=Female

27. Diversity of students:

Name of the Course	% of Students from the same state	% of students from other state	% of students from abroad
B.A. (Hons.)			
B.A. (General)			

28.	How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services etc?	
-----	---	--

29. Student progression:

Student Progression	Against % enrolled	
UG to PG	2012-2013	-
	2013-2014	-
	2014-2015	-
	2015-2016	-
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	
	b)	Internet facilities with Wi-Fi connection	
	c)	Class room with ICT facilities	
	d)	Laboratories	

	Number of students receiving financial assistance from	
--	--	--

31.	college, university, government or other agencies.	
-----	--	--

32. Details on student enrichment programmes (special lectures/workshop/seminar) with external experts:

Student Enrichment Programme	Held on	Title	Funding Agency	External Expert/Resource Person/Speaker

33. Teaching methods adopted to improve student learning:

34. Participation in Institutional Social Responsibilities (ISR) and extension activities:

Departmental faculty members and students have ensured their social responsibilities and extension activities in the following way:

35. SWOC analysis of the department and future plans:

i) Strength: 1) Regular attendance of students 2) Good quality students in all respects	iii) 1) Opportunities: Honours course may be introduced 2) Number of teachers be increased 3) Separate classrooms be increased 4) Departmental library be introduced
ii) 1) Weakness: No departmental Lab 2) No furniture available in the department 3) Lack of sufficient students 4) No separate classrooms of the department	iv) Challenges Better lab facilities may be provided Better results of the students

Future Plans: i) Separate space for departmental room ii) Laboratory

Section E Declaration of the Head of the Institution



Sitananda College

Nandigram, Purba Medinipur, West Bengal

Pin- 721631

Ph 03224 232295/494, Fax 03224 232295

Website: www.sitanandacollege.info

E-mail: sitanandacollege@yahoo.in

DECLARATION BY THE HEAD OF THE INSTITUTION

I certify that the data included in this Self Study Report (SSR), 2017 are true to the best of my knowledge.

This SSR is prepared by the institution after intense internal discussion and no part of it has been outsourced.

I am aware that the Peer Team will verify and validate the information provided in this SSR during the Peer Team visit.

K. G. Adhikari
21.03.17

(Dr. Krishnagopal Adhikari)

Teacher-in-Charge

Sitananda College, Nandigram

Teacher-in-Charge

SITANANDA COLLEGE
Nandigram, Purba Medinipur

Section F Certificate of Compliance



Sitananda College
Nandigram, Purba Medinipur, West Bengal, Pin- 721631
Ph 03224 232295/494, Fax03224 232295
Website: www.sitanandacollege.info
E-mail: sitanandacollege@yahoo.in

Certificate of Compliance

(Affiliated/Constituent/Autonomous College and Recognized Institution)

This is to certify that Sitananda College, Nandigram, Dist. Purba Medinipore, fulfils all norms.

1. Stipulated by the affiliating University and/or
2. Regulatory Council/ Body [such as UGC, NCTE, AICTE, MCI, DCI, BCletc.] and
3. The affiliation and recognition [if applicable] 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 the NAAC is liable to be withdrawn, it is also agreeable that the undertaking given to NAAC will be displayed on the college website

K. G. Adhikari 22-03-17
TIC/Head of the Institution

(Name and signature with official seat)
Teacher-in-Charge
SITANANDA COLLEGE
Nandigram, Purba Medinipur

Place: Sitananda College, Nandigram

Date: 21.03.2017



ANNEXURE

Annexure I Certificate of recognition from the affiliating University



VIDYASAGAR UNIVERSITY : MIDNAPORE
P.O.- VIDYASAGAR UNIVERSITY : DIST.- PASCHIM MEDINIPUR : PIN.-721 102 : W.B.

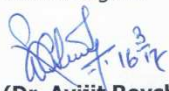
Date : March 16, 2017

TO WHOM IT MAY CONCERN

This is to certify that Sitananda College, At & P.O. : Nandigram, Dist. : Purba Medinipur, PIN : 721 631, West Bengal is affiliated to Vidyasagar University since 1985 and recognized by the University Grants Commission under section 2(f) & 12B of the UGC Act 1952 and the following Courses/Subjects are taught in the said college as per approval :

Sl. No.	Course	Affiliation Permanent/Temporary
01	3-year B.A. Honours Degree Course in Bengali, English, History, Sanskrit, Political Science, Geography & Education.	Permanent
02	3-year B.Sc. Honours Degree Course in Anthropology, Chemistry, Mathematics, Physics & Zoology.	Permanent
03	3-year B.A. General Degree Course in Bengali, English, History, Sanskrit, Political Science, Geography, Philosophy & Education	Permanent
04	3-year B.Sc. General Degree Course in Anthropology, Chemistry, Mathematics, Physics, Nutrition, Botany & Zoology.	Permanent

Counter-Signed


(Dr. Avijit Roychoudhury)
INSPECTOR OF COLLEGES
Inspector of Colleges,
Vidyasagar University
Midnapore-721102




(Dr. Jayanta Kishore Nandi)
REGISTRAR
Registrar
Vidyasagar University
Midnapore-721102

Annexure II Certificate of recognition of the college under 2f & 12 B of UGC Act

**DIRECTORY OF COLLEGES
RECOGNIZED UNDER
SECTION 2 (f) & 12(B)
OF THE UGC ACT, 1956
(UPDATED TILL 31ST MARCH, 2004)**



ज्ञान-विज्ञानं विमुक्तये

**UNIVERSITY GRANTS COMMISSION
NEW DELHI - 110 002**



K. G. Adhikari
Teacher-in-Charge 21.03.17
SITANANDA COLLEGE
Nandigram, Purba Medinipur

S No	Name and Address of the College	Status	Other details
	MAHAVIDYALAYA, GHATAL DIST. MIDNAPORE 721 211 WEST BENGAL	Non-Govt. Under-Graduate	Estd.: 1961 Rajno Vidya Sagar [173021]
	RAJA NARENDRALAL KHAN WOMEN'S COLLEGE, MIDNAPORE DIST. MIDNAPORE 721 102 WEST BENGAL	2(f) & 12(B) Non-Govt. Under-Graduate	Affiliated College Estd.: 1957 Women College Rajno Vidya Sagar [173022]
	RAMNAGAR COLLEGE, DEPAL DIST. MIDNAPORE 721 453 WEST BENGAL	2(f) & 12(B) Non-Govt. Under-Graduate	Affiliated College Estd.: 1972 Rajno Vidya Sagar [173023]
	SABANG SAJANIKANTA MAHAVIDYALAYA, LUTUNIA, DIST. MIDNAPORE 721 166 WEST BENGAL	2(f) & 12(B) Non-Govt. Under-Graduate	Affiliated College Estd.: 1970 Rajno Vidya Sagar [173024]
	SEVA BHARATI MAHAVIDYALAYA, P.O. KAPGARI DIST. MIDNAPORE 721 505 WEST BENGAL	2(f) & 12(B) Non-Govt. Under-Graduate	Affiliated College Estd.: 1964 Rajno Vidya Sagar [173025]
	SEVAYATAN SIKSHAN MAHAVIDYALAYA, P.O. JHARGRAM DIST. MIDNAPORE 721 514 WEST BENGAL	2(f) & 12(B) Non-Govt. Under-Graduate	Affiliated College Estd.: 1960 Rajno Vidya Sagar [173026]
	SILDA CHANDRASEKHAR COLLEGE, SILDA DIST. MIDNAPORE 721 515 WEST BENGAL	2(f) & 12(B) Non-Govt. Under-Graduate	Affiliated College Estd.: 1971 Rajno Vidya Sagar [173027]
	SITANANDA COLLEGE, NANDIGRAM DIST. MIDNAPORE 721 631 WEST BENGAL	2(f) & 12(B) Non-Govt. Under-Graduate	Affiliated College Estd.: 1960 Rajno Vidya Sagar [173028]
	SUBANARAKHA MAHAVIDYALAYA, GOPIBALLAVPUR DIST. MIDNAPORE 721 506 WEST BENGAL	2(f) & 12(B) Non-Govt. Under-Graduate	Affiliated College Estd.: 1962 Rajno Vidya Sagar [173029]
	TAMRALIPTA MAHAVIDYALAYA, TAMLUK DIST. MIDNAPORE 721 636 WEST BENGAL	2(f) & 12(B) Non-Govt. Under-Graduate	Affiliated College Estd.: 1944 Rajno Vidya Sagar [173030]
	VIJAYASAGAR TEACHERS' TRAINING COLLEGE,	2(f) & 12(B)	Affiliated College

UGC:2004: Directory of Colleges under section 2(f) and 12(B) of UGC Act.

ATTESTED
/ K. G. Adhikari
Teacher-in-charge 21.03.17
SITANANDA COLLEGE
Nandigram, Purba Medinipur

Annexure III Recognition of Sitananda College under the UGC List of Colleges

Vidya Sagar University, Midnapore

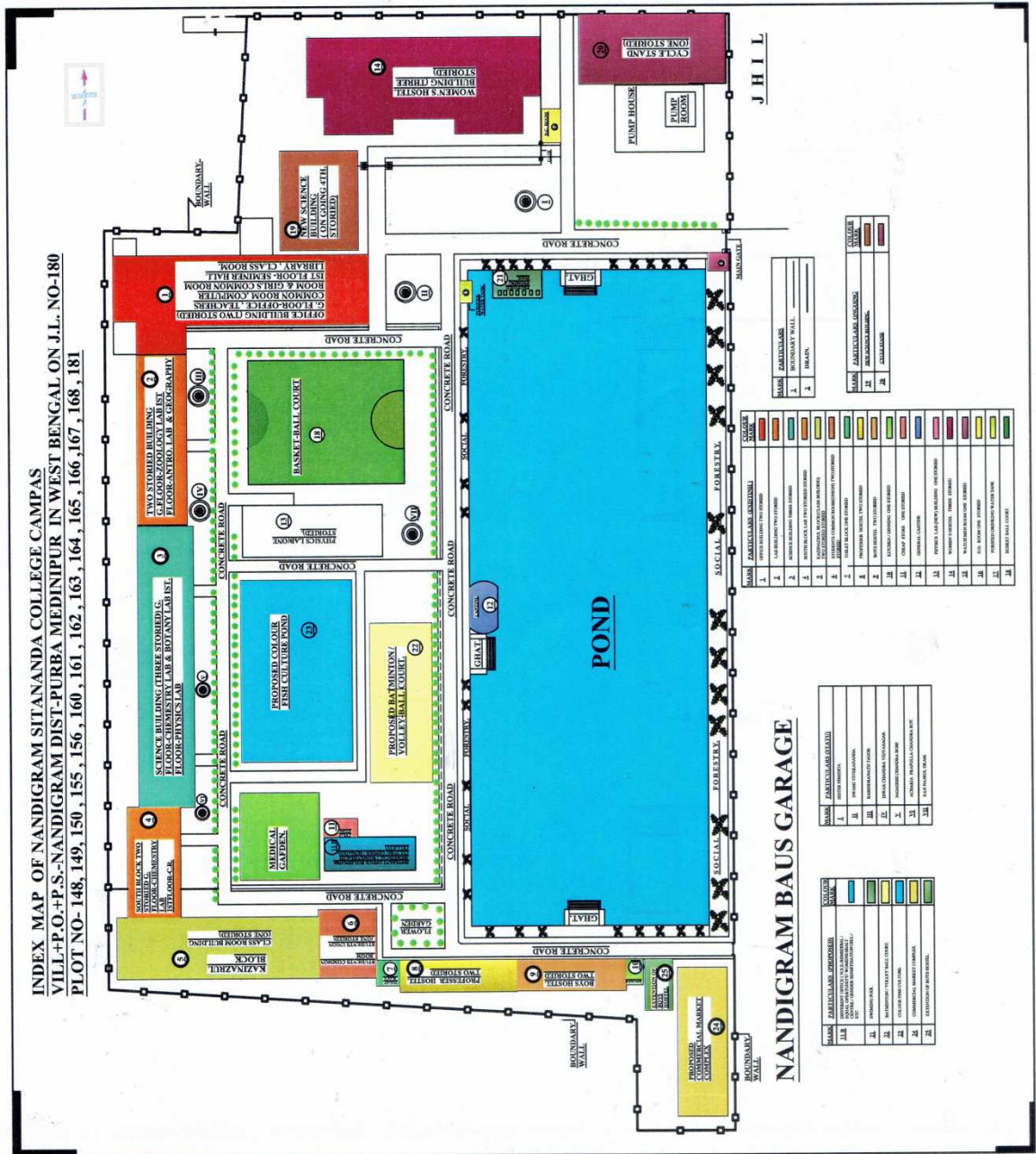
Name and address of the college	Status	Year of Estb.	Nature of Affiliation	Teaching Upto	Govt or Non Govt	Aided or Unaided
Ramnagar College Depal District Midnapore - 721 453 West Bengal	2(f) and 12(B)	1972	Permanent	Bachelor's	Non Government	
Sabang Sajanikanta Mahavidyalaya Lutunia District Midnapore - 721 166 West Bengal	2(f) and 12(B)	1970	Permanent	Bachelor's	Non Government	
Santal Bidroha Sardha Satabarshiki Mahavidyalaya P.O. Goaltore Dist. Paschim Medinipur - 721 128 West Bengal	2(f) and 12(B)	2005	Permanent	Bachelor's	Non Government	Aided
Seva Bharati Mahavidyalaya P.O. Kaggari District Midnapore - 721 505 West Bengal	2(f) and 12(B)	1964	Permanent	Bachelor's	Non Government	
Sevayatan Sikshan Mahavidyalaya P.o. Jhargram District Midnapore - 721 514 West Bengal	2(f) and 12(B)	1960	Permanent	Bachelor's	Non Government	
Silda Chandrasekhar College Silda District Midnapore - 721 515 West Bengal	2(f) and 12(B)	1971	Permanent	Bachelor's	Non Government	
Sitananda College Nandigram District Midnapore - 721 631 West Bengal	2(f) and 12(B)	1960	Permanent	Bachelor's	Non Government	
Subanarakha Mahavidyalaya Gopiballavpur District Midnapore - 721 506 West Bengal	2(f) and 12(B)	1988	Permanent	Bachelor's	Non Government	
Sukumar Sengupta Mahavidyalaya At.+P.O. - Keshpur Dist. Paschim Medinipur - 721 150 West Bengal	2(f) and 12(B)	2004	Permanent	Bachelor's	Non Government	Aided
Tamralipta Mahavidyalaya Tamluk District Midnapore - 721 636 West Bengal	2(f) and 12(B)	1948	Permanent	Bachelor's	Non Government	

As on 28.02.2017

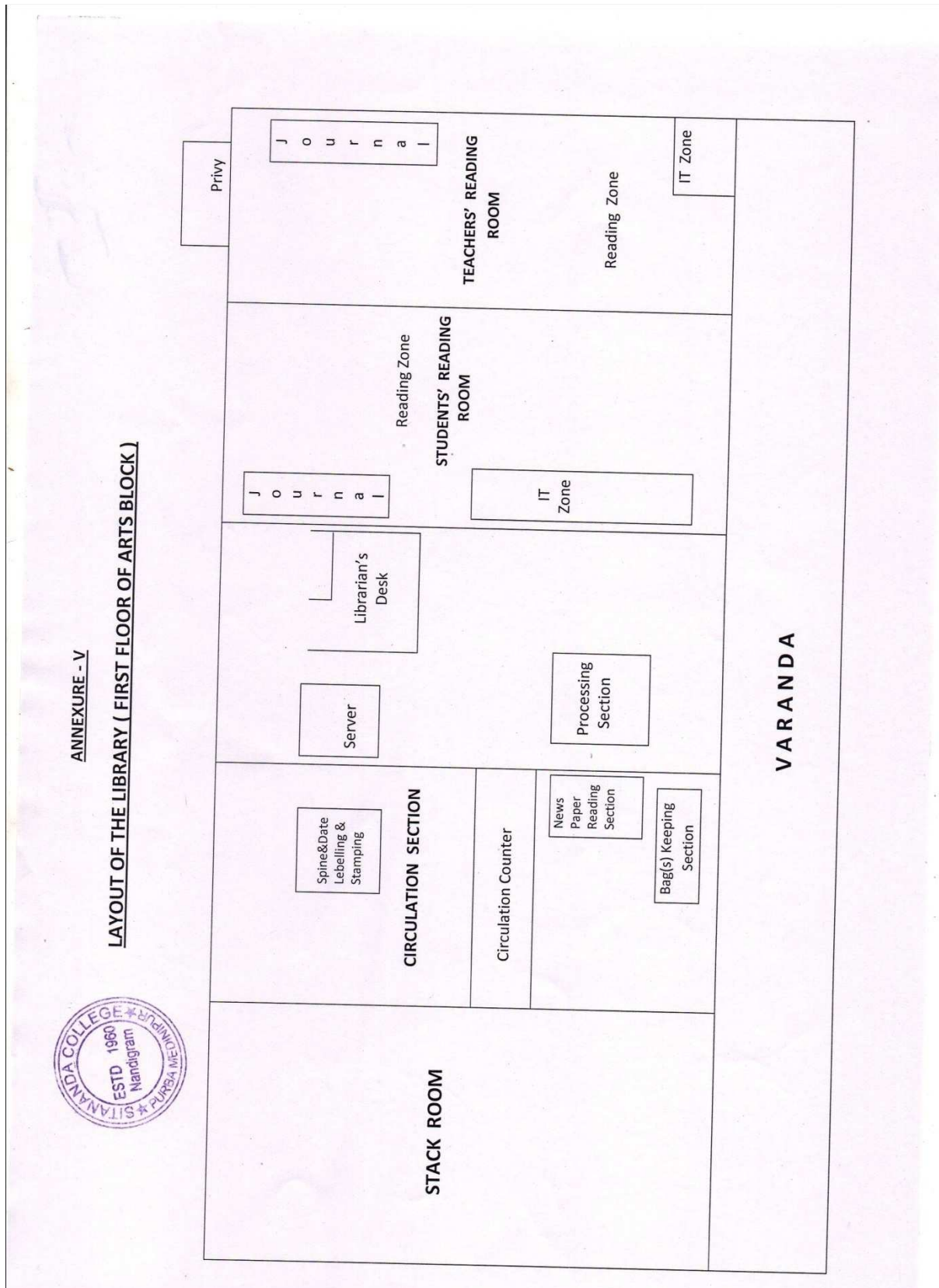
CPP-I/C

K. G. Adhikari
21.03.17
Teacher-in-Charge
SITANANDA COLLEGE
Nandigram, Purba Medinipur

Annexure IV Master Plan of the College



Annexure V Layout of the library



Annexure VI Audited Income-Expenditure Statement & Receipts and Payments 2012-2013

**SITANANDA COLLEGE
VILL + P.O.- NANDIGRAM , DIST - PURBA MEDINIPORE, PIN - 721631
WEST BENGAL**

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2013

EXPENDITURE	Amount		INCOME	Amount	
	Rs.	Ps		Rs.	Ps
To SALARIES & ALLOWANCES			By GOVT. GRANT		
Teaching & Non-Teaching Staff	19326401.00		Govt. Pay Packet	21399766.00	
P.T.T.S	2263130.00		Development	1000000.00	
	21589531.00		Minor Reserch Project	7803.00	22407569.00
Add : Salary for March 2013	1429476.00	23019007.00			
To ADMINISTRATIVE AND OTHER EXPENSES			By STUDENTS FEE		
Parttime Salary from College Fund	883028.00		Admission Fee	56155.00	
Travelling Expenses	37246.00		Academic Development Fee	186840.00	
Electricity	156530.00		Additional Course Fee	1445200.00	
Telephone	12608.00		Casual Admission Fee	11900.00	
Advertisement	3300.00		Computer Charges	19512.00	
Contingency	219565.00		Convocation	9440.00	
Stationery	83674.00		Identity Card	32520.00	
Wages	89089.00		Diploma Fee	12272.00	
Postage	625.00		Electricity Fee	136584.00	
Piumbering Expenses	126000.00		Incidental Charges	25220.00	
Field Work	11500.00		Centre Fee	44135.00	
Service Charge	1000.00		Tuition Fee	1066080.00	3045858.00
Hóstel Repairing (Girls)	247515.00				
Audit Expenses	126000.00		By UNIVERSITY FEE		
Bank Commision	1709.00		Registration Fee	47580.00	
Bank Charge	21404.00		Examination Fee	201230.00	
Audit Fee (2012-13)	3500.00		Practical Examination Fee	12840.00	
Depreciation	1360158.00	3384451.00	Practical Centre Fee	9150.00	
			Mark Sheet Fee	16393.00	
			Sports Fee	32520.00	
			Delay Fine	5080.00	
			Cost of Form	16393.00	341186.00
To STUDENT FEE (REFUND)					
Academic Development Fee	7020.00				
Additional Course Fee	26900.00				
Admission Fee	3360.00				
Computer Charge Fee	648.00				
Identity Card	1080.00				
Electricity Fee	4536				
Reg. Fee (University)	3240.00				
Sport Fees	2160.00				
Tuition Fee	10080.00	59024.00			
C/F		26462482.00	C/F		25844437.00

K. G. Adhikari
Teacher-in-Charge
SITANANDA COLLEGE
Nandigram, Purba Medinipur



Contd.P/2

SITANANDA COLLEGE
VILL + P.O- NANDIGRAM , DIST - PURBA MEDINIPORE, PIN - 721631
WEST BENGAL
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2013
:: 2 ::

EXPENDITURE	Amount		INCOME	Amount	
	Rs.	Ps		Rs.	Ps
B/F			B/F		25844437.00
To EXPENSES OUT OF GRANT			By MISCELLANEOUS RECEIPT		
Minor Reserch Project	5303.00	5303.00	Service Charge (Professor Mess)	14400.00	
			Hostel Seal Rent	26430.00	
			Hostel Electricity	4050.00	
To UNIVERSITY FEE			Hostel Establishment Charge	3700.00	
Miscellaneous Fees paid	583685.00	583685.00	Hostel Admission Fee	1275.00	
			Other Miscellaneous Receipt	1007661.61	1057516.61
To OTHER EXPENSES			Excess of expenditure over		
Stipend	9000.00		Income Transferred to		
W.B.C.U.T.A	2000.00	11000.00	Balance Sheet		160516.39
		27062470.00			27062470.00

Signed in Terms of our separate report of even date

For KUMAR PRADEEP & COMPANY
 CHARTERED ACCOUNTANTS
 FIRM REGD. NO. ~~300909E~~ 300909E

(CA - Pradeep Kumar Lodha)
 Proprietor
 M.NO. 015051

K. G. Adhikari
 Teacher-in-Charge
 SITANANDA COLLEGE
 Nandigram, Purba Medinipur

Place : Kolkata
 Date : 10.01.2017



SITANANDA COLLEGE
VILL + P.O- NANDIGRAM , DIST - PURBA MEDINIPORE, PIN -721631
WEST BENGAL
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2013

RECEIPTS	Amount		PAYMENTS	Amount	
	Rs.	Ps		Rs.	Ps
To CASH AND BANK BALANCE			By GOVT PAY PACKET		
Cash in Hand	--	57794.72	Salary & Allowance to Teaching and Non Teaching Staff	19326401.00	
Cash at Bank			Salary to P.T.T.S	2263130.00	
SBI Haldia Branch A/c 62598		157039.06	Remuneration to Hostel Staff	603536.00	22193067.00
SBI Nandigram Branch A/c 22909		347874.80			
SBI - NSS		80321.00	By FIXED ASSET PURCHASED		
SBI - (M P Development Fund)		787.00	Computer	130284.00	
Contai Central Co-Op Bank SB A/c 1900		771414.10	Laboratory Euqipment (UGC)	1238325.00	1514530.00
Contai Central Co-Op Bank CA A/c 1059		1225939.82	Furniture	145921.00	
Contai Co-Op Bank A/c 1003445		88333.00			
P.N.B Nandigram A/c 1514		34589.50			
		2764093.00	By UNIVERSITY FEE	583685.00	583685.00
COLLECTION FROM STUDENTS					
Admission Fee		56155.00	By EXPENSES OUT OF GRANT		
Academic Development Fee		186840.00	Minor Reserch Project	5303.00	5303.00
Additional Course Fee		1445200.00			
Casual Admission Fee		11900.00	By STUDENT FEE (REFUND)		
Computer Charges		19512.00	Academic Development Fee	7020.00	
Convocation		9440.00	Additional Course Fee	26900.00	
Identity Card		32520.00	Admission Fee	3360.00	
Diploma Fee		12272.00	Student Aid Fund Fee	810.00	
Electricity Fee		136584.00	College Examination Fee	3510.00	
Incidental Charges		25220.00	Common Room Fee	810.00	
Tuition Fee		1066080.00	Computer Charges Fee	648.00	
Centre Fee		44135.00	Identity Card	1080.00	
		3045858.00	Development Fee	5400.00	
To UNIVERSITY FEE			Electricity Fee	4536.00	
Registration Fee		47580.00	Health Welfare Fee	540.00	
Examination Fee		201230.00	Laboratory Deposit	1350.00	
Practical Examination Fee		12840.00	Laboratory Fee	5410.00	
Practical Centre Fee		9150.00	Library Deposit	9720.00	
Mark Sheet Fee		16393.00	Library Fee	1296.00	
Sports Fee		32520.00	Magazine Fee	1080.00	
Delay Fine		5080.00	Registration Fee (University)	3240.00	
Cost of Form		16393.00	Sports Fee	1620.00	
		341186.00	Student Union Fee	2160.00	
			Tuition Fee	10080.00	
			Sports Fee (University)	2160.00	92730.00

K. G. Adhikari
 Teacher-in-Charge
SITANANDA COLLEGE
 Nandigram, Purba Medinipur



Contd.P/2

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SITANANDA COLLEGE
VILL + P.O- NANDIGRAM , DIST - PURBA MEDINIPURE, PIN - 721631
WEST BENGAL
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2013

:: 2 ::

RECEIPTS	Amount Rs. Ps	Amount Rs. Ps	PAYMENTS	Amount Rs. Ps	Amount Rs. Ps
To GOVT. GRANTS			By ADMINISTRATIVE EXPENSES		
Govt. Pay Packet	21399766.00		Parttime Salary from College Fund	883028.00	
Hostel A/c	740478.00		Travelling Expenses	37246.00	
Physics Building (DPI)	794484.00		Electricity	156530.00	
Development	1000000.00		Telephone	12608.00	
Additional Laboratory Equipment	3385115.00		Advertisement	3300.00	
UGC 12th Plan	143750.00		Contingency	219565.00	
Girls Hostel	600000.00		Stationery	83674.00	
Minor Research Project	7803.00	28071396.00	Wages	89089.00	
			Postage	625.00	
			Plumbing Expenses	126000.00	
To DEDUCTION			Field Work	11500.00	
Provident Fund Contribution	1231554.00		Service Charge	1000.00	
Recovery of Provident Fund Loan	584869.00		Hostel Repairing (Girls)	247515.00	
Income Tax	1181055.00		Audit Expenses	126000.00	
Professional Tax	68000.00		Bank Commission	1709.00	
L.I.C -	670561.50		Bank Charges	21404.00	2020793.00
G.S.L.I	19800.00	3755839.50			
			By OTHER FUND		
To MISCELLANEOUS RECEIPT			Examination	41434.00	
Service Charges (Professor Mess)	14400.00		Building	240493.00	
Hostel Seat Rent	26430		Library Expenses	6181.00	
Hostel Electricity	4050		Laboratory Expenses	95198.00	
Hostel Establishment Charges	3700		Student Aid Fund	17340.00	
Hostel Caution Deposit	1900		Minority Expenses	240450.00	641096.00
Hostel Admission Fee	1275				
Advance Realised (Other)	398620		By DEDUCTION		
Advance Realised (Staff)	113500		Provident Fund Contribution	1231554.00	
Withdrawal from P.F	871820		Recovery of Provident Fund Loan	584869.00	
Other Miscellaneous Receipt	1007661.61	2443356.61	Income Tax	1181055.00	
			Professional Tax	68000.00	
To OTHER GRANT			L.I.C	670561.50	
Minority Grant	139715.00	139715.00	G.S.L.I	19800.00	3755839.50
To INTEREST			BY OTHER EXPENSES		
Interest from S/B A/c	49824.00	49824.00	Stipend	9000.00	
			W.B.C.U.T.A	2000.00	
			Advance to Staff (Salary)	113500.00	
			Advance to outsiders	398620.00	
			Withdrawal from P.F	871820.00	1394940.00

K. G. Adhikari
 Teacher-in-Charge
SITANANDA COLLEGE
 Nandigram, Purba Medinipur



Contd.P/3

SITANANDA COLLEGE
VILL + P.O- NANDIGRAM , DIST - PURBA MEDINIPORE, PIN -721631
WEST BENGAL
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2013

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RECEIPTS	Amount		PAYMENTS	Amount		Amount
	Rs.	Ps		Rs.	Ps	
To OTHER FUND			To CASH AND BANK BALANCE			
College Examination Fees	113850.00		Cash in Hand	50260.00		
Common Room Fee	24390.00		Cash at Bank			
Development Fee	162600.00		SBI Haldia Branch A/c 62598	413923.86		
Laboratory Fee	206250.00		SBI Nandigram Branch A/c 22909	1177025.80		
Library Fee	39024.00		SBI - NSS	80321.00		
Magazine Fee	32520.00		SBI - (M P Development Fund)	787.00		
Sport Fee	81300.00		Contai Central Co-Operative			
Student Aid Fund Fee	24390.00		Bank SB A/c No. 1900	3044570.30		
Student Health Welfare Fee	16260.00		Contai Central Co-Operative			
Laboratory Deposit (Caution Monery)	22200.00		Bank A/c No. 1059	263577.15		
Library Deposit (Caution Money)	148400.00		Contai Co-Op Bank A/c 1003445	91902.00		
Student Union Fee	65040.00		P.N.B Nandigram A/c 1514	4223141.50		
		936224.00				9345508.61
		41547492.11				41547492.11

Signed in Terms of our separate report of even date

For **KUMAR PRADEEP & COMPANY**
CHARTERED ACCOUNTANTS
FIRM REGD. NO.- 309007E



Place : Kolkata
Date : 10.01.2017

(Signature)
(CA - Pradeep Kumar Lodha)
Proprietor
M.NO. 015051

Teacher-in-Charge
SITANANDA COLLEGE
Nandigram, Purba Medinipur

Annexure VII Audited Income-Expenditure Statement & Receipts and Payments 2013-2014

SITANANDA COLLEGE					
VILL + P.O- NANDIGRAM , DIST - PURBA MEDINIPURE, PIN - 721631					
WEST BENGAL					
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2014					
EXPENDITURE	Amount		INCOME	Amount	
	Rs.	Ps		Rs.	Ps
To SALARIES & ALLOWANCES			By GOVT. GRANT		
Teaching & Non-Teaching Staff	24258615.00		Govt. Pay Packet	26681076.00	
P.T.T.S Remuneration	2422461.00		Minor Reserch Project	12800.00	
	26681076.00				
Less : Salary for March 2013	1429476.00				
	25251600.00				
Add : Salary for March 2014	1615543.00				
		26867143.00			
To ADMINISTRATIVE AND OTHER EXPENSES			By STUDENTS FEE		
Part time Salary from College Fund	832046.00		Admission Fee	98000.00	
Travelling Expenses	78518.00		Academic Development Fee	200250.00	
Electricity	424080.00		Additional Course Fee	1412000.00	
Telephone	7545.00		Casual Admission Fee	12100.00	
Advertisement	6600.00		Computer Charges	48444.00	
Contingency	471429.00		Convocation	11560.00	
Stationery	83674.00		Identity Card	32320.00	
Wages	205730.00		Diploma Fee	15895.00	
Postage	139.00		Electricity Fee	193848.00	
Field Work	22500.00		Transfer Certificate Fee	360.00	
Computer Expenses	147727.00		Incidental Charges	27620	
Draft Charges	794.00		Centre Fee	52670.00	
Audit Expenses	134000.00		Tuition Fee	1175820.00	
Plan & Estimate	13000.00				
Building Repair (Girls Hostel)	247515.00		By UNIVERSITY FEE		
Bank Charges	7247.00		Registration Fee	47040.00	
Audit Fees (2013-14)	3500.00		Examination Fee	220060.00	
Depreciation	1643742	4329786.00	Practical Examination Fee	13240.00	
			Practical Centre Fee	9520.00	
			Mark Sheet Fee	18531.00	
			Sports Fee	32320.00	
			Delay Fine	3000.00	
			Cost of Form	18531.00	
To STUDENT FEE (REFUND)			By INTEREST FROM BANK		
Academic Development Fee	3360.00			84265.00	
Additional Course Fee	12400.00				
Admission Fee	3250.00				
Computer Charge Fee	792.00				
Identity Card	540.00				
Electricity Fee	3204				
Reg. Fee (University)	1560.00				
Tuition Fee	5520.00				
		30626.00			
C/F		31227555.00	C/F		3

K. G. Adhikari
Teacher-in-Charge
SITANANDA COLLEGE
Nandigram, Purba Medinipur



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SITANANDA COLLEGE
VILL + P.O- NANDIGRAM , DIST - PURBA MEDINIPORE, PIN - 721631
WEST BENGAL
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2014
:: 2 ::

EXPENDITURE	Amount		INCOME	Amount	
	Rs.	Ps		Rs.	Ps
B/F			B/F		30421270.00
To EXPENSES OUT OF GRANT			MISCELLANEOUS RECEIPT		
Minor Reserch Project	53389.00	53389.00	Service Charge (Professor Mess)	14400.00	
			Sale proceed of Tree	25000.00	
			Hostel Seat Rent	13050.00	
To UNIVERSITY FEE			Hostel Electricity	2010.00	
Miscellaneous Fees paid	315031.00	315031.00	Hostel Establishment Charge	1900.00	
			Hostel Admission Fee	295.00	
			Lease of College Pond	50000.00	
			Other Income	42413.00	
			Miscellaneous	128049.30	277117.30
To OTHER EXPENSES			<i>Excess of expenditure over</i>		
Supervision	1000.00		Income Transferred to		
50% Tuition Fee Refunded (April 2012 to Dec. 2013)	761188.00	761188.00	Balance Sheet		1658775.70
		32357163.00			32357163.00

Signed in Terms of our separate report of even date

For KUMAR PRADEEP & COMPANY
 CHARTERED ACCOUNTANTS
 FIRM REGD. NO. - 309009E



Place : Kolkata
 Date : 10.01.2017

(CA - Pradeep Kumar Lodha)
 Proprietor
 M.NO. 015051

K. G. Adhikari
Teacher-in-Charge
SITANANDA COLLEGE
Nandigram, Purba Medinipur

SITANANDA COLLEGE
VILL + P.O- NANDIGRAM , DIST - PURBA MEDINIPUR, PIN -721631
WEST BENGAL
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2014

RECEIPTS	Amount Rs. Ps	Amount Rs. Ps	PAYMENTS	Amount Rs. Ps	Amount Rs. Ps
To CASH AND BANK BALANCE			By GOVT PAY PACKET		
Cash in Hand --	50260.00		Salary & Allowance to Teaching and Non Teaching Staff	24258615.00	
Cash at Bank			Remuneration to P.T.T.S	2422461.00	26860220.00
SBI Haldia Branch A/c 62598	413923.86		Remuneration to Hostel Staff	179144.00	
SBI Nandigram Branch A/c 22909	1177025.80		By FIXED ASSET PURCHASED		
SBI - NSS	80321.00		Books	4295.00	
SBI - (M P Development Fund)	787.00		Laboratory Equipment (UGC)	1274121.00	
Contai Central Co-Op Bank SB A/c 1900	3044570.30		Furniture	1196201.00	4260508.00
Contai Central Co-Op Bank CA A/c 1059	263577.15	9345508.61	Building	1785891.00	
Contai Co-Op Bank A/c 1003445	91902.00		By UNIVERSITY FEE	315031.00	315031.00
P.N.B Nandigram A/c 1514	4223141.50		By EXPENSES OUT OF GRANT		
COLLECTION FROM STUDENTS			Minor Reserch Project	53389.00	53389.00
Admission Fee	98000.00		By STUDENT FEE (REFUND)		
Academic Development Fee	200250.00		Academic Development Fee	3360.00	
Additional Course Fee	1412000.00		Additional Course Fee	12400.00	
Casual Admission Fee	12100.00		Admission Fee	3250.00	
Computer Charges	48444.00		Student Aid Fund Fee	795.00	
Convocation	11560.00		Tuition Fee	5520.00	
Identity Card	32320.00		College Examination Fee	1780.00	
Diploma Fee	15895.00		Common Room Fee	795.00	
Electricity Fee	193848.00		Computer Charges Fee	792.00	
Transfer Certificate Fee	360.00		Identity Card	540.00	
Incidental Charges	27620.00		Development Fee	4000.00	
Tuition Fee	1175820.00	3280887.00	Electricity Fee	3204.00	
Centre Fee	52670.00		Health Welfare Fee	270.00	
To UNIVERSITY FEE			Laboratory Deposit	600.00	
Registration Fee	47040.00		Laboratory Fee	3200.00	
Examination Fee	220060.00		Laboratory Fee	4660.00	
Practical Examination Fee	13240.00		Library Deposit	1324.00	
Practical Centre Fee	9520.00		Library Fee	800.00	
Mark Sheet Fee	18531.00		Magazine Fee	1560.00	
Sports Fee	32320.00		Registration Fee (University)	2410.00	
Delay Fine	3000.00		Sports Fee	2120.00	53380.00
Cost of Form	18531.00	362242.00	Student Union Fee		

K. G. Adhikari
Teacher-in-Charge
SITANANDA COLLEGE
Nandigram, Purba Medinipur



Contd.P/2

SITANANDA COLLEGE
VILL + P.O- NANDIGRAM , DIST - PURBA MEDINIPORE, PIN - 721631
WEST BENGAL
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2014

RECEIPTS		Amount		Amount		PAYMENTS		Amount		Amount	
		Rs.	Ps	Rs.	Ps			Rs.	Ps	Rs.	Ps
To GOVT. GRANTS		26681076.00				By ADMINISTRATIVE EXPENSES		832046.00			
Govt. Pay Packet			179144.00			Parttime Salary from College Fund			78518.00		
Hostel A/c			62500.00			Travelling Expenses			424080.00		
UGC 12th Plan			600000.00			Electricity			7545.00		
Girls Hostel			12800.00	27535520.00		Telephone			6600.00		
Minor Research Project						Advertisement			471429.00		
To DEDUCTION		1498503.00				Contingency			83674.00		
Provident Fund Contribution			671643.00			Stationery			205730.00		
Recovery of Provident Fund Loan			1550118.00			Wages			139.00		
Income Tax			79715.00			Postage			22500.00		
Professional Tax			682860.80			Field Work			147727.00		
L.I.C			19800.00	4502639.80		Computer Expenses			794.00		
G.S.L.I						Draft Charges			134000.00		
To MISCELLANEOUS RECEIPT		14400.00				Audit Expenses			13000.00		
Service Charges (Professor Mess)			13050			Plan & Estimate			247515.00		
Hostel Seat Rent			2010			Building Repair (Girls Hostel)			7247.00	2682544.00	
Hostel Electricity			1900			Bank Charges					
Hostel Establishment Charges			400			By OTHER EXPENSES		633500.00			
Hostel Caution Deposit			295			Advance (Others)			329000.00		
Hostel Admission Fee			128500			Advance (Salary)			1000.00		
Advance Realised			25000			Supervision			760188.00		
Sale proceed of Tree			50000			50% Tuition Fee Refunded (April 2012 to Dec. 2013)			720000.00	2443688.00	
Lease of College Pond			42413			Withdrawal from P.F					
Other Income			128049.3			By DEDUCTION		1498503.00			
Miscellaneous			720000	1126017.30		Provident Fund Contribution			671643.00		
Withdrawal from P.F						Recovery of Provident Fund Loan			1550118.00		
To INTEREST		84265.00				Income Tax			79715.00		
Interest from S/B A/c						Professional Tax			682860.80		
						L.I.C			19800.00	4502639.00	
						G.S.L.I					
						OTHER FUND		80255.00			
						Examination			185120.00		
						Library			25465.00		
						Laboratory Expenses			37300.00	673350.00	
						Stident Aid Fund			345210.00		
						Minority Expenses					

K. G. Adhikari
 Teacher-in-Charge
 SITANANDA COLLEGE
 Nandigram, Purba Medinipur



Contd

Annexure VIII Audited Income-Expenditure Statement & Receipts and Payments 2014-2015

SITANANDA COLLEGE
VILL + P.O- NANDIGRAM , DIST - PURBA MEDINIPORE, PIN - 721631
WEST BENGAL
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2015

EXPENDITURE	Amount		INCOME	Amount		Amount
	Rs.	Ps		Rs.	Ps	
To SALARIES & ALLOWANCES			By GOVT. GRANT			
Teaching & Non-Teaching Staff	22567738.00		Govt. Pay Packet	25296586.00		
P.T.T.S Remuneration	2599780.00		Minor Reserch Project	792500.00		
	25167518.00		Faculty Development Progress	15000.00		26104086.00
Less : Salary for March 2014	1615543.00		By COLLECTION FROM STUDENTS			
	23551975.00		Admission Fee	107275.00		
Add : Salary for March 2015	1370615.00		Academic Development Fee	235410.00		
		24922590.00	Additional Course Fee	1579600.00		
To ADMINISTRATIVE AND OTHER EXPENSES			Casual Admission Fee	12950.00		
Salary from College Fund	1198370.00		Computer Charges	51114.00		
Fund			Convocation	12800.00		
Travelling Expenses	43140.00		Identity Card	34100.00		
Electricity	220252.00		Diploma Fee	17600.00		
Telephone	6769.00		Electricity Fee	204528.00		
Advertisement	2400.00		Sarawati Puja Subscription	170600.00		
Contingency	403114.30		Incidental Charges	25560.00		
Stationery			Centre Fee	35550.00		
Wages	150611.00		Tuition Fee	889555.00		3376642.00
Bank Commission	460.00		By UNIVERSITY FEE			
Field Work	35000.00		Registration Fee	117860.00		
Computer Expenses	48856.00		Examination Fee	121650.00		
Tuition fee refunded to the Govt. Authority @ 50%	151105.00		Practical Examination Fee	14960.00		
Audit Expenses	22400.00		Practical Centre Fee	10760.00		
Plan & Estimate	31000.00		Mark Sheet Fee	10665.00		
Building Repair (Girls Hostel)	247515.00		Sports Fee	68200.00		
Bank Charges	926.00		Delay Fine	1525.00		
Audit Fees (2014-15)	3500.00		Cost of Form	10665.00		
Depreciation	1606433		Compartment Charges	51114		407399.00
L.I.C	2.60	4171853.90	BY MISCELLANEOUS RECEIPT			
To UNIVERSITY FEE			Service Charges	13125.00		
Paid during the year	261178.00	261178.00	Hostel Seat Rent	4950.00		
			Hostel Electricity	780.00		
			Hostel Establishment Charges	800.00		
			Hostel Admission Fee	120.00		19775.00
			To Interest from Bank	63799.00		63799.00
To Excess of Income over expenditure transferred to Balance Sheet						
	616079.10	616079.10				
		29971701.00				29971701.00

Signed in Terms of our separate report of even date

For KUMAR PRADEEP & COMPANY
 CHARTERED ACCOUNTANTS
 FIRM REGD. NO.- 314041E



Place : Kolkata
 Date : 10.01.2017

(CA - Pradeep Kumar Lodha)
 Proprietor
 M.NO. 015051

K. G. Adhikari
 Teacher-in-Charge
 SITANANDA COLLEGE
 Nandigram, Purba Medinipur

SITANANDA COLLEGE
VILL + P.O- NANDIGRAM , DIST - PURBA MEDINIPURE, PIN -721631
WEST BENGAL
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2015

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RECEIPTS	Amount		PAYMENTS	Amount	
	Rs.	Ps		Rs.	Ps
To CASH AND BANK BALANCE			By GOVT PAY PACKET		
Cash in Hand	58820.00		Salary & Allowance to Teaching and Non Teaching Staff	22567738.00	
Cash at Bank			Remuneration to P.T.T.S	2599780.00	25167518.00
SBI Haldia Branch A/c 62598	661059.86		By FIXED ASSET PURCHASED		
SBI Nandigram Branch A/c 22909	2603597.50		Books	207255.00	
SBI - NSS	80321.00		Laboratory Equipment (UGC)	360805.00	809430.00
SBI - (M P Development Fund)	787.00		Furniture	241370.00	
Contai Central Co-Op Bank SB A/c 1900	499375.60				
Contai Central Co-Op Bank CA A/c 1059	107499.45		By UNIVERSITY FEE	261178.00	261178.00
Contai Co-Op Bank A/c 1003445	95615.00				
P.N.B Nandigram A/c 1514	1504127.50	5611202.91	By ADMINISTRATIVE EXPENSES		
COLLECTION FROM STUDENTS			Salary from College Fund	1198370.00	
Admission Fee	107275.00		Travelling Expenses	43140.00	
Academic Fee	235410.00		Electricity	220252.00	
Additional Course Fee	1579600.00		Telephone	6769.00	
Casual Admission Fee	12950.00		Advertisement	2400.00	
Computer Charges	51114.00		Contingency	403114.30	
Convocation	12800.00		Wages	150611.00	
Identity Card	34100.00		Tuition Fee Refunded	151105.00	
Diploma Fee	17600.00		Field Work	35000.00	
Electricity Fee	204528.00		Computer Expenses	48856.00	
Saraswati Puja Submission	170600.00		Bank Charges	926.00	
Incidental Charges	25560.00		Audit Expenses	22400.00	
Tuition Fee	889555.00	3376642.00	Plan & Estimate	31000.00	
Centre Fee	35550.00		Building Repair (Girls Hostel)	247515.00	
To UNIVERSITY FEE			Bank Commission	460.00	2561918.3
Registration Fee	117860.00		OTHER FUND		
Examination Fee	121650.00		Examination	78933.00	
Practical Examination Fee	14960.00		Library	66137.00	
Practical Centre Fee	10760.00		Laboratory Expenses	3009.00	
Mark Sheet Fee	10665.00		Student Aid Fund	110958.00	
Sports Fee	68200.00		Minority Expenses	741540	
Delay Fine	1525.00		Building	176020	
Cost of Form	10665.00	407399.00	Minority Expenses	128380	1304977
Compartmental Charges	51114.00		Student Union Fee		
To GOVT. GRANTS					
Govt. Pay Packet	25296586.00				
Hostel A/c	62730.00				
UGC 12th Plan	1451865.00				
Faculty Development Progress	15000.00				
Minor Research Project	792500.00	27618681.00			
TO OTHER GRANT/STIPEND					
Minority Grant	210000.00	210000.00			

K. G. Adhikari
Teacher-in-Charge
SITANANDA COLLEGE
Nandigram, Purba Medinipur



Contd. P/2

SITANANDA COLLEGE
VILL + P.O- NANDIGRAM , DIST - PURBA MEDINIPURE, PIN - 721631
WEST BENGAL
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST MARCH, 2015

RECEIPTS		Amount		Amount		PAYMENTS		Amount		Amount	
		Rs.	Ps	Rs.	Ps			Rs.	Ps	Rs.	Ps
:: 2 ::											
To DEDUCTION						By OTHER EXPENSES					
Provident Fund Contribution		1466236.00				Advance (Others)		489500.00			
Recovery of Provident Fund Loan		591000.00				Advance (Salary)		803000.00			
Income Tax		1194548.00				Withdrawal from P.F		1759107.00		3051607.00	
Professional Tax		67840.00									
L.I.C		673569.40									
G.S.L.I		19800.00									
				4012993.40							
To MISCELLANEOUS RECEIPT						By DEDUCTION					
Service Charges (Professor Mess)		13125.00				Provident Fund Contribution		1466236.00			
Hostel Seat Rent		4950				Recovery of Provident Fund Loan		591000.00			
Hostel Electricity		780				Income Tax		1194548.00			
Hostel Establishment Charges		800				Professional Tax		67840.00			
Hostel Caution Deposit		200				L.I.C		673572.00			
Hostel Admission Fee		120				G.S.L.I		0.00		3993196.00	
Withdrawal from P.F		1759107									
Advance Other		10000		1789082.00							
To INTEREST						To CASH AND BANK BALANCE					
Interest from S/B A/c		63799.00		63799		Cash in Hand		23712.00			
						Cash at Bank					
To OTHER FUND						SBI Haldia Branch A/c 62598		2260129.16			
College Examination Fees		122830.00				SBI Nandigram Branch A/c 22909		1175029.90			
Common Room Fee		68200.00				SBI - NSS		80321.00			
Development Fee		306900.00				SBI - (M P Development Fund)		787.00			
Laboratory Fee		269200.00				Contai Central Co-Op Bank		1261985.00			
Library Fee		85198.00				(SB A/c No. 1900)					
Magazine Fee		51130.00				Contai Central Co-Op Bank		107443.45			
Sport Fee		102300.00				(CA A/c No. 1059)					
Student Aid Fund Fee		51120.00				Contai Co-Op Bank A/c 1003445		99478.00			
Student Health Welfare Fee		17050.00				P.N.B Nandigram A/c 1514		2360747.50		7369633.00	
Laboratory Deposit (Caution Money)		25400.00									
Library Deposit (Caution Money)		159830.00									
Student Union Fee		170500.00		1429658.00							
				44519457.31						44519457.3	

Signed in Terms of our separate report of even date

Place : Kolkata
Date : 10.01.2017



For KUMAR PRADEEP & COMPANY
CHARTERED ACCOUNTANTS
FIRM REGD. NO. - 314041E

(CA - Pradeep Kumar Lodha)
Proprietor
M.NO. 015051

K. G. Adhikari
Teacher-in-Charge
SITANANDA COLLEGE
Nandigram, Purba Medinipur

Annexure IX Audited Income-Expenditure Statement & Receipts and Payments 2015-2016:
Audit is going on

Annexure X Photo Gallery



Principal's Desk



Bursar



Librarian's Desk



Library Counter



Library



Students' Reading Room



Teachers' Reading Room



College Office



Students' Union



College Fond side Gate



Administrative Building



Seminar Hall



Arts Building



Science Building



Science Building



Boys' Hostel



Girls' Hostel



College Pond



Purified Water



College Canteen



Canteen Inside



College Garden



Fresher Welcome



Welcome Programme



Welcome (MP)



Hon'ble MP delivers lecture



MP, Hon'ble Subhendu Adhikari



President's Lecture at AGF



TIC & President display the Prospectus



Chemistry Conference



Department of Chemistry Lab



Department of Zoology Lab



Tour batch at Kannyamumari – 2015



Department of Zoology Tour



Dept. of Anthropology Lab



Dept. of Anthropology Class Room



Department of Physics Lab



Department of Geography Lab



Department of Geography Tour



Dept. of Geography Class Room



Dept. of Botany Class Room & Lab



Teachers' Day



NSS Programme



DEPT. OF BENGALI SEMINAR ON 17.12.15)-



DEPT. OF ENGLISH SEMINAR ON 16.02.16

DEPT. OF POL. SCIENCE SEMINAR ON 11.03.16



DEPT. OF CHEMISTRY SEMINAR ON 18.12.15



DEPT. OF PHYSICS SEMINAR ON 14.01.16

DEPARTMENT OF ZOOLOGY SEMINAR



DEPT. OF SANSKRIT & PHILOSOPHY ON 22.12.15



WORKSHOP ORGANISED BY IQAC 24.11.15

PARENTS, TEACHERS MEETING