Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**SITANANDA COLLEGE**
Name of the head of the Institution	**Dr. Samu Mahali**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03224232295**
Mobile no.	**9434015938**
Registered Email	**sitanandaiqac@gmail.com**
Alternate Email	**samumahali@rediffmail.com**
Address	**Sitananda College, Nandigram, PurbaMedinipur**
City/Town	**Nandigram**
State/UT	**West Bengal**
Pincode	**721631**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr Md Helaluddin**
Phone no/Alternate Phone no.	**03224232295**
Mobile no.	**8777493706**
Registered Email	**sitanandaiqac@gmail.com**
Alternate Email	**samumahali@rediffmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.sitanandacollege.info/Annual%20Quality%20Assurance%20%202017-18.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.sitanandacollege.info/ACADEMIC%20CALENDER%202018-19..%20(1).pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.20**	**2017**	**27-Nov-2017**	**26-Nov-2022**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**10-Dec-2011**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

No Data Entered/Not Applicable!!!
[View File](#)

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
[View File](#)				

9. Whether composition of IQAC as per latest NAAC guidelines:	No
Upload latest notification of formation of IQAC	**No Files Uploaded !!!**
10. Number of IQAC meetings held during the year :	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	[View File](#)
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

• Sanction of Study Leave in favour of Nilanjana Nayak Assistant Professor in Political Science. • Promotion of Md. Nurul Amin, Assistant Professor in Bengali (Stage3) to the next higher Grade of Associate Professor (Stage4), Promotion of Dr. Lakshmi Kanta Dolai, Assistant Professor in Bengali (Stage3) to the next higher Grade of Associate Professor (Stage4) and Placement/ promotion of Susmita Roy(Adak), Assistant Professor in Philosophy(Stage2) in the next higher Grade of Assistant Professor (Stage3) • Construction of Marketing Complex at the extreme east of the college Pond (Big) located adjacent to the Bus Terminus, Nandigram. • Preparing Academic and Holiday Calendar of the college • Class Routines are prepared under the supervision of IQAC

[View File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes

[View File](#)

14. Whether AQAR was placed before statutory body ?	Yes

Name of Statutory Body	Meeting Date
Governing Body	19-Dec-2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No

16. Whether institutional data submitted to AISHE:	Yes

Year of Submission	2018

Date of Submission	30-Sep-2018

17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college has developed a mechanism for well-planned curriculum delivery and documentation. The affiliating university formulated the syllabus in details and the college implements it. At the beginning of the academic session, the IQAC of the college prepares an academic calendar according to the circular of the affiliating university and it is uploaded in the college website. Notices are circulated among the students about it explaining the probable teaching days, holidays, dates of internal examinations and co-curricular activities. Orientation programme is organized by the departments for newly admitted students to make them aware of the mechanism for curriculum delivery and implementation. The College Routine Sub-Committee prepares Master Routine strictly according to the number of credit points as in the prescribed university syllabus for both UG & PG classes and circulates it to different departments. The departmental Heads prepare their departmental routine approved by the Principal. Based on the departmental routine, the departmental meetings are held where the topics of the syllabus are distributed to the teachers after a great deal of discussion. Number of classes for each topic is decided according to the syllabus and credits assigned to each topic/Group/paper etc for UG & PG. Then the teachers prepare their lectures in accordance with the syllabus prescribed and classes allotted. Classes are held as to the prescribed time schedule under the supervision of the administration/ Principal. The teachers use power-point projection during the lectures apart from traditional chalk and talk methods. Tutorial classes are held in some departments and the

classes of UG & PG are also held during the summer and puja vacations. Field tours /visits and educational tours are organised by different departments. Class tests, seminars, debates, etc are held in some departments and Internal Assessment is taken after completion of a part of the syllabus and finally the university examinations are held as declared by it. Departments keep detailed records of the classes taken, assessments, project and field reports. The college has to maintain records on the results and activities of the students for the improvement of methods of delivering of curriculum.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Hons	01/07/2018
BA	Gen	01/07/2018
BSc	Gen	01/07/2018
BSc	Hons	01/07/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Education Hons	25
BA	Bengali Hons	66
BSc	Geography Hons	17
BA	Sanskrit Hons/ PG	30

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	
Employers	
Alumni	
Parents	

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

Feedback analysis on teaching and other aspects of the college: - 1. Student feedback on all aspects regarding teaching learning and evaluation facilities etc is taken annually from the students conducted by IQAC. 2. Students have freedom in the feedback form to categorize teachers by VG (very good)/G(good)/F(Average)/UN(unsatisfactory). 3. The student feedback is assessed by IQAC for the year 2018-19 and discussed with the head of the institution and coordinator of IQAC. It is observed that students are highly satisfied with the teaching learning processes and behaviour of teaching faculties. 4. Students are demanding more modern facilities such as sufficient class rooms, ICT class rooms, Wi-Fi Internet facilities. Principal is concern about to take the necessary steps to develop or provide such facilities. 5. They have suggested to develop hostel facilities. 6. All the departments without field works demand educational trip. 7. It is observed from feedback analysis that students are asking for some courses like electronics, vocational, computer courses. They want more sports events, more extra co-curriculum activities. 8. Most of the parents are satisfied with academic performance and administration. They proposed to introduce new courses in graduate and post graduate courses.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Bengali Hons	138	255	138
BA	English Hons	77	157	70
BA	Education Hons	92	207	92
BA	History Hons	103	29	14
BA	Political Science Hons	85	33	19
BA	Sanskrit Hos	70	61	33
BA	General	500	450	450
BSc	Anthropology Hons	70	49	23
BSc	Chemistry Hons	47	44	20
BSc	Geography Hons	47	96	30

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1833	64	20	0	6

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
20	20	10	6	4	7

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

In the context of socio-political-economic and scientific needs of the society (national and international), the college has to take special measure to prepare the students for it. Problems of the students are identified through this system. The departments of the college collect the necessary information concerning the students like the contact number, e-mail, gender, category, family income etc. The departments have to keep all the records of class tests, attendance, seminars and many more. There are many problems such as drop outs, slow-learners, poor economic background, first generation learners etc. The college has Carrier Counselling cell to solve the different problems.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1833	20	1:91:6

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
28	20	8	0	9

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BNGH	Semester	16/07/2019	27/09/2019
BA	ENGH	Semester	16/07/2019	27/09/2019
BA	EDCH	Semester	16/07/2019	27/09/2019
BA	HISH	Semester	16/07/2019	27/09/2019
BA	PLSH	Semester	16/07/2019	27/09/2019
BA	SANH	Semester	16/07/2019	27/09/2019
BSc	ANTH	Semester	16/07/2019	27/09/2019
BSc	CEMH	Semester	16/07/2019	27/09/2019
BSc	GEOH	Semester	16/07/2019	27/09/2019
BSc	MTMH	Semester	16/07/2019	27/09/2019

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The institution has developed a Continuous Internal Evaluation System. With some variations all departments evaluate continuously in different forms. The system of evaluation is regular class test, field visits/survey, short- term field visit (Local area visit), industrial visits, students' seminar, group discussion, debate competition, dissertation, report preparation, assignments, monthly test, discussion and seminar on burning topics, MCQ viva voce, writing up the class summary and oral presentation. Through these systems, the shortcomings of the students are sought and remedial measures are taken for improving them.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

The IQAC of the college prepares Academic Calendar every year with the help of senior teachers and it is uploaded in the college website for the teachers and students. Teachers follow the academic calendar properly. Academic Calendar follows the guidelines of university academic calendar sent to the colleges.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.sitanandacollege.info/courses.html

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BNGH	BA	Hons	67	59	88.05
ENGH	BA	Hons	45	43	95.55
EDCH	BA	Hons	72	69	95.83
HISH	BA	Hons	6	6	100

PLSH	BA	Hons	11	9	81.81
BA	BA	Gen	168	135	80.35
SANH	BA	Hons	19	17	89.47
ANTH	BSc	Hons	13	13	100
CENH	BSc	Hons	17	14	82.35
GEOH	BSc	Hons	23	22	95.65

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<div align="center" style="color:red">No Data Entered/Not Applicable !!!</div>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
00	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Chemistry	1	00

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Geography	1

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Displacement of Tribes and its Impact on Tribal Society and Culture	Samu Mahali	IJRDO-Journal of Social Science and Humanities Research	2018	0	Khejuri College	0
THE COMPARATIVE BASICITIES, Li AND Na CATION AFFINITIES WITH A SERIES OF HETEROCYCLIC MOLECULES	B. Mandal	Rasayan J.Chem	2018	0	Sitananda College	0

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	1	2	0

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
StudentsOrientation Programme	NSS Units- I,II,III	6	212
Independence Day Celeberation	NSS Units- I,II,III	4	25
Blood Donation Camp	NSS Units- I,II,III	3	70
NSS Day	NSS Units- I,II,III	4	55
AIDS Awareness Progrrame	NSS (Sitananda College)	20	100
Cleanliness Programme in the College Campus and Local Village	NSS Programme Officers- I,II,III	3	52

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
00	00	00	0

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
NSS Units	NSS Units of Sitananda College	AID Awarenes programme	20	100

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
00	00	00	00

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab	Duration From	Duration To	Participant

		with contact details			
		No Data Entered/Not Applicable !!!			

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
5226952	5018265

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Newly Added
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Partially	1.0	2006

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	16242	1862418	687	228053	16929	2090471
Reference Books	1285	155485	65	18125	1350	173610
e-Books	135000	5900	300000	5900	435000	11800
e-Journals	6000	0	0	0	6000	0
Journals	212	51819	0	0	212	51819
Digital Database	0	0	0	0	0	0

CD & Video	28	0	0	0	28	0
Weeding (hard & soft)	1351	0	0	0	1351	0

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	28	0	10	0	0	16	12	2	0
Added	2	0	0	0	0	1	0	0	0
Total	30	0	10	0	0	17	12	2	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

4 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
00	00

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
801364	736754	1647201	152990

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

> Students are provided physical and academic facilities by the institution. Cleaning of classrooms is carried out to provide an academic environment to the students. The non-teaching staff of respective departments maintains the laboratories of the college. Students get the laboratory facilities throughout the year. All the departments on sharing basis use library, sports complex, computers, classrooms, gyms etc. The institution makes construction, maintenance and repairing of the college buildings from the grants received from the Higher Education Department of Government of West Bengal.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Students concession	92	62940
Financial Support from Other Sources			
a) National	Chief Minister etc	1309	15366010
b)International	00	0	0

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
No Data Entered/Not Applicable !!!					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
00	0	0	00	0	0

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme

enrolling into higher education					admitted to
2018	**30**	**BA**	**Bengali**	**Sitananda College**	**MA**

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
00	**00**	**0**

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The students' Union of the college is an important unit of the institution and it works for the general students throughout the year. They do various types of works. The main activities pursued by the Students' Union are as follows: - ? Nabin BaranUtsav (Freshers' Welcome), a cultural programme to welcome the newly admitted students of the college. ? Celebration of Teachers' Day as the mark of birth anniversary of Dr. S. Radhakrishnan ? Organising the Annual Social and Cultural Programme of the college ? Observance of the International Mother Language Day on 21st February 2018. ? Celebration of Saraswati Puja in the college. ? Celebration of birth and death anniversary of Rabindranath Tagore in the college. ? Organisation of Annual Sports of the college. ? Assistance financially backward students of the college to provide concession from the college fund. Apart from these, the Students' Union of the college organizes various programmes to observe important days such as "Swami Vivekananda's birthday", "Republic Day", "NazrulJayanti", "Independence Day" etc. in the college campus

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

00

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The vision of our institution is to convert it into a centre of excellence. For the realisation of this goal/objective, power is decentralised at different levels. Decentralization The college has a mechanism of providing operational autonomy to various functionaries in order to ensure a decentralized governance system. For smooth running of the institutional activities, various statutory and non-statutory subcommittees are formed taking the members from different stakeholders.The Principal is the ex-officio secretary of the Governing Body, Teachers' Council and Chairperson of the Internal Quality Assurance Cell. In consultation with the Governing Body and the IQAC of the college, the Principal constitutes various committees for planning and implementation of different academic, administrative and other related policies. The composition of various committees is changed each year to ensure a uniform exposure of duties for academic and administrative development. The Head of different departments and senior faculties are empowered academic autonomy and each department is given freedom to prepare its academic planning, time-table, designing and assigning of student projects. Students are also empowered in various forms. The General Secretary of the Students' Union is the member of Governing Body and other members of the union play different roles at different levels. They represent in various committees and subcommittees. Non-teaching staff of the college play important roles at various levels. They are represented in the Governing Body, the IQAC and various committees. They are the part of the decision making body and their suggestions are considered vital while taking decisions on administrative policies. Participative management The College promotes the culture of participative management at the strategic, functional and operational levels. Strategic level: For the planning and policies on different matters like admission, examinations, discipline, grievances, support services and finance, the Principal, Governing Body, Teachers Council and the Internal Quality Assurance Cell of the college play important roles. Functional level: The institutional activities are functioning on democratic ways. Teachers and students share their knowledge among themselves whiles them on the educational tours or in the departments. Faculty members are involved in research activities and they are publishing their articles in the national and international journals. Operational level: For the development of the institution, the Principal and Senior Teachers interact with the government, affiliating university, UGC and various other external agencies. Various stakeholders join their hands for the implementation of academic and administrative policies.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details

Curriculum Development	Curriculum designing and framing is made by the affiliating university and the college implements it. Curriculum developmental process is involved by the college and university both. The college includes educational excursion and tours, industrial visit and field work at UG and PG levels. Moreover, it includes traditional written examination with Project work and seminar presentation for evaluation.
Teaching and Learning	Traditional methods of teaching and learning have changed. Now the teachers use Information and Communication Technology (ICT) for better communication and understanding the subject matters. They have wide access to internet, e-book, e-journal facility for carrying out advance learning and project works. Various departments arrange Industrial Visit and Field works as a part of their syllabi. Students of our college enhance their soft/learning skills through participation in the seminar. Feedback received from the students concerning teachers' efforts in classroom teaching is taken for better planning
Examination and Evaluation	Choice based credit system (CBCS) has been introduced for the evaluation of the students where student-centric approach is followed. The college has a mechanism of internal assessment of student's evaluation and progression. The institution has traditional written examination system with project works. The Teachers' Council and Academic Committee of the college conduct meetings for smooth running of examination and evaluation process. Results are displayed on website of the university.
Research and Development	Our college has a research cell and Research Sub-committee fororganising various seminars workshops at Institutional / State / National / International levels. The teaching staff having Ph. D is appraised and acknowledged for their research works.
Library, ICT and Physical Infrastructure / Instrumentation	The College Central Library is connected with internet, INFLIBINET with SOUL software and N-LIST facilities. Students and Teachers of the college have been provided with reading rooms and computer facilities. Bar-coding of all books of the library

	is under process. We are already connected with INFLIBNET with SOUL software and NLIST facilities for online books and journals. Bar-coding of all books of the library is under process. Renovation and upgradation of the Central Library are emphasised in accordance with the recommendation of NAAC.
Human Resource Management	The Principal, Teachers, Non-Teaching staff, students and other stakeholders are human resources of the college. They work properly for better management. The Principal encourages the teachers and students to participate in seminars and workshops. Faculties of different departments participate in Refresher and orientation programs. Academic Diary is maintained for Self-appraisal of the teachers. Grievance Redressal Cell, Anti-Ragging Committee, Sexual Harassment Committee of the institution are working properly. Health Centre is also working properly by appointing a doctor for health check-up of the stakeholders.
Industry Interaction / Collaboration	Nil
Admission of Students	Government of West Bengal has issued an order to be followed by Higher Education Institution concerning online admission on merit basis. Our institution strictly follows this like online payment facility in both UG PG levels. Online admission of UG PG is made on the merit basis following Government Rules for Reserved Categories during 2018-19. Online admission system from application to the counselling process has ensured transparency. All these are performed under the guidance of the Principal and various committees.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Planning and Development	Teachers have developed a group of WhatsApp for dissemination of information including regular notice to the members. The IQAC has suggested for complete automation of the Office and other units of the institution for keeping students, faculty and staff data for taking any kind of decision etc. Development is not possible without planning.

Administration	The college office and the Central Library have a separate server. It preserves and provides all academic and official data. But it is not under one system. It provides folders to all academic and administrative departments and faculties of the College. The information and details provided in all respective folders are later procured for many official purposes like magazine reports, annual reports, higher education reports, Central Documentation Committee and DVV. This also gives an accessibility to the Principal and the Management to scrutinize and verify all the activities conducted by different departments and faculties of the College and further facilitate growth and innovation in the smooth functioning of the College.
Finance and Accounts	The College office is fully computerised and the salary of the employees are submitted to the treasury office and the salary of the staff is transferred to the Bank Account directly. All records of Finances of the college are preserved in the computer. Advanced software is used for scanned documents and e-filing etc.
Student Admission and Support	On line admission system has been introduced in the institution. Applications from the candidates are submitted for admission to different courses through the online admission portal and the merit list is prepared by the admission committee. Then it is uploaded on the website of the college. The college has implemented online CBCS semester information system for UG PG Courses. IQAC of the college has suggested that online messages and short messaging services should be used to inform and notify students about different academic and official activities
Examination	Internal Assessment of the college is held as per the guidelines of the university and it conducts annual semester examinations. Notices related to University examinations are notified timely. For smooth running of the examinations, the Teachers' Council calls for a meeting for forming a body to conduct the examinations. Marks of the internal and semester exams are sent to the University online and

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
000	0	0

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The college annual financial audit is on the process. The DPI of West Bengal has deputed a Charter Accountant, Dangi Jain Co, Kolkata-70001 for financial audits of our college

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government	Funds/ Grnats received in Rs.	Purpose

funding agencies /individuals		
00	0	00

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		Yes	Principal
Administrative	No		Yes	Principal

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Time to time Parent-Teacher meeting is held for taking their feedback. Teachers deliver lectures on the educational condition of the college and the parents are asked to express their opinions on the academic environment of the institution. Parents provide valuable suggestion for development of the academic, social, moral and cultural development of students. They also point out the weaknesses of the college and suggest for their remedies. They also communicate views which the students cannot express their views before the teachers. Teachers communicate the parents to prevent early marriages of their wards for banning drop outs of the girls children specially.

6.5.3 – Development programmes for support staff (at least three)

The institution provides a Computer Training programme for the office staff so that they can handle the online admission and registration of students.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

The college has taken an important initiative for resource generation by building up a market complex. Revival of IFF programme/course from the session 2019-20 The institution communicates about the vacancies in different departments. Various departments have been provided new computers and printers to increase the use of ICT enabled teaching and learning. Majority of the teachers to deliver lectures now uses computer-aided methods.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
No Data Entered/Not Applicable !!!				

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
00

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	5

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Plastic free zone • Our campus is fully green with a variety of trees • Our college had organised National Seminar on Environment. • Installation of Solar Panels and ample number of Power Saving LED lights in the Campus

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Use of Non-Traditional Energy Goal: Our objective of using non-traditional energy (Solar Energy) is to provide the institute a better financial health as it costs far less in comparison with the carbon-based electricity that is commonly used throughout the globe. It is also eco-friendly as it involves a carbon-neutral mechanism to produce energy. As our goal is to save our environment from pollution, so the college has taken this initiative of producing solar energy to make the campus more and more pollution-free. Our mission is also to make the learners and through them the society at large

conscious to use more and more solar energy to build up strong environment and eco-friendly environment. Context: Our institute is situated far from the madding crowd of the cosmopolitan urban life. Its rural background is boon to us definitely but to compete with the world around us the college needs better infrastructure and strong economic foundation. As the college is rapidly expanding itself to mitigate the needs of time, more and more buildings are being erected in the campus. This progress and prosperity also demands huge energy to run the college. Light, fan, computer, generator, water pump, laboratories –everywhere electricity functions as a power wheel to move the college ahead. As the college is becoming large and large day by day, the cost of traditional energy becomes skyrocketing. To minimise the cost of huge sum of electric bill, the college has taken this alternative power initiative. Practices: Our institute has devised and developed a fully-structured mechanism of producing, sustaining and using alternative energy system drawn from solar power project. It has been built up on the roof-top of our college building and remains operative throughout the year. This practice helps us to reduce wastage of electricity consumption, and saving the use of carbon based electricity. This contributes to save our financial health as it costs very little to produce. Through this practice our institute contribute to fight against global and national energy crisis. This carbon –neutral energy is also helping to offers us better and pollution free environment. The non-traditional solar energy we use can be a great step ahead to maintain our economic health, environmental health as well as a lesson to the learners through whom we reach to the society at large to make them more and more conscious about the utility and efficacy of solar energy. This contributes to build up a strong and pollution-free nation. Through this alternative energy initiative we are trying to provide our institute as well as nation a better and progressive future. Result: the use of this non-traditional energy is saving the college fund greatly in every month as less electricity we have been using to fulfil our demand in the college. This practice of ours encourages the other educational institutes to use the solar power. The students and through them the guardians also have become enthusiastic in using the solar power. Problem: The problem concerning this new mode of producing energy is the lack of abundant supply of current technological tools and mechanisms. Also the need for vaster open space is also a problem to produce more energy. Conclusion: We are proud of our project of alternative power initiative of solar energy. Amidst many problems and difficulties we are still progressing to a right path by building a solar plant and using solar energy to meet the demand of power. This is one of our best practices as it helps us economically saving wastage of power, and also giving a better environment to our globe for future.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://www.sitanandacollege.info/Part%20B%207.2%20Best%20Practices%20(3).pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

GREEN CAMPUS INITIATIVES Vision Being a rural institute we have abundant opportunities to make our campus a green one which is environment friendly in nature. Our vision is to promote sustainable and eco-friendly practices in the campus and green campus may lead us to fulfil our ambition. This may lead redefining its environmental culture and developing new paradigms by creating sustainable solutions to environmental, social and economic needs of society and civilization. Context: Greening the campus is all about we need to make our institution an eco-friendly and environment friendly campus. Our institution offers us with all the scope and opportunities which may help us achieving our

goal. The college is located far away from the polluted effect of industrial civilization. It is surrounded by villages and most people living around the institution are rural people whose livelihood depends upon agriculture and cultivation. Our campus is rapidly growing maintaining balance and harmony with the ecological state of the area of Nandigram. In this context our college has taken a number of initiatives to fulfil our mission. Practices: Our institution takes adequate measure to sweep away wasteful inefficiencies and use conventional sources of energies for its daily needs. The college also takes initiative of correct disposal handling, purchase of environment friendly supplies and effective recycling programme. We have developed a solar power station on the roof top of college building which fulfils much of the institute's energy needs. We have a large pond inside the campus which is used as waste water preserver. The water also is used in gardening inside the campus. The water is also used to make bio-fertilizer by decomposing the fallen leaves of the trees, twigs and grasses. We have taken measures to ban polythene inside the campus to succeed in the drive of green initiatives. The institute has made necessary efforts to involve the students, faculty and staff in "Green Campus Initiatives" by forming a band of volunteers and providing them with printing T-shirts and caps with green campus initiative slogan specially designed for the purpose. Result: Green Campus Initiatives results in offering us with a beautiful campus and a pollution free atmosphere. Infrastructural and academic development takes place along with the beauty of greeneries and pollution-free atmosphere. The campus has become a oxygen hub having pure and fresh air which contributes largely to develop a healthy eco-system. Problems: There are some problems in the drive of green initiatives that the institution is facing constantly. We need more land and economic resources to continue with our effort of green campus. We also need expert in this field to make a sustainable plan and its proper execution in a time bound framework. Conclusion: Our institution is rapidly progressing to reach our mission of making an ideal green campus. College administration, professors, students and guardians – all are being involved to make our mission of Green Campus Initiatives a grand success.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

FUTURE PLANS OF ACTIONS RECOMMENDED BY IQAC OF SITANANDA COLLEGE FOR APPROVAL OF THE GOVERNING BODY 1. To generate resources of the college, a new building near Bus Stand be constructed for commercial and college purposes. 2. For better academic environment, an Auditorium with modern facilities be constructed 3. ICT based more Smart Rooms be introduced and to construct a new building for more general class rooms too. 4. For better administration, Management of Information System be introduced 5. Upgrade Library with full automation and Books with Barcode, E-Library, additional reference books, journals, E-resources etc 6. To introduce a computer centre with internet facility and W-Fi connectivity for students 7. To publish a journal to enhance quality of research publication 8. To introduce a Language Lab 9. Vacant teaching and Non-Teaching posts are to be filled up and self financing posts be abolished 10. To appoint full-time contractual teachers following UGC Guidelines. 11. Opening of more relevant P G Courses – English, Mathematics, Geography, Zoology, and Education 12. Vocational / Certificate courses be introduced: Industrial Fish and Fisheries 13. To organize UGC sponsored Workshops/ Seminars (International, national and state level) 14. To prepare a soft copies of past, present and future of Governing Body's Minutes and Resolution 15. To develop the Laboratories of different departments with modern facilities 16. Opening of UG Courses in NSS, Defence Studies, Aquaculture Physiology, Nutrition(H) and Botany (H)