

Annual Quality Assurance Report 2017-18



CHANDRAKETURGH SAHIDULLAH SMRITI MAHAVIDYALAYA

P.O.- DEBALAYA, BERACHAMPA, North 24 Parganas, WEST BENGAL

The Annual Quality Assurance Report (AQAR) of the IQAC

Part – A

I. Details of the Institution

1.1 Name of the Institution

CHANDRAKETUGARH SAHIDULLAH SMRITI MAHAVIDYALAYA

1.2 Address Line 1

P.O. - DEBALAYA

Address Line 2

BERACHAMPA

City/Town

BERACHAMPA

State

WEST BENGAL

Pin Code

743424

Institution e-mail address

chandraketugarh@gmail.com

Contact Nos.

03216-242652

Name of the Head of the Institution:

DR. SAROJ KUMAR CHATTOPADHYAY

Tel. No. with STD Code:

03216 -242652

Mobile:

9432860358

Name of the IQAC Co-ordinator:

DR. SUDESHNA BISWAS

Mobile:

9830430215

IQAC e-mail address:

iqaccssm@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

WBCOGN24153

1.4 NAAC Executive Committee No. & Date:

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

EC (SC)/20/A&A/40.1 dated 16.12.2016

1.5 Website address:

<http://www.cssmberachampa.org/>

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
|---------|-----------------------|-------|------|-----------------------|-----------------|
| 1 | 1 st Cycle | B | 2.12 | 2016 | 2021 |
| 2 | 2 nd Cycle | | | | |
| 3 | 3 rd Cycle | | | | |
| 4 | 4 th Cycle | | | | |

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

31.05.2014

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

2017-18

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011)

- i. AQAR _2016-17 Submitted on 22-9-2017_____ (DD/MM/YYYY)
- ii. AQAR_____ (DD/MM/YYYY)
- iii. AQAR_____ (DD/MM/YYYY)
- iv. AQAR_____ (DD/MM/YYYY)

1.10 Institutional Status

University State ☒ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☒

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education ☒ Men ☐ Women ☐

Urban ☐ Rural ☒ Tribal ☐

Financial Status Grant-in-aid ☐ UGC 2(f) ☒ UGC 12B ☒

Grant-in-aid + Self Financing ☒ Totally Self-financing ☐

1.11 Type of Faculty/Programme

Arts ☒ Science ☒ Commerce ☐ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

Nil

1.12 Name of the Affiliating University (for the Colleges)

West Bengal State University

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence UGC-CPE

DST Star Scheme UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2. IQAC Composition and Activities

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and
Community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held 4

2.11 No. of meetings with various stakeholders: No. Faculty

Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

N.A.

☐☒

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

Choice Based Credit System: A New Avenue of Quality Education

2.14: Significant activities and contributions made by the IQAC

- The IQAC prepares short and long term plans for the future academic and administrative development of the college. (**Annexure I**)
- The IQAC encouraged the counselling cell and took collaborative efforts to organize a psychological counselling session entitled 'Attending College is a Great Fun' for the first year students of this college. (**Annexure II**)
- The IQAC took collaborative effort with the counselling cell to organize psychological counselling sessions entitled 'Emotion Management at Workplace' for the faculty members and 'Work Related Stress' for the non-teaching staff of this college. (**Annexure III**)
- The IQAC encouraged the Women Cell and took collaborative effort to organize a workshop on 'Gender Sensitization'. As a result, one such workshop was held within the college premises in which all stakeholders of the institution actively participated. (**Annexure IV**)
- As per proposal of the IQAC, the Central Library organized a one-day workshop on 'Information Sources for Study and Research' for the faculty members. We have decided that this type of workshop will be an annual activity of the central library. (**Annexure V**)
- The IQAC organized a State level Workshop on 'Choice Based Credit System: A New Avenue of Quality Education' in which eminent resource persons took active part and acquainted the college stakeholders on the different aspects of the Choice Based Credit System (**Annexure VI**)
- The IQAC is going to publish the second issue of its NEWSLETTER entitled 'The Horizon', for the session 2017-18.
- The IQAC Coordinator authenticated data given by the faculty members applying under CAS and plays an active role in forwarding the paper to the Directorate of Public Instruction.
- Like in all other session the IQAC during this session also made suggestions for overall development of the college. The IQAC always promotes shared values, expectations and commitment among the students and staff of this college.

2.15 Plan of Action by IQAC/Outcome

The plan of action is chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome is reviewed by the end of the year.

| SL. NO. | PLAN OF ACTION | ACHIEVEMENT |
|--|---|---|
| CURRICULAR ASPECTS | | |
| 1. | The feedback from all stakeholders will be obtained, analyzed and used systematically | Feedback from students, parents, faculty members and administrative and support staff are collected off-line, analyzed and placed before the governing body. |
| TEACHING ,LEARNING AND EVALUATION | | |
| 1. | Appropriate strategies will be undertaken for advanced learners. | As per resolution of IQAC, advanced learners from honours departments, in accordance with the recommendations of the teachers of their respective departments, are allowed waiver of fees by the principal. |
| 2. | Formal mentoring of students through 'Tutor-Ward' system will be undertaken in honours departments. | Formal mentoring of students is due to start from the coming session. |
| RESEARCH, CONSULTANCY AND EXTENSION | | |
| 1. | The college will make budgetary provision to provide seed money to faculty members for research projects. | In the meeting of IQAC it was resolved to invite fresh projects from the faculty members. The process of funding would be initiated from the next financial session. |
| INFRASTRUCTURE AND LEARNING RESOURCES | | |
| 1. | Renovation of library and reading room will be done. | The renovation work is due to be done in the near future. |
| 2. | Purchase of books and journals for the central and departmental libraries will be done. | The college purchased 196 books for the library amounting to Rs.45185. 44 books were gifted by the faculty members and Central Institute of Indian Languages. |
| 3. | Language lab will be set up. | Quotations have been invited from bona fide vendors and the vendor giving lowest rate has been selected. The Process will be completed in near future. |
| STUDENT SUPPORT AND PROGRESSION | | |
| 1. | The college will make arrangements to provide coaching to students to face competitive examinations. | Systematic framework for the programme is being formulated and it would be implemented in the near future. |
| GOVERNANCE ,LEADERSHIP AND MANAGEMENT | | |
| 1. | Academic audit will be initiated. | In the meeting of IQAC a committee, comprising of the Principal, the President of the governing body and a DPI nominee of the governing body, has been formed for internal academic and administrative audit. |
| 2. | Computerized database of faculty members and administrative and support staff will be created. | The process has been started. |

| | | |
|--------------------------------------|--|--|
| 3. | Computer training program for the faculty members will be initiated. | The training program for faculty members has been started with internal experts. |
| INNOVATION AND BEST PRACTICES | | |
| 1. | Green audit is to be initiated. | Not yet done. |

** Attach the Academic Calendar of the year as **Annexure.-VII***

2.16 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☐ Syndicate ☐ Any other body ☐ Governing Body ☐

Provide the details of the action taken

AQAR for the year 2017-18 was placed in the Governing Body meeting dated 07.08.18. After a thread bare discussion and modification, the report was finally accepted.

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
|------------------------|-------------------------------|--|-------------------------------------|--|
| PhD | 0 | 0 | 0 | 0 |
| PG | 0 | 0 | 0 | 0 |
| UG | 15 | 0 | 4 | 0 |
| PG Diploma | 0 | 0 | 0 | 0 |
| Advanced Diploma | 0 | 0 | 0 | 0 |
| Diploma | 0 | 0 | 0 | 0 |
| Certificate | 0 | 0 | 0 | 0 |
| Others | 0 | 0 | 0 | 0 |
| Total | 15 | 0 | 4 | 0 |
| Interdisciplinary | 1 | 0 | 0 | 0 |
| Innovative | 1 | 0 | 0 | 0 |

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

(ii) Pattern of programmes:

| Pattern | Number of programmes |
|-----------|----------------------|
| Semester | |
| Trimester | |
| Annual | ✓ |

1.3 Feedback from stakeholders* (On all aspects)

Alumni ☒ Parents ☒ Employers ☐ Students ☒

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

Annexure-VIII

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

During this session no revision of syllabi or admission regulation was done in any department. In examination regulation also there was no revision. But during this session the West Bengal State University, our mother university, started processing for the introduction of CBCS in UG level from the next session i.e. 2018-19.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

1.5: During this year, four new general courses in Botany, Zoology, Chemistry and Geography have been introduced.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

| Total | Asst. Professors | Associate Professors | Professors | Others |
|-------|------------------|----------------------|--------------|-----------------|
| 27 | 07 | 04 | 1(Principal) | Ptt-6 CWTT-9 |

2.2 No. of permanent faculty with Ph.D.

06

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

| Asst. Professors | | Associate Professors | | Professors | | Others | | Total | |
|------------------|---|----------------------|---|------------|---|--------|---|-------|---|
| R | V | R | V | R | V | R | V | R | V |
| 01 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

2.4 No. of Guest and Visiting faculty and Temporary faculty

12

0

0

2.5 Faculty participation in conferences and symposia:

| No. of Faculty | International level | National level | State level |
|------------------|---------------------|----------------|-------------|
| Attended | 6 | 4 | 4 |
| Presented papers | 3 | 5 | 0 |
| Resource Persons | 0 | 0 | 1 |

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

Innovative process adopted by the Institution in teaching and learning.

- Students have been given internet access for using e-resources by the central library.
- Students have been encouraged to present papers with the aid of power point in class seminars organized by the departments.
- Regular educational excursions are held.
- Counselling Cell has motivated the first year students by organizing workshop entitled 'Attending College is a Great Fun'.
- The department of Philosophy has published the current issue of its departmental journal named 'Darshan tatwa Kotha' and thereby encouraged the students to write papers.
- Apart from conventional teaching the departments of Bengali and English regularly arranged for video shows of movies based on classics and lectures by

2.7 Total No. of actual teaching days

during this academic year

179

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

- Copier machine has been used by the college for printing question papers of college level internal examinations.
- The department of Agriculture & Rural Development conducts class seminars where students are required to deliver power point presentation before external examiner as a part of the internal assessment.
- The department of History organizes quiz competition for its students as a part of internal assessment.
- Regular class tests have been taken by the departments.

2.9 No. of faculty members involved in curriculum Restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop

5

0

20

2.10 Average percentage of attendance of students

75%

2.11 Course/Programme wise distribution of pass percentage:

| Title of the Programme | Total no. of students appeared | Division | | | | |
|--|--------------------------------|---------------|-------|-------|-------|--------|
| | | Distinction % | I % | II % | III % | Pass % |
| B.A HONS IN BENGALI | 46 | N.A. | 0 | 86.96 | 0 | 86.96 |
| B.A HONS IN ENGLISH | 14 | N.A. | 0 | 71.43 | 0 | 71.43 |
| B.A HONS IN PHILOSOPHY | 8 | N.A. | 0 | 62.50 | 0 | 62.50 |
| B.A HONS IN POL SCIENCE | 11 | N.A. | 0 | 54.55 | 0 | 54.55 |
| B.A HONS IN EDUCATION | 44 | N.A. | 13.64 | 70.45 | 0 | 84.09 |
| B.A HONS IN SANSKRIT | 6 | N.A. | 0 | 33.33 | 0 | 33.33 |
| B.A HONS IN ARABIC | 38 | N.A. | 10.53 | 23.68 | 0 | 34.21 |
| B.A HONS IN HISTORY | 33 | N.A. | 0 | 78.79 | 0 | 78.79 |
| B.SC HONS IN AGRICULTURE AND RURAL DEVELOPMENT | 0 | N.A. | 0 | 0 | 0 | 0 |
| B.A GENERAL | 590 | N.A. | 0 | 2.54 | 17.8 | 20.34 |

N.B.: Distinction is not mentioned in the mark sheet issued by our affiliating University.

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

- The IQAC encourages computer literacy among the various members of the departments.

- The cell organized workshop for faculty members to acquaint them for the introduction of CBCS from the coming session.
- The IQAC with the help of the Counselling Cell organized psychological counselling session entitled 'Emotion Management at Work Place' for the faculty members.

2.13 Initiatives undertaken towards faculty development

| <i>Faculty / Staff Development Programme</i> | <i>Number of faculty benefitted</i> |
|--|-------------------------------------|
| Refresher Courses | 1 |
| UGC – Faculty Improvement Programme | 0 |
| HRD programme | 0 |
| Orientation programme | 0 |
| Faculty exchange programme | 0 |
| Staff training conducted by the university | 0 |
| Staff training conducted by other institutions | 0 |
| Summer / Winter schools, Workshops, etc. | 20 |
| Others | 0 |

2.14 Details of Administrative and Technical staff

| Category | Number of Permanent Employees | Number of Vacant Positions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
|----------------------|-------------------------------|----------------------------|--|--|
| Administrative Staff | 14 | 0 | 3+1(librarian) | 0 |
| Technical Staff | 1 | 0 | 1 | 0 |

Criterion – III

3. Research, Consultancy and Extension

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

- The IQAC motivates the faculty members to pursue research work and to apply for major and minor research projects and seek funding from UGC or other funding agencies.

The IQAC proposed granting seed money from the college fund for pursuing research project.

3.2 Details regarding major projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|----------|------------|-----------|
| Number | 0 | 1 | 0 | 0 |
| Outlay in Rs. Lakhs | N.A. | 5,99,400 | N.A. | N.A. |

3.3 Details regarding minor projects

| | Completed | Ongoing | Sanctioned | Submitted |
|---------------------|-----------|---------|------------|-----------|
| Number | 0 | 1 | 0 | 0 |
| Outlay in Rs. Lakhs | 0 | 2.475 | N.A. | N.A. |

3.4 Details on research publications

| | International | National | Others |
|--------------------------|---------------|----------|--------|
| Peer Review Journals | 4 | 1 | 0 |
| Non-Peer Review Journals | 1 | 0 | 0 |
| e-Journals | 3 | 0 | 0 |
| Conference proceedings | 3 | 4 | 0 |

3.5 Details on Impact factor of publications:

Range Average h-index Nos. In SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

| Nature of the Project | Duration Year | Name of the funding Agency | Total grant sanctioned | Received |
|--|---------------|----------------------------|------------------------|----------|
| Major projects | 2018-20 | WBDST | 599400 | 394400 |
| Minor Projects | 2015-17 | UGC | 335000 | 247500 |
| Interdisciplinary Projects | 0 | 0 | 0 | 0 |
| Industry sponsored | 0 | 0 | 0 | 0 |
| Projects sponsored by the University/ College | 0 | 0 | 0 | 0 |
| Students research projects <i>(other than compulsory by the University)</i> | 0 | 0 | 0 | 0 |
| Any other(Specify) | 0 | 0 | 0 | 0 |
| Total | 0 | 0 | 934400 | 641900 |

3.7 No. Of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. Of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. Of conferences

organized by the
Institution

| Level | International | National | State | University | College | Departmental |
|---------------------|---------------|----------|-------|------------|---------|--------------|
| Number | 0 | 2 | 1 | 0 | 2 | 2 |
| Sponsoring agencies | 0 | UGC | IQAC | 0 | COLLEGE | COLLEGE |

3.12 No. Of faculty served as experts, chairpersons or resource persons

3.13 No. Of collaborations International National Any other

3.14 No. Of linkages created during this year

3.15 Total budget for research for current year in lakhs:

From funding agency From Management of University/College

Total

3.16 No. Of patents received this year

| Type of Patent | | Number |
|----------------|---------|--------|
| National | Applied | 0 |
| | Granted | 0 |
| International | Applied | 0 |
| | Granted | 0 |
| Commercialised | Applied | 0 |
| | Granted | 0 |

3.17 No. Of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

| Total | International | National | State | University | Dist | College |
|-------|---------------|----------|-------|------------|------|---------|
| 0 | 0 | 0 | 0 | 0 | 0 | 0 |

3.18 No. Of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. Of Ph.D. awarded by faculty from the Institution

3.20 No. Of Research scholars receiving the Fellowships (Newly entered) existing ones)
JRF SRF Project Fellows Any other

3.21 No. Of students Participated in NSS events:

University level State level
National level International level

3.22 No. Of students participated in NCC events:

| | | | |
|------------------|-----|---------------------|-----|
| University level | N.A | State level | N.A |
| National level | N.A | International level | N.A |

3.23 No. Of Awards won in NSS:

| | | | |
|------------------|-----|---------------------|-----|
| University level | NIL | State level | NIL |
| National level | NIL | International level | NIL |

3.24 No. Of Awards won in NCC:

| | | | |
|------------------|------|---------------------|------|
| University level | N.A. | State level | N.A. |
| National level | N.A. | International level | N.A. |

3.25 No. Of Extension activities organized

| | | | | | |
|------------------|-----|---------------|---|-----------|---|
| University forum | N.A | College forum | 0 | | |
| NCC | N.A | NSS | 0 | Any other | 0 |

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

NIL

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

| Facilities | Existing | Newly created | Source of Fund | Total |
|---|------------|---------------|--|------------|
| Campus area | 6921.22sqm | 0 | Donation and college fund | 6921.22sqm |
| Class rooms | 19 | 0 | College fund and fund from State Govt. | 19 |
| Laboratories | 1 | 0 | Fund from State Govt | 1 |
| Seminar Halls | 1 | 0 | College Fund | 1 |
| No. Of important equipments purchased (\geq 1-0 lakh) during the current year. | 11 | 0 | W.B Govt. and College Fund | 11 |
| Value of the equipment purchased during the year (Rs. In Lakhs) | 4.48 | 0 | W.B Govt. and College Fund | 4.48 |
| Others | 0 | 0 | - | NIL |

4.2 Computerization of administration and library

MIS software is partially functional and Library has been computerised with Koha library automation software and bar coded technology. OPAC searching system has also been implemented.

4.3 Library services:

| | Existing | | Newly added | | Total | |
|------------------|--------------------------------|---------|---------------------------------|-------|-------|---------|
| | No. | Value | No. | Value | No. | Value |
| Text Books | 11603 | 1843327 | 195 2 (Gifted) | 45057 | 11823 | 1888384 |
| Reference Books | 176 | 69455 | 1 | 128 | 177 | 69583 |
| e-Books | 0 | 0 | 0 | 0 | 0 | 0 |
| Journals | 7 | Gifted | 0 | 0 | 7 | 0 |
| | 4 | 2000 | 0 | 0 | 4 | 2000 |
| e-Journals | 0 | 0 | 0 | 0 | 0 | 0 |
| Digital Database | 0 | 0 | 0 | 0 | 0 | 0 |
| CD & Video | 28 | 6185 | 0 | 0 | 28 | 6185 |
| Others (specify) | Membership of N list inflibnet | | Renewal of Membership of N list | | - | 5900 |

| | | | | |
|--|--|----------|--|--|
| | | inlibnet | | |
|--|--|----------|--|--|

4.4 Technology up gradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Others |
|----------|-----------------|---------------|----------|------------------|------------------|---|--|---------------------------------|
| Existing | 56 | 1 | 51 | 1 | 0 | office automation software has been partially implemented | Five ICT enable class room 1 Virtual class room | Inflibnet and nlist facilities, |
| Added | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 |
| Total | 56 | 2 | 51 | 2 | 0 | 1 | 6 | - |

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

Internet facilities are available and academic and administrative offices are interconnected with Local Area network.

4.6 Amount spent on maintenance in lakhs:

i) ICT

52796

ii) Campus Infrastructure and facilities

0

iii) Equipments

0

iv) Others

0

Total:

52796

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- The IQAC monitored the publication of the Prospectus for newly admitted students which provide not only an overview of the college but also upholds the unique feature of the college.
- It made arrangement for providing Academic Calendar to the students at the earliest.
- It encouraged the students to participate in exhibitions and preparation of teaching and learning aids.
- It encouraged the students to participate in Educational Excursions and Study Tour organised by some of the Departments round the year.
- The IQAC collected a comprehensive feedback from all stakeholders with the objective of supervision and maintaining checks and balances on matters related to student support and progression.
- IQAC encouraged the departments to become computer literate so that all departmental records would be gradually transferred into a data base format by the faculty members.

5.2 Efforts made by the institution for tracking the progression

- Regular class tests and selection tests are held in each of the academic sessions and the performance of the students are analysed so as to provide important inputs in the teaching process.
- The college provides funds for organising special lecture by eminent faculties of other institutions.
- The college provide funds for conducting educational excursions or study tours to supplement the class lecture and make teaching and learning a holistic experience.
- Through personal /departmental communication the student learning outcome are collected.

5.3 (a) Total Number of students

| UG | PG | Ph. D. | Others |
|------|----|--------|--------|
| 4528 | - | - | - |

(b) No. Of students outside the state

| |
|---|
| 0 |
|---|

(c) No. Of international students

| |
|---|
| 0 |
|---|

| No | % |
|------|-------|
| 1908 | 42.14 |

Women

| No | % |
|------|-------|
| 2620 | 57.86 |

| General | SC | Last Year | | | Total | General | SC | ST | OBC | Physically Challenged | Total |
|---------|-----|-----------|------|-----------------------|-------|---------|-----|----|------|-----------------------|-------|
| | | ST | OBC | Physically Challenged | | | | | | | |
| 3745 | 230 | 36 | 1215 | 03 | 5221 | 2713 | 260 | 36 | 1518 | 01 | 4528 |

Demand ratio 1.57:1 Dropout %: **26.02**

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

| |
|-----|
| Nil |
|-----|

No. Of students beneficiaries

| |
|-----|
| Nil |
|-----|

5.5 No. Of students qualified in these examinations

| | | | | | | | |
|-------------|---|-----------|---|------|---|--------|---|
| NET | 0 | SET/SLET | 0 | GATE | 0 | CAT | 0 |
| IAS/IPS etc | 0 | State PSC | 0 | UPSC | 0 | Others | 0 |

5.6 Details of student counselling and career guidance

A. In the year 2013 the counselling cell of this college was formed formally. It should be noted here the journey in this regard had started since 2012.

| SL.NO ₂ | DATE | NAME OF THE PROGRAM | CONDUCTED BY | NO.OF STUDENT PARTICIPANTS |
|--------------------|------------|------------------------------------|--|----------------------------|
| 1 | 06.09.2017 | 'Attending College Is A Great Fun' | Dr. Piyali Ghosh Dastidar, Associate Professor of Philosophy, Mrinalini Datta Mahavidyapith, Professional Counselor and Psychotherapist. | 20 |
| 2 | 01.12.2017 | 'Attending College Is A Great Fun' | Dr. Piyali Ghosh Dastidar, Associate Professor of Philosophy, Mrinalini Datta Mahavidyapith, Professional Counselor and Psychotherapist. | 15 |

5.7 Details of campus placement

| <i>On campus</i> | | <i>Off Campus</i> | |
|---------------------------------|---------------------------------|---------------------------|---------------------------|
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
| 0 | 0 | 0 | 0 |

5.8 Details of gender sensitization programmes

| SL.NO. | DATE | NAME OF THE PROGRAM | CONDUCTED BY | NO.OF STUDENT PARTICIPANTS |
|--------|------------|------------------------|---|----------------------------|
| 1 | 05.05.2018 | 'Gender Sensitization' | Dr. Niladri Ranjan Chatterjee, Professor, Department of English, Kalyani University | 70 |

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

| | Number of students | Amount |
|--|--------------------|---|
| Financial support from institution | 906 | Rs.299800/- |
| Financial support from government (State) | 1615 | Not known. Because the amount is directly deposited to the incumbents' personal bank account |
| Financial support from other sources (Central) | 1092 | Not known. Because the amount is directly deposited to the incumbents' personal bank account |
| Number of students who received International/ National recognitions | 0 | |

5.11 Student organised / initiatives

| | | | | | |
|-------------------------------------|--------------------------------|----------------|--------------------------------|---------------------|--------------------------------|
| Fairs : State/ University level | <input type="text" value="0"/> | National level | <input type="text" value="0"/> | International level | <input type="text" value="0"/> |
| Exhibition: State/ University level | <input type="text" value="0"/> | National level | <input type="text" value="0"/> | International level | <input type="text" value="0"/> |

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

i. Grievances: Some students had complaints about the number of books in the library.

Redressal: The College has purchased a substantial number of books for the central and the departmental libraries and has also decided to purchase the same in greater number in near future.

ii. Grievance: Some students had complaints about the poor maintenance of the sports compound of the college.

Redressal: The President of the Governing Body of this College has gifted a lawn mower for maintaining the sports compound.

iii. Grievance: Some students had complaints about the poor condition of the road in front of the College campus connecting the College with the main road.

Redressal: On request of the College authority the college approach road have been renovated by the Block Development Office with the help of MLALADS.

iv. Grievance: Some students had complaints about the lack of surveillance in the students union room and the canteen.

Redressal: CCTV cameras have been installed in the students union room and in the canteen.

v. Grievance: Some students had complaints about the poor condition of water purifier and cooler installed in the first floor of the new building.

Redressal: The water purifier and cooler have been repaired immediately.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

- The college purports to promote higher education for the empowerment of the rural youths. It also aims to provide professional and vocational training to meet the changing needs for a better way of living and to make them socially responsible citizen.

Mission:

- The mission of the college is to create an ideal academic ambience in the institute towards the fulfilment of the goal of quality education, particularly higher education, through service and mutual co-operation of all, especially of the teachers, students, non-teaching employees, guardians and other stakeholders. The mission is also to motivate the students for participating in different social and cultural programmes in and outside the college so that they become professionally capable and able to take their own, familial and social responsibilities.

6.2 Does the Institution has a management Information System

There is a Management Information System in our college which is partially implemented. Fully online Admission and Student Data management is running successfully through this system.

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

6.3.1 Curriculum Development:

- As per rule the college has to follow the curriculum and course structure provided by the affiliating university.
- However some of the teachers of this college, as many as 45 % of them being members of under graduate board of studies, involve in curriculum development.
- Honours departments of the college introduce unitization of syllabi, class seminar and power-point. Presentation by the students. Educational Excursion, to supplement the course structure and field studies is often held.

6.3.2 Teaching and Learning

- The college has five ITC enabled rooms for its ten honours departments.
- The teachers give their lessons through Power Point Presentation and other state of the art audio visual means.
- All honours departments hold class seminars where only students present papers.
- Internet facility to access e-book and e-journal is available in the college library.
- Koha software is used for partially automated library services.
- Recently one virtual class room has been set up.

- Spoken English, Spoken Arabic and spoken Sanskrit are taught to students through a course curriculum framed by the college itself.

6.3.3 Examination and evaluation:

- The college compulsorily arranges for unit tests, class tests and selection tests.
- Final examinations are held at the end of every academic session by the university.
- As a part of continuous evaluation class seminars and Power Point Presentations by the students have been introduced.

6.3.4 Research and development:

- The IQAC motivates the faculty members to pursue research.
- Faculty members are encouraged to present papers in seminars.
- They are inspired to get their articles published in UGC enlisted journals.
- They are encouraged to apply for different research projects funded by the UGC and other funding agencies.
- Wi-Fi connectivity is up and running in the entire college building.
- Internet access for e-book and e-journals and other e – resources are available in the college library.

6.3.5 Library, ICT and physical infrastructure:

- The college has taken membership to NLIST programme of INFLIBNET for college library to provide access to e – books and e- journals to the users of the library.
- The Online Public Access Catalogue of Koha software enables the students to search the collection of the library quickly and easily.
- LAN and Wi-Fi facility is available.
- Well maintained college website (www.cssmberachampa.org) exists through which notices are served regularly.
- Digital notice board exists in our college.
- Administrative work is done largely through the use of computers.
- The college has 5(five) ICT enabled class rooms and one (1) Virtual class room to facilitate ICT enabled teaching.

6.3.6 Human Resource Management

- The members of the faculty are assigned administrative duties along with various academic duties.
- Attendance records of Principal, Teaching and Non-Teaching Staffs are properly maintained through a state of the art biometric system.
- All teachers are required to maintain and submit detailed self appraisal reports after every academic session.
- Students are required to participate in NSS, Sports and in Class Seminars.
- Exposure in the field of multicultural activity is encouraged.

6.3.7 Faculty and Staff recruitment

Rules of Recruitment procedure are as follows:

| Permanent Faculty Members | Part-time/Contractual Faculty Members | Guest Faculty Members | Non Teaching Staff |
|--|--|---|--|
| <ul style="list-style-type: none"> • Creation of Vacancy • Authentication of 100 point Roster from Backward class welfare office • Sending requisitions for vacant post to the recruiting authority • Receiving recommendations from the West Bengal college Service Commission • Issuing appointment letter to the recommended candidate • Joining of the candidate • Approval and Fixation of pay of the candidate • Confirmation of the service | <ul style="list-style-type: none"> • Creation of vacancy • Approval of recruitment process from the Governing Body • Nomination of External Expert • Advertisements • Interview process • Approval of the merit panel in the Governing Body • Joining of the Candidate • Approval and Fixation of Pay of the candidate | <ul style="list-style-type: none"> • Creation of vacancy • Approval of recruitment process from the Governing Body • Nomination of External Expert • Advertisements • Interview process • Approval of the merit panel in the Governing Body • Joining of the Candidate | <ul style="list-style-type: none"> • Creation of vacancy • Authentication of 100 point roster from Backward class welfare office • Seeking permission to the Government for filling up vacancies • Permission from government for filling up vacancies • Advertisements • Written test and interview • Approval of the merit panel in the Governing Body • Joining of the candidate • Approval and fixation of pay of the candidate • Confirmation of the service. |

6.3.8 Industry Interaction and Collaboration

| Serial No. | Department | Date | Industry Visit/ Research Institute |
|------------|------------|------|------------------------------------|
| 1 | Nil | | |
| 2 | Nil | | |

6.3.9 Admission of students

- The admission process is fully online and it is maintained by a third party service provider.
- Admission of students is strictly done on the basis of merit.
- Strict observations of Government rules for reserve categories are followed.
- All payments regarding admission is done through the payment gateways of a nationalized bank.

6.4 Welfare Schemes for

| | |
|--------------|--|
| Teaching | <ul style="list-style-type: none">● Several welfare schemes of the Govt of West Bengal, namely LTC and West Bengal Health Scheme have been declared by the State Govt.● An employees' co-operative is in the process of its making in the college. |
| Non teaching | <ol style="list-style-type: none">1. Welfare scheme of Govt of West Bengal namely Swastha Sathi under WB Health Scheme has been declared by the State Govt.2. Festival Bonus from the Government and ex-gratia to the casual workers are given from the College fund.3. Festival Advance is given from the college fund |
| Students | <ul style="list-style-type: none">● Subsidised medical treatment from Student' Health Home.● Students' Aid Fund is fully operational.● Students Concession is sanctioned by the college.● SC/ST/OBC/Minority Scholarship is sanctioned by the Government.● Kanyashree, Swami Vivekananda Scholarship, Scholarship from Chief Minister's fund and other scholarship from different Private organisations. |

6.5 Total Corpus fund Generated: NIL

6.6 Whether annual financial audit has been done Yes —~~No~~

(Annual Financial Audit has been done up to the financial year 2016-17)

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

| Audit Type | External | | Internal | |
|----------------|----------|---|----------|---|
| | Yes/No | Agency | Yes/No | Authority |
| Academic | No | | No | |
| Administrative | Yes | Government Auditors. Audit of other grants(UGC) is done by reputed chartered Accountants | Yes | Auditor appointed by the Governing Body |

6.8 Does the University /autonomous college declare results within 30 days?

No

6.9 What efforts are made by the University/autonomous college for examination Reforms?

Yes, Semester system will be introduced from the academic session 2018-19

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

Nil

6.11 Activities and support from the alumni association

Nil

6.12 Activities and supports from parent-teacher association

Though any such parent teacher association has not yet formed, regular parent-teacher meeting are held at the departmental levels and the college tries to implement parents' suggestions as far as practicable.

6.13 Developing programme_for support staff

A psychological counselling session entitled 'Work related stress' was organised for the office staff

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

- Weekly cleaning of building and campus has been done by NSS volunteers.
- Rain Water Harvesting has been set up since the year 2015.
- The garden has been properly maintained.
- Awareness campaign has been initiated to maintain the campus plastic free.
- Parthenium removal activities and regular cleaning programmes have been done by NSS.

CRITERION -VII

7.1: INNOVATIONS INTRODUCED

- In order to promote value education and spread multicultural values among the students, to teach them respect diversity of Indian society and acquaint them with the philosophy of great thinkers and pathfinders, the college celebrates Saraswati Puja and Nabi Dibas, Birth Anniversary of Rabindranath Tagore , Kazi Nazrul Islam and Md. Sahidullah. Students and faculty members as well as administrative staff of this college participate actively in organizing and performing in these events.
- This college always promotes communal harmony. We have organized a special program in this regard during the year entitled 'EKI SUTRE BANDHIYACHHI', in which students from both the communities actively took part.
- In this college, we emphasized greatly on cultural events as co-curricular activities. In view of this we are going to start music classes from the next session on demand of students. Decisions in this regard have been taken in the meeting of IQAC and the work is in progress.
- The Counselling Cell, in collaboration with IQAC, organized two workshops entitled 'Attending College is a Great Fun' for motivating first year students with an aim to prevent dropout syndrome.
- The Counselling Cell in collaboration with IQAC organized a psychological counselling session entitled 'Work Related Stress' for administrative and support staff of this college.

7.2: ACTION TAKEN REPORT

CURRICULAR ASPECT:

- Part III examinees of this college were given feedback form from the office at the time of depositing examination fees. These forms were collected by the office from the students at the time of verification of their examination forms.
- Feedback from the parents are collected in a specific format at the time of parent-teacher meeting arranged by the academic departments at the end of the session.
- Feedback from faculty members and administrative and support staff is also collected in a specific format annually.
- After collecting feedback forms from various stakeholders the IQAC members analyzed the same separately and the findings were discussed in the IQAC meeting. The findings are submitted to the Principal for placing it before the Governing Body.

TEACHING, LEARNING AND EVALUATION:

- Academic departments were asked to identify toppers and advanced learners from honours departments and place a list of these students before the Principal. The Principal instructed the cash section to waive tuition fees of these students.
- Formal mentoring of students through 'Tutor-Ward' system is due to start from the coming session.

RESEARCH, CONSULTANCY AND EXTENSION:

- With reference to the letter dated 14.11.17 written by the convener of the Research Committee, the Coordinator of IQAC requested the Principal to make budgetary provision to provide seed money to faculty members for research projects. In the meeting of IQAC, it was resolved to invite fresh proposal of research projects from the faculty members. The process of funding would be initiated from the next financial session.

INFRASTRUCTURE AND LEARNING RESOURCES:

- The renovation work of library and reading room is due to be done in the near future.
- During the session the college has purchased a substantial number of books.
- Quotations have been invited for bona fide vendors for setting up language laboratory. The vendor giving lowest rate has been selected. The process is in its way of implication.

STUDENT SUPPORT AND PROGRESSION:

- Systematic coaching for competitive examination has been proposed by the IQAC of this college.

GOVERNANCE, LEADERSHIP AND MANAGEMENT:

- In the meeting of IQAC an internal committee, comprising of the Principal, the President of the governing body and the DPI nominee

of the governing body, has been formed for academic and administrative audit. It is decided to conduct the audit by internal expert committee every year and by external experts once every three years.

- The process of creating computerized database has been initiated. During this session personal and official data of each and every faculty members and administrative and support staff have been uploaded. As a result, computerized personal files, consisting of all official documents, have been created the soft copy of which would be given to each staff.
- Computer Training for faculty members has been started. Initially our internal experts started the training. It is decided that from the next session an external expert will conduct the training programme twice a week.

INNOVATIVE AND BEST PRACTICES:

- Green audit : Not yet done

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

| | | |
|------------------------|---|---------------|
| Best Practice 1 | : | Book Fair |
| Best Practice 2 | : | Creative Hour |

Annexure: IX

7.4 Contribution to environmental awareness / protection

- Aforestation campaigns have been conducted inside the campus.
- The campus has been made plastic free.
- Smoking in the college premises has been strictly prohibited.
- Cleanliness programme has been conducted in the college campus by the NSS unit.
- The college is used to send drinking water sample to CADC every six months for testing ground water arsenic contamination.

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

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

Strength:

- Prevalence of multicultural environment and pluralism.
- Committed faculty.
- Cooperative office staff.
- Supportive management.
- Harmonious relationship among all the stakeholders and the governing Body.
- Huge number of students.

Weakness:

- Inadequate infrastructure.
- Less than adequate number of permanent faculty.
- Greater number of first generation learner.
- Lack of awareness regarding higher education among students.

Opportunities:

- Introduction of skill oriented add on course.
- Collaboration with Industry for employment opportunities.
- Improvement of Research Culture.
- Improvement of IT infrastructure.
- Complete computerisation of administration.

Threats:

- The decreasing number of admission in some subjects is a matter of concern to the college.
- The problem of irregularities of students is a crisis that has to be addressed.
- The increasing exodus of students from general disciplines to technical areas of knowledge is a growing threat.

CRIERION VII

8. PLANS FOR NEXT YEAR

1. Curricular Aspect:

- Apart from university stipulated curriculum some courses on music and other Skill Enhancement Courses will be initiated.
- Initiating and encouraging on-line feedback from all stakeholders.

2. Teaching, Learning and Evaluation:

- Remedial classes for the students requiring additional help will be organized.
- Weekly test and Mid – Semester examinations will be taken for evaluation.

3. Research, Consultancy and Extension:

- Value based workshop would be held on regular basis.
- Linkage would be instituted with other Higher Education Institutions

4. Infrastructure and Learning Resources:

- UPgradation of library services and purchase of books will be done.

5. Student Support and Progression:

- Skill development programme will be arranged for the students.

6. Governance and Leadership:

- Introduction of e- filling at all level of college office will be introduced.
- Skill development programme for faculty members and administrative and support staff will be organized as a part of human resource management.

7. Innovation and Best Practices:

- Afforestation campaign will be carried out both inside and outside the college campus.
- Institutional mail id will be opened.
- Paper free communication within the campus will be encouraged.

Signature of the Coordinator, IQAC
Name: Dr. Sudeshna Biswas

Signature of the Chairperson, IQAC
Name: Dr. Sarojkumar Chattopadhyay

PLAN OF ACTION

| SL.NO | LONG TERM | SHORT TERM |
|-----------|---|--|
| 1. | CURRICULAR ASPECT | CURRICULAR ASPECT |
| ● | Introduction of new subjects and courses. | ● On-line feedback will be sought from all stakeholders. |
| 2. | Teaching, Learning and Evaluation | Teaching, Learning and Evaluation |
| ● | Creation of new teaching and non-teaching posts. | ● Remedial classes for the students requiring additional help. |
| ● | Establishment of well-equipped computer laboratory. | Introducing internal assessment on the basis of projects and assignments. |
| 3. | Research, Consultancy and Extension | Research, Consultancy and Extension |
| ● | Linkage with Indian Museum and Archaeological Survey of India for up gradation of college museum. | ● Approaching Legal AID Service of the Government of West Bengal for giving consultancy to the students. |
| ● | Linkage with other Higher Education Institutions. | ● Value based workshops and academic conferences on a regular basis. |
| ● | Upgradation of soil testing centre for giving consultancy to local community. | ● Extension activities by NSS and Students Union on a regular basis. |
| 4. | Infrastructure and Learning Resources | Infrastructure and Learning Resources |
| ● | Extension of library reading room. | ● Upgradation of drinking water supply system. |
| ● | Construction of more class rooms and science building. | ● Enrichment of laboratory. |
| ● | Construction of building for better accommodation of college museum. | ● Upgradation of library services and purchase of books. |
| ● | Construction of girls' and boys' common room. | ● Up gradation of college network system. |
| ● | Upgradation of the central college canteen. | ● Modernization of office. |
| ● | Hostel facility for the students and staff. | ● Opening up Post Graduate Department |

| | | |
|-----------|--|---|
| | | in different subject. |
| 5. | Student Support and Progression | Student Support and Progression |
| • | Arrangement for campus placement. | Update on digital notice board on a regular basis. |
| • | Upgradation of sports facilities. | • Career counselling on a regular basis. |
| • | Formation of Music Training Centre. | • Skill development programme for the students. |
| | • Improving the online feedback system. | • Lectures by domain experts on a regular basis. |
| 6. | Governance and Leadership | Governance and Leadership |
| | | • Introduction of e-filing at all level. |
| • | Introduction of on-line fee payment | • More regular meetings at the subcommittee level. |
| • | Creation of academic management portal for attendance of students and internal assessment. | |
| • | Mobile apps for internal stakeholders. | |
| 7. | Innovation and Best Practices | Innovation and Best Practices |
| • | Opening of a book bank. | • Tree plantation: Roof- top garden. |
| • | Paper recycling drive. | • Institutional mail id for faculty members and office staff. |
| • | Taking Steps to make the campus friendly for the differently abled. | |

DETAILS OF THE WORKSHOP

| SL.NO. | DATE | NAME OF THE PROGRAMME | Name of the Counsellor | NO.OF STUDENT PARTICIPANTS |
|--------|------------|------------------------------------|--|-------------------------------|
| 1 | 06.09.2017 | 'Attending College Is A Great Fun' | Dr. Piyali Ghosh Dastidar, Associate Professor of Philosophy, Mrinalini Datta Mahavidyapith, Professional Counselor and Psychotherapist. | 20 (Department of Bengali) |
| 2 | 01.12.2017 | 'Attending College Is A Great Fun' | Dr. Piyali Ghosh Dastidar, Associate Professor of Philosophy, Mrinalini Datta Mahavidyapith, Professional Counselor and Psychotherapist. | 15 (Department of English) |



Annexure: III

DETAILS OF THE WORKSHOP

| SL.NO ₂ | DATE | NAME OF THE PROGRAMME | Name of the Counsellor | NO.OF PARTICIPANTS |
|--------------------|------------|-----------------------|--|--------------------|
| 1 | 10.01.2018 | 'Work Related Stress' | Dr. Piyali Ghosh Dastidar, Associate Professor of Philosophy, Mrinalini Datta Mahavidyapith, Professional Counsellor and Psychotherapist. | 30 |



DETAILS OF THE WORKSHOP

| SL.NO ₂ | DATE | NAME OF THE PROGRAM | Name of the Counsellor | NO.OF PARTICIPANTS |
|--------------------|------------|------------------------------------|--|--------------------|
| 1 | 23.04.2018 | 'Emotion Management at Work Place' | Dr. Piyali Ghosh Dastidar, Associate Professor of Philosophy, Mrinalini Datta Mahavidyapith, Professional Counsellor and Psychotherapist. | 30 |



DETAILS OF THE WORKSHOP

| SL.NO. | DATE | NAME OF THE PROGRAM | Resource Person | NO.OF PARTICIPANTS |
|--------|------------------|------------------------|---|--------------------|
| 1 | 5th of May, 2018 | 'Gender Sensitization' | Dr. Niladri Ranjan Chatterjee, Professor, Department of English, Kalyani University | 100 |

On 5th of May, 2018, at 12 noon, Women cell of Chandraketurgarh Sahidullah Smriti Mahavidyalaya, jointly with NSS unit and in collaboration with IQAC had organised an extension lecture on 'Gender Sensitization'. The eminent resource person, Dr. Niladri Ranjan Chatterjee, Professor, Department of English, Kalyani University delivered his extension talk on this matter. His in depth extension lecture on the important aspect of gender sensitivity enlightened and enriched the students and teaching non teaching staffs present over there. The session was followed by good interaction on the part of the students and other members present there. Prof Dr. Chatterjee highlighted over the concept of 'Feminism' for bringing equality in every aspect of social, economical, political and educational arena. Prof Chatterjee's lecture inspired the concerned cell for conducting such type of programs further.



Annexure :V

| | |
|------------------------------|---|
| Name of the programme | Information sources for study and research |
| Date | 5 th June, 2018 |
| Conducted by | Central Library |
| No. of participants | 30 |

A one day workshop was organized by Central Library, Central library of the college for the staff of our college especially for the faculties as they are directly attached to study and research. The main theme of the discussion was reference sources and its use in study and research. Our honourable principal inaugurated the workshop with his welcome speech and felicitation. All our Teachers and a good number of non teaching staff participated in the workshop. The resource person Dr. Binod Bihari Das is an ex chief Librarian of Jadavpur University. He now works as library advisor in Heritage Institute of Technology and as a guest teacher in Calcutta University. The feedback was collected from the participants. The speaker not only delivered his valuable lectures but also supplied authentic documents to each participant with the details about the sources of information and references.



Annexure :VI

| | |
|------------------------------|--|
| Name of the programme | State level workshop on 'CHOICE BASED CREDIT SYSTEM (A NEW AVENUE FOR QUALITY EDUCATION)' |
| Date | 20 th September, 2017 |
| Name of the resource persons | <p>Keynote address: Prof. Basab Chaudhuri, Hon'ble Vice Chancellor, West Bengal State University</p> <p>Resource Person 1: Swami Kamalasthananda, Principal, Ramakrishna Mission Vivekananda Centenary College (Autonomous), Rahara, Kolkata 700118</p> <p>Resource Person 2: Dr. Sanat Kumar Ghosh,. Former Dean, Faculty of Arts, Director, Distance Education, Rabindra Bharati University</p> <p>Resource Person 3: Dr. Prasanta Kumar Dey, Associate Professor, Department of Commerce, Sir Gurudas Mahavidyalaya</p> |
| No. of participants | 100 |
| Venue | Seminar hall of the college |

The workshop was held on 20th September, 2017 from 11.45am in the seminar hall of the college. The intention of the workshop was to acquaint the audience with the Choice Based Credit System to be introduced in all the colleges under the West Bengal State University from the coming academic session. The workshop had the teachers of various neighbouring colleges, teachers, non – teaching staff and students of this college as its target audience.

The workshop began with inaugural session consisting of the welcome address delivered by Dr. Saroj Kumar Chattopadhyay, the Principal of this college. The theme of the workshop, its scope and purpose were laid bare by Dr. Saurabh Bhattacharyya, Assistant Professor (English) of this college at the outset. Prof. Basab Chaudhuri, Hon'ble Vice Chancellor of West Bengal State University delivered the Keynote address and explained the nitty gritty of CBCS for quality enhancement.

Swami Kamalasthananda, Principal, Ramakrishna Mission Vivekananda Centenary College (Autonomous), Rahara, Kolkata – 118, the speaker of the first technical session, elucidated on various technical and theoretical aspects of CBCS. The speaker explained the pros and cons of this system from his own experience of introducing the same in his college.

In the next technical session Dr. Sanat Kumar Ghosh, Director, Distance Education, Rabindra Bharati University, spoke on the necessity and relevance of introducing CBCS. The last speaker of this seminar was Dr. Prasanta Kumar Dey, Associate Professor, department of commerce, Sir Gurudas Mahavidyalaya, Kolkata. He shared his own experience of practicing CBCS at Calcutta University.

The workshop ended with a vote of thanks from Dr. Sudeshna Biswas, Coordinator, Internal Quality Assurance Cell of this college.



ACADEMIC CALENDAR 2017-18

| DAYS / MONT HS | JULY CLASS 13 | AUGUST CLASS 24 | SEPTEMBER CLASS 16 | OCTOBER CLASS 07 | NOVEMBER CLASS 25 | DECEMBER CLASS 15 | JANUARY CLASS 21 | FEBRUARY CLASS 14 | MARCH CLASS 19 | APRIL | MAY | JUNE |
|-------------------------|----------------------------|--------------------|-----------------------|---------------------|----------------------|----------------------|---------------------|----------------------|------------------------------|--------|----------------------------|--------------------------------|
| 1 | CLOSED | CLASS | ID UD JUHA | P | CLASS | CLASS | NEW YEAR DAY | CLASS | DOL JATRA | SUNDAY | MAY DAY | ADMIN ISTRATI VE WORK |
| 2 | SUNDAY | CLASS | ID UD JUHA | | CLASS | CLOSED | CLASS | CLASS | HOLI | CLASS | SABEBARA T | |
| 3 | ADMINISTR ATIVE WORK | CLASS | SUNDAY | | CLASS | SUNDAY | CLASS | CLASS | CLASS | CLASS | ADMINIST RATIVE WORK | SUNDA Y |
| 4 | ADMINISTR ATIVE WORK | CLASS | CLASS | | NANAK'S BIRTHDAY | ANNUAL SPORTS | CLASS | SUNDAY | SUNDAY | CLASS | ADMINIST RATIVE WORK | ADMINI STRATI VE WORK |
| 5 | ADMINISTR ATIVE WORK | CLASS | CLASS | | SUNDAY | ANNUAL SPORTS | CLASS | CLASS | CLASS | CLASS | ADMINIST RATIVE WORK | ADMINI STRATI VE WORK |
| 6 | ADMINISTR ATIVE WORK | SUNDAY | CLASS | | CLASS | CLOSED | CLASS | CLASS | PT I SELECTION TEST/CLASS | CLASS | SUNDAY | ADMINI STRATI VE |

| | | | | | | | | | | | | |
|----|---------------------|-----------|--------|---|--------|---------------------------|----------------|--------|--------|--------|--|---------------------|
| | | | | U J A V A C A T I O N | | | | | | | | WORK |
| 7 | ADMINISTRATIVE WORK | CLASS | CLASS | | CLASS | CLASS | SUNDAY | CLASS | CLASS | CLASS | ADMINISTRATIVE WORK | ADMINISTRATIVE WORK |
| 8 | ADMINISTRATIVE WORK | CLASS | CLASS | | CLASS | PT 3 SELECTION TEST/CLASS | CLOSED | CLASS | CLASS | SUNDAY | ADMINISTRATIVE WORK | ADMINISTRATIVE WORK |
| 9 | SUNDAY | CLASS | CLASS | | CLASS | PT 3 SELECTION TEST/CLASS | CLASS | CLASS | CLASS | CLASS | CELEBRATION OF RABINDRANATH TAGORE'S BIRTH ANNIVERSARY | ADMINISTRATIVE WORK |
| 10 | ADMINISTRATIVE WORK | CLASS | SUNDAY | | CLASS | SUNDAY | CLASS | CLASS | CLASS | CLASS | ADMINISTRATIVE WORK | ADMINISTRATIVE WORK |
| 11 | ADMINISTRATIVE WORK | CLASS | CLASS | | CLASS | CLASS | CLASS | SUNDAY | SUNDAY | CLASS | ADMINISTRATIVE WORK | ADMINISTRATIVE WORK |
| 12 | ADMINISTRATIVE | LOKNATH'S | CLASS | | SUNDAY | PT 3 SELECTION | SWAMI VIVEKANA | CLASS | CLASS | CLASS | ADMINISTRATIVE | ADMINISTRATIVE |

| | | | | | | | | | | | | |
|----|------------------------|------------------------------------|--------|------------------|-------|---------------------------------|--------------------------------------|------------------------------|--------|---|------------------------|------------------------|
| | WORK | BIRTHDAY | | PUJA VACATION | | TEST/CLASS | NDA'S BIRTH ANNIVERS ARY | | | | WORK | VE WORK |
| 13 | ADMINISTRATIVE WORK | SUNDAY | CLASS | | CLASS | CLASS | CLASS | CLASS | CLASS | CLASS | SUNNDAY | ADMINISTRATIVE WORK |
| 14 | ADMINISTRATIVE WORK | JANMASTAMI | CLASS | | CLASS | PT 3 SELECTION TEST/CLASS | SUNDAY | SIVARATRI | CLASS | V. R. AMBEDK AR'S BIRTH ANNIVER SARY | ADMINISTRATIVE WORK | ADMINISTRATIVE WORK |
| 15 | ADMINISTRATIVE WORK | INDEPENDENCE DAY CELEBRATION | CLASS | | CLASS | PT 3 SELECTION TEST/CLASS | PT II SELECTION TEST /CLASS | CLASS | CLASS | SUNDAY | ADMINISTRATIVE WORK | ID UL FITRE |
| 16 | SUNDAY | CLASS | CLASS | | CLASS | PT 3 SELECTION TEST/CLASS | PT II SELECTION TEST /CLASS | PT I ENGCBN GM EXAM | CLASS | CLASS | ADMINISTRATIVE WORK | ID UL FITRE |
| 17 | CLASS | CLASS | SUNDAY | | CLASS | SUNDAY | PT II SELECTION TEST /CLASS | CLASS | CLASS | CLASS | ADMINISTRATIVE WORK | SUNDAY |
| 18 | CLASS | CLASS | CLASS | | CLASS | PT 3 SELECTION | PT II SELECTION TEST/ | SUNDAY | SUNDAY | CLASS | ADMINISTRATIVE | ADMINISTRATIVE |

| | | | | | | | | | | | | |
|----|--------|--------|----------|--|--------|------------|---|--|-------|--------|------------------------|------------------------|
| | | | | | | TEST/CLASS | CLASS | | | | WORK | WORK |
| 19 | CLASS | CLASS | MAHALAYA | | SUNDAY | CLASS | PT II SELECTION TEST /CLASS | PT I SELECTION TEST/CLAS S | CLASS | CLASS | ADMINISTRATIVE WORK | ADMINISTRATIVE WORK |
| 20 | CLASS | SUNDAY | CLASS | | CLASS | CLASS | CLASS | CLASS | CLASS | CLASS | SUNDAY | ADMINISTRATIVE WORK |
| 21 | CLASS | CLASS | CLASS | | CLASS | CLASS | SUNDAY | CELEBRATION MOTHER LANGUAGE DAY / CLASS | CLASS | CLASS | ADMINISTRATIVE WORK | ADMINISTRATIVE WORK |
| 22 | CLASS | CLASS | CLASS | | CLASS | CLASS | SARASWATI TIJUJA | PT I SELECTION TEST | CLASS | SUNDAY | ADMINISTRATIVE WORK | ADMINISTRATIVE WORK |
| 23 | SUNDAY | CLASS | CLASS | | CLASS | CLASS | CELEBRATION OF NETAJI SUBHAS CHANDRA BOSE'S BIRTH ANNIVERSARY | PT I SELECTION TEST | CLASS | CLASS | ADMINISTRATIVE WORK | ADMINISTRATIVE WORK |

| | | | | | | | | | | | | |
|----|-------|--------|------------------|--------|--------|--|---------------------------------------|----------------------------|--------------|----------------------------|----------------------------|--------------------------------|
| 24 | CLASS | CLASS | SUNDAY | CLASS | CLASS | SUNDAY | PT II SELECTIO N TEST /CLASS | PT I SELECTIO N TEST | BASANTI PUJA | CLASS | ADMINIST RATIVE WORK | SUNDA Y |
| 25 | CLASS | CLASS | PUJA VACATION | CLASS | SUNDAY | W I N T E R R E C E S S | PT II SELECTIO N TEST /CLASS | SUNDAY | SUNDAY | ADMINIS TRATIVE WORK | ADMINIST RATIVE WORK | ADMINI STRATI VE WORK |
| 26 | CLASS | CLASS | | CLASS | CLASS | | CELEBRATI ON OF REPUBLIC DAY | CLOSED | CLASS | ADMINIS TRATIVE WORK | ADMINIST RATIVE WORK | ADMINI STRATI VE WORK |
| 27 | CLASS | SUNDAY | | CLOSED | CLASS | | PT II SELECTIO N TEST /CLASS | PT I SELECTIO N TEST | CLASS | ADMINIS TRATIVE WORK | SUN DAY | ADMINI STRATI VE WORK |
| 28 | CLASS | CLASS | | CLASS | CLASS | | SUNDAY | PT I SELECTIO N TEST | CLASS | ADMINIS TRATIVE WORK | ADMINIST RATIVE WORK | ADMINI STRATI VE WORK |
| 29 | CLASS | CLASS | | SUNDAY | CLASS | | PT II SELECTIO N TEST /CLASS | — | CLASS | SUNDAY | ADMINIST RATIVE WORK | ADMINI STRATI VE WORK |

| | | | | | | | | | | | | |
|----|--------|-------|--|-------|-------|--|-------|---|--------------------|--------|----------------------------|--------------------------------|
| 30 | SUNDAY | CLASS | | CLASS | CLASS | W I N T E R R E C E S S | CLASS | — | GOOD FRIDAY | CLOSED | ADMINIST RATIVE WORK | ADMINI STRATI VE WORK |
| 31 | CLASS | CLASS | | CLASS | — | | CLASS | — | EASTER SATURDAY | — | ADMINIST RATIVE WORK | — |

N.B. : Students are directed to contact their respective departments for dates of class test.

CHANDRAKETUGARH SAHIDULLAH SMRITI MAHAVIDYALAYA

Students' Feed Back Form Analysis, 2017-18

Mechanism of the Feedback Analysis:

A mechanism of quantification based on the analysis of student feedback is adopted, using parameters related to a variety of items like the Course, Library, Support service and the Teachers in particular. In quest of some sort of objectivity, only the outgoing 3rd year students of each Department are called upon to respond to the questionnaire.

Analysis of the Course and the Departments:

The 4-to-8-item questionnaire relates to the Course, Library, Support Service and the Teachers. Each question has 4 options - 1, 2, 3, and 4. The questionnaire involves a multiplicity of items and issues like learning value of the course, its depth and applicability, the infrastructure of a department and its academic ambience. The method quantification employed has a number of steps undertaken serially.

- Step 1: Calculating the percentage of grade-response to each question asked about the course of a department.
- Step 2: The pooled average is calculated in terms of percentage, as in Step 1, thus determining an overall percentage of responses to each grade for a specific parameter. This gives us a sense of the combined proportion of 4 for Very Good/Strongly Agree, 3 for Good/Agree, 2 for satisfactory/neither agree nor disagree and 1 for unsatisfactory/disagree for each of the parameters (items).
- Step-3: Pie chart/Bar Diagrams/3D Pyramid chart are prepared for all the questionnaires on the basis Students' response.

Overall ratings of Students feedback have been formulated as $(\sum \text{of ratings} / \text{number of total questions})$ and separate Pie chart/Bar Diagrams/3D Pyramid chart have also been prepared.

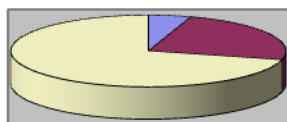
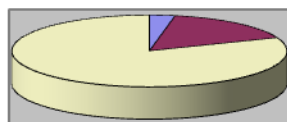
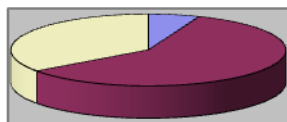
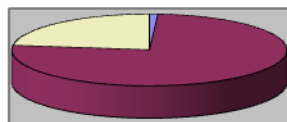
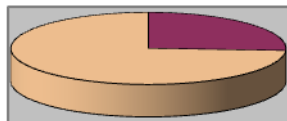
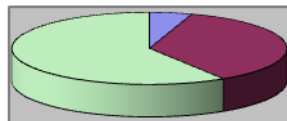
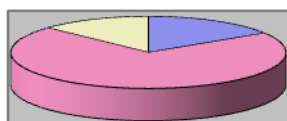
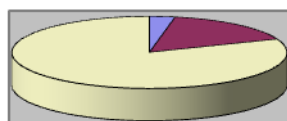
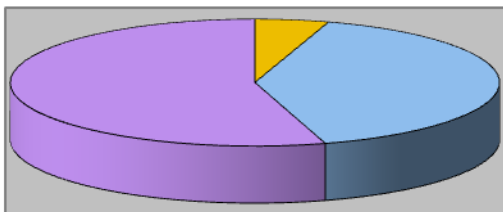
STUDENTS' FEEDBACK ON TEACHERS

(Ratings)

1. Disagree 2. NEITHER AGREE NOR DISAGREE 3. AGREE 4. STRONGLY AGREE

| SL NO | Details | 1 | 2 | 3 | 4 |
|-------|---|---|------|------|-------|
| 1 | The teacher completes the entire syllabus in time | | 5 | 24 | 71 |
| 2 | The teacher discusses, topics and interacts sufficiently with us in the class | | 3 | 16 | 81 |
| 3 | The teacher communicates clearly and inspires me through his teaching | | 6 | 59 | 35 |
| 4 | The teacher is punctual in class | | 1 | 76 | 23 |
| 5 | The teacher comes well prepared in the class | | 0 | 26 | 74 |
| 6 | The teacher encourages participation and discussion in class | | 5 | 36 | 59 |
| 7 | The teacher uses modern teaching aids, power point presentations' web resources etc | | 16 | 71 | 13 |
| 8 | Teacher's attitude towards the student is affectionate & helpful | | 3 | 16 | 81 |
| | Σ of ratings | | 39 | 324 | 437 |
| | Over all ratings of Students feedback on Teachers (Σ of ratings/8) | | 4.87 | 40.5 | 54.63 |

ANALYSIS AT A GLANCE THROUGH 3D PIE CHART

| | | | |
|---|--|--|--|
| The teacher completes the entire syllabus in time | | The teacher discusses, topics and interacts sufficiently with us in the class | |
|  <div data-bbox="579 308 758 464"><p>■ Neither Agree nor Disagree</p><p>■ agree</p><p>■ Strongly Agree</p></div> | |  <div data-bbox="1221 308 1399 464"><p>■ Neither Agree nor Disagree</p><p>■ agree</p><p>■ Strongly Agree</p></div> | |
| The teacher communicates clearly and inspires me by his teaching | | The teacher is punctual in class | |
|  <div data-bbox="579 613 758 768"><p>■ Neither Agree nor Disagree</p><p>■ agree</p><p>■ Strongly Agree</p></div> | |  <div data-bbox="1221 613 1399 768"><p>■ Neither Agree nor Disagree</p><p>■ agree</p><p>■ Strongly Agree</p></div> | |
| The teacher comes well prepared in the class | | The teacher encourages participation and discussion in class | |
|  <div data-bbox="579 917 758 1073"><p>■ Neither Agree nor Disagree</p><p>■ agree</p><p>■ Strongly Agree</p></div> | |  <div data-bbox="1221 917 1399 1073"><p>■ Neither Agree nor Disagree</p><p>■ agree</p><p>■ Strongly Agree</p></div> | |
| The teacher uses modern teaching aids , power point presentation web resources etc | | Teacher's attitude towards the student is affectionate & helpful | |
|  <div data-bbox="579 1243 758 1398"><p>■ Neither Agree nor Disagree</p><p>■ agree</p><p>■ Strongly Agree</p></div> | |  <div data-bbox="1221 1243 1399 1398"><p>■ Neither Agree nor Disagree</p><p>■ agree</p><p>■ Strongly Agree</p></div> | |
| Overall ratings of Students feedback on Teachers | | | |
|  <div data-bbox="1005 1556 1216 1772"><p>■ Neither Agree nor Disagree</p><p>■ agree</p><p>■ Strongly Agree</p></div> | | | |

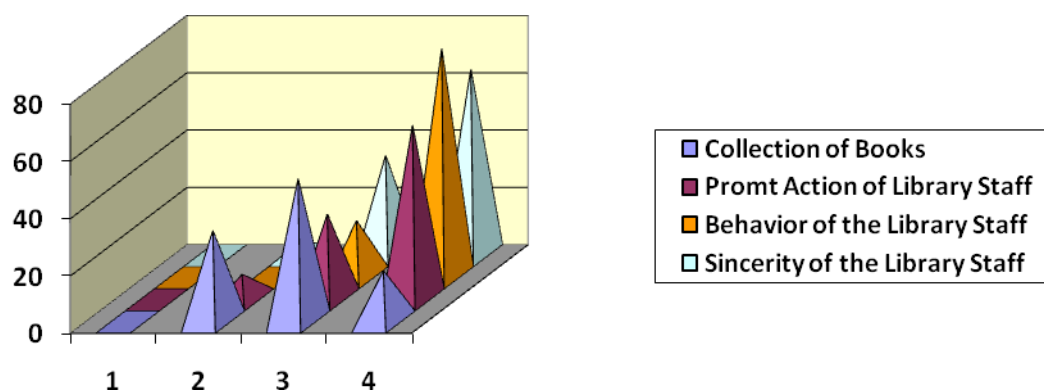
STUDENTS OVERALL EVALUATION OF LIBRARY SERVICES

(Ratings)

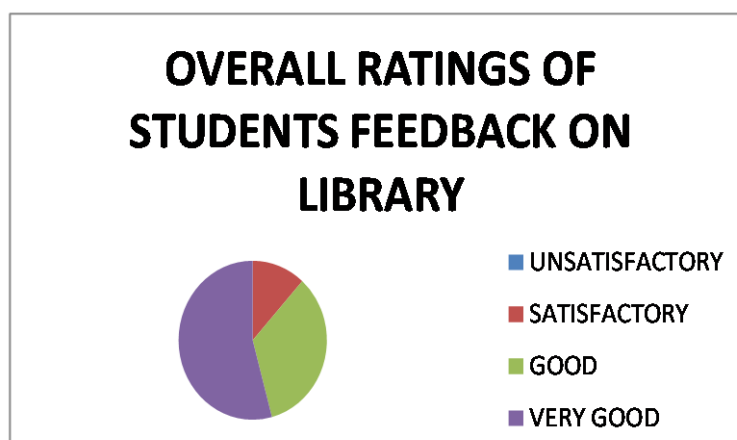
1. Unsatisfactory 2. Satisfactory 3. Good 4. Very good

| Sl no | Details | 1 | 2 | 3 | 4 |
|-------|---|---|------|-------|------|
| 1 | Collection of books and journals | 0 | 32 | 50 | 18 |
| 2 | Prompt action of library staff | 0 | 9 | 30 | 61 |
| 3 | Behavior of the library staff | 0 | 0 | 20 | 80 |
| 4 | Sincerity of the library staff | 0 | 5 | 35 | 65 |
| | Σ of ratings | 0 | 46 | 135 | 214 |
| | Over all ratings of Students feedback on Library services (Σ of ratings/4) | 0 | 11.5 | 33.75 | 53.5 |

ANALYSIS OF LIBRARY SERVICES THROUGH 3 D PYRAMID CHART



OVERALL RATINGS OF STUDENTS FEEDBACK ON LIBRARY



OVERALL EVALUATION OF DIFFERENT SUPPORT SERVICES AND COLLEGE INFRASTRUCTURE

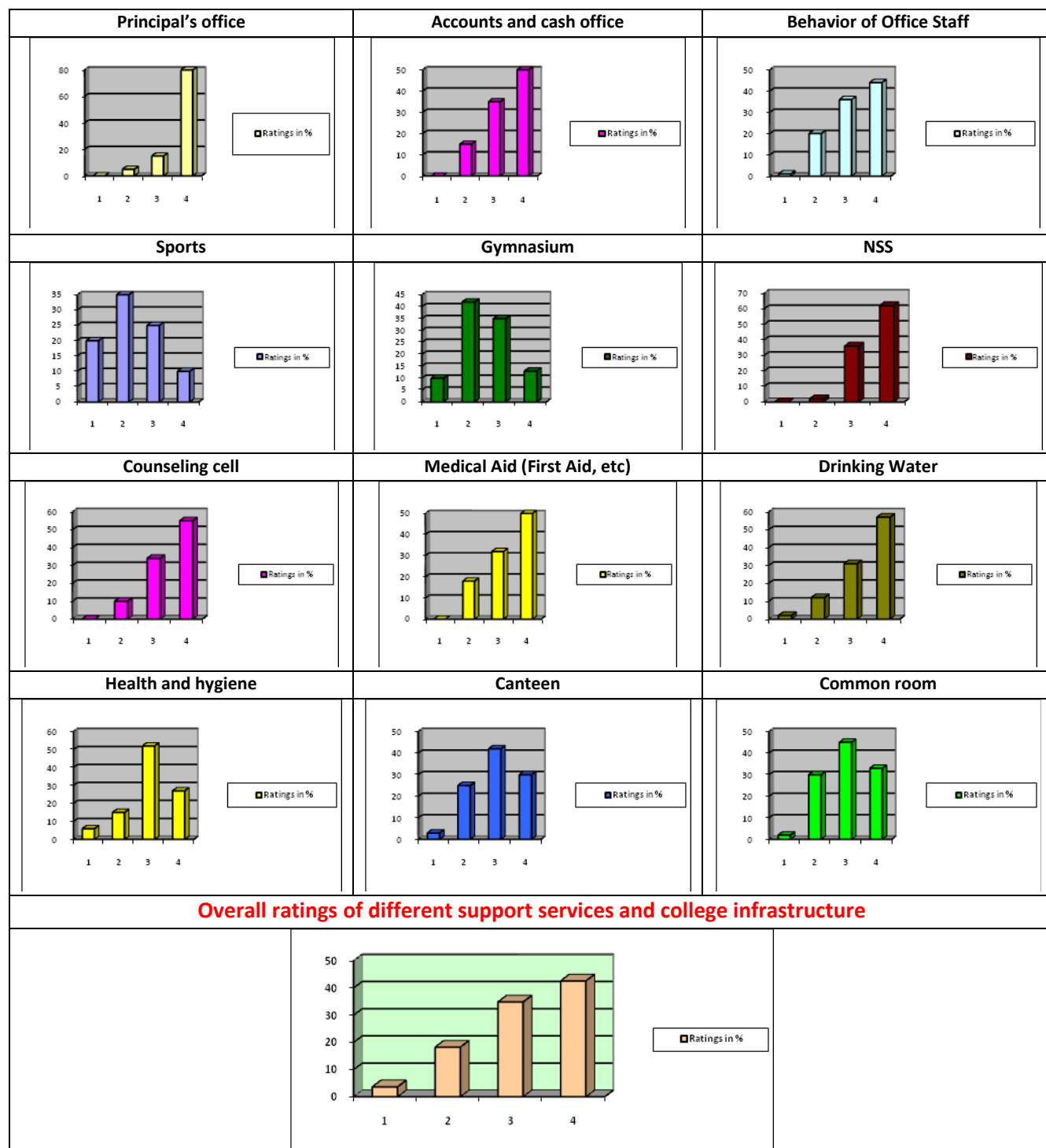
(RATINGS)

1. Unsatisfactory 2. Satisfactory 3. Good 4. Very good

| Sl no | Details | 1 | 2 | 3 | 4 |
|-------|--|-------------|--------------|--------------|--------------|
| 1 | Principal's office অধ্যক্ষের দপ্তর | 0 | 5 | 15 | 80 |
| 2 | Accounts and cash office হিসাব ও অর্থ দপ্তর | 0 | 15 | 35 | 50 |
| 3 | Behavior of office staff দপ্তরের কর্মীদের ব্যবহার | 1 | 20 | 36 | 44 |
| 4 | Sports ক্রীড়া | 20 | 35 | 25 | 10 |
| 5 | Gymnasium ব্যায়ামাগার | 10 | 42 | 35 | 13 |
| 6 | NSS জাতীয় সর্বো প্রকল্প | 0 | 2 | 36 | 62 |
| 7 | Counseling cell পরামর্শ বিভাগ | 0 | 10 | 34 | 55 |
| 8 | Medical Aid (First Aid etc) চিকিৎসা পরামর্শ (প্রাথমিক চিকিৎসা ইত্যাদি) | 0 | 18 | 32 | 50 |
| 9 | Drinking Water পানীয় জল | 2 | 12 | 31 | 57 |
| 10 | Health and hygiene স্বাস্থ্য ও পরিচ্ছন্নতা | 6 | 15 | 52 | 27 |
| 11 | Canteen ভোজনালায় | 3 | 25 | 42 | 30 |
| 12 | Common room কমনরুম | 2 | 20 | 45 | 33 |
| | Σ of ratings | 44 | 219 | 418 | 511 |
| | Overall ratings of Students feedback on different support services and college infrastructure (Σ of ratings/12) | 3.66 | 18.25 | 34.83 | 42.58 |

ANALYSIS OF DIFFERENT SUPPORT SERVICES AND COLLEGE INFRASTRUCTURE AT A GLANCE THROUGH BAR CHART

1. Unsatisfactory 2. Satisfactory 3. Good 4. Very good



Title : “SRIJON PROHOR” : The Creative Hour for the staff of the college.

Objective : In college every member of the staff has their routine work in the fixed hour of 10.00 a.m to 5.00 p.m. The main objective of this programme is to make a relief of quite some hours every month for the staff our college to get together to get a platform where one can share his or her creative thought to others.

Context : Library is a place where one can not only gather knowledge but also cherish his own ideas thoughts creative thinking to give them the form of a literary piece. So Library has a great role to play to nurture those type of creativity among them to flourish in writing and spread among all. keeping it in the mind Central Library decided to organize a creative hour for the staff of our college.

Practice : To fulfill the above objectives we have started the first creative hour on 03.05.18 in the seminar hall of our college. The programme was inaugurated by the inaugural song of one of our teachers and donation of a book by the librarian for this creative hour to keep the signature of the participant memorable in this book. It was an informal platform where every participant share their creative activities by reciting their own poetry, short story, share their creative views, sing songs, etc. It became very much energetic and entertaining by soulful participation of our faculties and other staff. It was decided that in every creative hour every month one among us will donate a book for this programme and the book containing signature of the participants will be preserved by the central library as collection of ‘Srijon Prohor’, the creative hour. The creative writing of the writer are also collected by the central library in a hope to publish the writings annually.

Impact :

1. To make a relief sometime from the monotonous drudgery of every day duties.
2. To get a scope of interacting with other member of the staff in formally, on a creative platform.
3. To make a platform for sharing one’s creative mind among the colleagues and encourage every member about participation in this type of good practices.



Title : A Community oriented Book Fair with cultural programme and competitions.

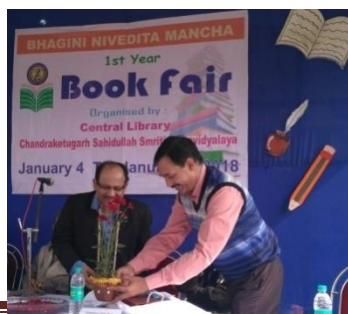
Objective : The main objective to organize this fair is to meet the requirement of books for the staff and students of the college and also their suggestion to purchase the books for the library. It gives a scope to all the staff and students as well as those from the local community and the neighbouring organizations for a wonderful cultural get together. It also sensitized the students (mostly coming from first generation educated families) into buying and utilizing books. A huge participation of the students and the staff through cultural programme and competition which ran side by side making the fair more attractive and entertaining.

Context : Community oriented book fair is one of the most important extension services of a library. It gives the users a scope to choose their required books. The central library extended the programme by engaging all the students, staff of our college, neighbouring schools, office, club, people of the locality to make it community involvement programme.

Practice : The Central Library of the college organize the book fair for the first time between 3rd and 5th January, 2018. The fair was inaugurated by the Hon'ble Vice Chancellor of West Bengal State University, eminent writer Swapnamoy chakraborty and other dignitaries. All the three days there were cultural programme preceded by the inaugural song by the cultural team, led by our cultural committee coordinator and consisting of teachers and students. The students, members of the staff, people from schools and colleges in the locality and from local community joint in the book fair to make it astoundingly succupating in the successful. All the stakeholder of the college, external and internal spent their three days in a festive spirit strlling from stall to stall browsing and purchasing books and participating in various cultural programmes and competitions held on those days. Among the many renowned publishers approached from our end, about 30 publishers and book sellers participated in the fair. There were also provisions from police booth, fire brigade booth, stalls given by different banks like State Bank of India and Allahabad Bank and little magazines. We got the necessary sponsorship from some this organizations. Three inter college competitions were held- essay writings, recitations and quiz contest. On the last day of fair the results of the competitions and the name of the winner were announced and prizes were distributed by the principal and the senior teachers of the college. A calendar was published to commemorate the occasion. The programme ended successfully with vote of thanks by the IQAC coordinator of the college. The students of the college volunteered on those three days to maintain disciplined atmosphere within the campus.

Impact :

- The book fair enabled exposure to all stakeholders and members of the local community to buy and sell books and encourage reading habit.
- For the three days, it looks something away from the monotony of everyday class activity.
- It sentized on the necessity of library use by both teachers and students.



BEST PRACTICE OF IQAC

Title: IQAC of our college has started to organize a number of stress management courses for Non – teaching staff in order to maintain their mental health sound and to ensure a stress – free work place.

This year IQAC in collaboration with Counselling Cell of our college organized a one - day workshop entitled ‘Work Related Stress for Non – Teaching Staff’ on 10th January, 2018.

The Objective: The main objectives of organizing such workshop are described below:

- i. to define what stress is and to recognize the signs of stress;
- ii. to understand the sources of stress in our life;
- iii. to identify the costs & benefits of dealing with stress;
- iv. to learn how to manage stress at workplace and consequently to develop a balanced life style in order to control stress in the long run;
- v. to transform depressive thoughts into positive thoughts;
- vi. to deal effectively with stressful situations and to learn stress reduction techniques.

The context: Stress is a prevalent and costly problem in today’s life. It is a negative feeling & can be associated with physical symptoms. It has behavioral, physical and psychological consequences. Too much stress makes us ineffective and reduces the control we have over our lives.

Especially work - related stress is recognized globally as a major challenge to employee’s health and the health of an organization. Work - colleagues can be important sources of support but they can also be sources of stress. Relationships with bosses, peers and subordinates can positively or negatively affect the way an employee feels. Work related stress can be defined as the harmful physical and emotional responses that occur when the requirements of the job do not match the capabilities, resources or needs of the staff. In the case of an individual work - related stress can cause job dissatisfaction, absenteeism, unproductive behaviour and finally leads to an occupational ill health. It is not only damaging to an individual employee’s health and wellbeing but also harmful for the total organization and its development.

This type of course will enable participants to manage workplace stress at an individual and organizational level and will help participants develop and implement effective strategies to prevent and manage stress at work. This course is appropriate for all levels of staff.

The practice: The workshop was held on 10th January, 2018 from 11 a.m. to 4 p. m. Dr. Piyali Ghosh Dastidar, Assistant Professor, Mrinalini Datta Mahavidyapith and Alokeparna Mitra, Counselor, Hope Foundation, Kolkata were the resource persons. 30 members of non - teaching staff participated in the workshop. The module consisted of play therapy, team work activities, communication, presentations

with interactive practical experiences & case studies. All the participants enjoyed the programme very much & were highly enthused.

The Impact: by the end of this one - day workshop, the participants will

- i. have a clear understanding of stress, its impact and of what causes it;
- ii. find lots of opportunities to relate the content to their own work environment, and to consider a range of practical stress management techniques and relaxation strategies that can help team members whilst executing management health and safety responsibilities;
- iii. be able to identify personal difficulties;
- iv. to evolve highly effective personal strategies action plans and techniques to deal with stress and become more effective in handling everyday pressures in a suitable way.



Title: IQAC NEWSLETTER

The objective:

- The college is always brimming with various activities, organized by both students and faculty. 'The Horizon' aims to bring to everyone such news and events.
- This newsletter aims to provide a glimpse of the campus life and academic activities.
- The aim of this IQAC newsletter is to encourage the students, faculty members and office staff to improve their performances.
- This IQAC newsletter aims to show the actual condition of development and to find out scope of improvement

The Context : Ever since the first cycle of evaluation by NAAC in December, 2016, the IQAC has become very active as it has to initiate and take note of every progress during its session and regress for preparing Annual Quality Assurance Report. In this endeavor documentation of every academic and co-curricular activity is required. The IQAC newsletter is published for serving this purpose.

The Practice: 'The Horizon', the IQAC newsletter for the session 2016-17, was published in July 2017. Professor Dr. Basab Chaudhuri, The Honb'le Vice Chancellor of West Bengal State University inaugurated the newsletter. IQAC newsletter for the session 2017-18 has been published in July ,2018.

The Impact:

- The IQAC news letter has been published as a documentation of academic and co-curricular activities performed during a particular session.
- By comparing newsletter of successive years (ie.2016-17 & 2017-18) we can be aware of the progress and regress of the college in the present or future sessions.

