



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution		SARSUNA COLLEGE
Name of the head of the Institution		Dr. Subhankar Tripathi
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03324523699
Mobile no.		9433110055
Registered Email		naac.sarsuna@gmail.com
Alternate Email		sarsuna.college@rediffmail.com
Address		4/HB/A, Ho-Chi-Minh Sarani
City/Town		Kolkata
State/UT		West Bengal
Pincode		700061
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Semi-urban
Financial Status	state
Name of the IQAC co-ordinator/Director	DR. SUPARNA PAL
Phone no/Alternate Phone no.	03324523699
Mobile no.	9433937025
Registered Email	iqacsarsuna074@gmail.com
Alternate Email	palsuparna.001@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.sarsunacollege.ac.in/WebPages/Downloads/NAAC/AQAR%202016-17.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://sarsunacollege.ac.in/WebPages/Downloads/Academics/1718/AcademicCalenderofSarsunaCollege2017-18.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.41	2016	19-Feb-2016	18-Feb-2021

6. Date of Establishment of IQAC

30-May-2014

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
Counselling Cell to be available once a week for	13-Jun-2018 28	15

the students during full session		
Women's Cell to be available once a week for the students during full session	13-Jun-2018 28	3
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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
COLLEGE	EDUCATIONAL GRANT	STATE GOVERNMENT	2018 1	1000000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

3

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)

1.Verifying documents and attending screening meeting for promotion of faculty under career advancement scheme (CAS). 2. Making the teachers acquainted with the values of institutional accreditation and the new method of NAAC accreditation. 3. Making arrangement for sending important notifications through SMS to all the stakeholders of the college regularly. 4. Motivating students towards utilization of library by increasing library working hours. 5. Motivating teachers to participate in Overseas Conference and workshop to enhance their research experience 6. Motivating the students towards health awareness by organising different health camp through NSS. 7. Motivating the teachers to attend workshop on CBCS for better teaching learning in new CBCS system. 8. Organising regular PTM to consider parent's views for improvement teaching learning.

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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	Achievements/Outcomes
Intimation of yearly schedule of the college to the teaching nonteaching staff and students of the college at the beginning of the year through distribution of academic calendar. Introduction of Biometric system. Computer training for the nonteaching staff of the college to enhance their operational skill Introduction of CBCS system in B.Com. Introduction of automation in office Regular health awareness programme through NSS. Website upgradation - all information is regularly updated on the website. Enhancement of library hours	Better participation from the part of all concerned in the college activities Regular records of attendance of teachers and nonteaching staffs are maintained. Better functioning of the college office including the college accounts. All records are wellmaintained. Through participation in different health awareness programmes, they become more aware about their health. Students are communicated regularly about academics and other matters of college. Students are benefitted due to enhancement of reading time in library.
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
GOVERNING BODY	28-Jan-2020

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:

No

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

Management Information Systems is operative in the college. The MIS pervades the following areas of institutional activities: 1. Upgradation of the college website with special importance to MIS. 2. Communication of important information to general public through website and conventional notices. 3. Regular exercise of e tendering through Govt. Portal 4. Contains All students record

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

Sarsuna College is currently having the following mechanisms for effective delivery of curriculum i. At the beginning of an academic session, departmental meetings are held in every department in which the topics in the syllabus are distributed to the teachers after discussion with them. ii. Number of classes for each topic is decided according to the syllabus and credits (CBCS) assigned to each topic/Group/paper etc. iii. College administration provides a well constructed weekly Routine/Schedule/ time table for each year /semester for both UG and PG classes. iv. Departmental Heads prepare the departmental routine which is approved by the Principal duly. v. Teachers prepare their lectures according to the syllabus allotted and classes available. vi. Classes are held according to the schedule under the supervision of college administration. vii. We have a rich central library and many departments have rich Departmental libraries too for the benefit of the students. A good number of Journals (Science, arts and commerce) are subscribed by our college. Inflibnet(e-books and e-journals) facility is available for teachers Learning) viii. Various classroom teaching methods based on various needs of different subjects are regularly used for the effective delivery of the curriculum such as a. Chalk and talk method b. ICT-enabled teaching-learning method. c. Use of different softwares. d. Use of Scientific models and charts for effective lecture delivery. e. Distribution of class notes by teachers. f. Group discussion amongst the students during the class. g. Seminars by students related to curriculum. h. Proper and adequate instrumentation facility is given to the students for their practical classes; there is also a central instrumentation facility for that purpose. i. Need based survey programmes, field works and educational excursions are carried by the departments. j. Project work, dissertations are conducted as required by the university for completion of their degrees. k. Seminars and special talks by experts are also arranged regularly l. Regular class test, Mid-term examinations, Mid semester examinations, regular assessment in practical classes, viva-voce, are done to keep track on the improvement of the students.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	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 !!!		
No file uploaded.		

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	Programme Specialization	Date of implementation of
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CBCS		CBCS/Elective Course System
BCom	BACHELOR DEGREE	01/07/2017

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

Certificate	Diploma Course
No Data Entered/Not Applicable !!!	

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 !!!		
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	ZOOLOGY HONOURS	29
BSc	ZOOLOGY GENERAL	24
BSc	GEOGRAPHY HONOURS	62
BSc	GEOGRAPHY GENERAL	36
BSc	BOTANY HONOURS	12
BSc	BOTANY GENERAL	27
MSc	GEOGRAPHY	36
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	Yes

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

Feedback Obtained
The feedback subcommittee of the college decided to conduct feedback from three stakeholders namely, the students and teachers. Questionnaires were prepared accordingly. The feedback report for these stakeholders, i.e. students and teachers have already been completed for the session 2017-18 . The questionnaires with opinions are collected and the result is arrived at through statistical method. After this the result is presented in the form of pie chart for each question. All the questions for each stakeholder have been analysed in a similar manner and the report is uploaded in the college website. The analysis report has been presented in the governing body where the decision regarding utilization of the analysis will be taken.

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
BSc	BIOCHEMISTRY	39	31	7
BSc	BOTANY	34	72	16
BSc	CHEMISTRY	28	121	26
BSc	COMPUTER SC	39	49	29
BSc	ECONOMICS	34	12	4
BSc	GEOGRAPHY	68	243	67
BSc	MATHEMATIC	18	62	15
BSc	MICROBIOLOGY	44	152	44
BSc	PHYSICS	23	67	21
BSc	ZOOLOGY	39	251	39
BSc	GENERAL	150	259	57
BA	BENGALI	70	243	70
BA	EDUCATION	44	179	44
BA	ENGLISH	60	197	60
BA	HISTORY	60	173	60
BA	POLITICAL SC	60	155	60
BA	GENERAL	500	1534	500
BCom	COMMERCE HONS	182	423	181
BCom	COMMERCE GENERAL	150	212	145

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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
2017	4942	74	38	4	12

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	Number of smart classrooms	E-resources and techniques used
105	86	4	7	2	6

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Tutorial classes are organized in which special attention is given to the overall development of the individual students. Tutorials are held with smaller number of students per teacher and written assignments are given to each of the student. These assignments are then duly checked and discussed in the class and then returned to the students. Apart from this, teachers also pay individual attention to the academically weaker students and help them to come at par with the class average.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
5016	38	1:132

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
39	37	2	Nill	15

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
2017	Sanjib Kumar Gupta	Assistant Professor	Outstanding Reviewer, Elsevier
2017	Nabanita Sengupta	Assistant Professor	UGC Travel Grant
2017	Dr. Abul Hasan Sardar	Assistant Professor	Travel Bursary Award, Awaji International Forum on Infection and Immunity
2017	Dr. Abul Hassan Sardar	Assistant Professor	Outstanding paper Award Department of Higher Education, Science and Technology and Biotechnology, Govt. of West Bengal
2018	PRASHASTI BHATTACHARYYA	Assistant Professor	IMRF DISTINGUISHED TEACHER AWARD

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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	Nill	1	04/09/2017	20/12/2017
BSc	Nill	1	04/09/2017	20/12/2017
BCom	Nill	1	04/09/2017	20/12/2017
BA	Nill	2	20/07/2017	05/10/2017
BSc	Nill	2	20/07/2017	05/10/2017
BCom	Nill	2	20/07/2017	05/10/2017
BA	Nill	3	17/05/2017	04/07/2017
BSc	Nill	3	17/05/2017	04/07/2017
BCom	Nill	3	17/05/2017	04/07/2017
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college follows the Continuous Internal Evaluation (CIE) as introduced by the University of Calcutta for the B.Com (General and Honours) students from the current academic year. For B.A and B.Sc students, we follow a system of internal evaluation through midterms and selection tests, taken by the departments. These internal examination scripts are duly evaluated and a parentteacher meetings are called based upon that, to discuss the results. Apart from these we also take class quizzes and class tests to evaluate

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

The college follows broadly the academic calendar of the University of Calcutta along with necessary changes at the institutional level. The examinations, both internal as well as the finals follow the University calendar, though the exact dates for the internal assessments are finalised in the college academic calendar prepared at the beginning of the year by the IQAC. The dates of publishing of results for internal examinations, post result remedial meetings and all other relevant dates are also mentioned in the college academic calendar.

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://sarsunacollege.ac.in/WebPages/PublicPages/Academics/OutComesAndSyllabi.aspx>

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
10	BCom	BCOM	105	69	66
9	BSc	ZOOA	19	19	100
8	BSc	PHSA	4	1	25
7	BSc	MTMA	5	3	60
6	BSc	MCBA	14	13	93.7

5	BSc	GEOA	19	14	73.68
4	BSc	CMSA	13	13	100
3	BSc	CEMA	15	12	80
2	BSc	BOTA	3	3	100
1	BSc	BCMA	6	6	100

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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)

<http://sarsunacollege.ac.in/WebPages/Downloads/Academics/1718/FEEDBACK2017-18.pdf>

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
Minor Projects	730	UGC	0.5	0
Minor Projects	730	UGC	3.5	0
Minor Projects	730	UGC	1.2	0.75
Major Projects	1095	UGC	12	0
Minor Projects	730	UGC	1.4	0.9

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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
Seminar on Development of Geoinformatics and Application in Career Development	Geography	25/08/2017

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
IMRF Distinguished Teacher Award, International	Prashasti Bhattacharyya, Asst.Prof(GEOGR APHY DEPARTMENT)	Multidisciplinary Research Foundation, Unit of Ratna Prasad Multidisciplinary Research Educational	08/02/2018	NATIONAL

		Society (Govt. Regd.)		
Outstanding paper Award	Dr. Abul Hasan Sardar (MICROBIOLOGY DEPARTMENT)	2 nd Regional Science Technology Congress (Southern Region), 1415th	15/12/2017	NATIONAL
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

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
No Data Entered/Not Applicable !!!	

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	STATISTICS	1	4.19
International	BENGALI	4	2
International	EDUCATION	1	1
International	GEOGRAPHY	3	3
International	BIOCHEMISTRY	2	2.55
International	MICROBIOLOGY	2	4
International	MATHEMATICS	1	1
International	PHYSICS	1	6.76
National	BENGALI	5	1
National	EDUCATION	2	1
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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
BIOCHEMISTRY	1
GEOGRAPHY	3
EDUCATION	2
ECONOMICS	1

MICROBIOLOGY	1
COMMERCE	1
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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
Some reliability issues for incomplete twodimensional warranty claims data	Gupta SK,De S, Chatterjee A	Reliability Engineering and System Safety	2017	4.19	sarsuna college	4
Cathelicidin augments VDRdependent antileishmanial immuneresponse in IndianPostKala Azar Dermal Leishmaniasis .	Das S, Sardar AH, Abhishek K, Kumar A, Rabidas VN, Das P .	International Immunopharmacology	2017	3.36	sarsuna college	1
Glucose6 phosphate dehydrogenase and Trypanothione reductase interaction protects Leishmania donovani from metalloid mediated oxidative Stress.	A. K. Ghosh, S. Saini, S. Das, A. Mandal, A. H. Sardar, Equbal, V. Ali, P. Das.	Free Radical Biology and Medicine	2017	5.73	sarsuna college	6
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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
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No Data Entered/Not Applicable !!!

No file uploaded.

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	17	21	9	3
Presented papers	16	22	4	2
Resource persons	1	2	2	Nil

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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
Free Eye Check up Camp	NSS Sarsuna College with Gems Hospital Medical Research Institute	4	157

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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
Best implementation of Kanyashree Scheme	3RD Position	Government of West Bengal	700

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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 activities	Number of students participated in such activities
Under The Ministry of Health and Family Welfare Government of India	CINI (Child in Need Institute)	"Skill for life, save a life"	1	148

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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
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FACULTY EXCHANGE	Mr. SaptarshiNaskar, Sarsuna College	SHYAMAPRASAD COLLEGE	3
SPECIAL TALK	Mr. Mriganka Chakrabarty,	SARSUNA COLLEGE	3
FACULTY EXCHANGE	Mr. TanmoyBiswas, Symaprasad College	SARSUNA COLLEGE	3
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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 with contact details	Duration From	Duration To	Participant
Internship	Live Project	Softa Geotechnical Pvt. Ltd	04/01/2018	06/03/2018	12
Project	Sharing of research facilities	IISRO, Dehra Dun, Dr. Anil Kumar, Scientist/Engineer(SG) , Contact: 9897460874	08/07/2017	27/04/2018	4
Collaboration for Technical Job based GIS Course	Educational Service Agreement	ESRI India Technologies Limited, H7, Sector 63, Noida201301, U.P	15/07/2017	16/06/2018	50
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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 !!!			
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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
26.2	28

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Existing
Seminar halls with ICT facilities	Newly Added
Classrooms with LCD facilities	Newly Added
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
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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 partially)	Version	Year of automation
KOHA	Partially	3.16.04	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	21645	4029540	444	221759	22089	4251299
Reference Books	597	301000	52	34824	649	335824
e-Books	2000000	5750	1000000	5900	3000000	11650
Journals	17	52835	5	5846	22	58681
Library Automation	5	1480	3	41000	8	42480
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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 !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	31	3	2	0	0	2	22	75	0
Added	5	3	0	1	0	0	0	0	0

Total	36	6	2	1	0	2	22	75	0
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4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

120 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
No Data Entered/Not Applicable !!!	

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 incurred on maintenance of physical facilities
6.2	6.24	20	22.33

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)

1. Upgradation of computers, resources and ICT facilities is done on a regular basis. 2. Library stock is annually replenished with required stocks as per university recommendations and even beyond that to satisfy the students' demand for knowledge. 3. All computers in the college are connected by LAN and is internet equipped. Internet service is regularly maintained. 4. A recurring expense budget of the laboratories is maintained and for other non-recurring requirements, it is done on a need for the course basis. Upgradation of laboratories are also done regularly depending on the change in syllabus or wear and tear of laboratory equipment/ resources.

http://sarsunacollege.ac.in/WebPages/Downloads/Academics/1718/UPGRADATION_17-18.pdf

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 Welfare Scheme	100	125050
Financial Support from Other Sources			
a) National	Kanyasree Prakalpa	757	5378500
b) International	Not Applicable	Nil	0
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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 implementation	Number of students enrolled	Agencies involved
Technical job based PGDM course	Nil	25	Dept of Geography in collaboration

in GIS/RS

with ESRI INDIA
Technologies LTD[View File](#)

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 passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

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
2	2	15

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
TCS, Sony Ericsson, ESRI	108	21	STESALIT SYSTEM	10	6
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	7	B.A.	Bengali	Various Institutions	M.A
2018	11	B.A.	English	Various Institutions	M.A
2018	2	B.Sc	Mathematics	Various Institution	M.Sc
2018	1	B.Sc	Economics	University Of Calcutta	M.Sc
2018	3	B.Sc	Biochemistry	Various Institution	M.Sc
2018	6	B.Sc	Computer Sc	Various Institution	M.Sc
2018	2	B.Sc	Physics	Various Institution	M.Sc

2018	11	B.A.	History	Various Institutions	M.A
2018	9	B.A.	Political Science	Various Institution	M.A
2018	16	B.COM	COMMERCE	Various Institution	M.COM
2018	1	B.Sc	Geography	Calcutta University M.Phil	M.Phil
2018	12	B.Sc	Geography	Various Institutions	B.Ed
2018	26	B.Sc	Geography	Various Institutions	M.Sc
2018	15	B.Sc	Microbiology	Various Institutions	M.Sc
2018	11	B.Sc	Zoology	Various Institutions	M.Sc
2018	6	B. Sc	Chemistry	Various Institutions	M.Sc

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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
NET	4
GATE	1
Any Other	39

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

Activity	Level	Number of Participants
Annual Sports Day	College	233
Intra College Cricket Tournament	College	80
Intra College Football	College	85
Annual Cultural Programme	College	113
inter departmental poster competition	College	20

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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
2017	All	National	Nil	1	20211000	Bisakha

	India Merit Test Dance, Music And All Arts Contest/Fest Merit Cultural Diversity recognized India International Rural cultural centre (New Delhi)				405048	Sarkar
2017	Under 19 district kabbadi competition	National	1	Nil	91	Siddhanta Mondal
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The students council is headed by the student council secretary and has various office bearers like cultural secretary, magazine secretary,. The Student Council looks after the needs of students and engages in various activities. It observes important days and festivals like Independence Day, Republic Day, Saraswati Puja, etc. The student Council also organised blood donation camp in the college and recommends economically weaker students for financial benefits from the institution. Students are represented in the Governing body, IQAC, College Magazine subcommittee through the representation of the students council secretary.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

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

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

No Data Entered/Not Applicable !!!

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)

Academic subcommittee comprising of all the head of the departments with the

Teachers' Council Secretary as its secretary and Principal as the president meets at regular intervals to discuss all academic issues like academic calendar of the institution, attendance and evaluation methods, seminars and special lectures and other related areas for the academic development of the college. The body sends regular recommendations to the principal who then uses his discretion to apply them. No major academic decision is taken without a discussion with this body. Various subcommittees, aptly represented by all sections of concerned stake holders are there to give recommendations on important issues. Building subcommittee, purchase subcommittee, financial subcommittees and admission subcommittees operate independently to make recommendations regarding the required fields.

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
Library, ICT and Physical Infrastructure / Instrumentation	? Library stock is annually replenished to meet the academic requirements. ? The library also subscribes to various e-journals which are renewed as required. ? One classroom was upgraded to an ICT enabled classroom with complete smart room and another classroom was equipped with audiovisual facilities. ? Laboratory equipments are replaced/added as per requirement of the respective departments.
Human Resource Management	? A workshop on use of smart room was conducted by WEBEL to help teachers use ICT facilities properly. ? Annual picnic was organized by Teachers' Council to promote camaraderie among colleagues. ? Principal promotes an open door policy of allowing any of the stake holders to meet him for any grievance/ suggestion/ advice or any relevant purpose.
Industry Interaction / Collaboration	experts from various fields are often invited to deliver lecture to students on their respective fields of expertise.
Admission of Students	? Online admission process which was already in place was further refined. ? Teachers were involved in the process of admission ? The admission process was made fair and transparent for all stakeholders of the college.
Curriculum Development	? Curriculum Development College follows the curriculum set by the University of Calcutta and cannot develop its curriculum independently. However a few members of the college

teaching staff are a part of the University Board of Studies of their respective departments and make meaningful contributions there. ? The Post Graduation departments in the college have their own Board of Studies with proper representation from internal faculty as well as university representatives

Teaching and Learning

? Teaching and Learning Teachers combine traditional chalk and talk mode of lecture with cutting edge ICT means. The college has two ICT enabled classrooms where classes are held regularly by various departments on a regular basis. ? Students have access to a wellstocked library which is annually upgraded to keep up with the needs of curriculum. ? Invited lectures by various reputed scholars are organized to give the students an indepth and all round knowledge of respective subjects. ? Internet connectivity is available in the entire college through free WiFi.

Examination and Evaluation

The college has its internal examination structure framed in the academic committee meetings every year.

- Centralized formative and summative examination structure is followed
- Result is declared after each stage and guardians are made aware through annual parentteacher meeting.
- Classtests are organized in different departments also.
- Tutorials are also arranged.
- The college acts as centre for different University Examinations and the teaching and nonteaching members together help in conducting those examinations.
- Several faculty members are involved in the University Examination process as papersetters, moderators, examiners, headexaminers and coordinators. The college takes pride in acting as Zonal Centres for different subjects of the University Examinations. Checking and scrutinizing of university answer scripts

Research and Development

? College encourages teachers to participate in seminars and workshops to be at par with the contemporary learnings. ? Teachers are also encouraged to participate in the UGC recommended Orientation Programmes and Refresher courses for enhancement of their teaching skills. ? College encourages teachers to continue

research work alongside classroom teaching without hampering the students' teaching learning process. A large number of teachers are engaged in various research work like PhD, Postdoctoral research, Minor research Projects, Major Research Projects funded by UGC or other funding agencies or even self-financed. To develop the research acumen among students and to facilitate their progression into higher studies, students are also encouraged to attend seminars and extension lectures on advanced topics are organized in the college for their benefit.

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

E-governance area	Details
Planning and Development	? A building committee is in place for overall infrastructural development and maintenance of the college edifice ? A UGC committee is in place to discuss, implement grants from the UGC.
Administration	? All important college notices are published in the college website for circulation among students. Apart from that, notices are also displayed on the college notice board and departmental notice boards.
Finance and Accounts	Bursar proposes an annual departmental budget and academic or cocurricular activities are planned accordingly by the departments.
Student Admission and Support	Admission process are conducted through online. Merit list, counselling etc information are uploaded on website. Student get time to time notices from our college website
Examination	Marks are submitted through university portal for semistar system

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
2017	DR. NABANITA SEN GUPTA	Asian Translation Traditions Conference 8 (ATT8) 2017 at SOAS,	UGC	90000

		University of London, on 57 July 2017.		
2017	DR. ABUL HASSAN SARDAR	16th Awaji International Forum on Infection and Immunity, 5 th to 8th Sep'2017, Awaji Island, Japan	UGC	100000
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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 !!!						
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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
REFRESHER COURSE	1	02/01/2018	24/01/2018	21
Short Term Course in "Research Methodology"	3	21/11/2017	27/12/2018	7
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nill	Nill	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
NIL	ANNUAL BONUS	RS. 201589

6.4 – Financial Management and Resource Mobilization

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

The finance of the college is looked after by the bursar who is one of the substantial post holding teacher of the college. There is no provision for the

internal audit but the checks and balance is maintained by the college accountant under the supervision of bursar and finally overseen by the college principal. The college holds annual financial audit regularly following the government statutes.

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 funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
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6.4.3 – Total corpus fund generated

22743864

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	Null	No	Null
Administrative	No	Null	No	Null

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

<ul style="list-style-type: none"> • Providing valuable suggestion for development of the institution through feedback forms and parent teachers meetings Pointing out the weaknesses of the college related Departments and suggesting rectification. • Communicating views which the students feel shy to communicate directly to the teachers about the college and the department.
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6.5.3 – Development programmes for support staff (at least three)

Computer Training of the office staff so that they are able to handle the online admission and registration of students. Support staff of Accounts department was trained by the college to be proficient with ePradan and HRMS systems of West Bengal and PFMS of the Government of India.

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

SMART CLASS ROOM, e-RESOURCE OF LIBRARY, MEDICINAL GARDEN, SEGREGATION OF WASTE IN COLLABORATION WITH MUNICIPAL CORPORATION

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
2017	Teachers' workshop on use of smart	27/07/2017	08/08/2017	08/08/2017	43

	room by WEBEL				
2017	Installation of biometric attendance for all staff members	27/07/2017	29/11/2017	31/12/2018	123
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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
<p>1. Percentage of power requirement of the College met by the renewable energy sources</p> <p>2. Installation of ample number of Power Saving LED lights in Campus</p> <p>3. Campaigning against Dengue: The programme was organized on 1st November, 2017. About 30 volunteers, teachers and non teaching staff along with the members of NSS unit participated in the programme. Local people has been motivated and promised us not to be a cause of aggravating the problem.</p> <p>4. Environment awareness programme had been organised on 4th December, 2017. Smt. Indrani Ghosh, Environmentalist Dr. Koushik Chakraborty, MBBS, DTCD, MD, Chest Physician Interventionist were the speakers. They talked about the environmental hazard and how it affects Respiratory problems. Students of our college have been very much benefitted by such programme.</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	9
Scribes for examination	Yes	3

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
2017	1	1	06/09/2017	365	Library access to the local community	Access of Library to the local	12

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

Title	Date of publication	Follow up(max 100 words)
COLLEGE PROSPECTUS	10/07/2017	IT CONTAINS RULES AND REGULATIONS OF THE COLLEGE AS WELL AS A GENERAL GUIDELINES FOR THE STUDENTS AND OTHER STAKE HOLDERS TO FOLLOW. IT IS PUBLISHED EVERY YEAR AT THE BEGINNING OF THE NEW ACADEMIC SESSION AND DISTRIBUTED AMONG THE NEW ENTRANTS OF THE COLLEGE.
LIBRARY HANDBOOK	22/08/2017	RULES AND REGULATIONS OF THE LIBRARY USAGE IS PRINTED AND KEPT IN THE LIBRARY FOR THE USERS TO CONSULT.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
CELEBRATION OF RABINDRA JAYANTI	08/05/2018	08/05/2018	35
OBSERVING INDEPENDENCE DAY	15/08/2017	15/08/2017	26
OBSERVING REPUBLIC DAY	26/01/2018	26/01/2018	21
BASANTA UTSAV	02/03/2018	02/03/2018	472
World AIDS Prevention Day	01/12/2017	01/12/2017	200

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

1. Reduction of paper usage both for notices and academic purposes and shifting to e-resources to save usage of paper 2. Plantation of trees to provide a green cover to the campus. 3. We are thriving to create a plastic-less campus by promoting usage of alternating materials. 4. Use of organic manures and fertilizers in the college garden 5. Installation of ample number of Power Saving LED lights in both Campus

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice 1: The College has an Active NSS Unit, under the able leadership of a Programme Officer. The Unit is actively engaged in several activities within and outside the college. Some of these are: Attending environmental consciousness among student by attending Calcutta university programme on Environment taking students to visit and donate clothes at old age home to inculcate a sense of responsibility among students Tree Plantation Program BEST

PRACTICE 2 : Maintenance of Environment Friendly campuses The college campus has lots of perennial and seasonal plant species. The college regularly maintains these plants species. The college also maintains precaution in making disposal of the laboratory wastes.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://sarsunacollege.ac.in/WebPages/Downloads/Academics/1718/BestPractice17-18.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

The vision of the college has been to provide quality Higher Education to the maximum number of students. Its motto 'Tamsa ma Jyotirgamaya' also indicates that value. The college promotes and provides quality higher education to the residents of this area. Keeping in mind the economically weaker cross-section of the society it maintains a lesser amount of tuition fee in order to make education accessible to the larger section of the society. The B.A. General and B.Com General categories in particular accepts a large number of students from extremely remote areas and help them with Higher Education, thereby making them better equipped to develop their prospects in future.

Provide the weblink of the institution

<http://sarsunacollege.ac.in/>

8.Future Plans of Actions for Next Academic Year

The college constantly endeavours towards a better academic environment and takes up challenges that the dynamic world of education offers. With the introduction of the CBCS system various changes have become necessary for the proper running of the institution. The college proposes to take the following POA for the next academic year - 1. There are plans to increase the number of smart classrooms in the college to facilitate a better access to learning resources to our students. 2. Keeping in mind the huge number of students in the general classes in particular, the college proposes to use biometric attendance system to facilitate a proper record keeping as well as to save upon the teaching-learning process. The matter is still under consideration and the authorities are trying to come up with the best possible means to go ahead with this. 3. Keeping in mind the requirement of the current day employment, the college plans to start with short-term courses for the students that would make them better competent in terms of employability. 4. The library is to be made fully with complete e-cataloguing. This would help students easily access the available material. The Library has also plans to increase e-resource subscriptions to make internationally accepted resource material available to the students. 5. Waste management is to be improved and plastic usage to be restricted to contribute to a healthier environment. 6. A medicinal herb garden has been proposed to be set up by the college to make campus greener as well as to make students more aware of the importance of these plants. 7. The college proposes gender equality, psychological counseling etc for the staff members both teaching and non-teaching to deal with various workplace related stress and other issues. 8. In order to deal with the daily stress of modern lifestyle, the college has plans to organize regular workshops on psychological counseling and mental health for all the stakeholders. 9. Rain water harvesting is another agenda that the college plans to work upon to contribute to the ecological well-being.