The Annual Quality Assurance Report (AQAR) of the IQAC
Session: 2016-17

SARSUNA COLLEGE
4/HB/A, Ho-chi-Minh Sarani
Sarsuna Uponagari
Kolkata-700 061
West Bengal

PART – A

1. Details of the Institution

1.1 Name of the Institution	**Sarsuna College**
1.2 Address Line 1	**4/HB/A, Ho-Chi-Minh Sarani**
Address Line 2	**Sarsuna Upanagari, Sarsuna**
City/Town	**Kolkata**
State	**West Bengal**
Pin Code	**700061**
Institution e-mail address	***sarsuna.college@rediffmail.com***
Contact Nos.	***033-24523699, 033-24524104***
Name of the Head of the Institution:	**Dr. Subhankar Tripathi**
Tel. No. with STD Code:	**033-24526777**
Mobile:	**9433110055**

Name of the IQAC Co-ordinator: **Dr. Suparna Pal**

Mobile: **9433937025**

IQAC e-mail address: ***iqacsarsuna074@gmail.com***

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)* ***WBCOGN20922***

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)/12/A&A/3.1

dated 19-02-2016

1.5 Website address: ***www.sarsunacollege.ac.in***

Web-link of the AQAR: ***http://www.sarsunacollege.ac.in/WebPages/Downloads/NAAC/AQAR 2016-17.pdf***

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	1st Cycle	B	2.41	2016	19.02.2016 to 18.02.2021

1.7 Date of Establishment of IQAC : DD/MM/YYYY **30/05/2014**

1.8 AQAR for the year *(for example 2010-11)* **2016-17**

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

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

1.12 Name of the Affiliating University *(for the Colleges)* **University of Calcutta**

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

Autonomy by State/Central Govt. / University **N.A.**

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 **9**

2.2 No. of Administrative/Technical staff **2**

2.3 No. of students **1**

2.4 No. of Management representatives **1**

2.5 No. of Alumni **1**

2. 6 No. of any other stakeholder and

Community representatives

2.7 No. of Employers/ Industrialists 1

2.8 No. of other External Experts 0

2.9 Total No. of members 15

2.10 No. of IQAC meetings held 3

2.11 No. of meetings with various stakeholders: No. 1 Faculty 1

Non-Teaching Staff Students Alumni Others

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

2.13 Seminars and Conferences (only quality related)

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

Total Nos. Nil International National State

Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

See Annexure I

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
See Annexure II	

** Attach the Academic Calendar of the year as Annexure.* III

2.15 Whether the AQAR was placed in statutory body Yes √ No

Management Syndicate Any other body √

Provide the details of the action taken

Yes.

PART – B

Criterion – I

1. 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				
PG	2		2	
UG	19			
PG Diploma	1	1	1	1
Total	22	1	3	1

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* Alumni √ Parents √ Employers

Students √

(On all aspects)

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

Please provide an analysis of the feedback in the Annexure (See Annexure IV)

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

No

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
37	33	3	0	1

2.2 No. of permanent faculty with Ph.D. **20**

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
12	0	0	0	0	0	0	0	12	0

2.4 No. of Guest and Visiting faculty and Temporary faculty: **22** **8** **39**

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	12	19	6
Presented	24	20	6
Resource Persons	4	1	2

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

- **Power point presentation by teachers**
- **Conducted Students' Seminars**
- **Interactive classes and group discussions.**
- **Regular class tests conducted**
- **Collaboration with other departments for interdisciplinary approach and in academic seminar**
- **Field trips and excursions organised by Depts. of Geography, Zoology, Botany.**
- **Wall Magazine Subject wise**
- **Regular Parent teacher meetings**

2.7 Total No. of actual teaching days during this academic year **211**

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions) **Not implemented**

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** **1**

2.10 Average percentage of attendance of students **63%**

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.	148			45.94	17.57	63.51
B.SC	127		17.32	74.01	0.79	92.12
B.COM	146			71.23	19.18	90.41
M.SC	45		71.12	17.78		88.90

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

IQAC Plays an important role to monitor the teaching and learning process.

- **IQAC analyses the student feedback and advice the teachers accordingly**
- **Try to solve the lacking of teaching learning process through academic subcommittee.**
- **Try to implement the relevant advice of guardians**
- **Motivate the teachers to adopt different e-techniques for their class**
- **Close look at the classes so that syllabus finished within time**

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	***Number of faculty benefitted***
Refresher courses	**3**
UGC – Faculty Improvement Programme	**1**
HRD programmes	**0**
Orientation programmes	**1**
Faculty exchange programme	**1**
Staff training conducted by the university	**1**
Staff training conducted by other institutions	**1**
Summer / Winter schools, Workshops, etc.	**12**
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	7	2	2	29
Technical Staff	1	1	1	0

Criterion – III

3. Research, Consultancy and Extension

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

- **Teachers are encouraged to participate in various state/national seminars and conferences to present paper**
- **Faculties are encouraged to pursue research – Ph.D., M.Phils., MRP publications etc. Leave for this purpose is sanctioned as required and internal adjustment of time table is made accordingly.**

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		1	1	
Outlay in Rs. Lakhs		12,13000		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1	5	5	1
Outlay in Rs. Lakhs	2.6 Lakh	4.42 lakh, 2.2 lakh, 0.5 lakh, 1.4 lakh, 3.5 lakh		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	13	2	1
Non-Peer Review Journals	2	2	1
e-Journals	1	0	0
Conference proceedings	0	8	1

3.5 Details on Impact factor of publications:

Range 4.72, 3.429- Average 4.65, 2.55 h-index 32, 12 Nos. in SCOPUS 1

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	2015-2018	UGC	12,13,000/-	6,12,000/
Minor Projects	2017-19	UGC	12,02,200/-	8,70,000/-
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total			24,15,2000/	14,82,000/-

3.7 No. of books published i) With ISBN No. 0 Chapters in Edited Books 1

ii) Without ISBN No. 0

3.8 No. of University Departments receiving funds from **N.A.**

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 **N.A.**

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		1			
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons **1**

3.13 No. of collaborations International ☐ National **1** Any other ☐

3.14 No. of linkages created during this year **1**

3.15 Total budget for research for current year in lakhs :

From Funding agency **N.A.** From Management of University/College **N.A**

Total **N.A.**

Type of Patent	
National	Applied
	Granted
International	Applied
	Granted
Commercialised	Applied

3.16 No. of patents received | 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
6	2	1	0	3	0	0

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them: 1, 2

3.19 No. of Ph.D. awarded by faculty from the Institution: 1

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF | SRF | Project Fellows | Any other

3.21 No. of students Participated in NSS events:

University level: 4 | State level: 0

National level: 0 | International level: 0

3.22 No. of students participated in NCC events: N.A.

3.23 No. of Awards won in NSS: N.A.

3.24 No. of Awards won in NCC: N.A.

3.25 No. of Extension activities organized

University forum | College forum

NCC | NSS: 4 | Any other

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

- **Conducted an environmental awareness programme on 22nd March to observe "World Water Day" by NSS Unit, Sarsuna College. On this very special day we surveyed various water bodies located very near to our college. Through this programme we created awareness among people to prevent dumping any type of garbage to these water bodies. We also became successful to convince them the adverse effects of dumping garbage.**
- **Medicinal garden was set up in our college campus on 30th March,2017 by NSS Unit, Sarsuna College. Many volunteers along with teachers and non- teaching staff of our college participated actively in the said programme.**
- **Health Programme NSS Unit, Sarsuna College organised a health awareness programme on common gynaecological problems and its prevention on 23rd February, 2017. Dr. Biswajit Sarkar, B.S.D.G.O.,M.D.(GRO) was the speaker. Female volunteers and female teachers actively participated in the programme. Many questions were put before the renowned doctor by the volunteers regarding their problems.**

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	6559	NIL		
Class rooms	31	0		
Laboratories	13	0		
Seminar Halls	1	0		
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	0			
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

Library is partially computerized with online catalogue access service(OPAC). User can search all library documents beyond the campus also. Automation process tends to be completed very soon.

4.3 Library services:

	Existing (March2016)		Newly added(March 2017)		Total	
	No.	Value	No.	Value	No.	Value
Text Books	21278	38,26,667/-	367	162873/-	21645	4029540/-
Reference Books	557	2,71000/-	40	40000/-	597	3,01000/-
e-Books	-	-	-	-	-	-
Journals	12	40,680/-	5	12,875/-	17	52,835/-
e-Journals	NLIST	11250/-	1	5,750/-		17,000/-
Digital Database	-	-	-	-		-
CD & Video	-	-	-	-	-	-
Others (specify)	Library Software	30,000/-	-	-	-	30,000/-
	KOHA					

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	31	3	Full	Laboratory	3	0	2	
Added	0	0	-	-	0	-	0	
Total	31	3	Full	Full	3	0	2	

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

Network setup for server(LINUX) RHEL 5

4.6 Amount spent on maintenance in lakhs :

i) ICT **Nil**

ii) Campus Infrastructure and facilities **Nil**

iii) Equipments **Nil**

iv) Others **Nil**

Total : **Nil**

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

i) **Regular meetings are organized by IQAC with student groups of all departments**

ii) College Prospectus includes all information about college infrastructure, rules and regulations, academic calendar and admission norms.

iii) Orientation address to freshers is given by the Head of the Institution

iv) Moral and psychological counselling is also done as and when necessary in special cases.

v) All information is displayed on college notice board and IQAC keeps a check on the regularity of such notices being uploaded in the website.

vi) Study material bank is created by every Department. The departmental faculties have been directed to keep soft copy of study materials in departmental computers for easy access to students. All teachers have kept their relevant soft copies in departmental computers and students are accessing these. They have been helped by this a lot and dependence on the college have increased.

vii) Sample MCQ based evaluation papers on each topic should be designed by each teacher so that these may also be incorporated in the website. Teachers have MCQ Sets on each topic they teach to test the students. But they have not been incorporated in the website.

viii) Students have been evaluated regularly, shown their answer scripts and these help in supporting the students in preparing for final exams.

ix) Students coming from very weak financial backgrounds are helped by teachers with books, calculators, drawing instruments and even financial assistance for field trips. Though IQAC have no fund for helping poor students they extend hands with various departments in such endeavours.

x) IQAC arrange yearly meetings with teachers, non-teaching and library staffs to discuss about best practices and student support services that may be carried out and also plan future activities.

xi) The college has a Disciplinary committee, Anti-Ragging Committee and a Committee against Sexual Harassment of Women as well. These Committees are dedicated to support students as and when required. The IQAC regularly interacts with these committees.

5.2 Efforts made by the institution for tracking the progression

- **Regular meetings of the Academic committee are held. Heads of the Departments take care of day to day student support as and when needed.**
- **In many departments, both theory and practical examinations after completion of some topics are taken to understand how far the students has gathered knowledge from the classes.**
- **Feedback forms are filled up by students and Parent Teachers meet are organized on a regular basis. Then IQAC meet with academic sub- committee and discuss with the drawback of teachers and college mentioned in feedback form and parent teacher meet and try to overcome this.**
- **Besides, many departments maintain a record of passed out students and keep their record that where they are doing higher education/job through different social networks.**

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
4784	46	0	0

(b) No. of students outside the state **29**

(c) No. of international students **5**

No	%
2823	59

Men

No	%
1961	41

Women

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
3694	1007	19	100	1	4807	3652	1021	22	131	4	4830

Demand ratio **43%** Dropout **29%**

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

The college has kept a number of books on various competitive examinations in the college library. Though a regular coaching system is not provided to the students due to lack of infrastructure, students are given books to pursue their preparation.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

NET	10	SET/SLET	2	GATE	2	CAT	nil
IAS/IPS etc	nil	State PSC	1	UPSC	nil	Others	7

5.6 Details of student counselling and career guidance

The college has a students' counselling and career guidance cell. In regard to career guidance different companies/ organizations contacts with the cell from time to time to address the students for various job counselling sessions. Accordingly, a meeting with those representatives is arranged for chalking out the details of the program schedule and then on the basis of the discussion students are notified and the counselling sessions are organised. In 2016-17 two companies approached and after counselling more or less 8 -students were benefitted.

In regard to psychological counselling if any department feels that any student/s of their department requires counselling then they refer the case to the counselling cell. The convenor of the said cell then meets the student and provide necessary counselling. If required meeting with the parents are also arranged and suggestions are given to them. In case it requires professional counselling / therapy the case is then referred to a professional counsellor.

No. of students benefitted **8**

5.7 Details of campus placement

On campus			*Off Campus*
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
2	48	2	6

5.8 Details of gender sensitization programmes

In this college many students come from economically and educationally poor background and due to lack of proper knowledge they suffer various problems that is being remain untreated. Our NSS unit has organized a health awareness programme on common gynaecological problems and its solution where a renowned doctor discussed on various problems of teenager girls .By the interactive session between doctor and students, the female students were easy to discuss their problems and they were benefited to know the solutions.

5.9 Students Activities

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

State/ University level **Nil** National level **Nil** International level **Nil**

No. of students participated in cultural events

State/ University level **Nil** National level **Nil** International level **Nil**

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

Sports : State/ University level **Nil** National level **Nil** International **Nil**

Cultural: State/ University level **Nil** National level **Nil** International **Nil**

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	**254**	**45,55,000/- (Kanyashree)**
Financial support from other sources		
Number of students who received International/ National recognitions		

5.11 Student organised / initiatives

Fairs : State/ University level | National level | International level

Exhibition: State/ University level 1 | National level | International level

5.12 No. of social initiatives undertaken by the students 5

5.13 Major grievances of students (if any) redressed:

The college has a grievance redressal cell to address the students grievances. A grievance redresser box has been placed in a strategic position which is easily accessible to the students. The box is opened at regular interval to check whether any grievance letter has been dropped there. So far we have not received any major grievance on behalf of the students.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Our college strives continuously towards achievement of excellence in education. Situated in a semi-urban location, the college has undertaken the mission to ensure maximum penetration with respect to imparting education.

It is the vision of Sarsuna College to bring world class education to the students of this area. To realise this vision, the college offers various up to date courses like honours in Biochemistry and Microbiology along with conventional subjects. It also maintains well-equipped laboratories and rich library to help students developing a scientific attitude towards academics.

6.2 Does the Institution has a management Information System

Yes. The College has a reach management Information System

Office management, Student management and financial management. College maintains automated office tools for financial accounting and payroll. We also maintain cloud dedicated server and as well as own house network server for information storage and network facility in the college.

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

6.3.1 Curriculum Development

Curriculum development is done by the affiliating university that is the University of Calcutta, for all UG Departments. For the Post graduation departments, the BOS of the college contributes in Syllabus Upgradation.

6.3.2 Teaching and Learning

1. In keeping with the advent and widespread use of ICT in teaching-learning process, Sarsuna College has ICT enabled classrooms with high speed internet facilities suitable for online streaming and presentation of relevant websites. Teachers use it, along with the conventional chalk and talk method to make teaching more effective and learning more interesting.

2. Teachers regularly suggest e-resources to students and library helps in accessing them to keep up with the rapidly developing world of knowledge.

6.3.3 Examination and Evaluation

For continuous comprehensive evaluation class tests are taken by each department regularly. On the basis of its result the performance of each student is discussed by the concerned departmental teachers with the students and they are continuously guided to improve their performance. Apart from this, mid-term and selection test are also conducted. Answer scripts are evaluated and marks are submitted within the stipulated time. Results are published on time. After publication of mid-term and selection result guardians meeting are organised by each department to make them aware of their wards' academic progress.

6.3.4 Research and Development

1. Though there is not much scope for research and development in the undergraduate level, students are encouraged to write projects on topics related to their UG syllabus and beyond the projects prescribed in the syllabus.

2. Term papers and seminar lecture presentations are assigned to help them develop their researching faculties.

3. Teachers are involved in various research projects and share their skill and knowledge to orient them towards research and development.

4.Requested to IIT Patna for faculty exchange programme and summer/winter camp from Computer science department.

6..3.5 Library, ICT and physical infrastructure / instrumentation

1. **N-list service to teachers (Inflibnet) for online access to library.**
2. **OPAC facility in library. Upgradation and augmentation of central and seminar library collection.**
3. **Digitalization of old and rare books.**
4. **Implementation of Wi-Fi technology**
5. **Installation of a large no. of CCTV.**
6. **Library facility is available from IIT KGP and RKMRC in case of Computer Science department.**

6.3.6 Human Resource Management

1. Sarsuna College boasts of a rich human resource in terms of its teaching and non-teaching staff. They are encouraged to participate regularly in research work and various staff training programmes and workshops.

2. Faculty exchange programmes are held by various departments of the college to enrich the available human resources.

3. Extended lectures and invited talks by renowned scholars are held for the benefit of both students and teachers.

4. Teachers regularly participate in academic seminars of national and international levels to enrich their knowledge in their respective fields.

5. National level seminars are also organised in college as part of its human resource development endeavour.

6.3.7 Faculty and staff recruitment

Faculty recruitment for all substantial posts are done by the college governing body on the directives of the West Bengal Service Commission.

Staff recruitment is done by the governing body as per the guidelines of West Bengal government.

The college recruits guest lecturers and college contractual teachers as and when required, with the sanction of the governing body and by following the UGC norms.

6.3.8 Industry Interaction / Collaboration

ROBOCART, MUMBAI

6.3.9 Admission of Students

Online Admission Process. Students are selected based on merit. Students admitted in the college after Counselling.

6.4 Welfare schemes for

Teaching	**Providenct fund, Advance salary for Newly recruit teachers, Festival Advance, Tie up with Bank to always keep two months salary in salary account**
Non teaching	**As per Govt.rule ESI & EPF have been introduced for casual non-teaching staff**
Students	**Half pay fees system has been introduced for economically weaker students.For University rank holders tuition fees are waived..**

6.5 Total corpus fund generated 70,000/-(UG Form) + 76,500/- (PG Form)

6.6 Whether annual financial audit has been done √ Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	no	N.A.	yes	IQAC
Administrative	no	N.A.	yes	GB

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes [ ] No [√]

For PG Programmes Yes [√] No [ ]

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

N.A.

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

N.A.

6.11 Activities and support from the Alumni Association

The college is yet to form a regular alumni cell but it boasts of strong and involved alumni who constantly support their alma mater in various ways.

The alumni are in touch with their respective departmental teachers and students and advise the current students regarding various career opportunities.

6.12 Activities and support from the Parent – Teacher Association

Such formal association are yet to be set up. However, meetings with parents are held at regular interval where parents are not only informed about their wards college attendance rate, academic performance, involvement in various other departmental as well as co-curricular activities but in such meetings parents also gets the opportunity to freely express their views and gives their valuable suggestions on various issues related to quality improvement strategies by the institutions.

6.13 Development programmes for support staff

NONE

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

Medicinal Garden was set up in our college premises. Various environmental awareness programmes were organised to make the students aware about environment.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

The college constantly keeps making innovations to help in its development and better functioning. Some of the steps taken this year are as follows:

1. **The college has started subscribing to NLIST, the e-resource of journals for college students and teachers.**
2. **In order to use social media and e-communication effectively, the office of Sarsuna College has a facebook page which the students can directly access. This helps in speedy dissemination of urgent information. The fb page is used as an addition to the other existing traditional modes of official communication.**
3. **Departments have their own whatsapp groups comprising of the departmental students and teachers for circulation of notices and sharing of links to important e-resources.**
4. **Biometric system of attendance has been set up in this session to ensure timely arrival of teachers. This has helped to maintain regularity in terms of class timings.**

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

1.Free Wi-Fi access in libraries and laboratories have been set up
2.Digital record keeping of students' result has been completed
3. Online admission process is going on successfully.
4.Office and library automation processes are nearly to completion.
5. Construction of roof-truss is in the way of completion where new class rooms and gymnasium may be constructed.

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

- **See annexure V**

Provide the details in annexure (annexure need to be numbered as i, ii,iii)

7.4 Contribution to environmental awareness / protection

Volunteers of NSS Unit, Sarsuna College had surveyed various water bodies very near to our college campus. Objective was to make the people aware about water pollution.

7.5 Whether environmental audit was conducted? **No**

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

SWOT Done (See Annexure vi)

8. **Plans of institution for next year**

i) The IQAC plans to bring into effect all plans of action of last year that could not been realised and to complete the works in progress so that teaching-learning process is improved along with the learning environment.

ii) The IQAC plans to set up solar panel to utilize solar energy as a sustainable technology.

iii) The IQAC shall take initiative in setting up rain water harvesting system as yet another sustainable environmental practice.

iv) The IQAC is determined to make the college a more contemporary place of learning providing job-centric education and introducing job based courses.

v) The IQAC plans to organize some seminars on career related issues, natural and social environmental issues, literary issues along with certain training programmes in the college to prepare the students for better career and job interviews and exams.

vi) The IQAC plans to organize weekend computer classes for all non-teaching staff who are not conversant in computers.

vii) The IQAC shall suggest the implementation of biometric system of attendance monitoring.

viii) The IQAC suggests that there should be inter-college sports and cultural events organized in the college to promote interaction.

ix) The IQAC also shall suggest the NSS group to spread their activities beyond the college promise and address issues like environmental awareness, cleanliness and tree planting, health care and disease awareness, assistance to the elderly and poor, free and evening education to the poor and illiterate in the surrounding areas.

Name _____ *Name* _____

Signature of the Coordinator, IQAC *Signature of the Chairperson, IQAC*

_____***_____

ANNEXURE-I

SIGNIFICANT ACTIVITIES AND CONTRIBUTION MADE BY IQAC

The IQAC of Sarsuna College continuously endeavours to maintain and improve the quality of the institution. Though it is a considerably newer body, it has worked continuously towards its goal. The list of its activities and contribution in the academic year 2016-17 are as follows:

1. **IQAC has ensured that the regular feedback is taken from all its stakeholders, particularly the students and parents. These feedback forms are then assessed by the IQAC and required measures are suggested to the concerned authorities.**
2. **Parents' teachers meeting has been made a mandatory activity for each department with a view to improve he teaching-learning process and help the students individually.**
3. **IQAC has also suggested regular publishing of students' attendance by the departmental heads to make the students more regular in attending classes.**
4. **The IQAC is keenly involved in facilitating the Career Advancement Scheme of the concerned teachers.**
5. **The academic calendar, routine and lesson plans of the college are maintained regularly by the IQAC and pertinent suggestions are also provided as and when necessary.**
6. **It has also suggested inclusion of library classes within the college routine to make students more library-oriented. This suggestion has been accepted by the college authorities and efforts are being made to provide for such a class within the routine.**
7. **It holds regular meeting with the concerned parties from time to time to make constructive suggestions and to ensure quality education. In the current academic year the IQAC has held meetings with the teaching faculty and the library.**

ANNEXURE-II

Plan of Action	Achievements
1. At regular interval and preferably every week.	1. Students have been evaluated regularly, shown their scripts and have committed to have gained a lot through this.
2. PPT Presentation Seminar on syllabus related topics, especially for Class tests to be taken by Departments PG Departments who must arrange such seminars on every modules of the Semesters.	2. Both UG & PG Depts. have organized such seminars. PG Dept. students have benefitted the most as they received many insights on the topics. UG students have found interest in such programmes and gained knowledge too.
3. Creating study material bank by every Department. The departmental faculties were directed to keep soft copy of study materials in departmental computers for easy access to students.	3. The plan was fully realized. All teachers have kept their relevant soft copies in departmental computers and students are accessing these. They have been helped by this a lot and dependence on the college have increased.
4. Creating a link in the College Website for each department through which students will get free access to study materials on different topics, college and University Question Papers.	4. This plan of action have not been realized but work is in progress.
5. Sample MCQ based evaluation papers on each topic should be designed by each teacher so that these also may be incorporated in the website.	5. Part realization have been seen. Teachers have MCQ Sets on each topic they teach to test the students. But they have not been incorporated in the website.

6. Encouraging and helping PG students to publish their field work based papers and dissertations in National and International Journals.	6. Students have taken such advises seriously and have started presenting papers and publishing them.
7. All fulltime teachers will be encouraged and asked to apply for projects funded by UGC and other organisations.	7. More teachers will be involved with research work
8. The website will have online link for examination results of the college and also the university final results.	8. Work in progress
9. Maintaining the regular feedback taking system from all stakeholders. Introduction of regular student and teacher feedback online system so that problems faced by both sides may be addressed on a regular and most impartial basis.	9. Manual system of feedback is carried on. Feedback forms are assessed by the IQAC and required measures are suggested to the concerned authorities.But the online system have not been created yet. Work is in progress.
10. Parent- teacher meeting was to be made a mandatory activity for each department with a view to improve the teaching-learning process and help the students individually.	10. All departments organize such meetings with all classes and in special occasions like calling parents of extremely academically weak students or even before field excursions of field based departments. This improves the teaching-learning process and help the students individually.
11. IQAC had also suggested regular publishing of students' attendance by the departmental heads.	11. This have been realised and have helped to make the students more regular in attending classes.

12. IQAC members to form a monitoring system on the college academic, extracurricular activities and social side. Members will be given duties to assess and monitor each department in particular and the college as a whole, separately emphasizing a) regularity of classes, b) student-teacher dynamics, c) student problems, d) evaluation system, e) extracurricular activities, f) participation in social activities and NSS.	12. Delegation of duties have been done to members and all are giving their reports on various departments and various elements specified.
13. System of giving suggestions by teachers, non-teaching staff and guardians for betterment of college in college website.	13. Objective not realized yet. Nevertheless meetings are called at regular intervals and suggestions are invited and deliberated upon by the administration.
14. The academic calendar, routine and lesson plans of the college are to be maintained regularly by the IQAC and pertinent suggestions are also to be provided as and when necessary. These are to be available to all through college website.	14. This has been done and made accessible to all students.
15. IQAC suggested inclusion of library classes within the college routine to make students more library-oriented.	15. This suggestion has been accepted by the college authorities and efforts are being made to provide for such a class within the routine. The effort has not been successful as such classes have not yet been possibly added formally in routine, but arrangements have been made by departments to allot specific

	time for library work.
16. IQAC will design and publish a College Calendar in which all departmental activities like seminars, field trips, industrial visits, lecture series by invited speakers, exhibitions, cultural and sports programmes will be announced from the beginning of session at tentative dates.	16. Could not be done due to certain reasons like shortage of fund, problems in deciding dates so early etc.
17. IQAC proposed to start some courses that will generate college fund and at the same time help students in building careers. The courses will use existing infrastructure of departments and expertise of faculty members in different fields. The courses may be: 1. Spoken English to all students coming from vernacular medium, 2) Computer courses including basics, Excel, Power point, Photoshop, Corel, etc. 3) GIS & Remote Sensing for Geography and all BSc Hons. and Gen students, 4) Computer programming language, printing designing techniques, web designing, animation, etc, 5) Financial Accounting& Commerce/ IT based/ Tax based, Cost & Chartered Accountancy Preparation courses, 6) NET/ SET Coaching for Pg students, 7) WBCS & other administrative exam preparation courses, 8) Banking Exam Preparation Course.	17. One PGDM Course on GIS & Remote Sensing have been started in collaboration with Esri India Technologies Limited as technology partner with intake capacity of 30 students and course fees of 30000/-.
18. Plan to keenly carry out the Career Advancement Scheme of the concerned teachers.	18. This have been done judiciously.

19. Encouraging industry- academicia partnerships that will/ may use college infrastructure but positively involve college faculty expertise for consultation and utilize skilled students in public and private projects and create prospects for college earning and employability of students.	19. Not yet realized.

ANNEXURE-III

ACADEMIC CALENDAR OF SARSUNA COLLEGE 2016-17

JULY 2016						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1	2	3
4	5	6 Rathjatra	7	8 IQAC Meeting	9	10
11	12	13	14	15	16	17
18	19	20 B.A. and B.Sc. part-3 classes begin	21 B.A./B.Sc./B.Com Part 1 and B.Com (H) Part 3 classes begin	22	23	24
25	26	27	28 B.Com (G) Part 3 classes begin	29	30	31

AUGUST 2016						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8	9	10	11	12 Youth day, Tree Plantation	13	14
15 Independence day celebration	16	17 B.A/B.SC part-1 Exam Starts	18	19	20	21
22	23	24	25 Janmastami	26	27	28
29	30	31				

SEPTEMBER 2016						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1	2	3	4
5 Teachers' Day	6 Academic Sub-committee meeting	7	8	9 Teachers' Day Celebration and TC Meeting	10	11
12	13 Id-Ud-Joha	14	15	16	17 College Mintainance	18
19	20 B.A./B.SC./B.Com part 2 Classes Start	21	22	23	24	25 Seminar of Bengali Department
26 Seminar of Bengali Department	27	28	29	30 Mahalaya		

OCTOBER 2016						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1 Inauguration Of GIS	2
3	4	5	6	7 Puja Vacation begins	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	25	27	27	29	30
31						

NOVEMBER 2016						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2 Puja Vacation ends	3	4	5	6
7 Chot Puja	8	9 Jagadhatri Puja	10	11	12	13
14 Guru Nanak Birthday	15	16	17	18 TC Meeting	19	20
21	22	23	24	25	26	27
28	29 Intra Collegiate Cricket Tournament	30 Intra Collegiate Cricket Tournament				

DECEMBER 2016						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1 Worlds Aids day	2	3	4
5	6	7	8	9 Exuberance	10 Intra College Cricket Tournament	11
12 Fate-Duaj-Dahm	13	14 B.A./B.Sc./B.Com(H) Part 3 Test Examination starts	15	16	17 Blood donation camp	18
19 B.A./B.Sc./B.Com(G)Part 3 Test Examination starts	20	21	22 TC Meeting	23	24 Sports-Indoor games	25
26 Winter Recess Starts	27	28	29	30	31	

JANUARY 2017						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						1
2	3 Sports: Outdoor Games	4 B.A./B.Sc./B.Com(H) Part 2 Test Examination starts	5	6	7 B.A./B.Sc./B.Com(H) Part 3 Test Examination result	8
9 B.A./B.Sc./B.Com(G) Part 2 Test Examination starts	10	11	12 Swami vivekanada Day celebration	13	14 B.A./B.Sc./B.Com(G) Part 3 Test Examination result	15
16	17	18	19	20	21	22
23 Netaji's Birthday Celebration	24 Foundation day of University of Calcutta	25	26 Republic Day Celebration	27	28 Student election	29
30	31					

FEBRUARY 2017						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1 Saraswati Puja	2 Saraswati Puja	3 B.A./B.Sc./B.Com (H) Part 2 Test Examination Result Declares	4 Teacher-non teaching staff and Students Lunch together	5
6	7 B.A./B.Sc./B.Com(G) Part 2 Test Examination Result Declares	8	9 B.A./B.Sc./B.Com(H) Part 1 Test Examination	10	11	12 Picnic
13	14	15	16	17	18	19
20	21 Mother Language Day Celebration	22	23 B.A./B.Sc./B.Com(G) Part 1 Test Examination	24 Shivaratri	25	26
27	28					

MARCH 2017						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1	2	3	4	5
6	7 B.A./B.Sc./B.Com(H) Part 1 Test Examination Result declares	8	9	10	11	12
13 Holi	14 B.A./B.Sc./B.Com(g) Part 1 Test Examination Result Declares	15	16	17	18	19
20	21	22 International water Land day celebration	23	24	25	26
27	28	29	30	31		

APRIL 2017						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14 Good Friday	15 Easter Saturday	16
17	18	19	20	21	22	23
24	25	25	27	27	29	30

MAY 2017						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1 May Day	2	3	4	5	6	7
8	9 Rabindra Jayanti	10 Budha Purnima	11	12 Academic Sub Committee	13 IQAC Meeting	14
15	16	17	18	19	20	21
22	23	24	25	26 Meeting of Admission sub committee	27	28
29	30	31				

JUNE 2017						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1 Part-1Admission Starts	2	3	4
5 Environment Day celebration	6 Meeting of Admission sub committee	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

ANNEXURE-IV

Feedback Analysis

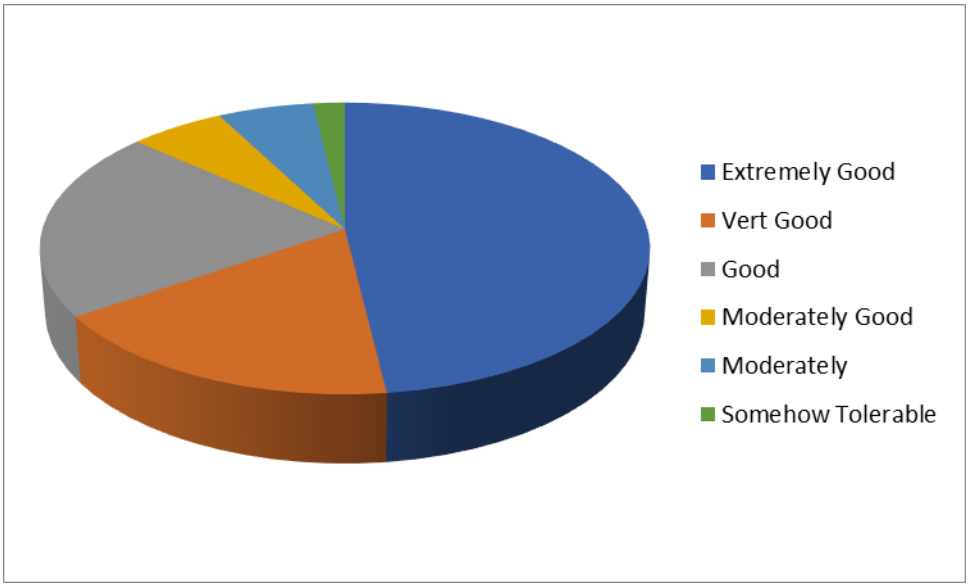
Student's feedback

We have collected feedback from every departments of our college. However, here we only present one from each Arts, Commerce and Science departments. At the end of the feedback we have calculated a summary measure 'satisfaction Score' [range 0 (worst) to 100 (highest)] on the basis of overall response.

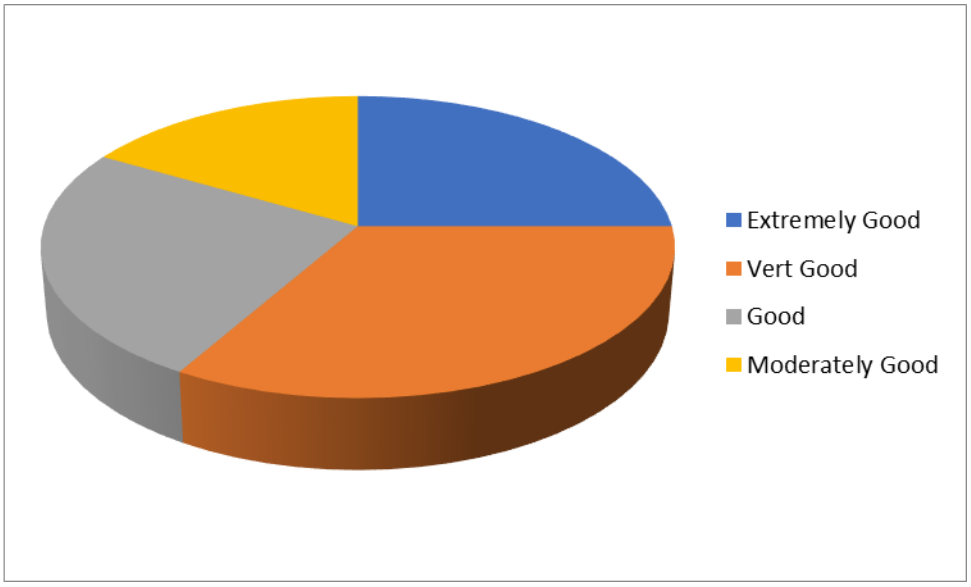
Department of Bengali

Questionnaire-1

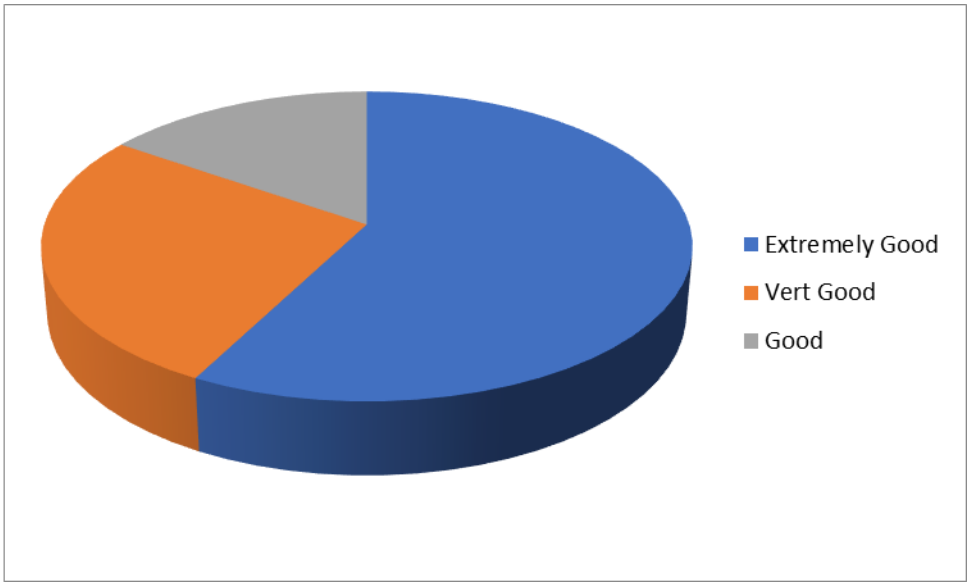
1. Depth of the course content



1ST Year

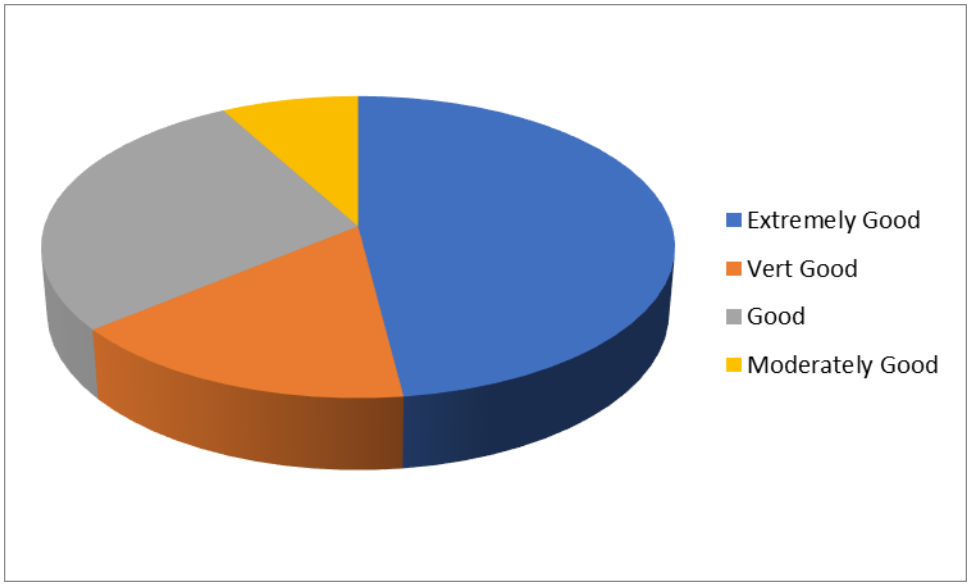


2nd Year

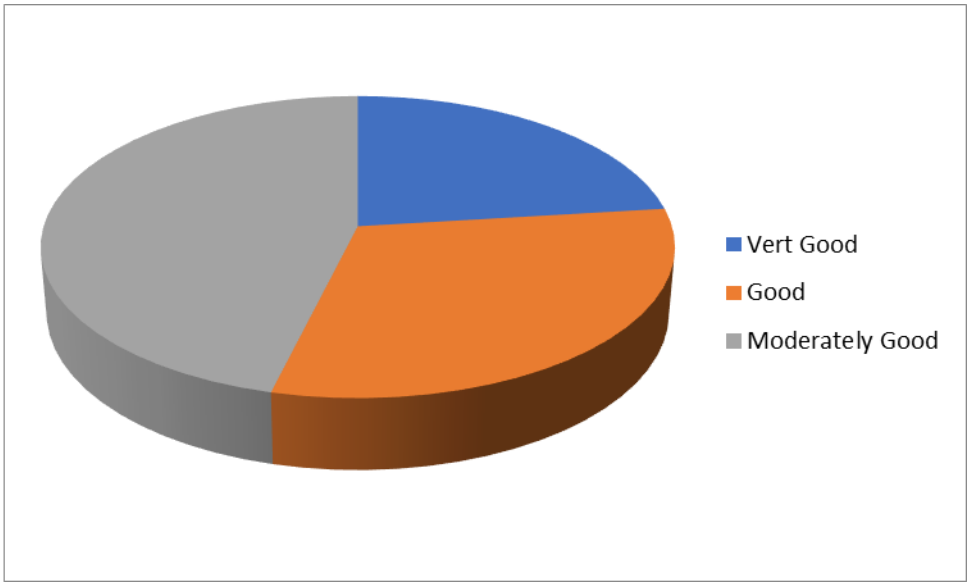


3rd Year

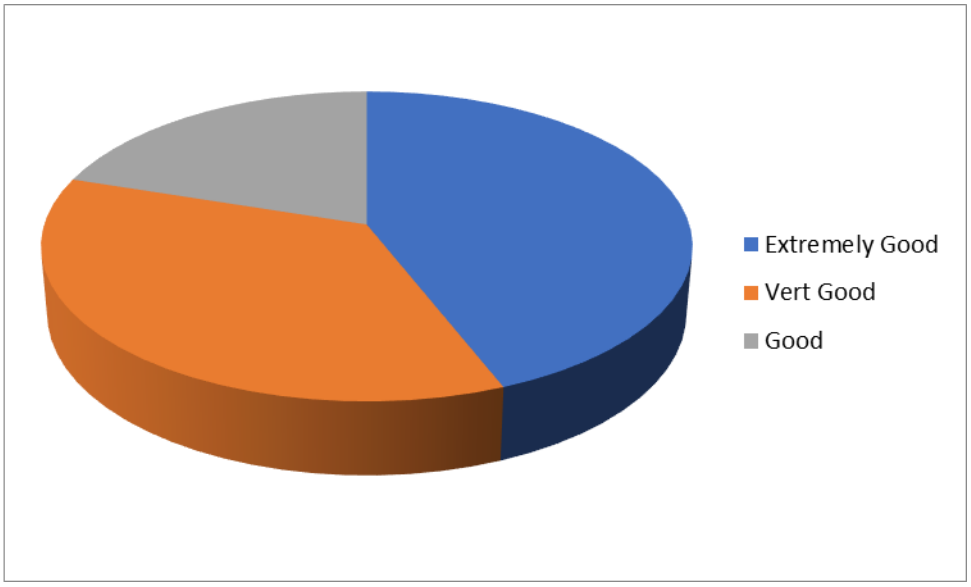
2. Extent of coverage of course


Extremely Good
Vert Good
Good
Moderately Good

1st

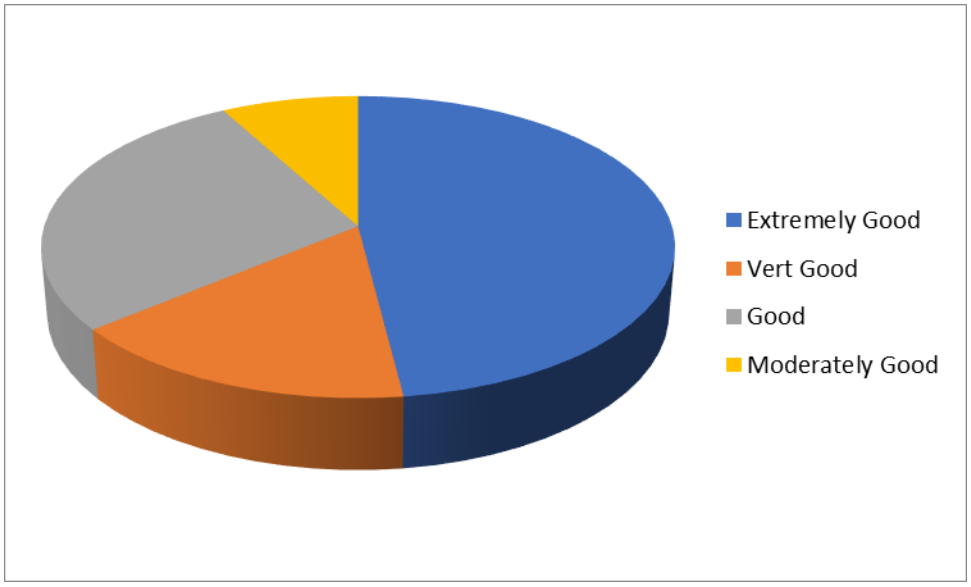

Vert Good
Good
Moderately Good

2nd



3rd

3. Applicability/ relevance to real life situations



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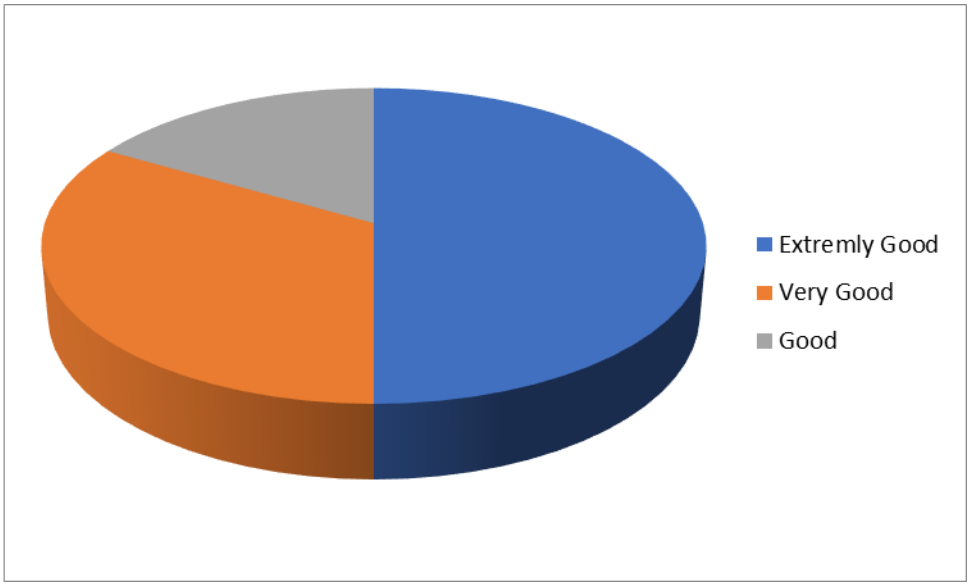

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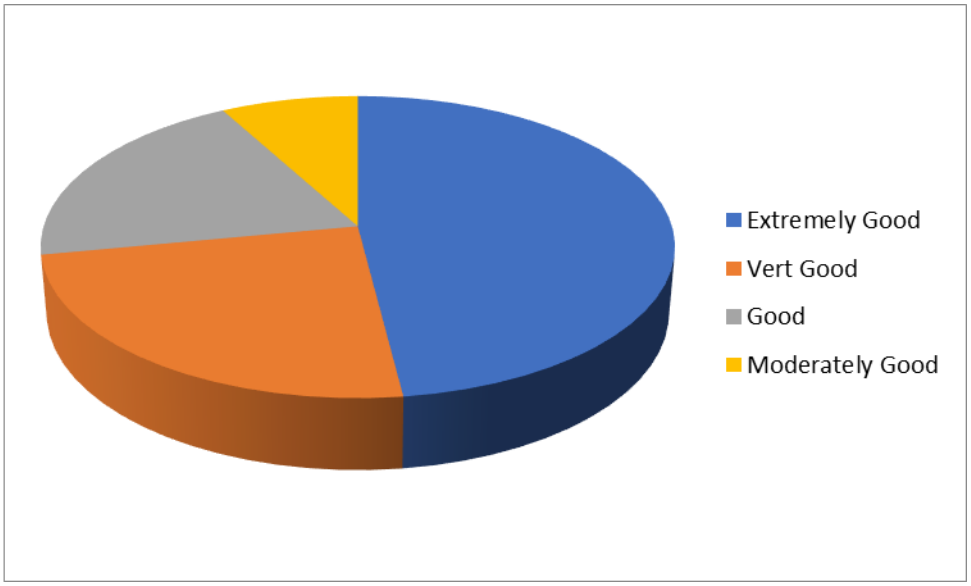
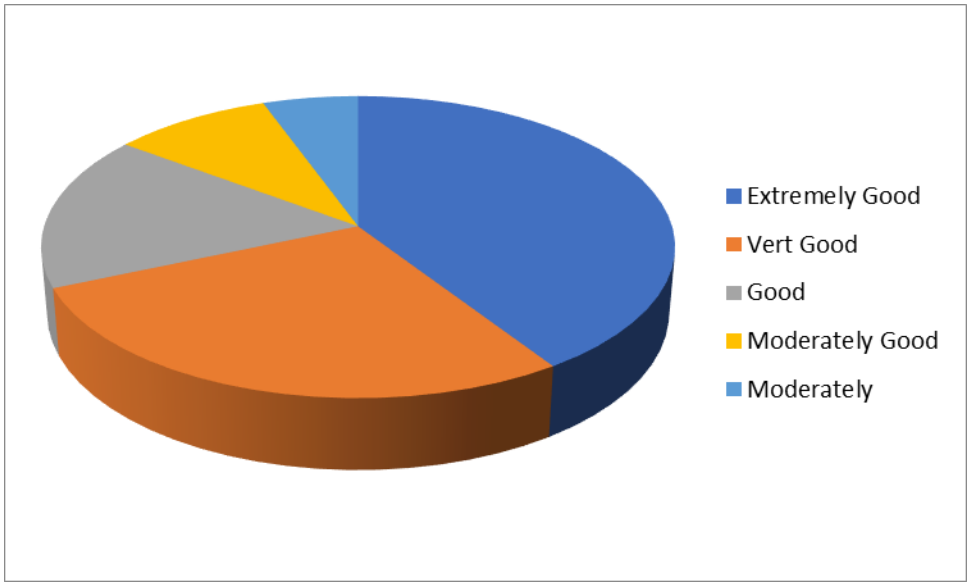
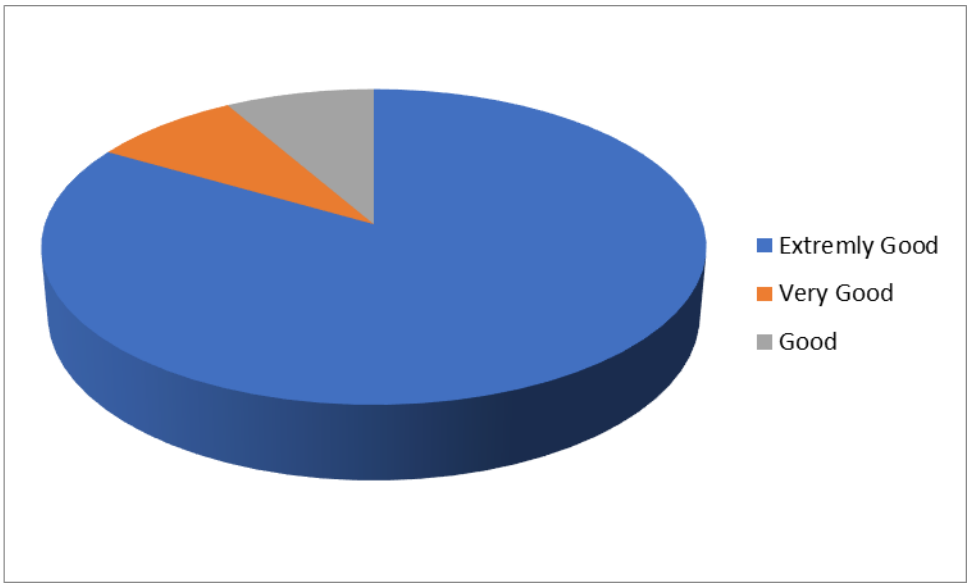


3rd

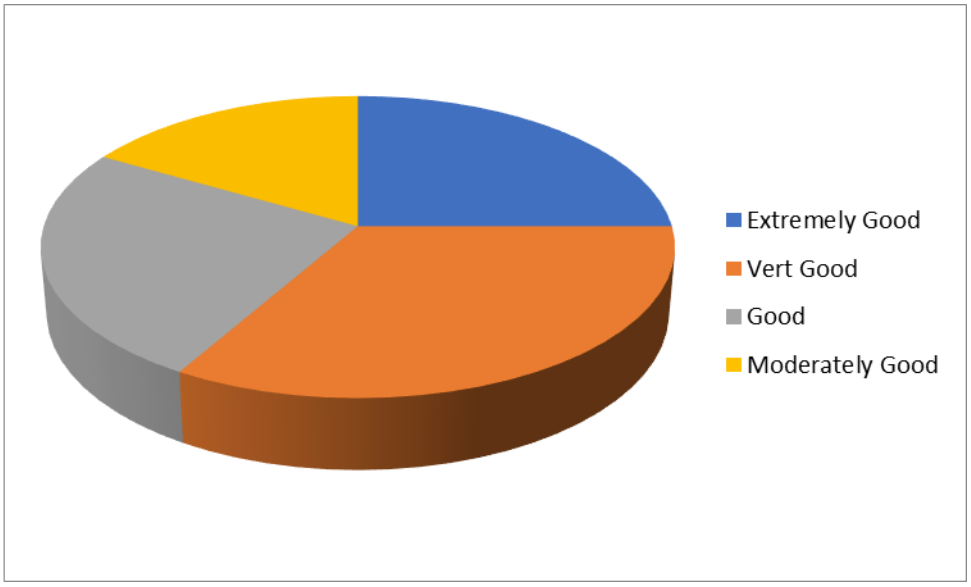
4. Learning Value


Extremely Good
Vert Good
Good
Moderately Good
Moderately

1st

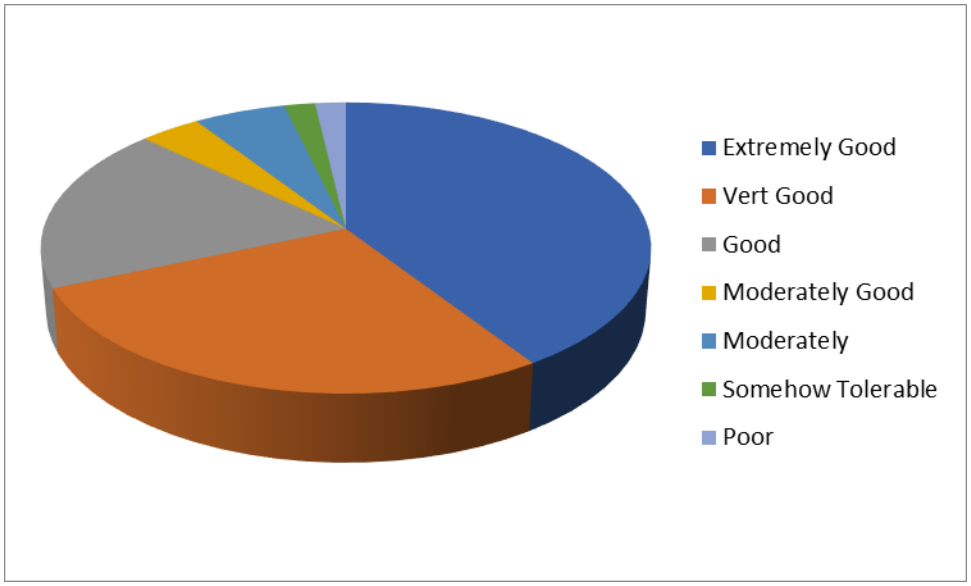

Extremly Good
Very Good
Good

2nd



3rd

5. Clarity and relevance of textual regarding material



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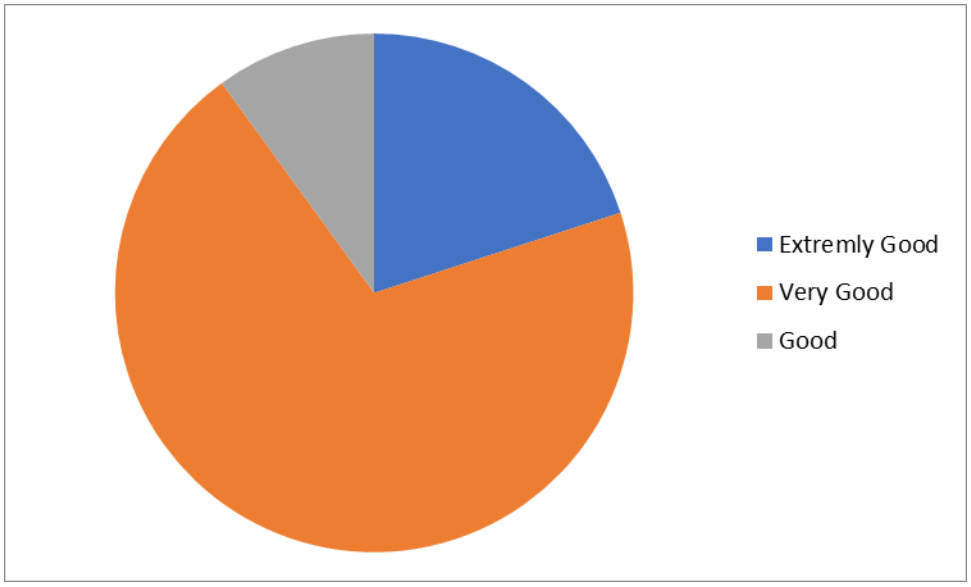

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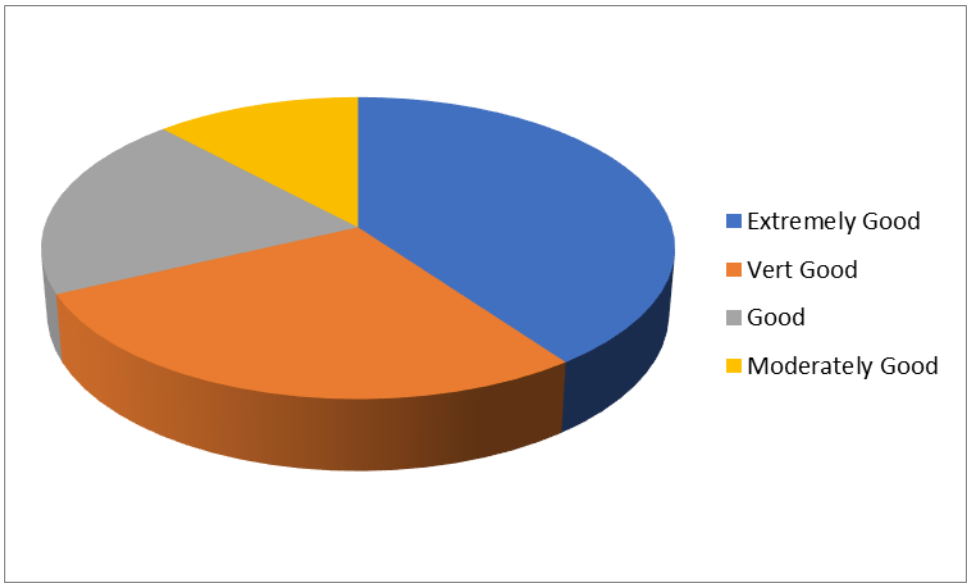
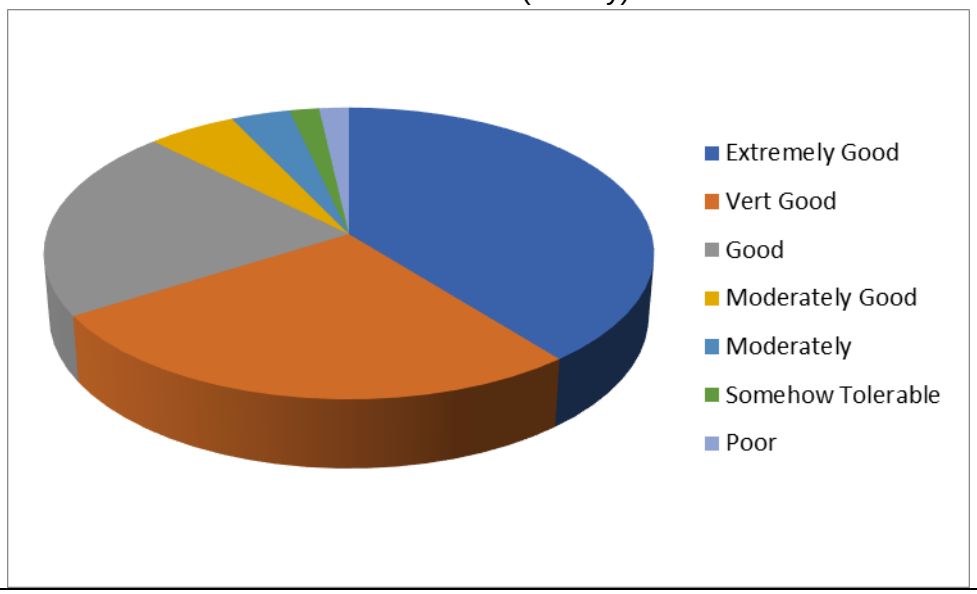


3rd

6. Relevance of additional source material(Library)



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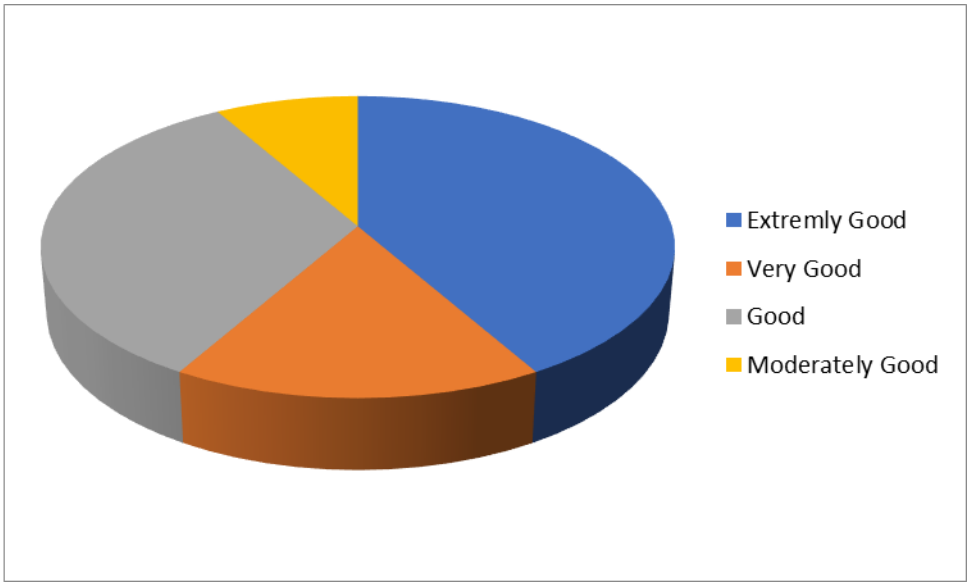

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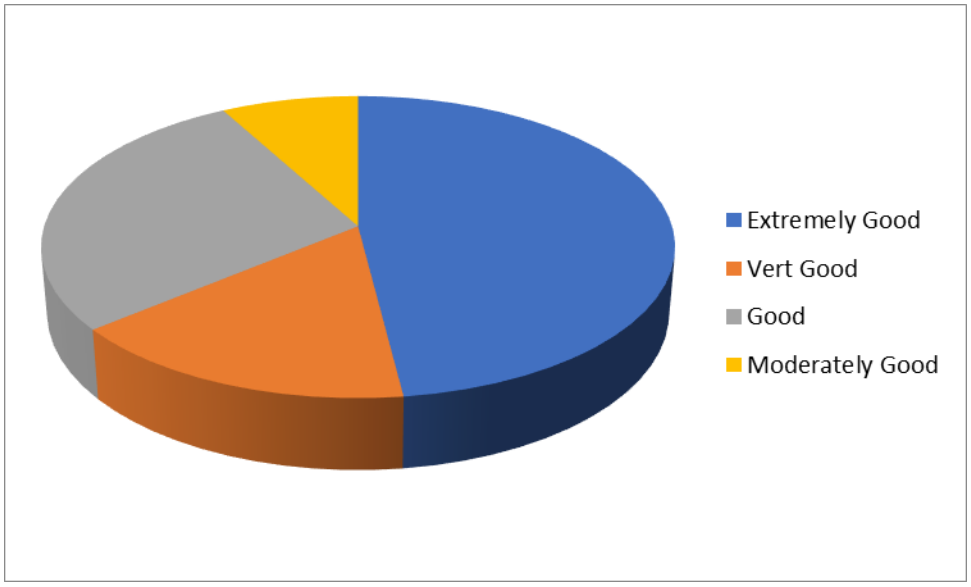
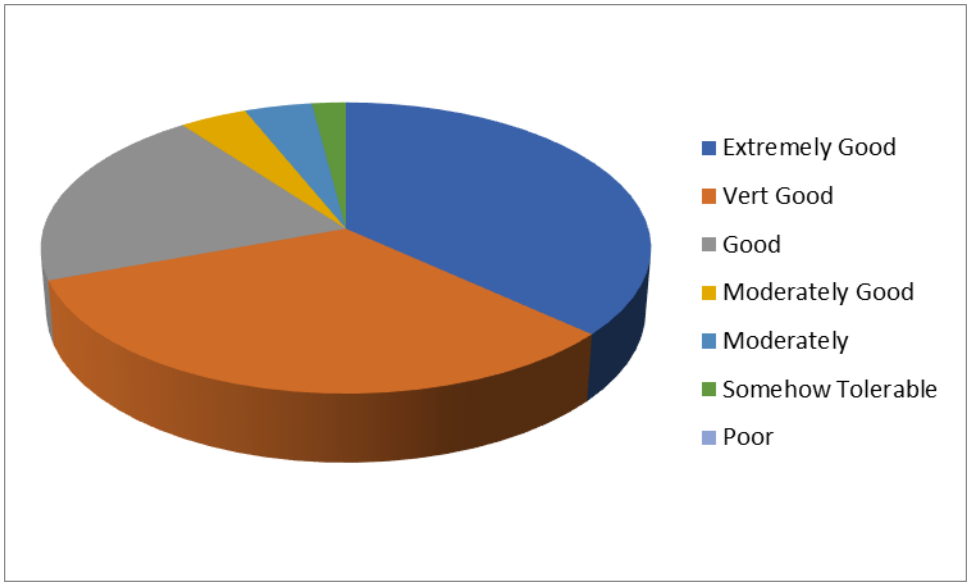
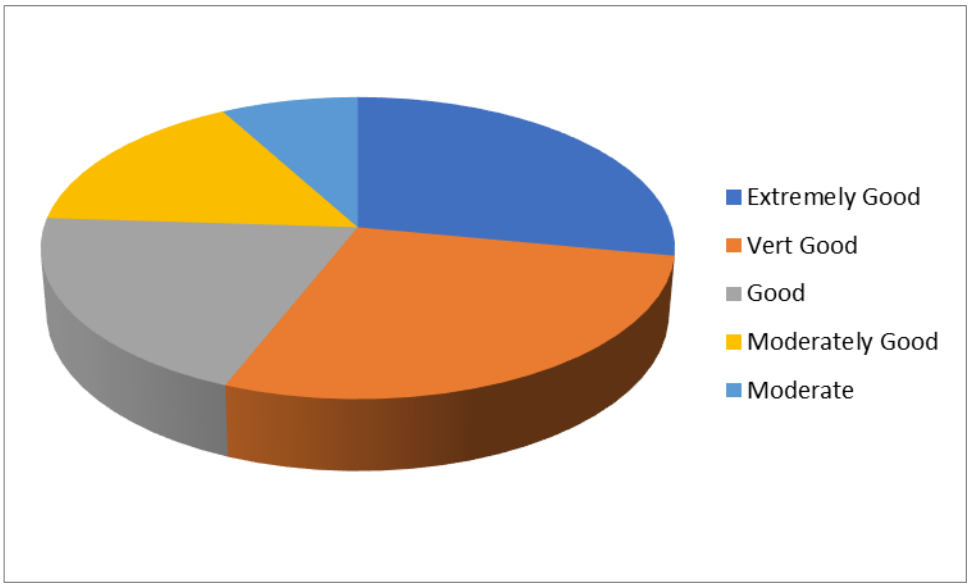


3rd

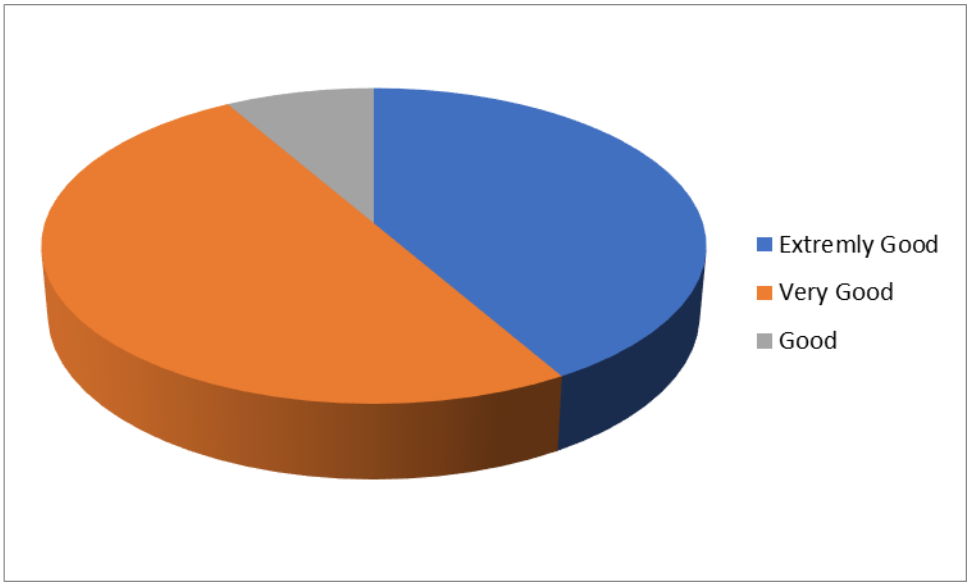
7. Extent of effort required by student


Extremely Good
Vert Good
Good
Moderately Good
Moderately
Somehow Tolerable
Poor

1st

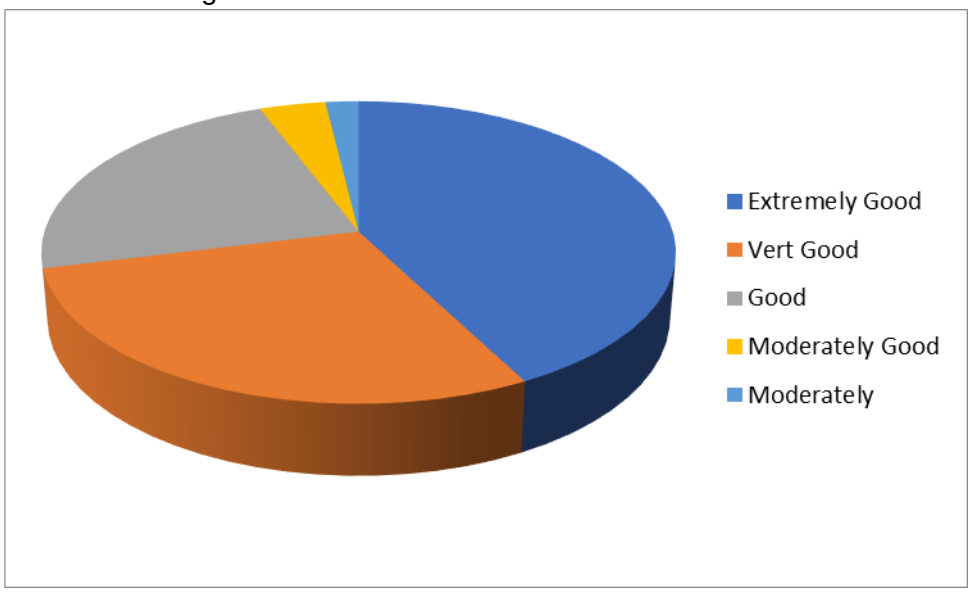

Extremely Good
Vert Good
Good
Moderately Good
Moderate

2nd



3rd

8. Overall rating



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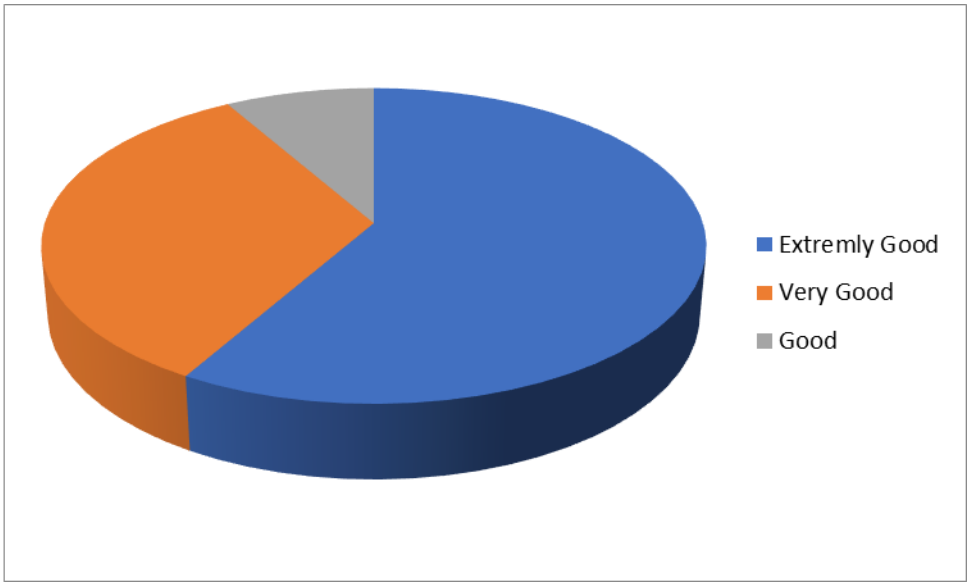

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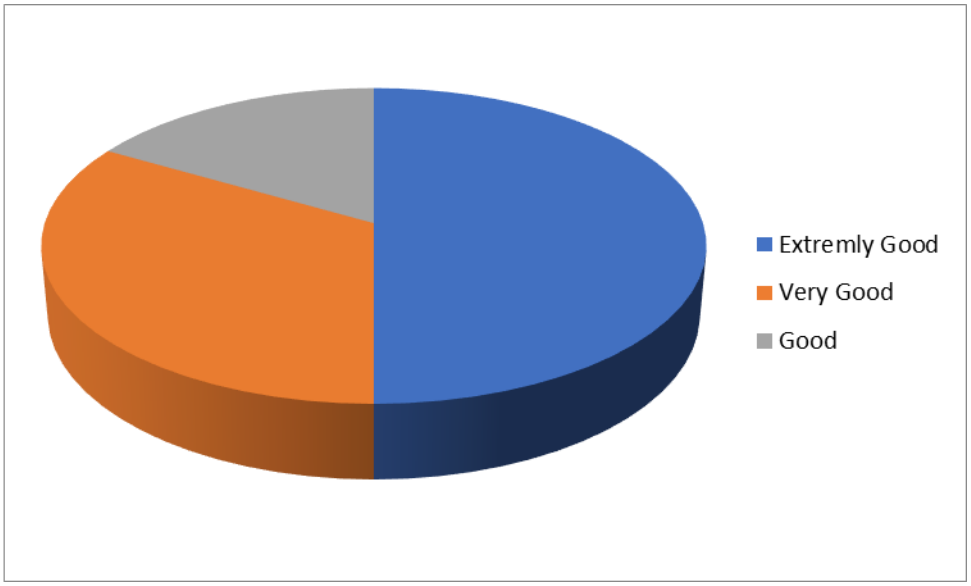


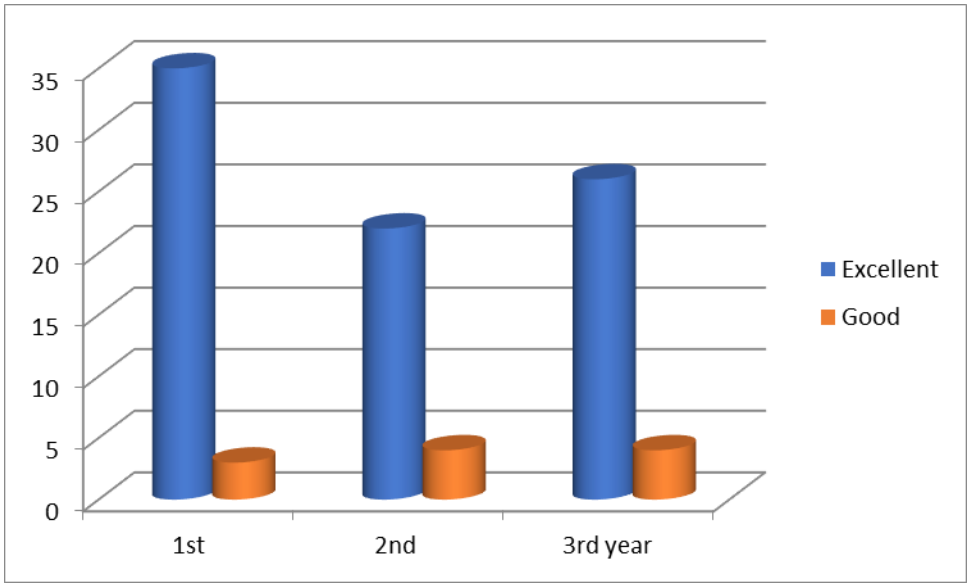
3rd

Questionnaire-2

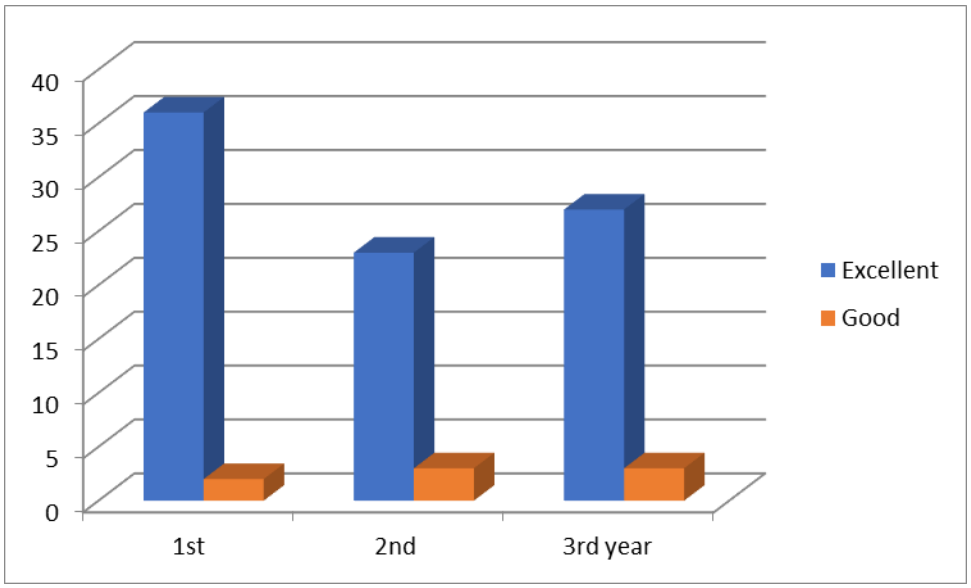
Name of the Teacher:- A

Part-1

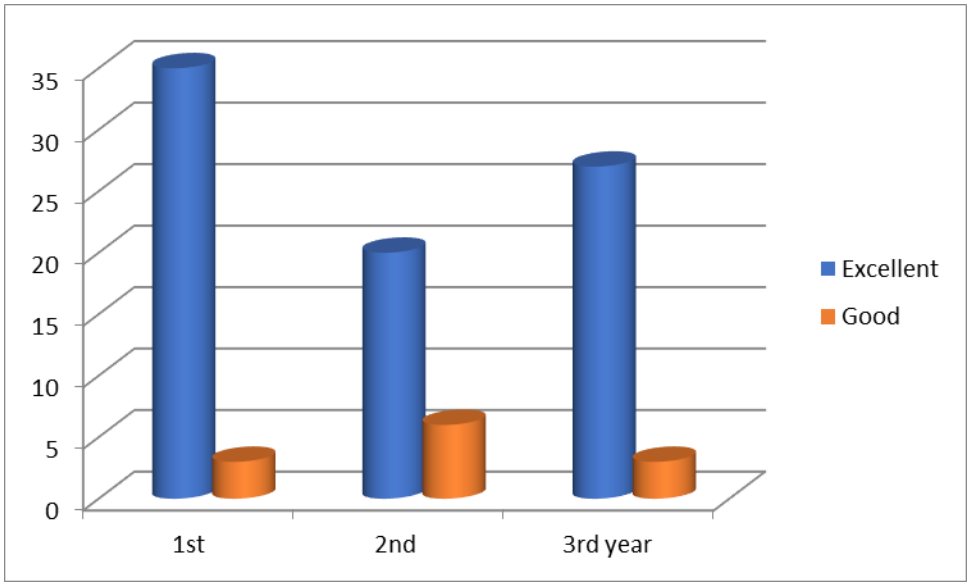
1. Knowledge base of the teacher
   All the students (1,2 and 3 rd year Bengali Hons.) think that the knowledge of the teacher is Excellent.
2. Focus on syllabi and teaching



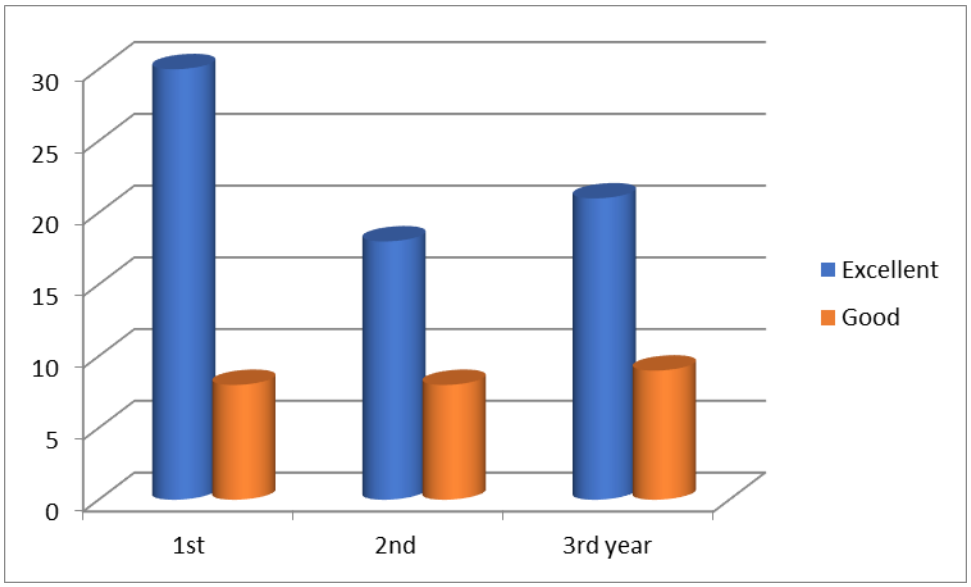
3. Communication Skills and self confidence



4. Effectiveness in Managing the classes

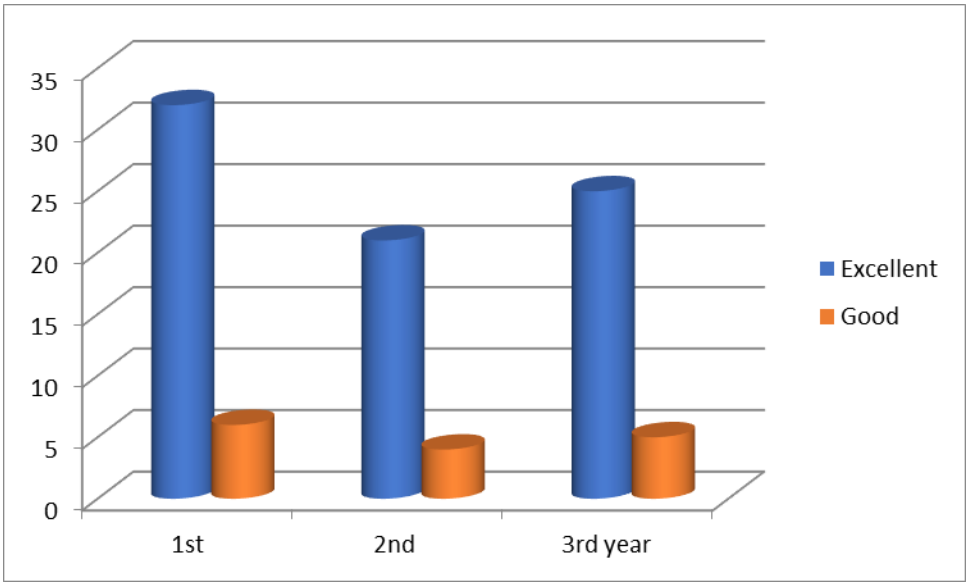


5. Delivery of structured Lecture

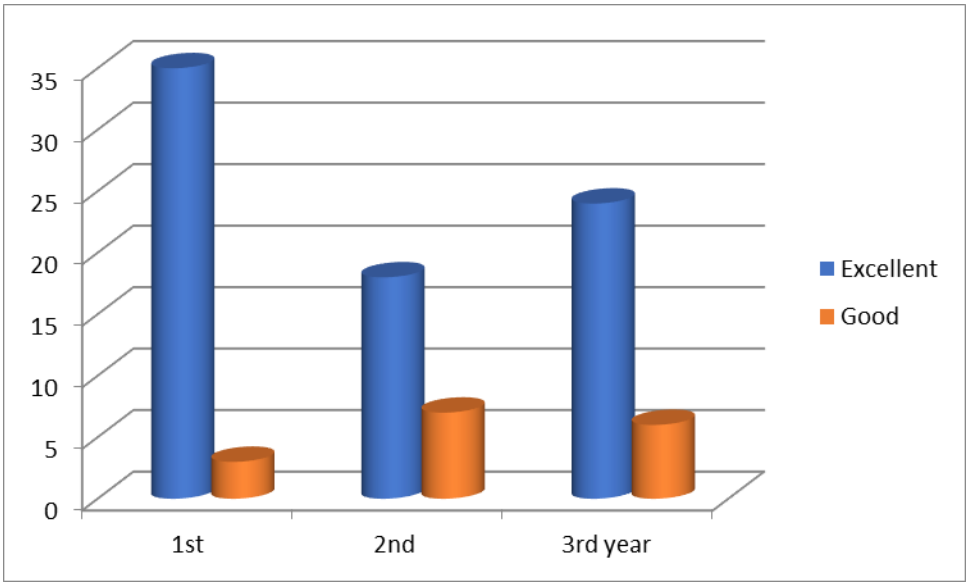


6. Regularity and Sincerity
   Regularity and sincerity of the teacher is excellent

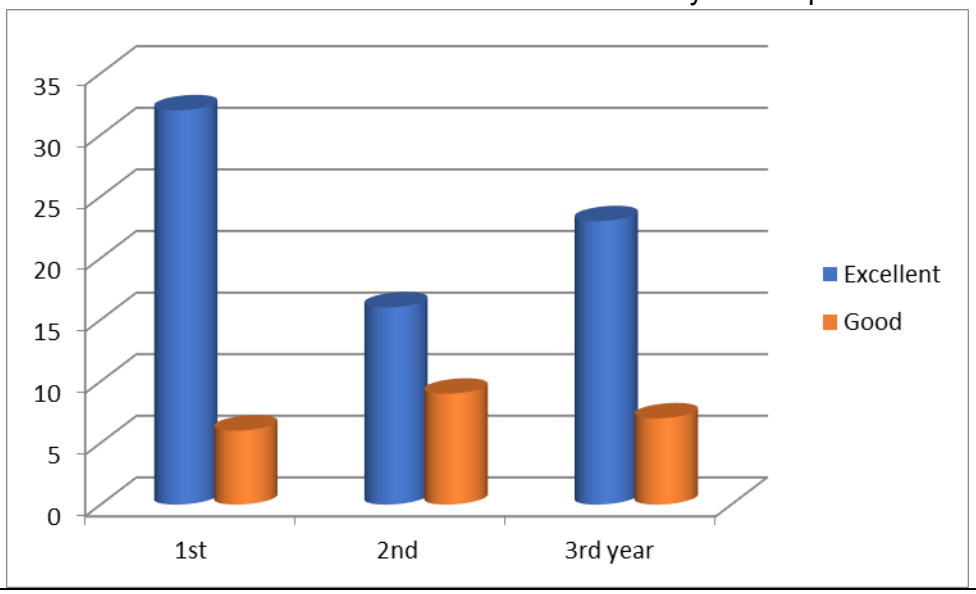
7. Completion of Syllabus in time



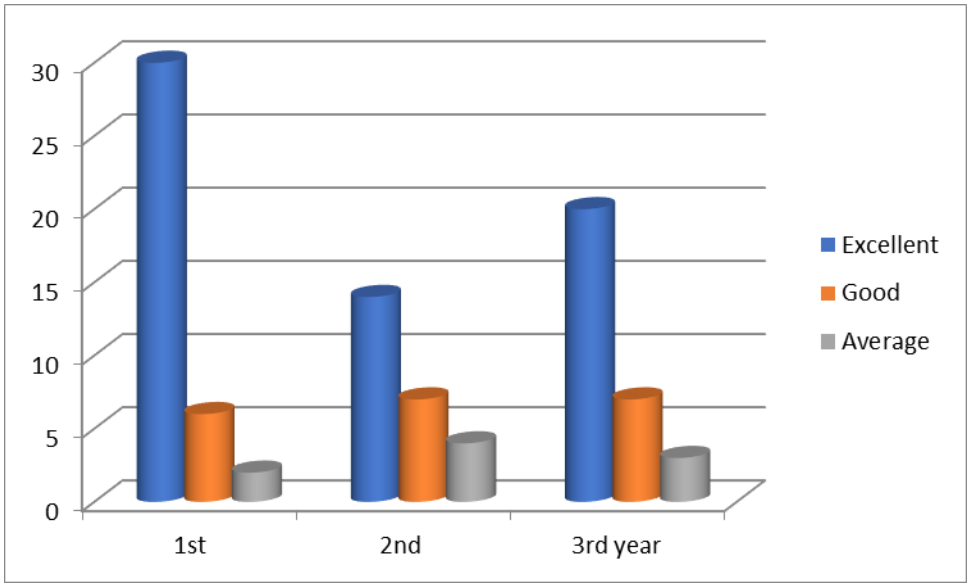
8. Preparation of the topic taught in the class



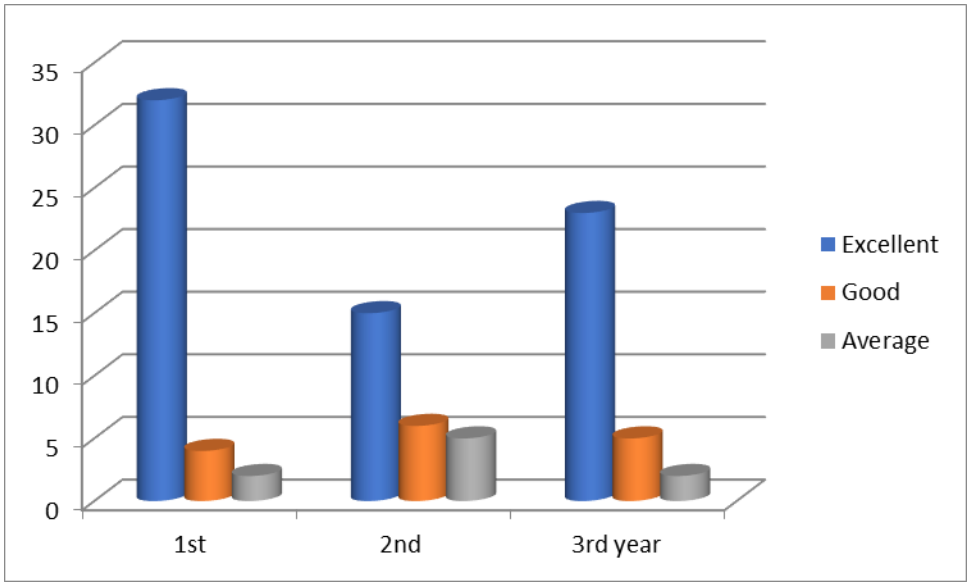
9. The teacher's attitude toeards the students in friendly and helpful



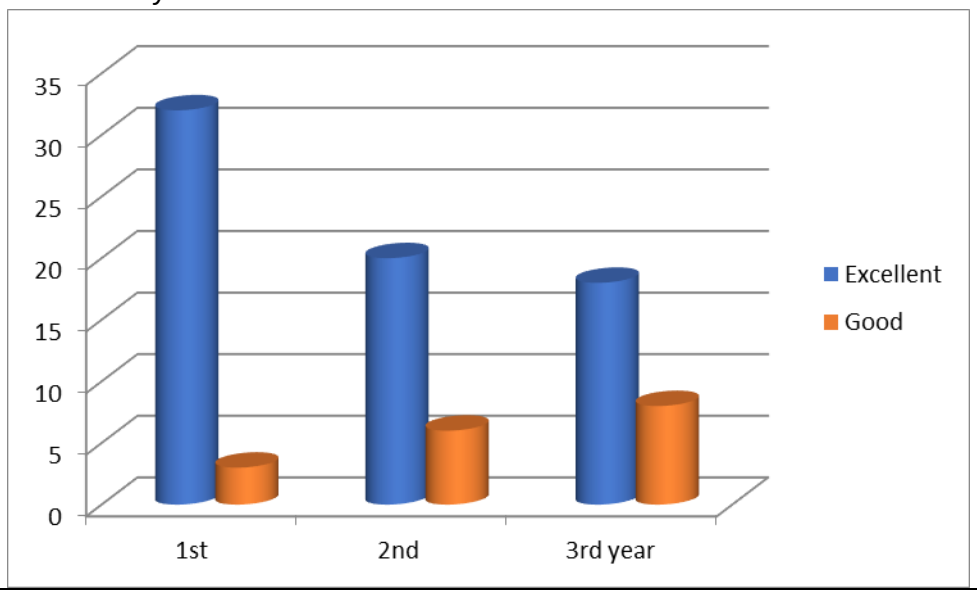
10. The evaluation process if fair and unbiased



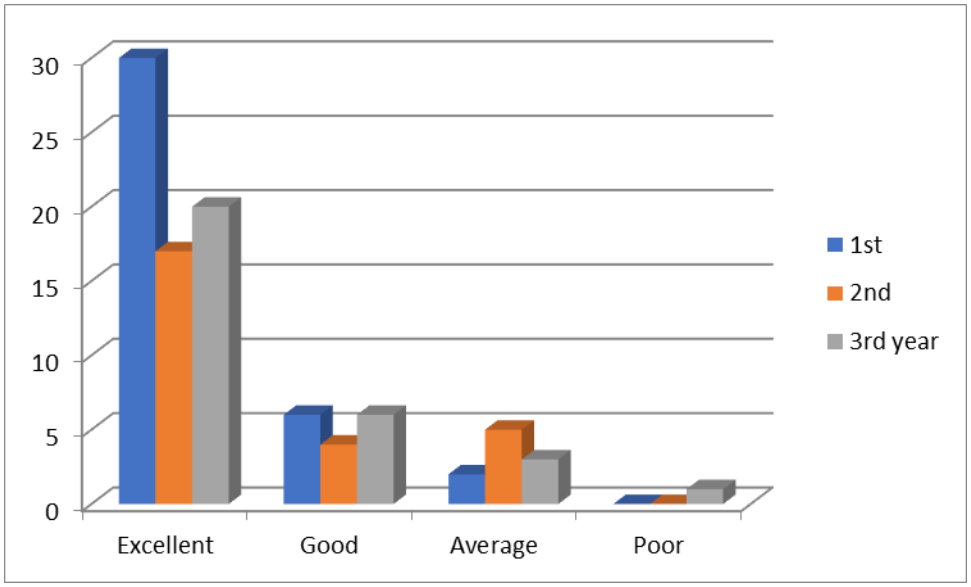
11. Ability to bring conceptual clarity and promotion of thinking ability by teachers



12. Accessibility of the teacher in and out of the class



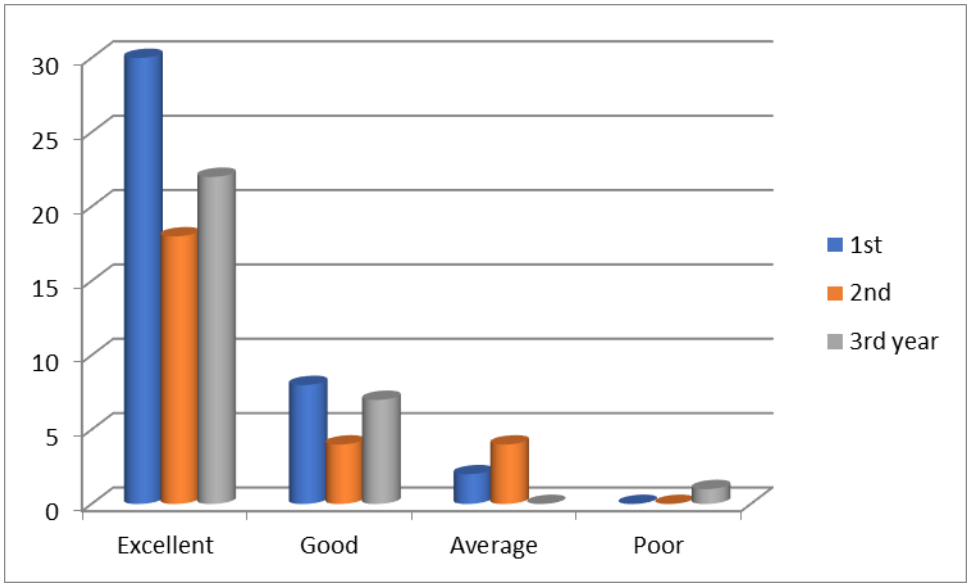
13. Teacher's computer and IT skill



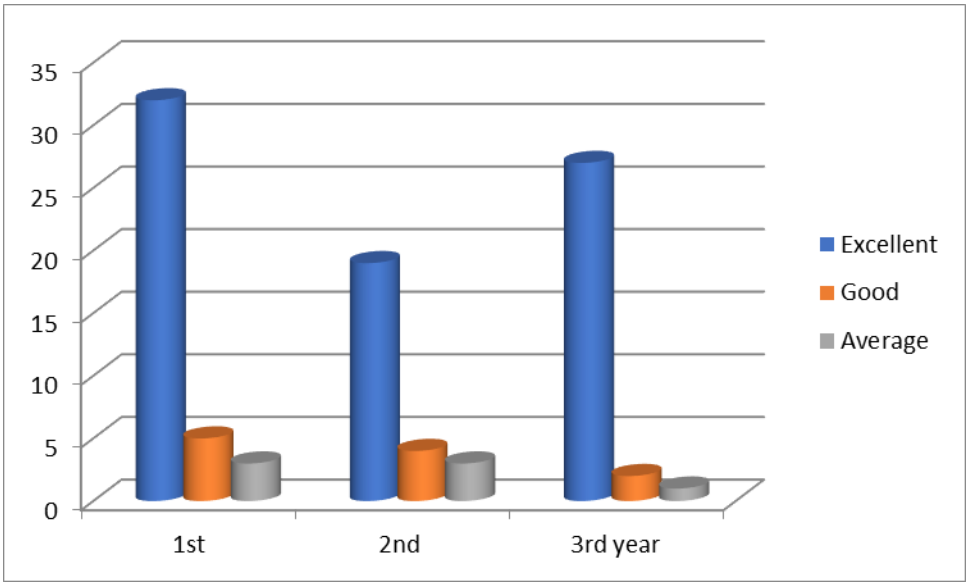
14. Lab work(Wherever applicable)

N.A.

15. Ability to design quizzes/seminars etc



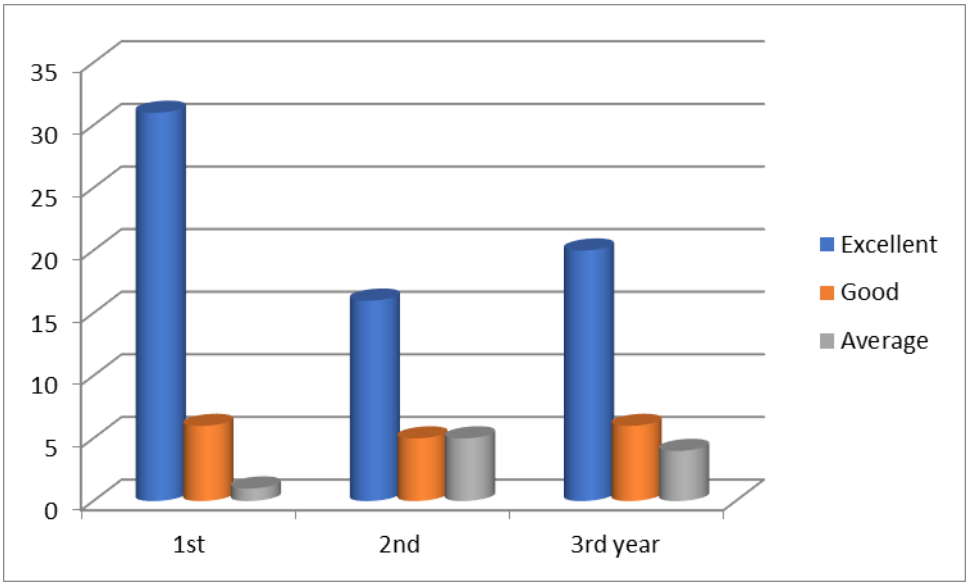
16. Overall performance



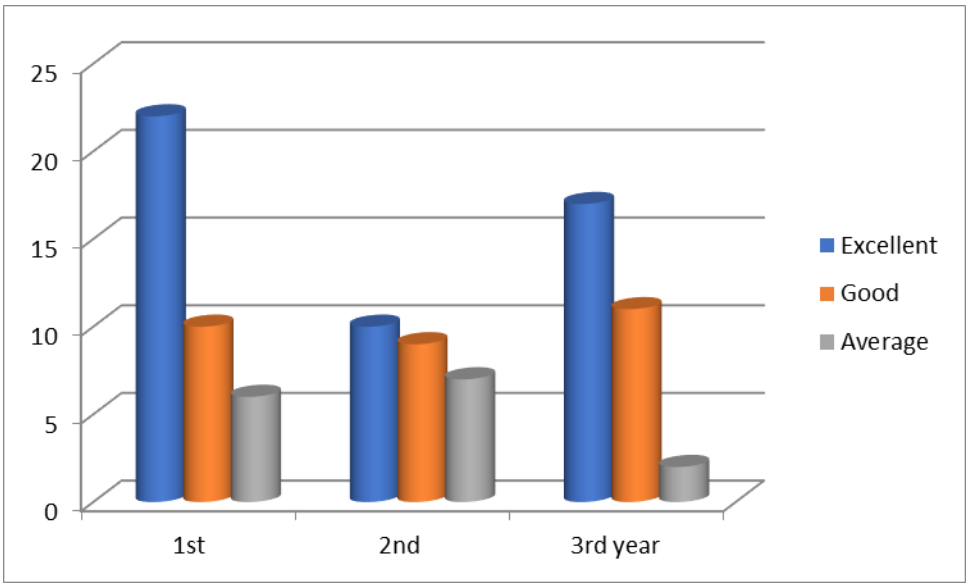
Questionnaire-2

Name of the Teacher:-B

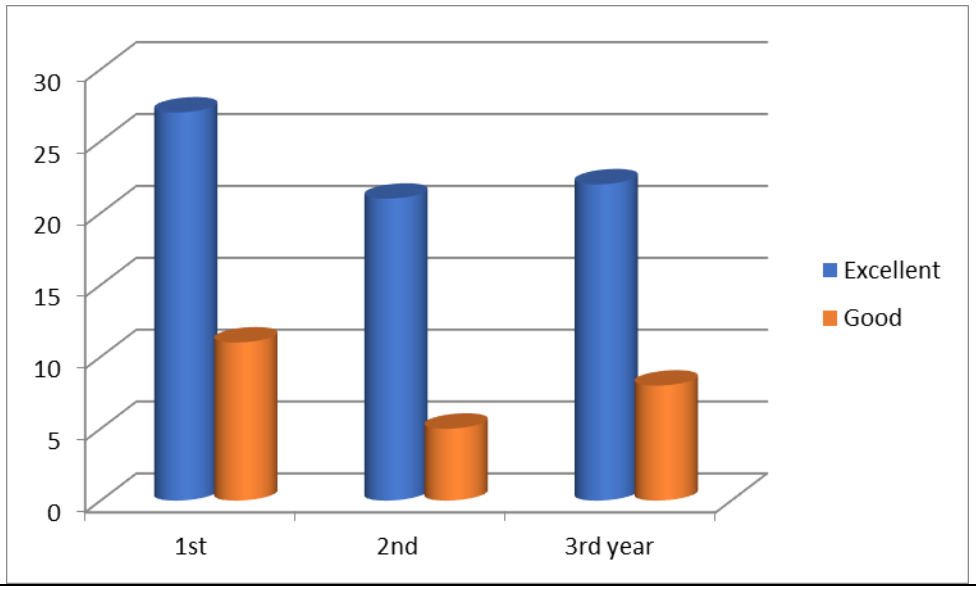
1. Knowledge base of the teacher



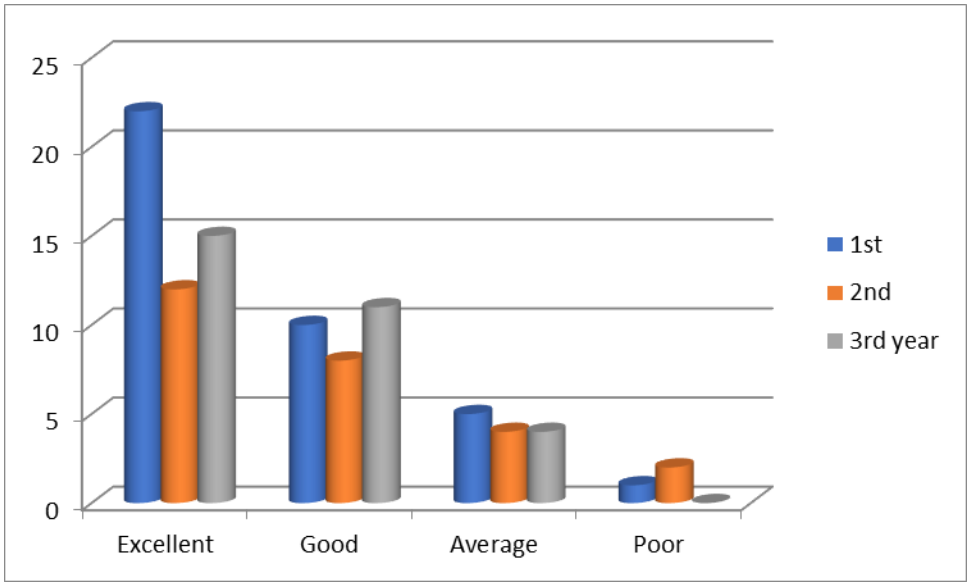
2. Focus on syllabi and teaching



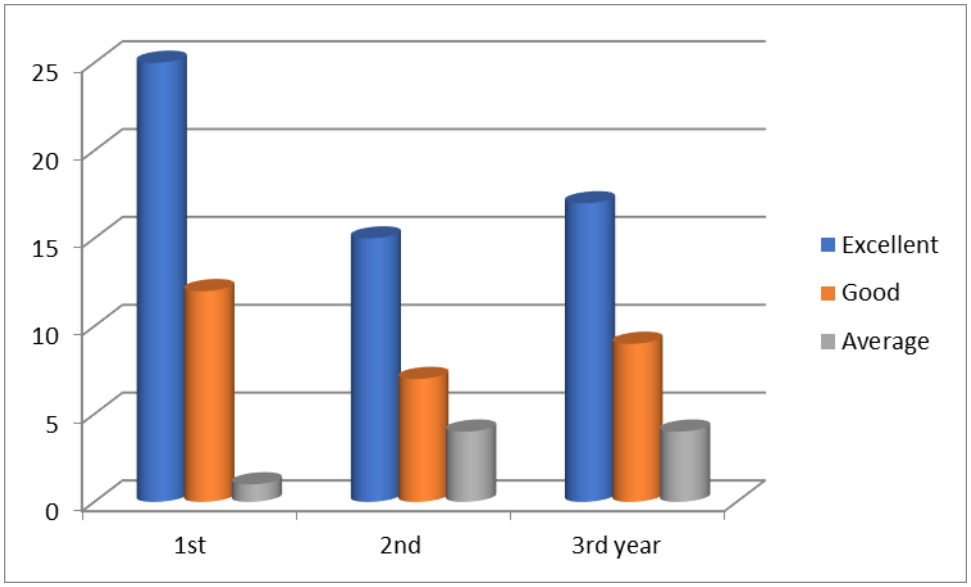
3. Communication Skills and self confidence



4. Effectiveness in Managing the classes

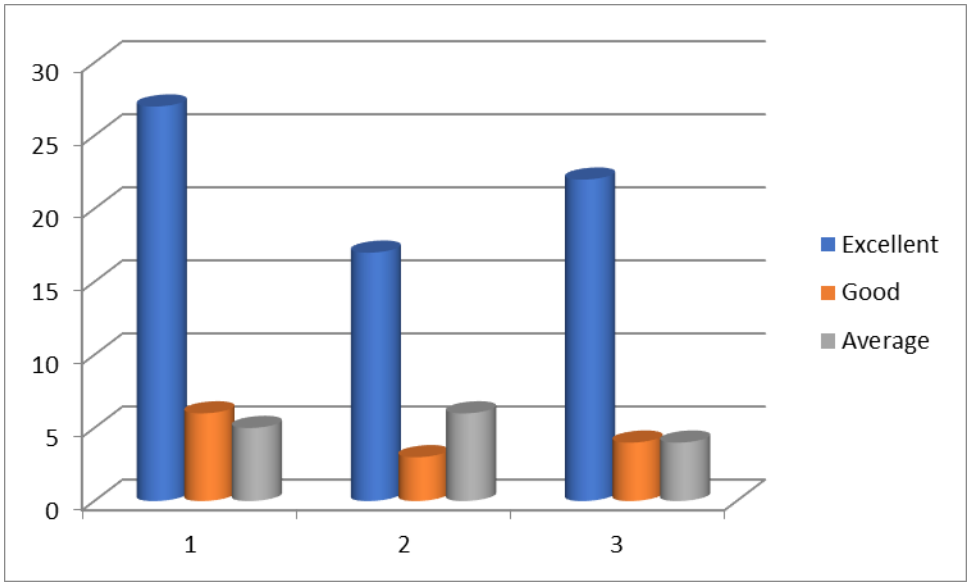


5. Delivery of structured Lecture

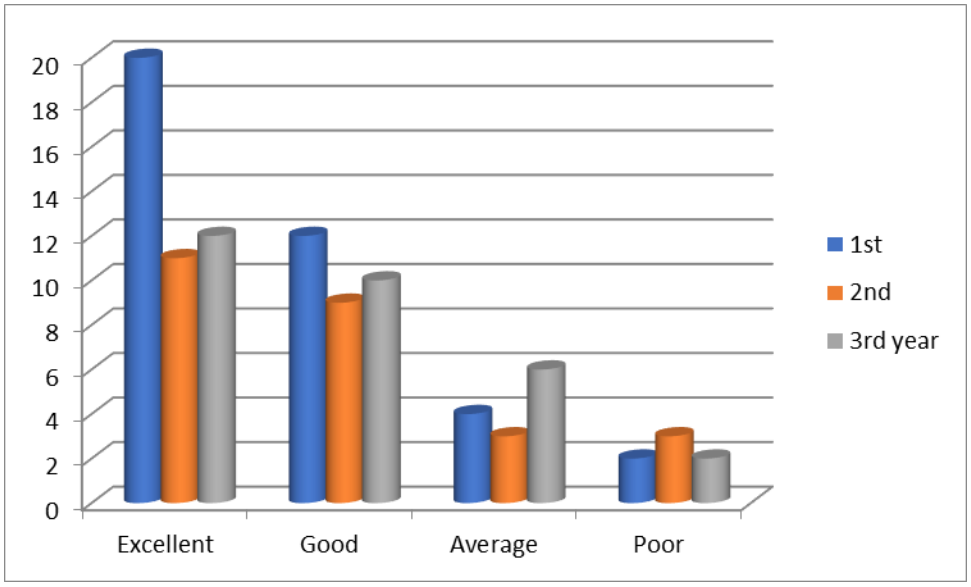


6. Regularity and Sincerity

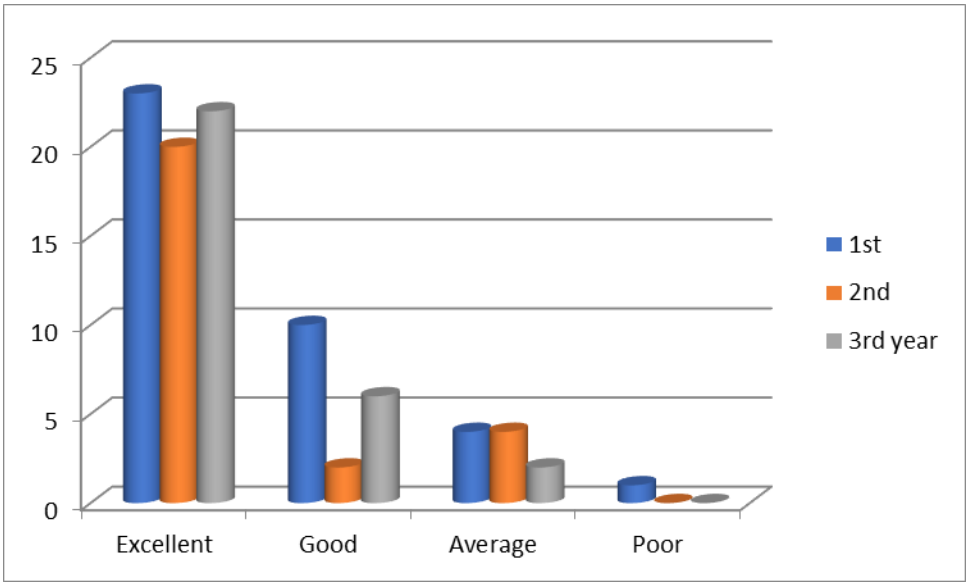
Regularity and sincerity of the teacher is excellent



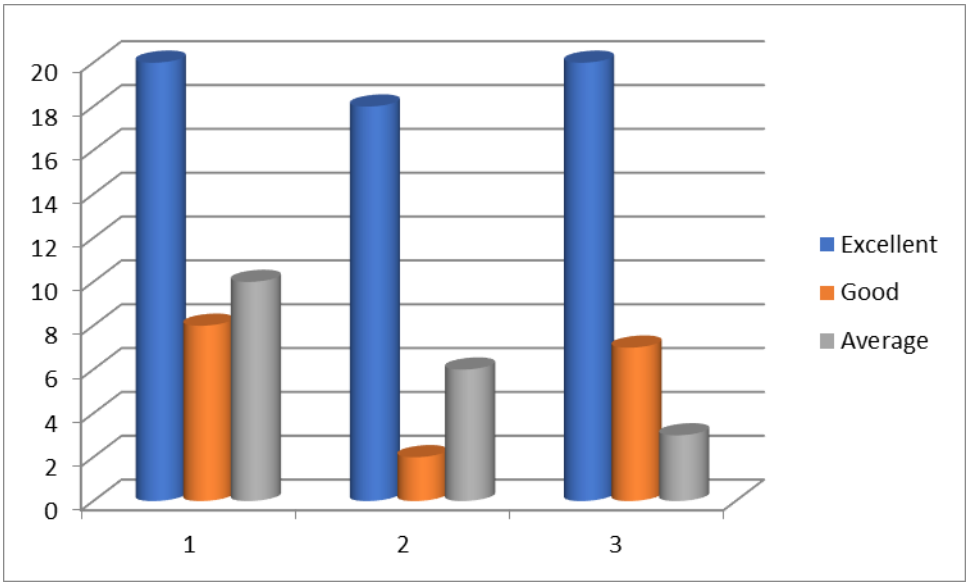
7. Completion of Syllabus in time



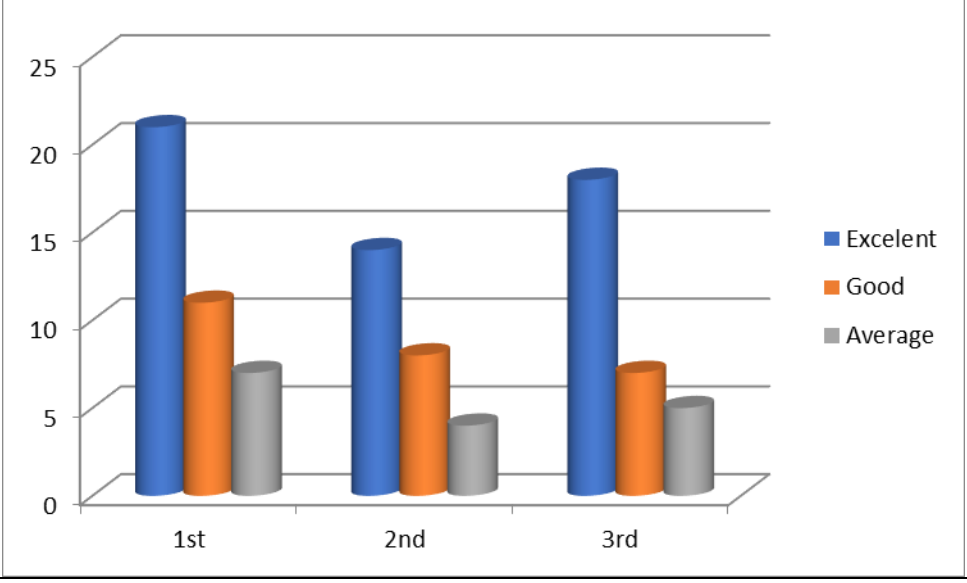
8. Preparation of the topic taught in the class



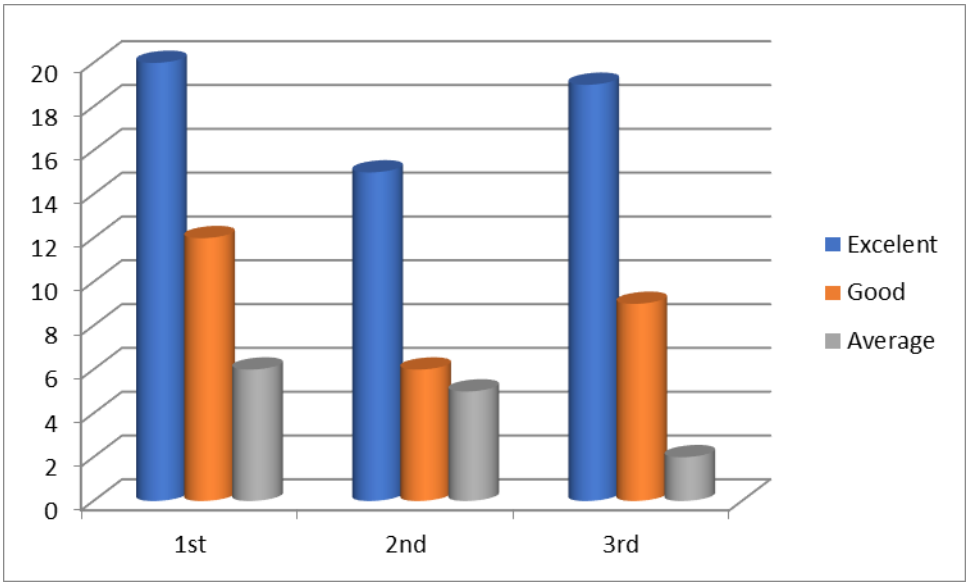
9. The teacher's attitude towards the students in friendly and helpful



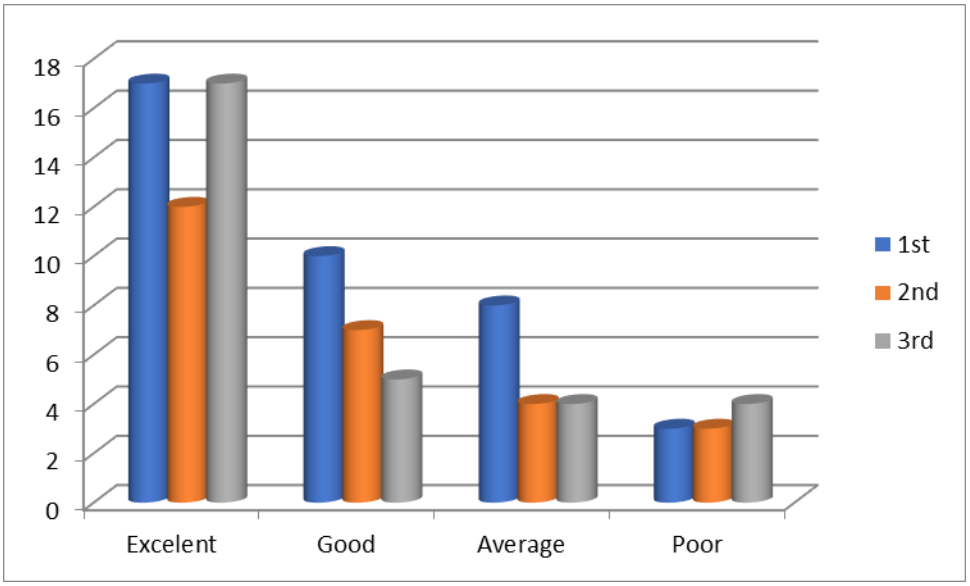
10. The evaluation process if fair and unbiased



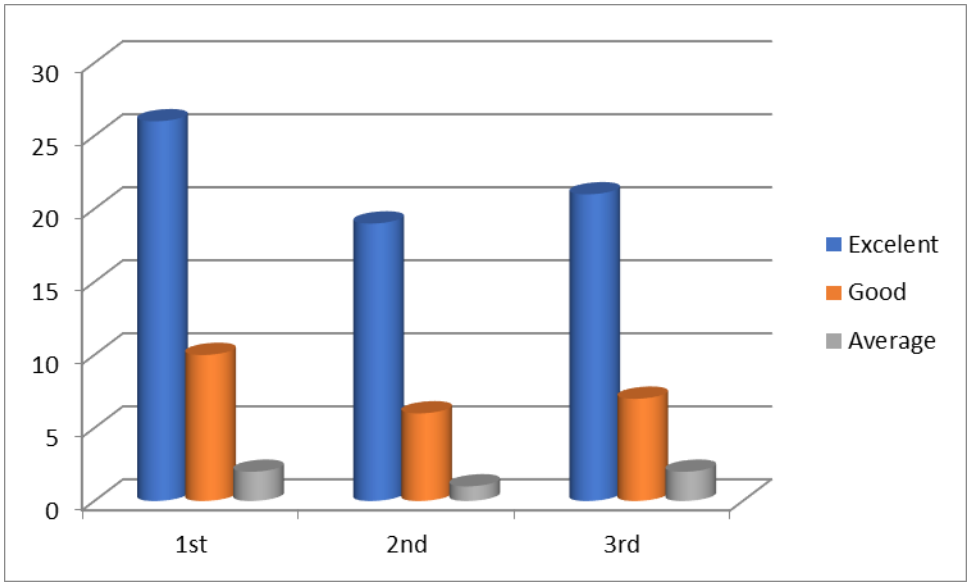
11. Ability to bring conceptual clarity and promotion of thinking ability by teachers



12. Accessibility of the teacher in and out of the class



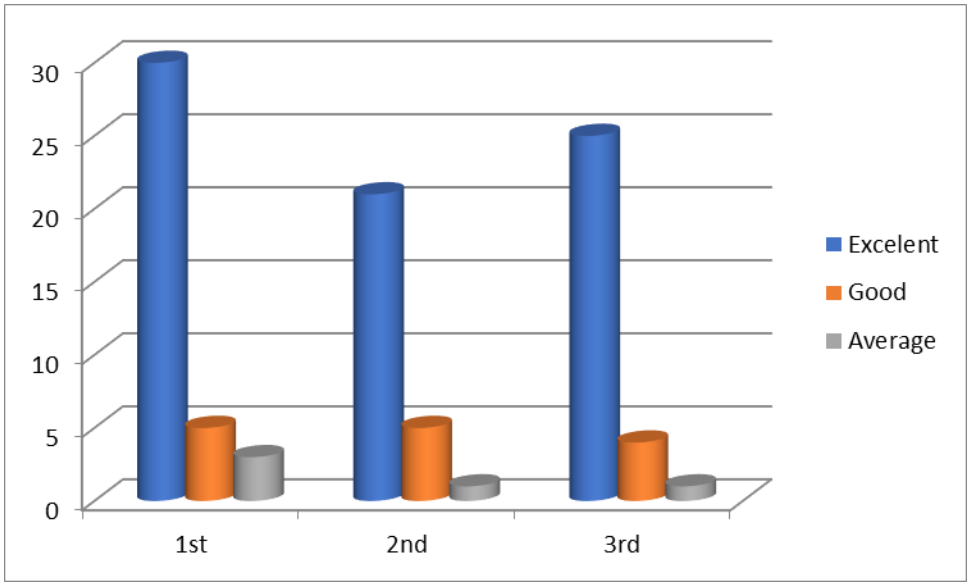
13. Teacher's computer and IT skill



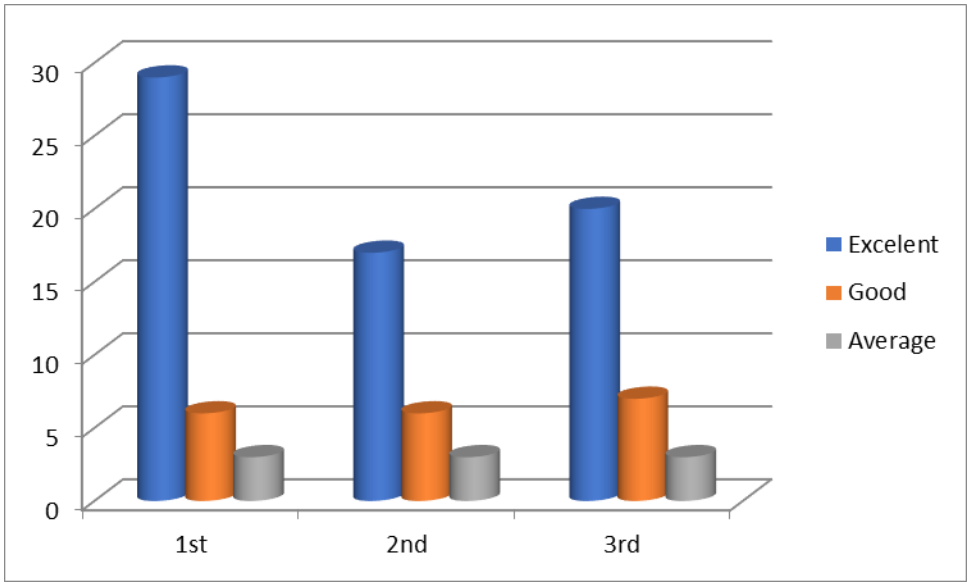
14. Lab work(Wherever applicable)

    N.A.

15. Ability to design quizzes/seminars etc



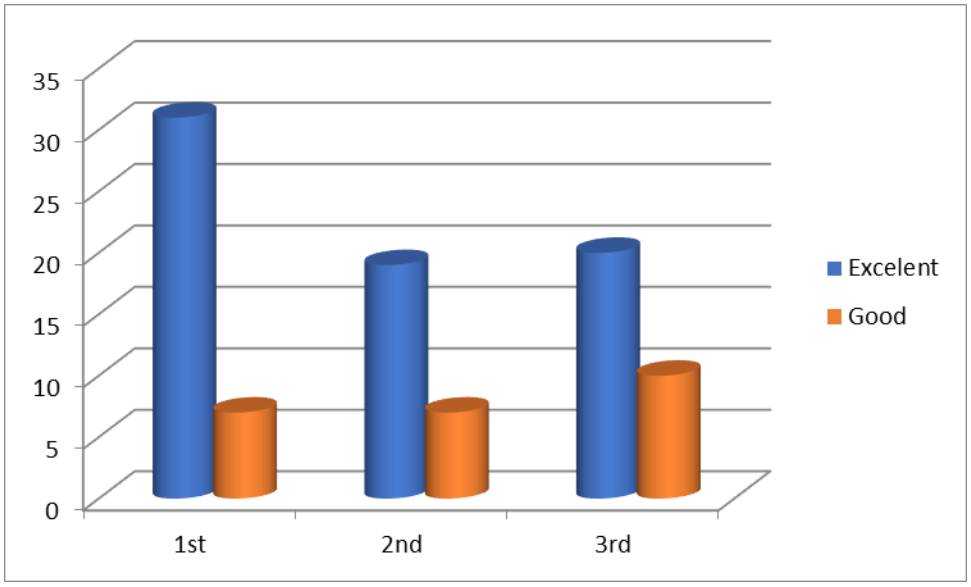
16. Overall performance



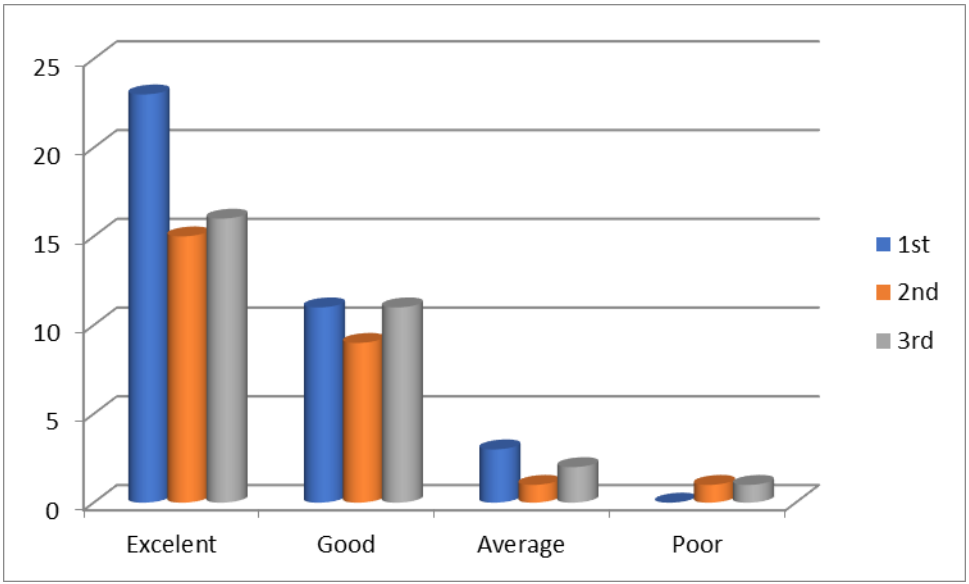
Questionnaire-2

Name of the Teacher:-C

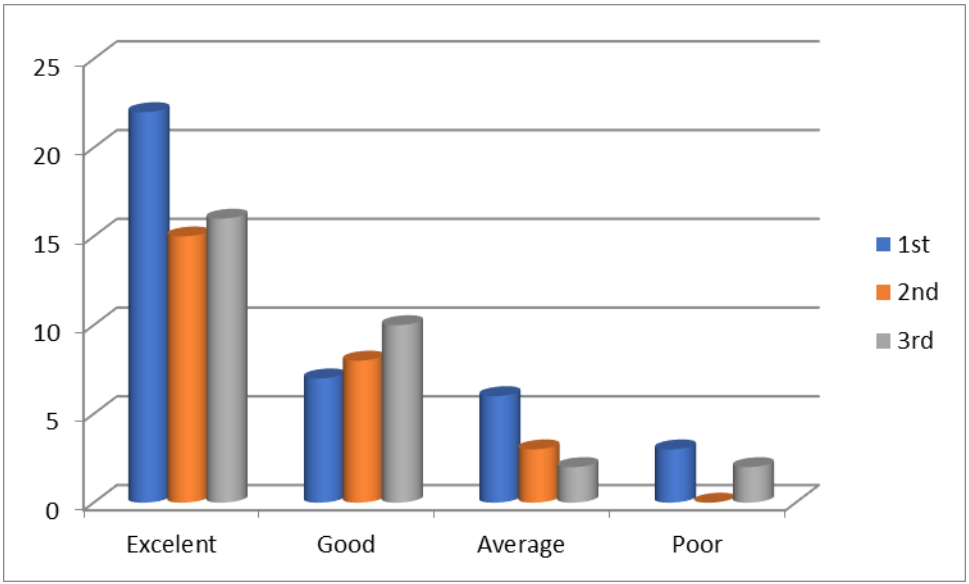
1. Knowledge base of the teacher



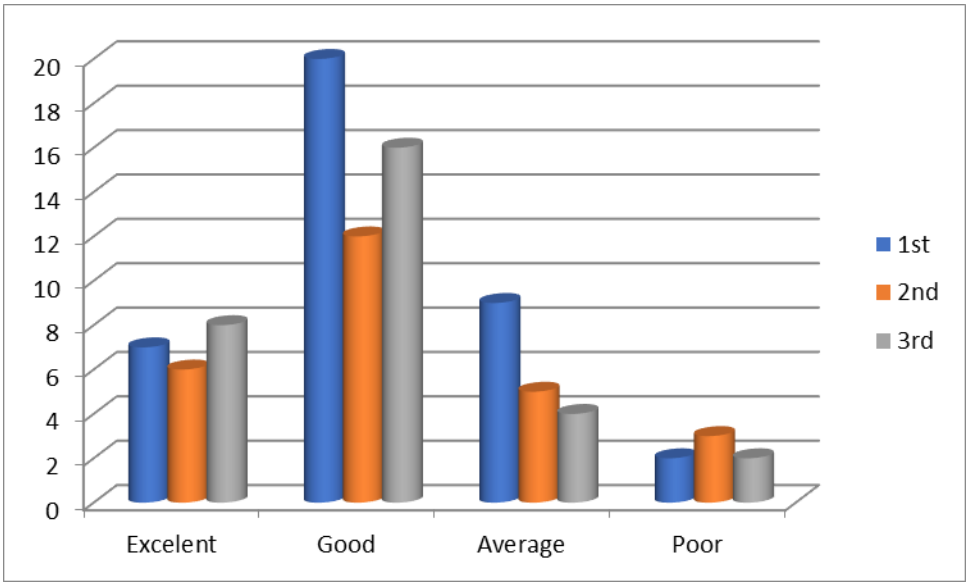
2. Focus on syllabi and teaching



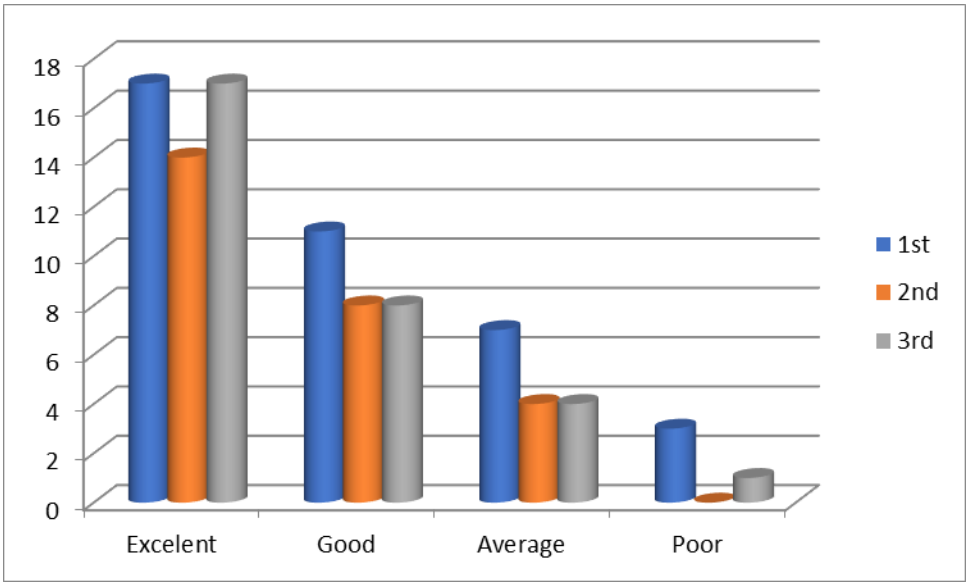
3. Communication Skills and self confidence



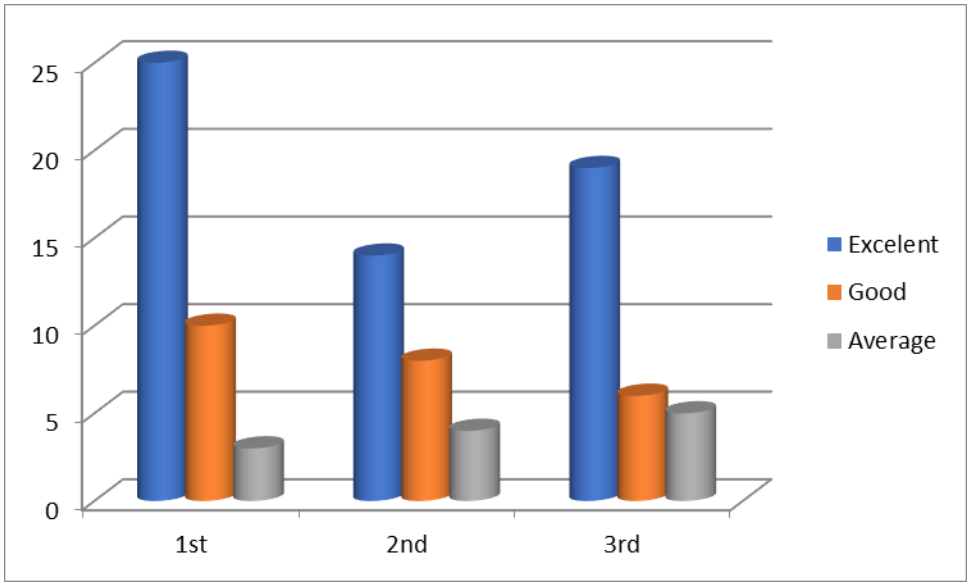
4. Effectiveness in Managing the classes



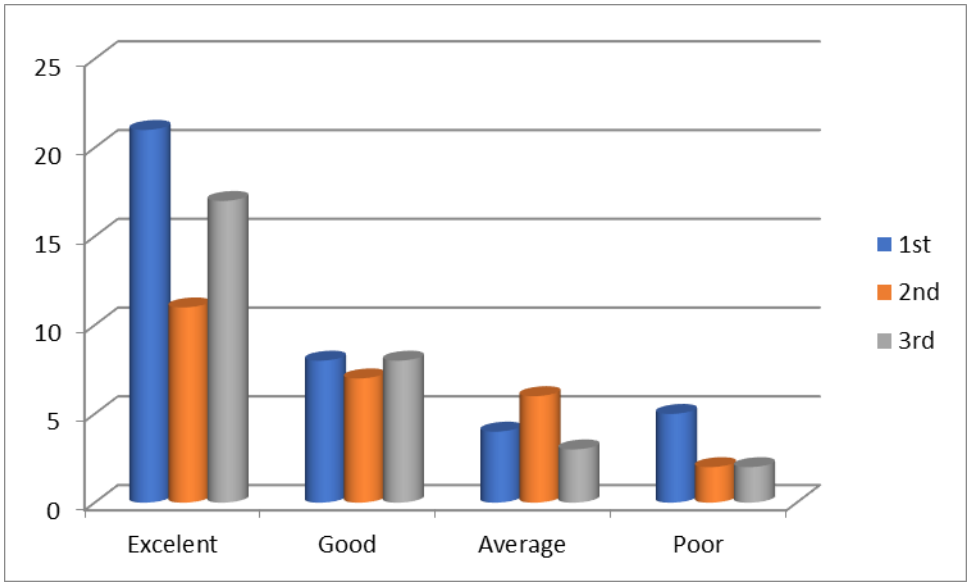
5. Delivery of structured Lecture



6. Regularity and sincerity of the teacher is excellent



7. Completion of Syllabus in time



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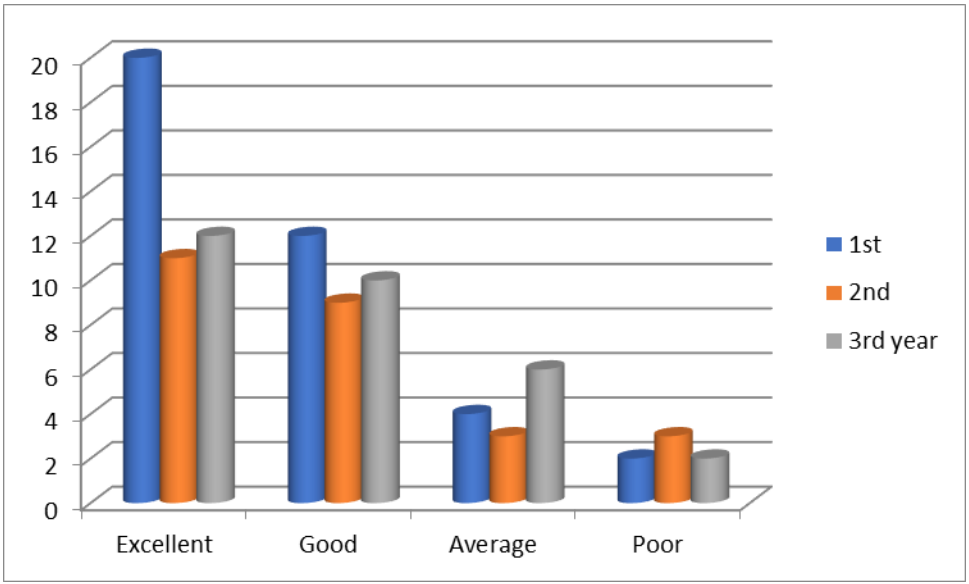
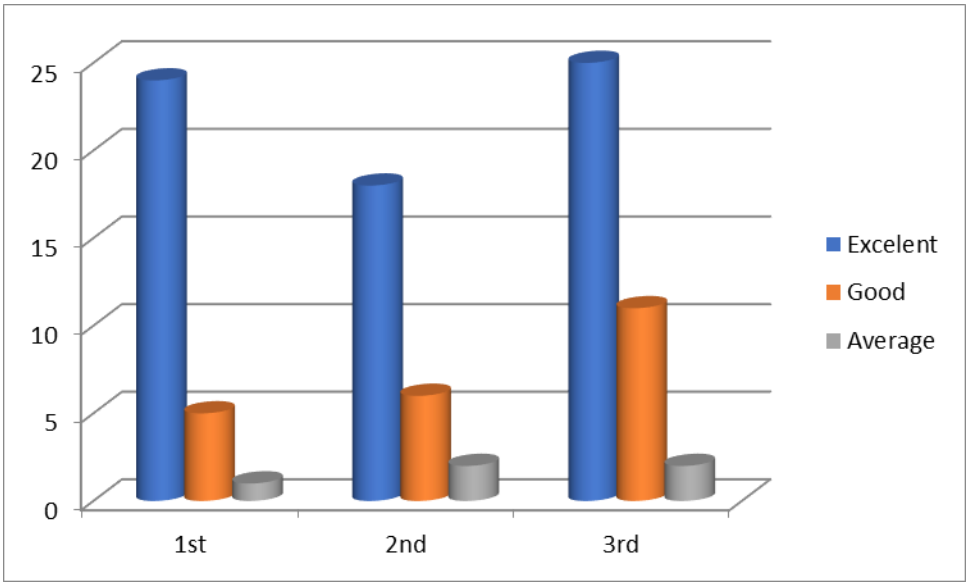
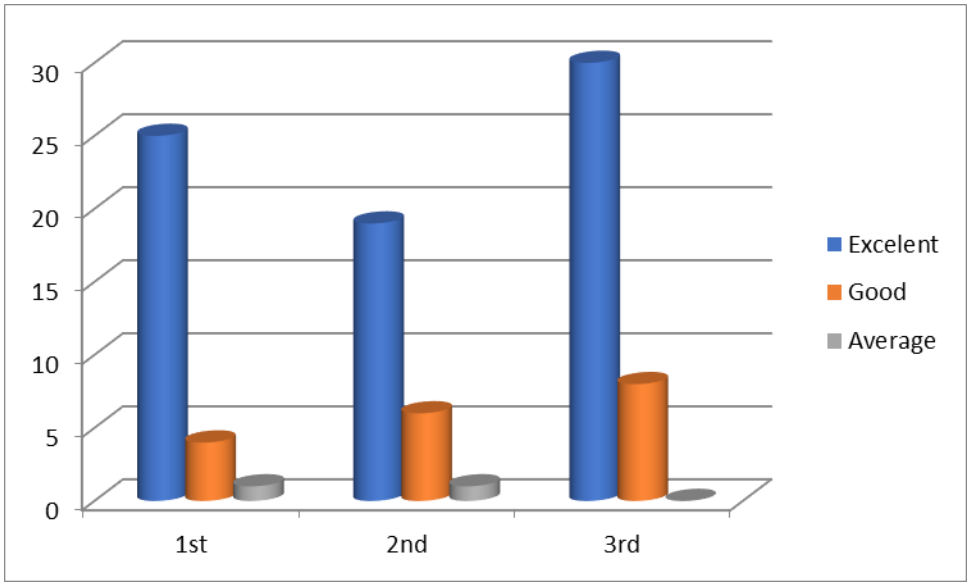


9. The teacher's attitude towards the students in friendly and helpful



10. The evaluation process if fair and unbiased



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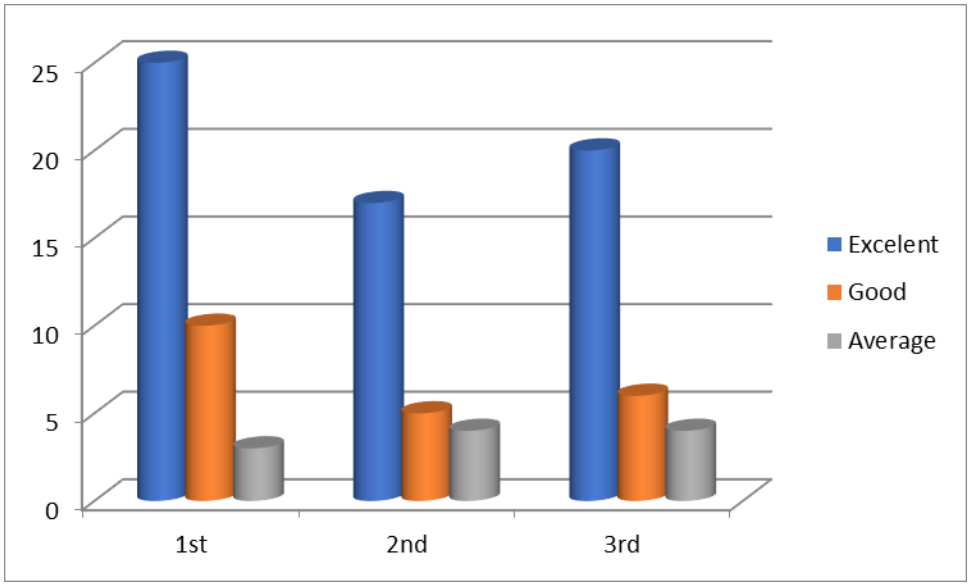

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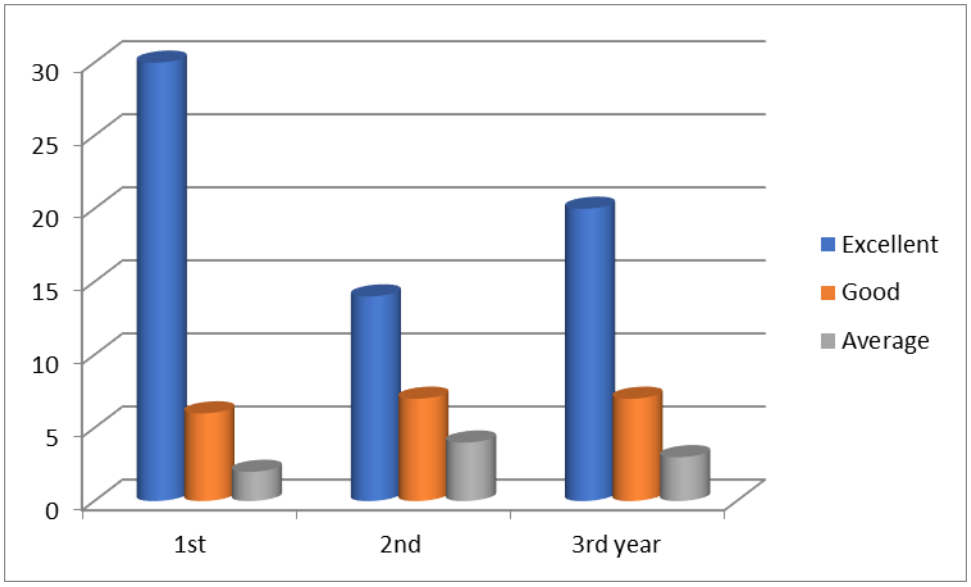
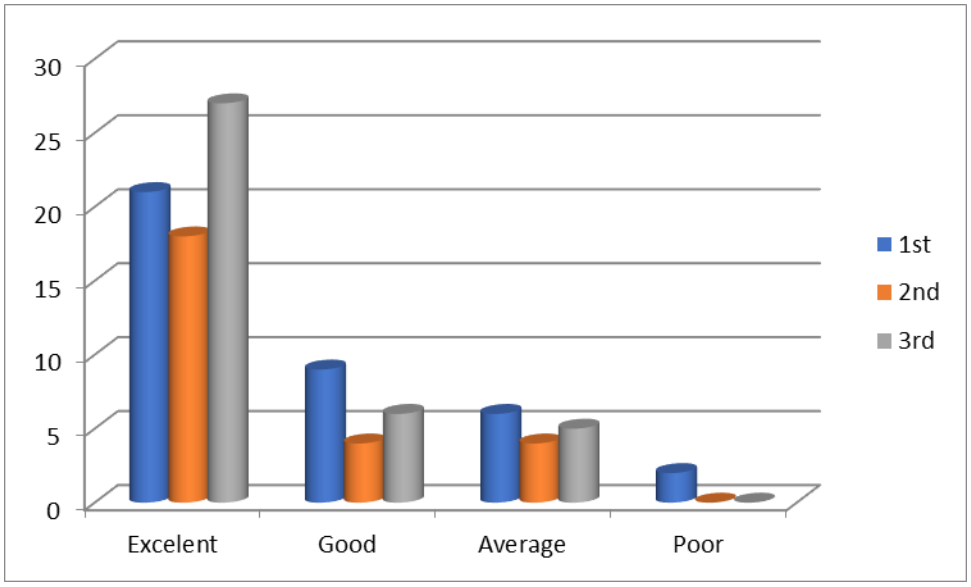


13. Teacher's computer and IT skill



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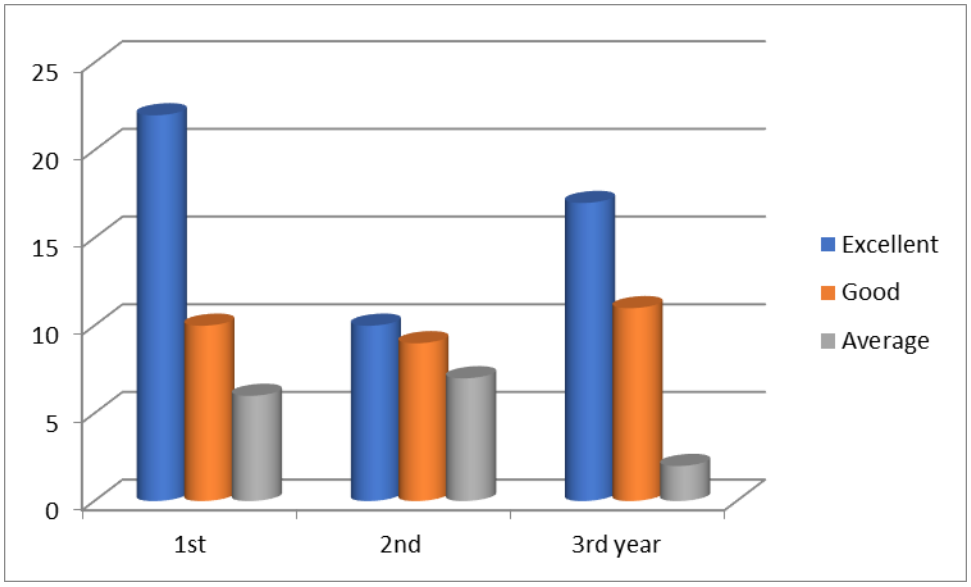
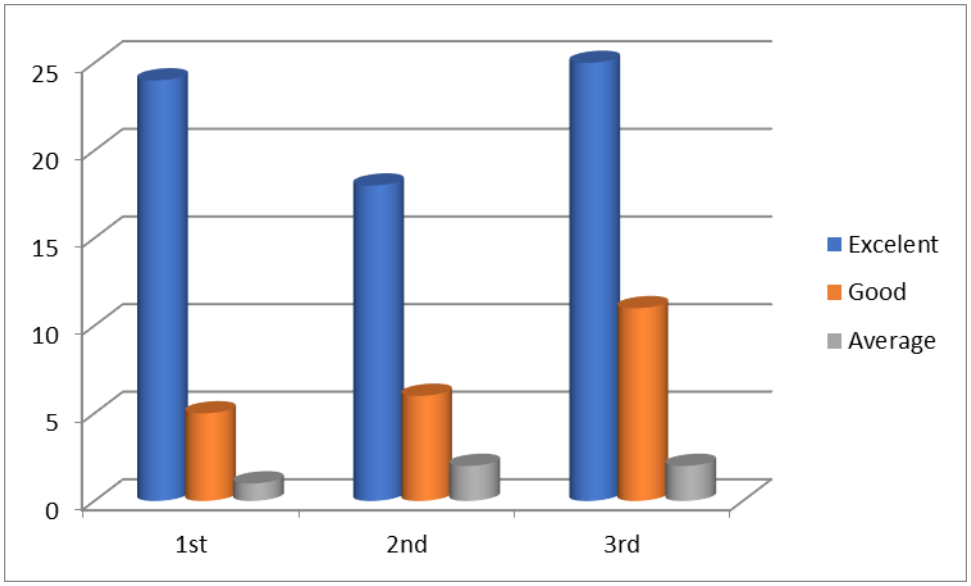
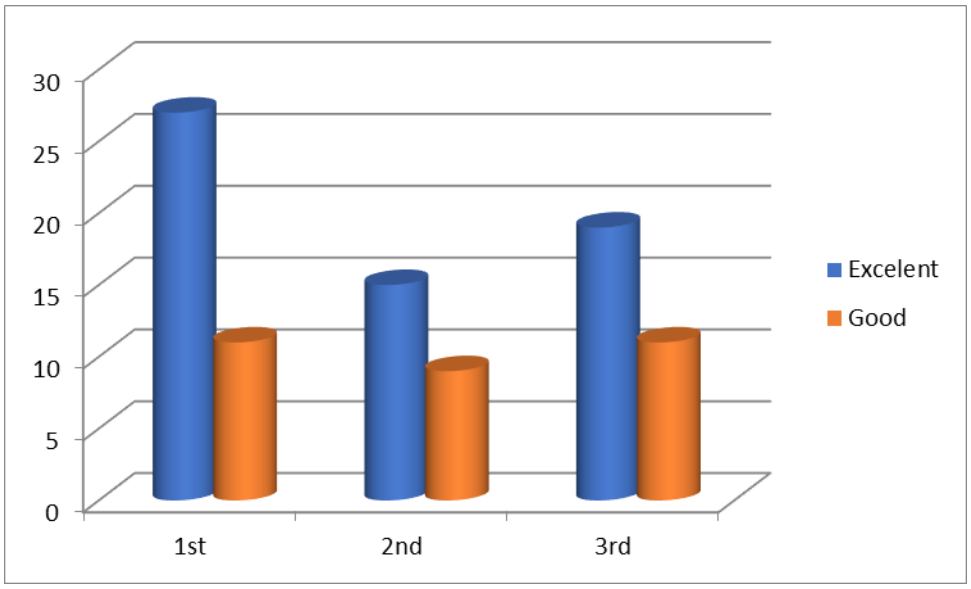


16. Overall performance



Name of the Teacher:-D

1. Knowledge base of the teacher



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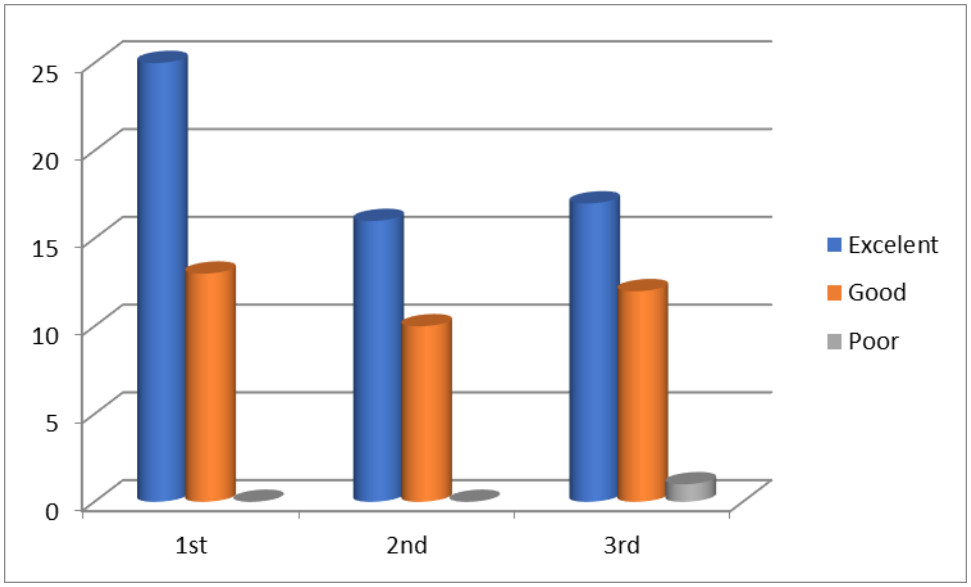
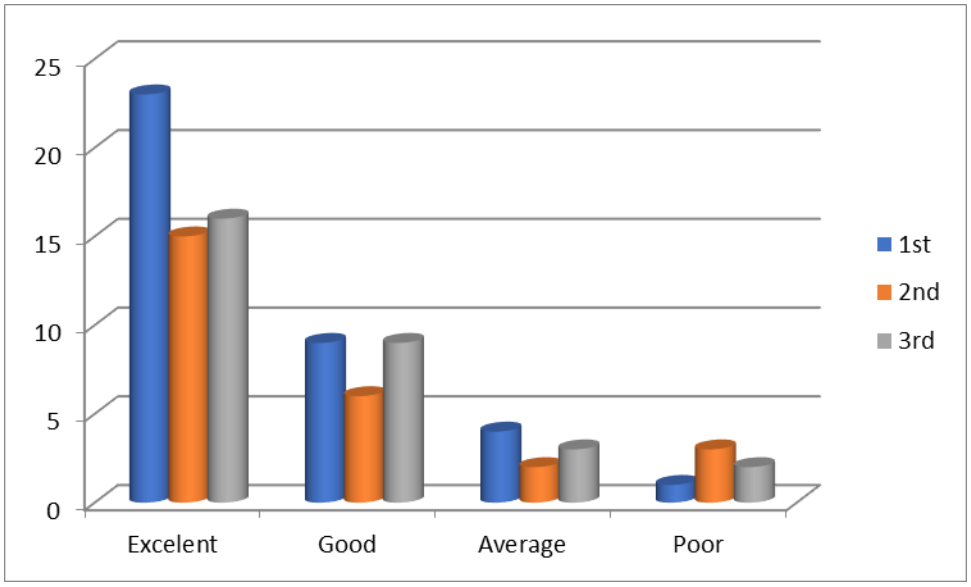
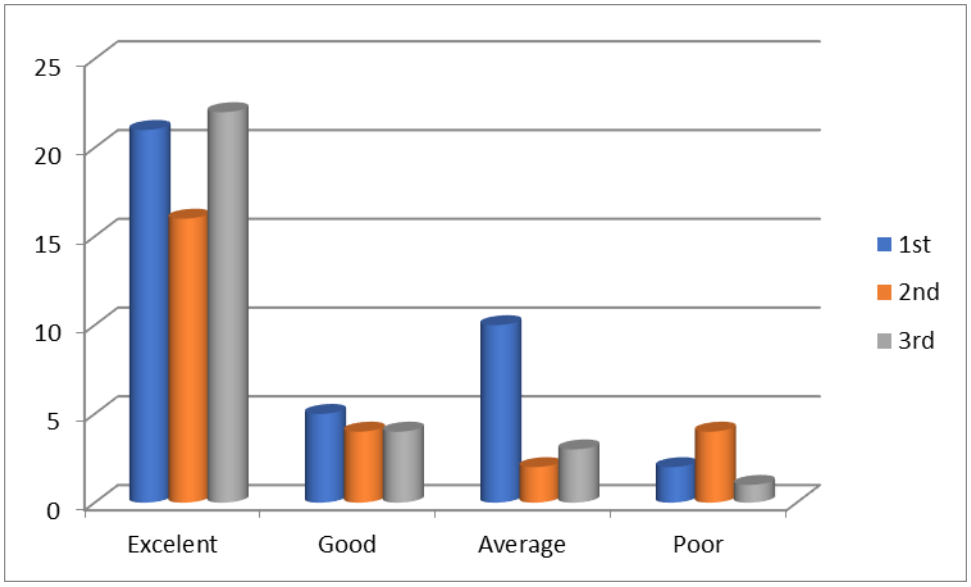


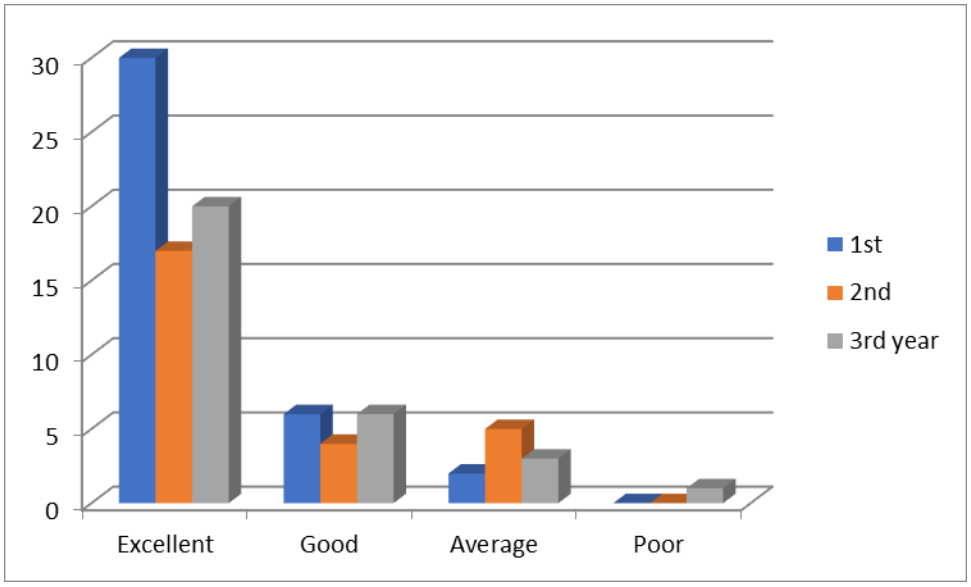
3. Communication Skills and self confidence



4. Effectiveness in Managing the classes



5. Delivery of structured Lecture



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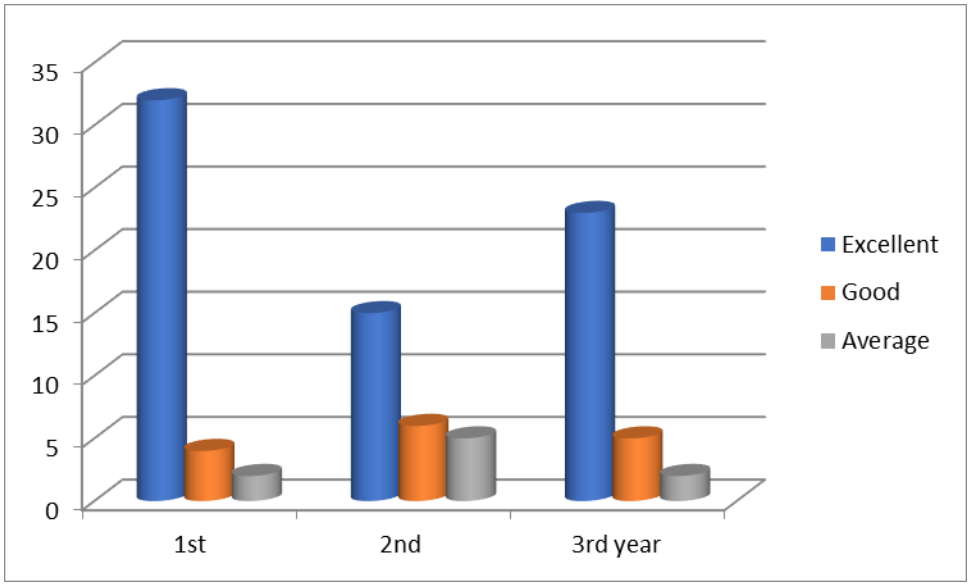
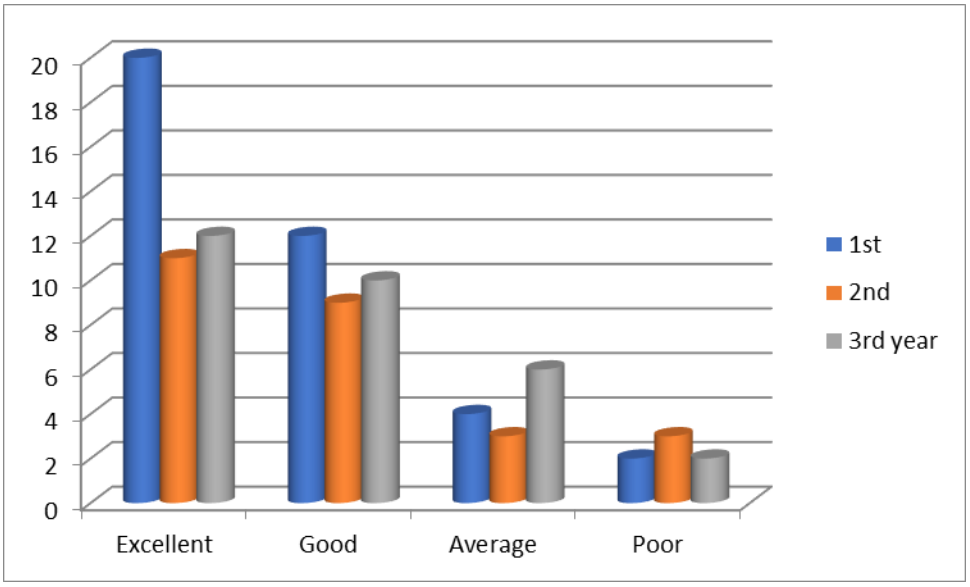
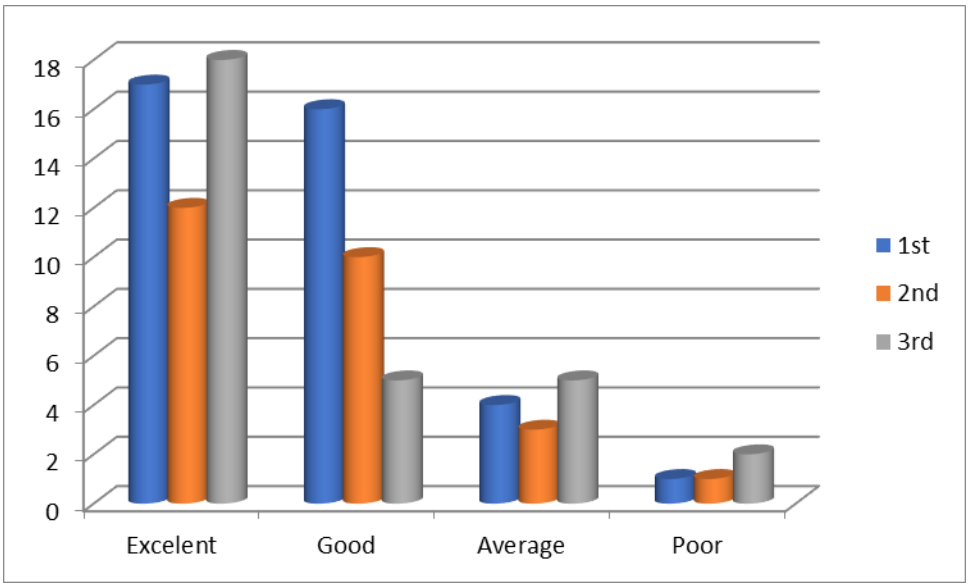


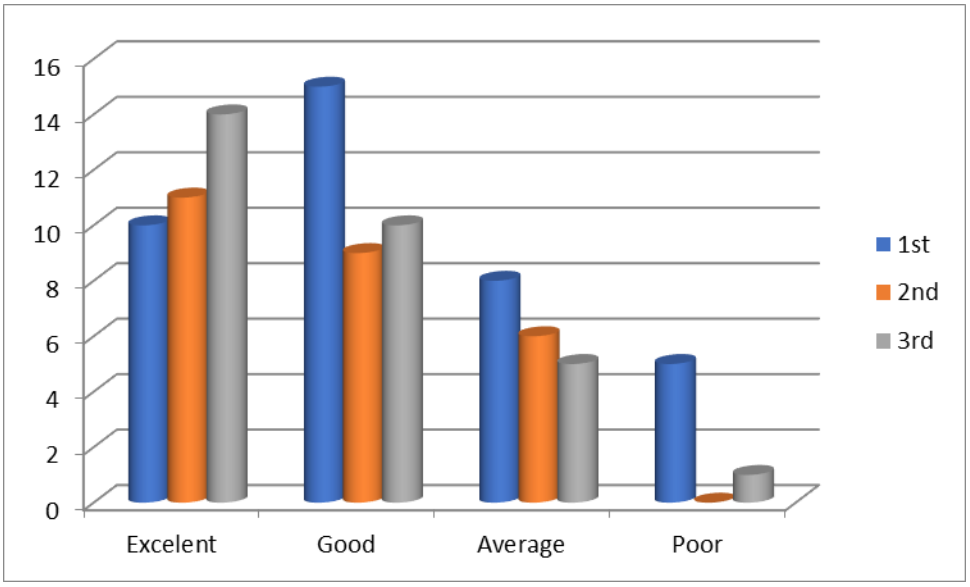
7. Completion of Syllabus in time



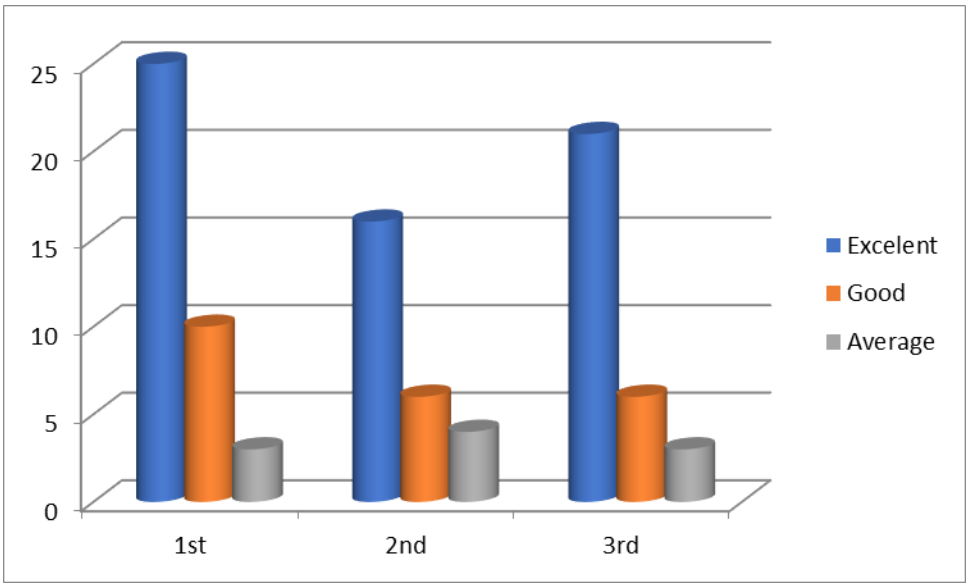
8. Preparation of the topic taught in the class



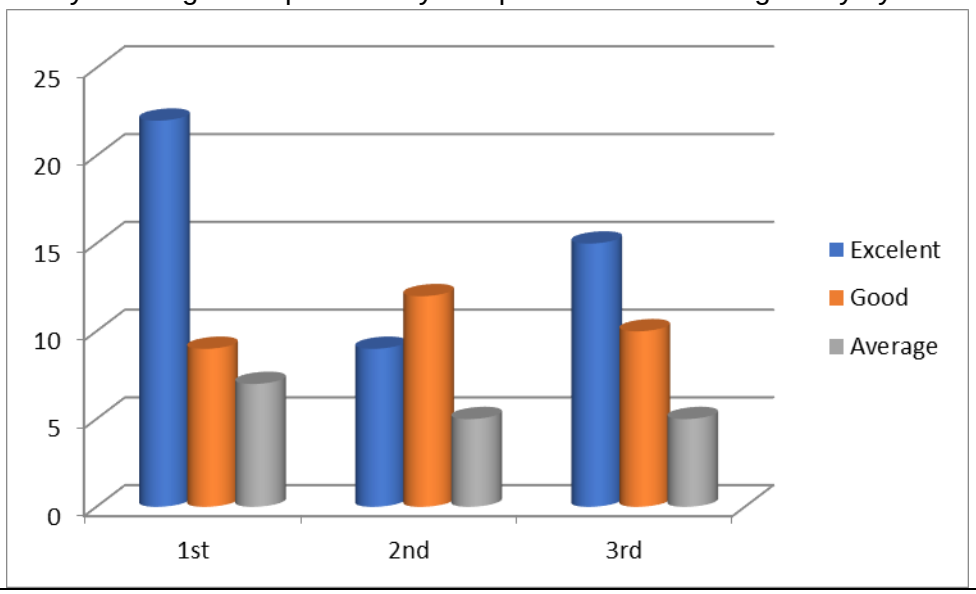
9. The teacher's attitude towards the students in friendly and helpful



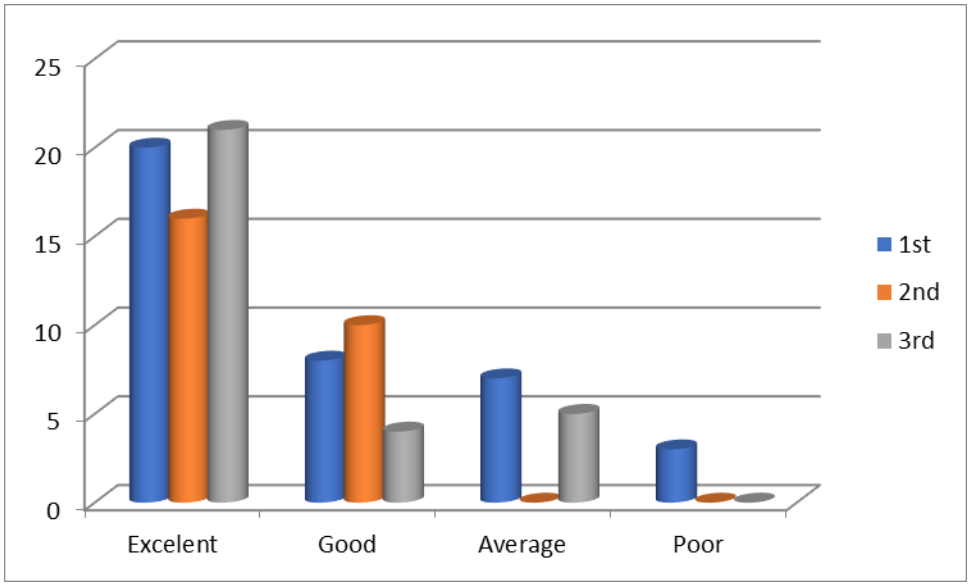
10. The evaluation process if fair and unbiased



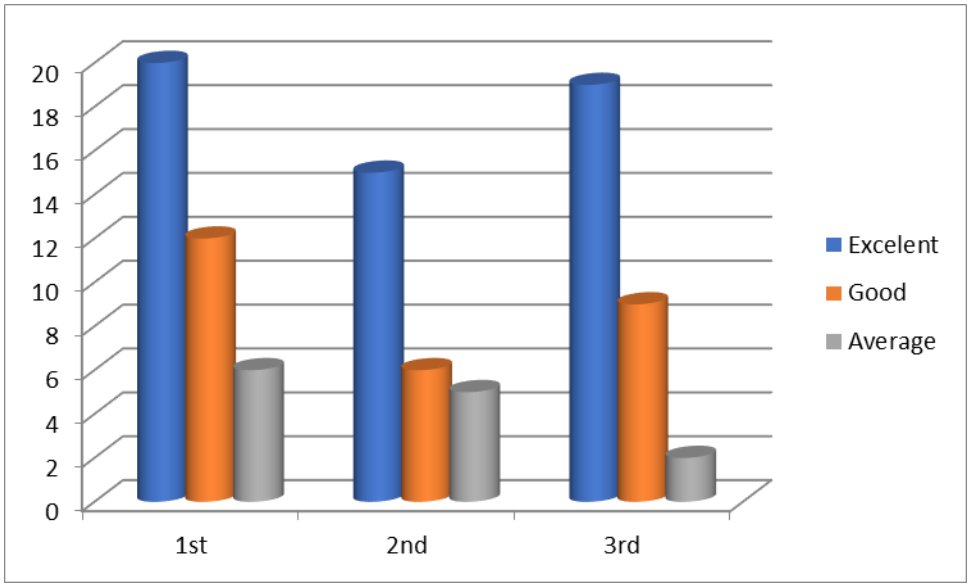
11. Ability to bring conceptual clarity and promotion of thinking ability by teachers



12. Accessibility of the teacher in and out of the class



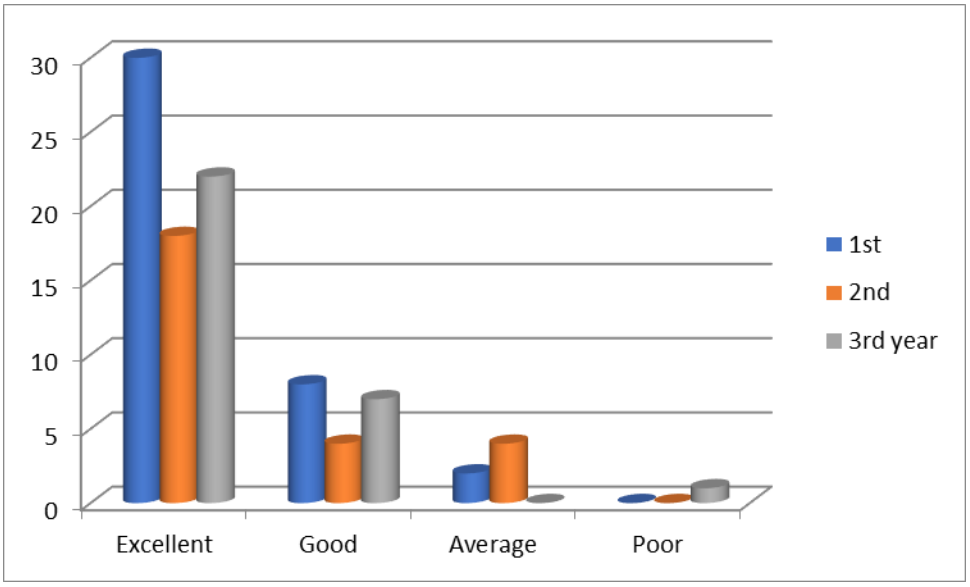
13. Teacher's computer and IT skill



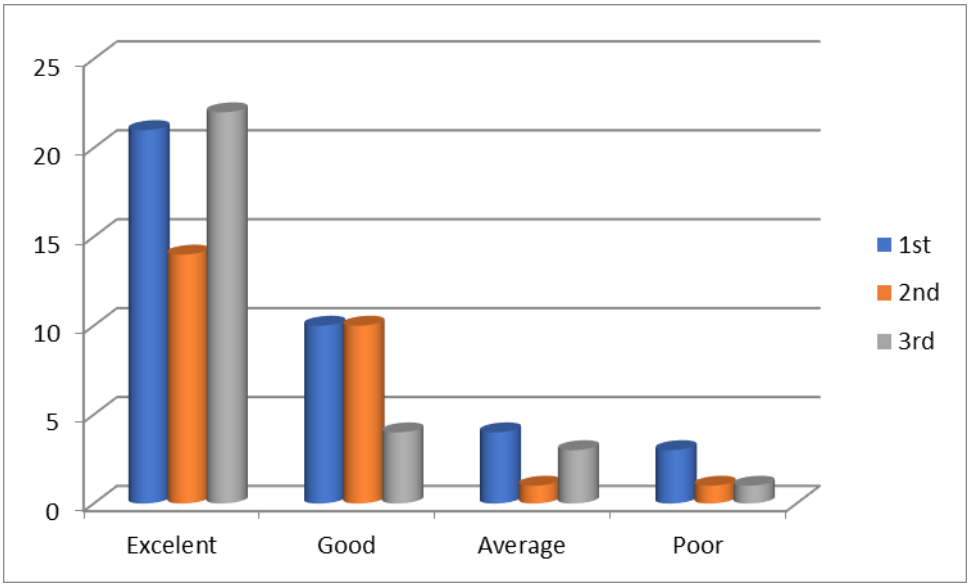
14. Lab work(Wherever applicable)

N.A.

15. Ability to design quizzes/seminars etc



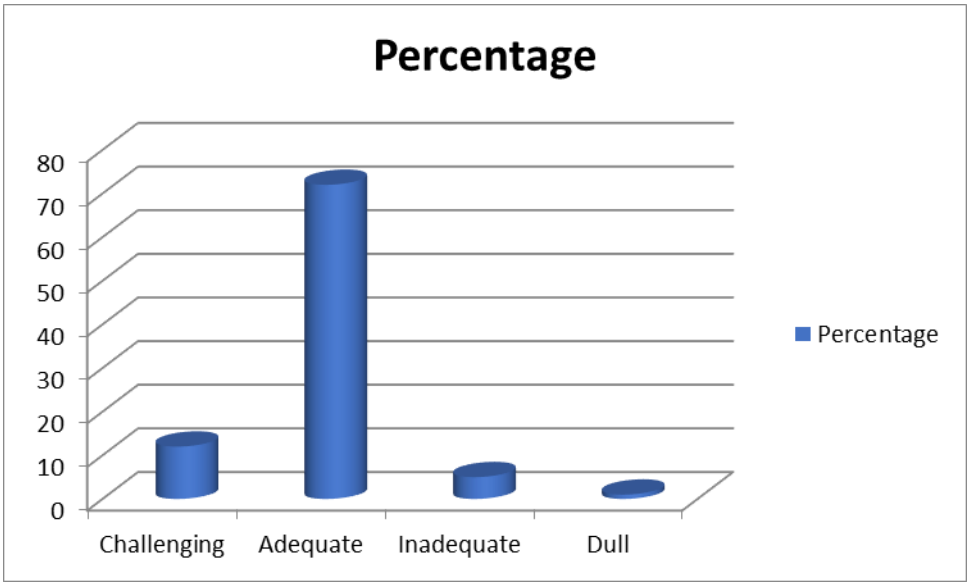
16. Overall performance



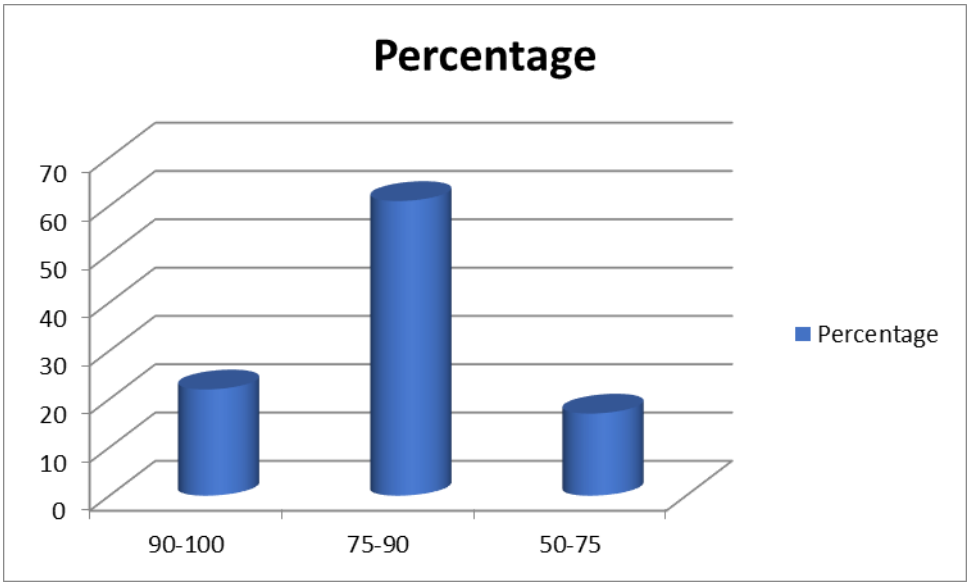
QUESTIONNAIRE-III

Student's overall evaluation of programme

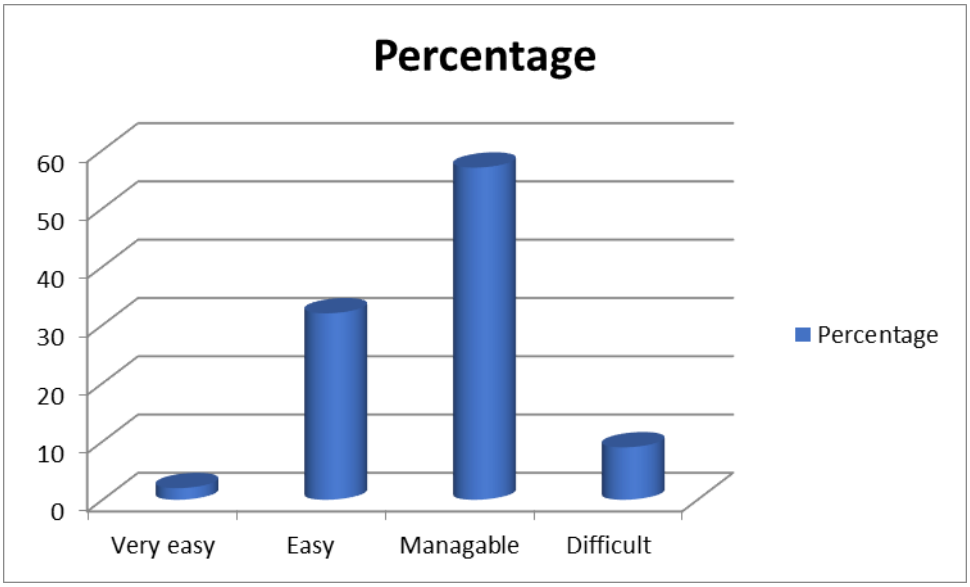
Q1. Syllabus



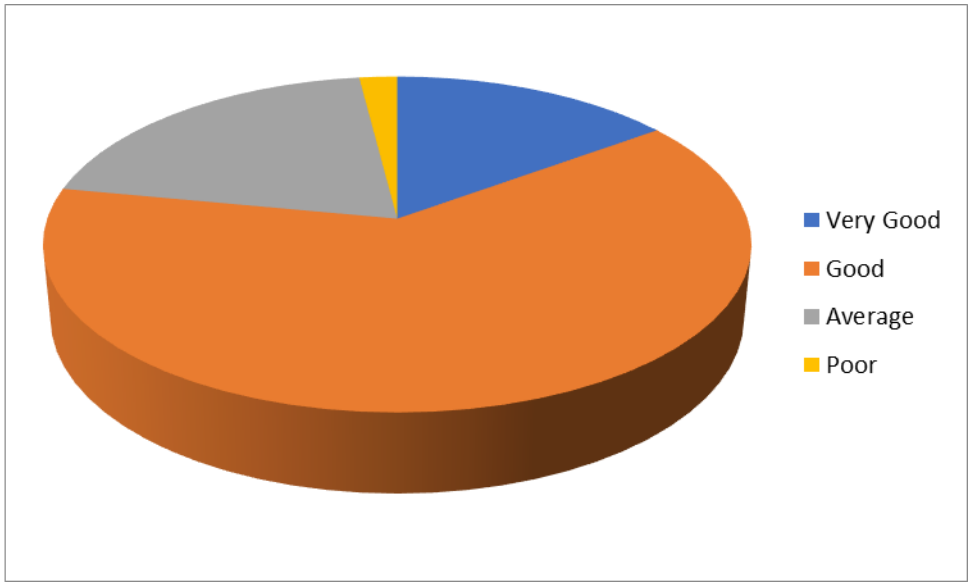
Q2. Syllabus taught in class



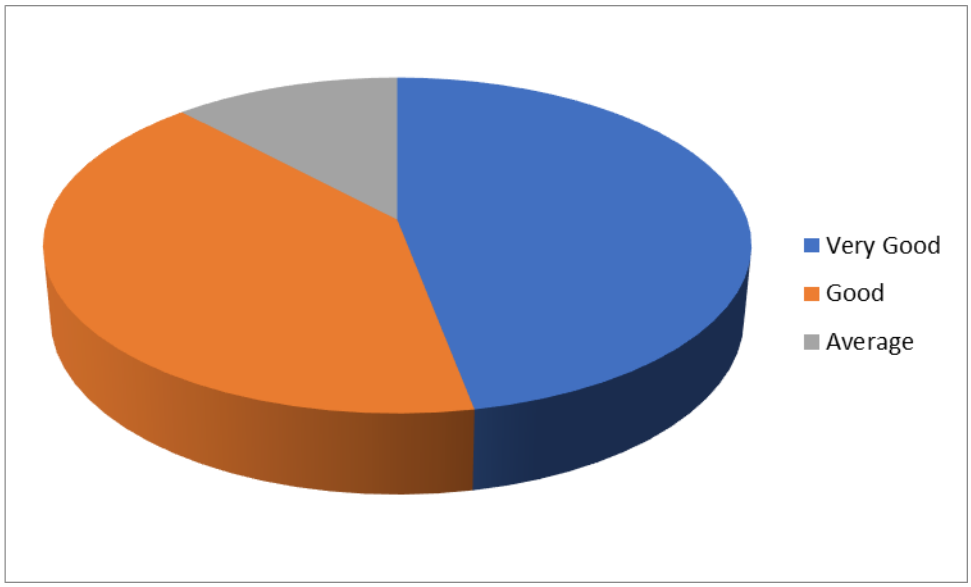
Q3. Course understanding



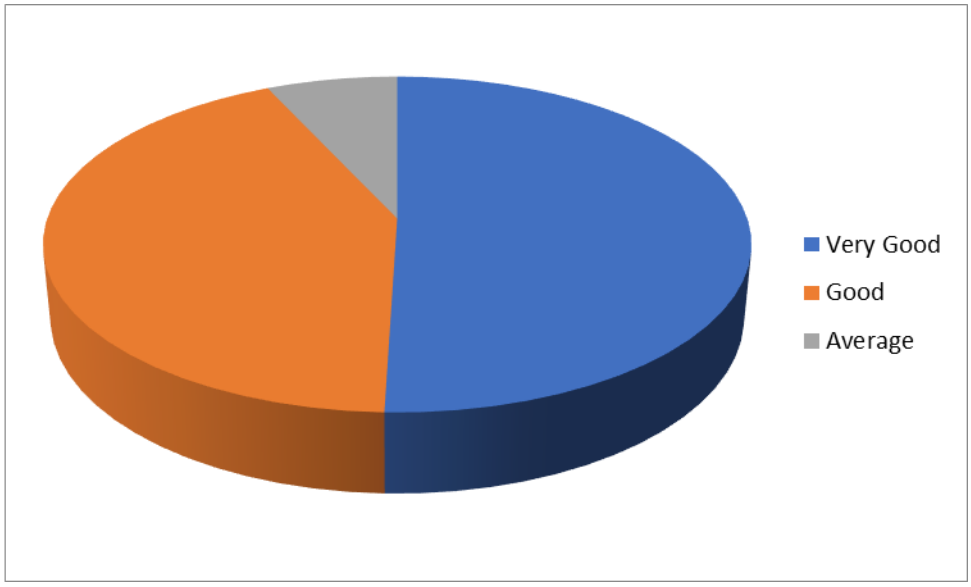
Q4i. Availability of getting prescribed readings



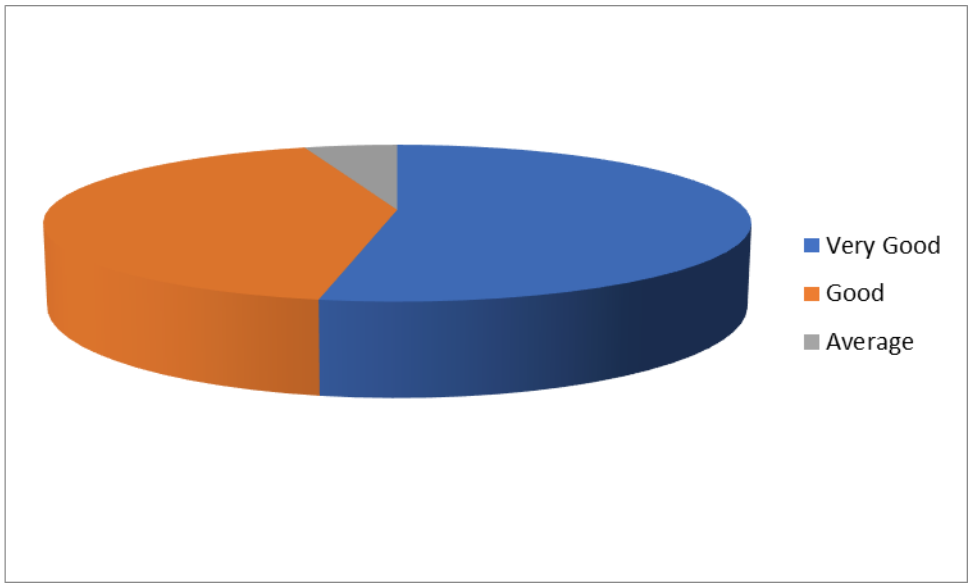
Q4ii. Internal evaluation system



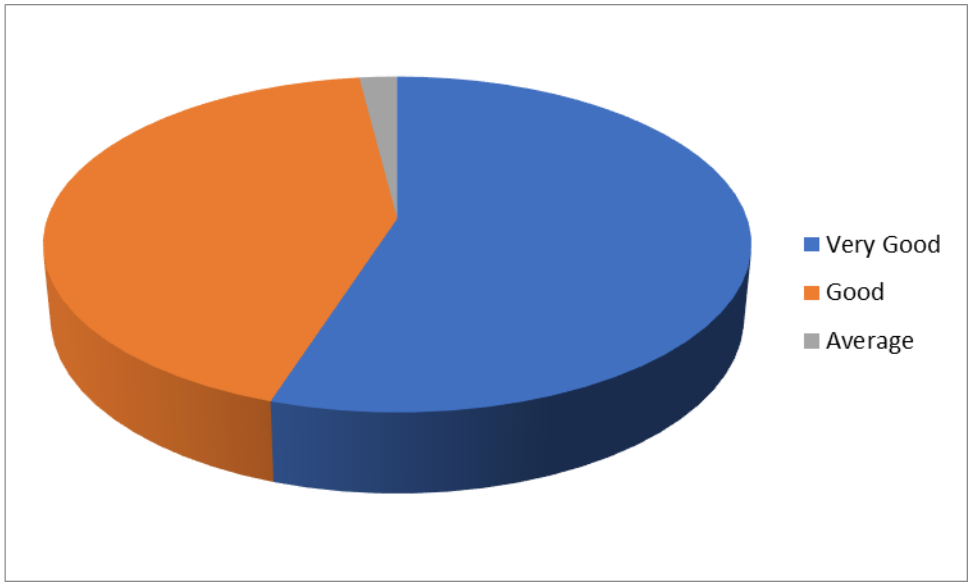
Q4iii. Availability of books/ study material in seminar library



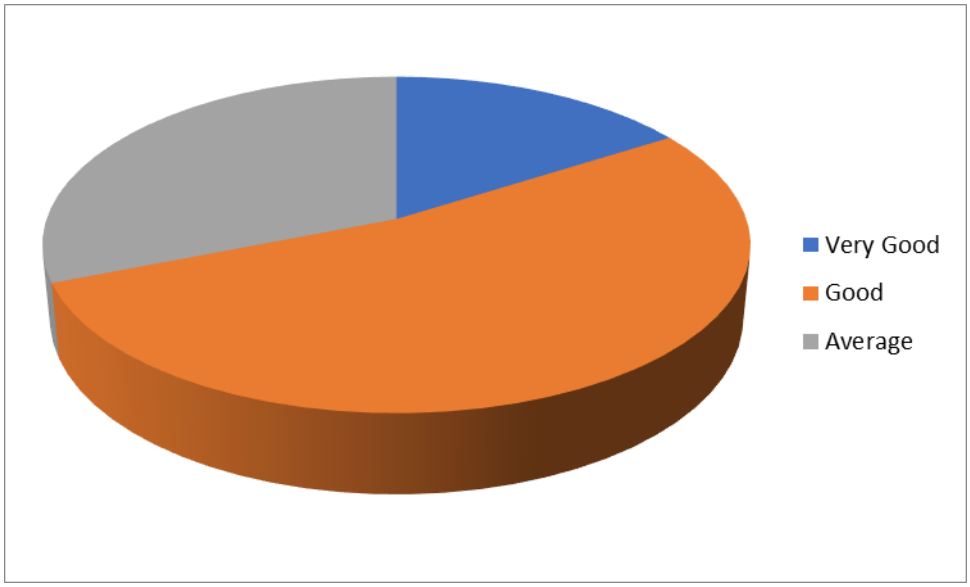
Q4iv. Student- teacher relationship as a whole



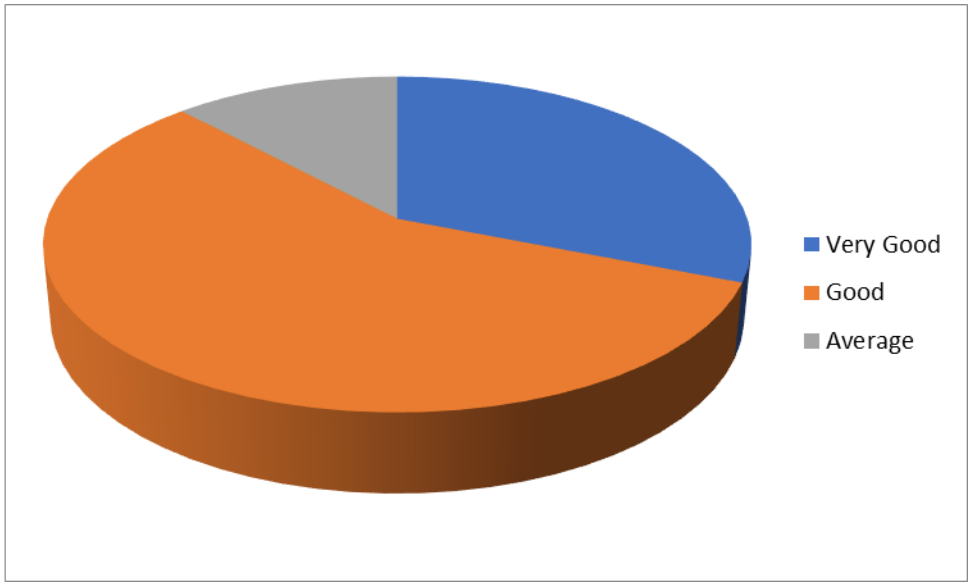
Q4v. Student- teacher relationship in department



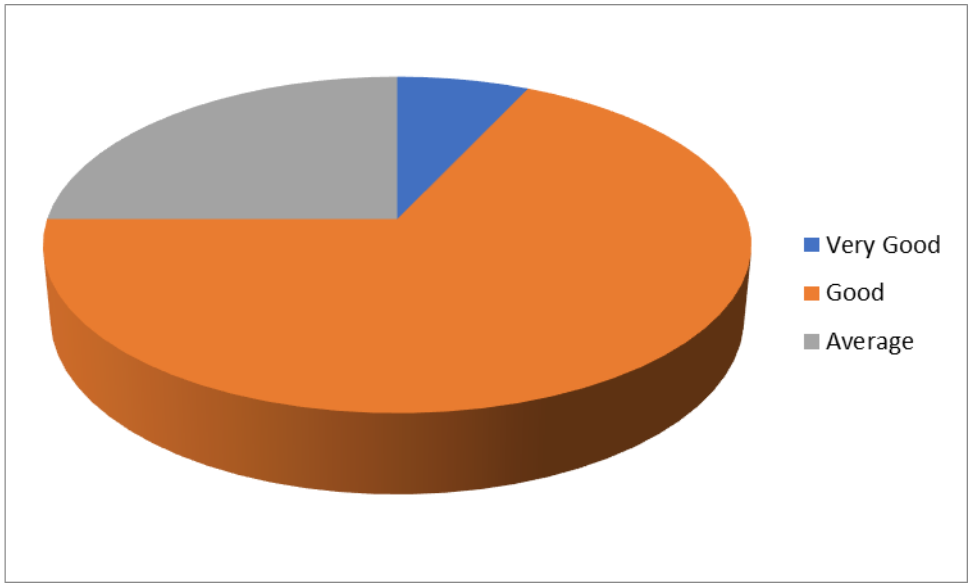
Q4vi. Availability of common room and reading room in college



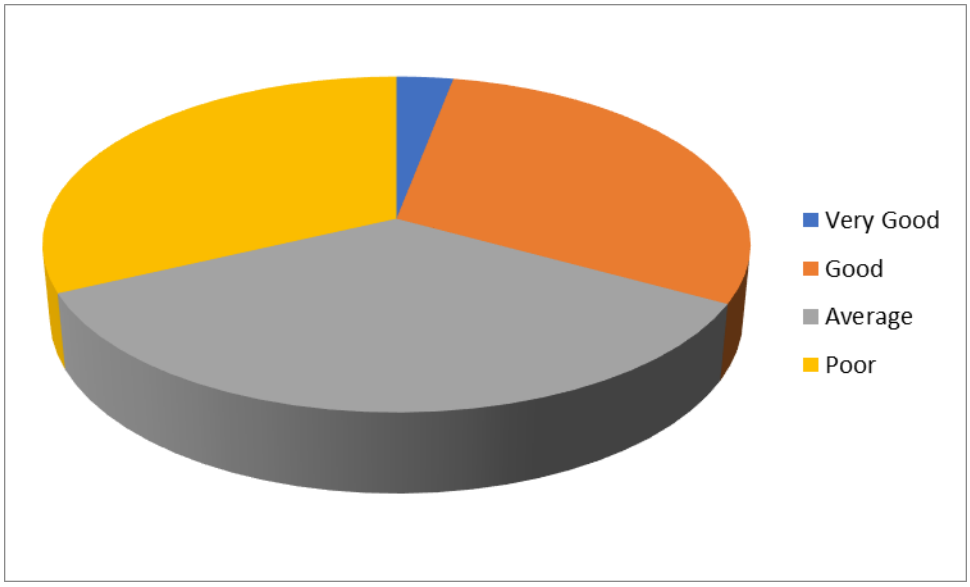
Q4vii. Availability of reading space in library/ seminar library



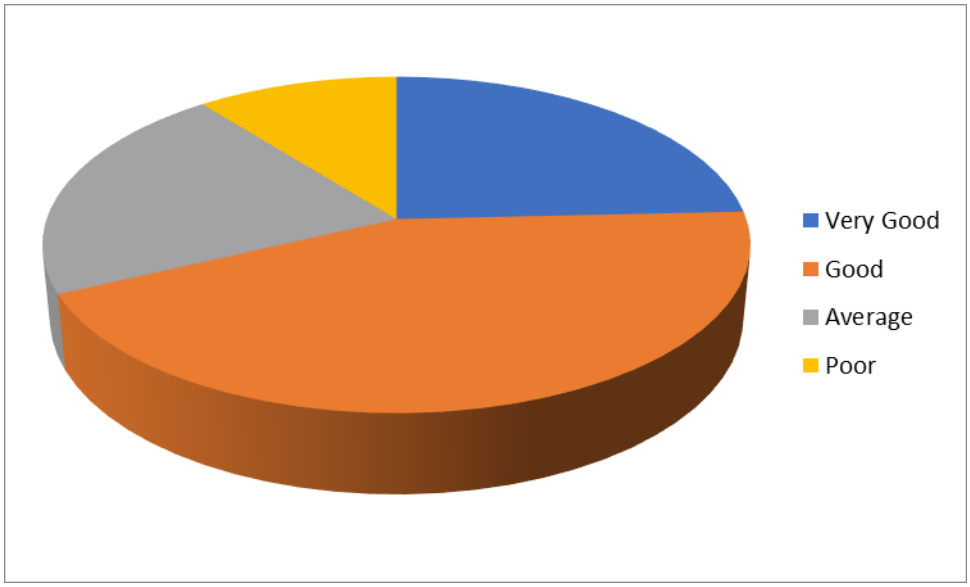
Q4viii. Co-operating of library Staff



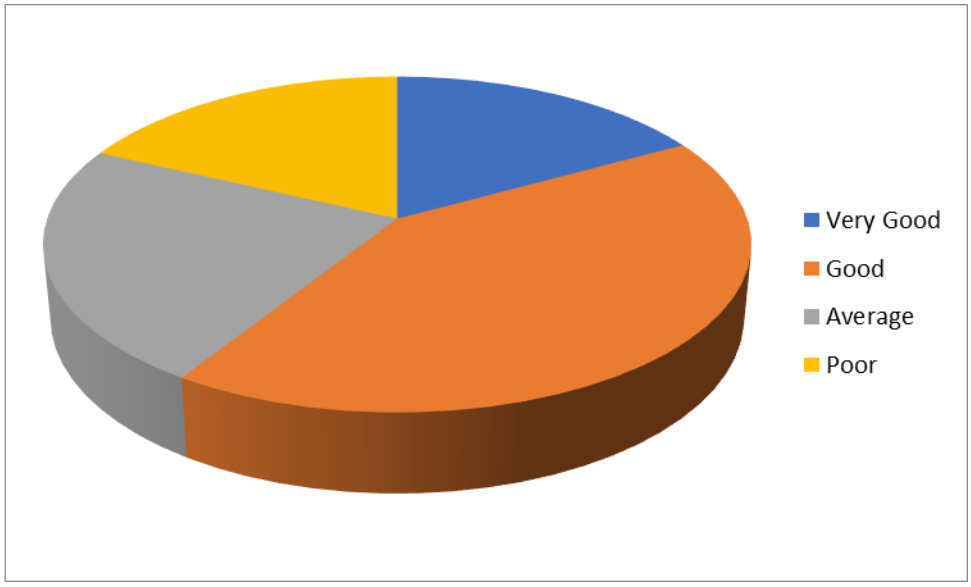
Q4 ix. Photocopying facility in the library/department



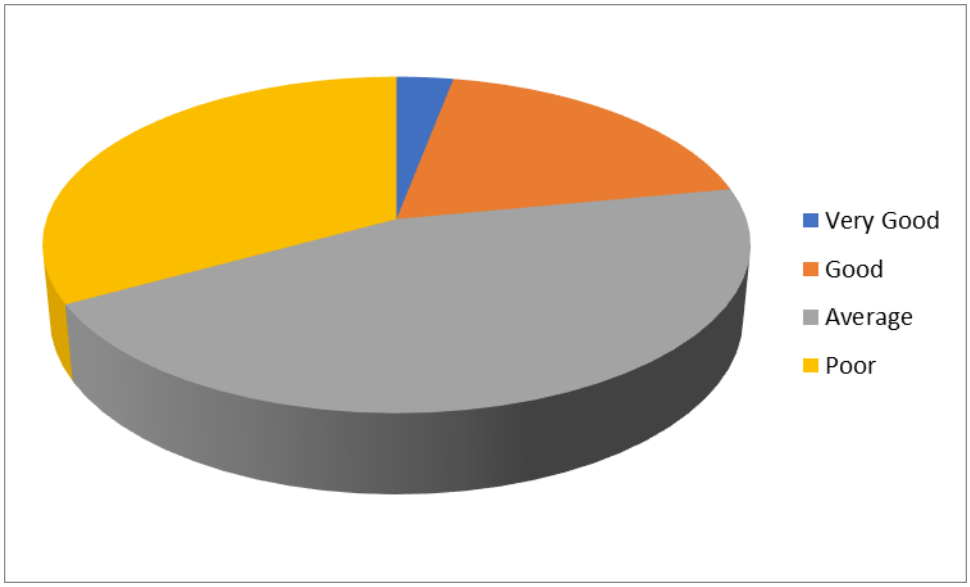
Q4 x. Availability of the internet facility in the department



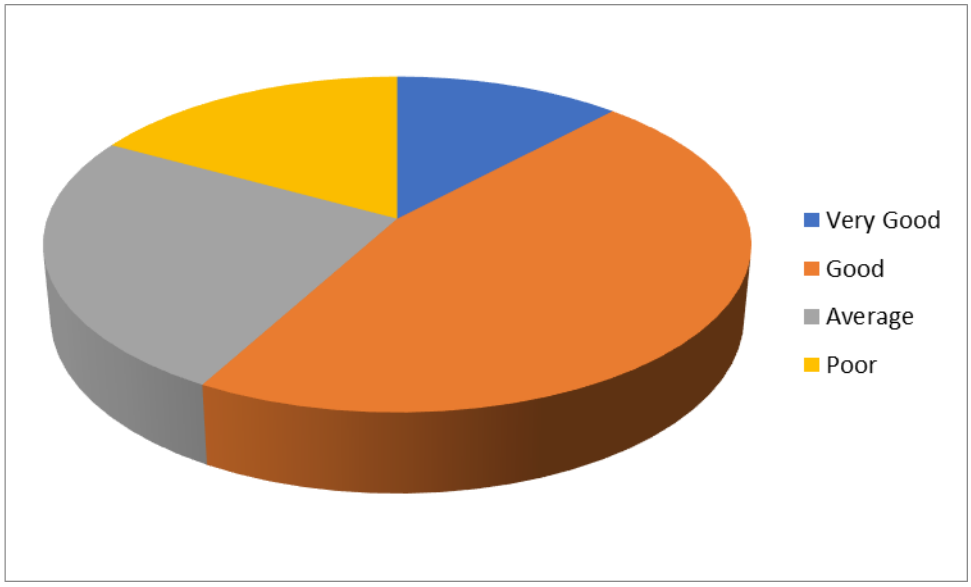
Q4 xi. Availability and accessibility of online educational resource



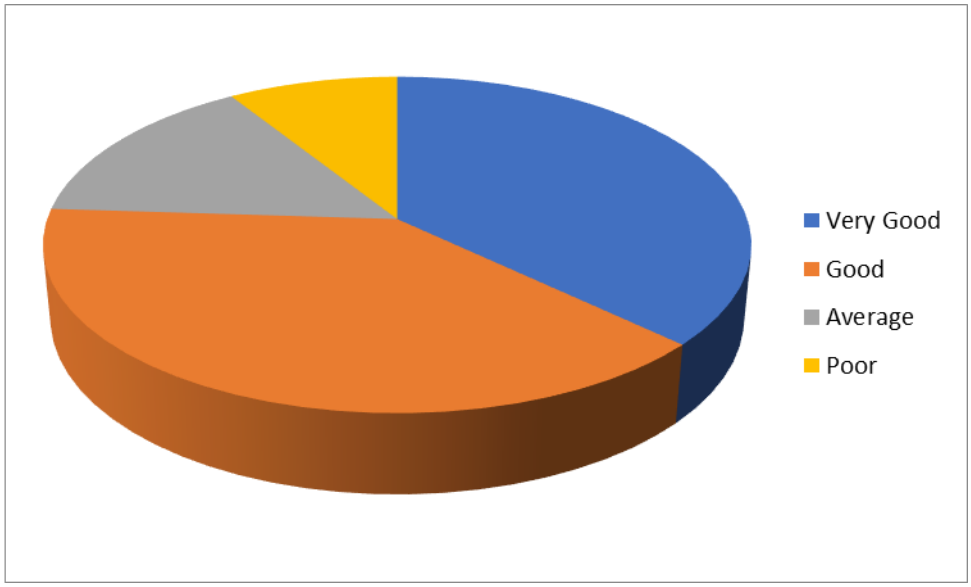
Q4 xii. How do you rate the health care facility?



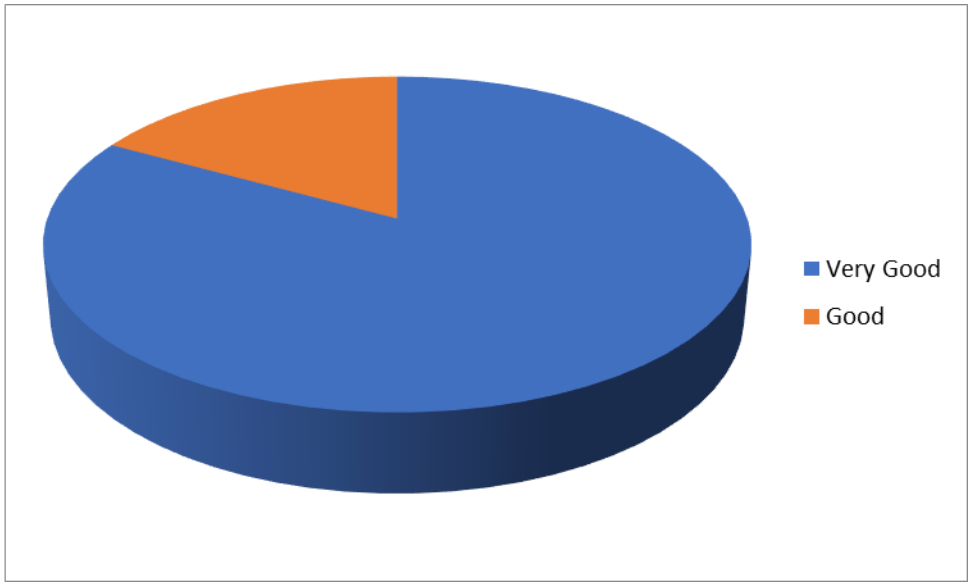
Q4 xiii. Attitude of the teachers to extracurricular activity



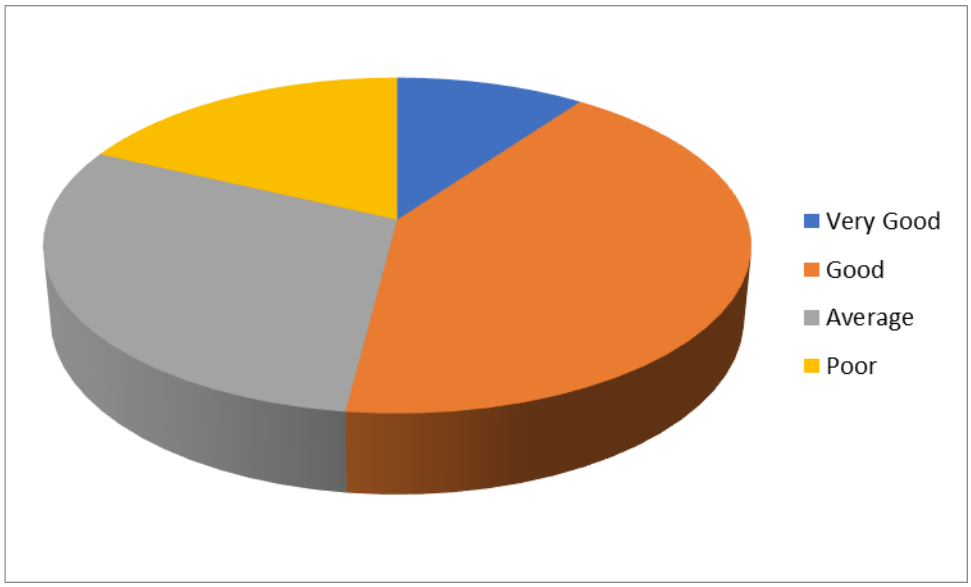
Q4 xiv. Hygenic of the toilets/washrooms



Q4 xv. Clean drinking water



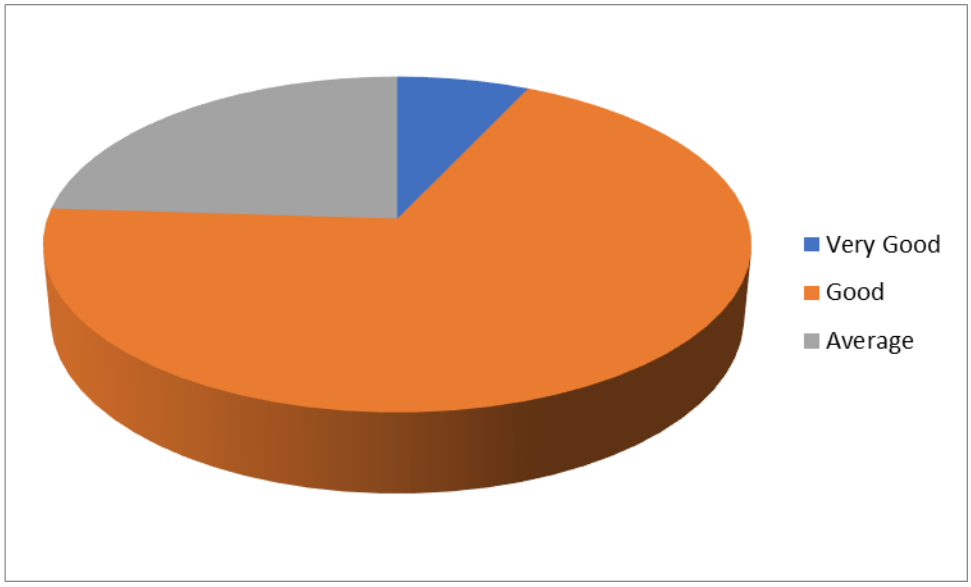
Q4 xvi. Function of the placement cell



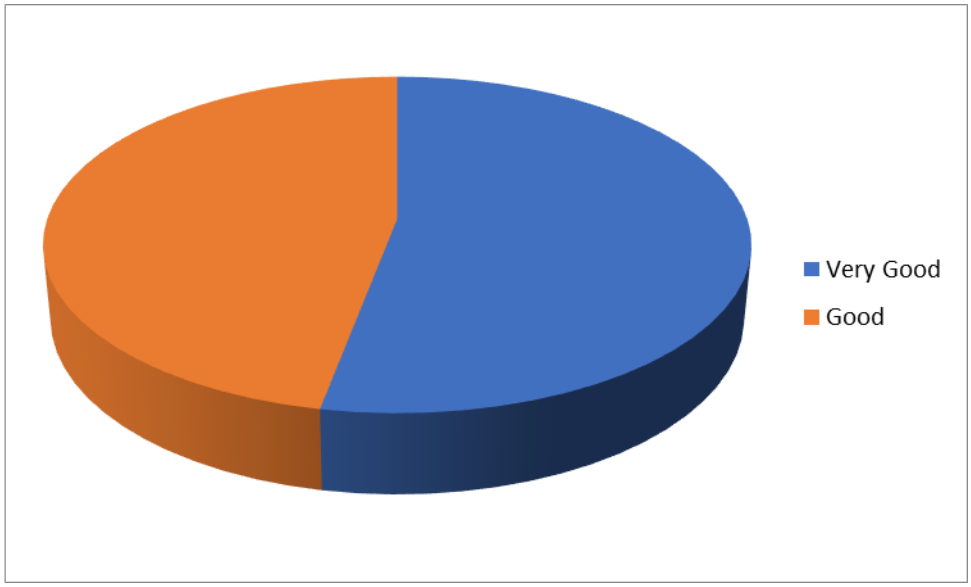
Q4 xvii. Labotory facility

No need of Laboratory

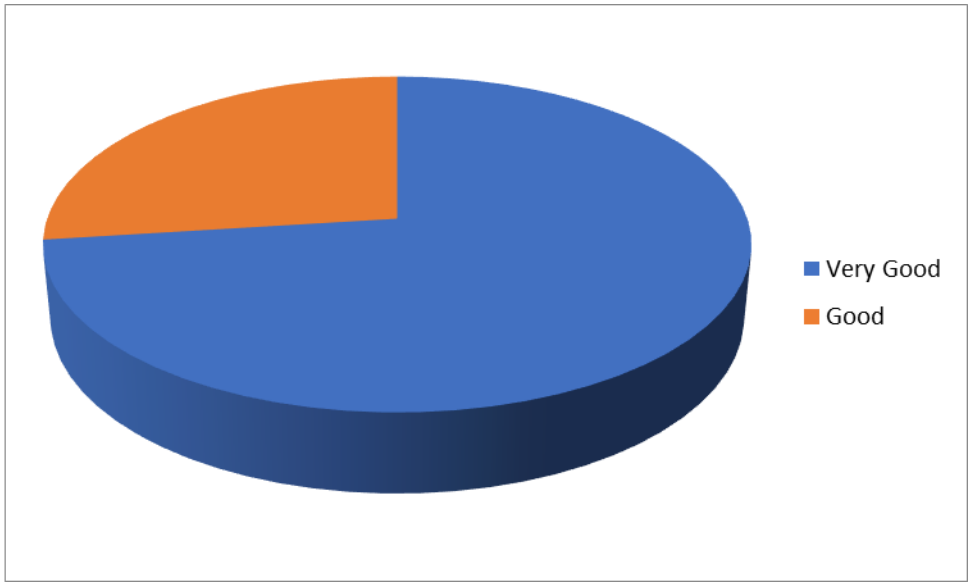
Q4 xviii. Green and Eco friendly campus



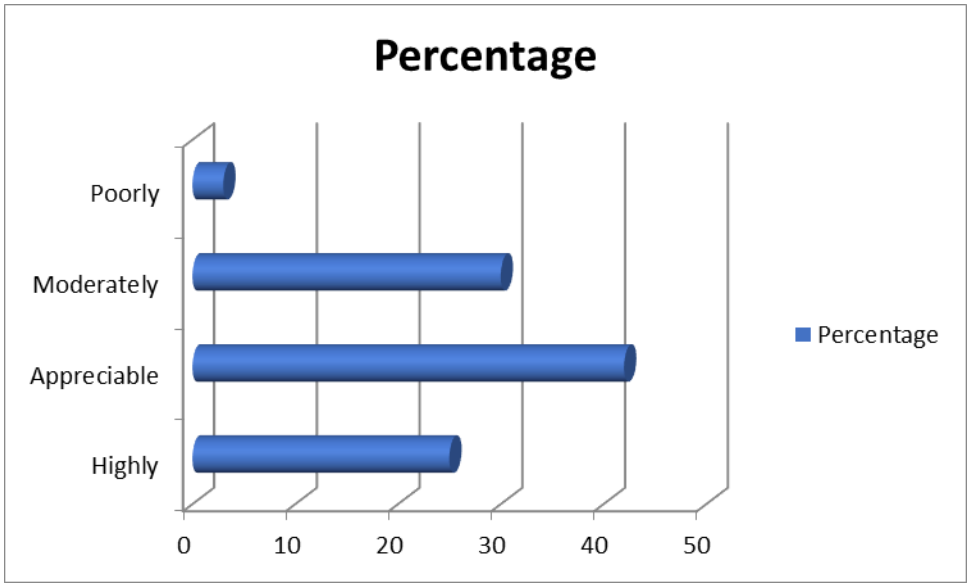
Q4 xix. Cleaning and maintenance of the college



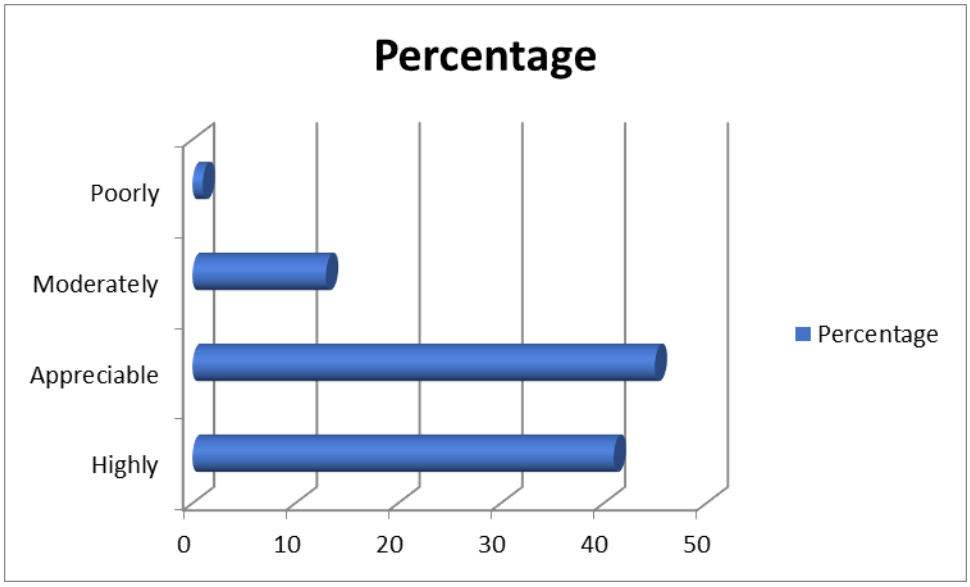
Q4 xx. Adequate Power supply



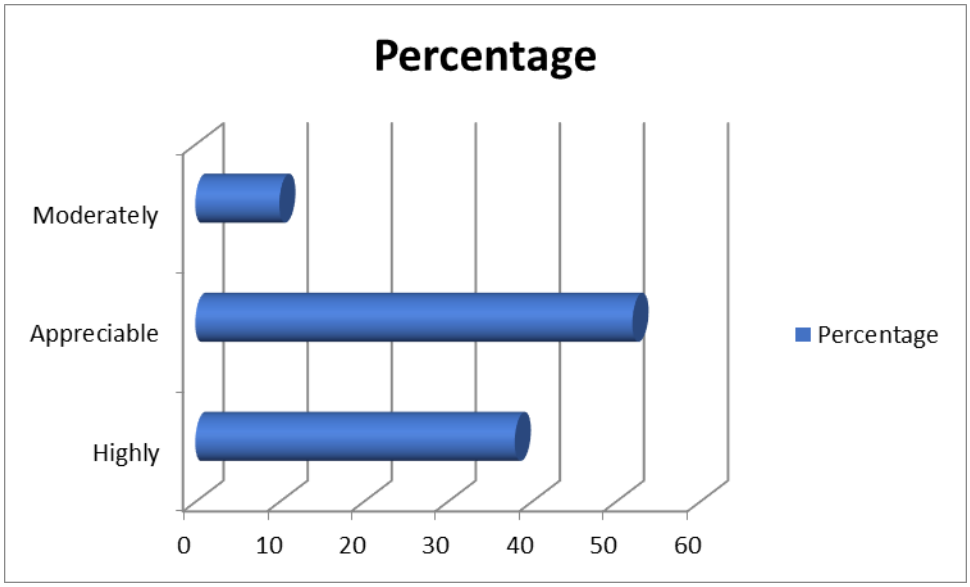
Q5 i. Understanding the course



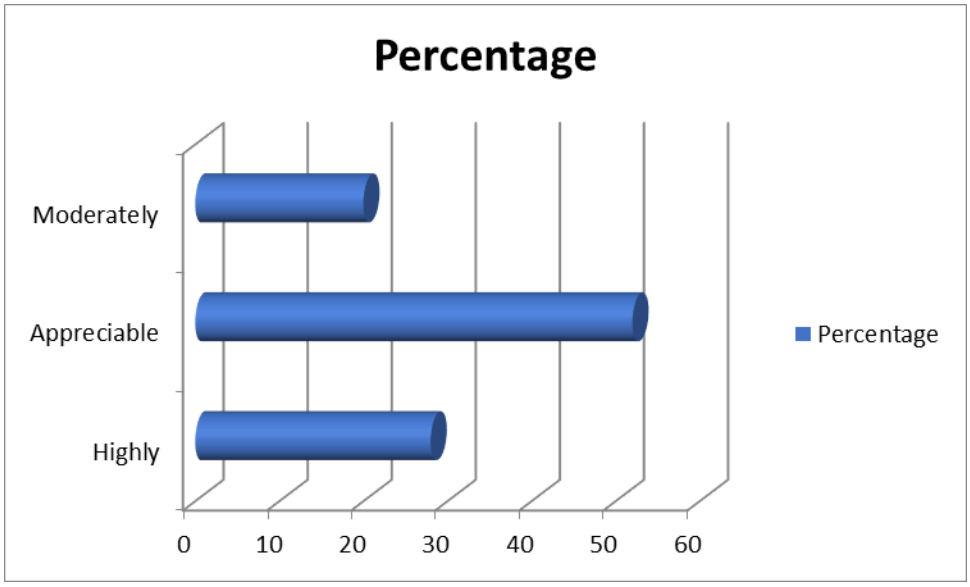
Q5 ii. Discover early difficulties



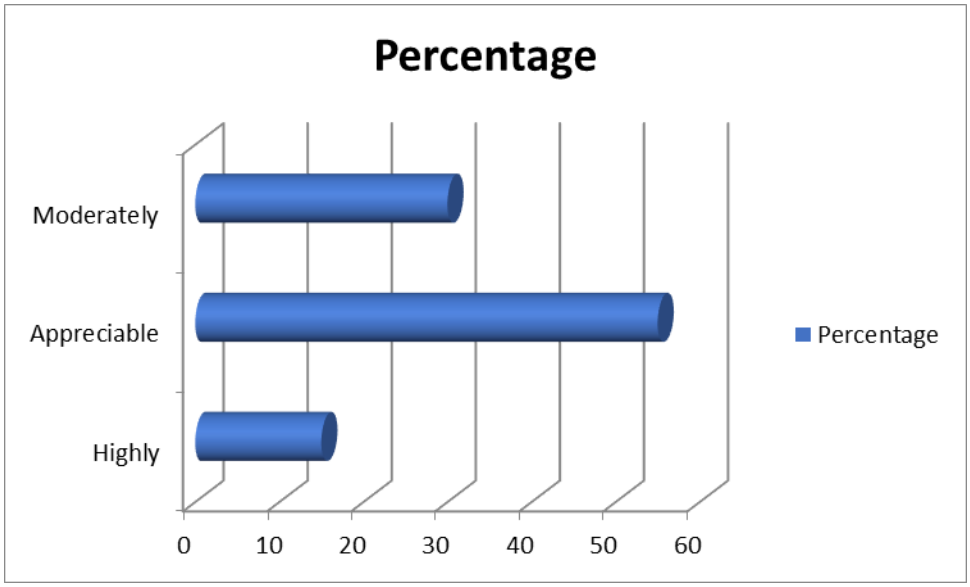
Q5 iii. Interact with the teacher



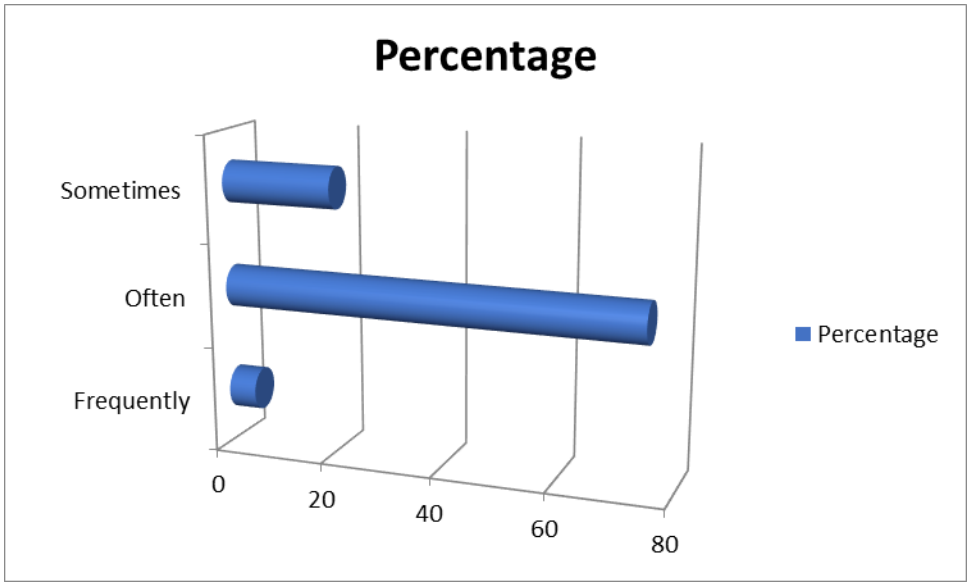
Q5 iv. Do regular work



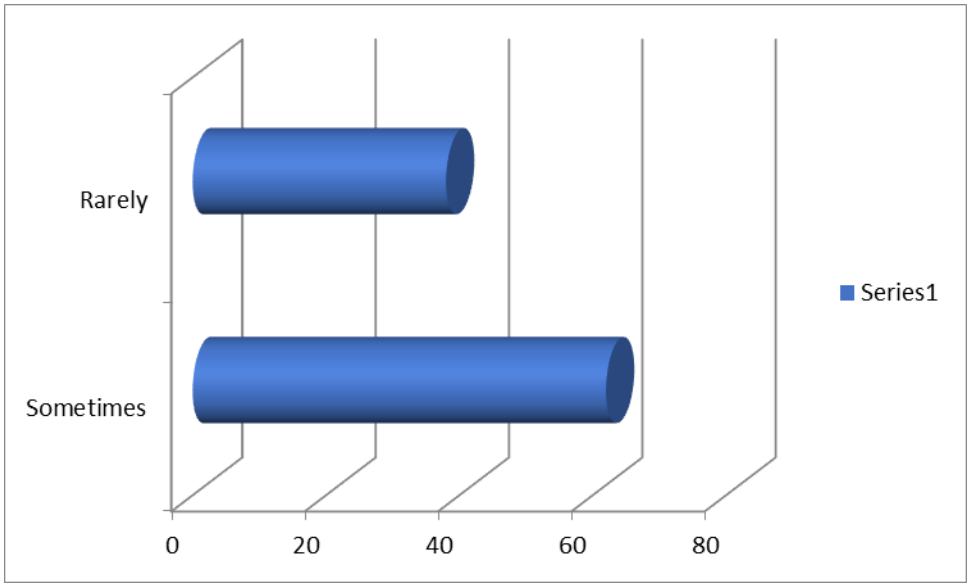
Q5 v. Be in touch with continuous self assessment



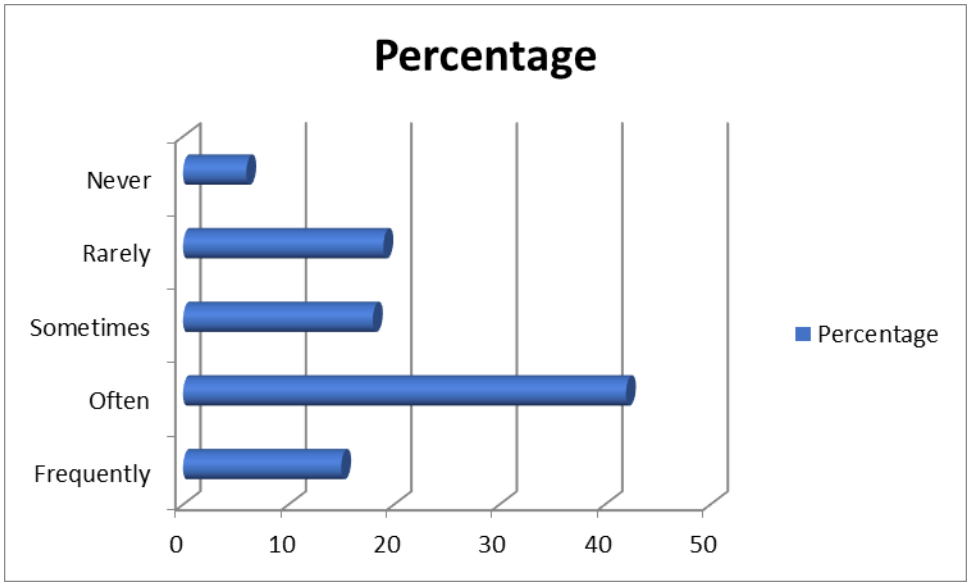
Q6 i. Outside experts invited to address



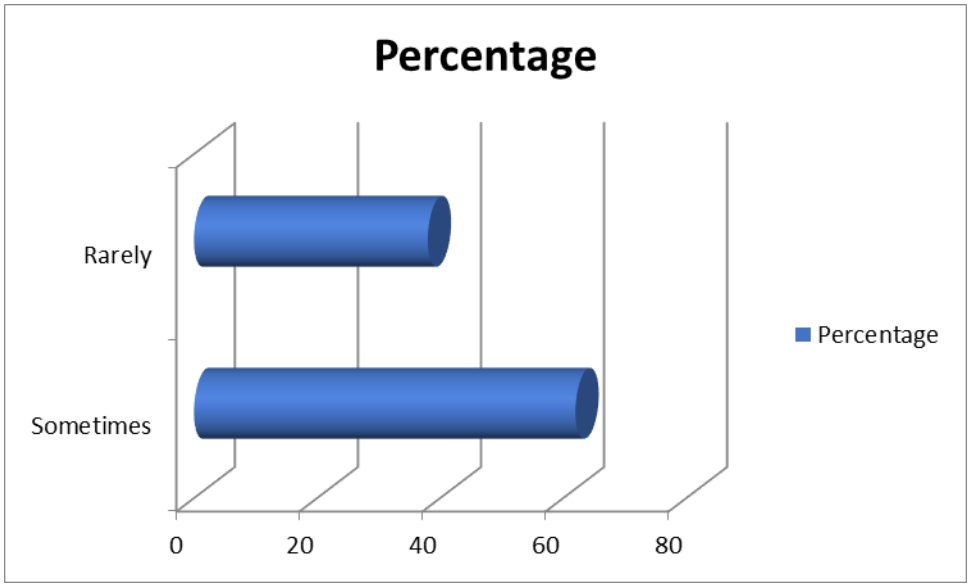
Q6 ii. Visit industries, labortaries, bank and any other Universities



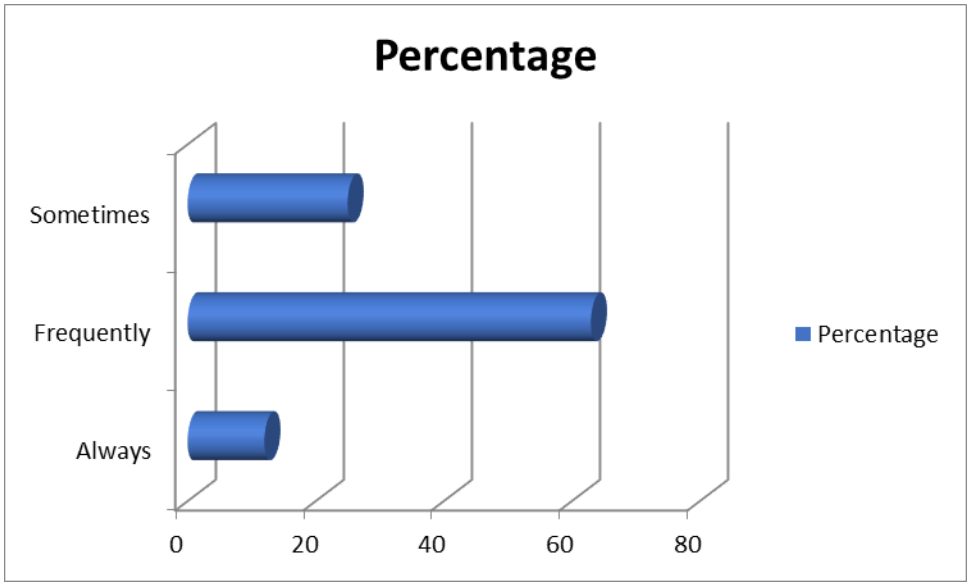
Q6 iii. Participation in any of the extracurricular activities of the department/college



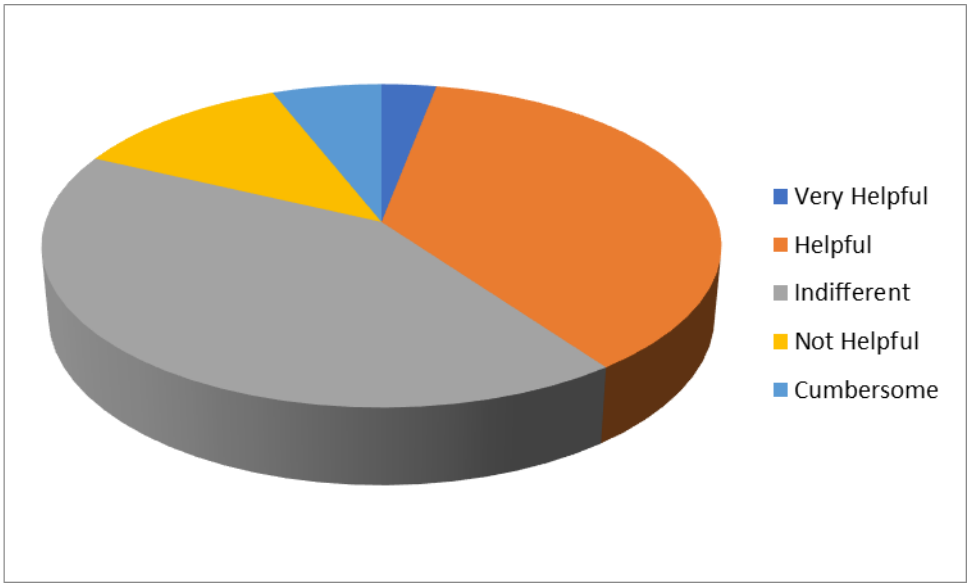
Q7 i. displaying of results and attendance records



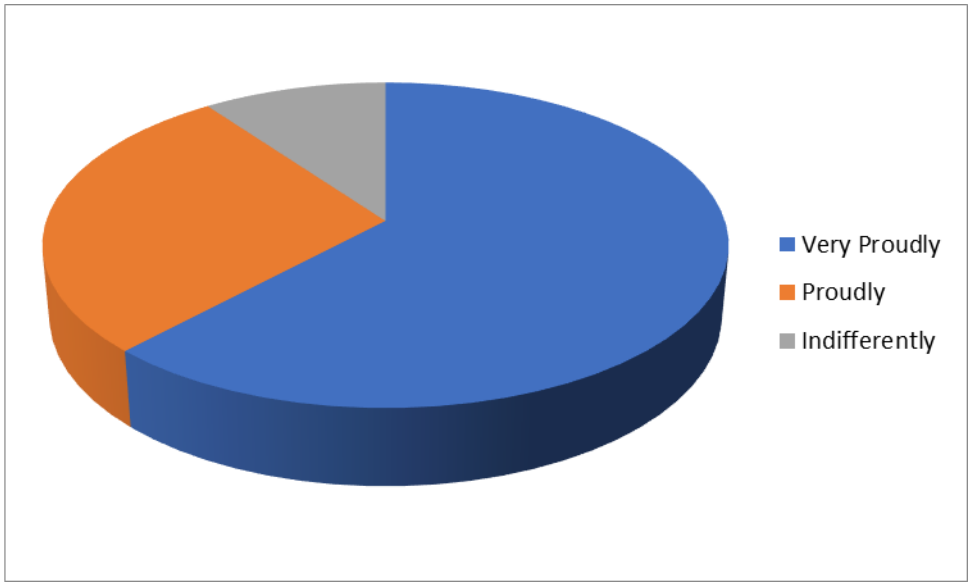
Q7 ii. Grievances/ problems are readdressed/solved well in time



8. How do you find college administrative office staff

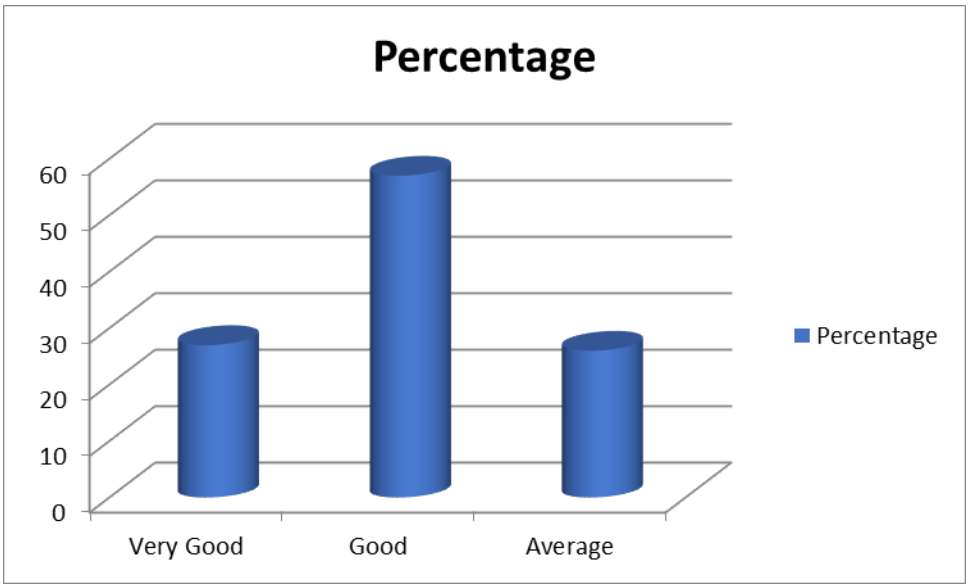


9. After leaving the college how will you talk about institution

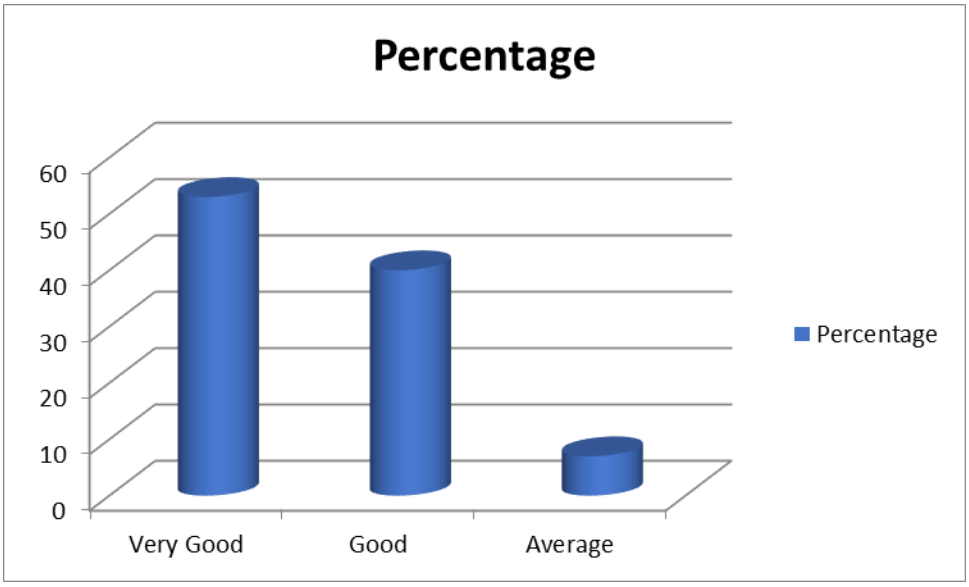


10. Overall rating of the programme

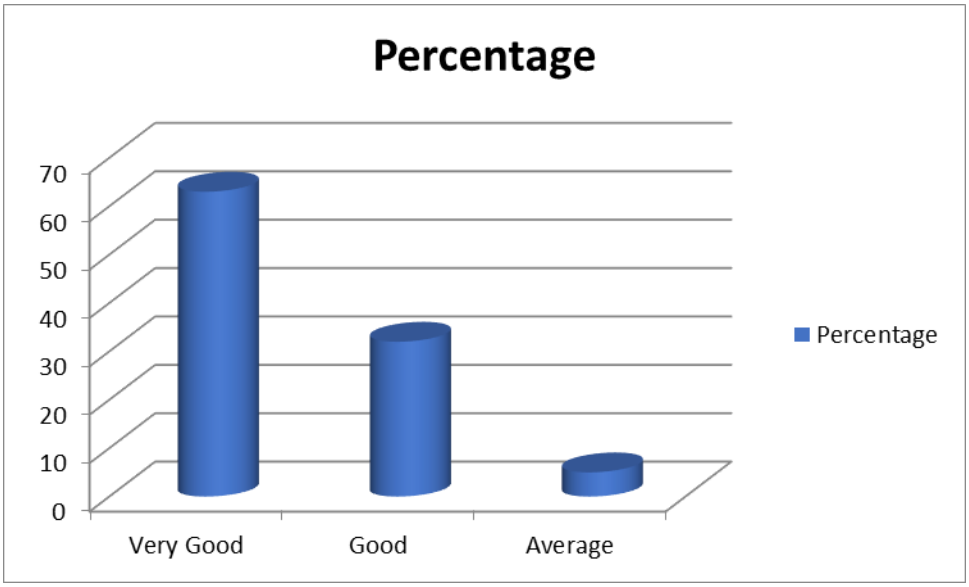
i. Academic content



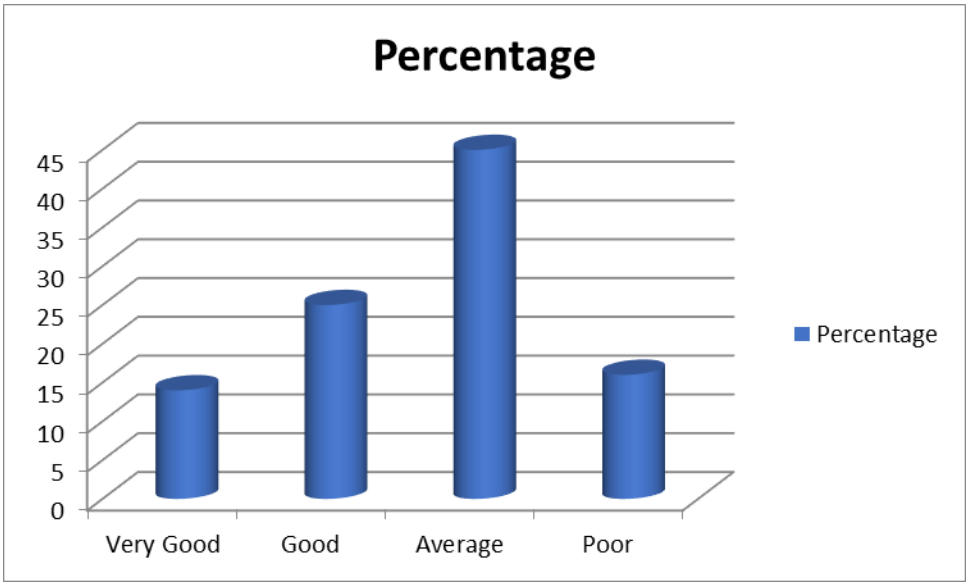
ii. Fairness of evaluation



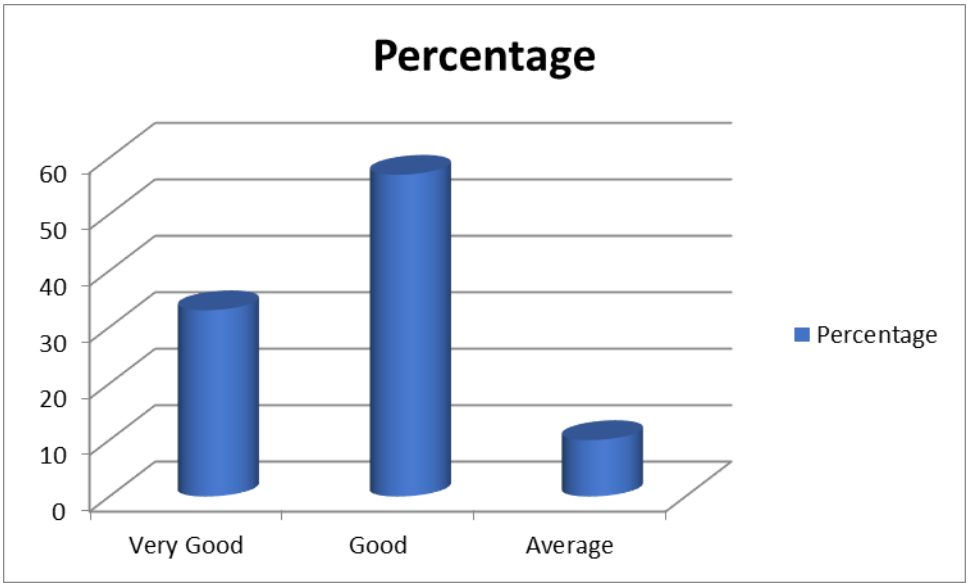
iii. Interaction with faculty



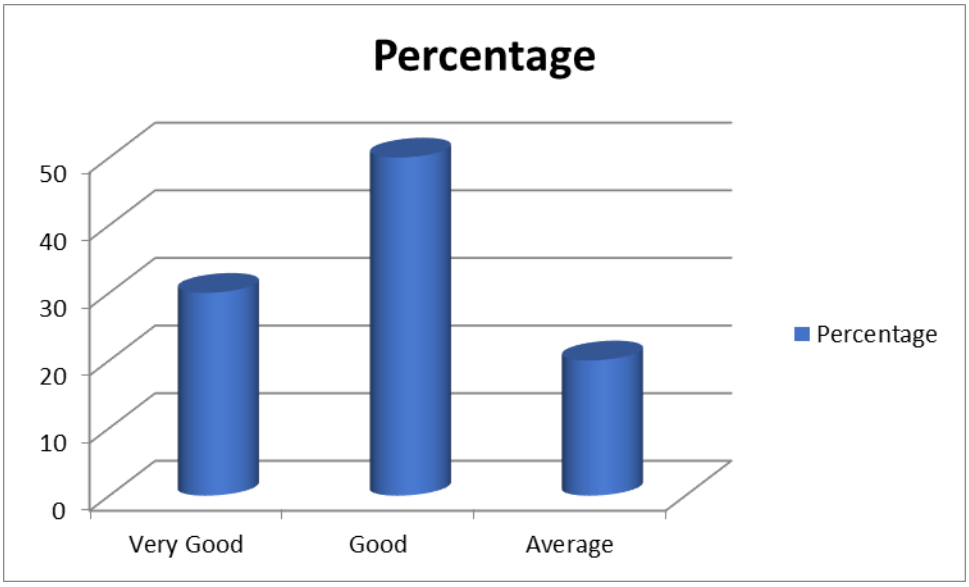
iv. Interaction with administration



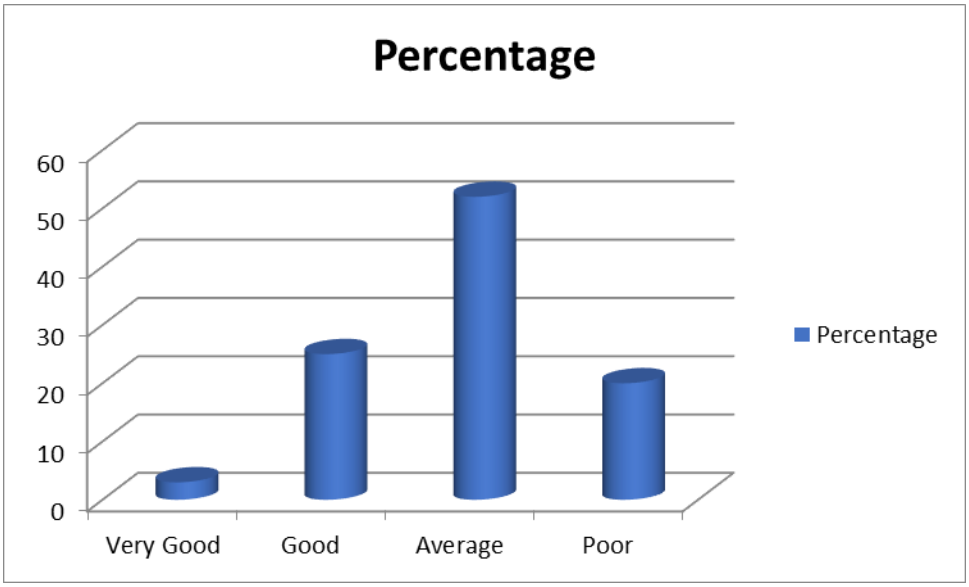
v. Library facility



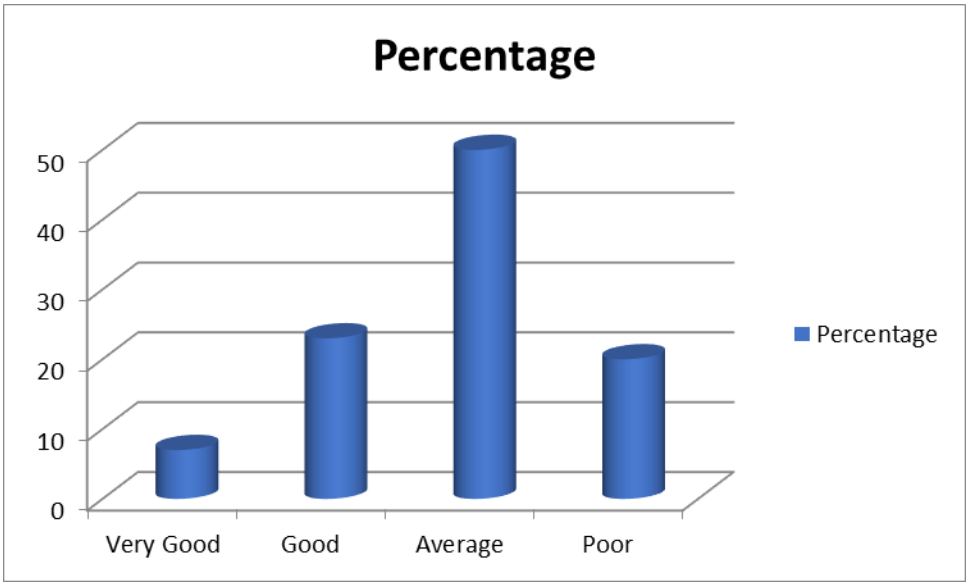
vi. Seminar library facility



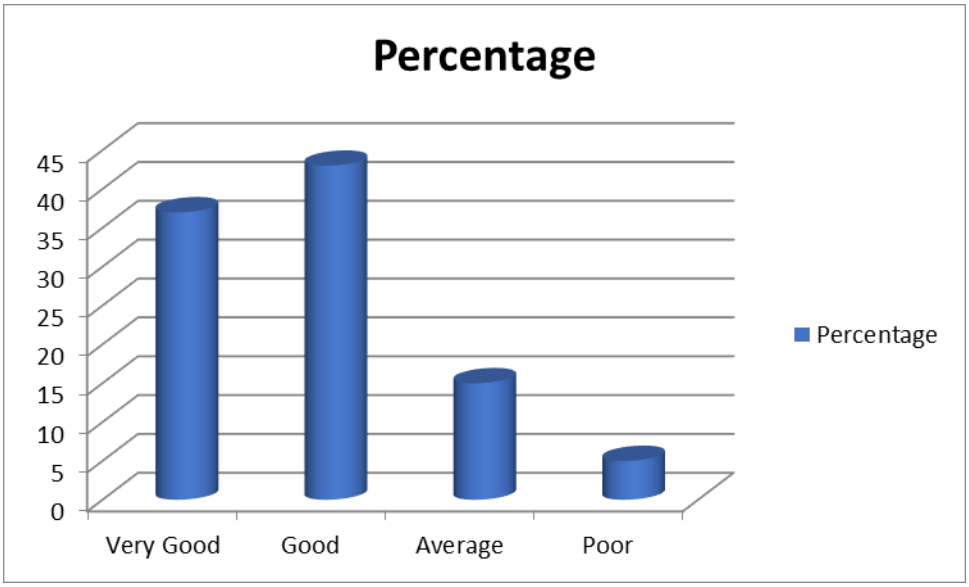
vii. Computer facility



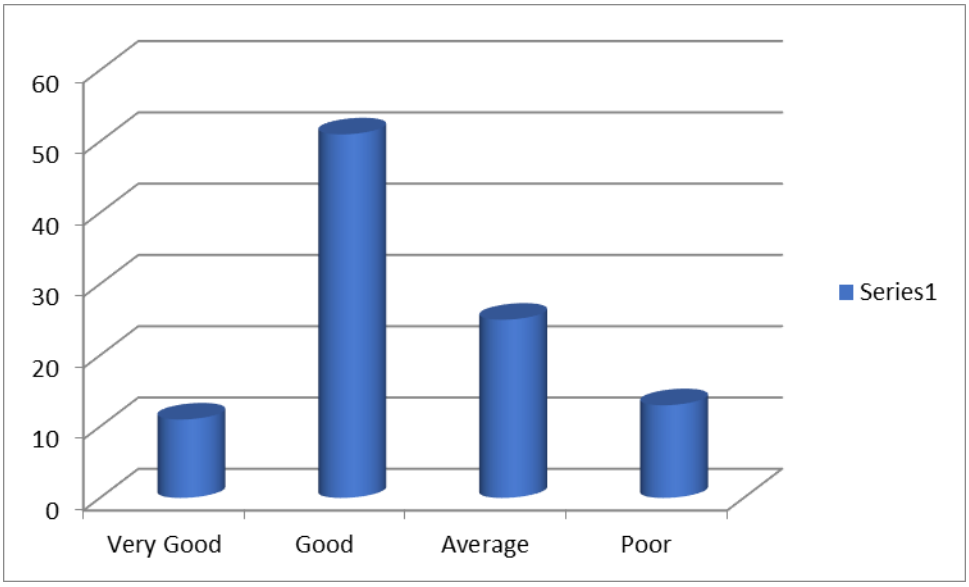
viii. Recreational facilities



ix. Extra-curricular activities



x. Sports facilities



11. Any other suggestion

Course: Very vast

Teaching:- Asked for more study material from the teachers

Library:- Want more library facility

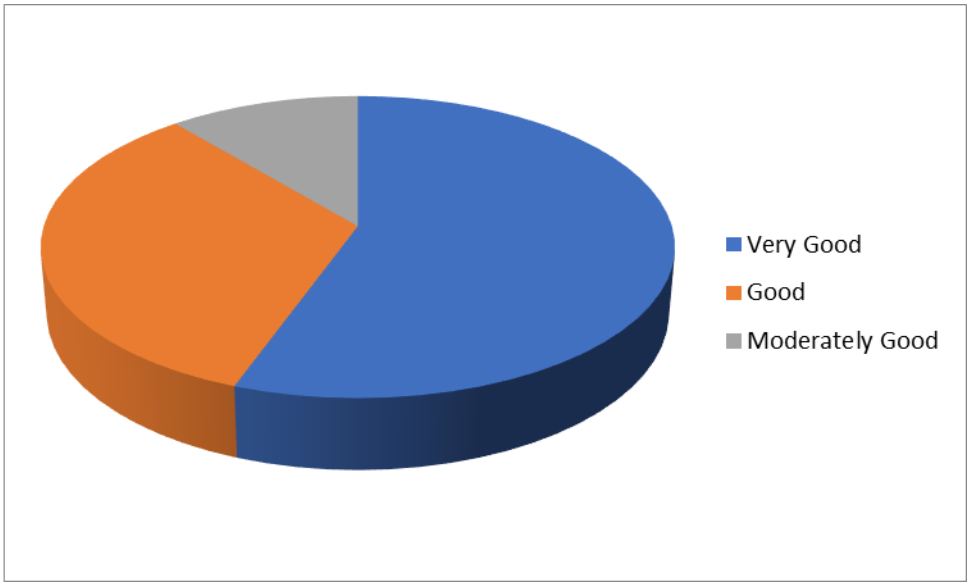
Office:- Require more help from the office

Other facilities:- Improvement of health facility, sports facility.

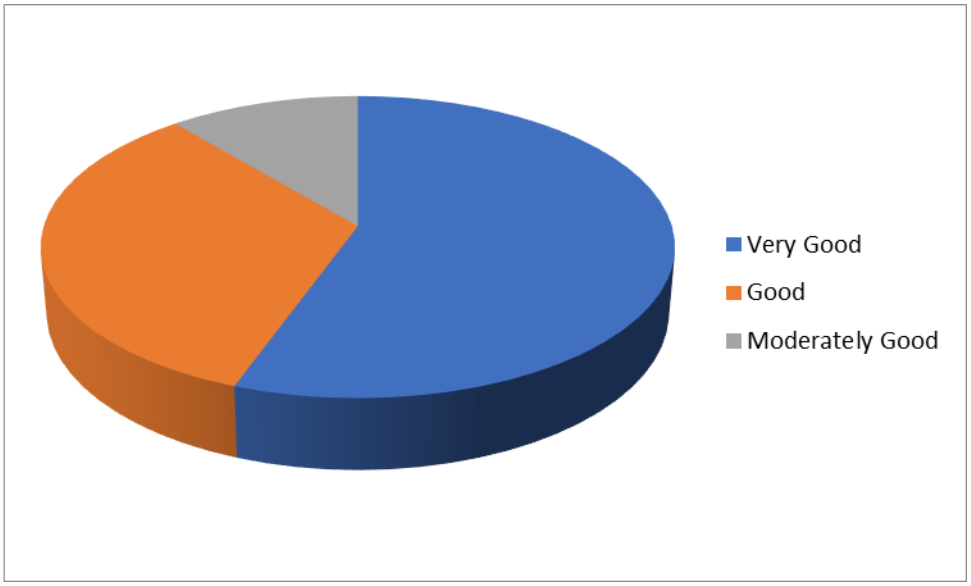
Department of Commerce

Questionnaire-1

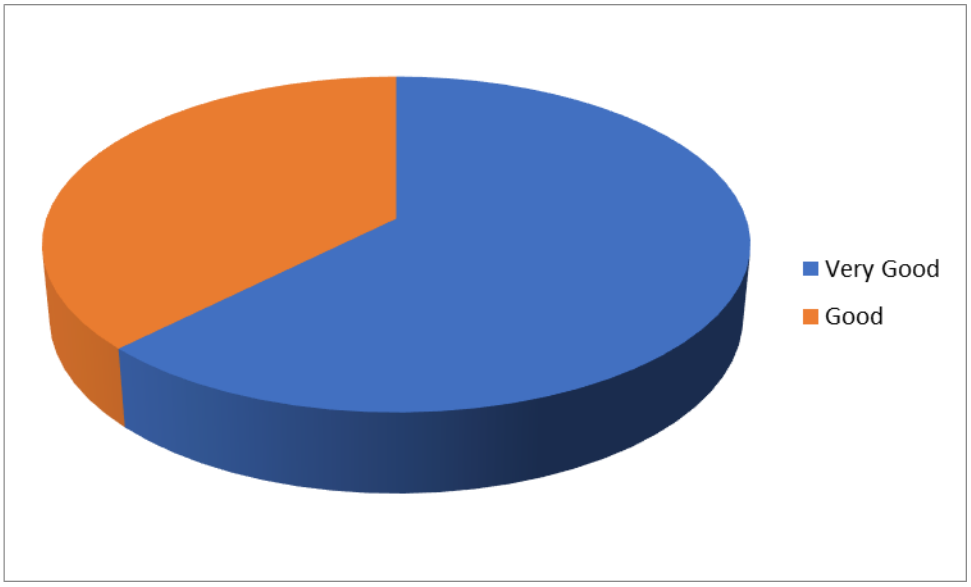
12. Depth of the course content



1ST Year

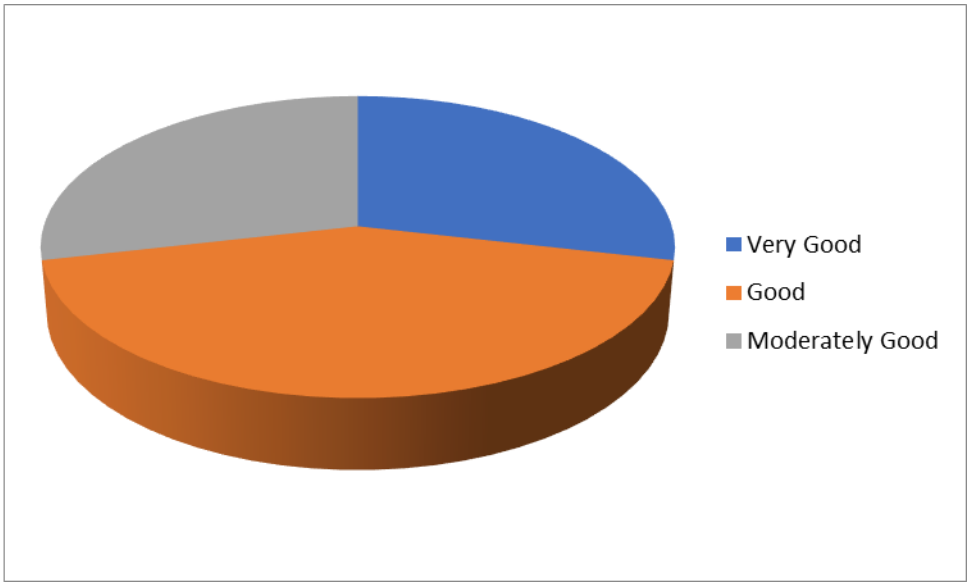


2nd Year

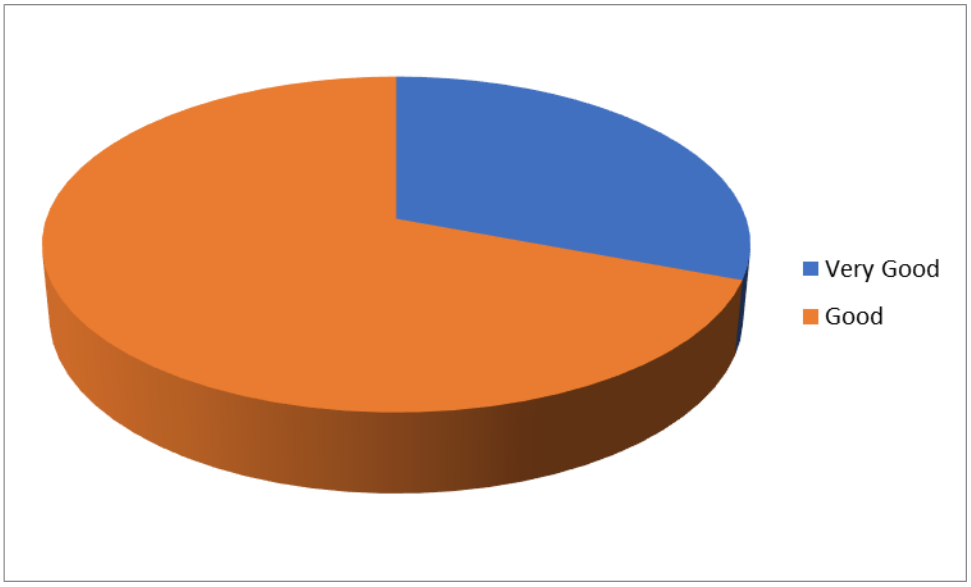


3rd Year

13. Extent of coverage of course



1st



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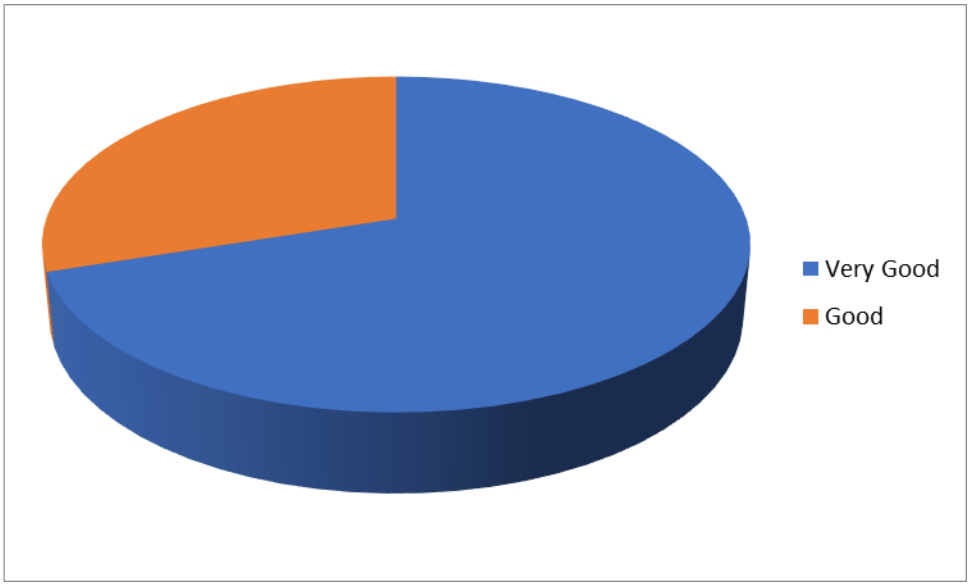
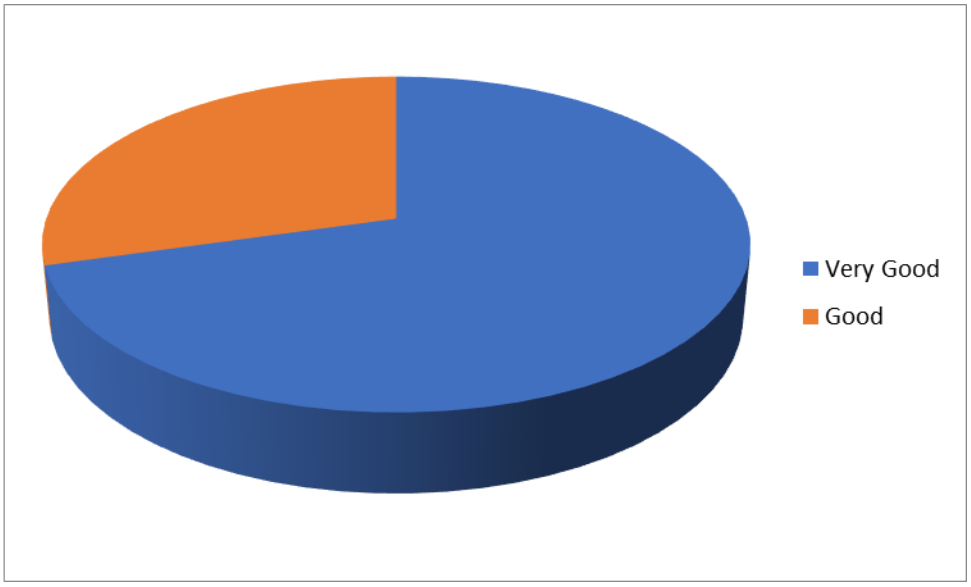


3rd

14. Applicability/ relevance to real life situations

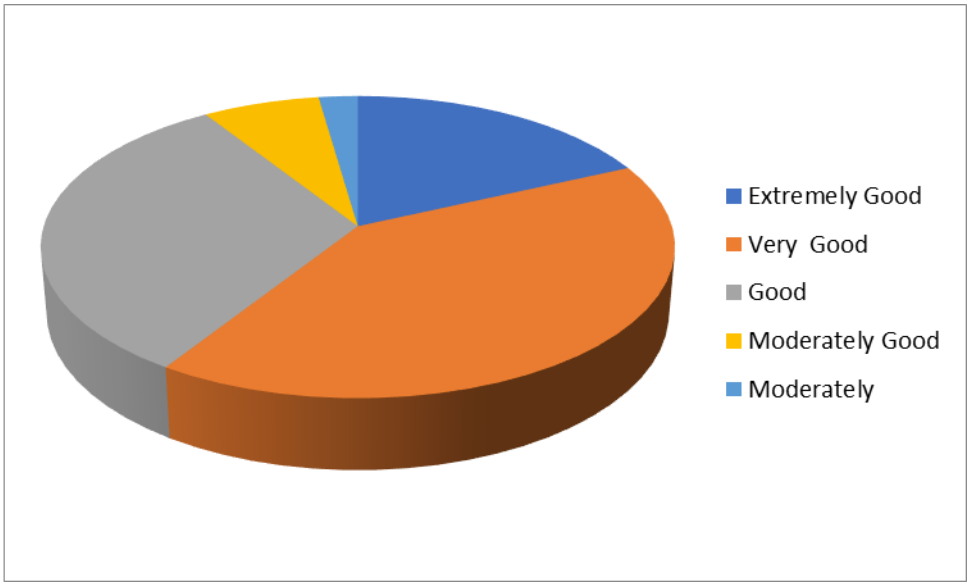
All the first and second year students said it is Good



3rd

15. Learning Value
    All the students said- Good

16. Clarity and relevance of textual regarding material



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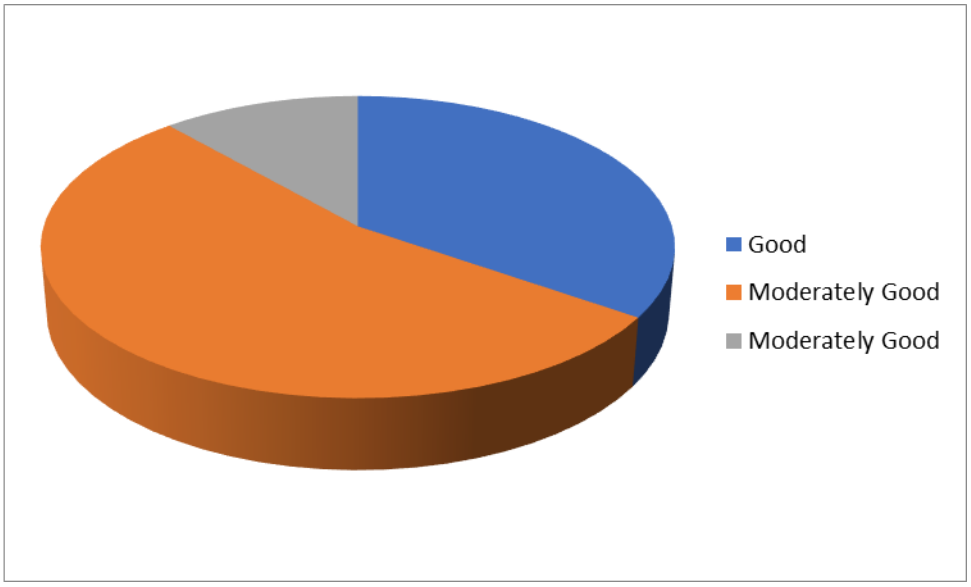

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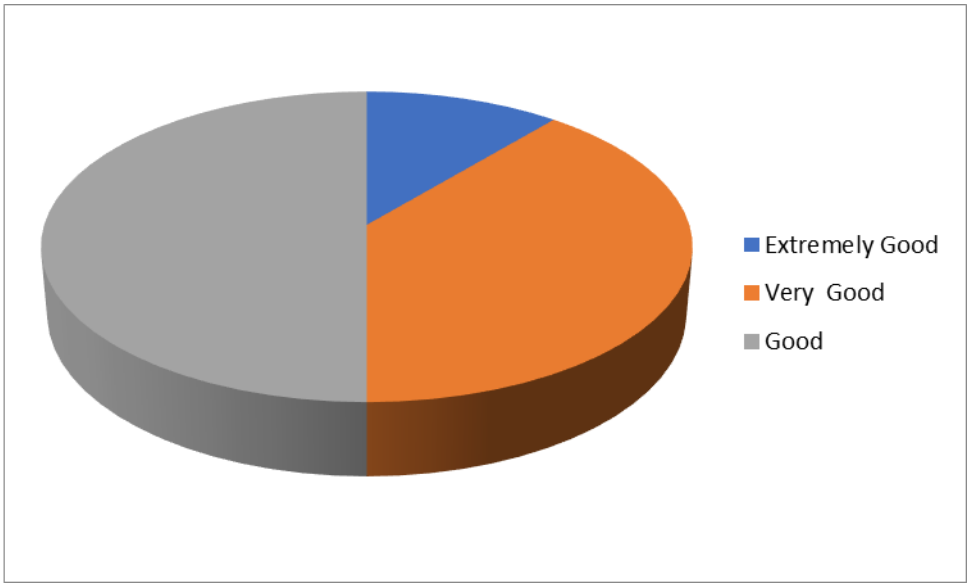
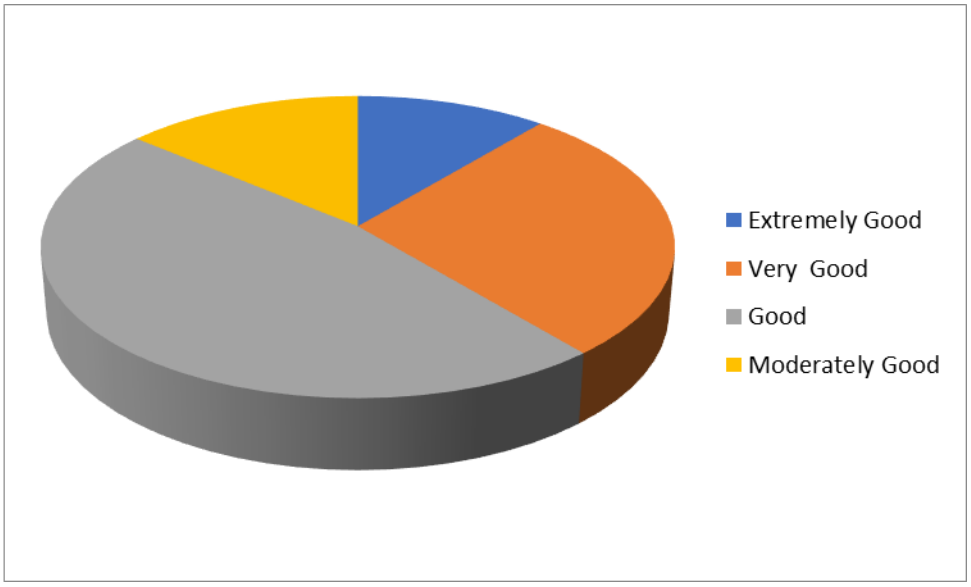


3rd

17. Relevance of additional source material(Library)
    1st Year and 2nd year-Good



3rd Year

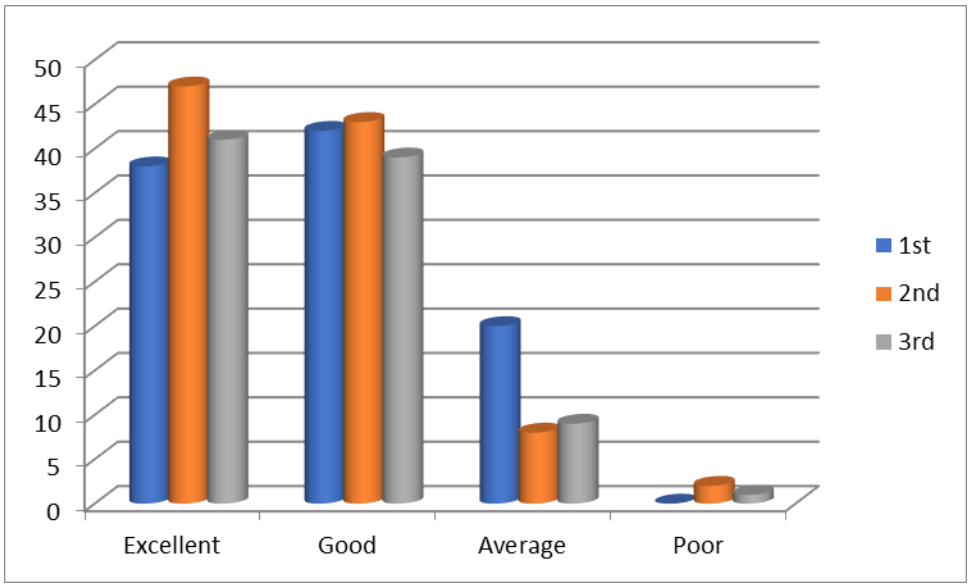
18. Extent of effort required by student :-Good

19. Overall rating:-Good

Questionnaire-2

A

1. Knowledge base of the teacher



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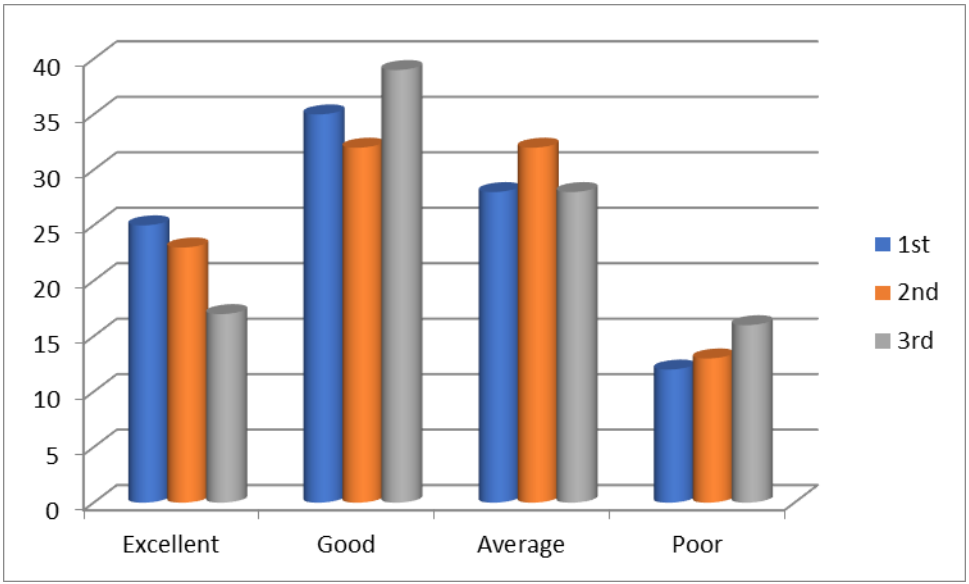

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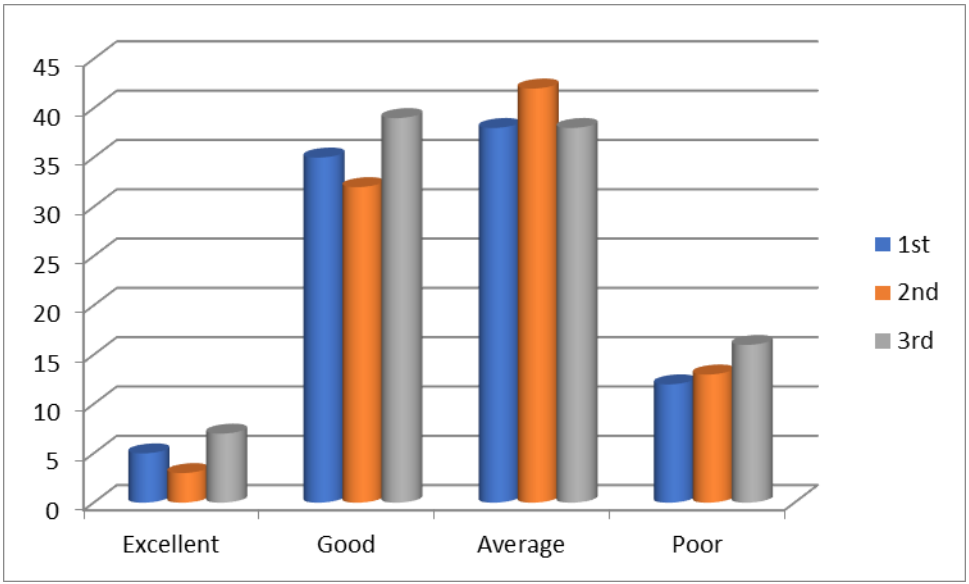

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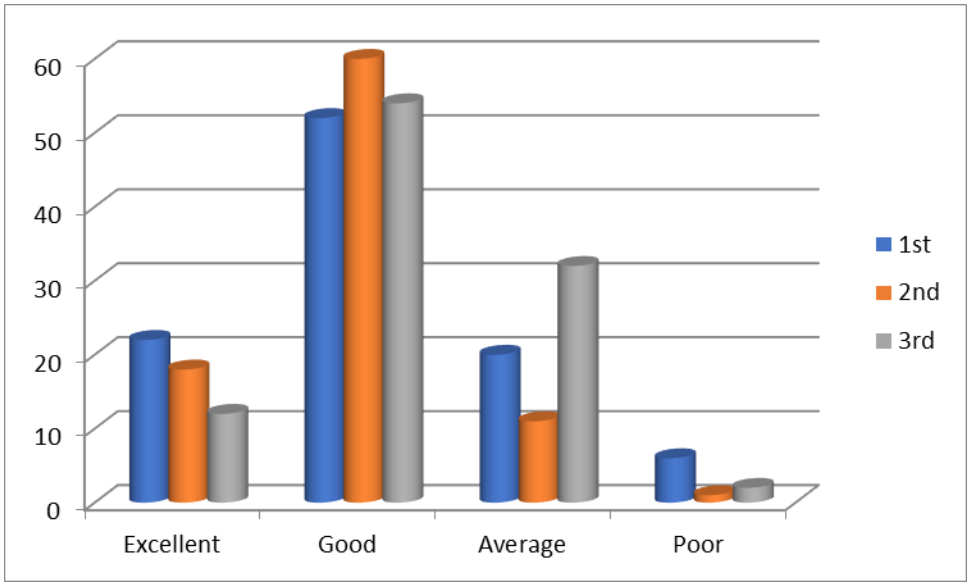

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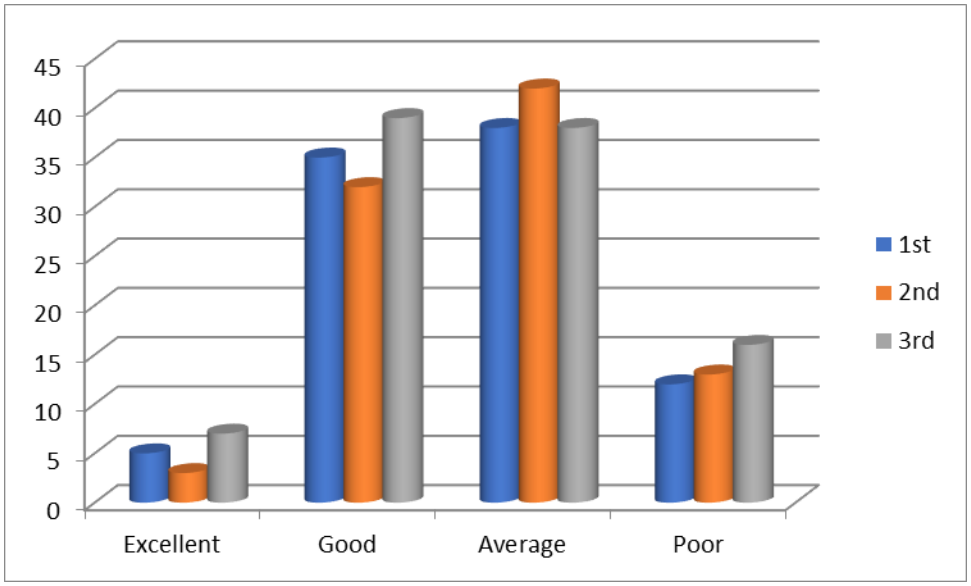

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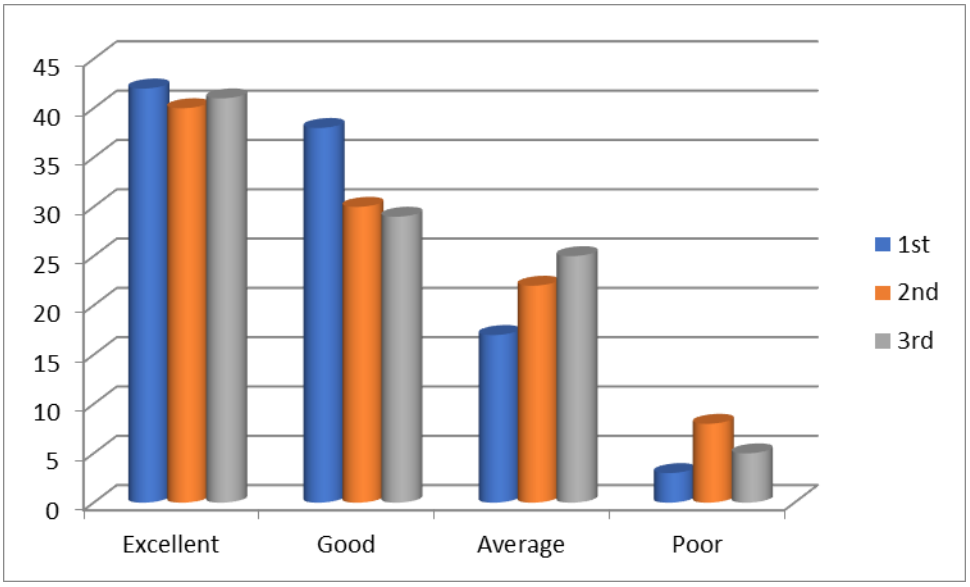

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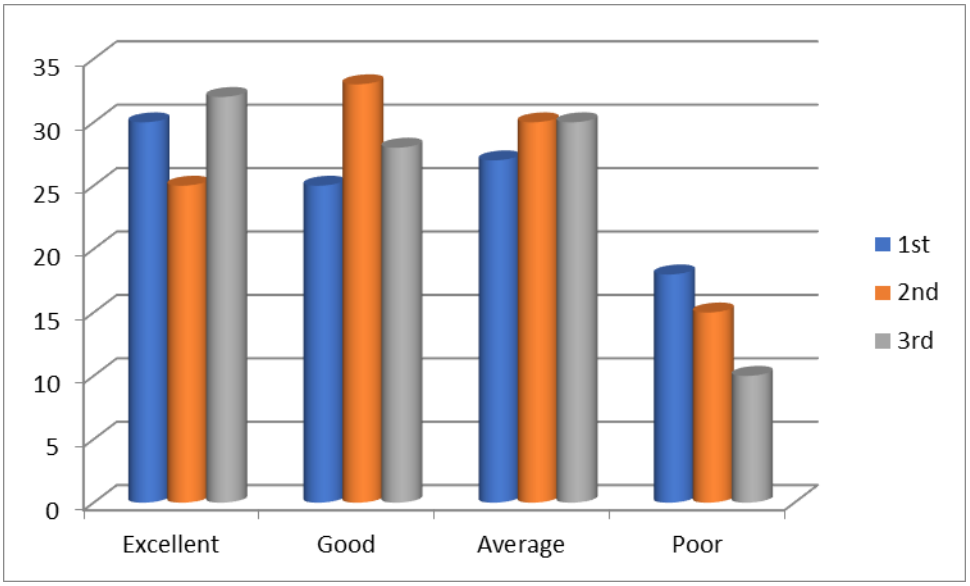

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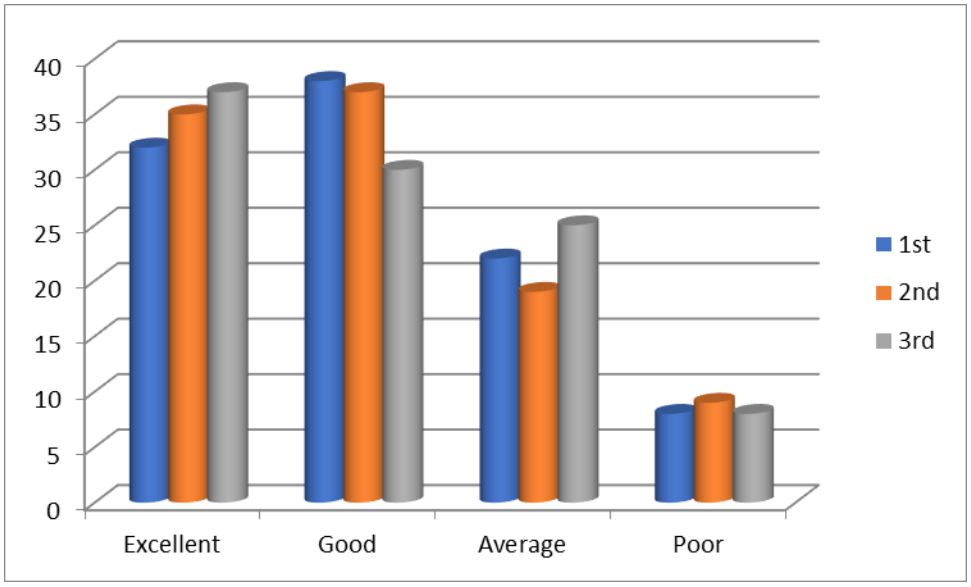

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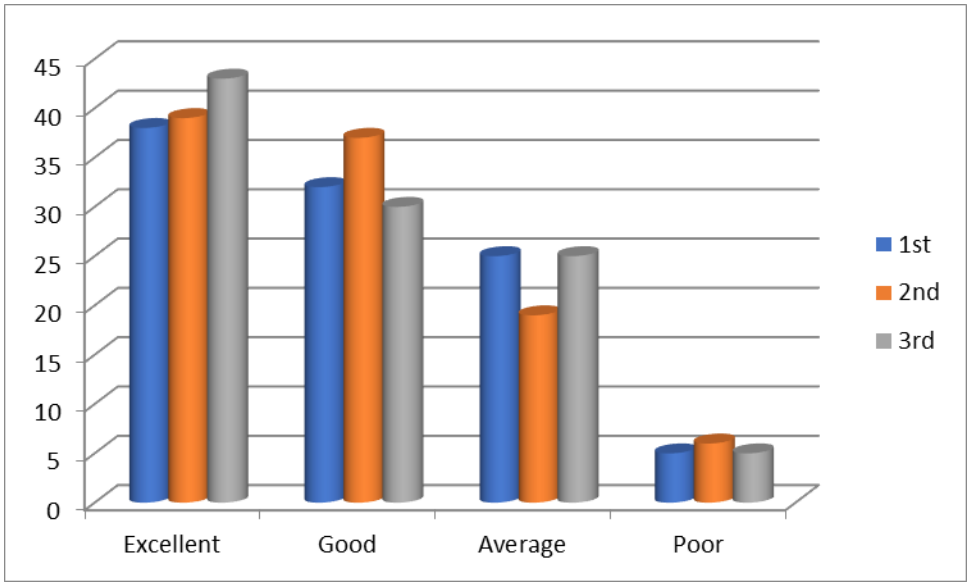

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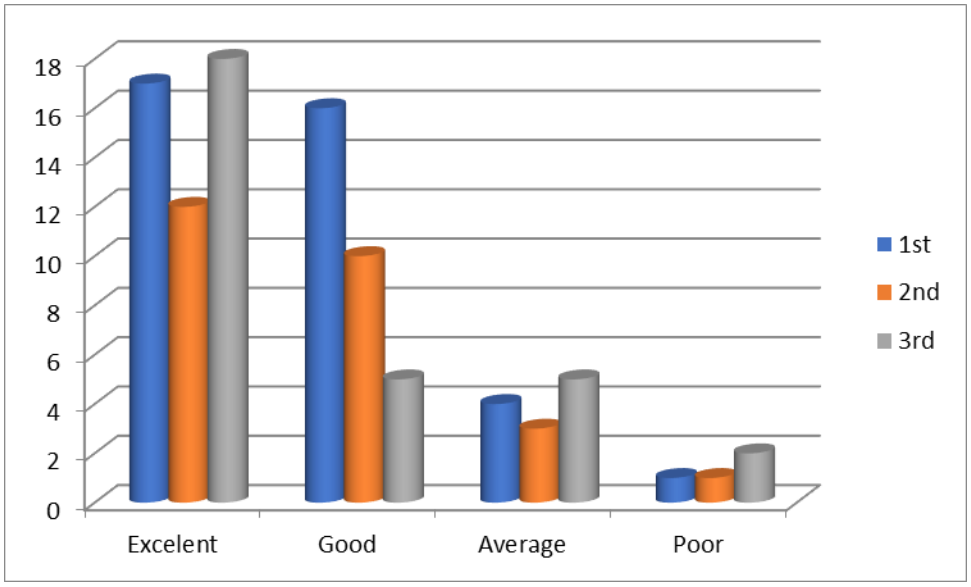

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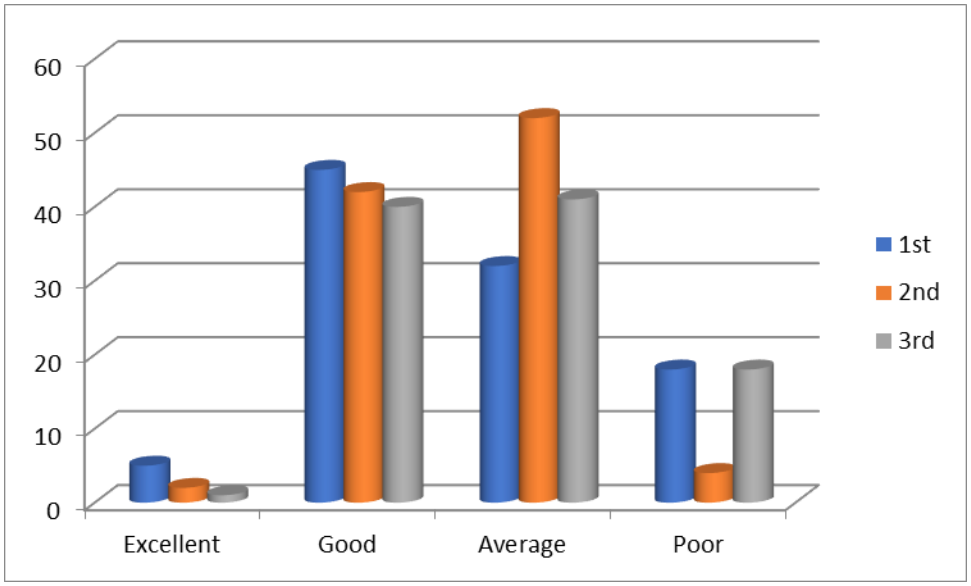

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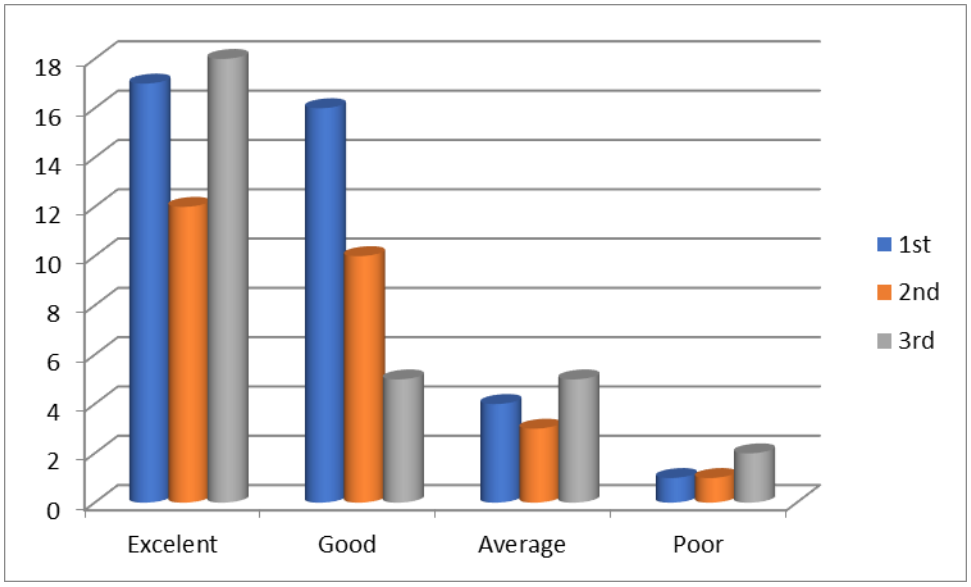

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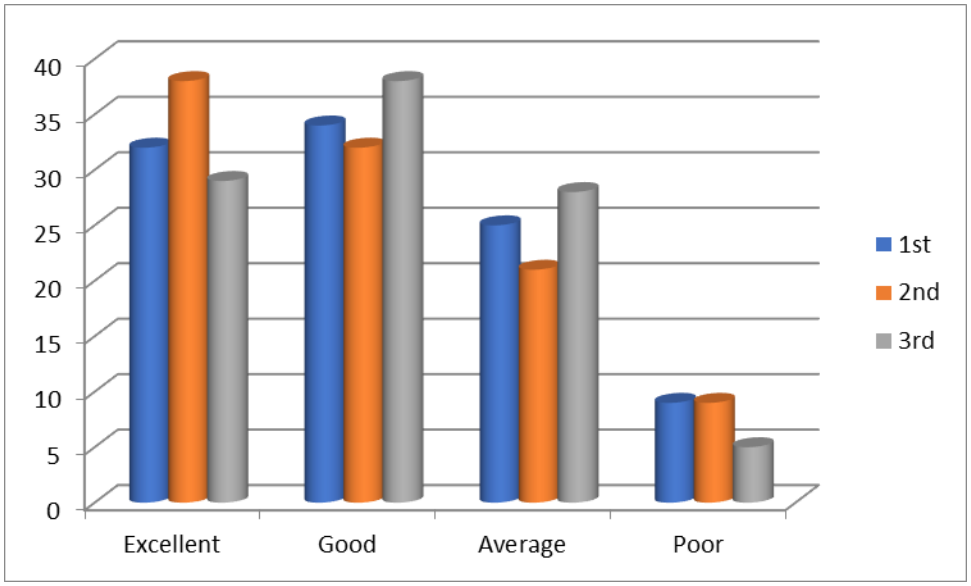

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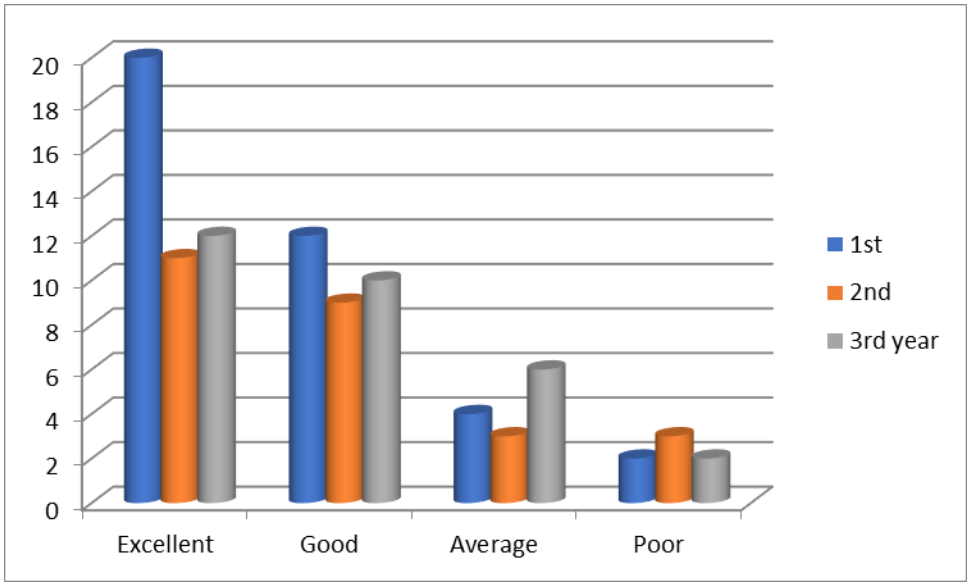

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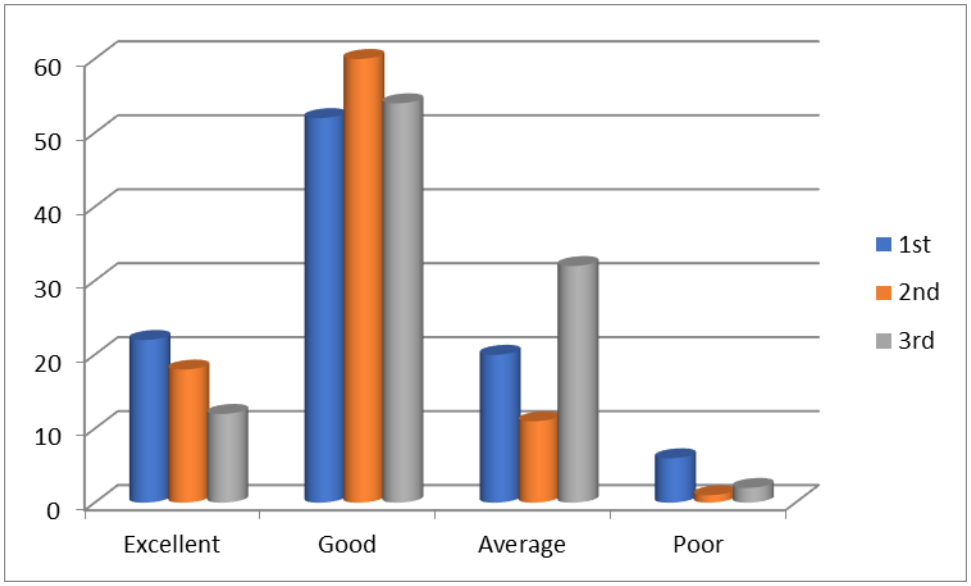

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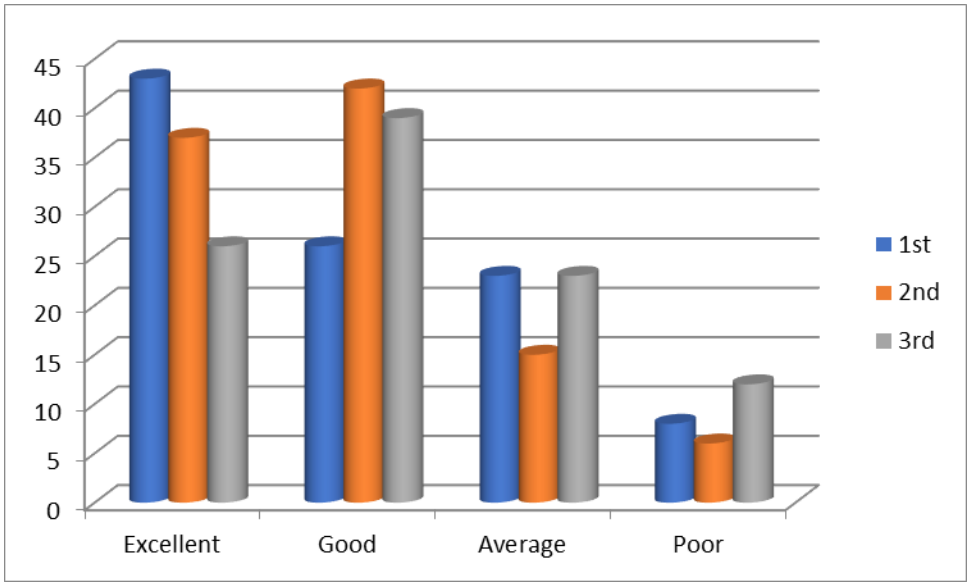

B

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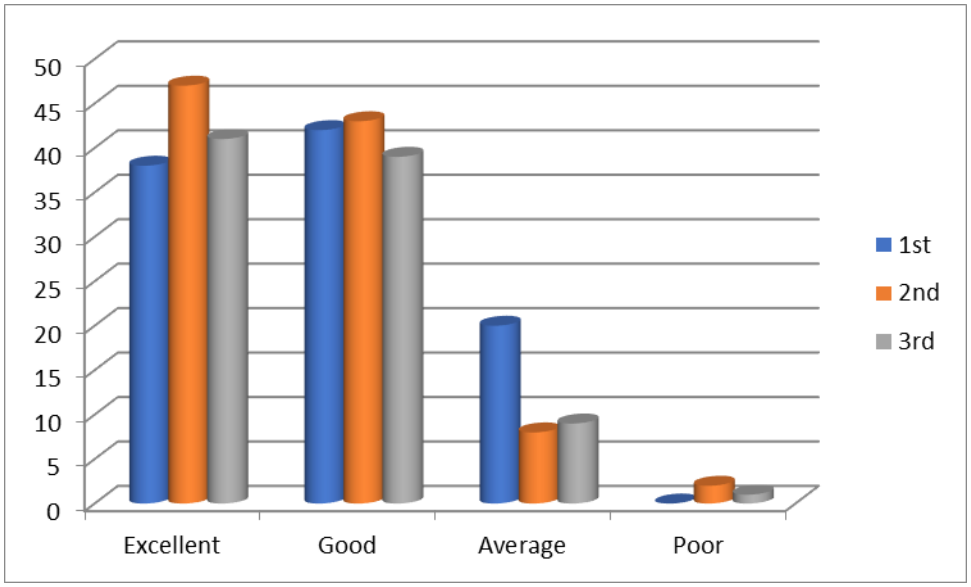

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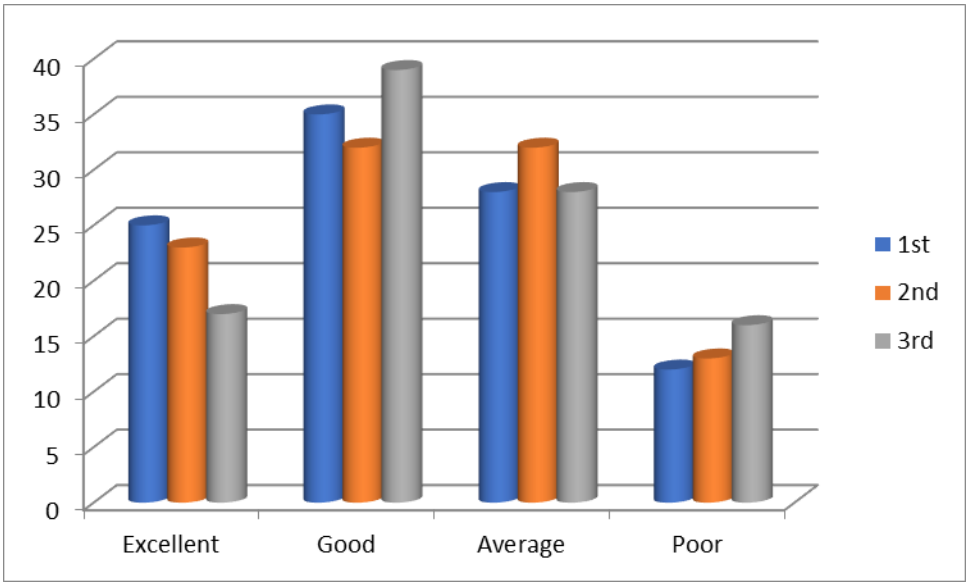

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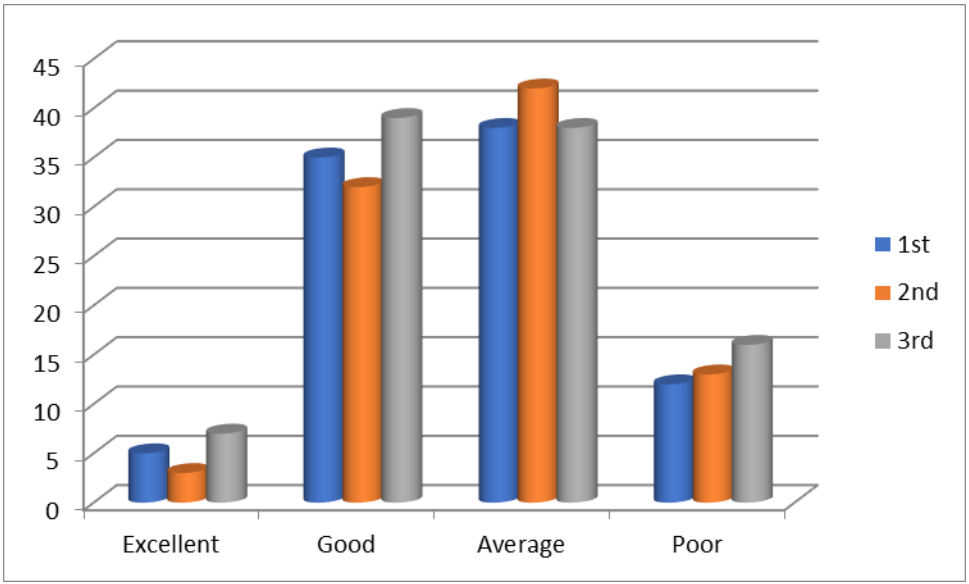

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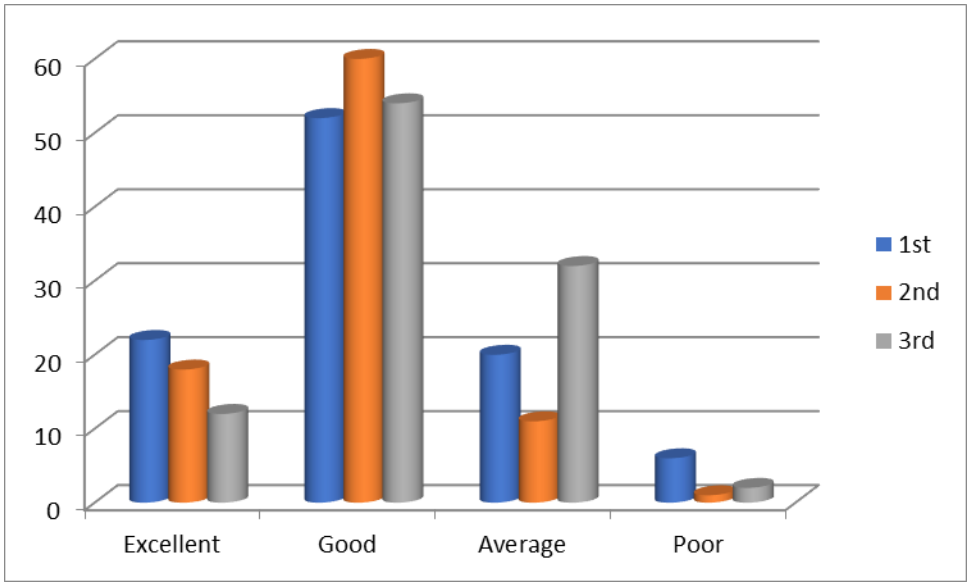

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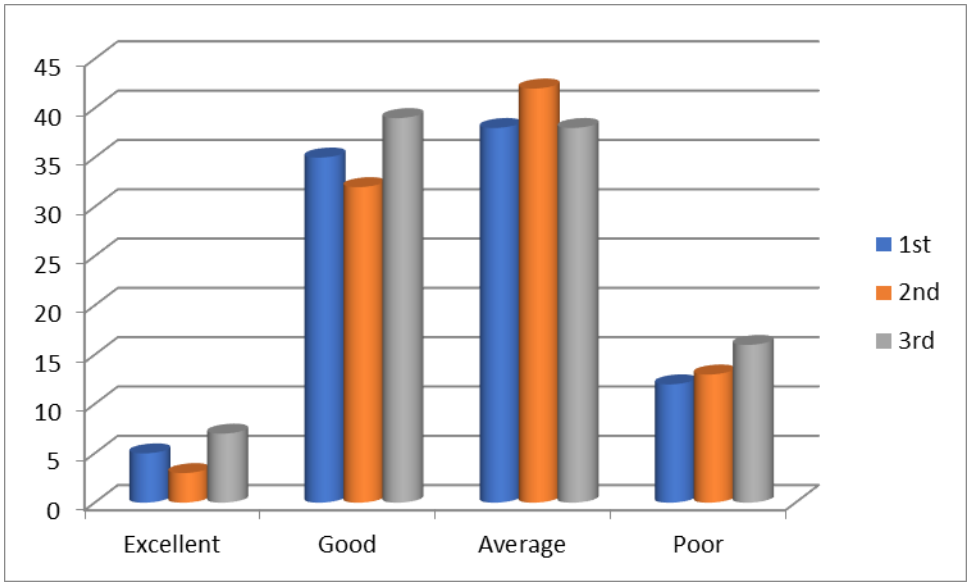

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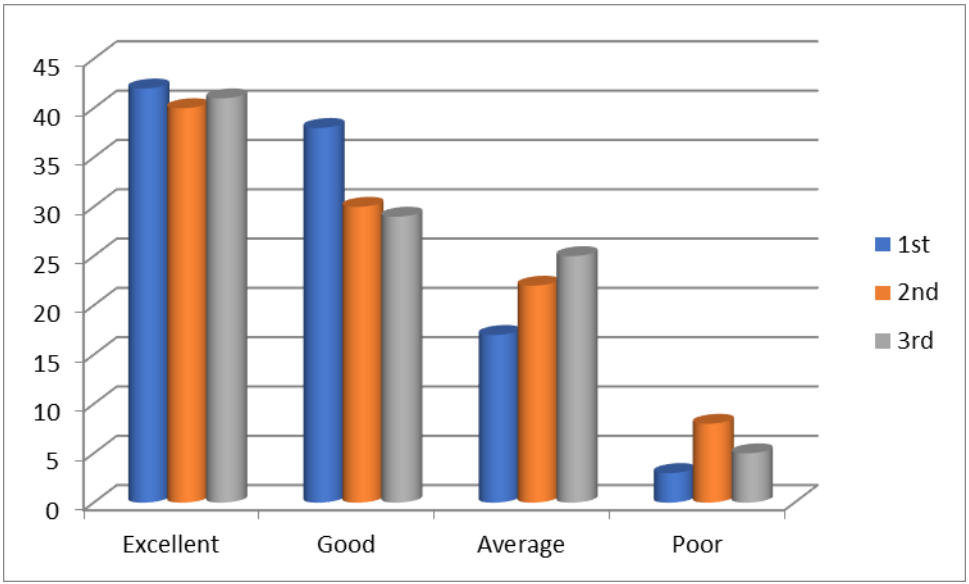

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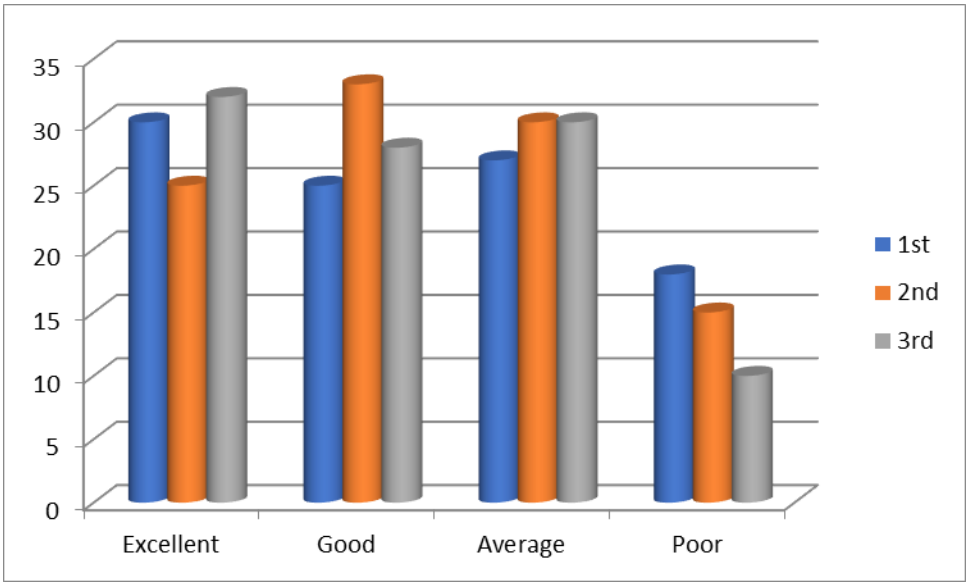

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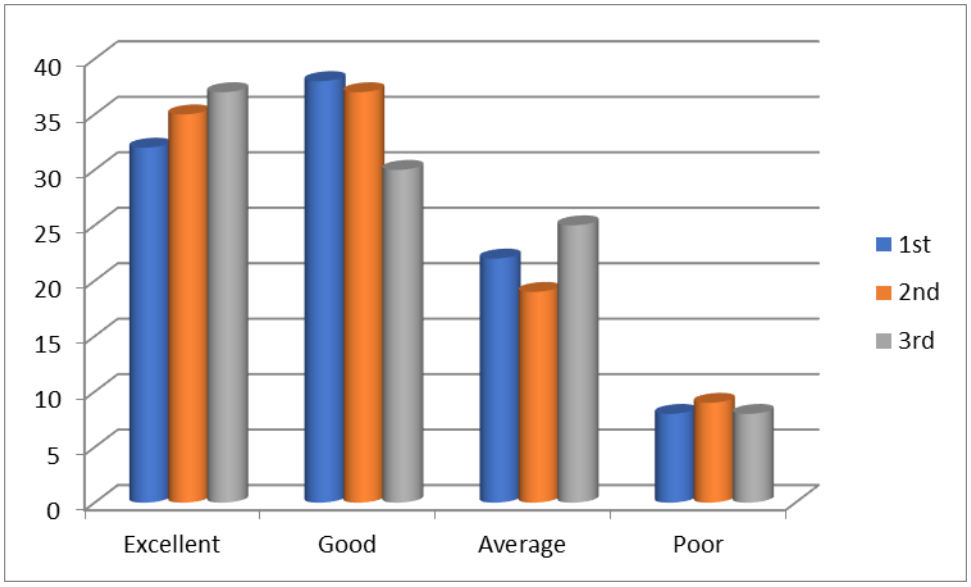

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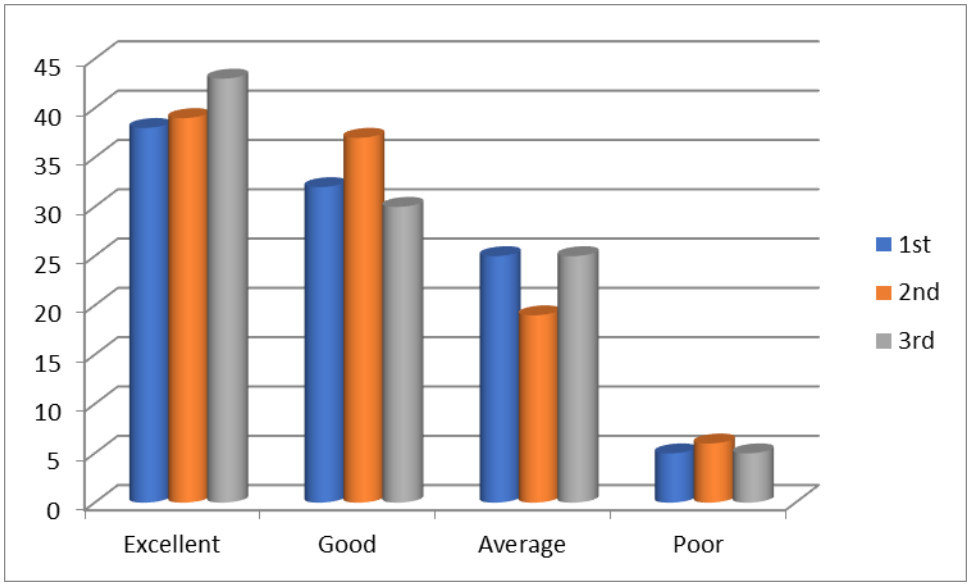

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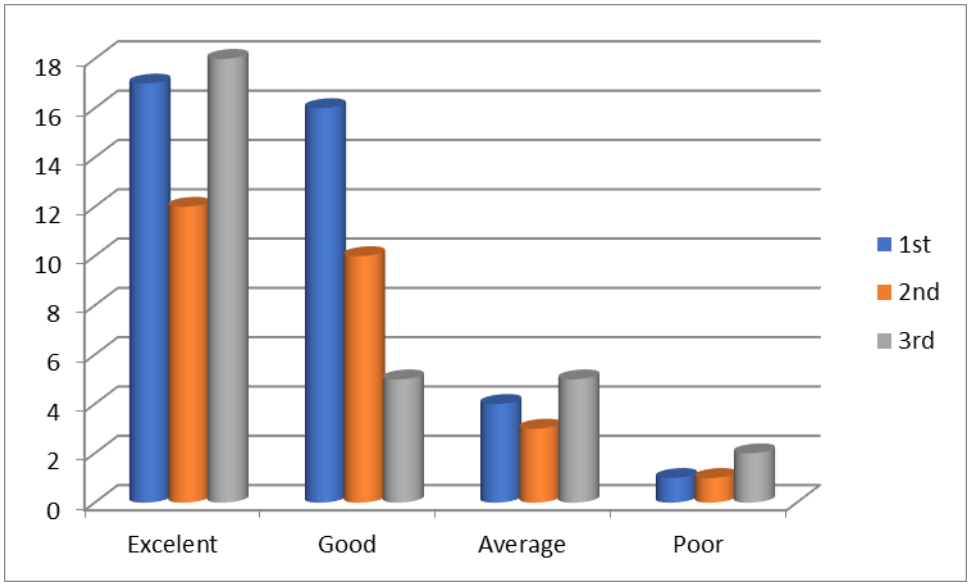

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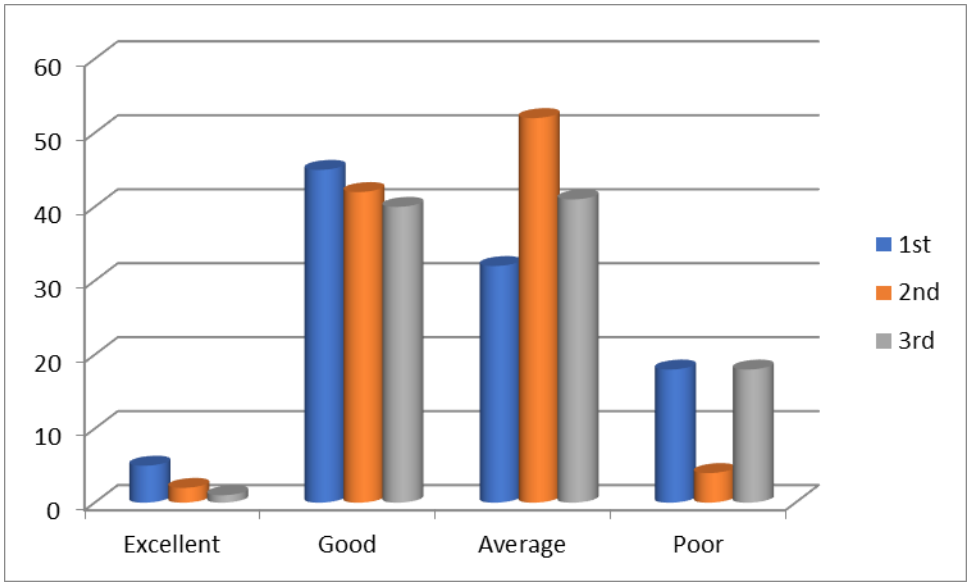

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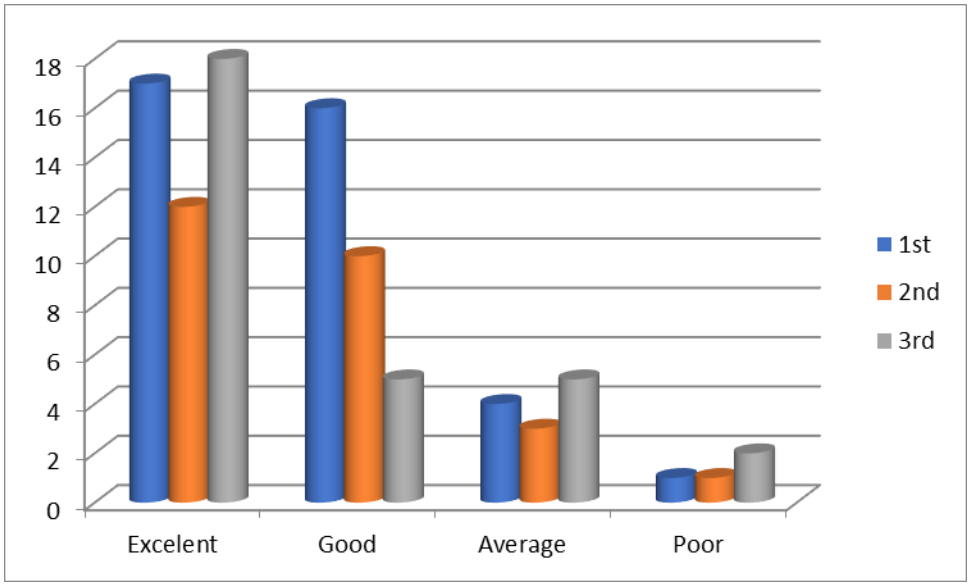

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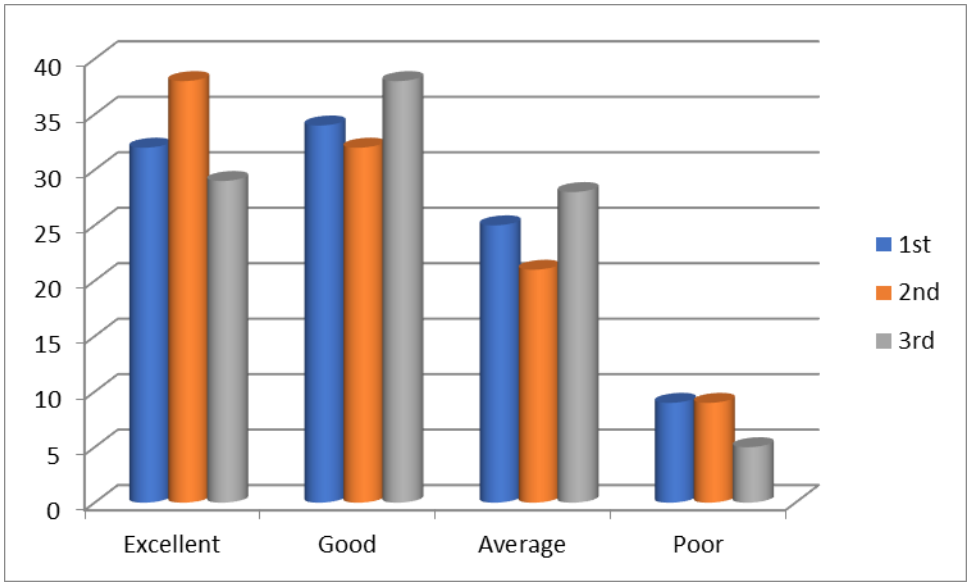

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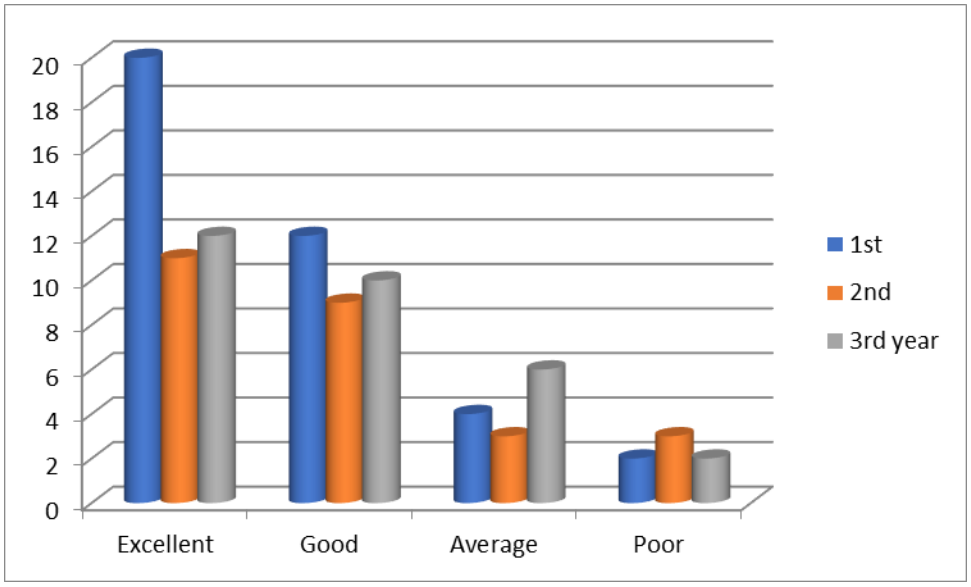

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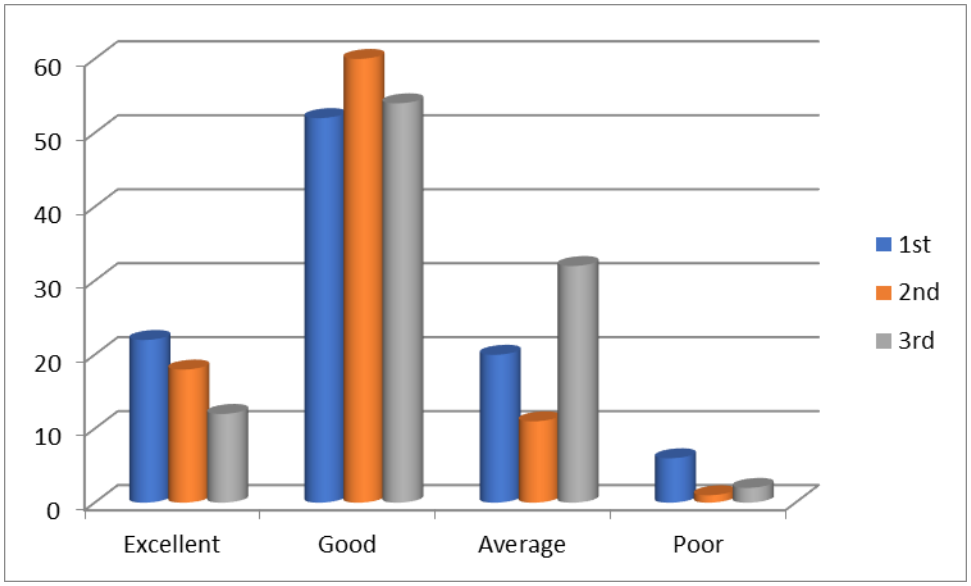

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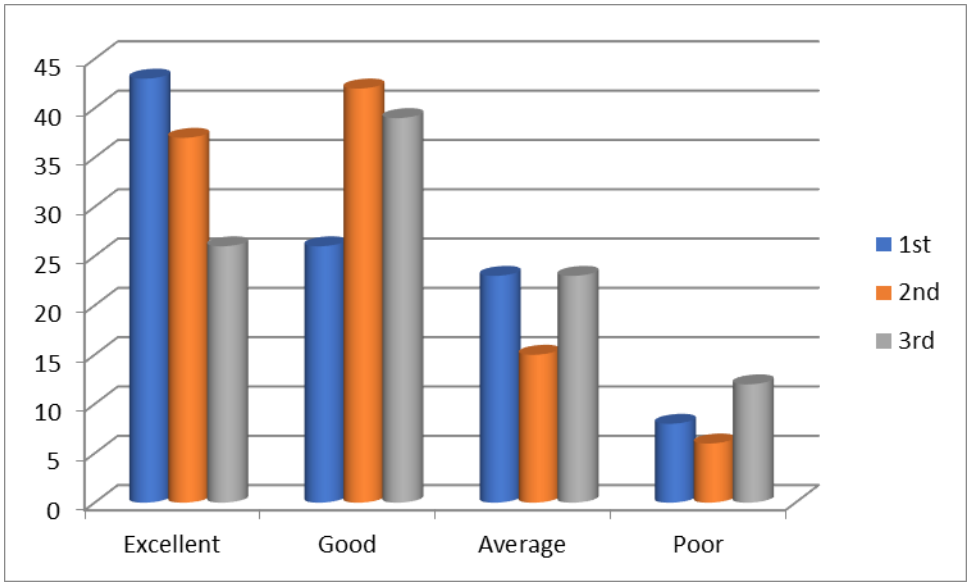

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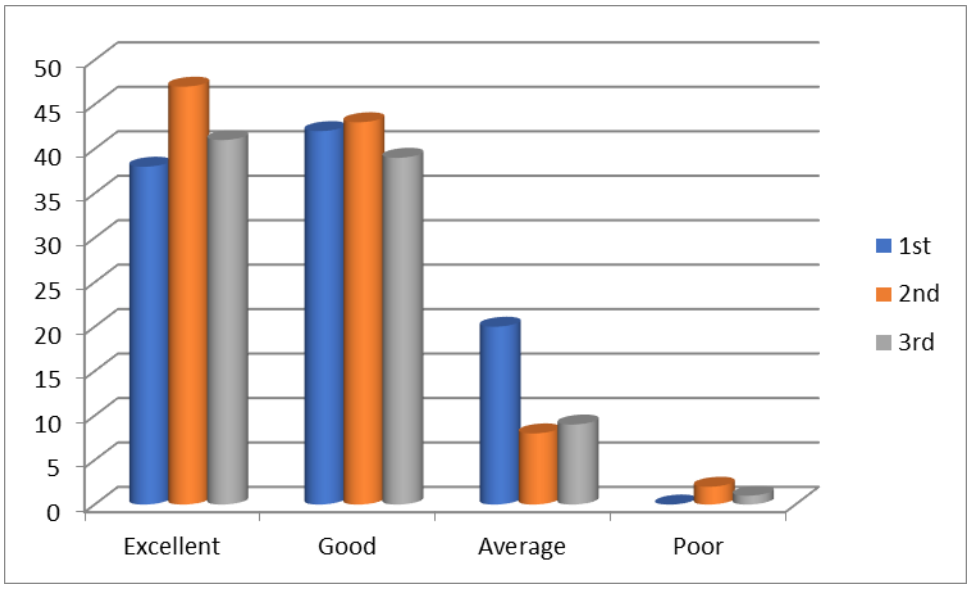

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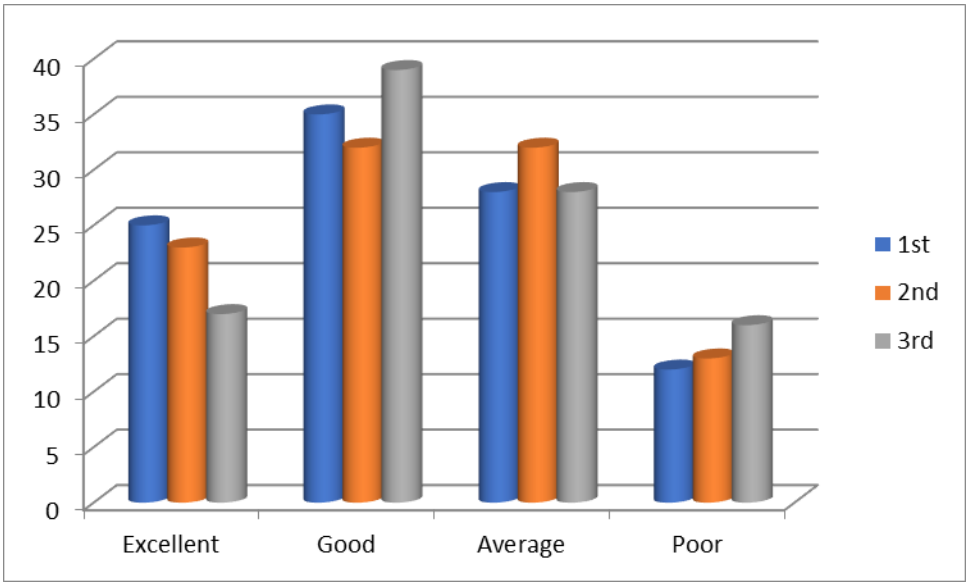

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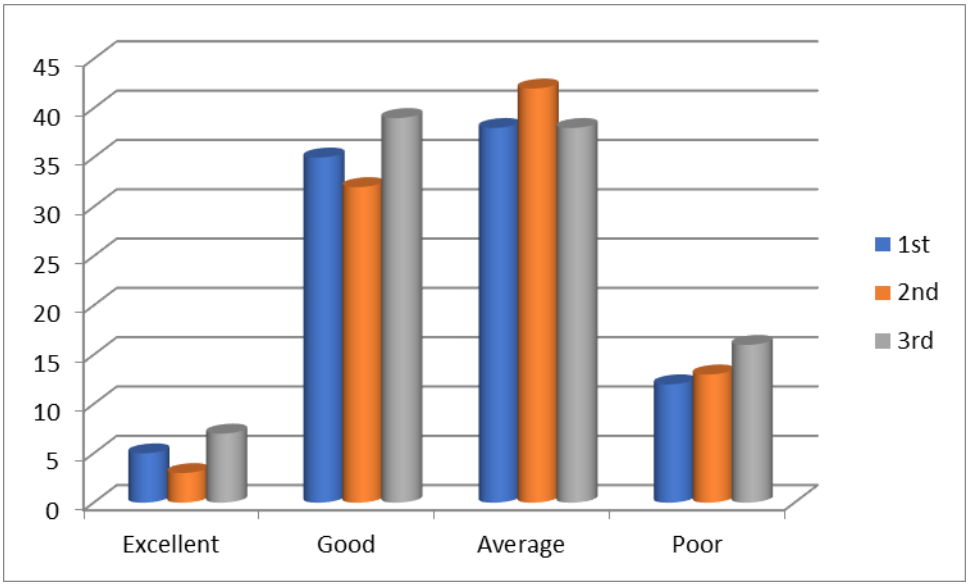

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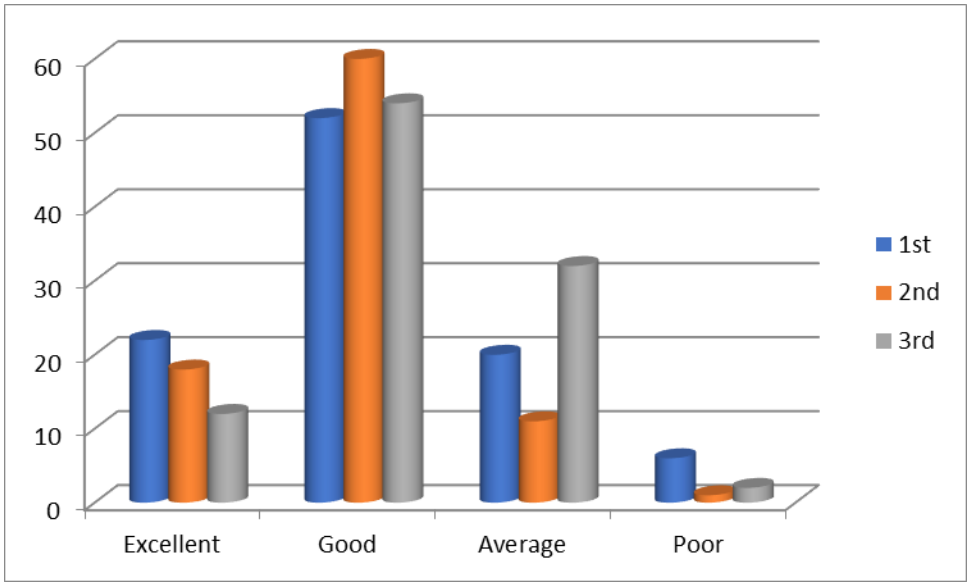

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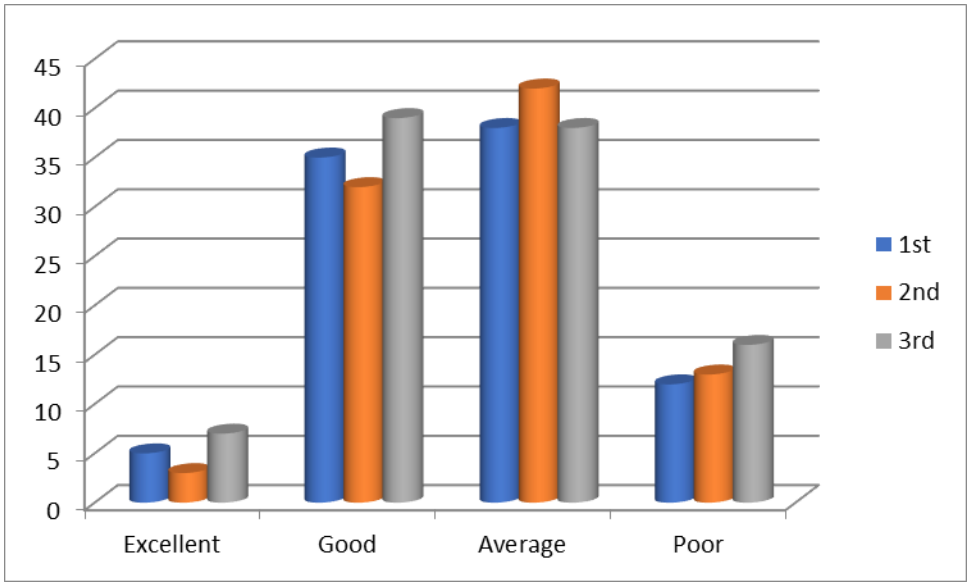

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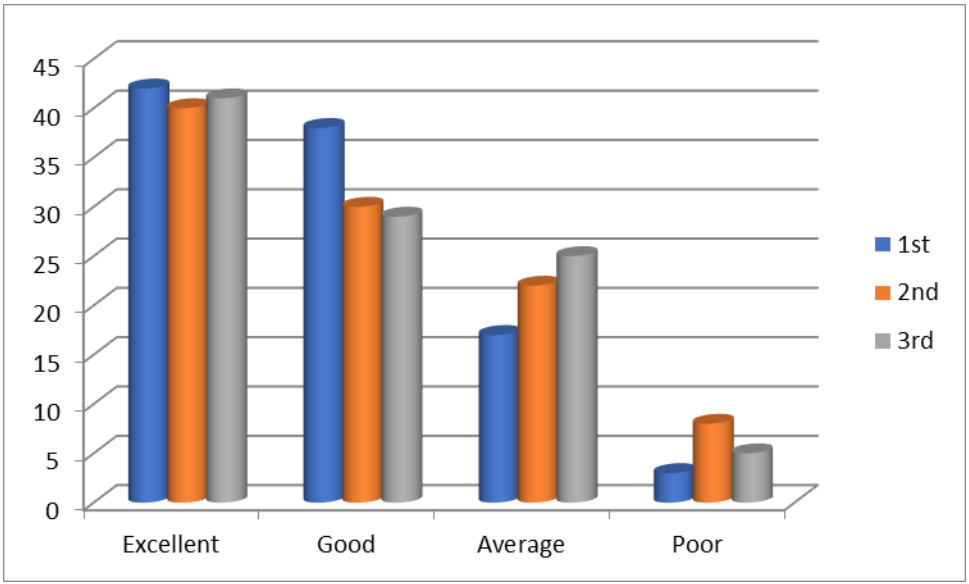

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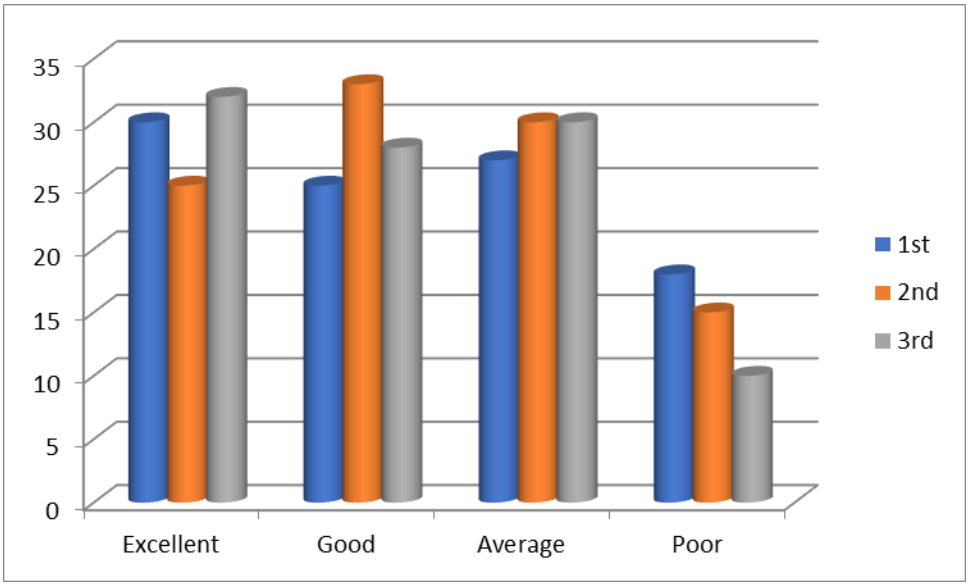

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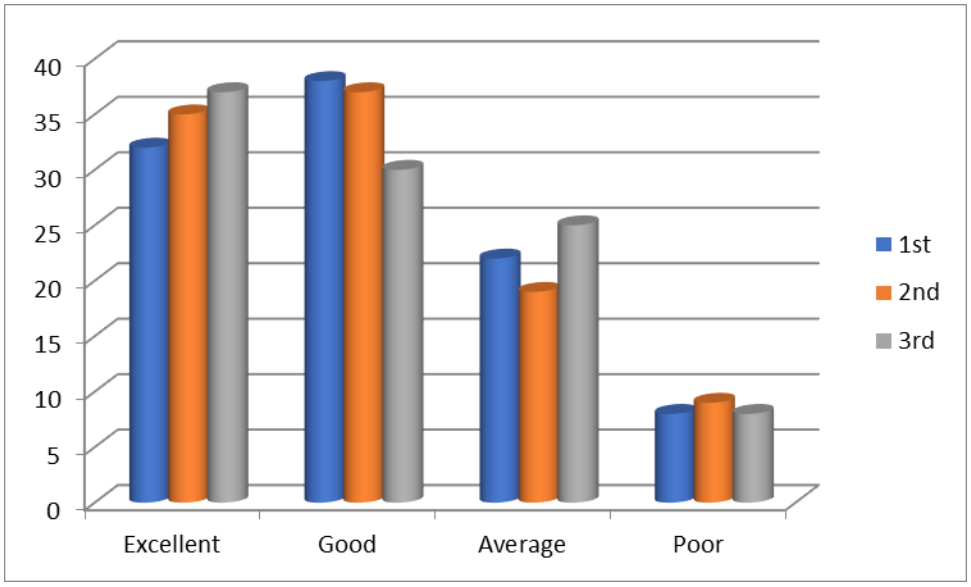

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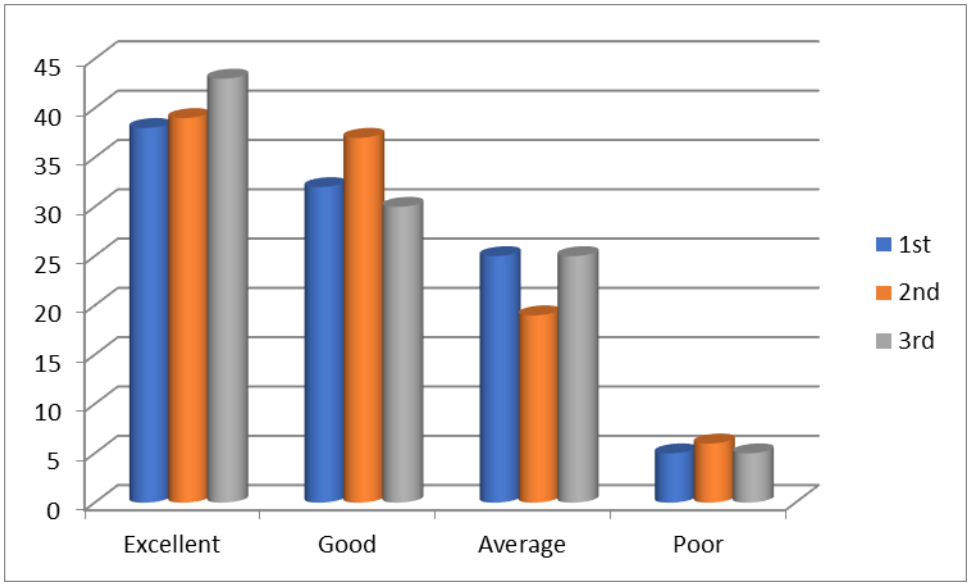

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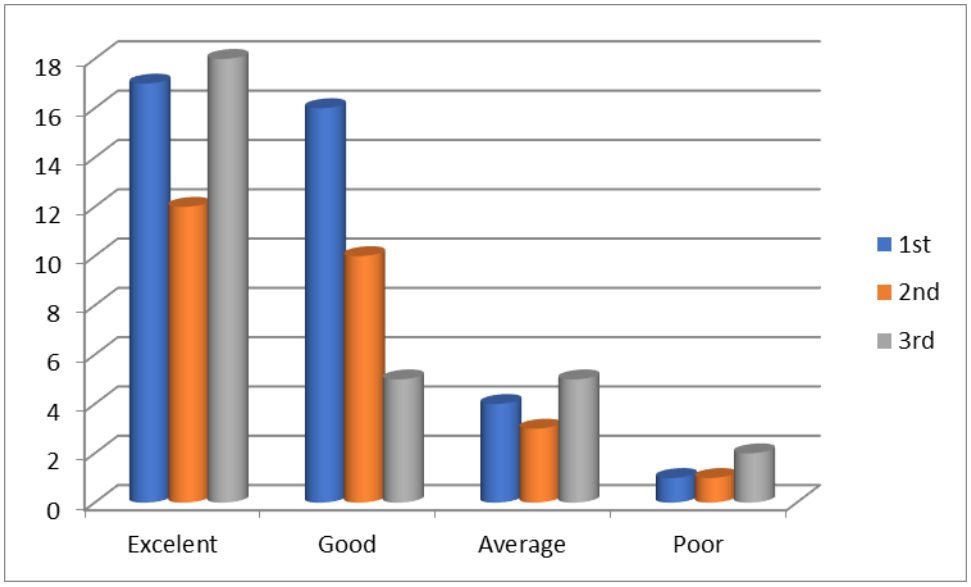

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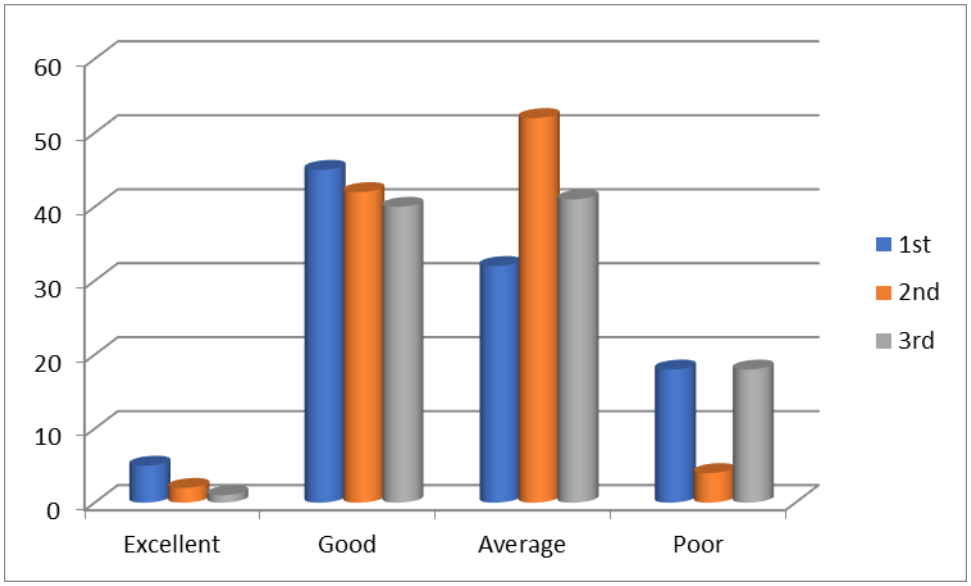

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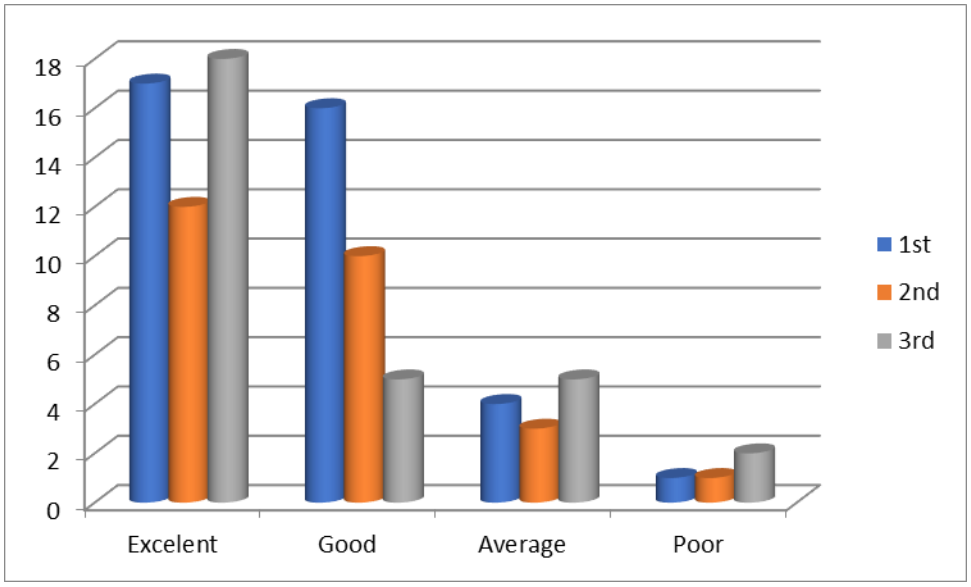

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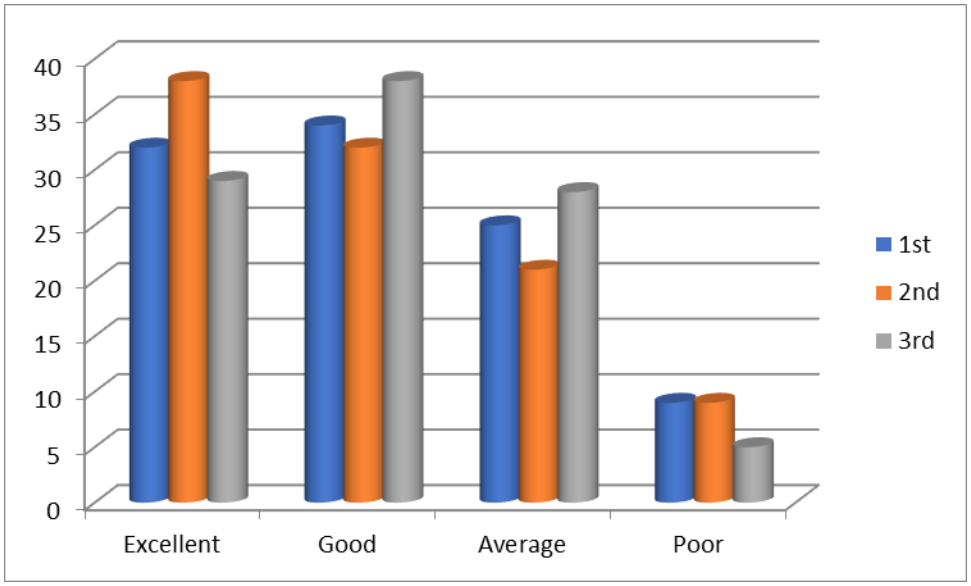

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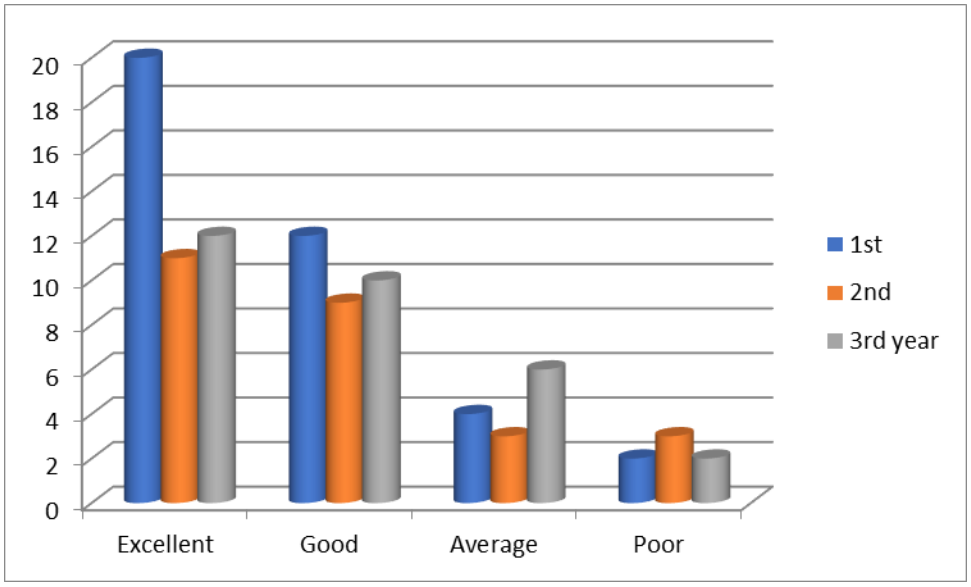

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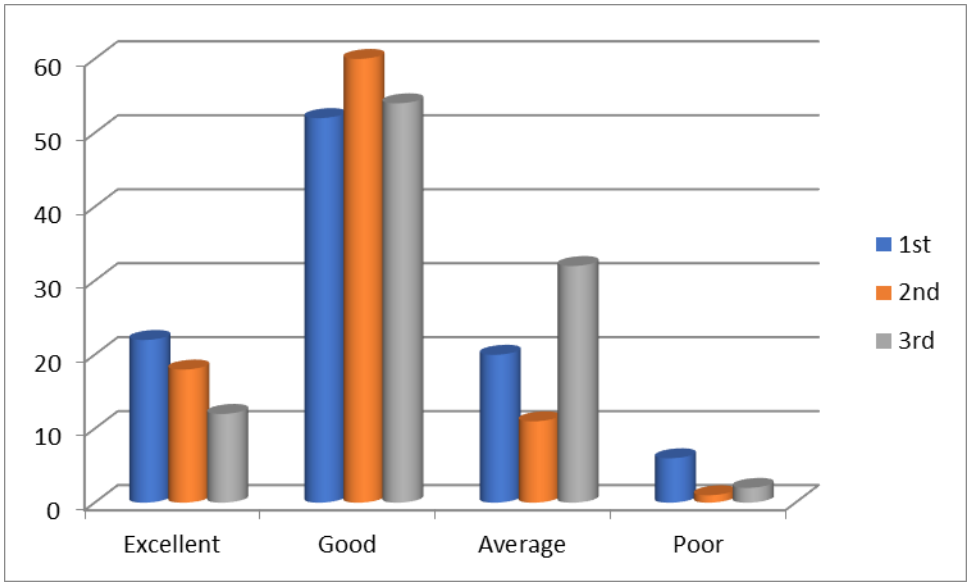

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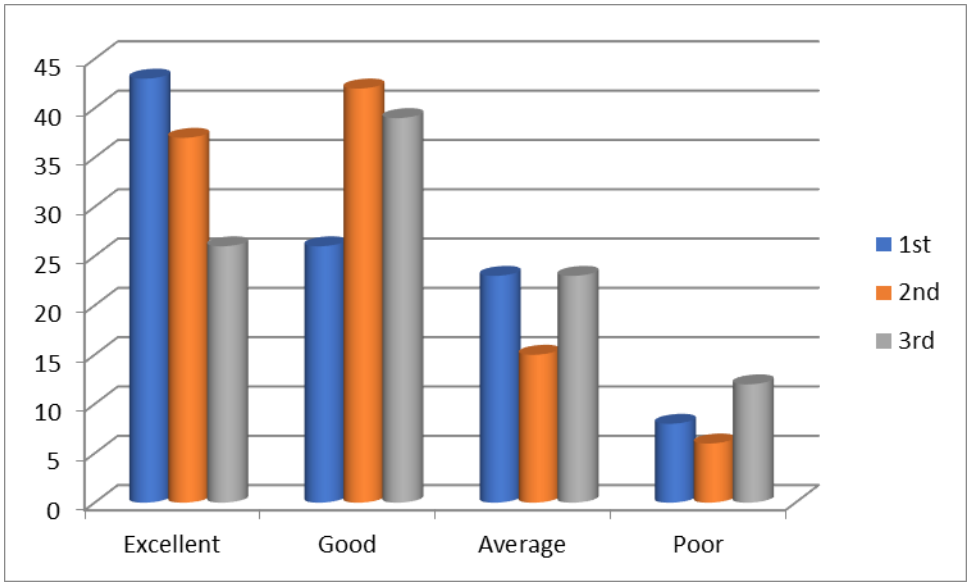

D

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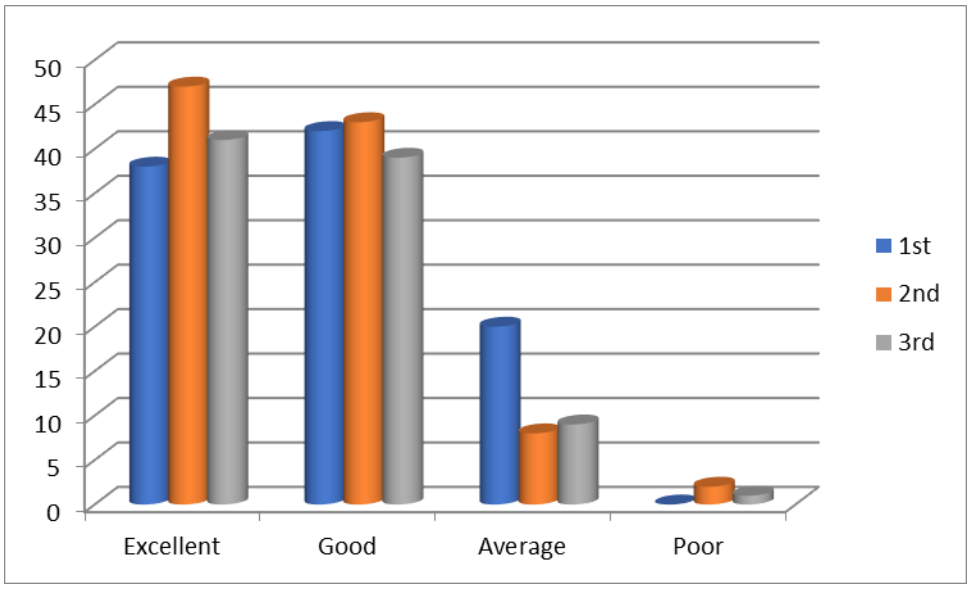

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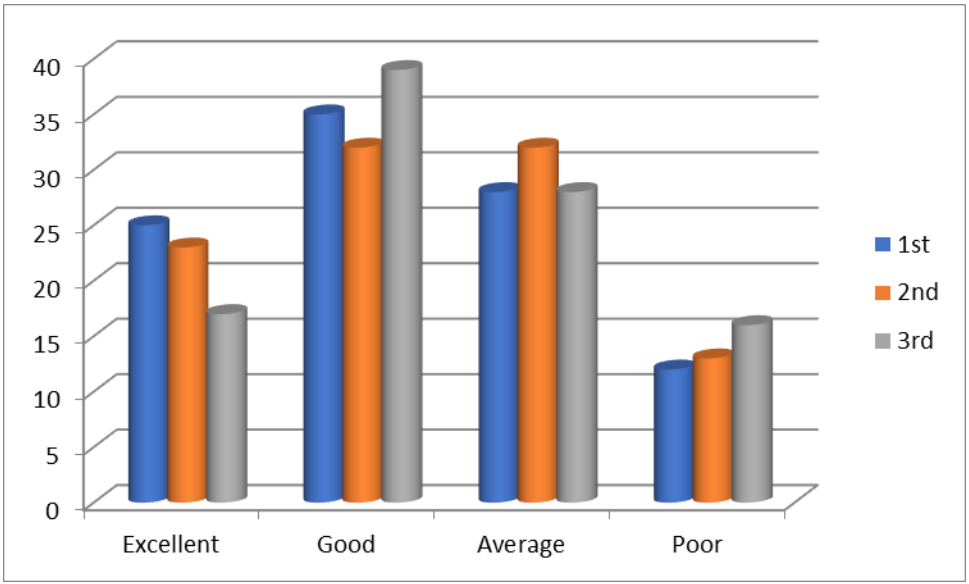

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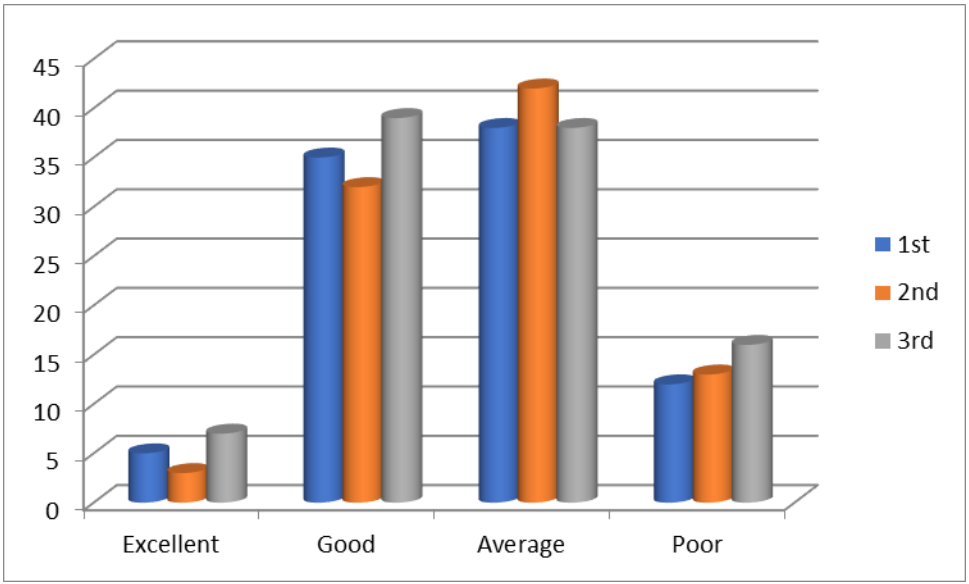

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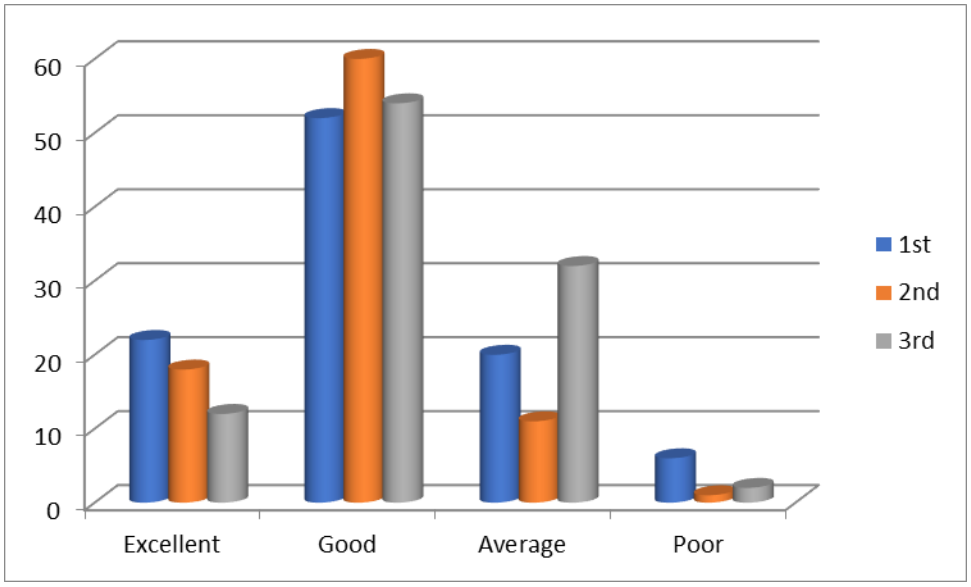

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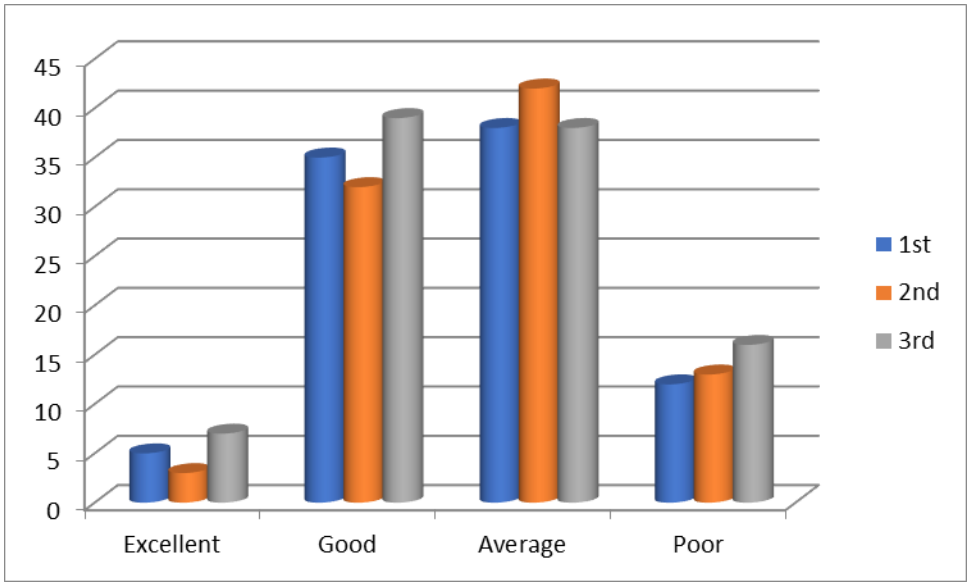

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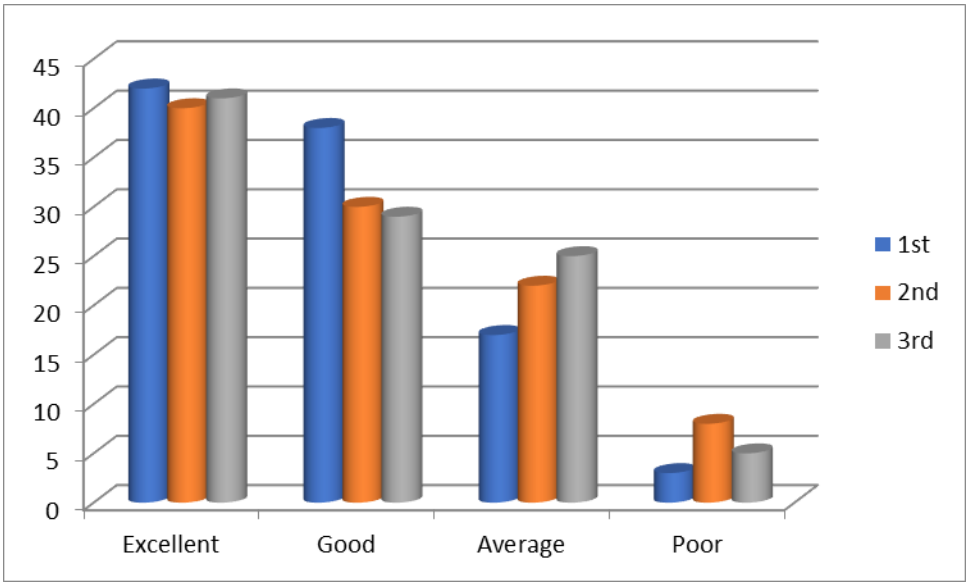

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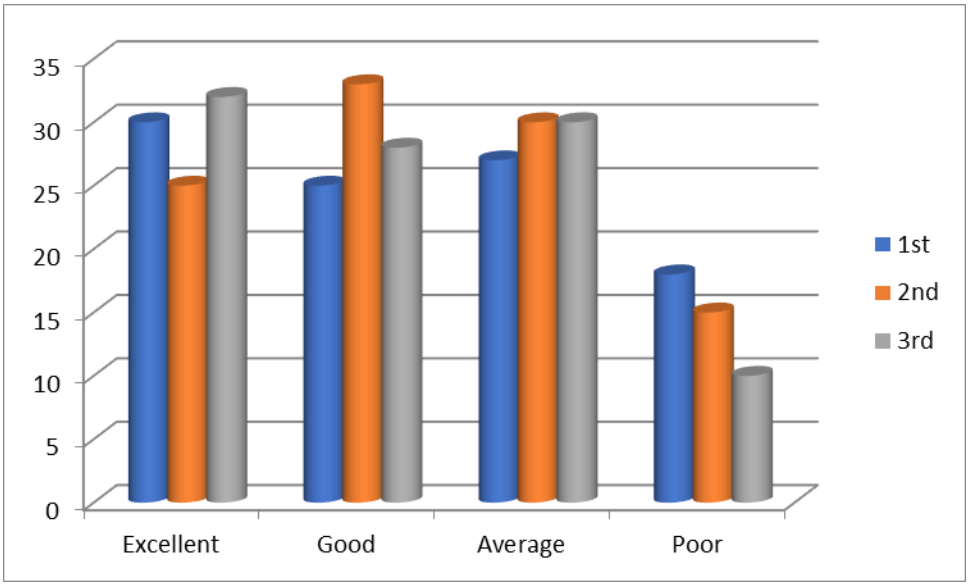

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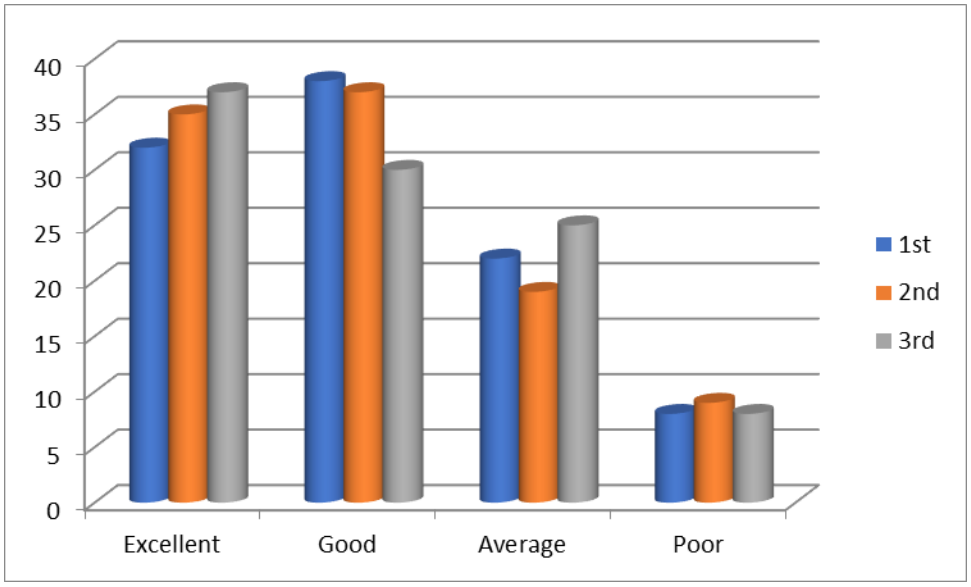

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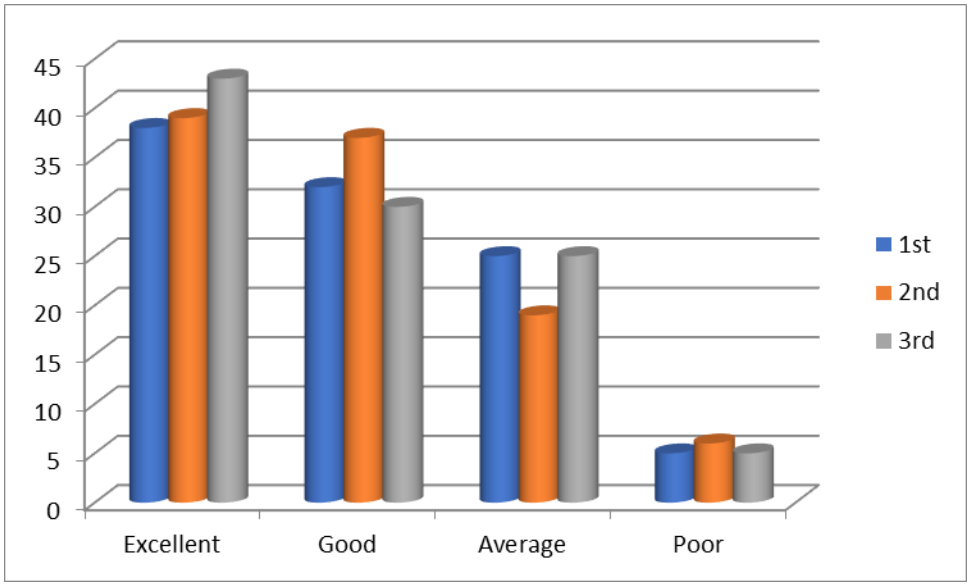

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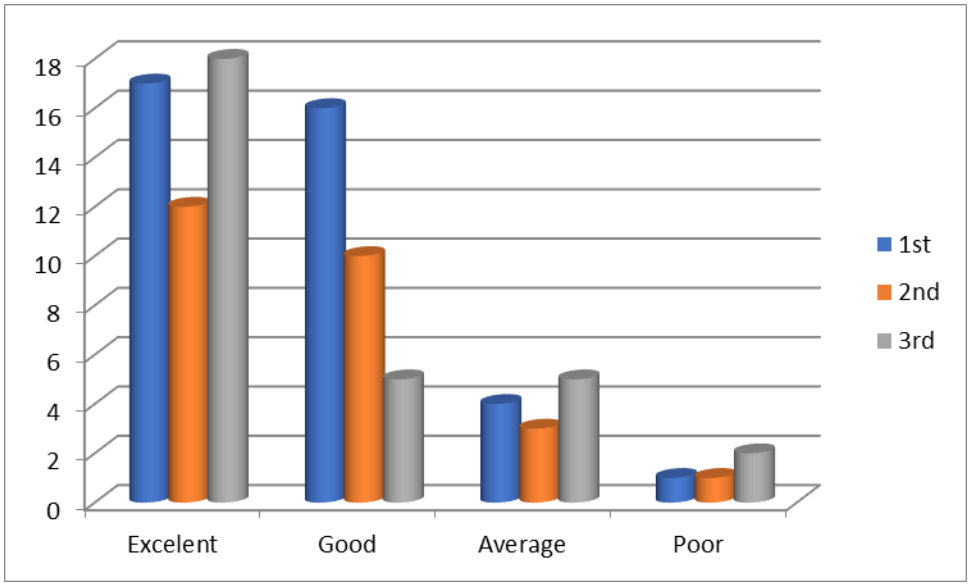

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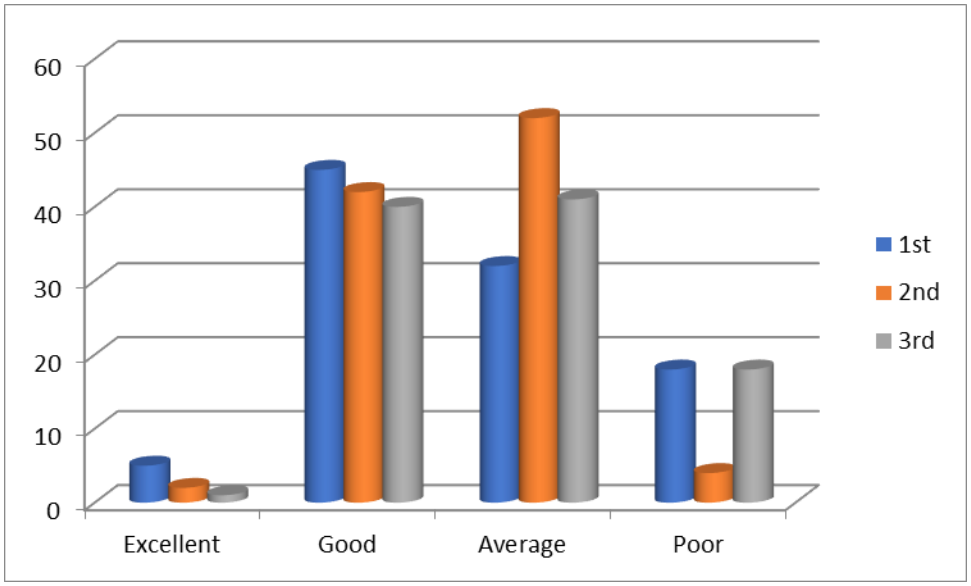

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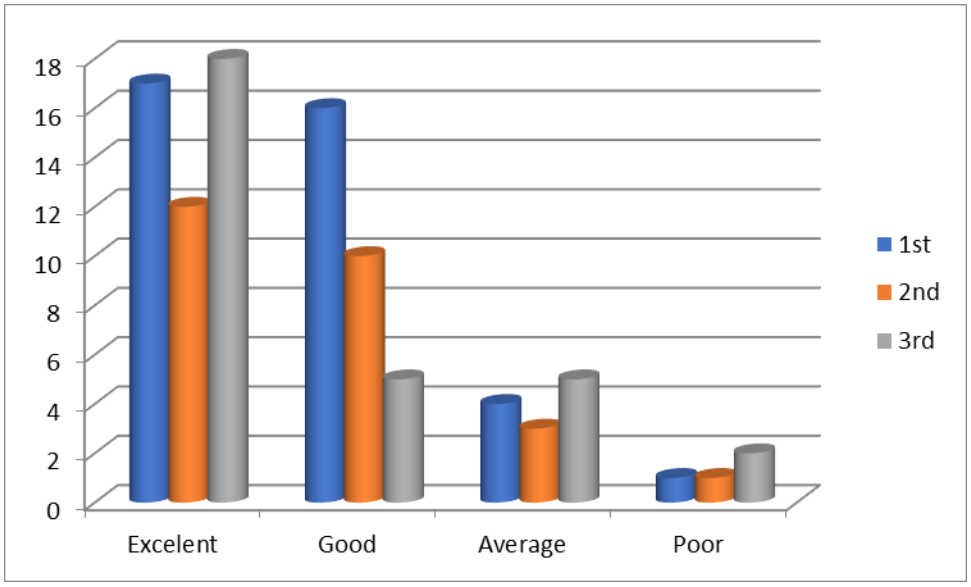

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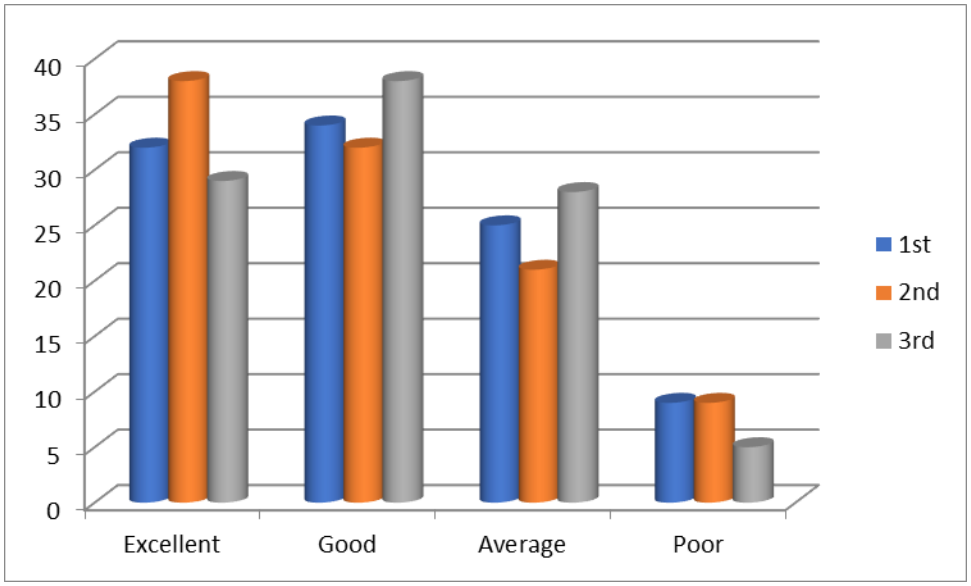

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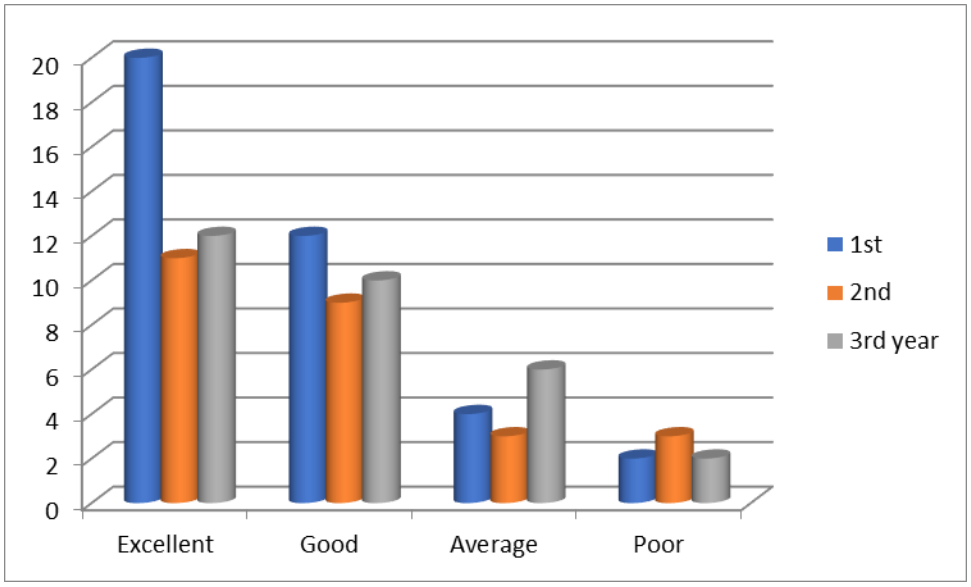

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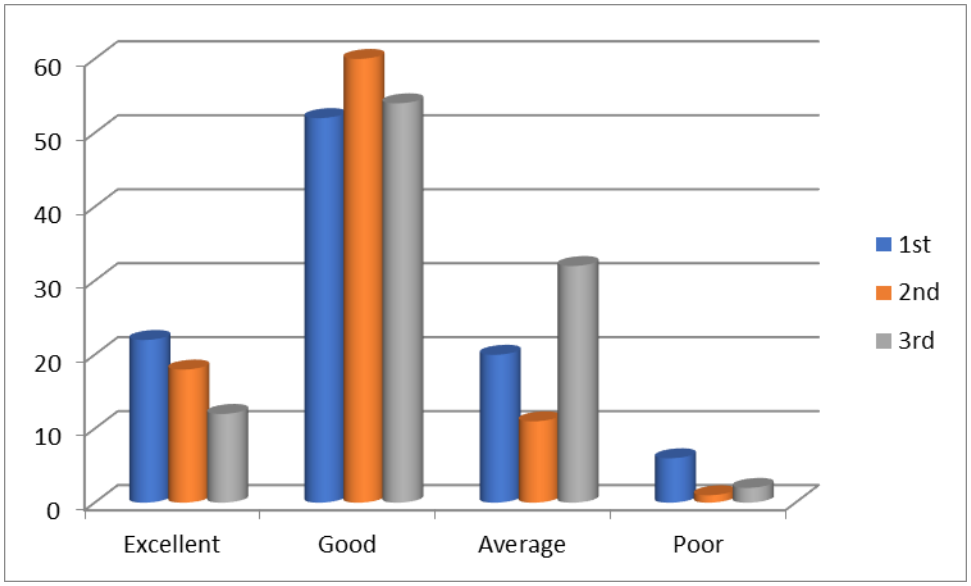

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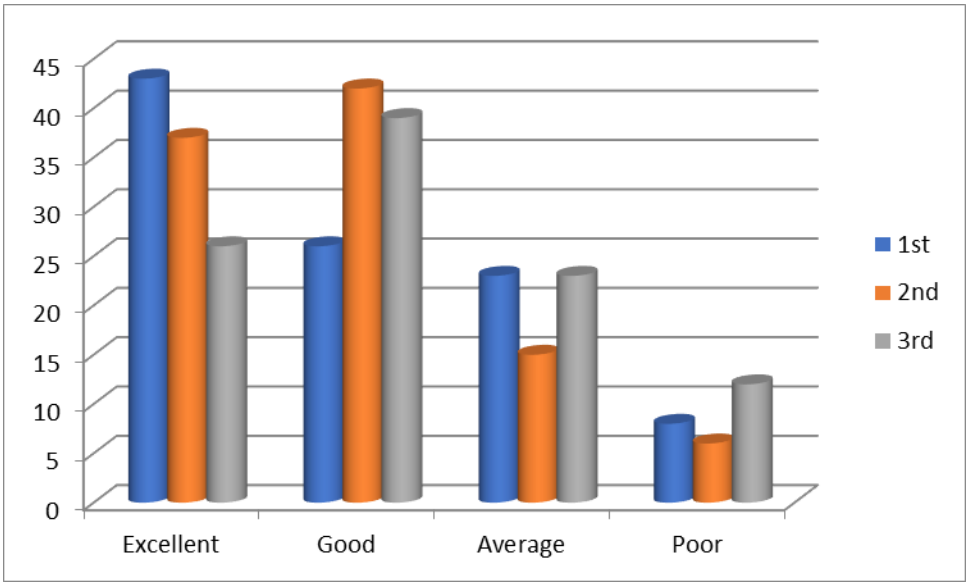

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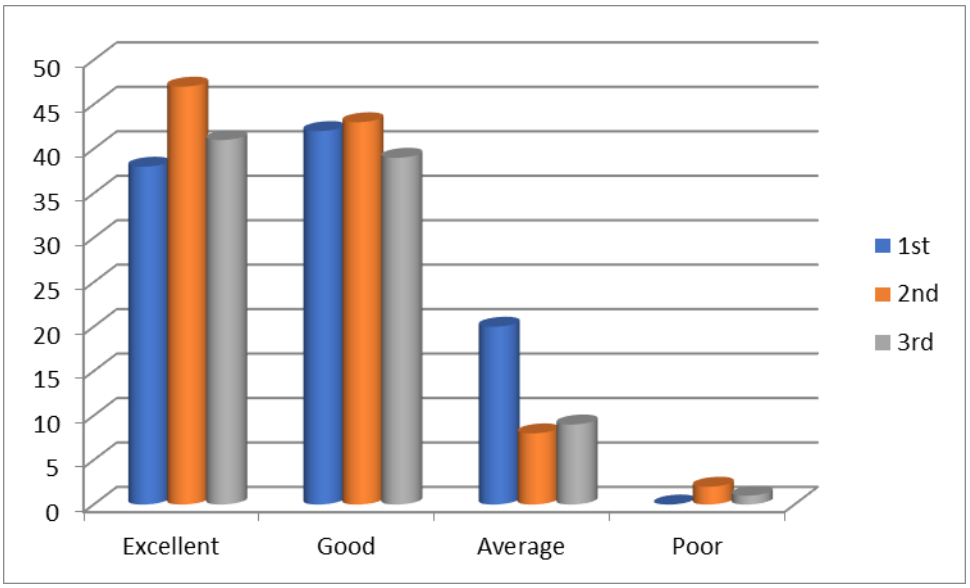

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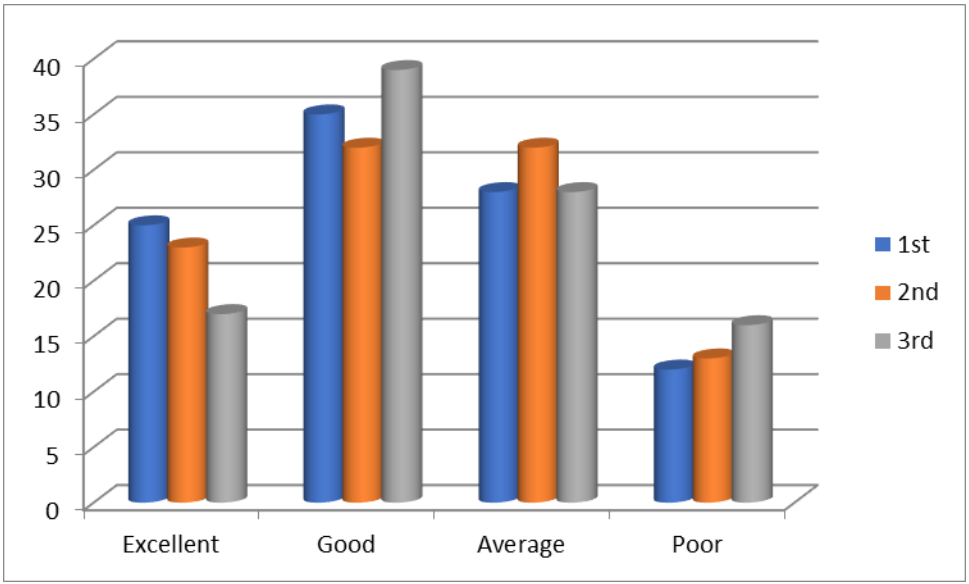

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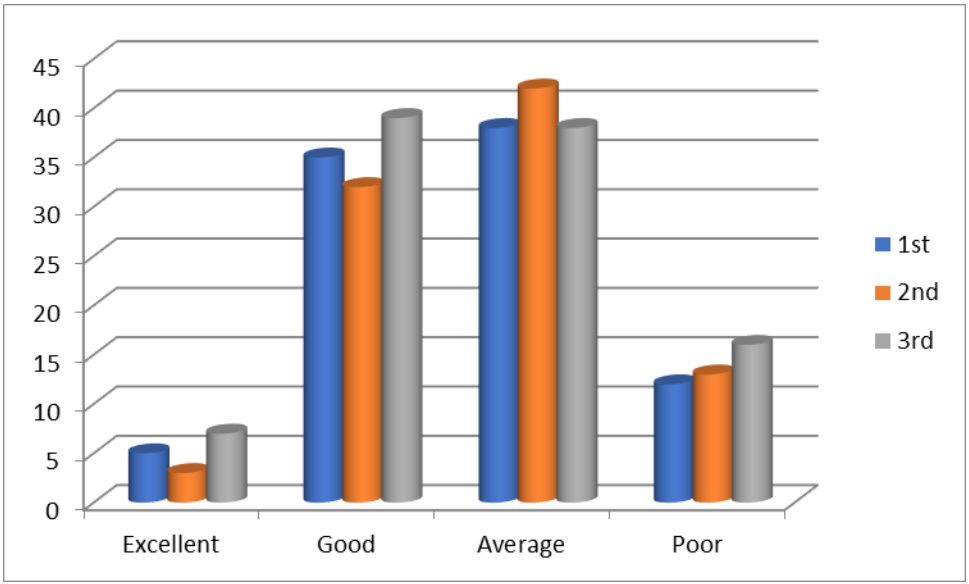

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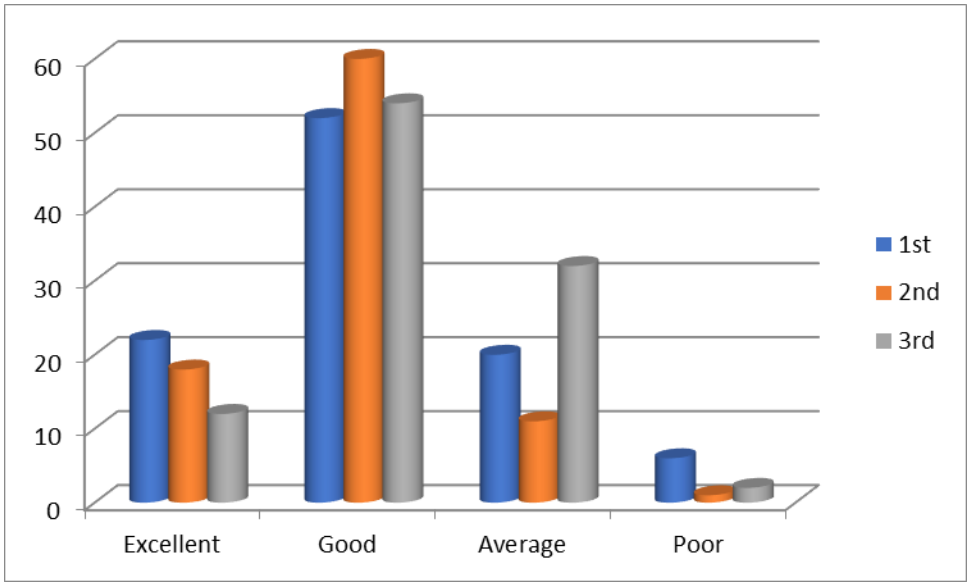

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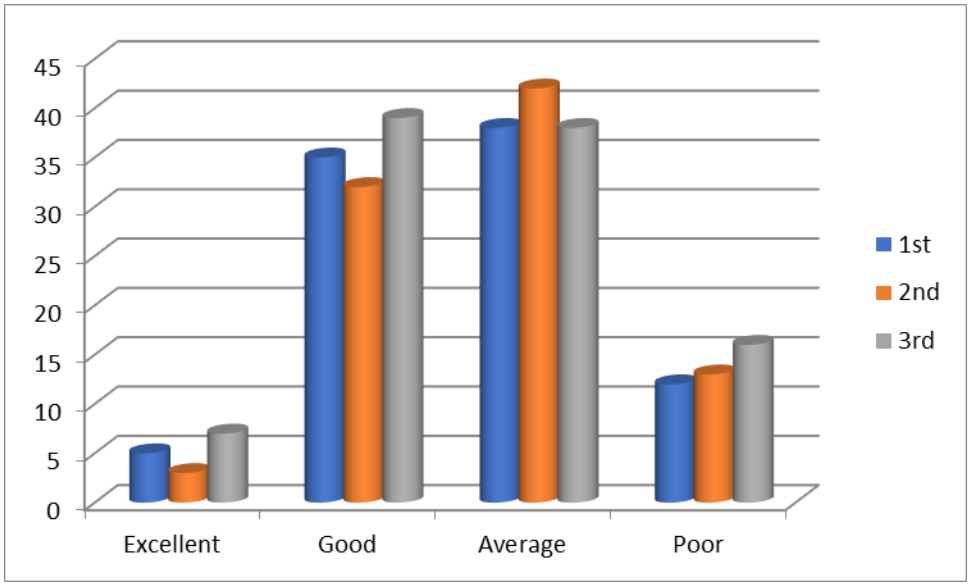

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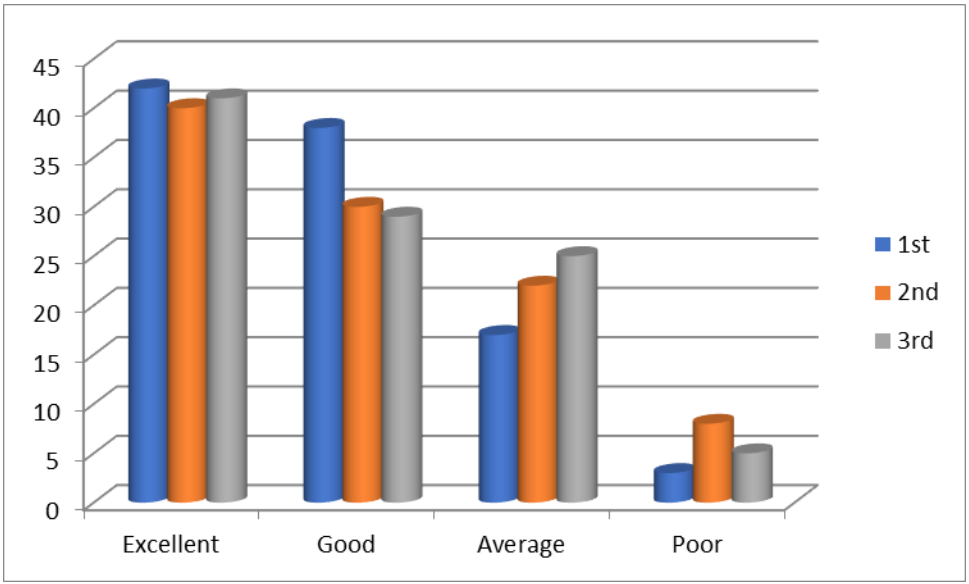

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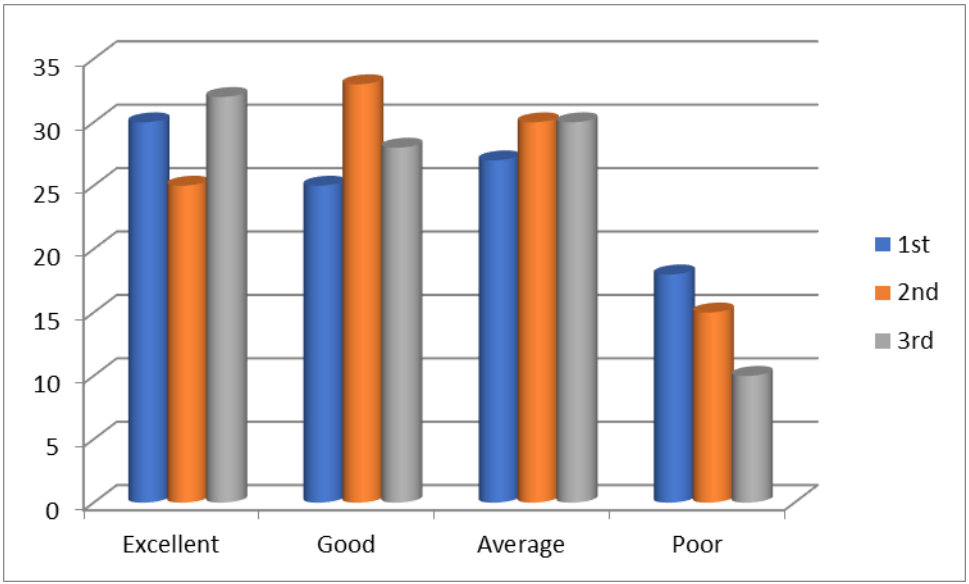

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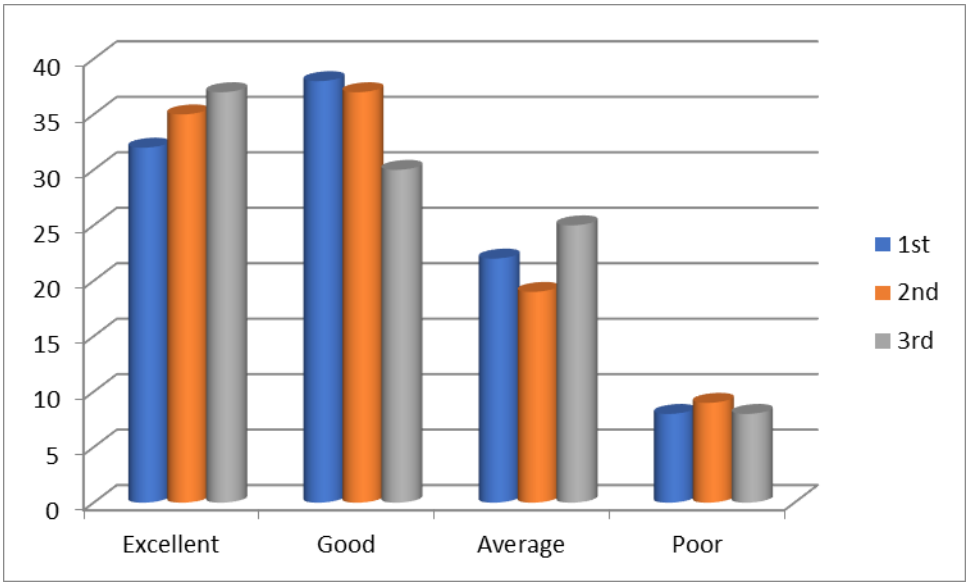

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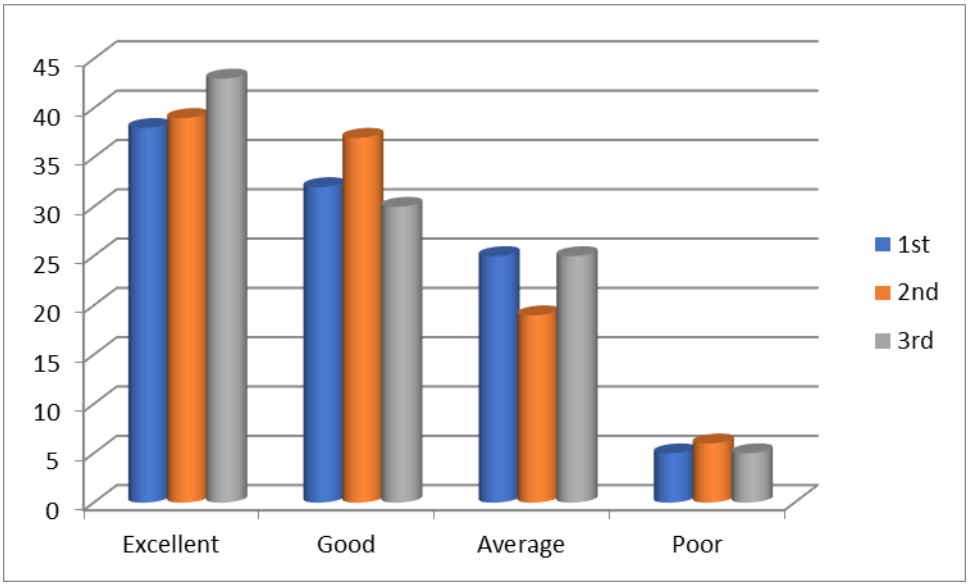

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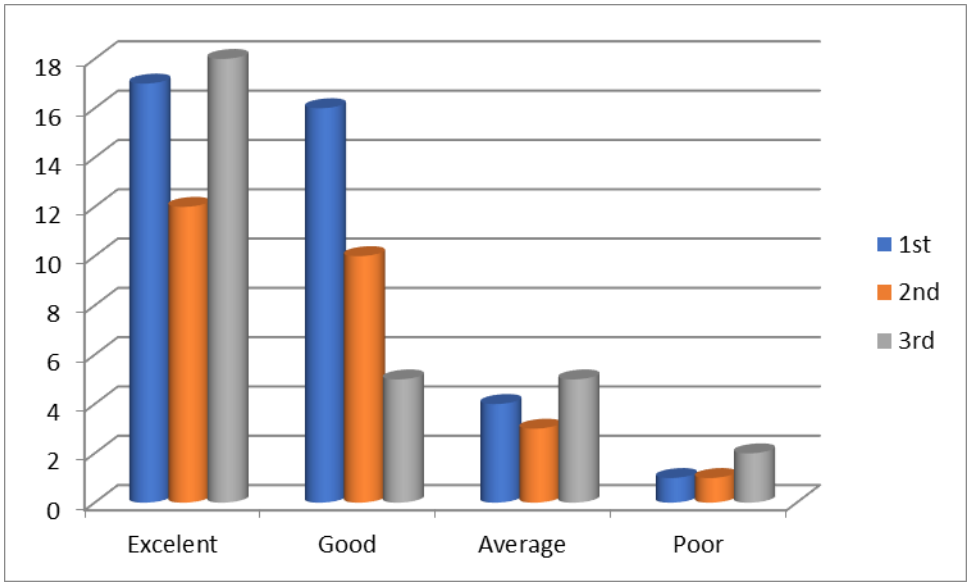

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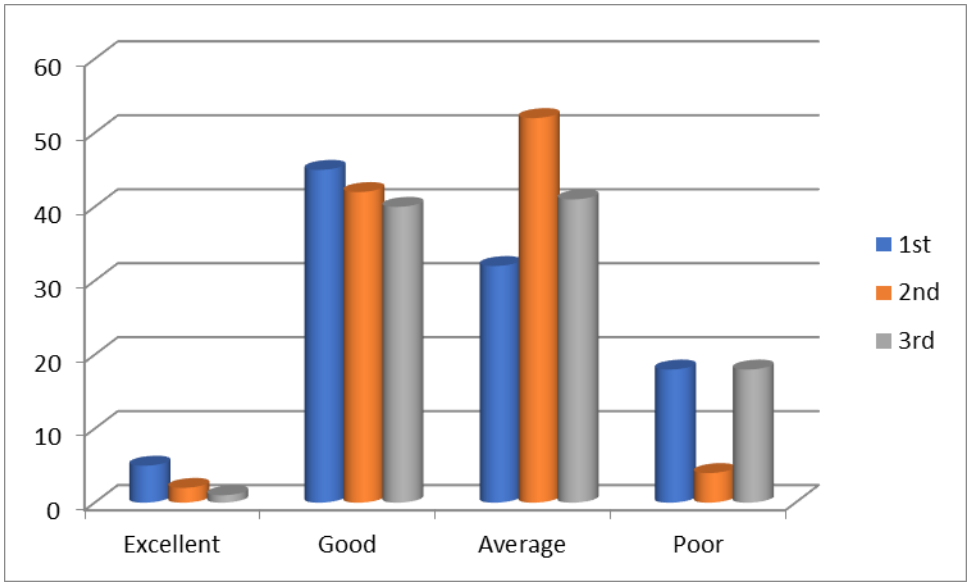

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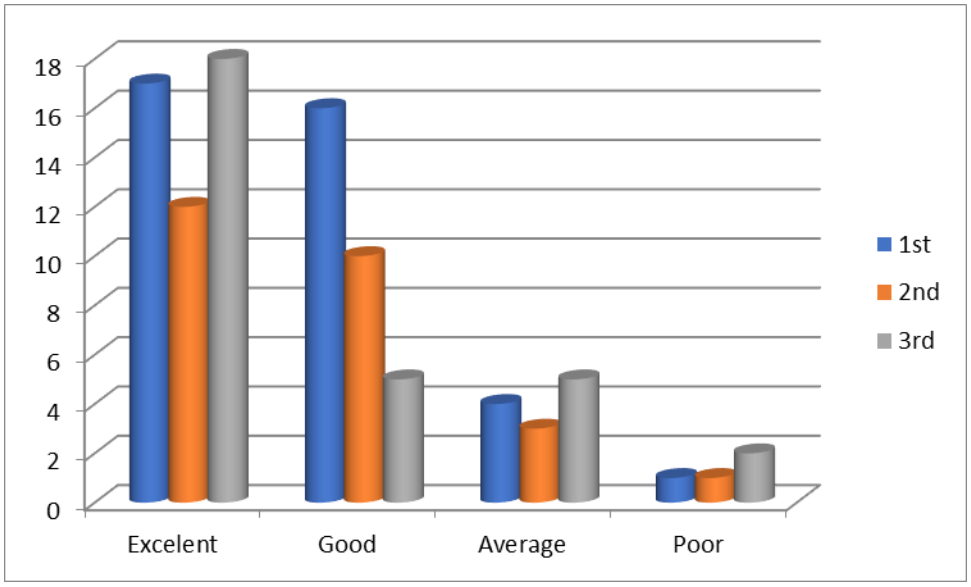

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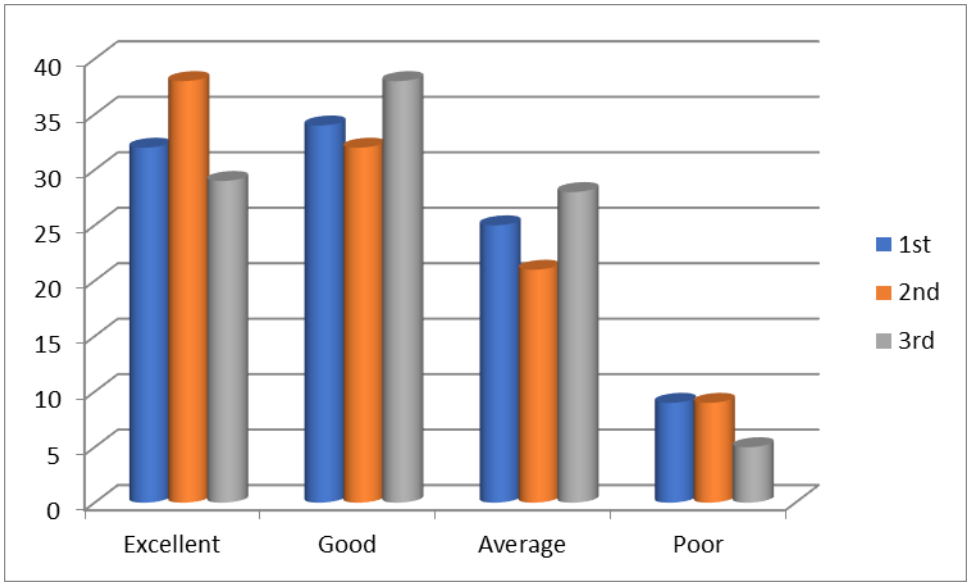

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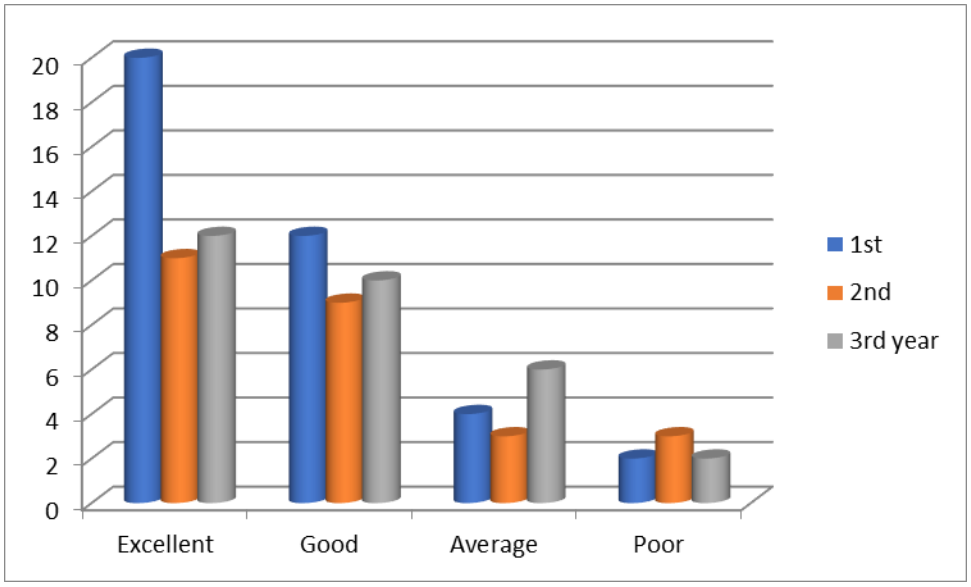

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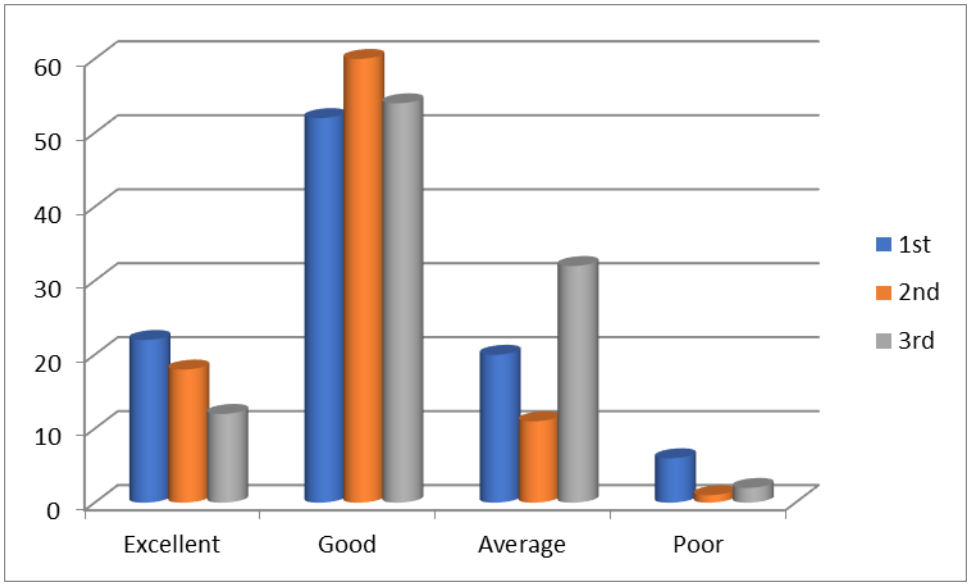

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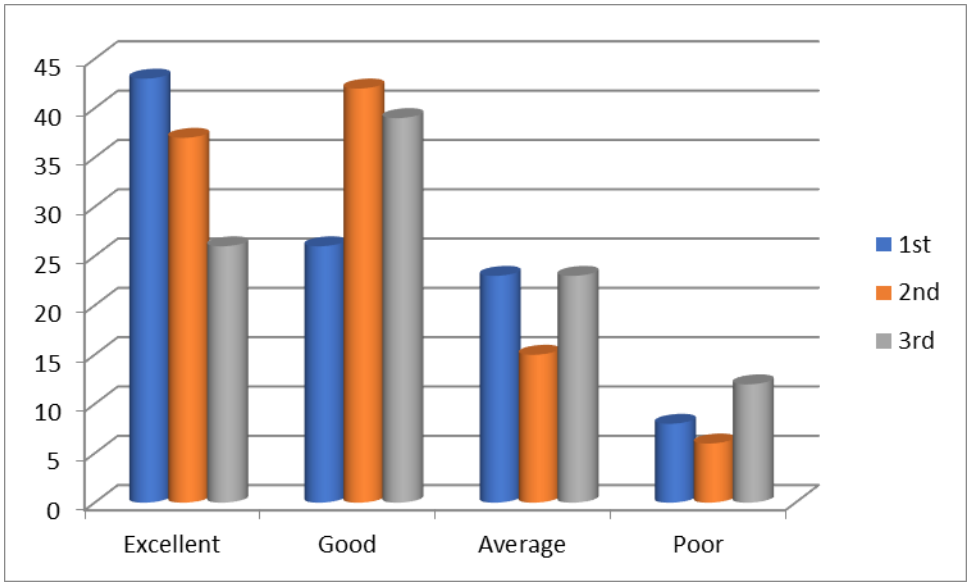

F

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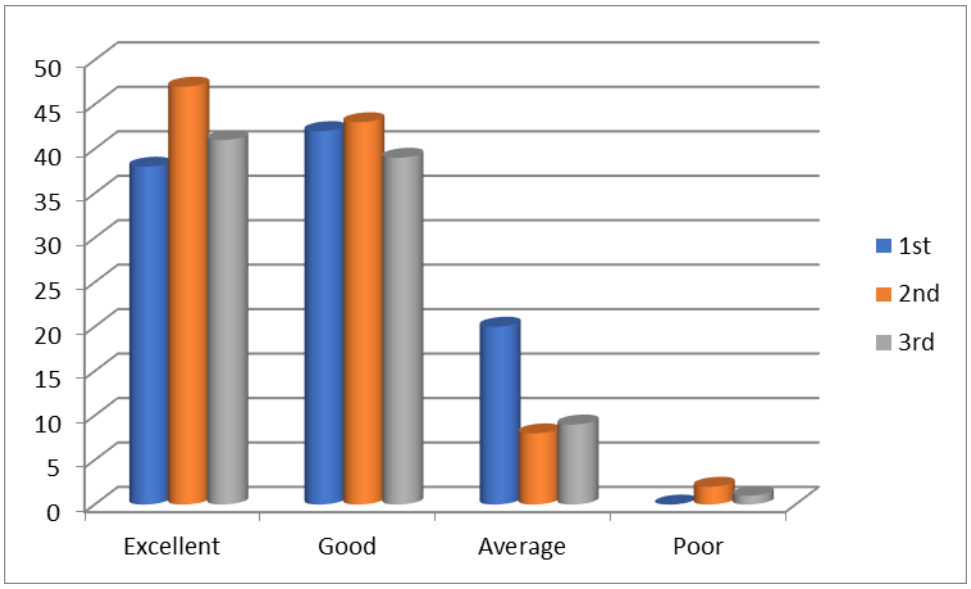

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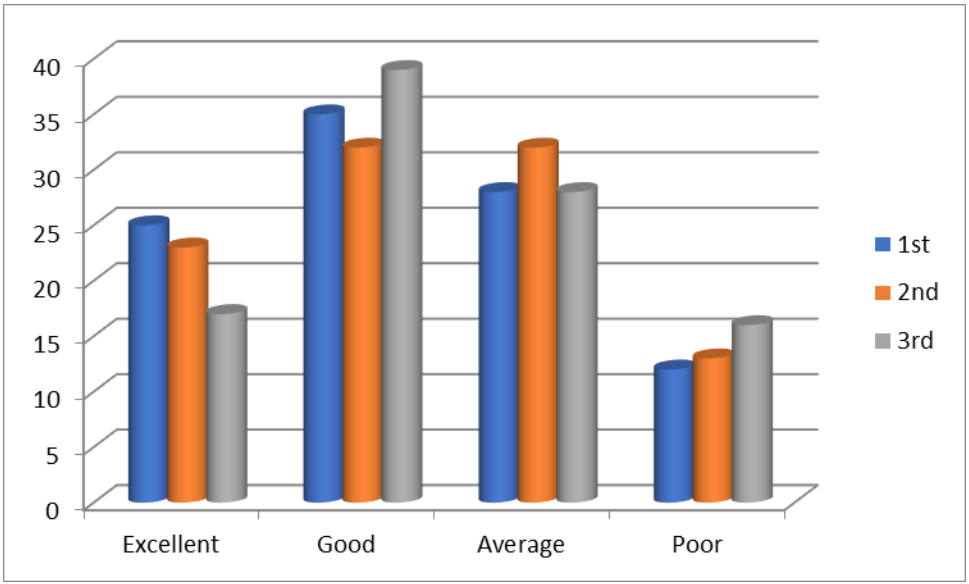

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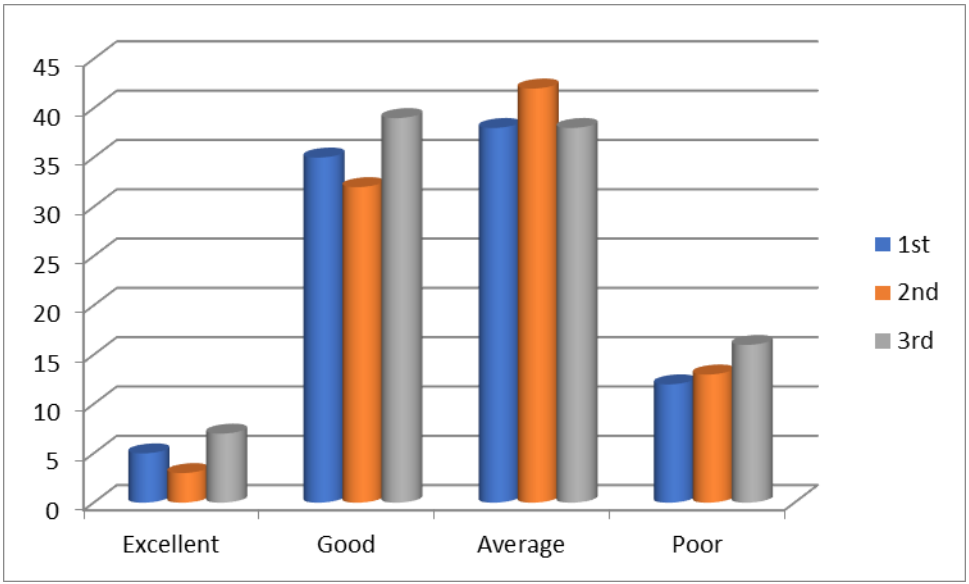

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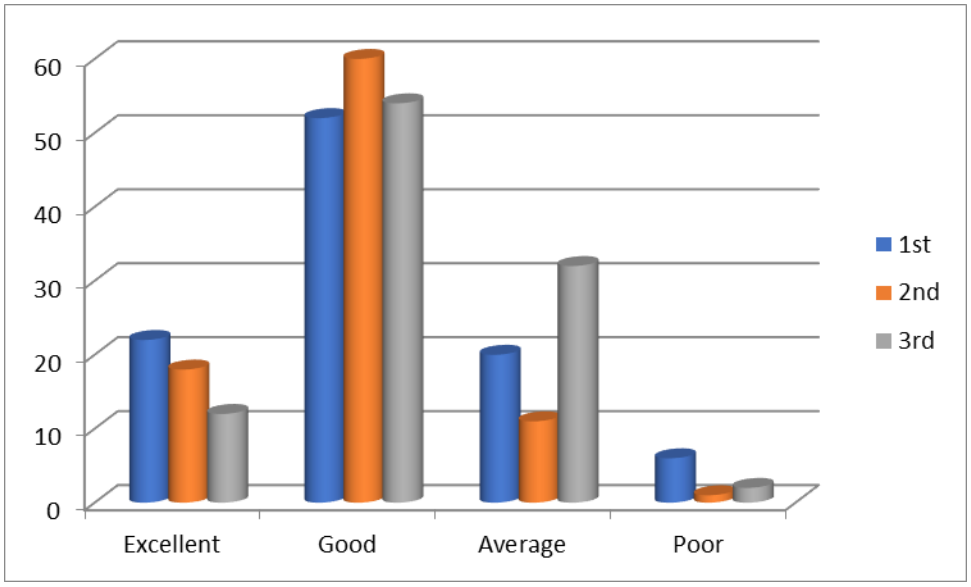

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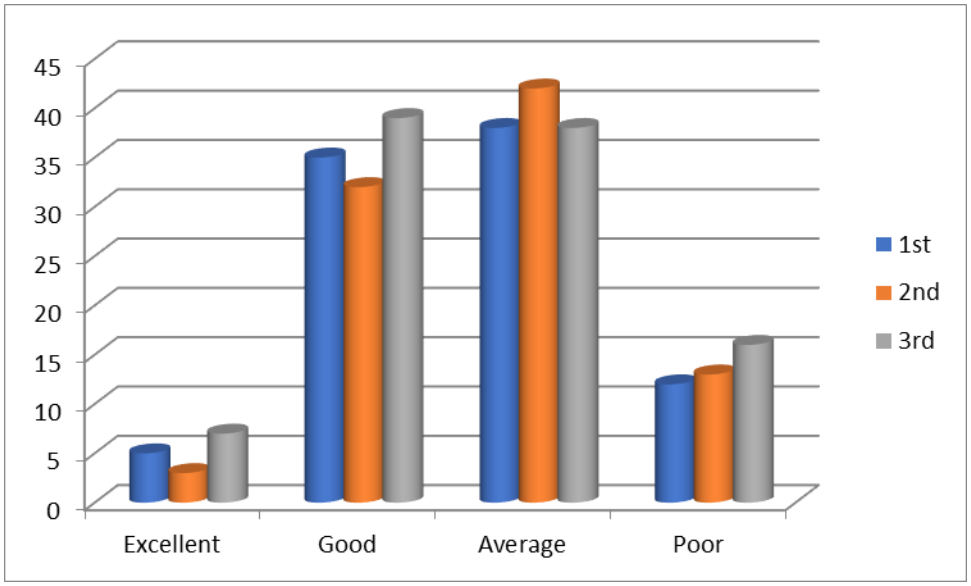

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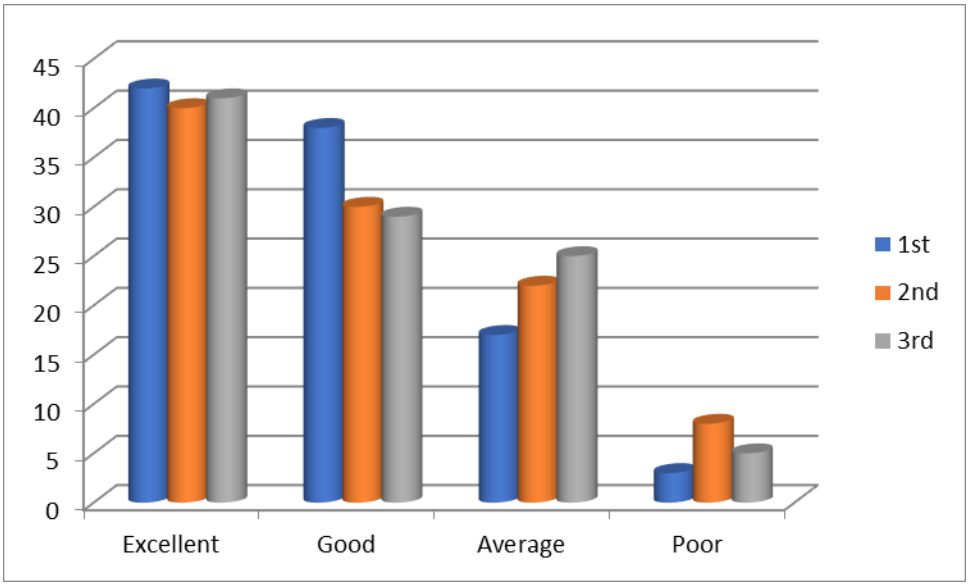

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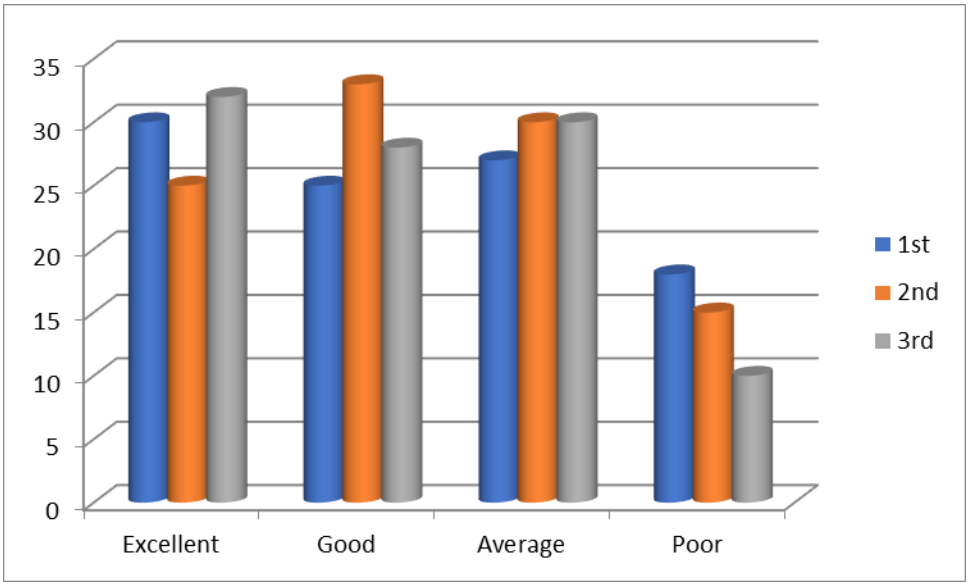

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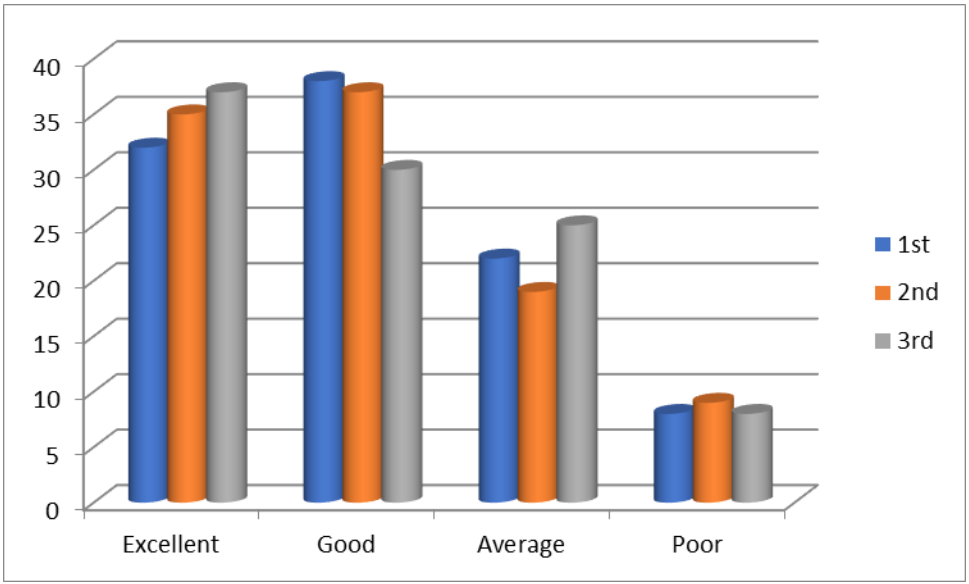

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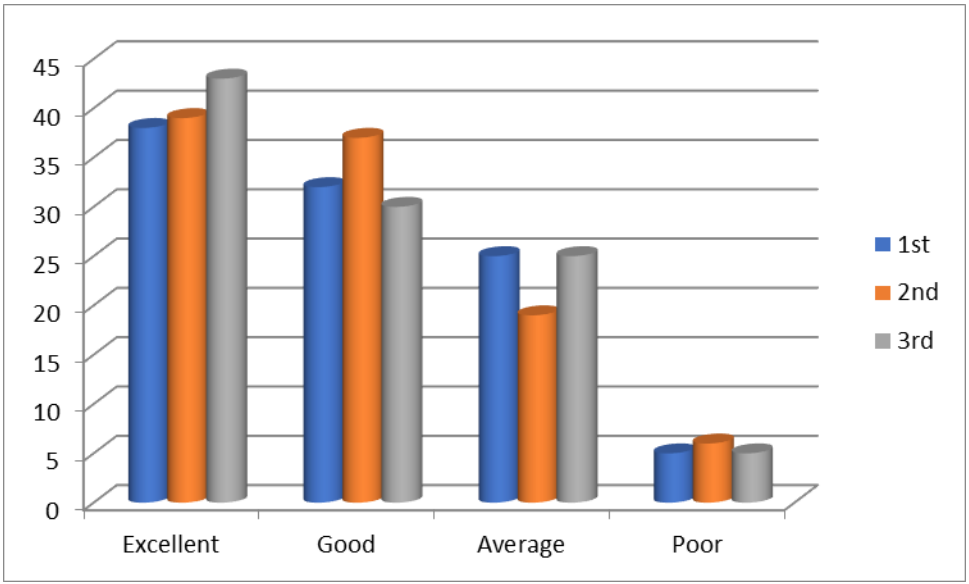

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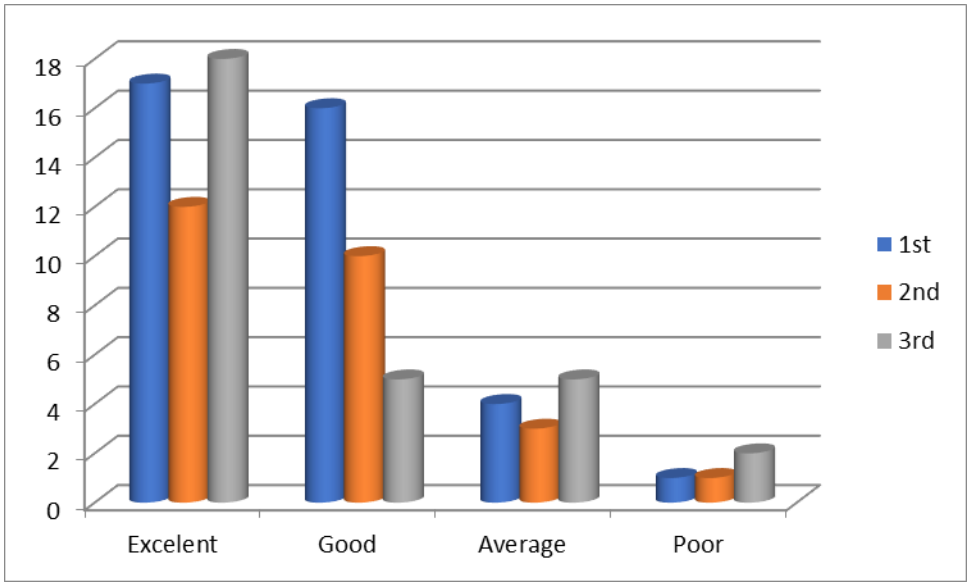

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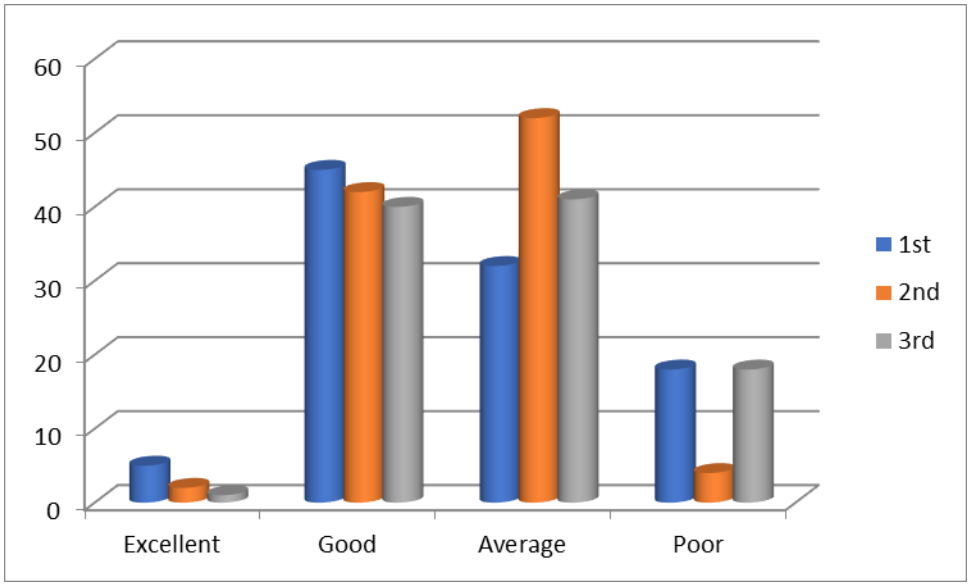

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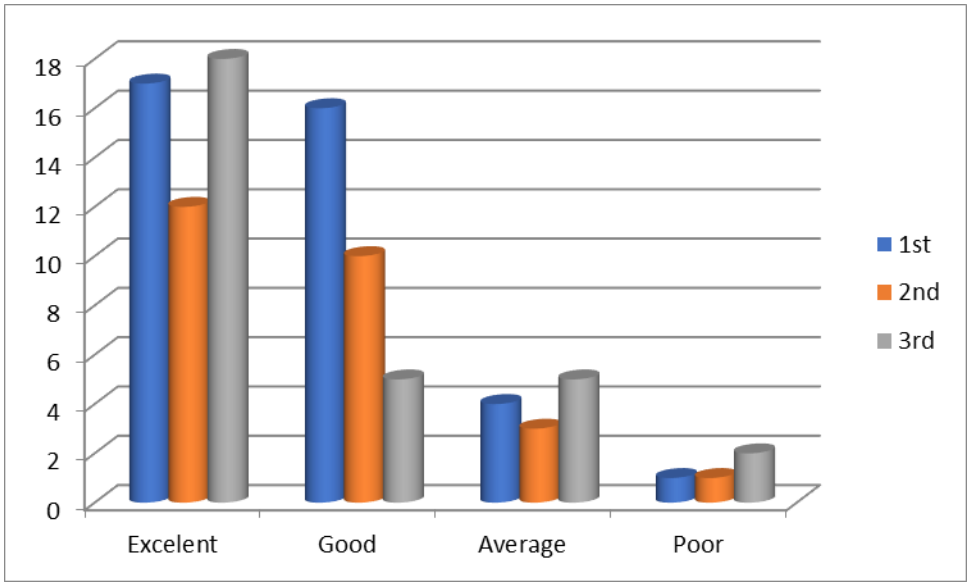

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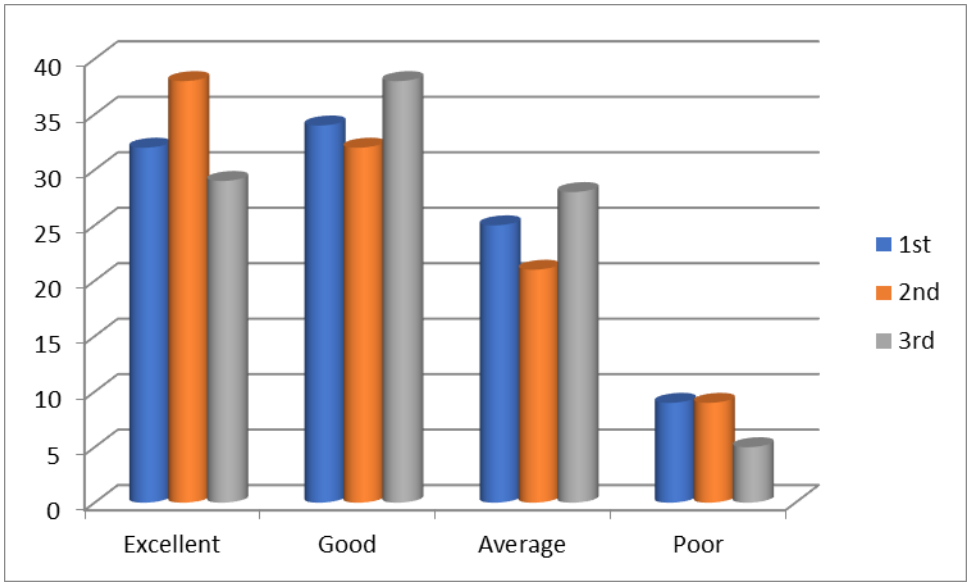

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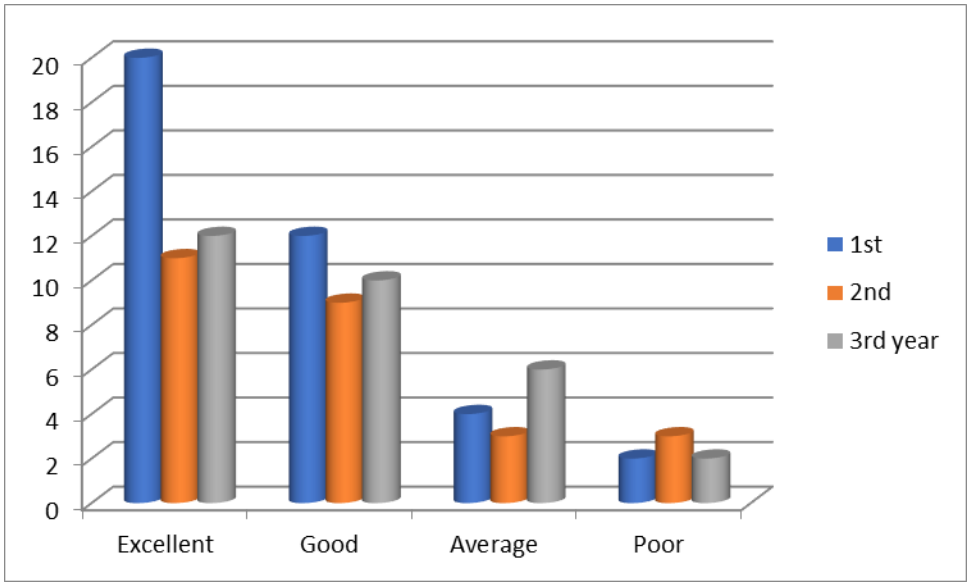

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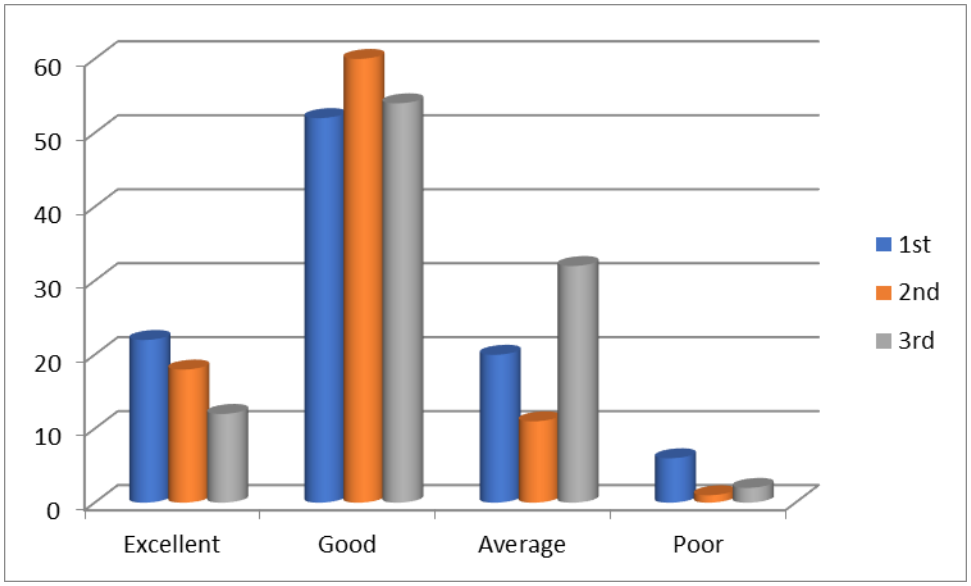

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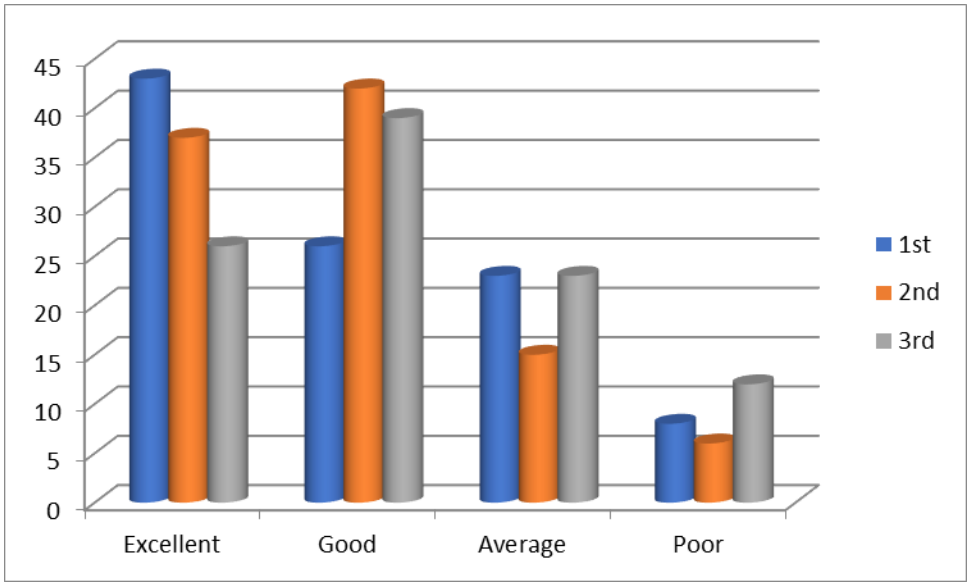

F

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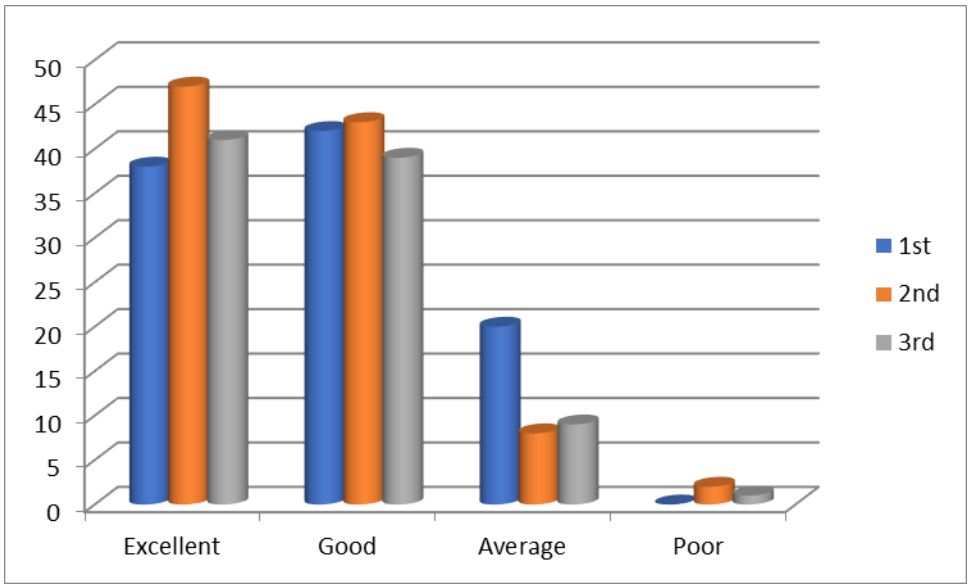

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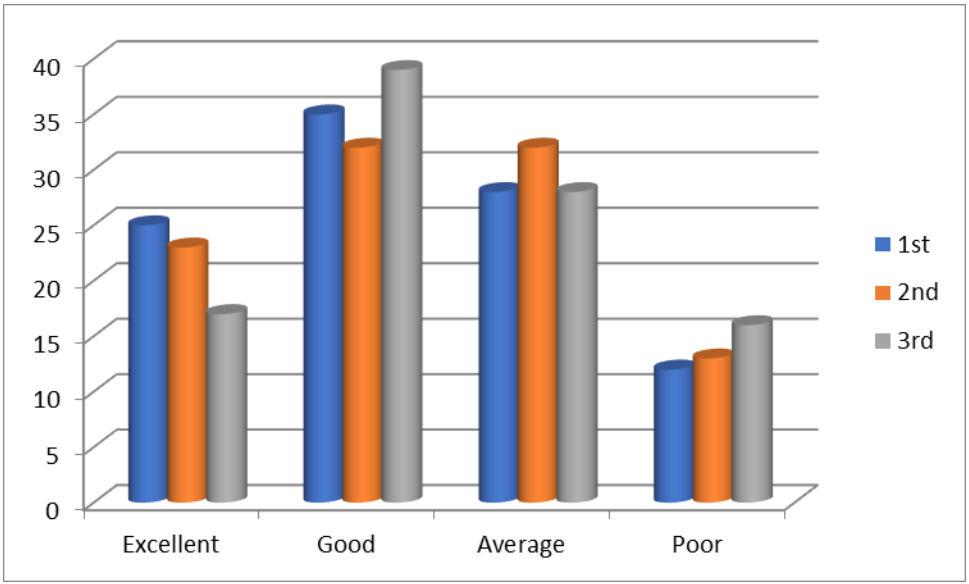

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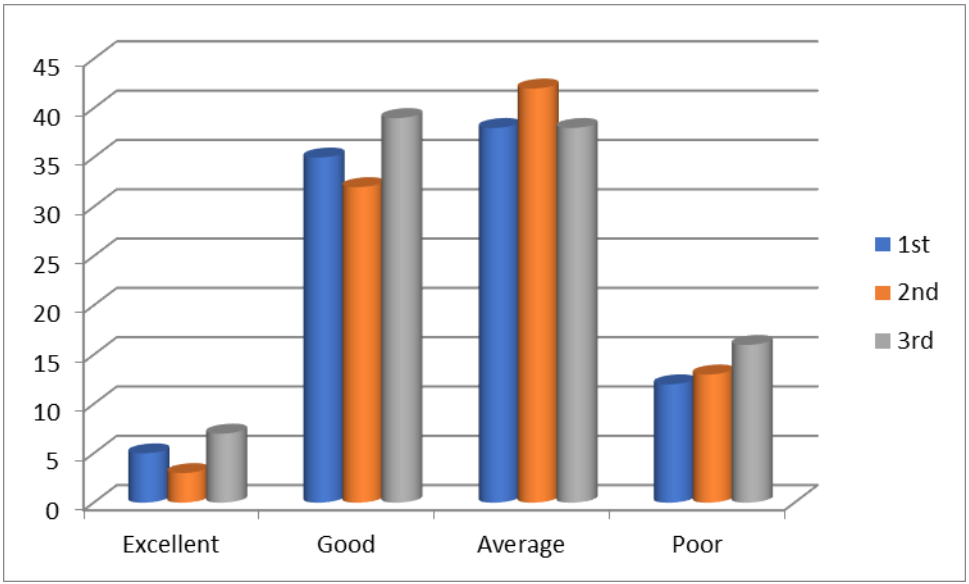

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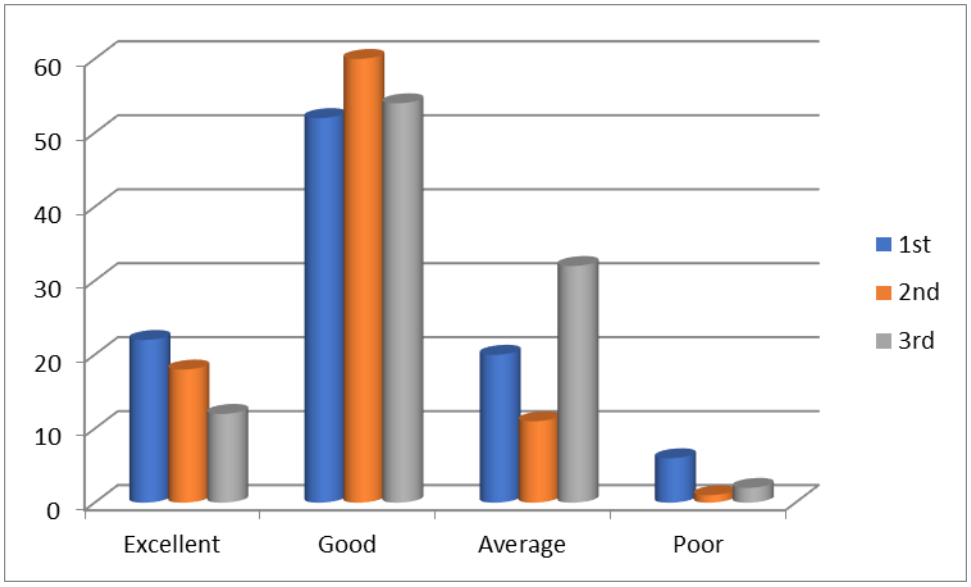

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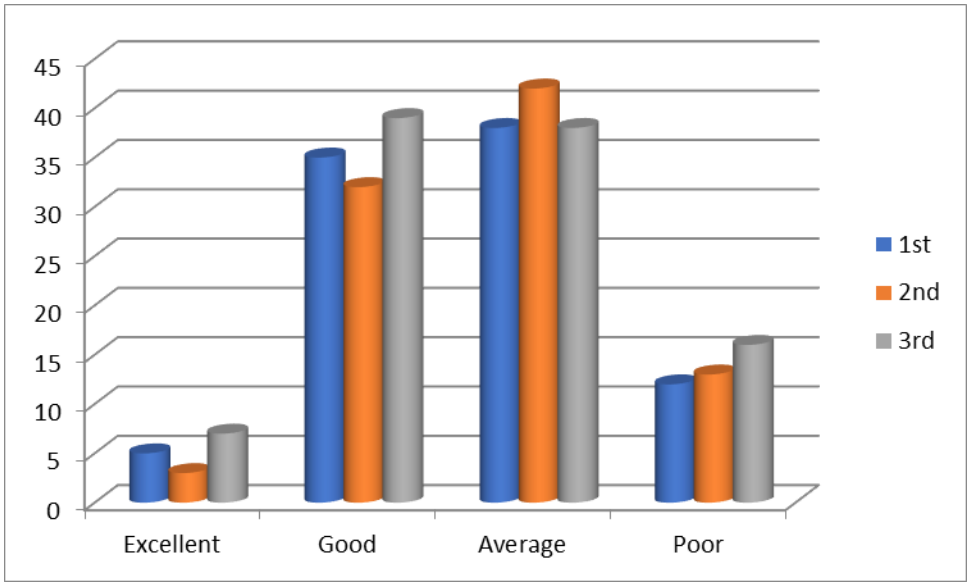

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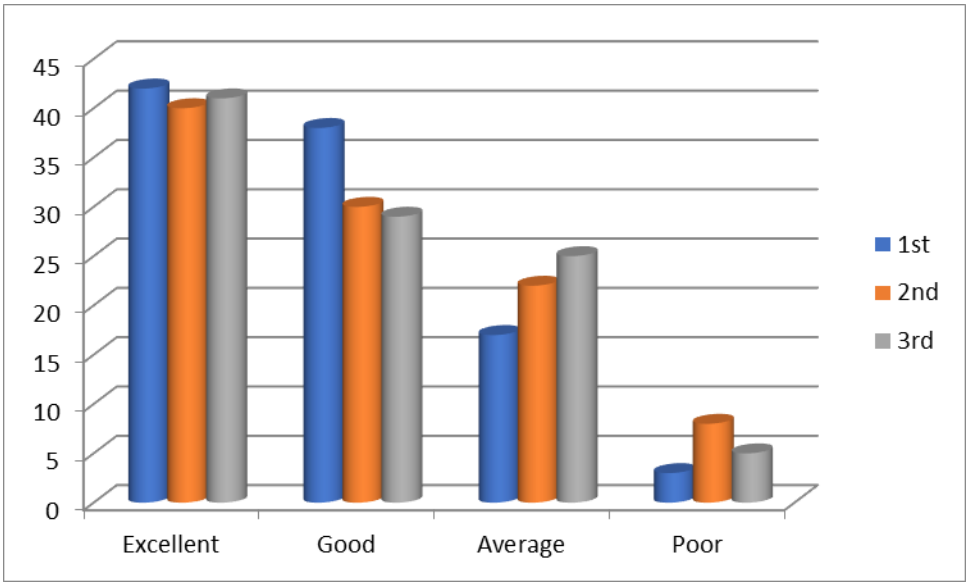

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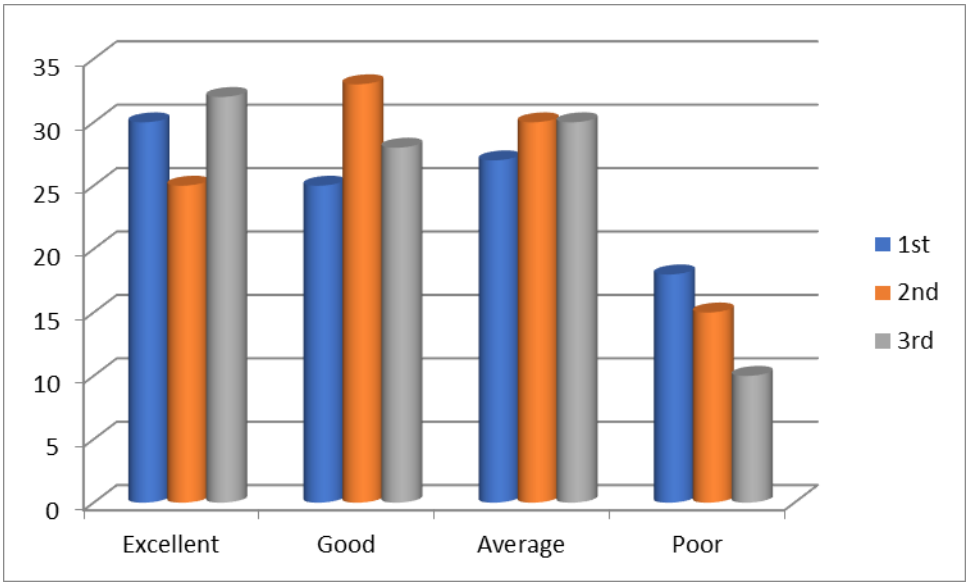

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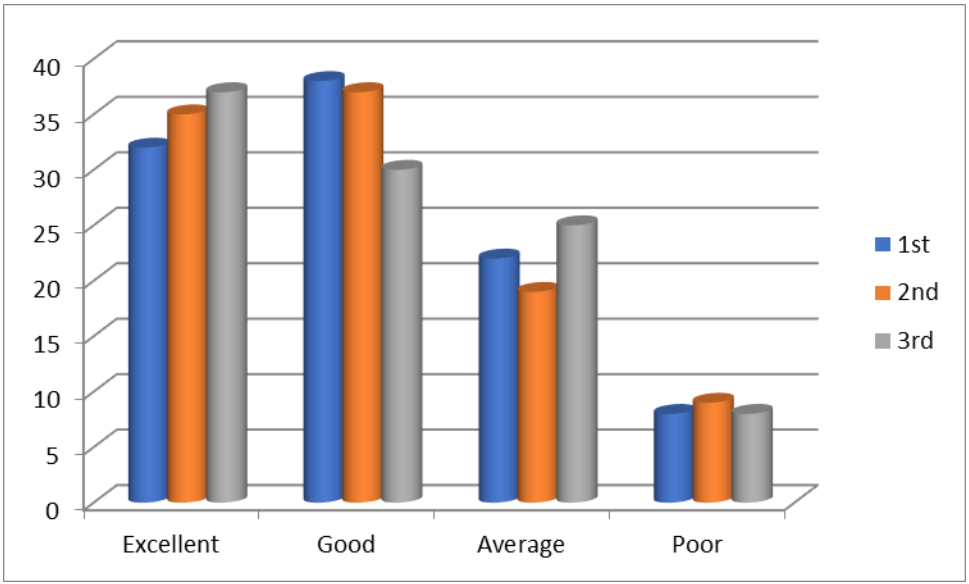

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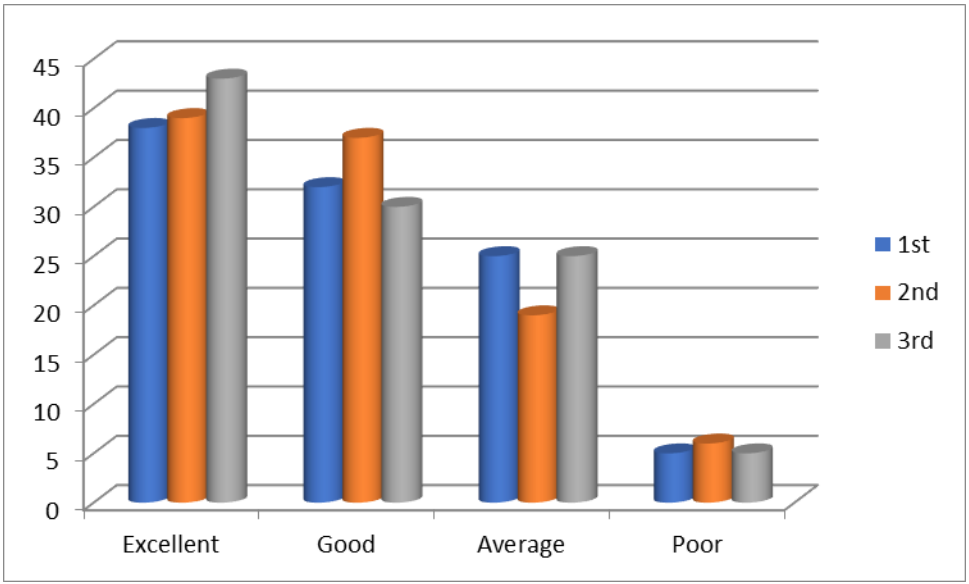

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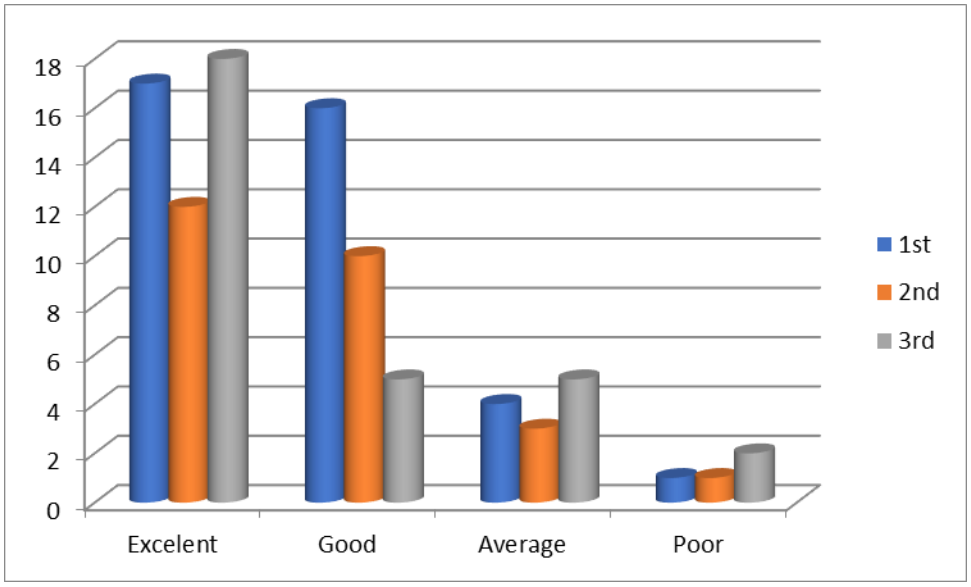

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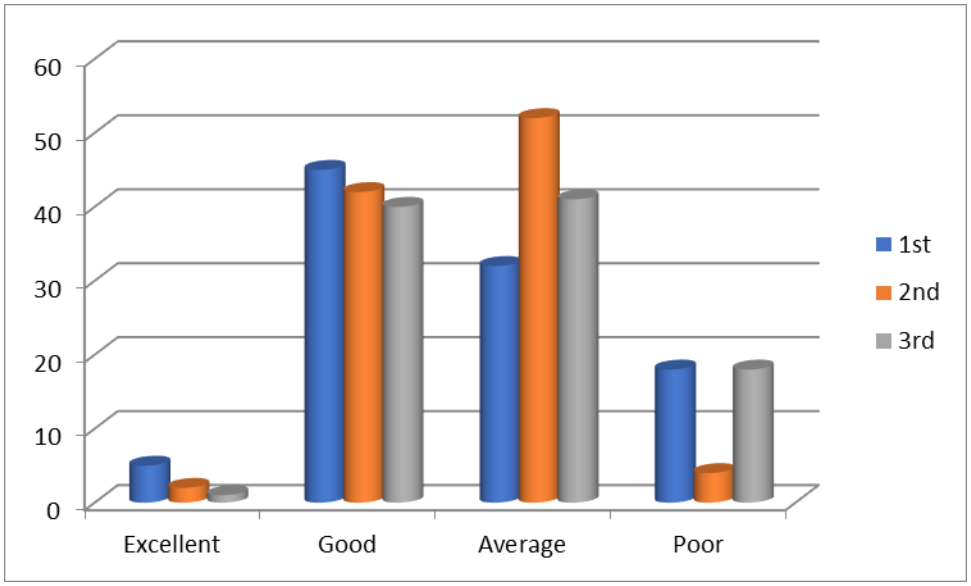

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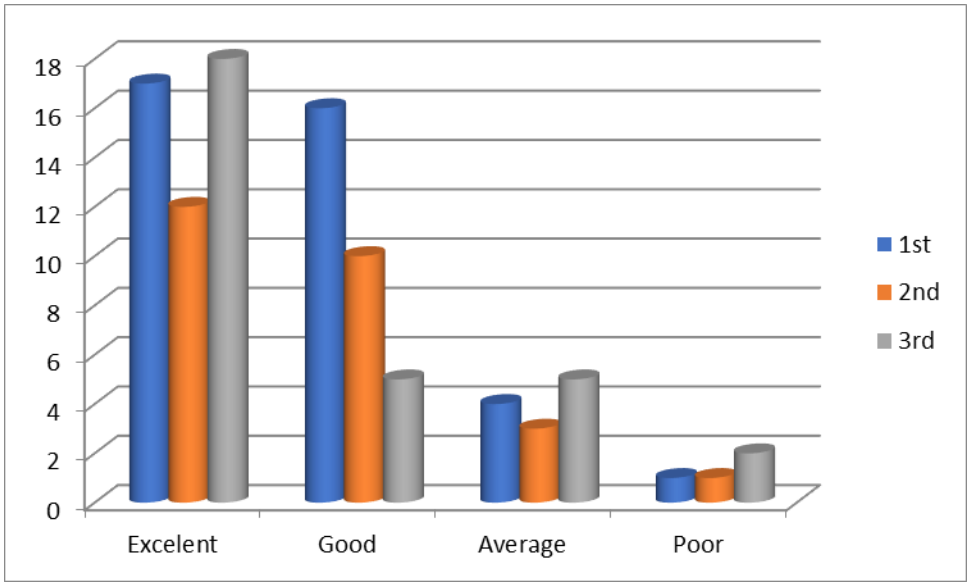

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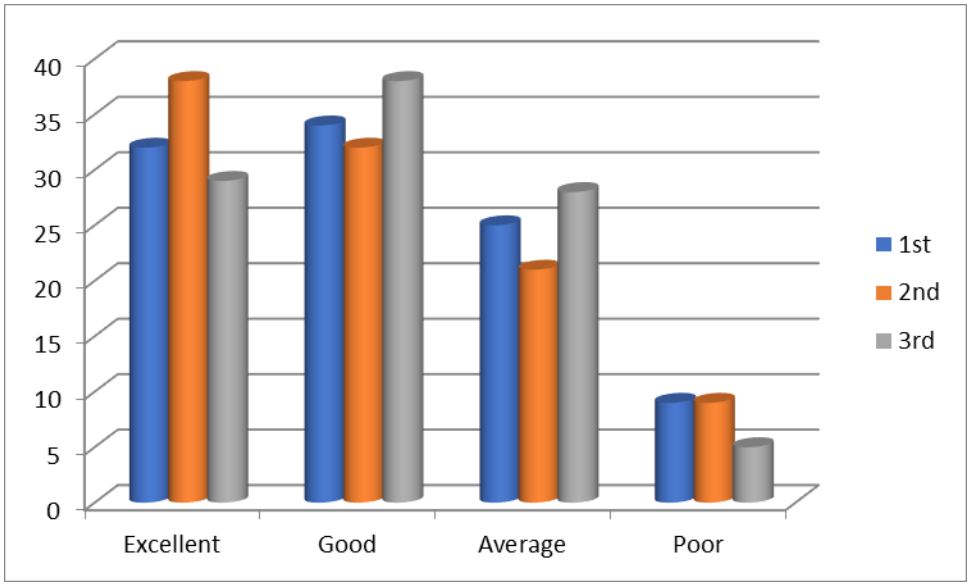

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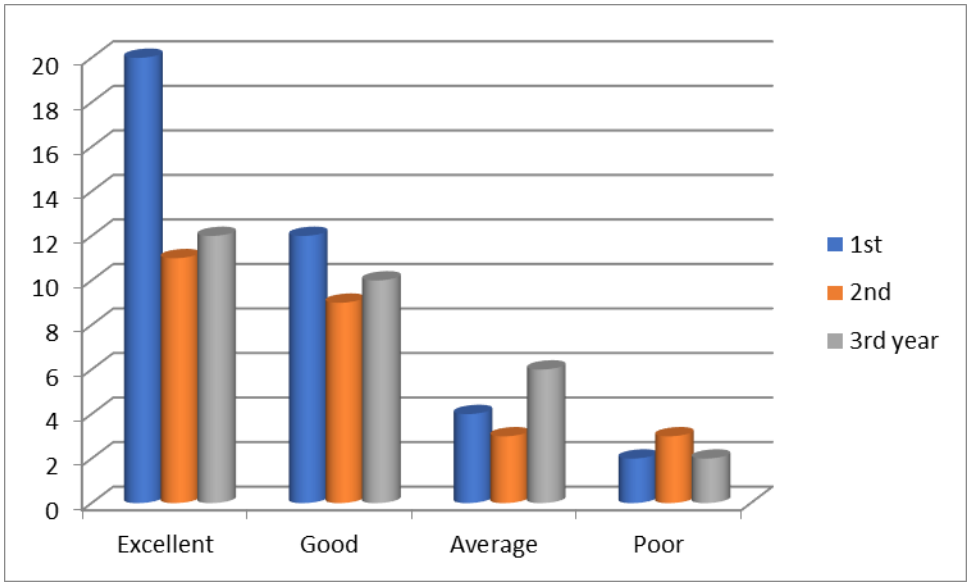

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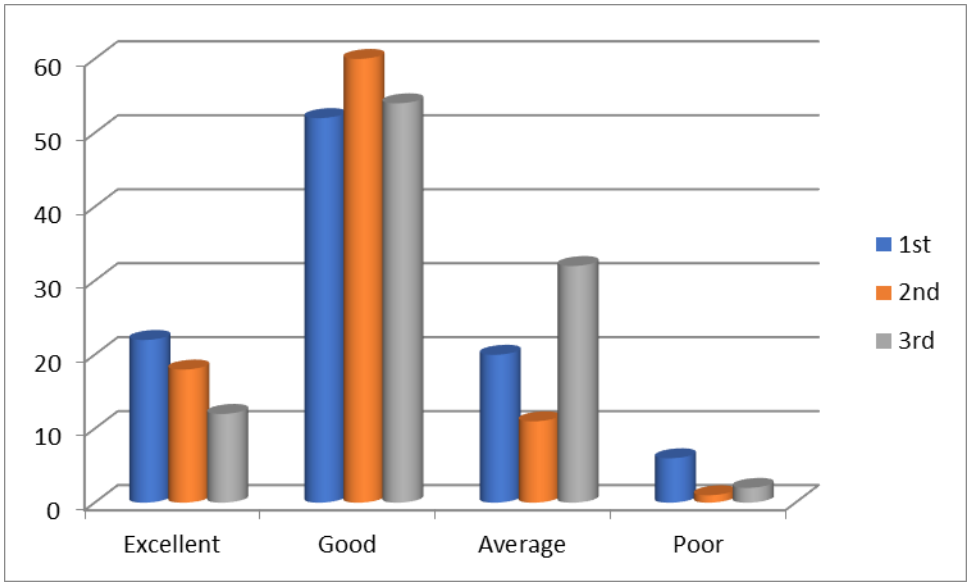

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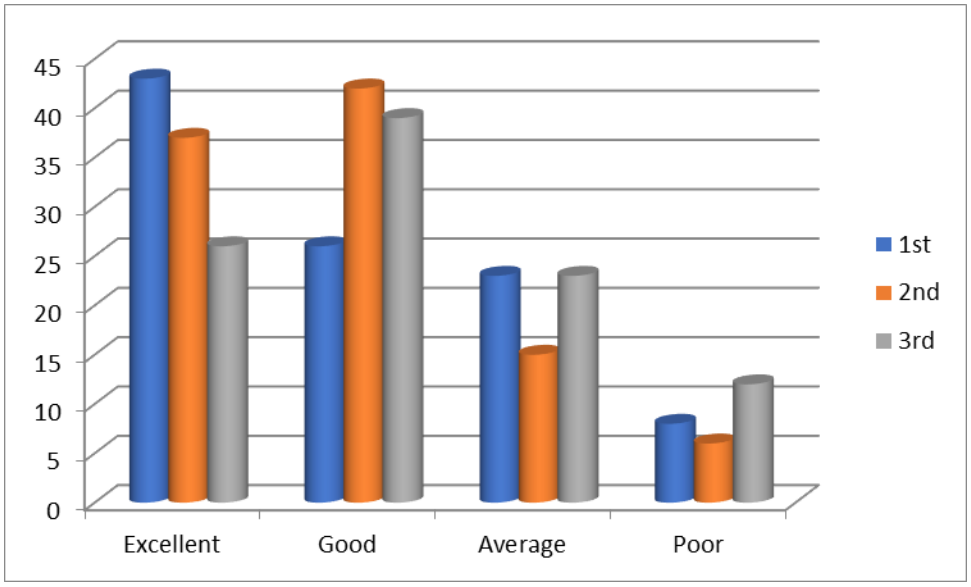

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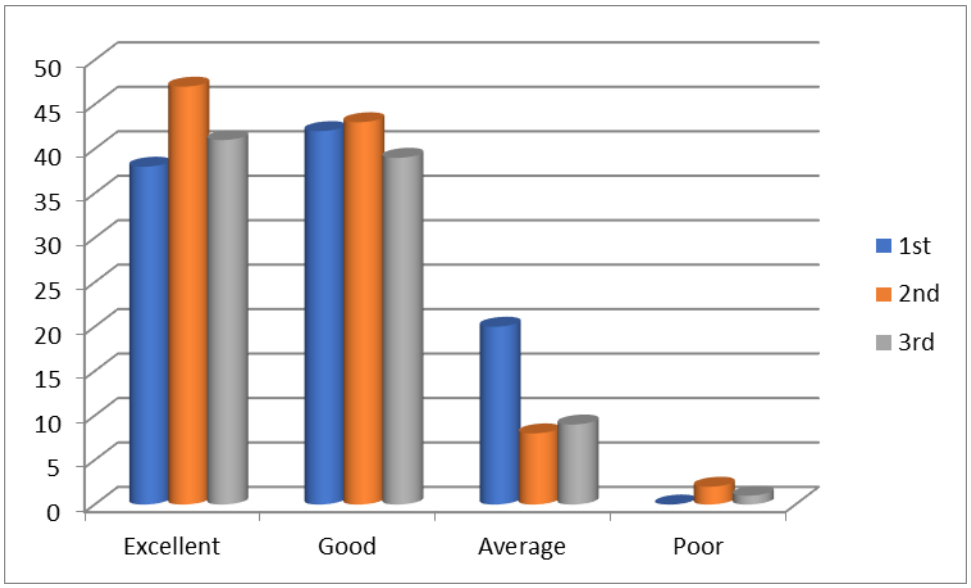

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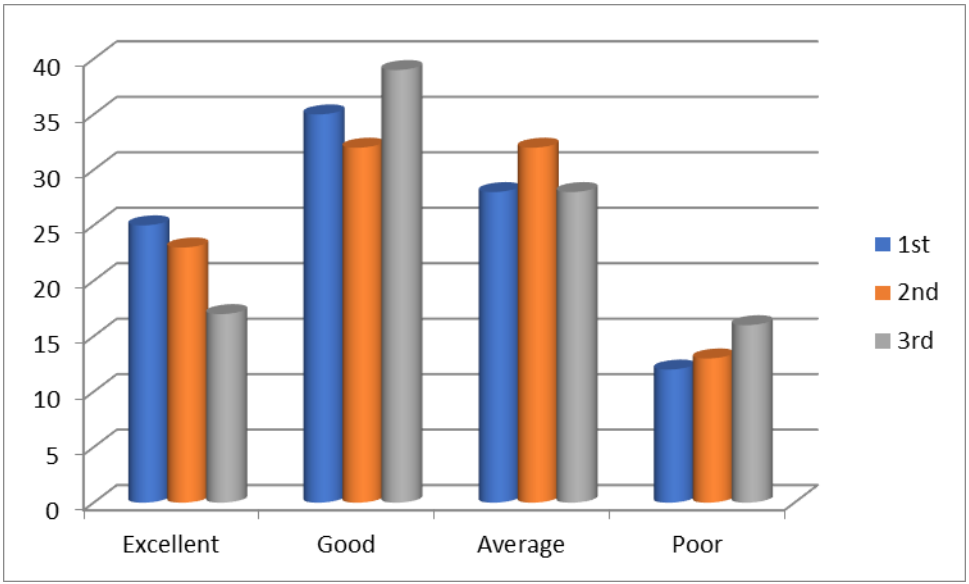

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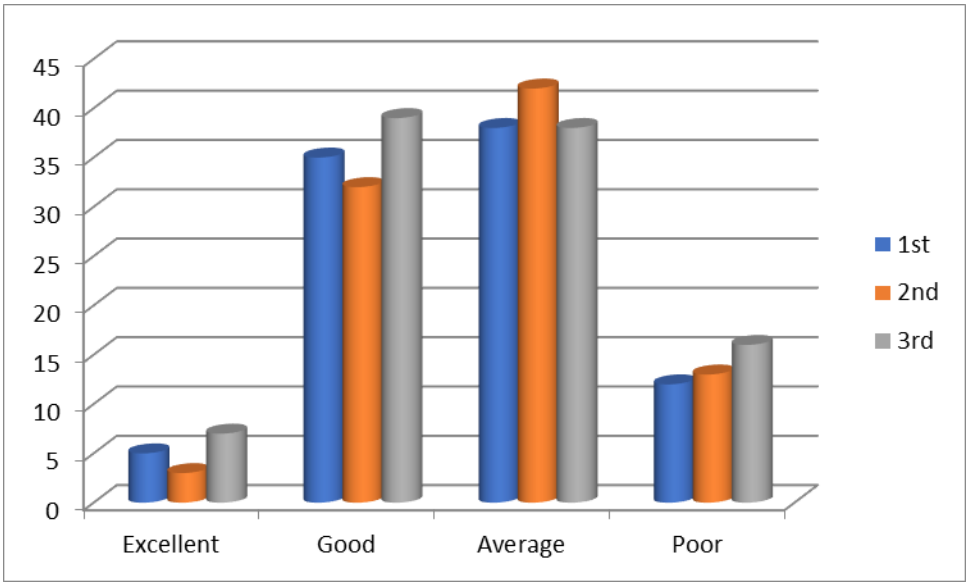

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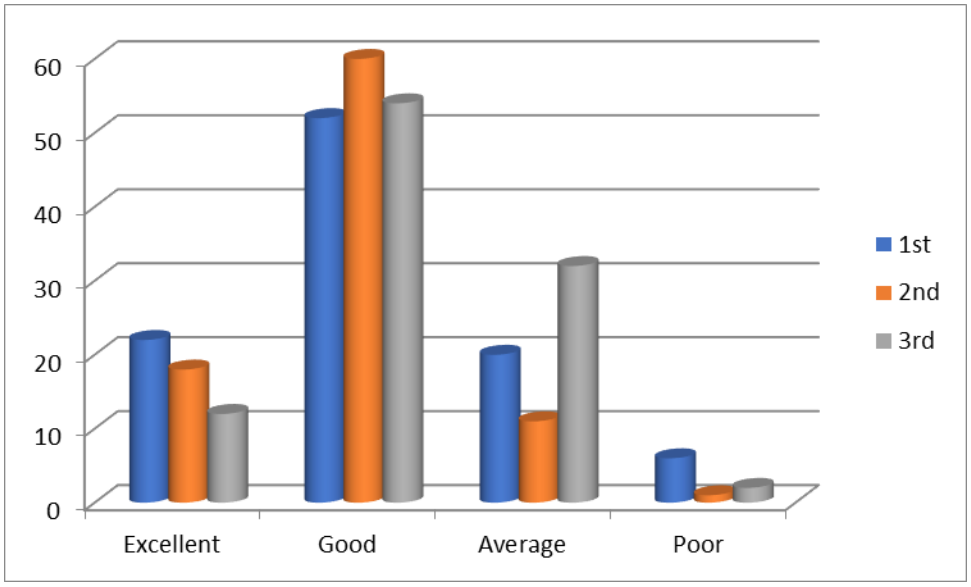

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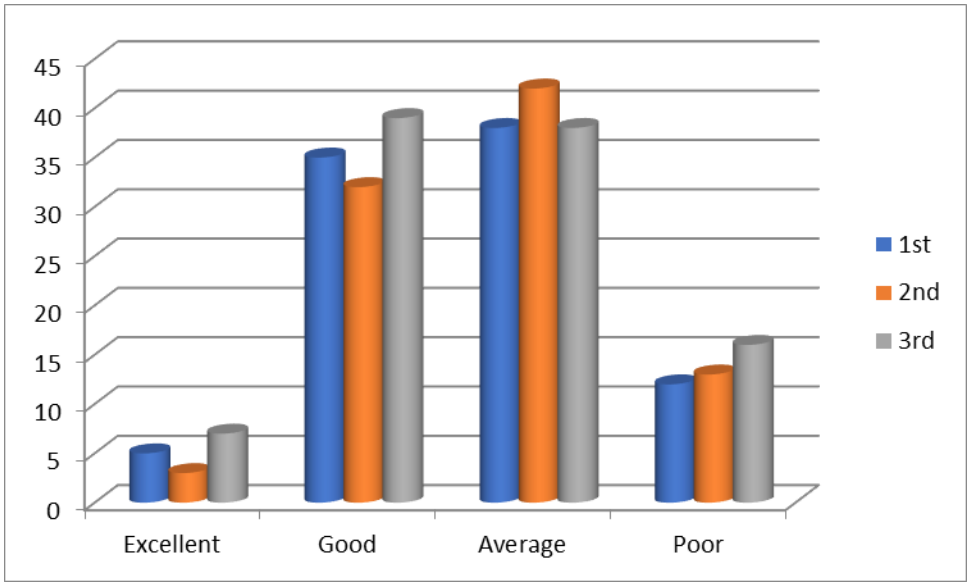

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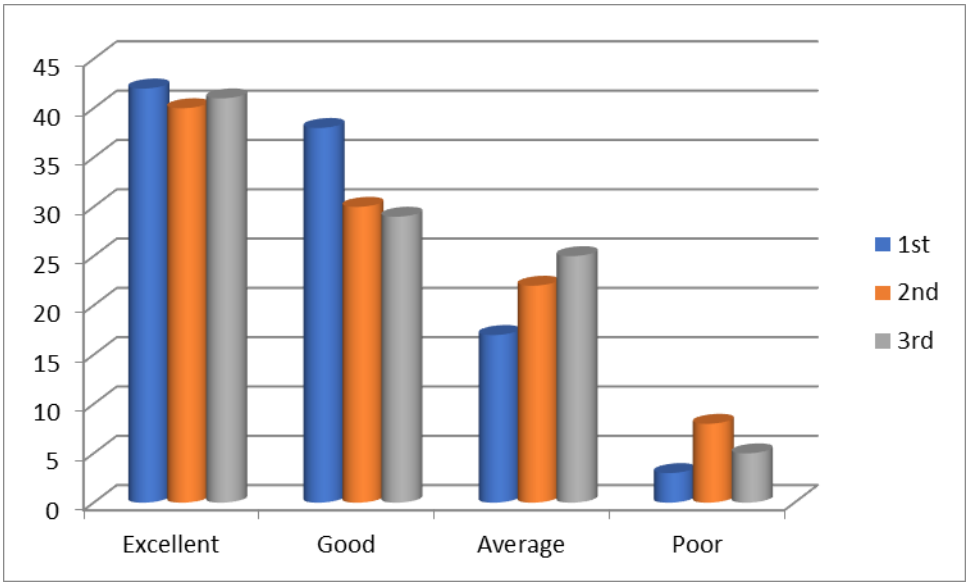

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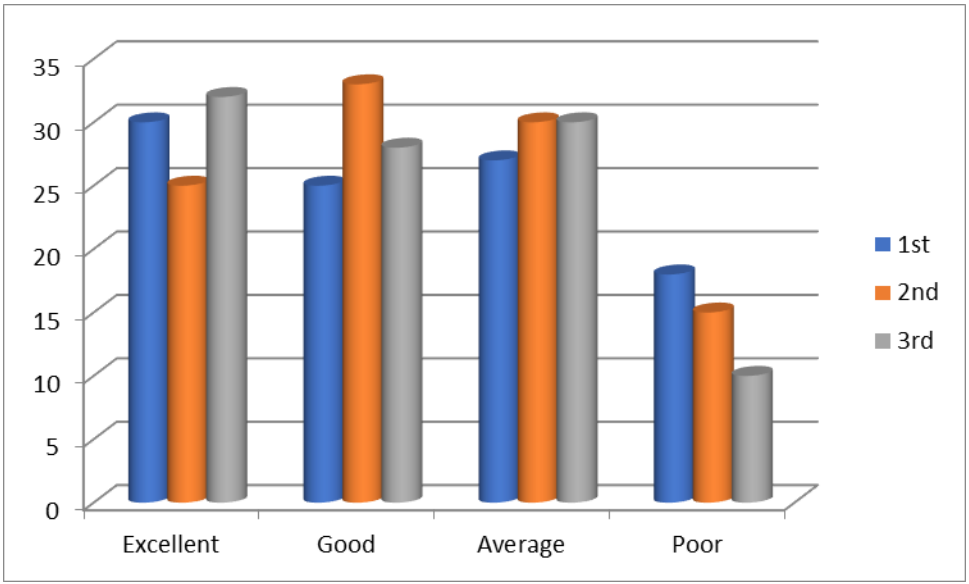

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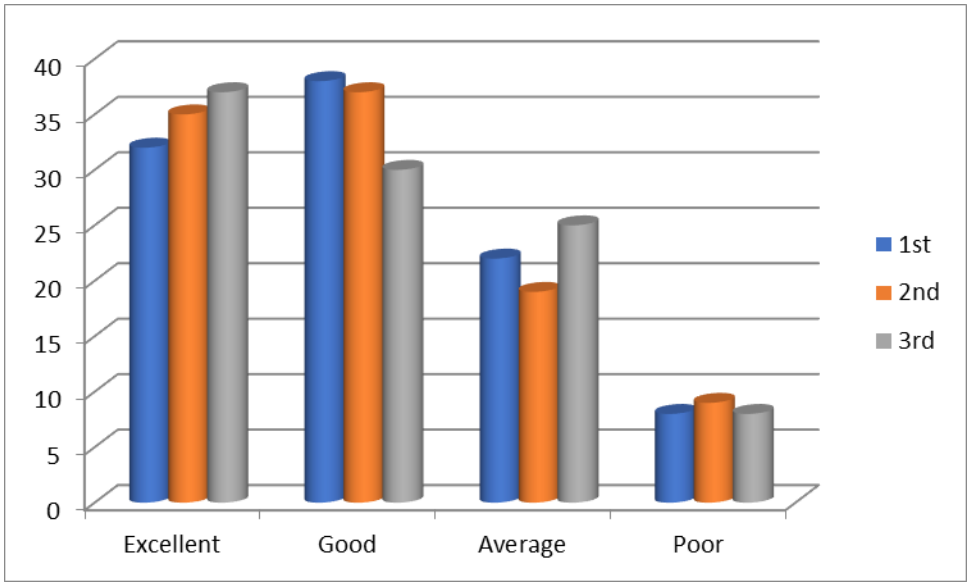

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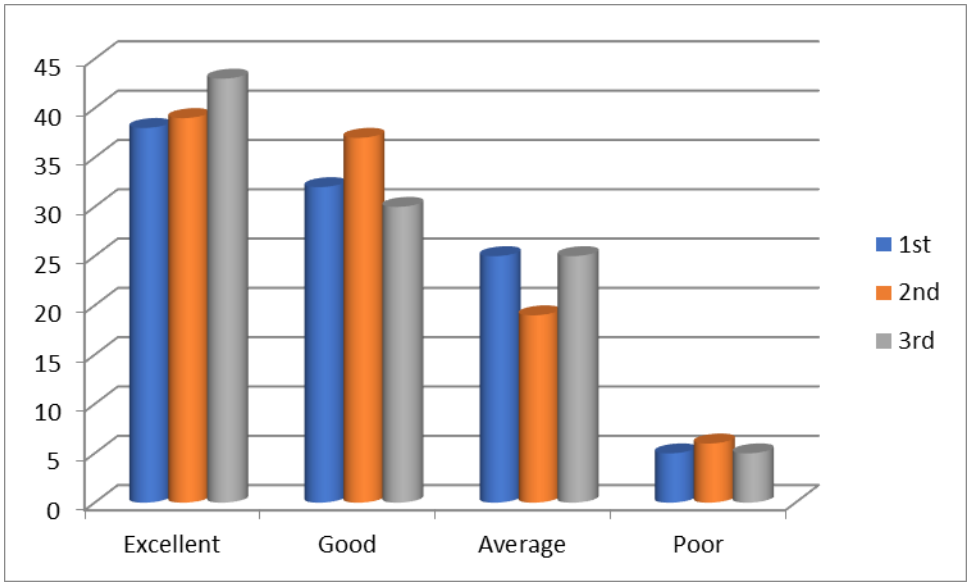

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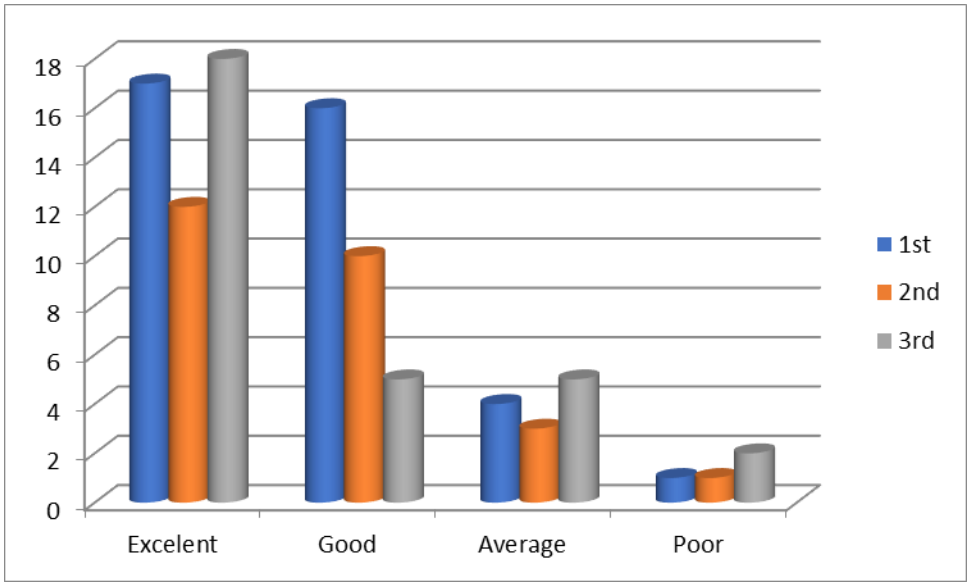

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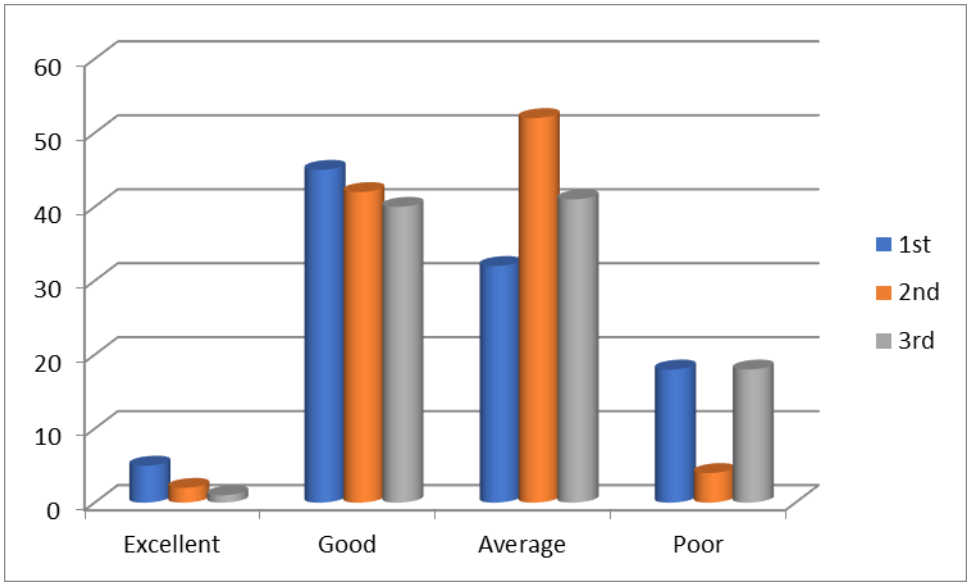

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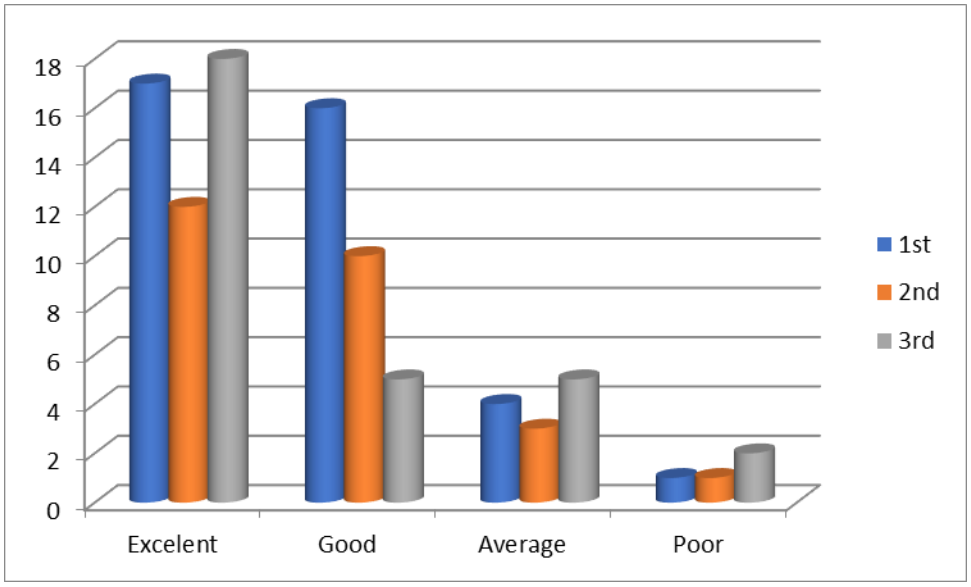

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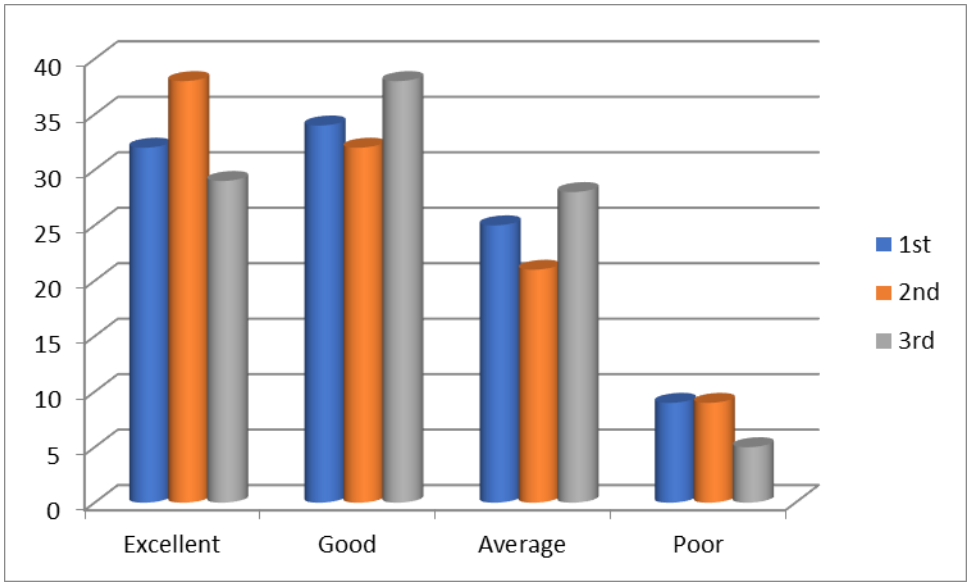

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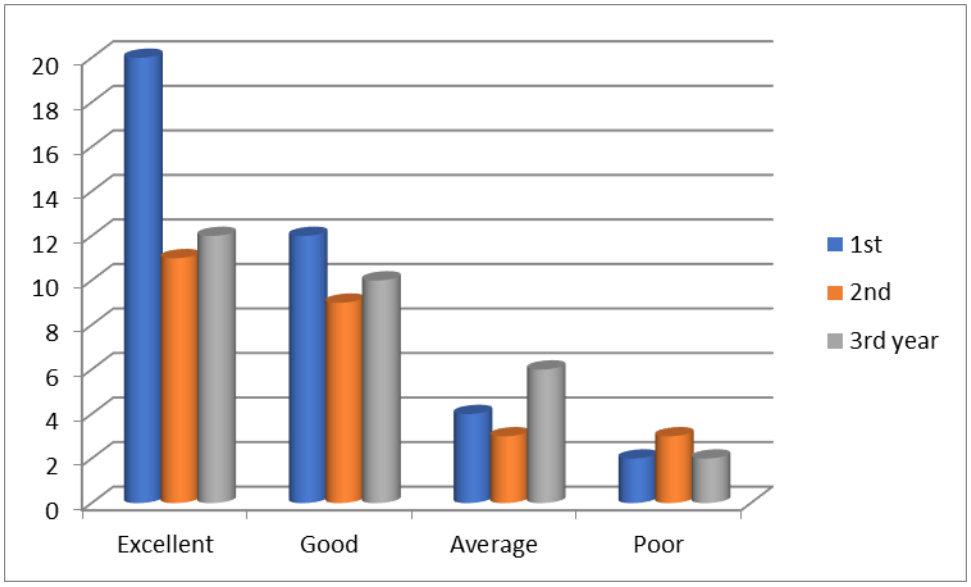

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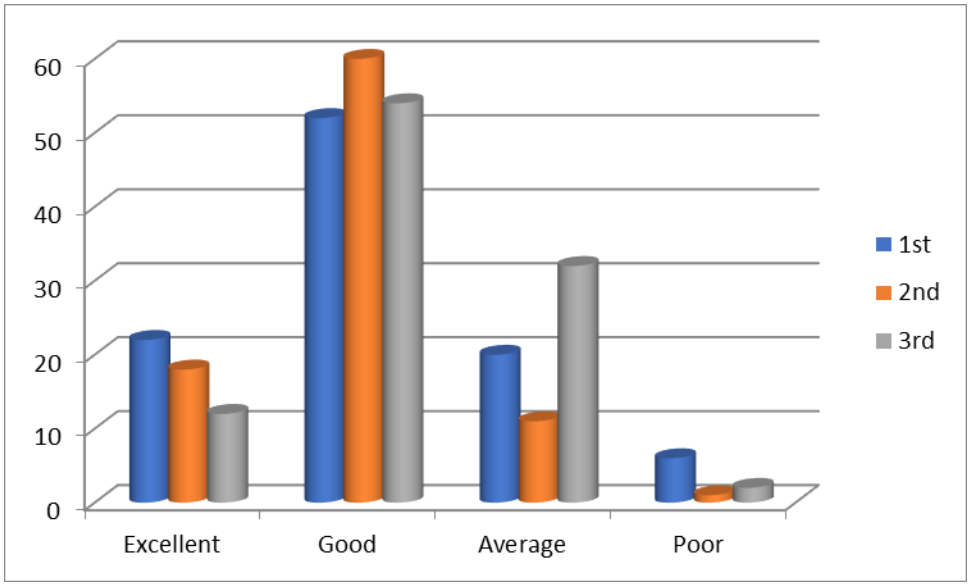

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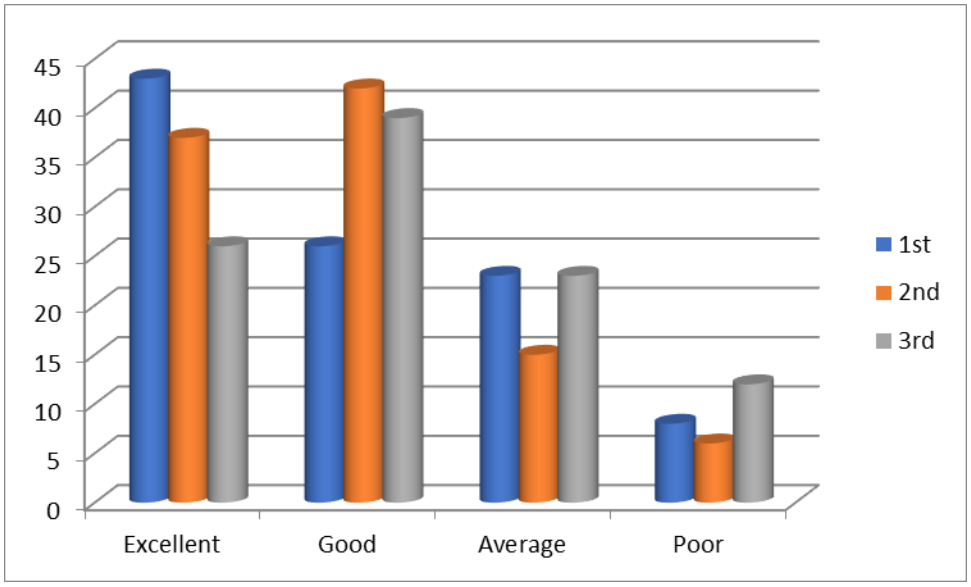

J

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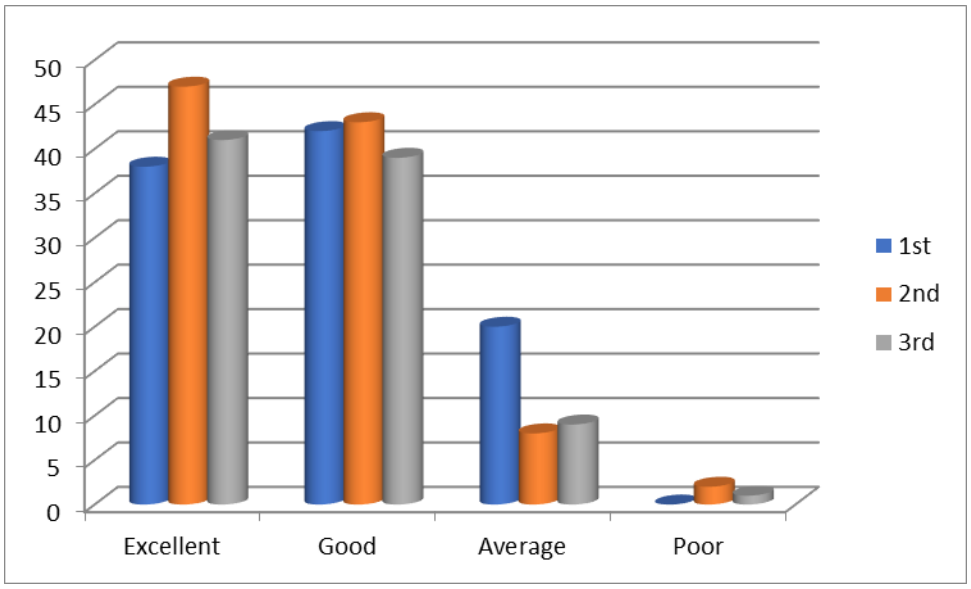

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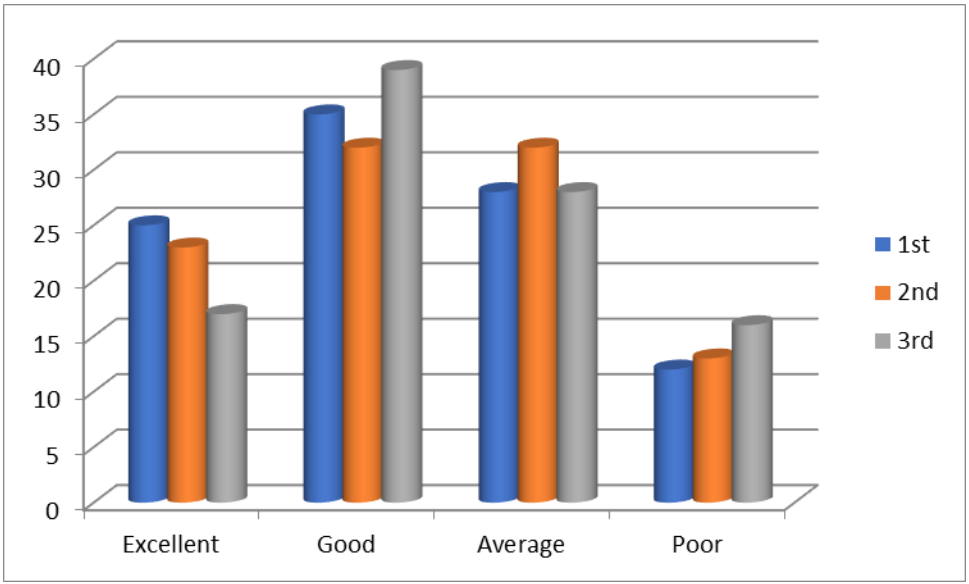

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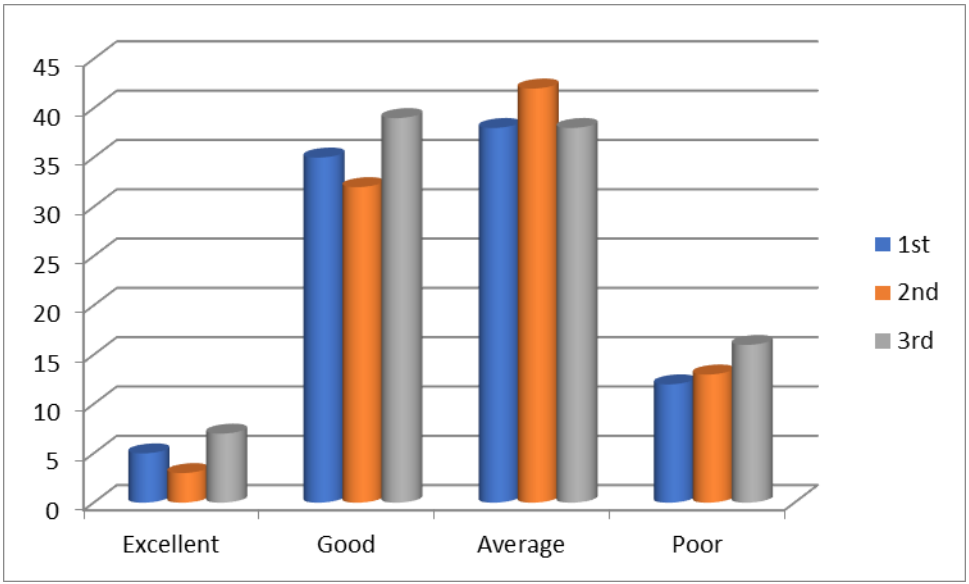

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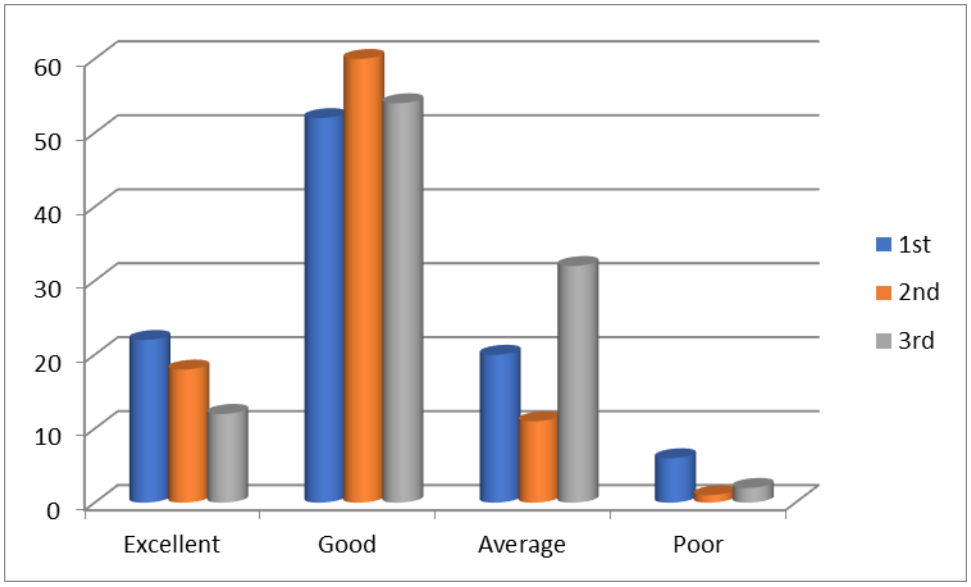

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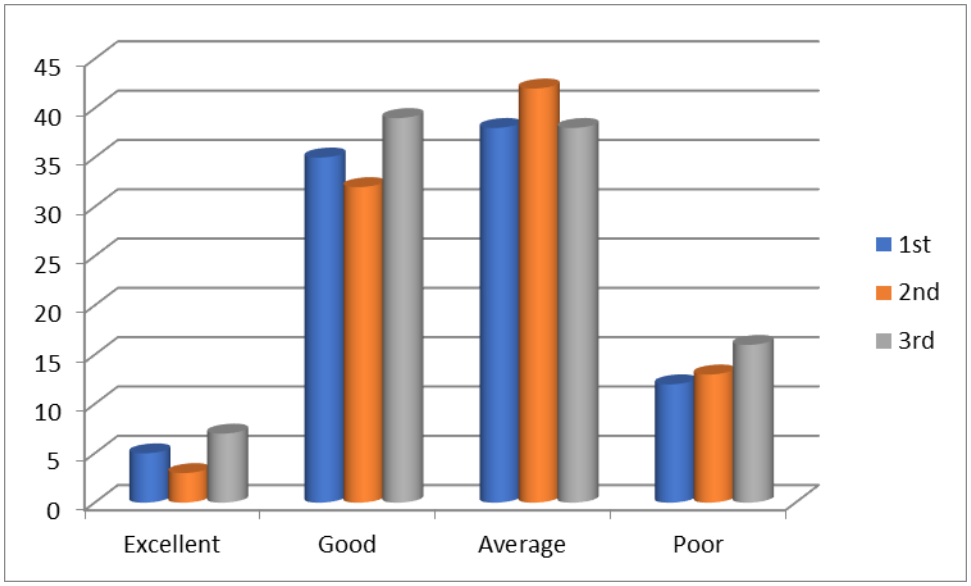

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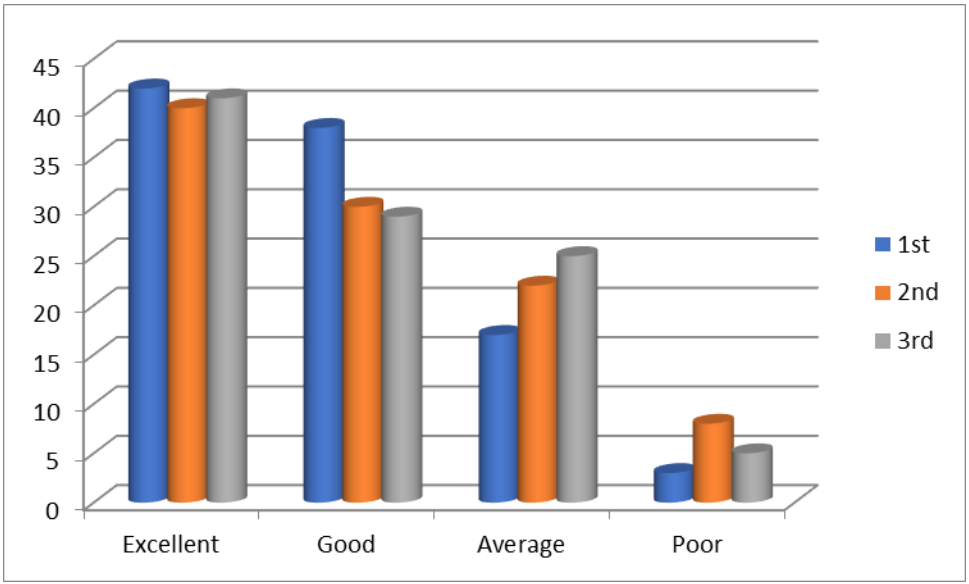

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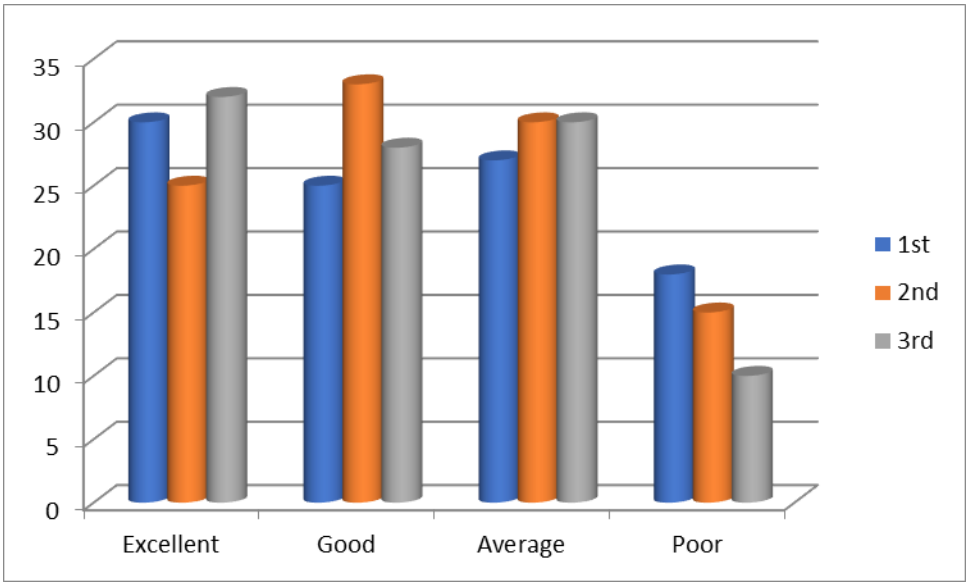

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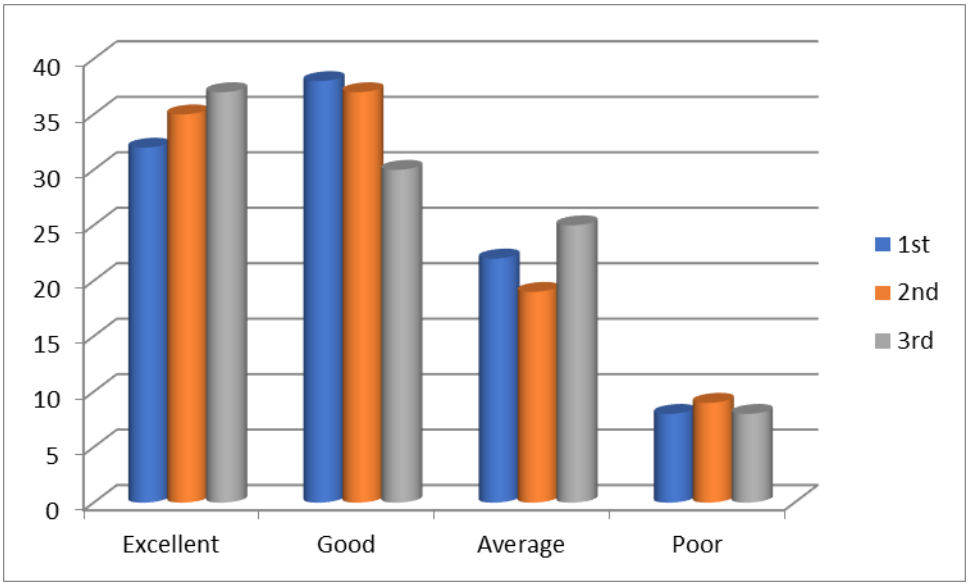

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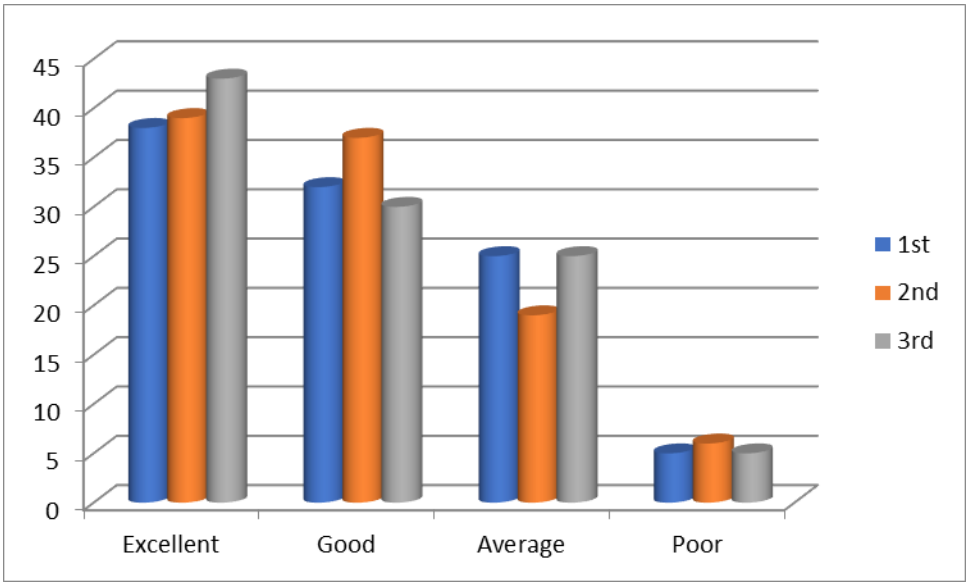

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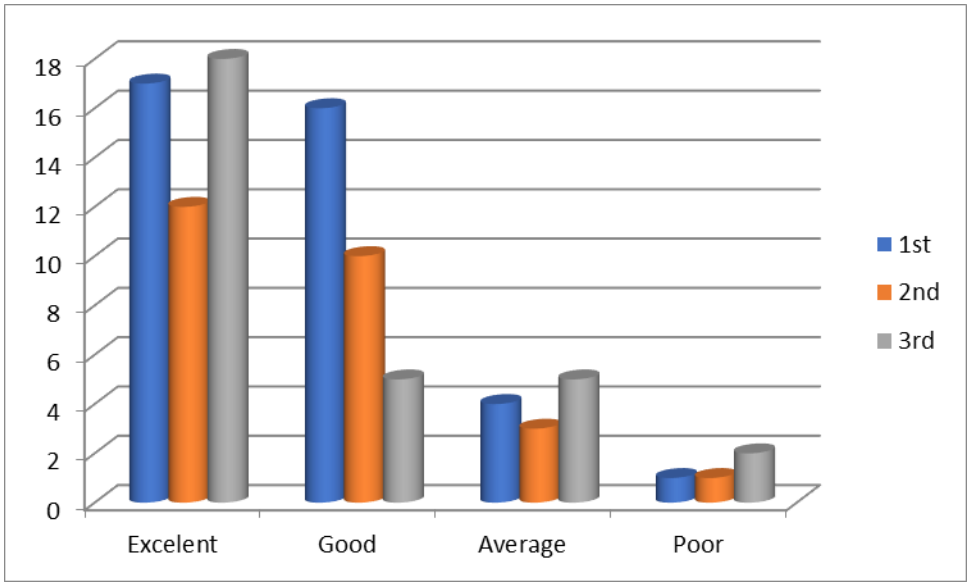

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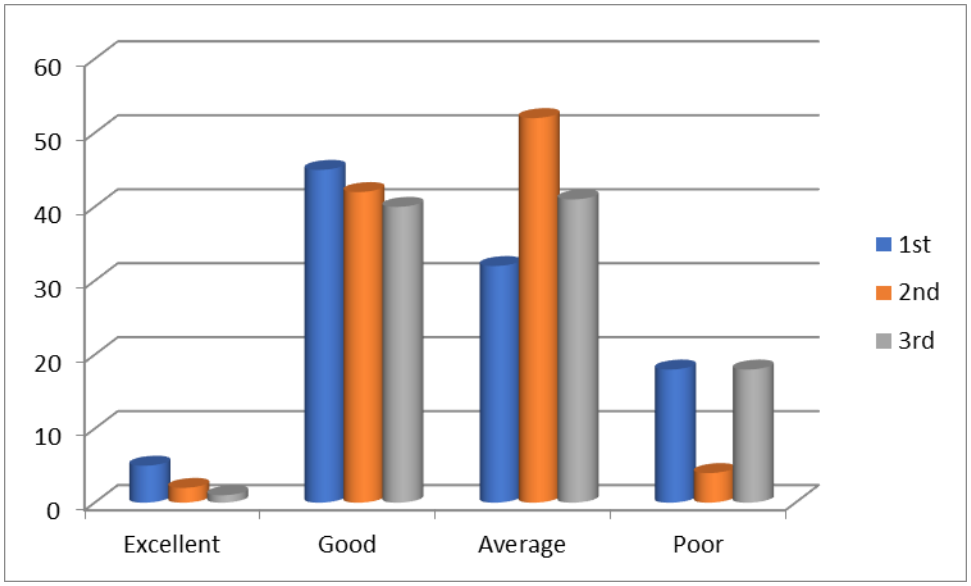

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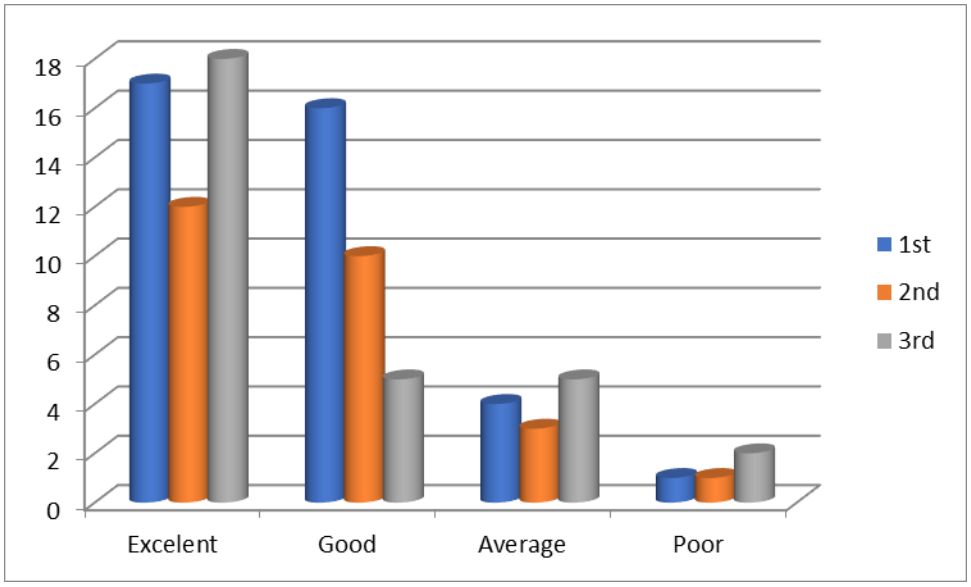

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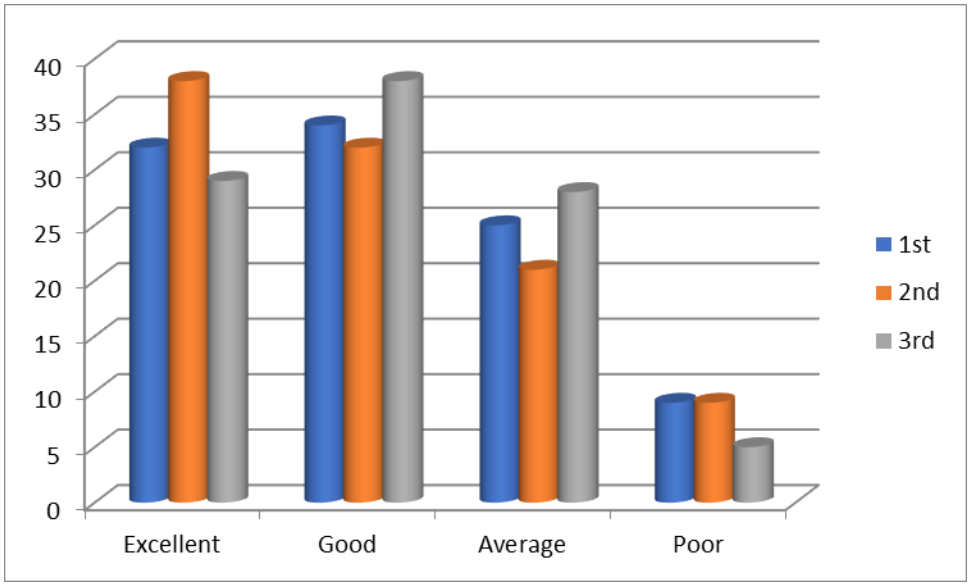

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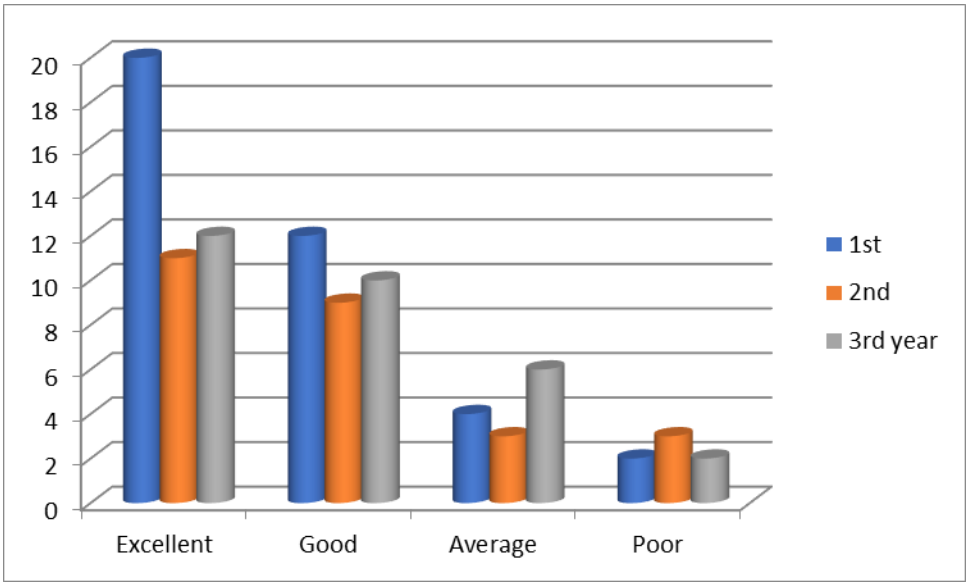

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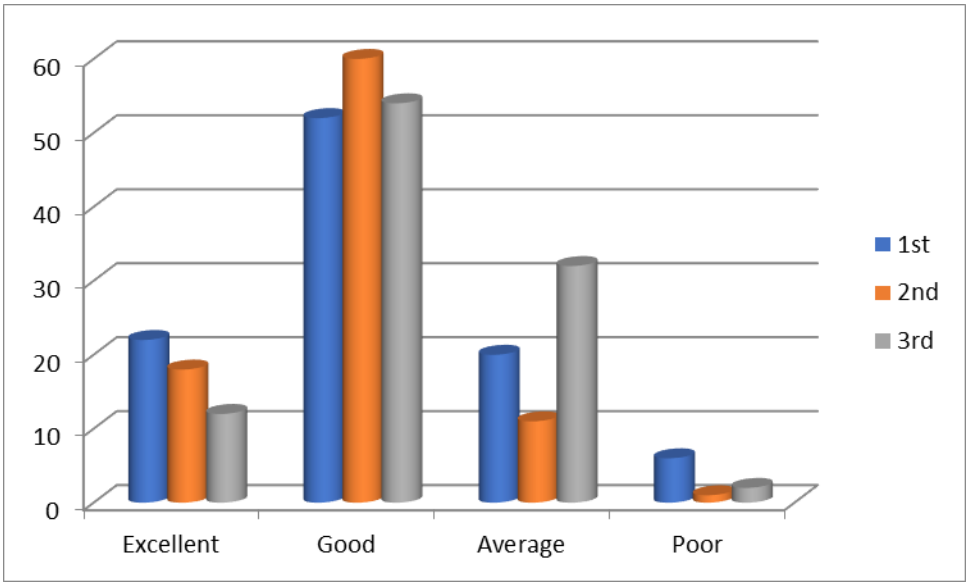

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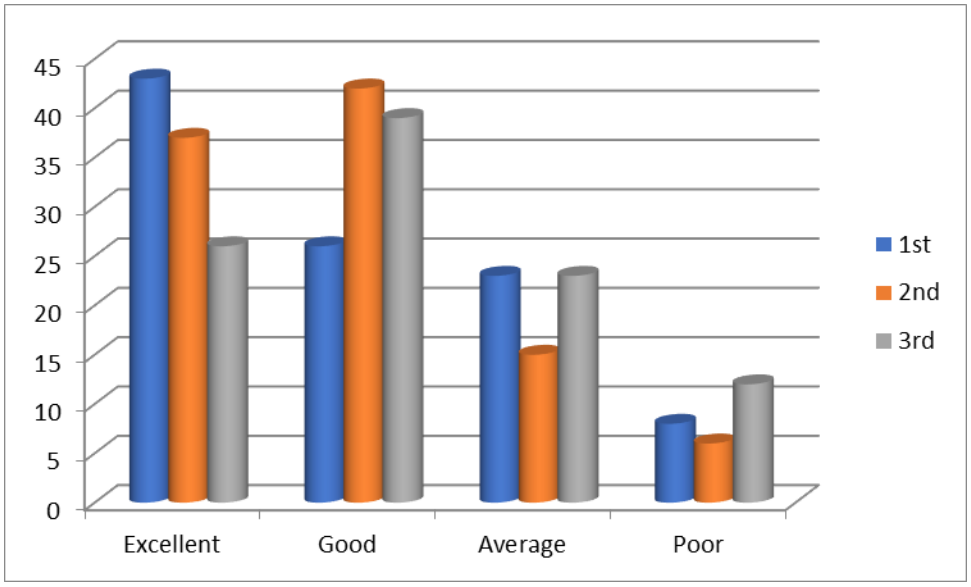

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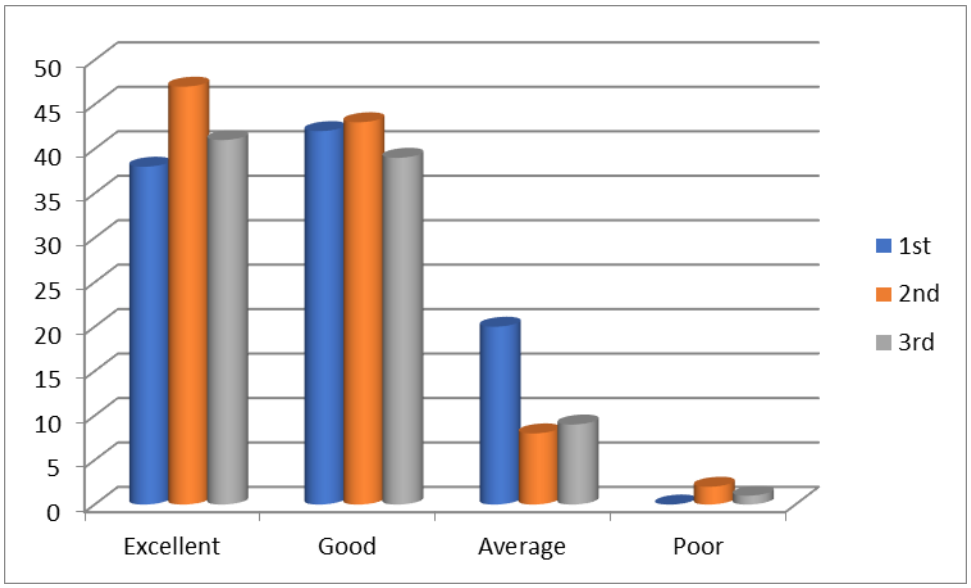

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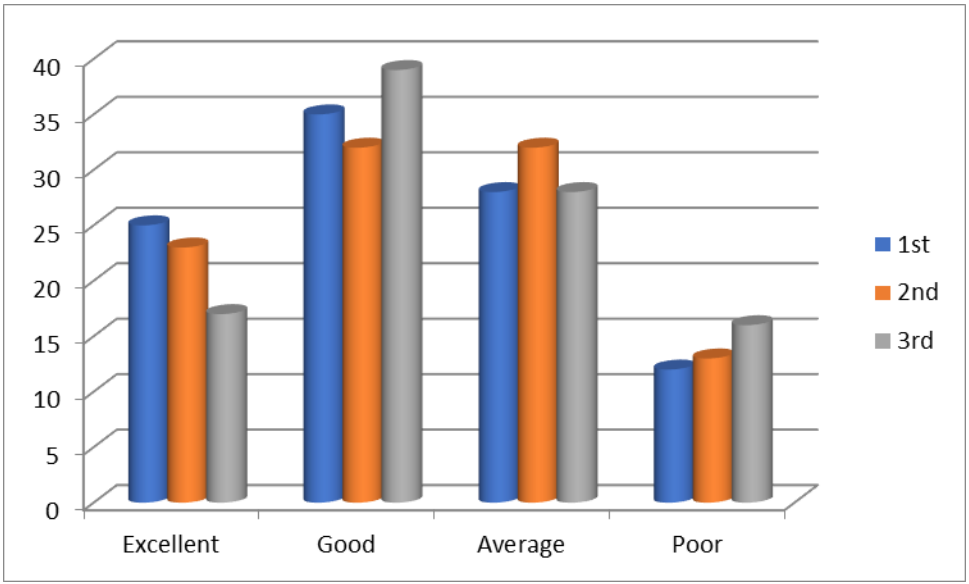

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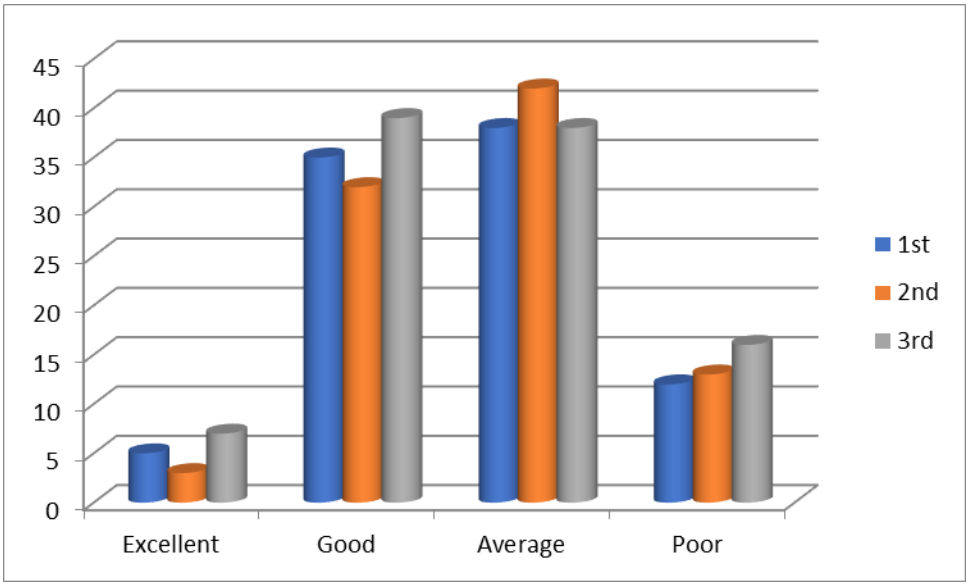

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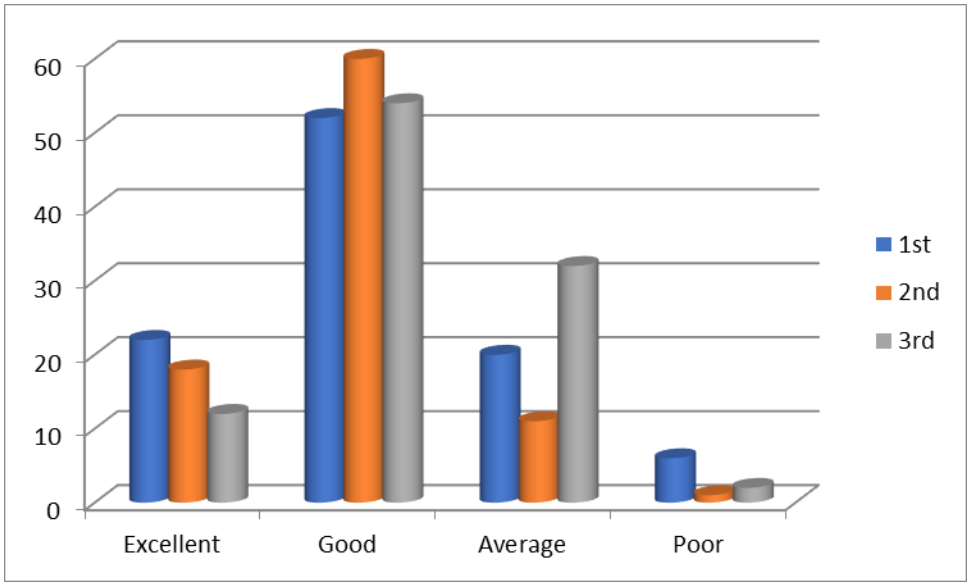

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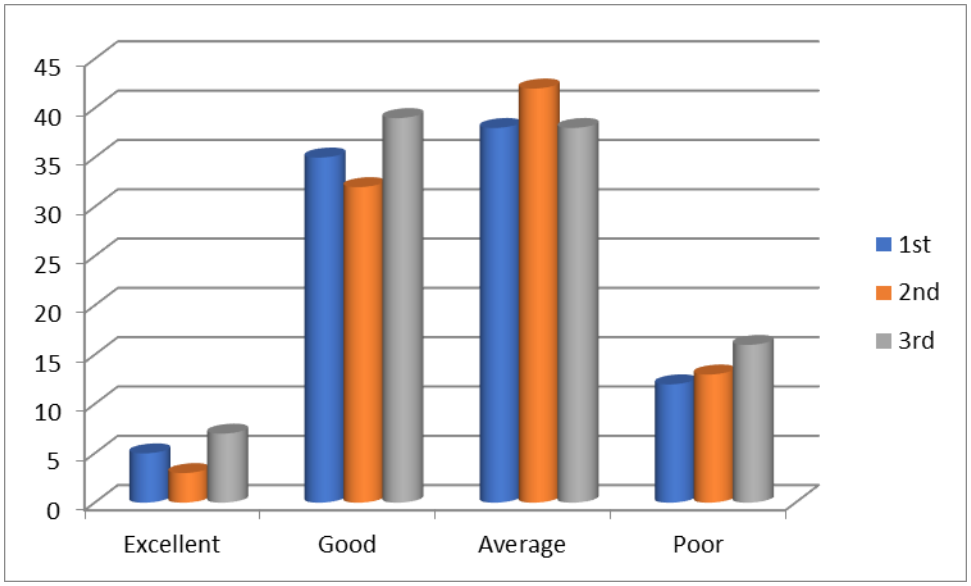

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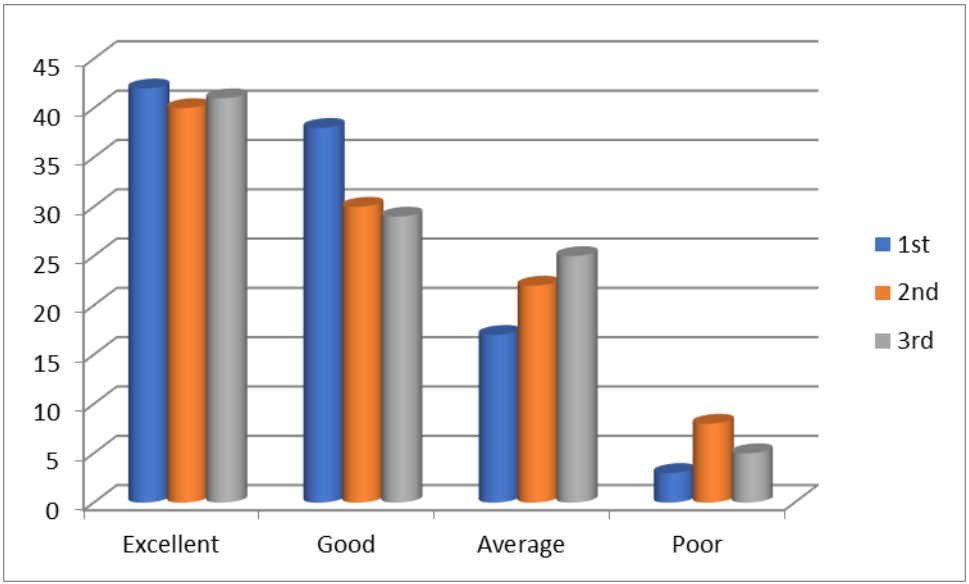

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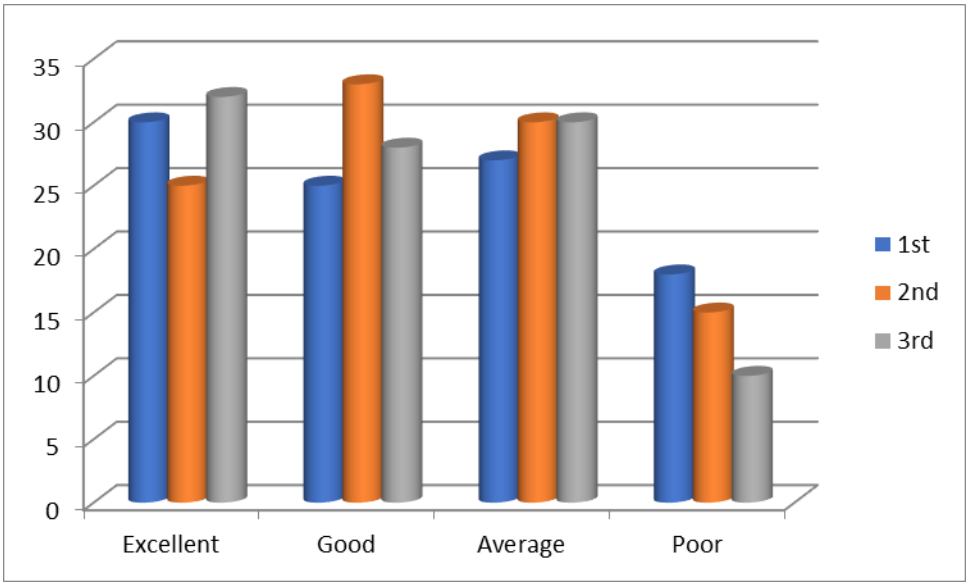

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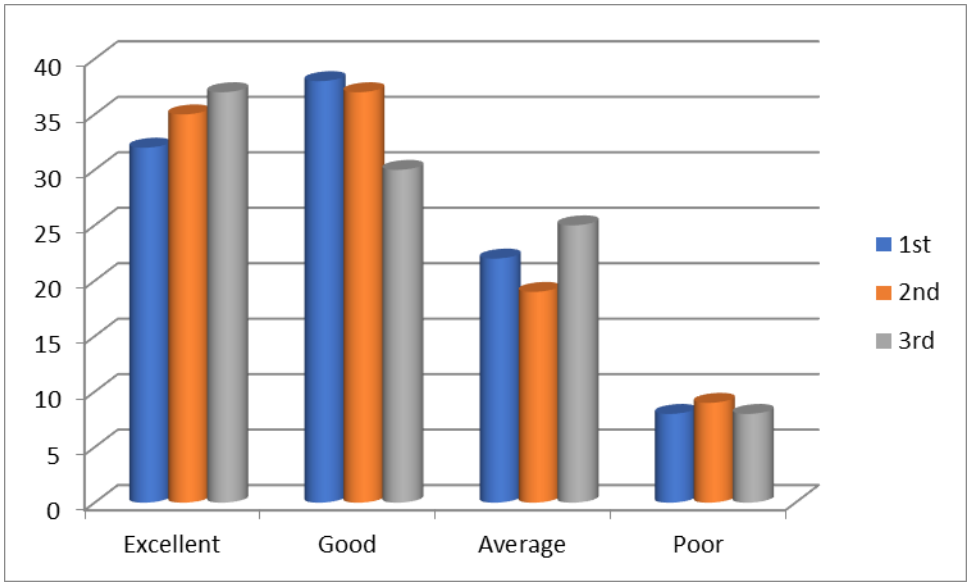

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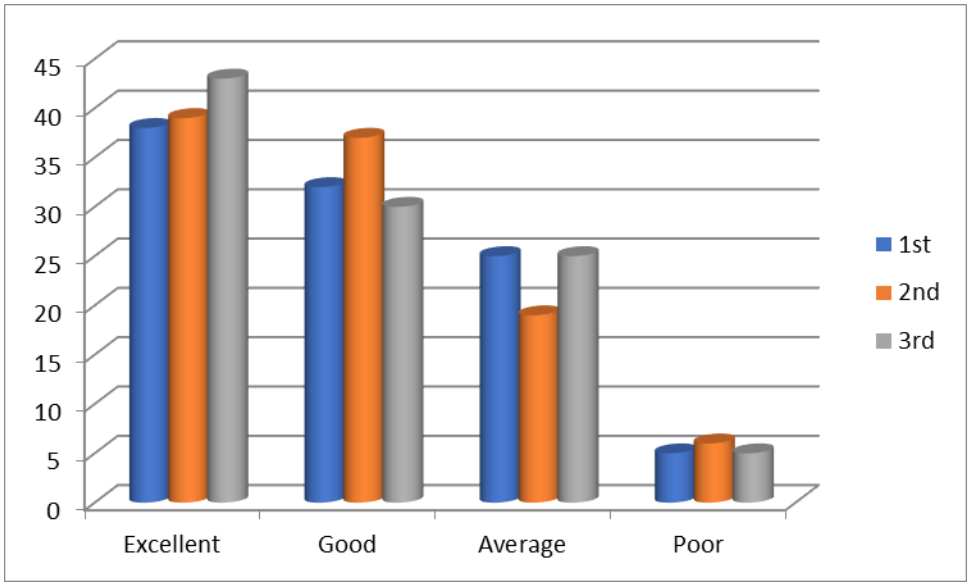

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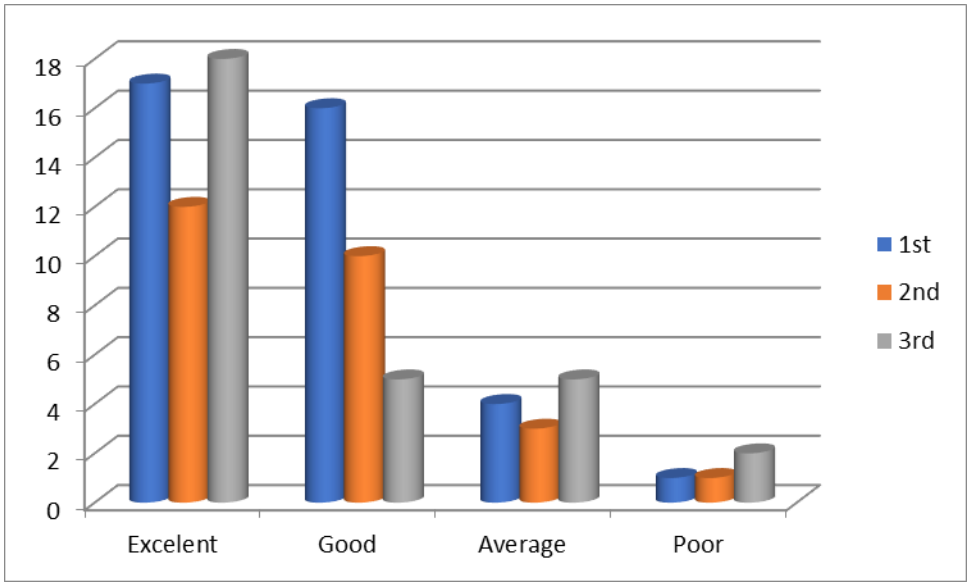

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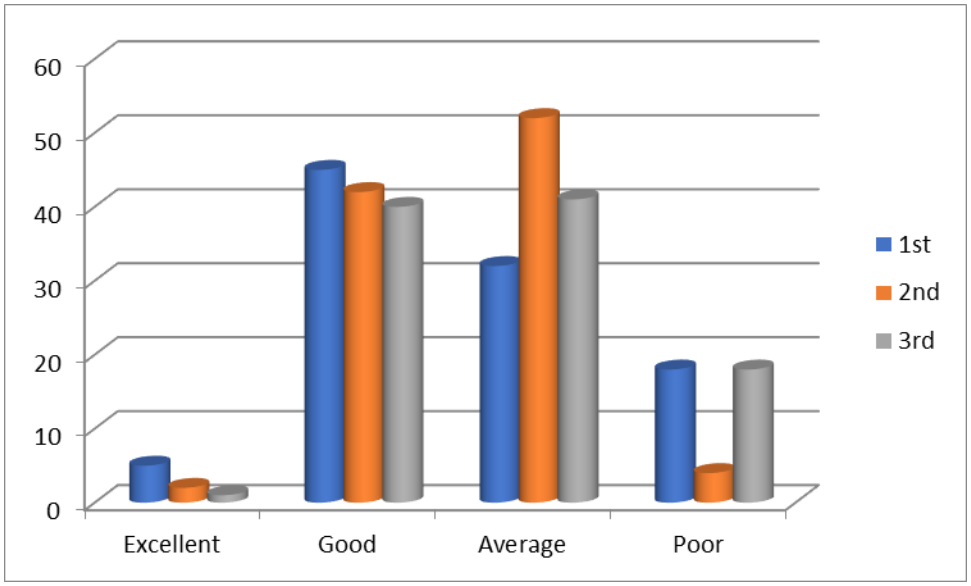

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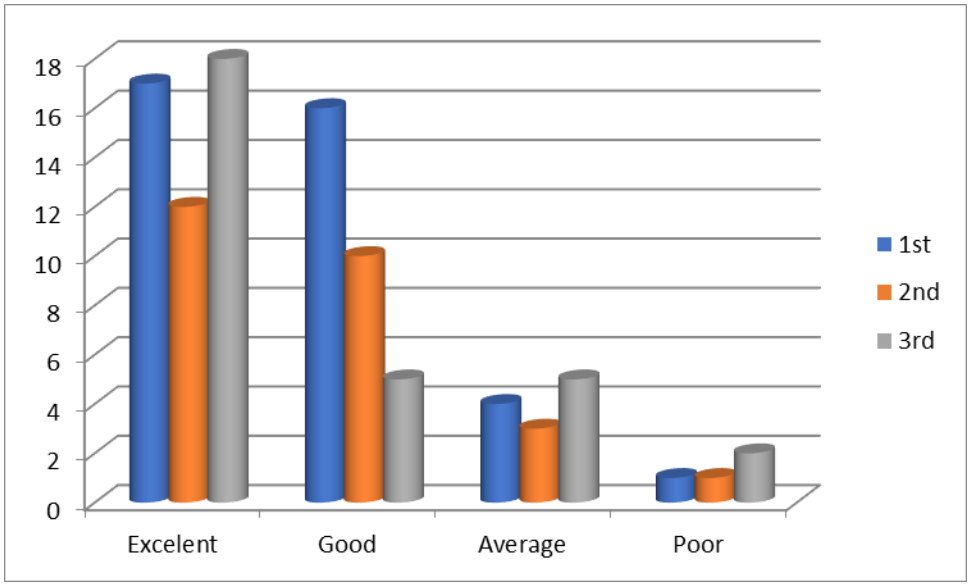

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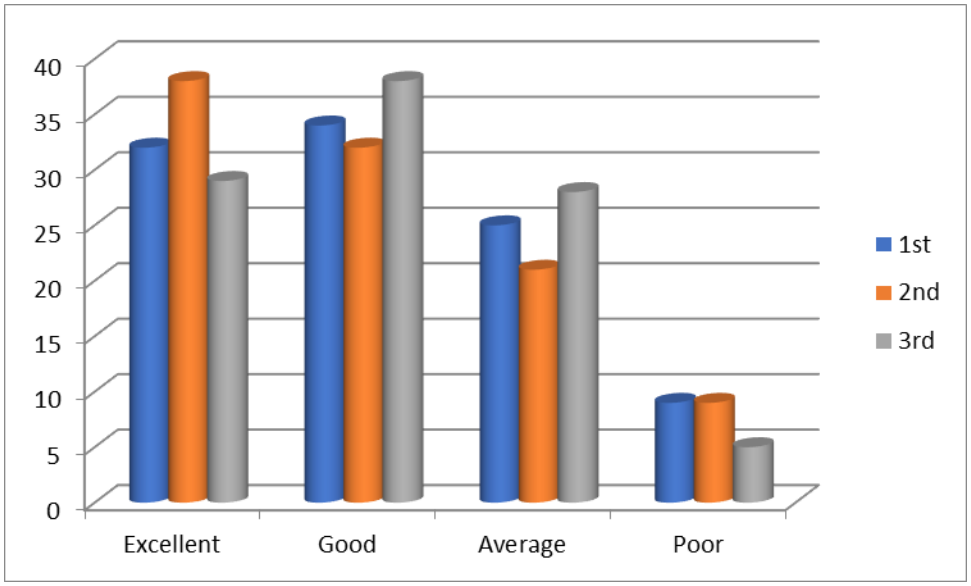

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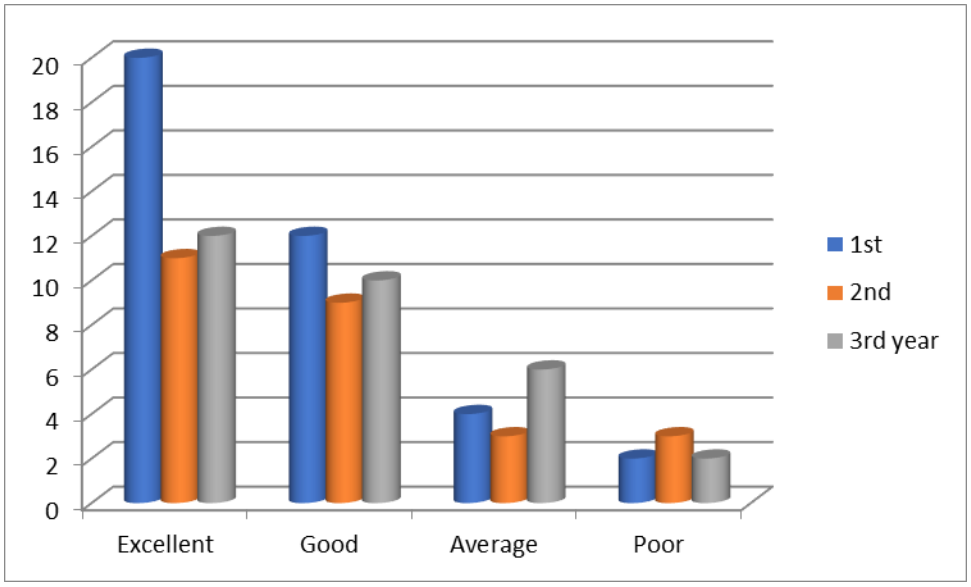

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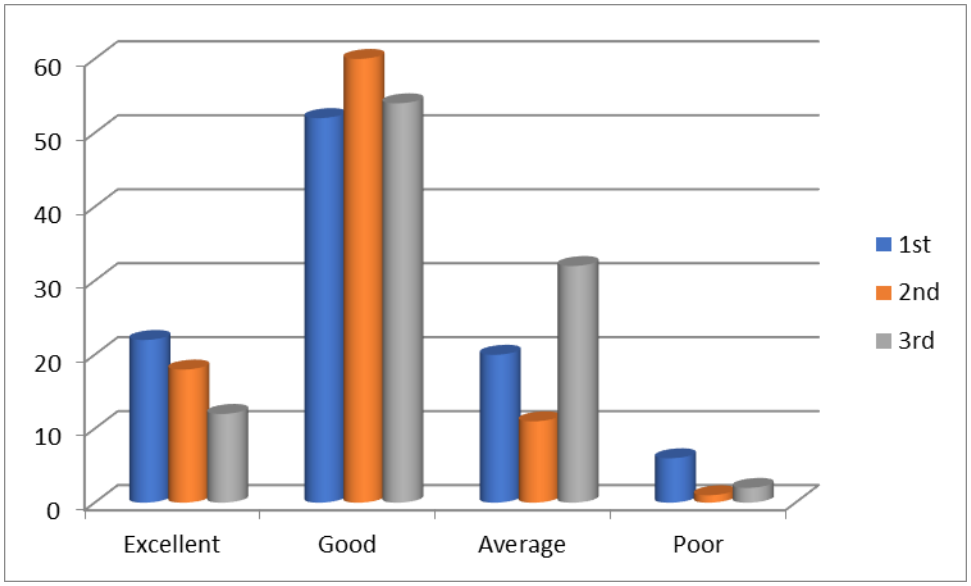

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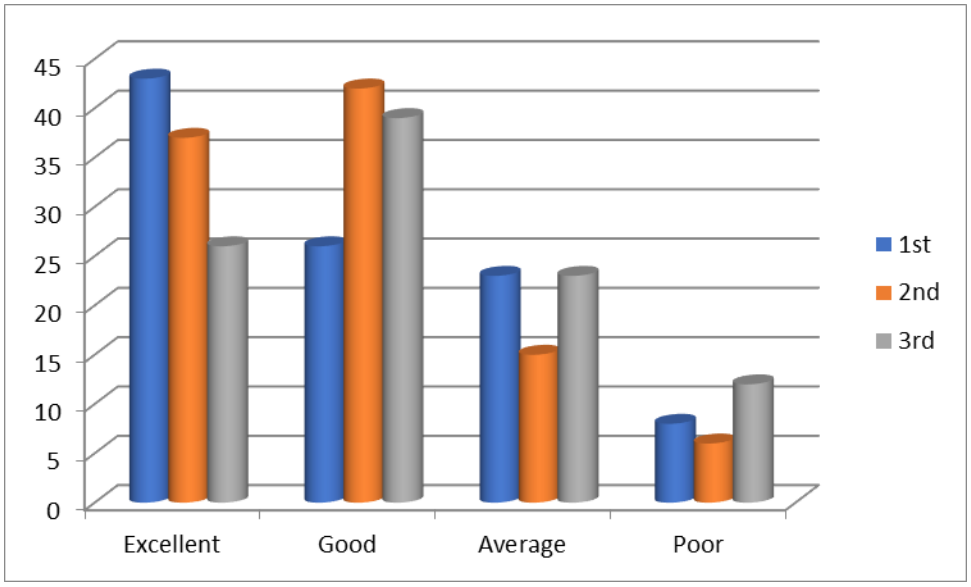

Piyali Chatterjee

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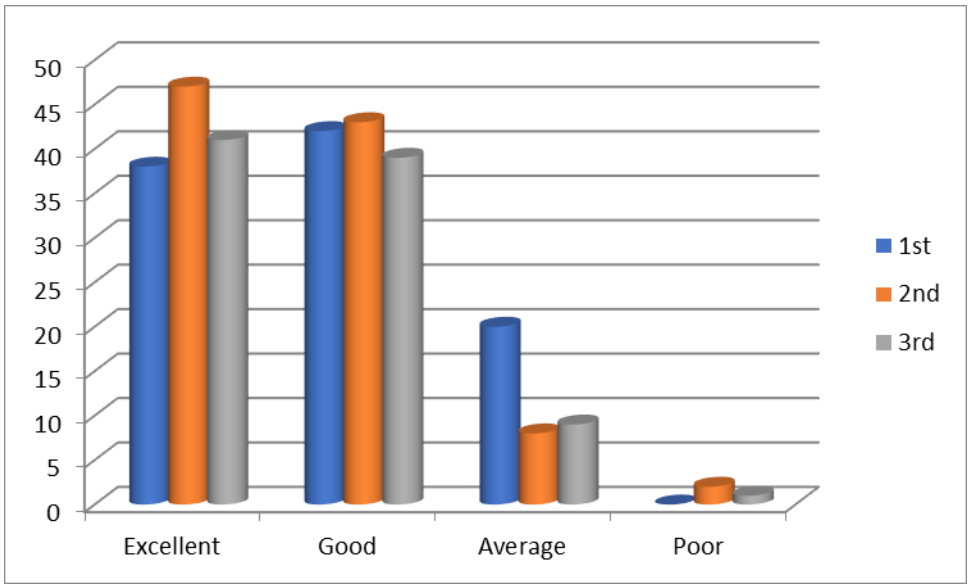

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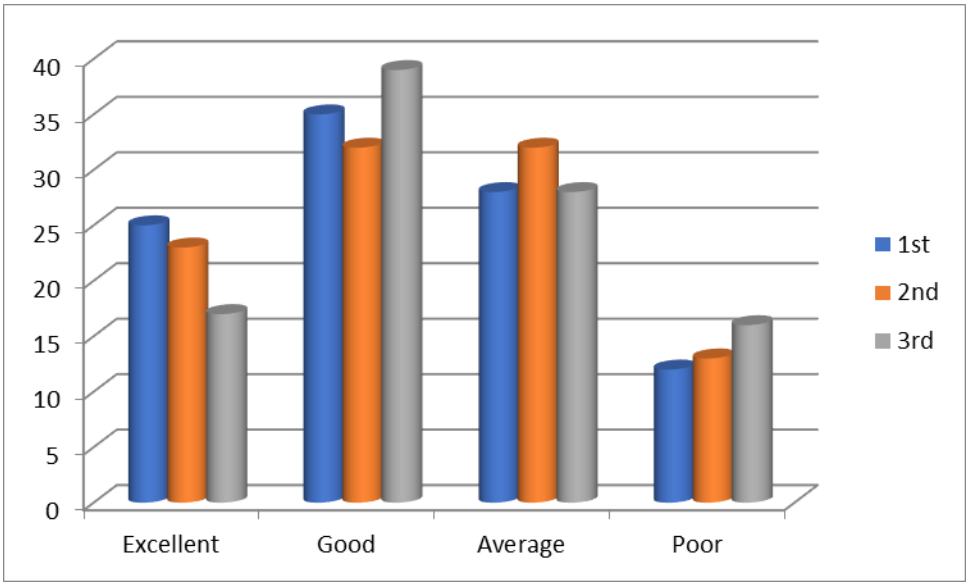

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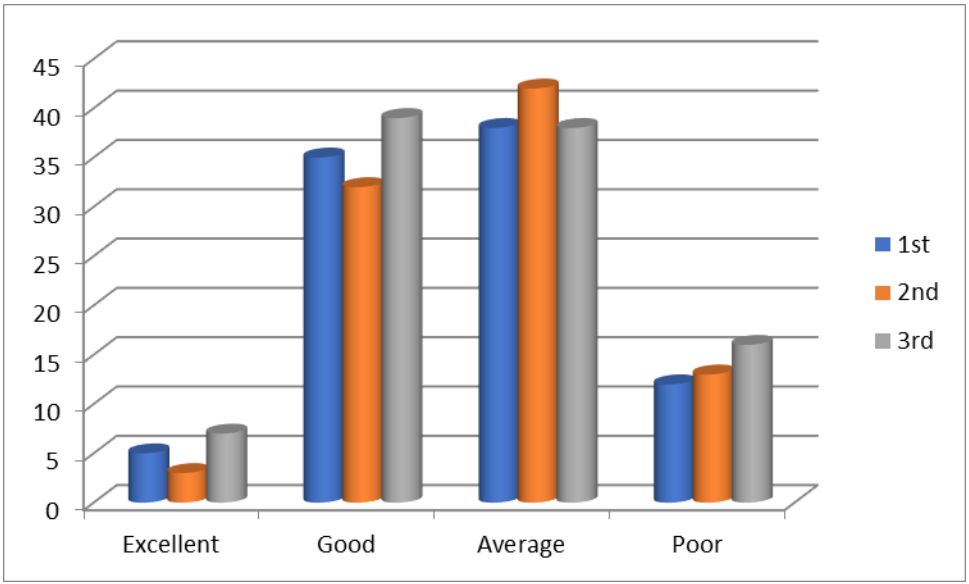

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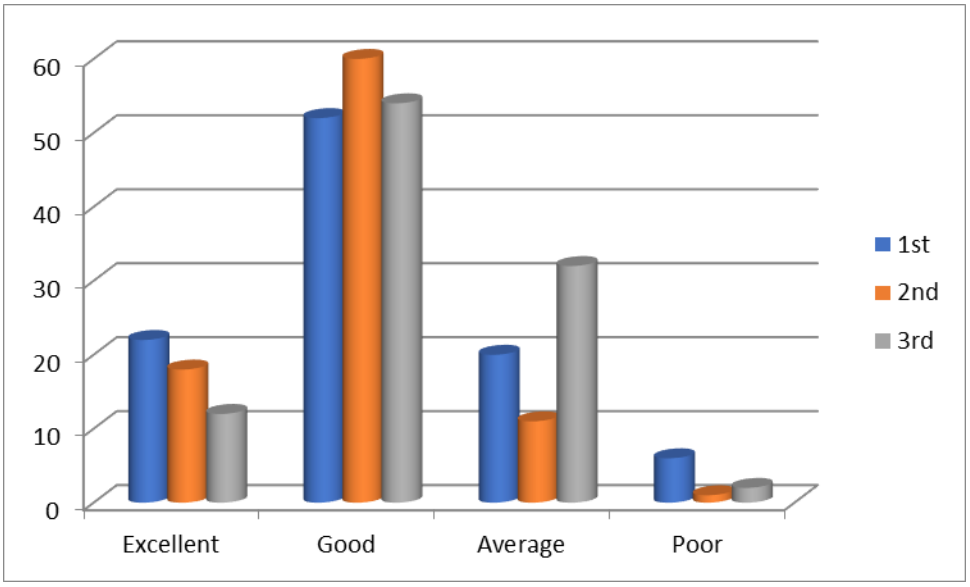

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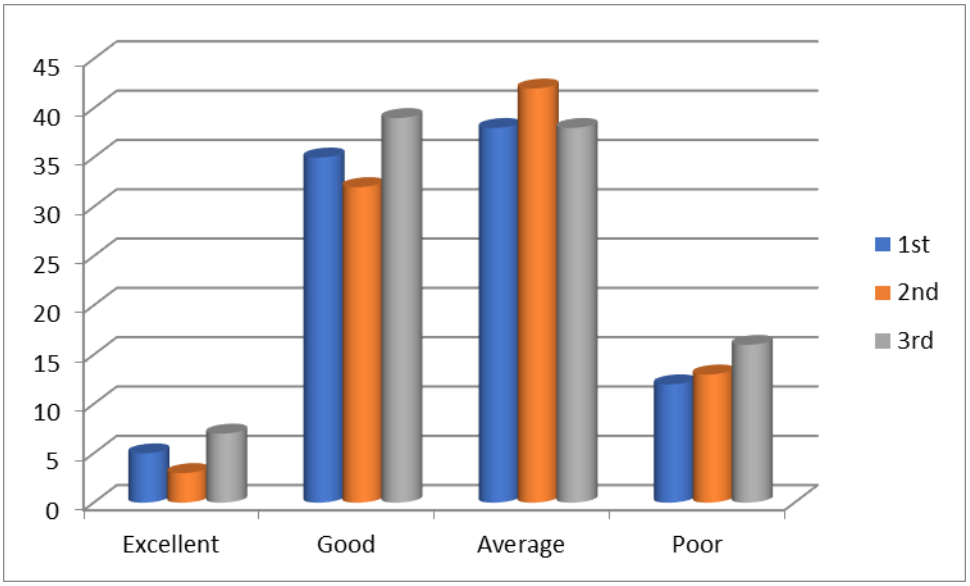

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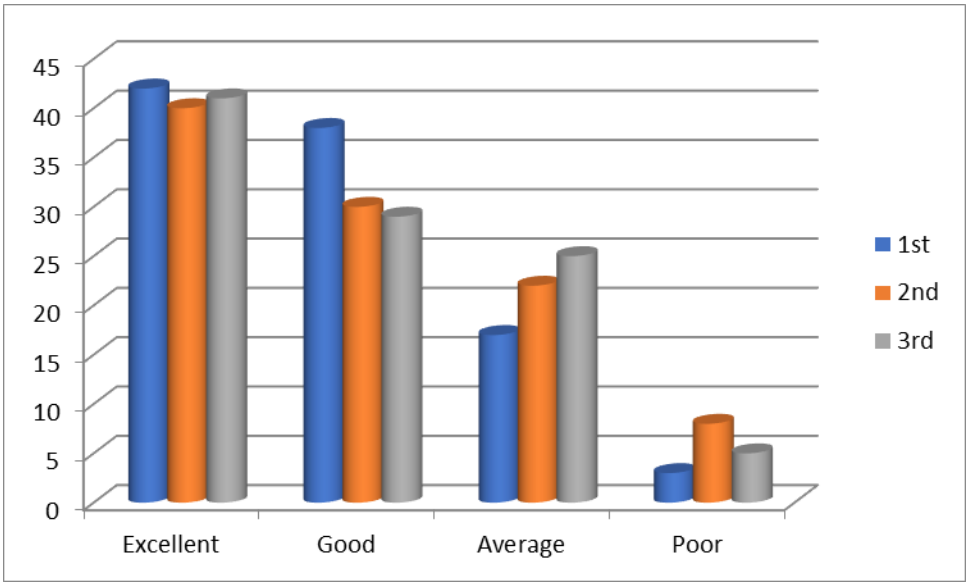

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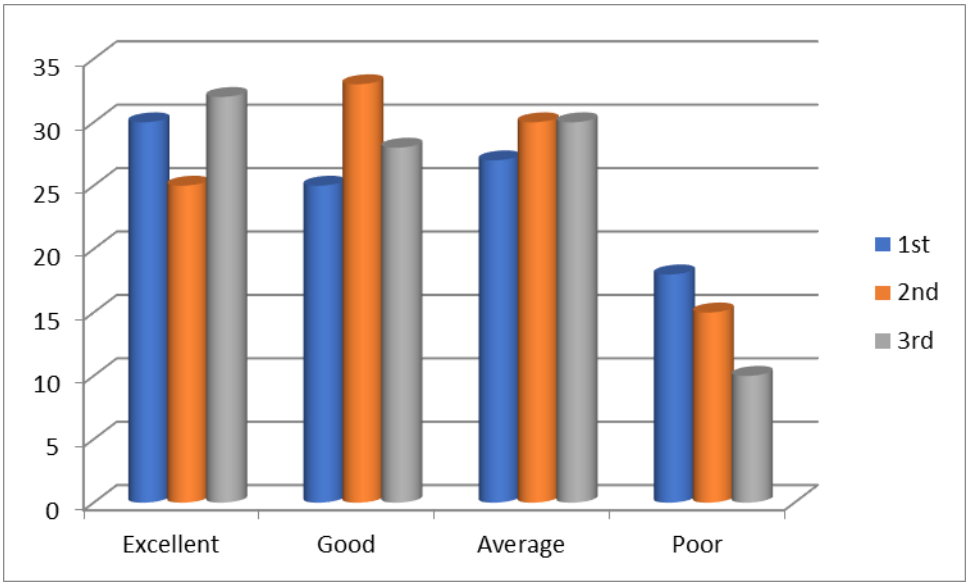

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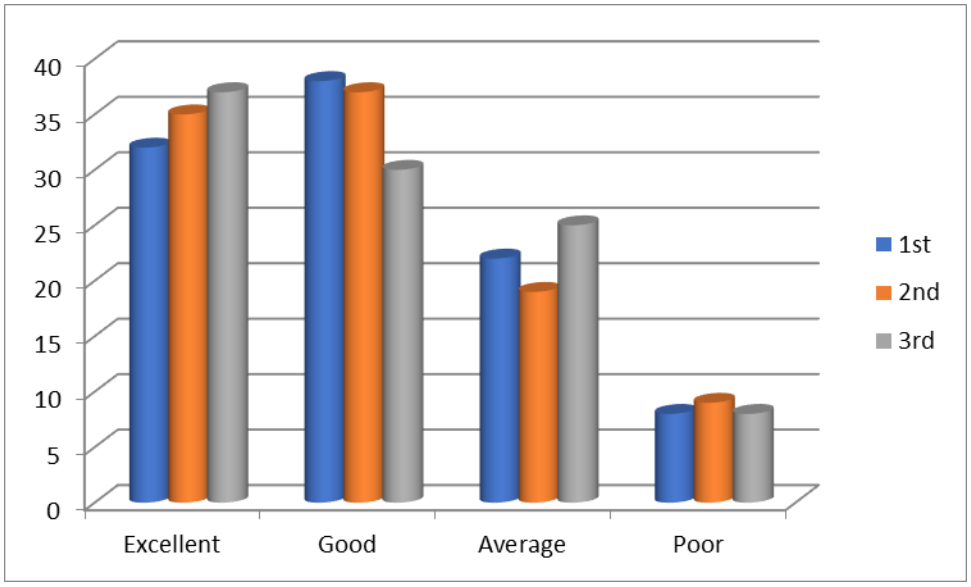

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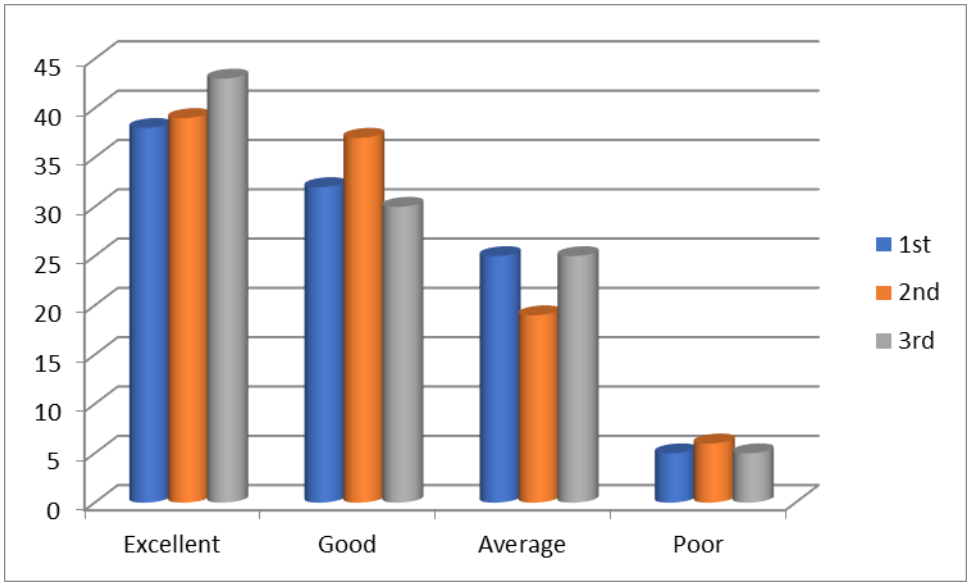

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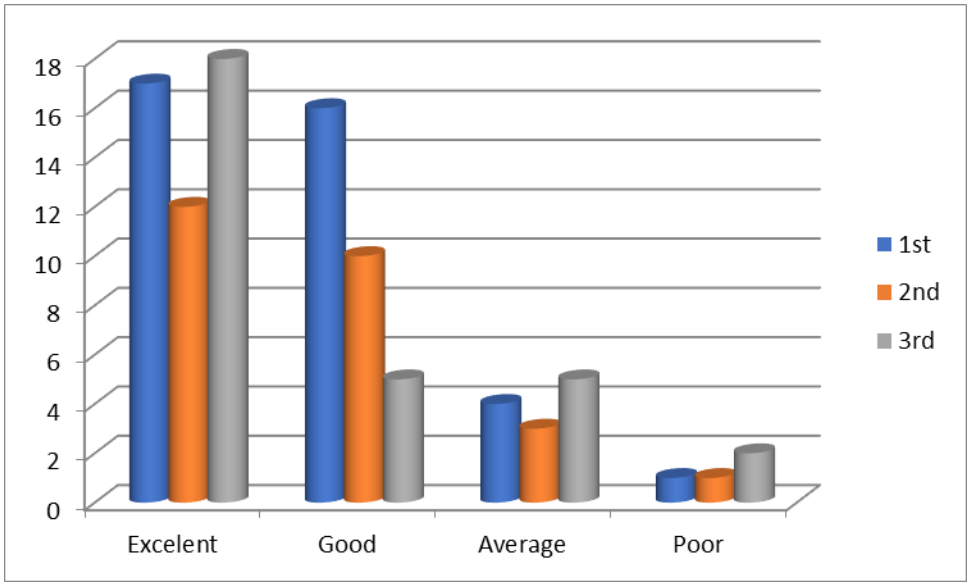

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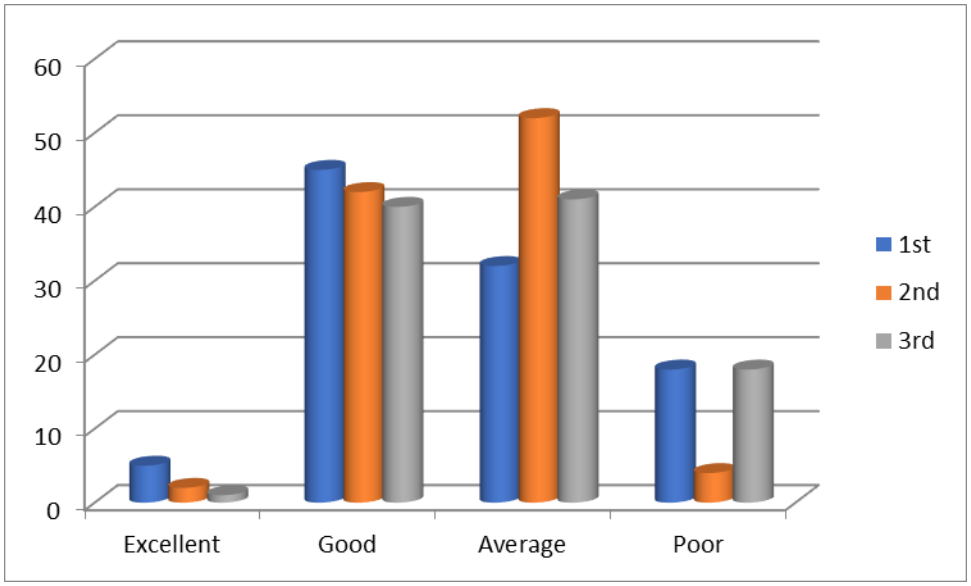

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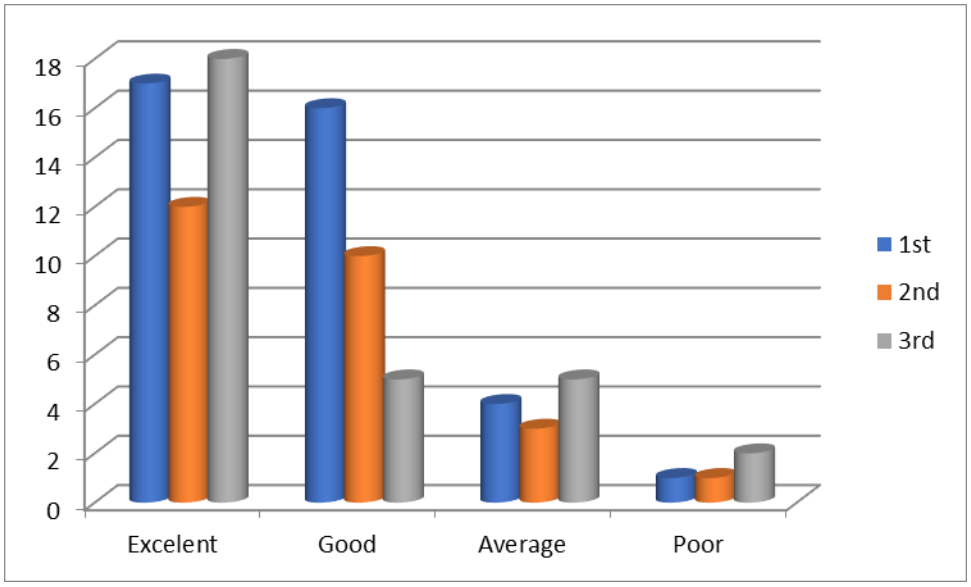

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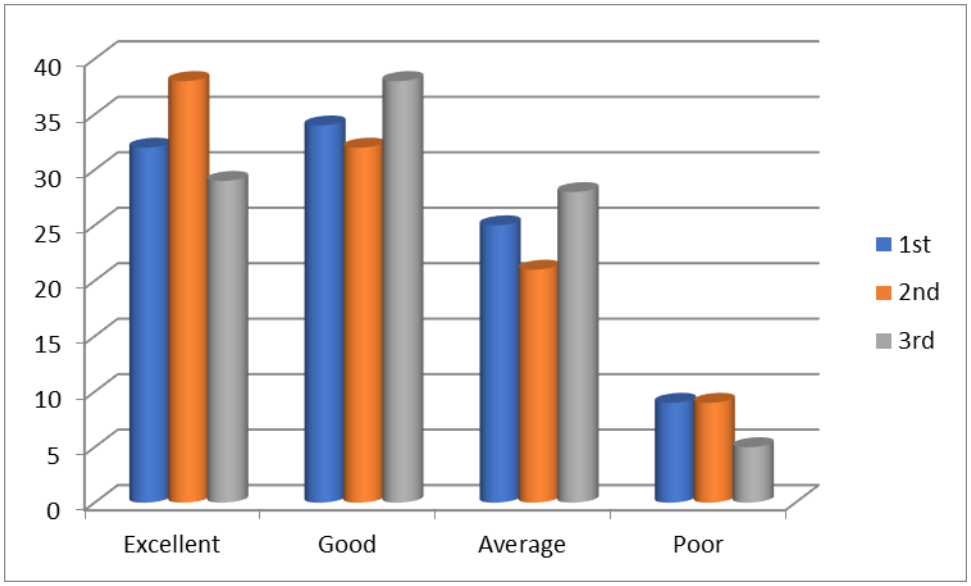

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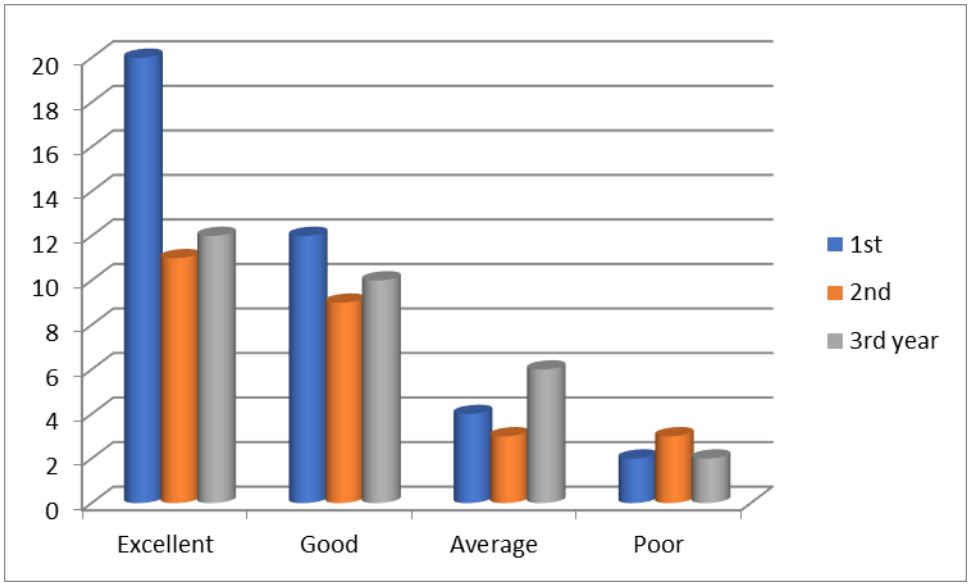

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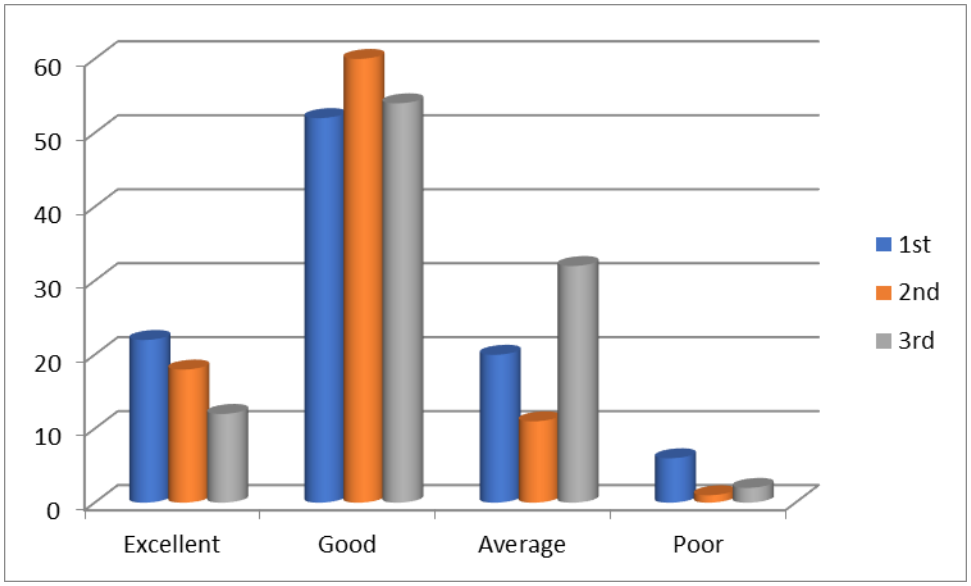

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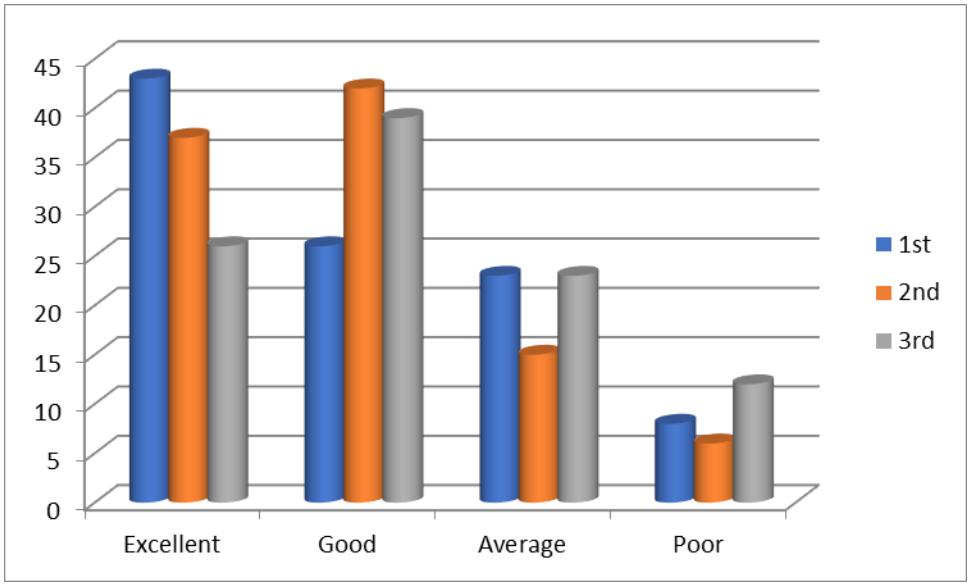

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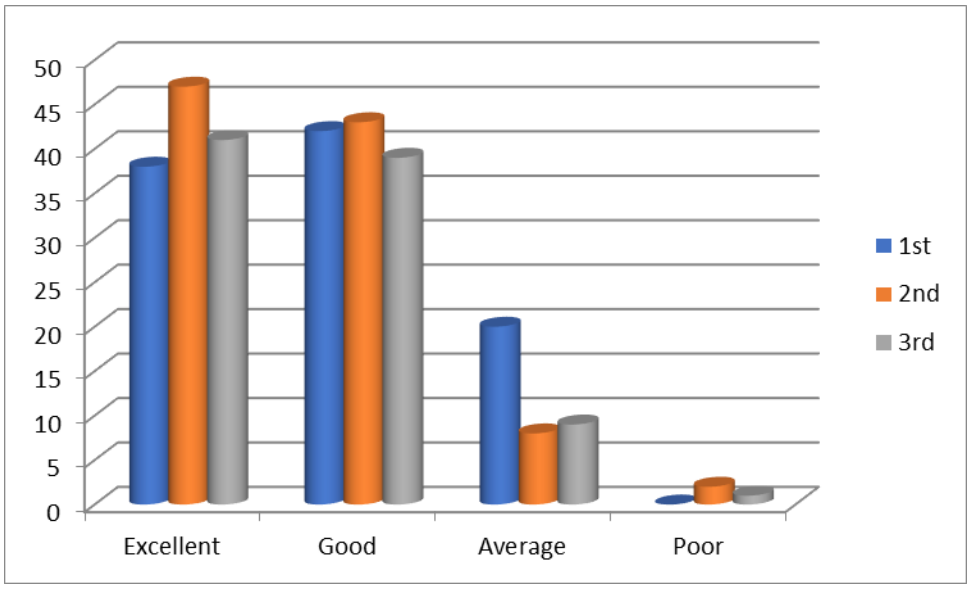

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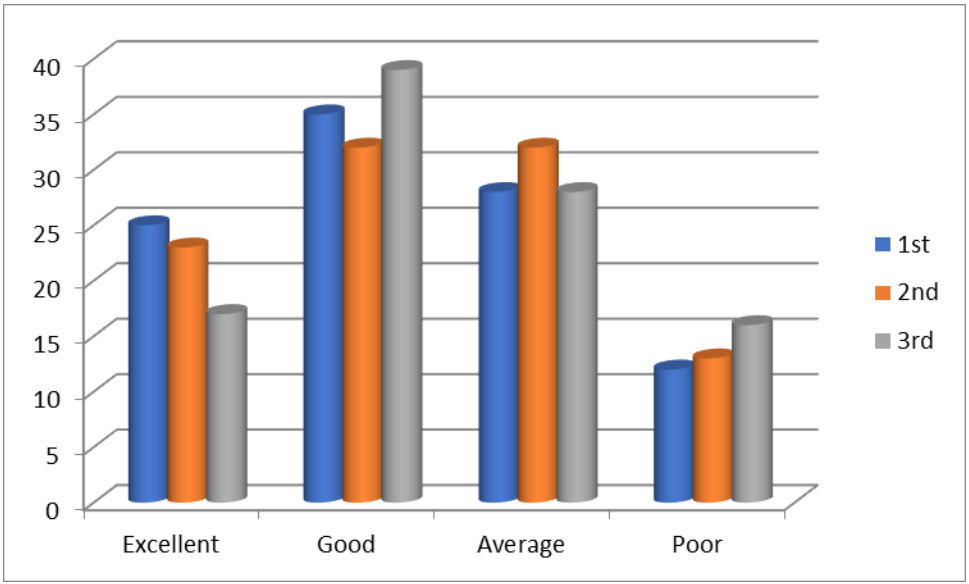

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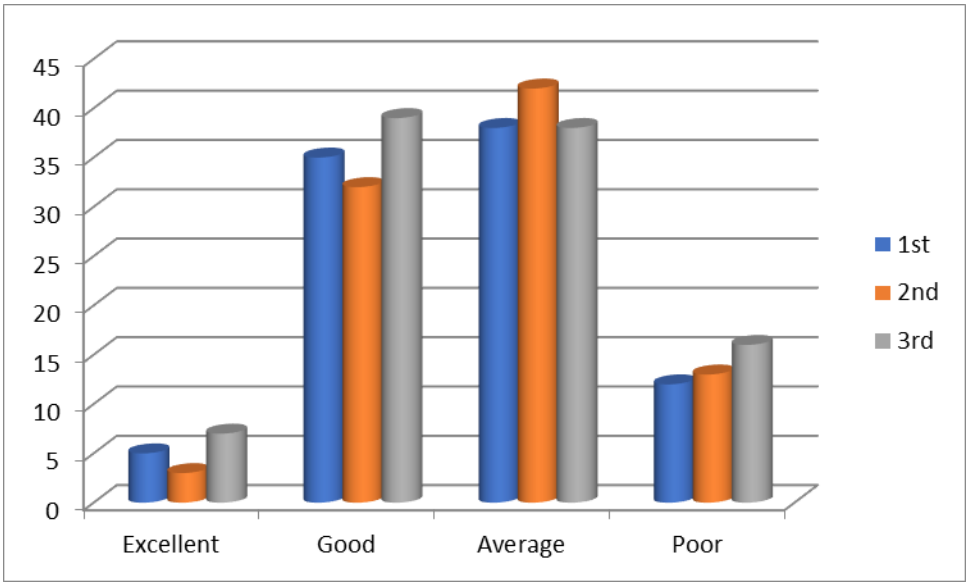

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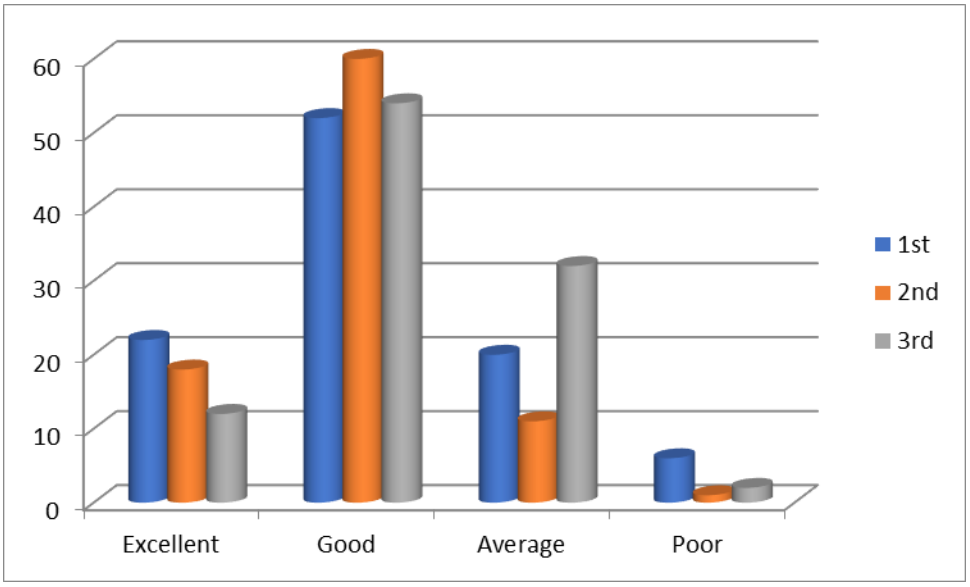

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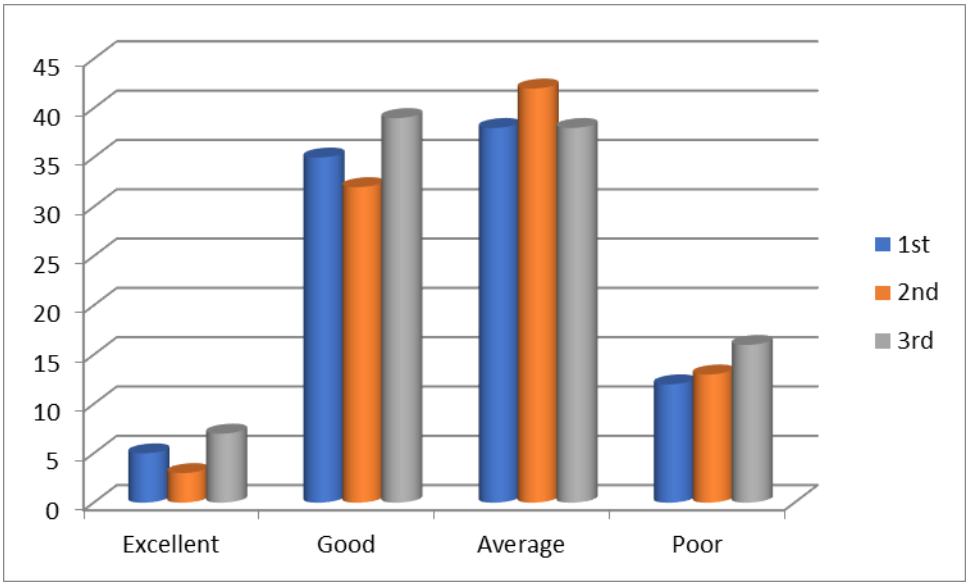

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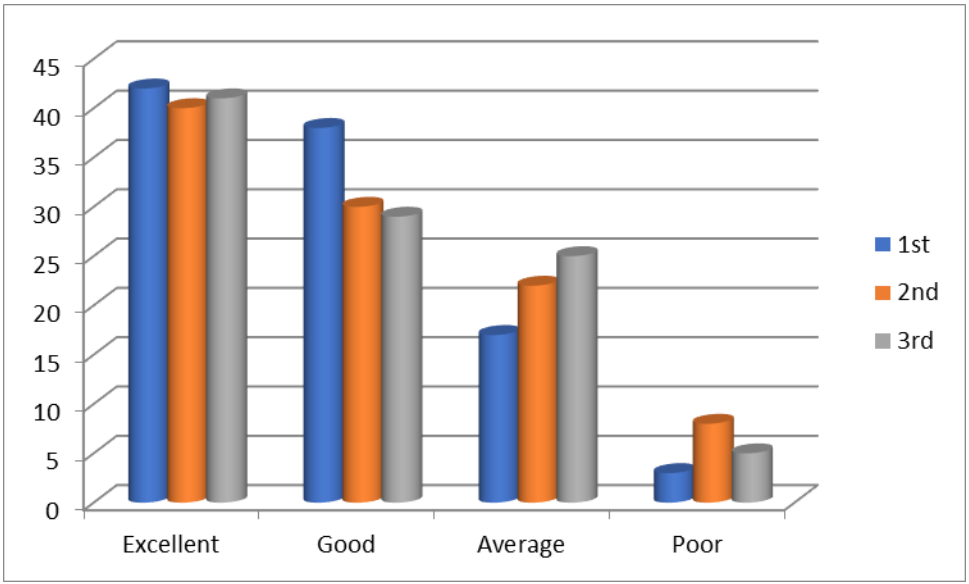

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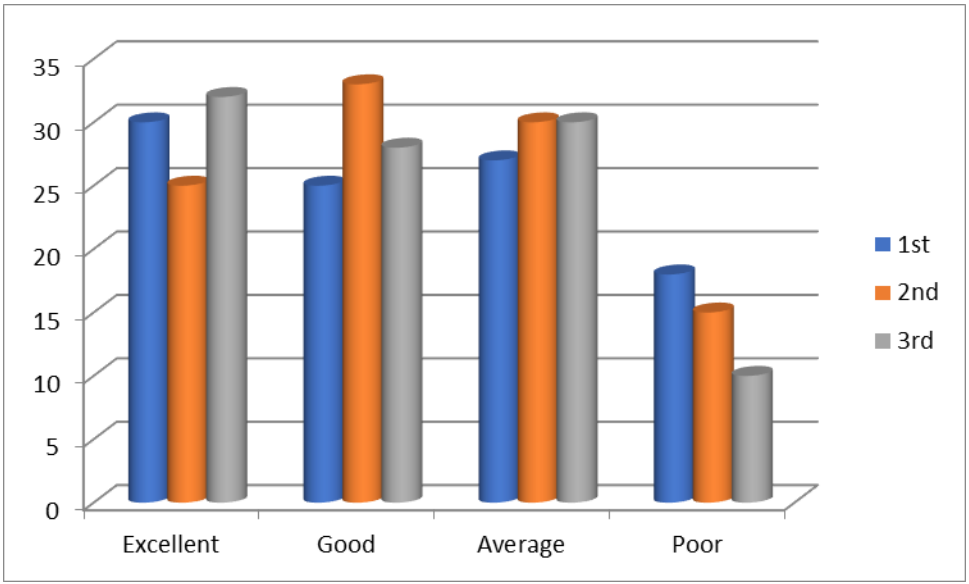

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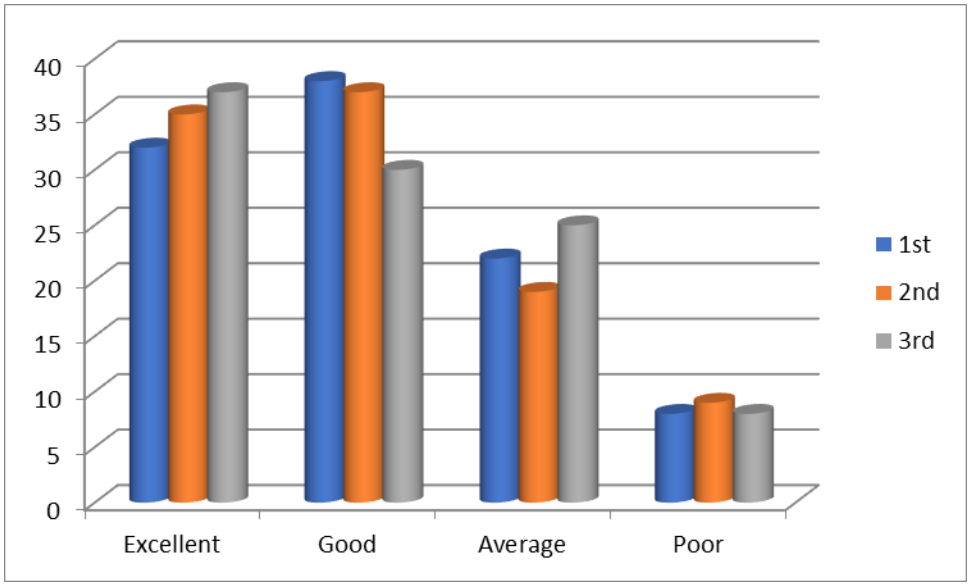

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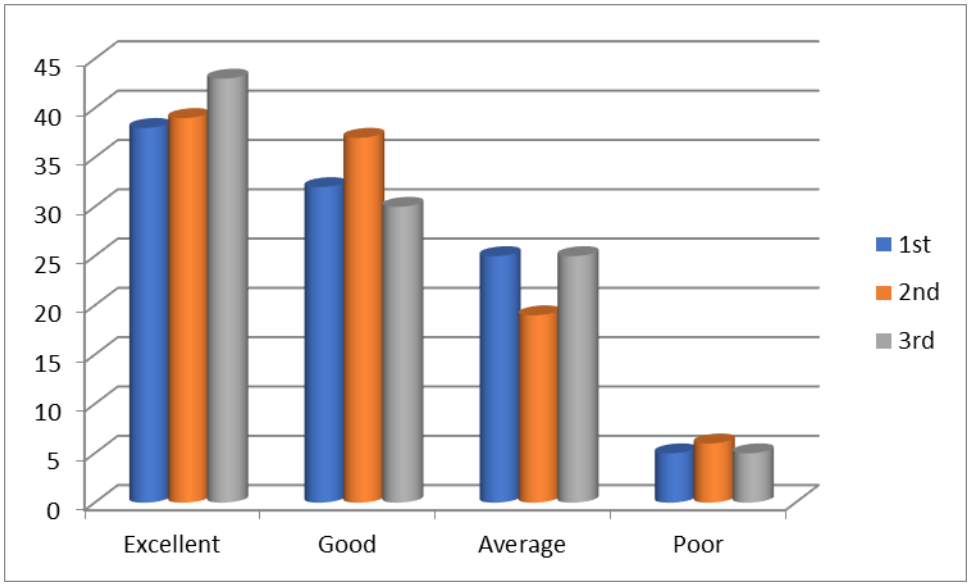

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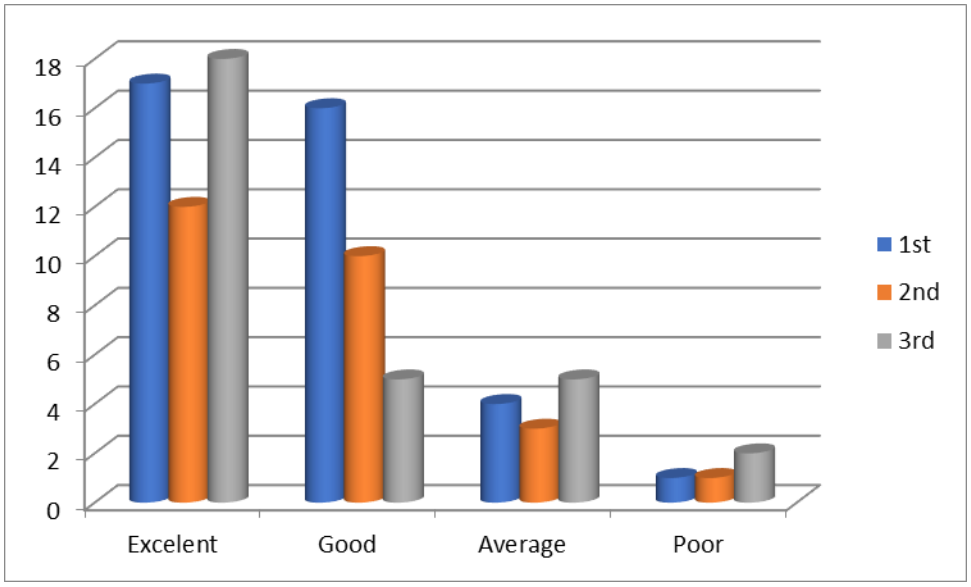

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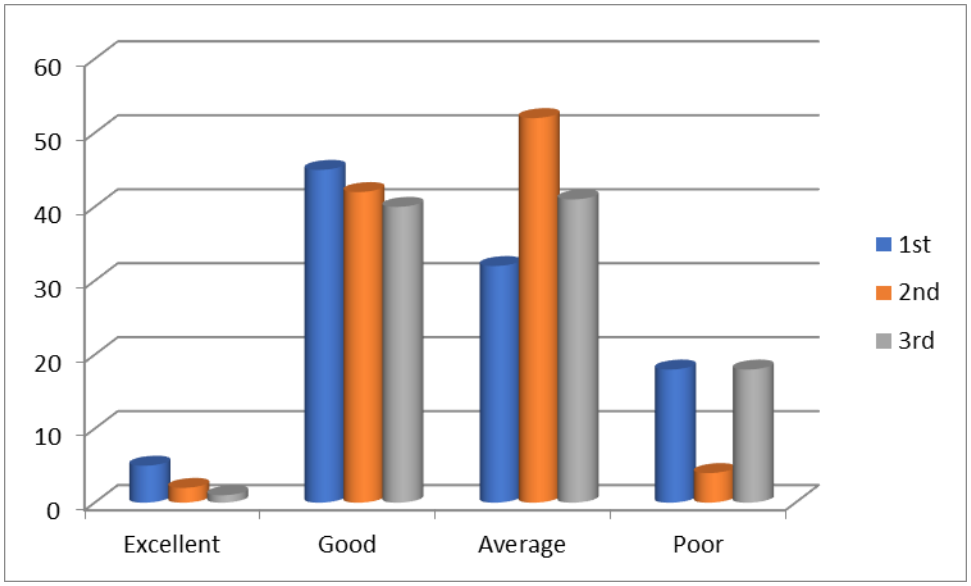

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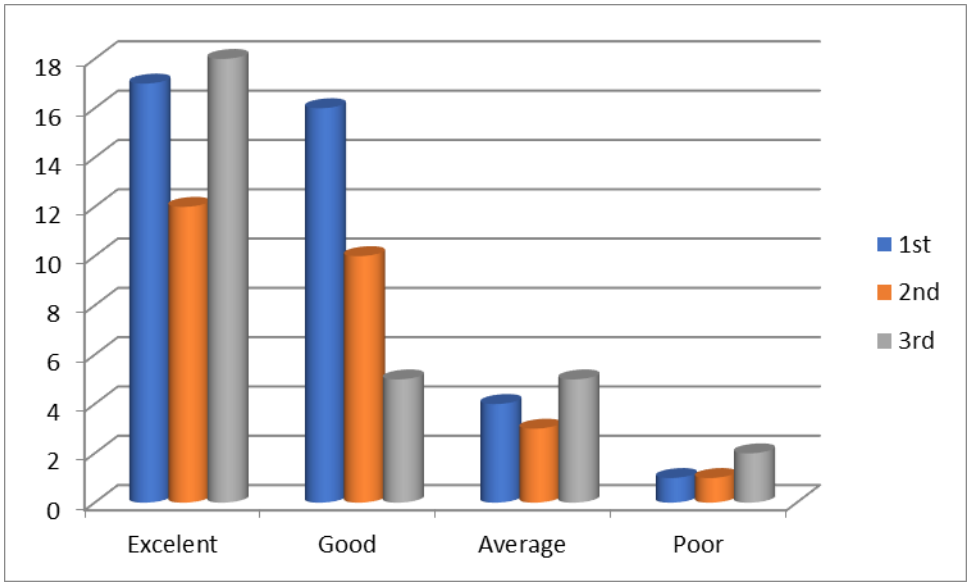

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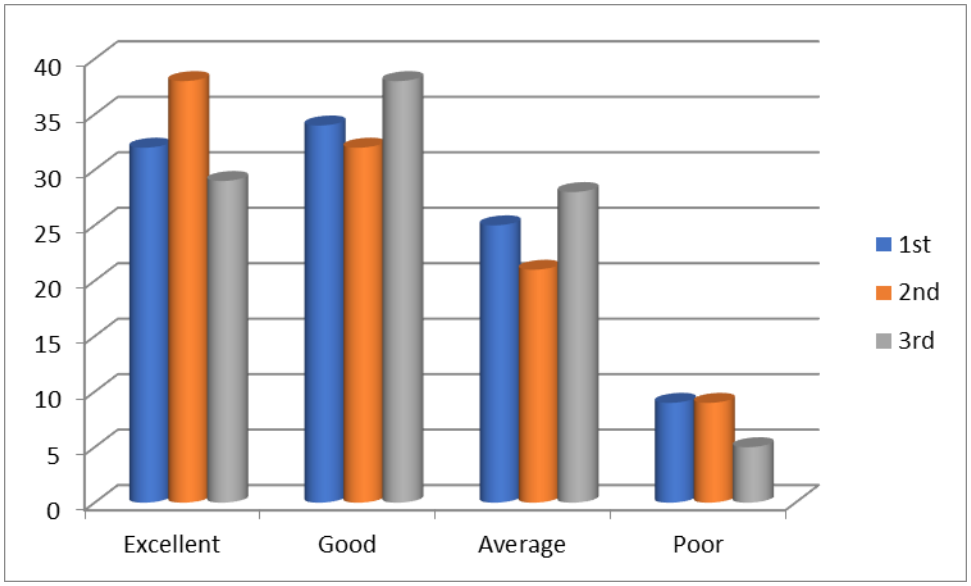

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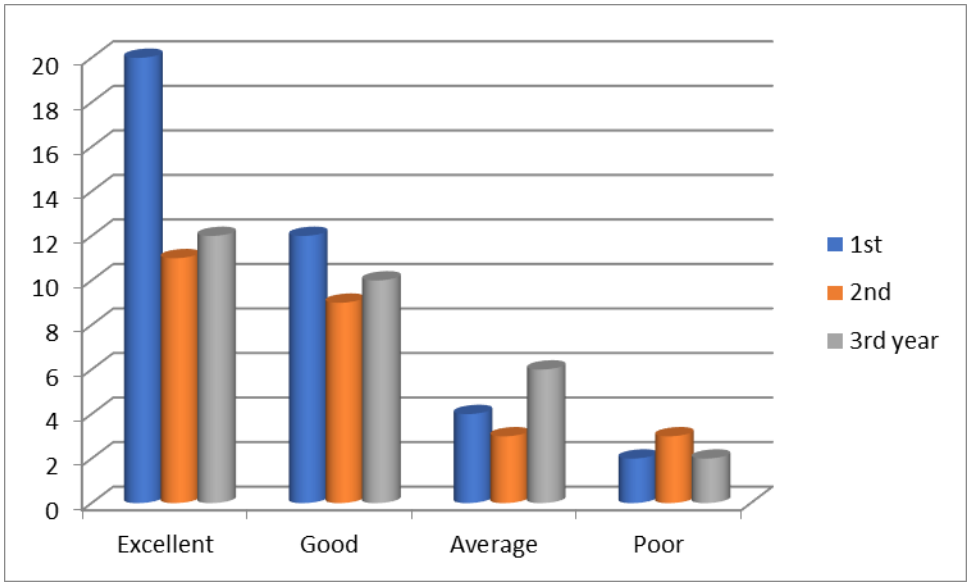

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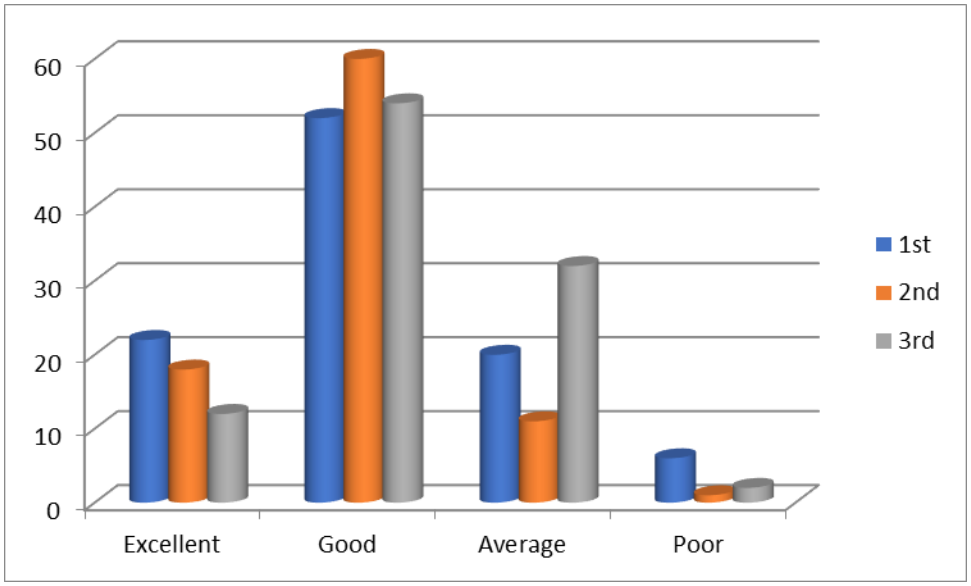

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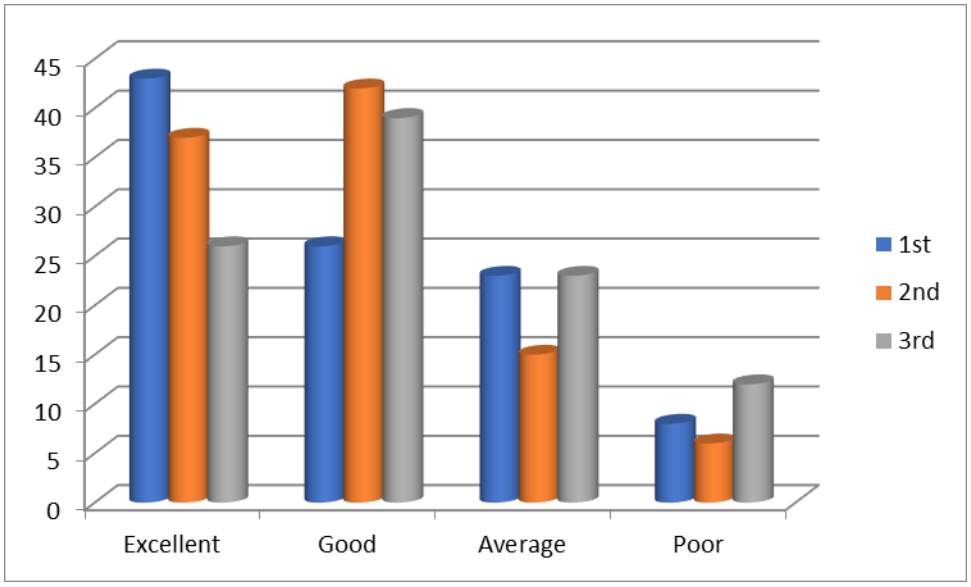

Shib sankar Naskar

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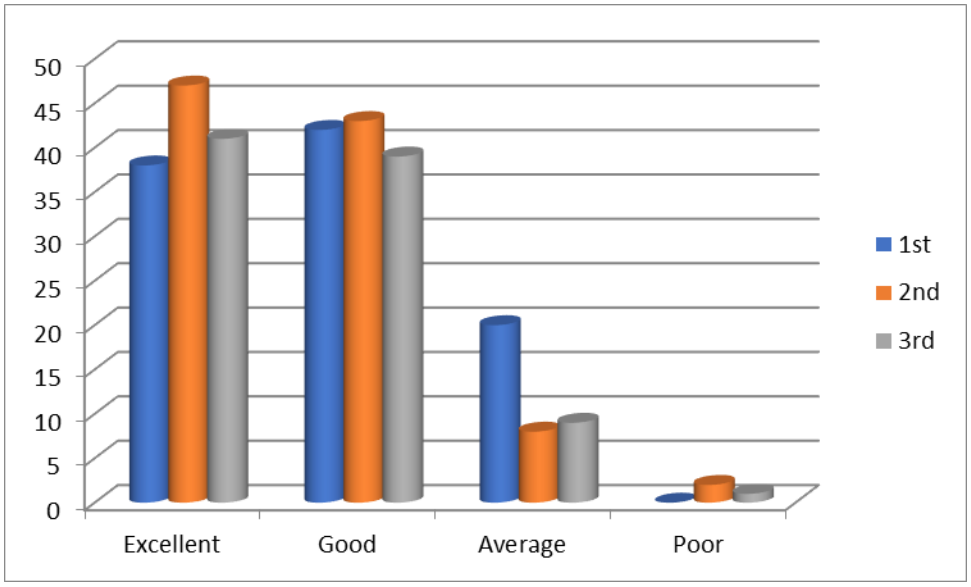

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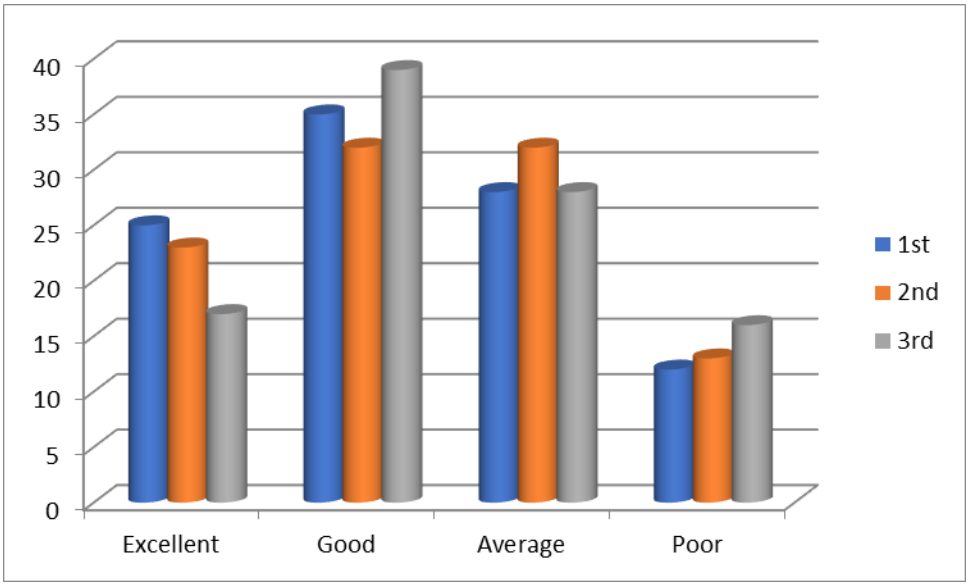

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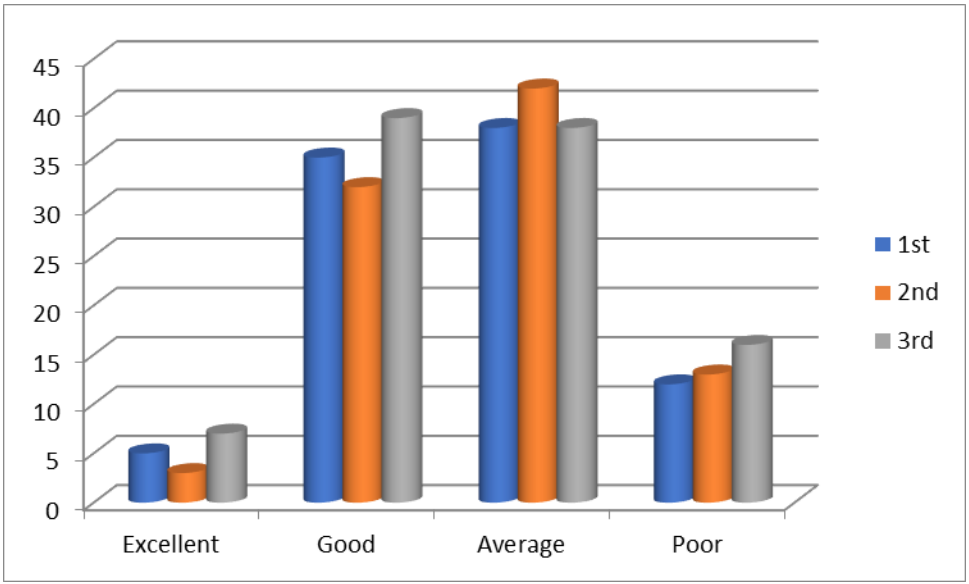

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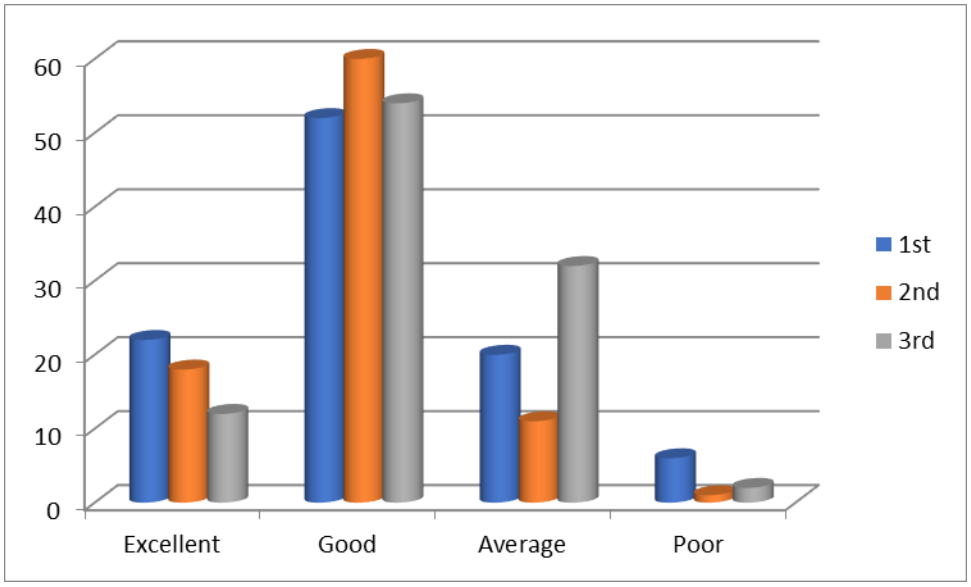

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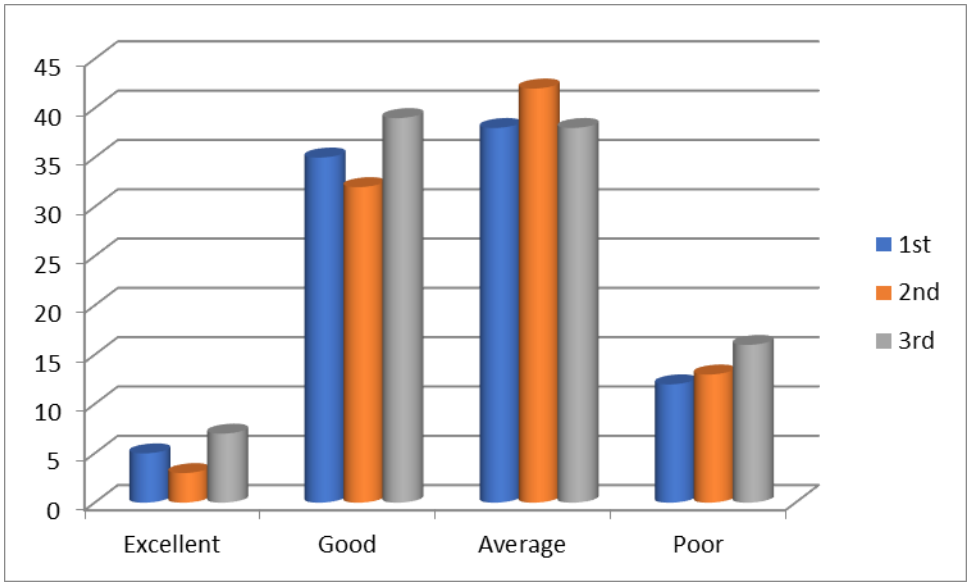

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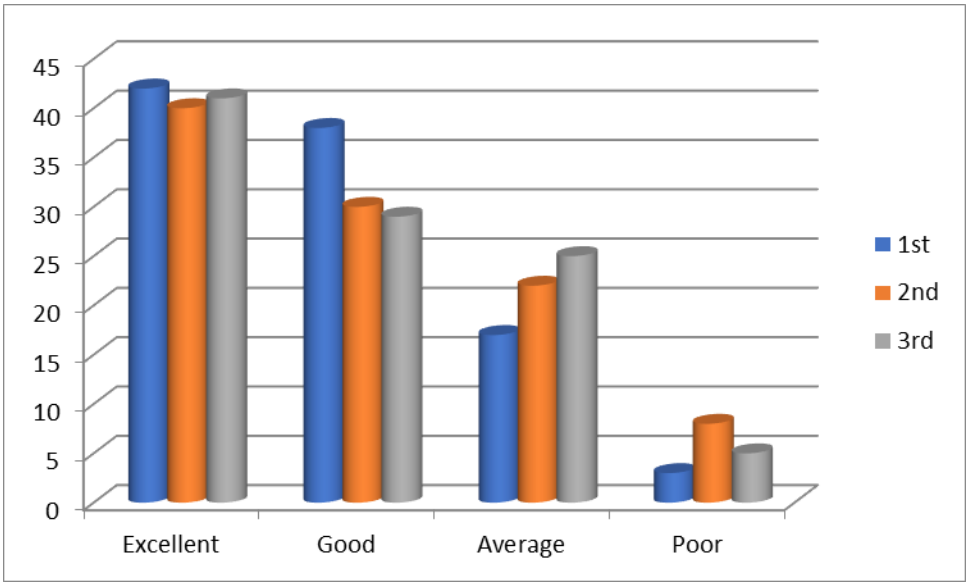

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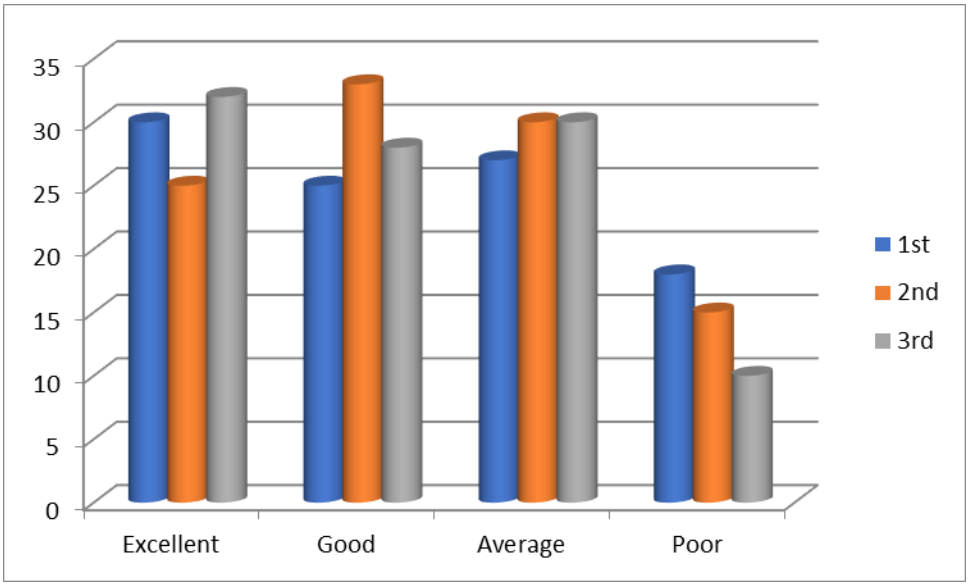
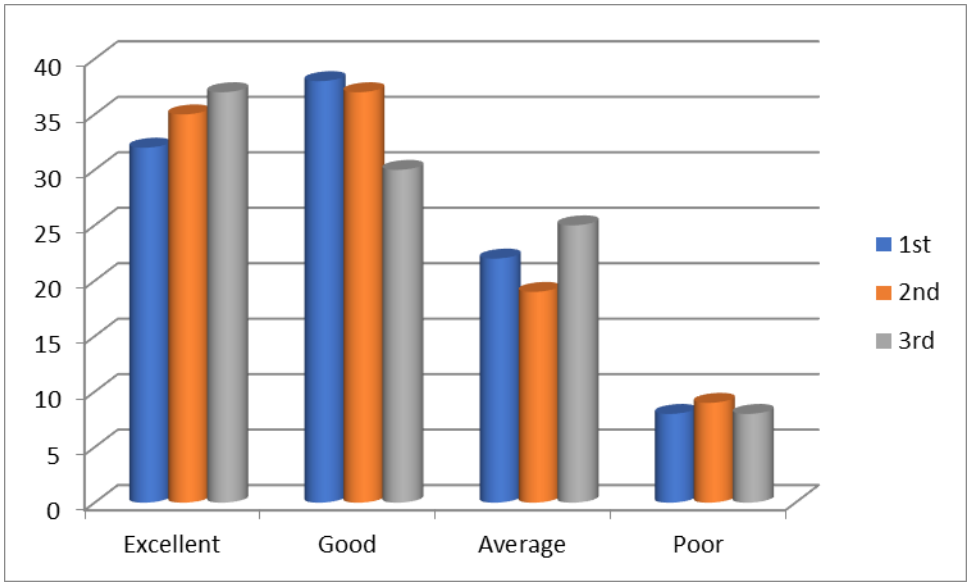
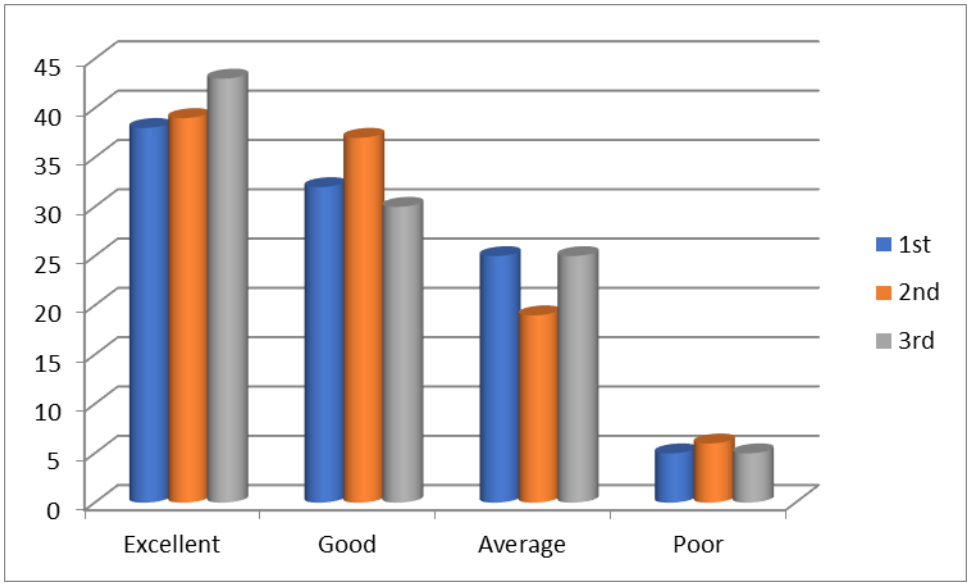


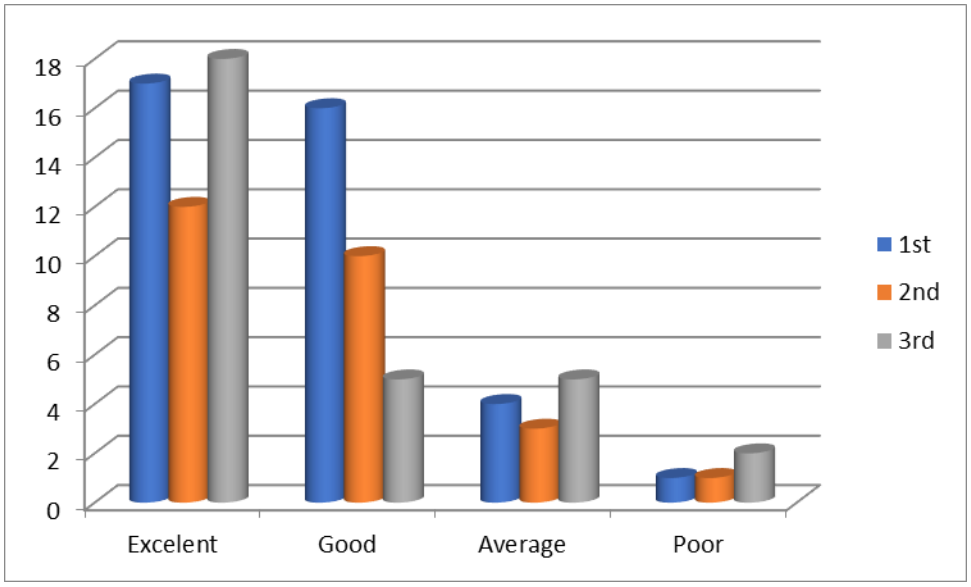
8. Preparation of the topic taught in the class



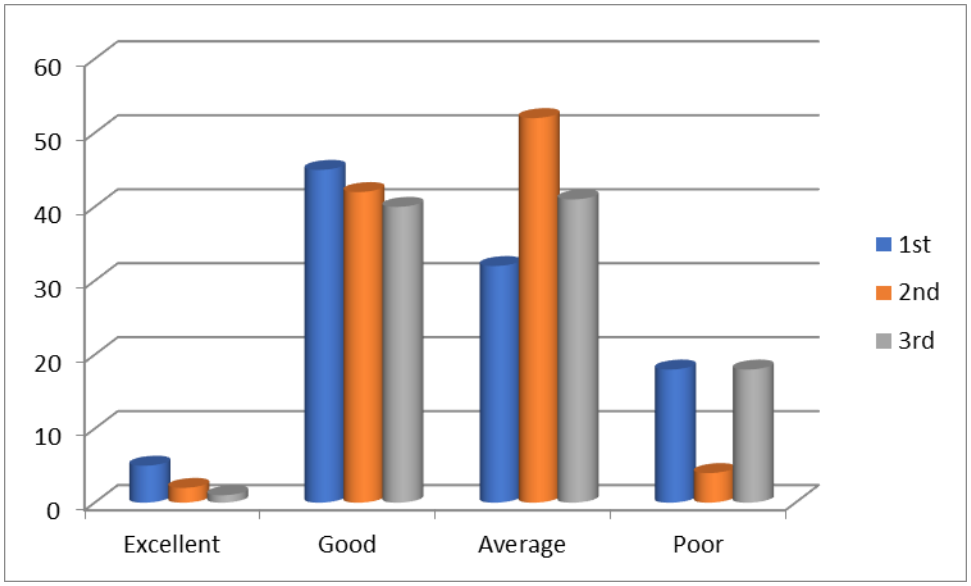
9. The teacher's attitude towards the students in friendly and helpful



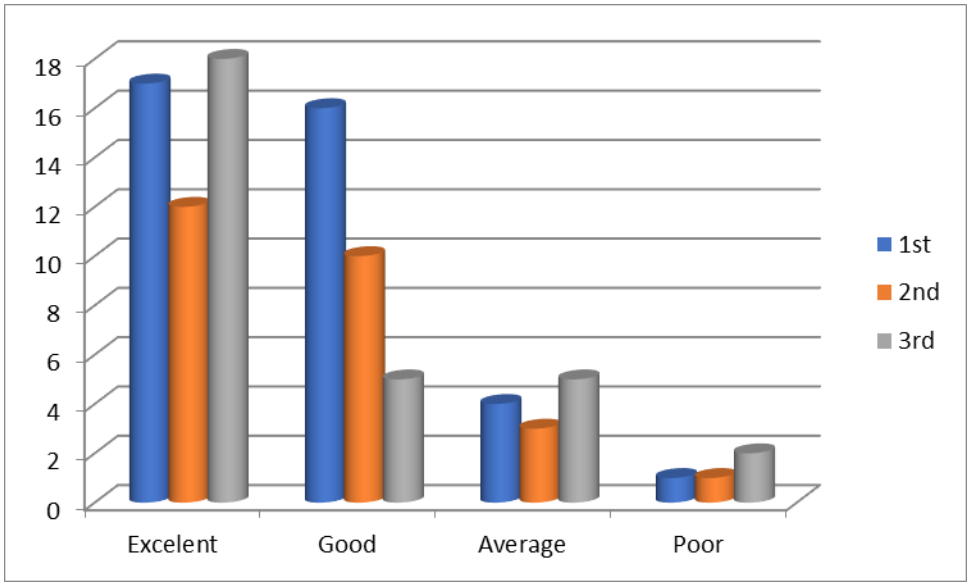
10. The evaluation process if fair and unbiased



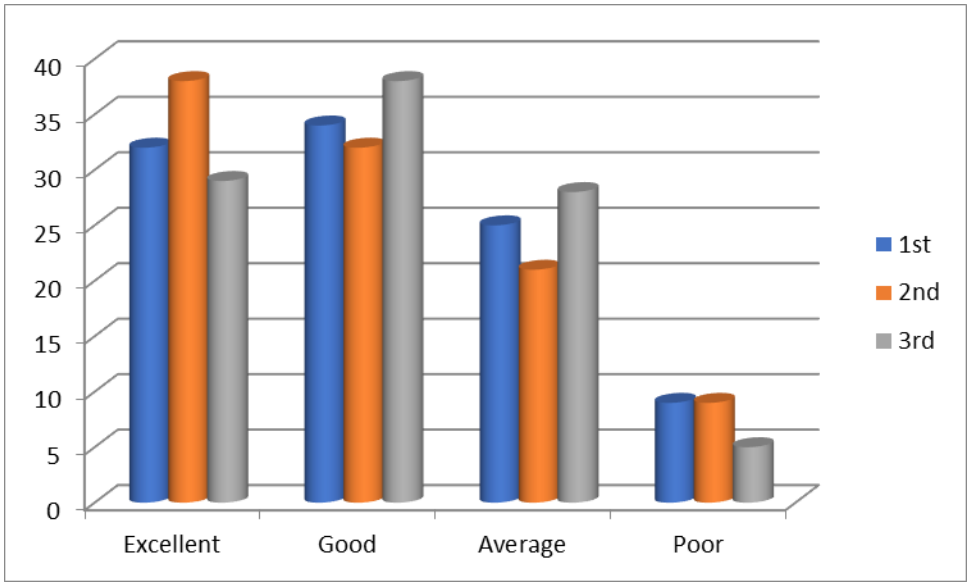
11. Ability to bring conceptual clarity and promotion of thinking ability by teachers



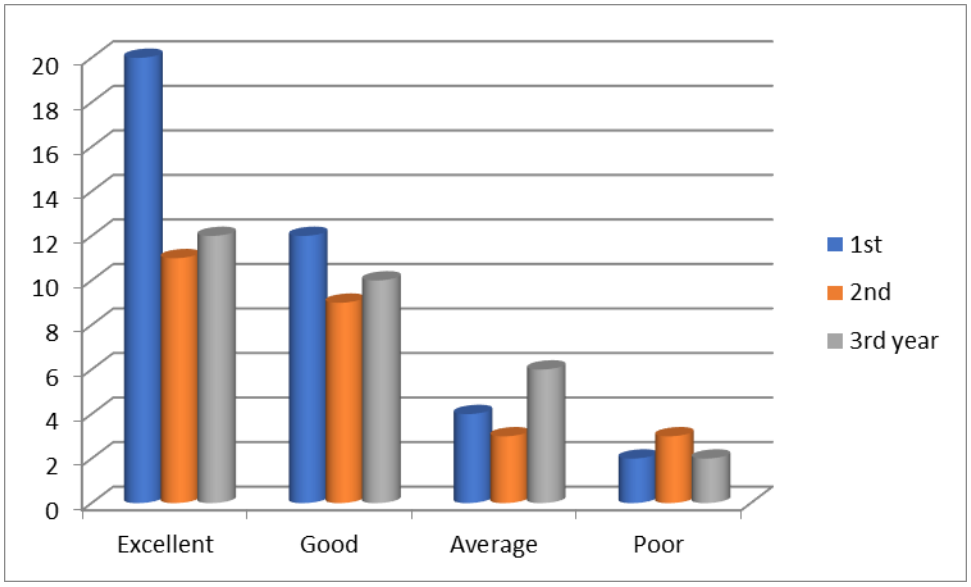
12. Accessibility of the teacher in and out of the class



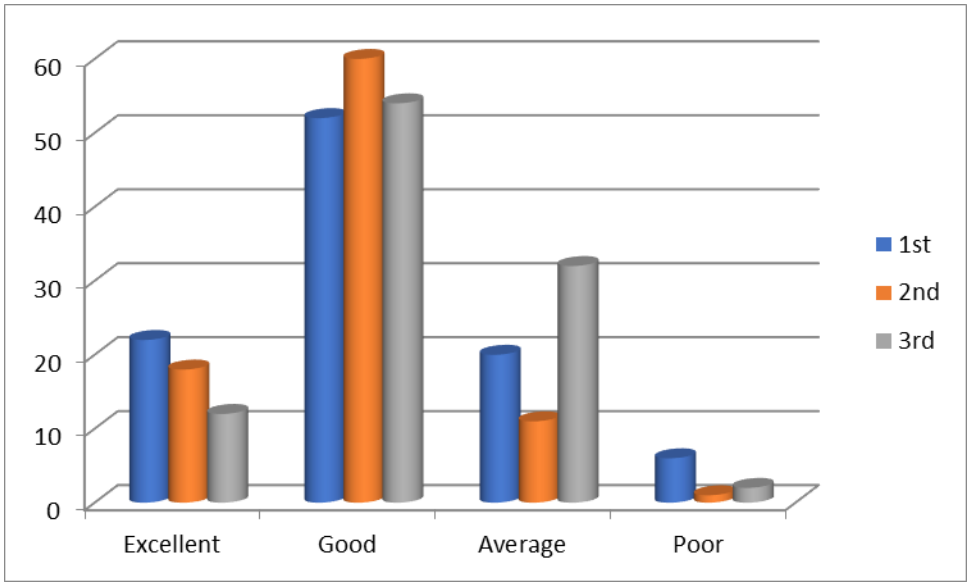
13. Teacher's computer and IT skill



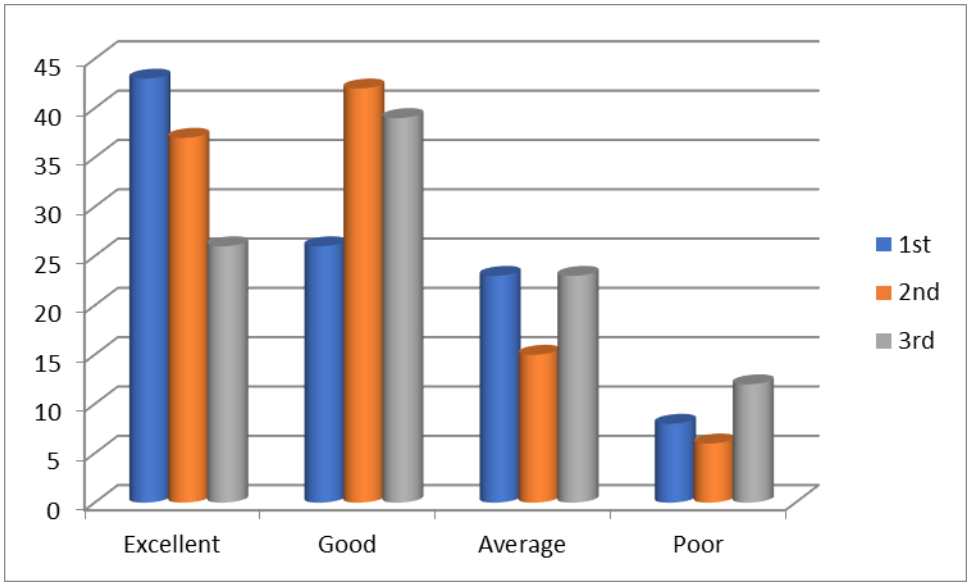
14. Lab work(Wherever applicable)



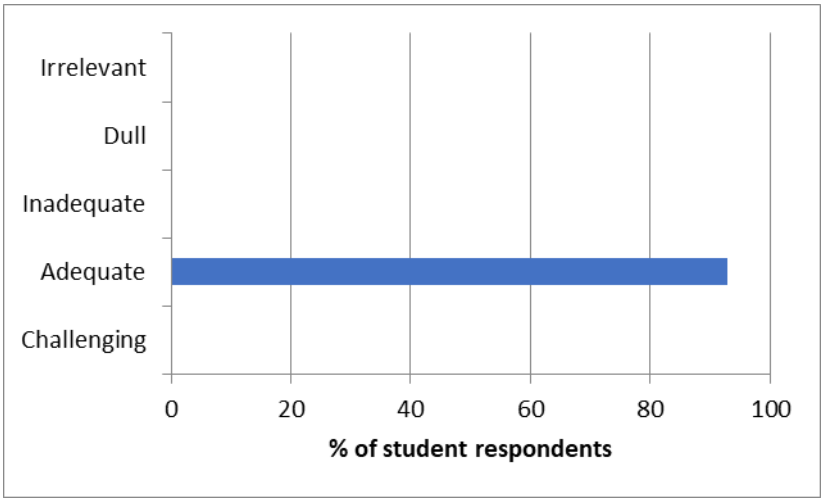
15. Ability to design quizzes/seminars etc



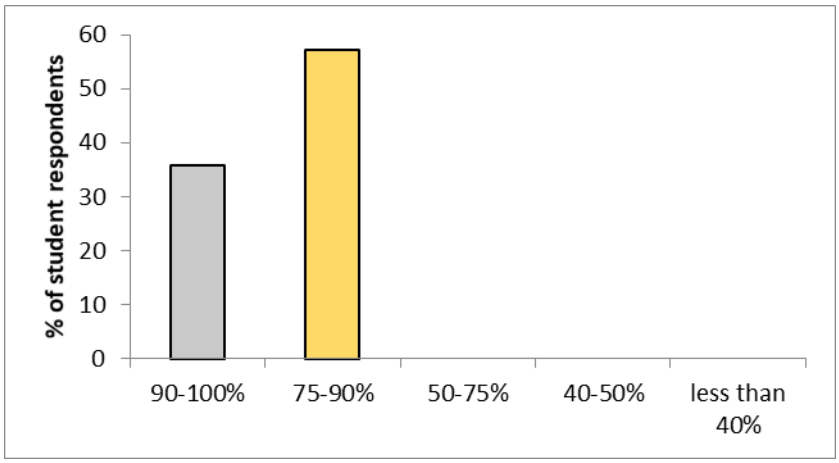
16. Overall performance


45
40
35
30
25
20
15
10
5
0
Excellent
Good
Average
Poor
1st
2nd
3rd

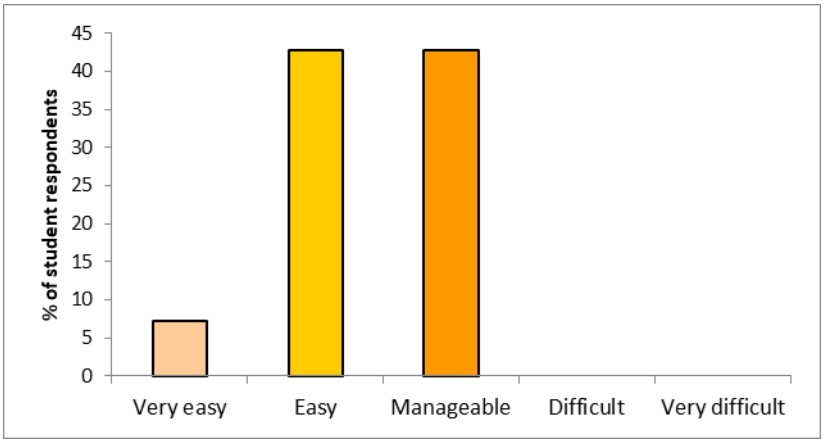
Q1. Syllabus



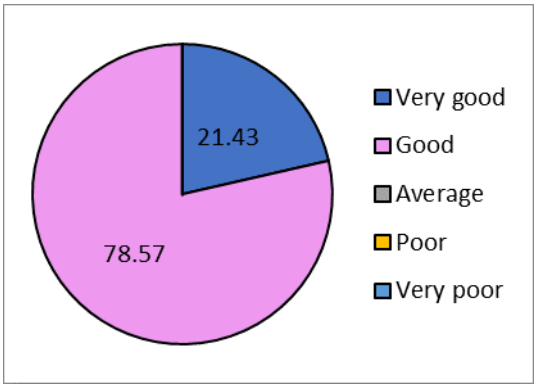
Q2. Syllabus taught in class



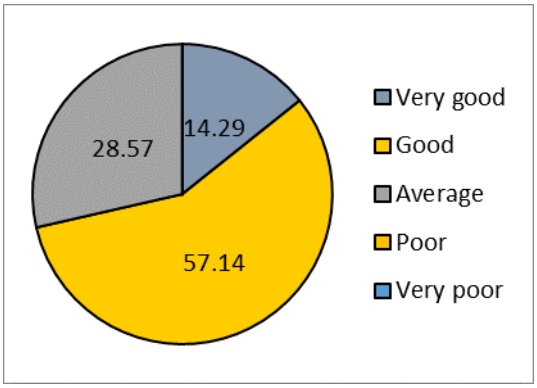
Q3. Course understanding



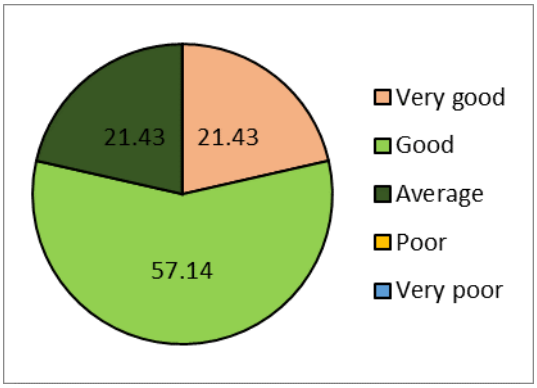
Q4i. Availability of getting prescribed readings



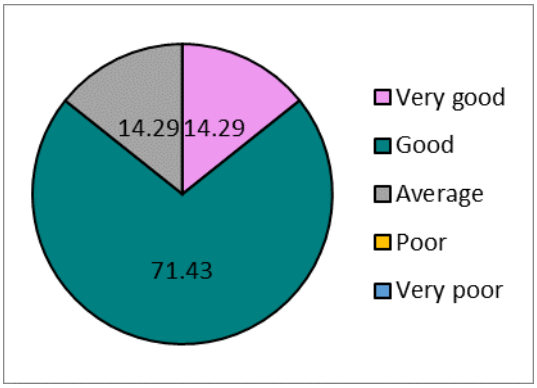
Q4ii. Internal evaluation system



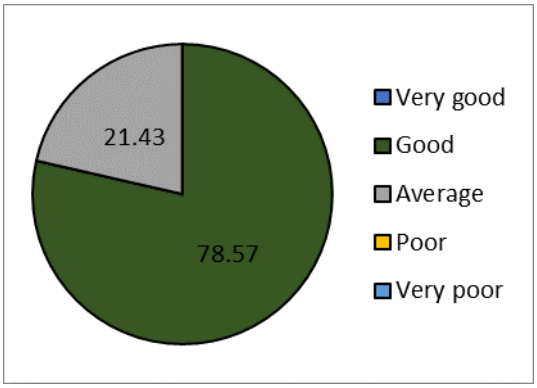
Q4iii. Availability of books/ study material in seminar library



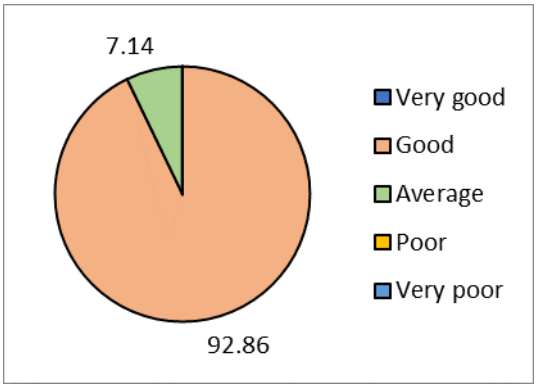
Q4iv. Student- teacher relationship as a whole



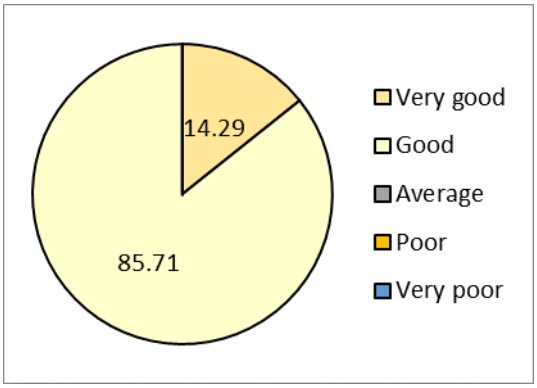
Q4v. Student- teacher relationship in department



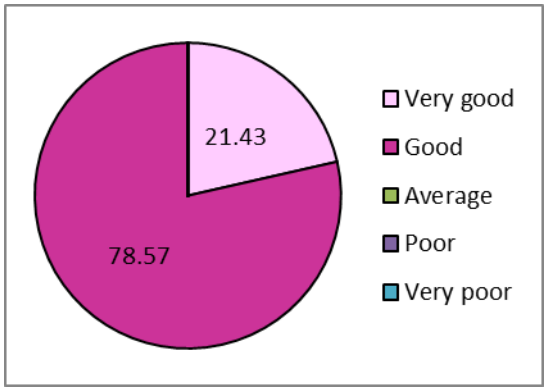
Q4vi. Availability of common room and reading room in college



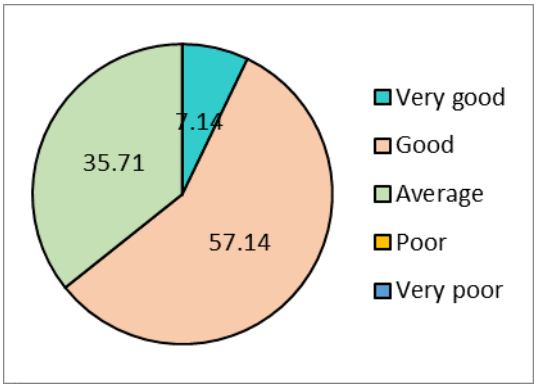
Q4vii. Availability of reading space in library/ seminar library



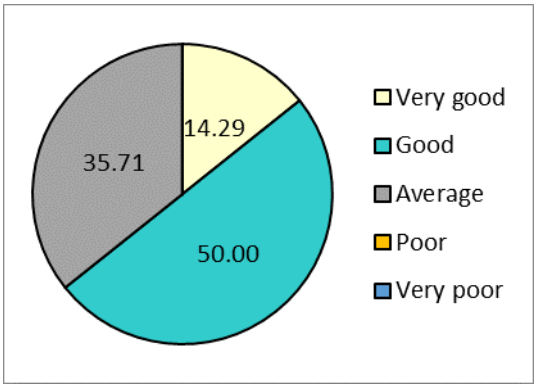
Q4viii. Co-operation o library staff



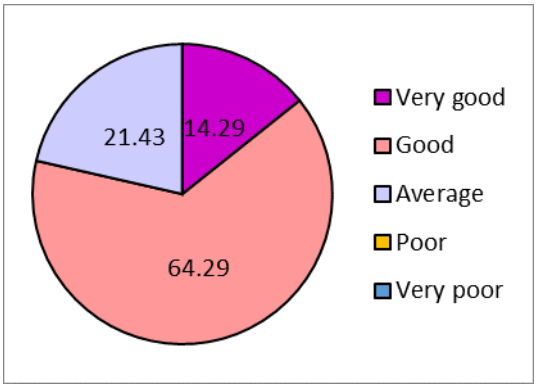
Q4ix. Photocopying facility in department/ library



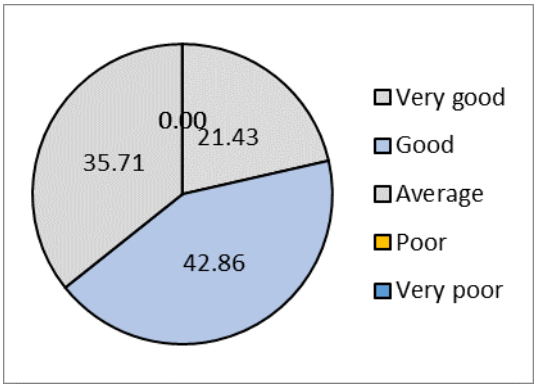
Q4x. Internet facility in department



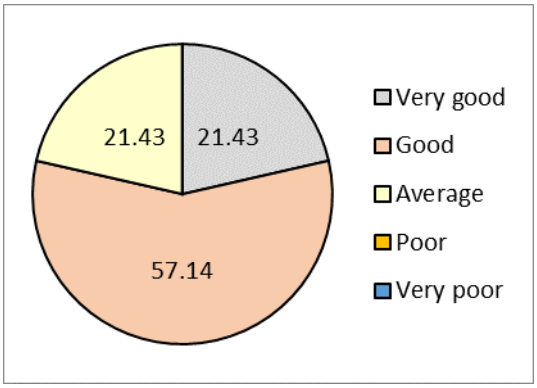
Q4xi. On line education resource availability



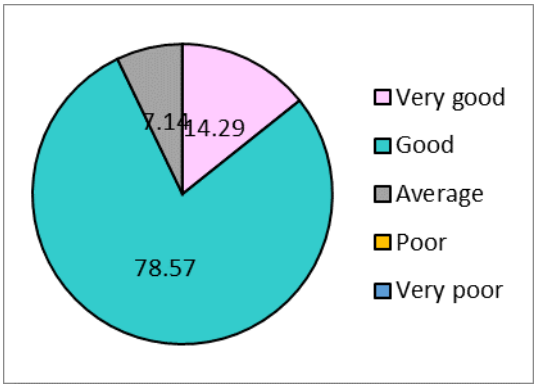
Q4xii. Health care facility



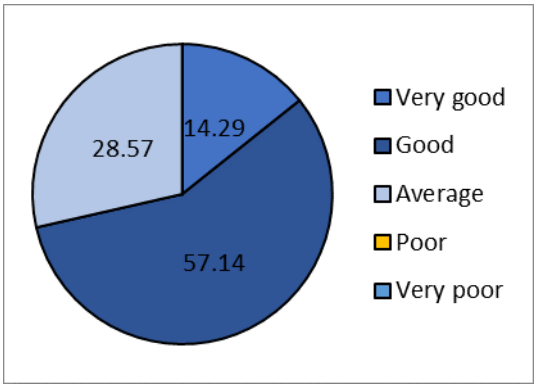
Q4xiii. Attitude of teacher to extra-curricular activities



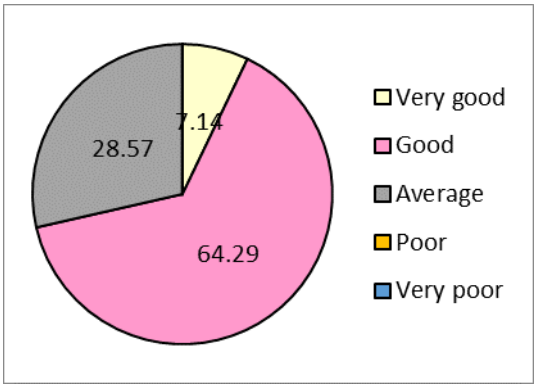
Q4xiv. Maintenance hygiene of toilets



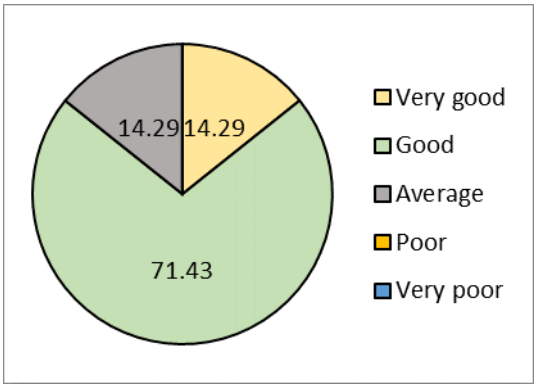
Q4xv. Clean drinking water



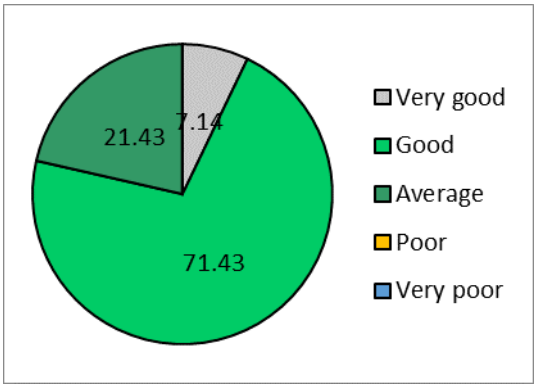
Q4xvi. Functioning of placement cell



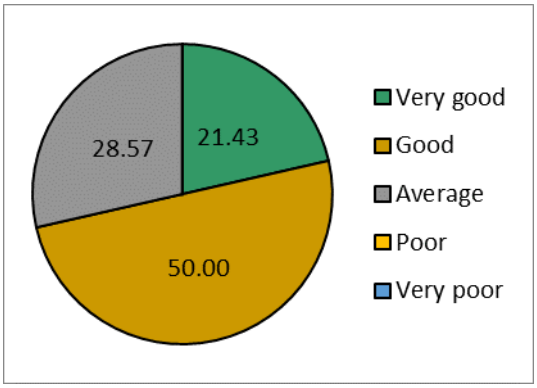
Q4xvii. Laboratory facility



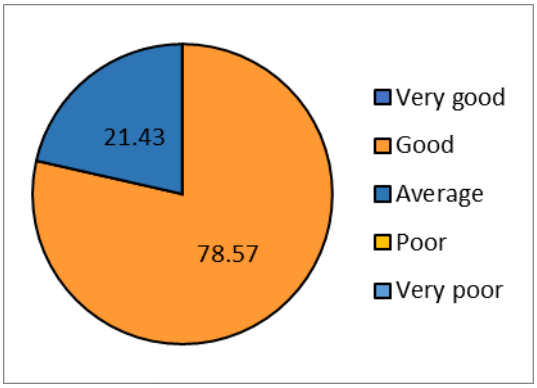
Q4xviii. Green and eco-friendly campus



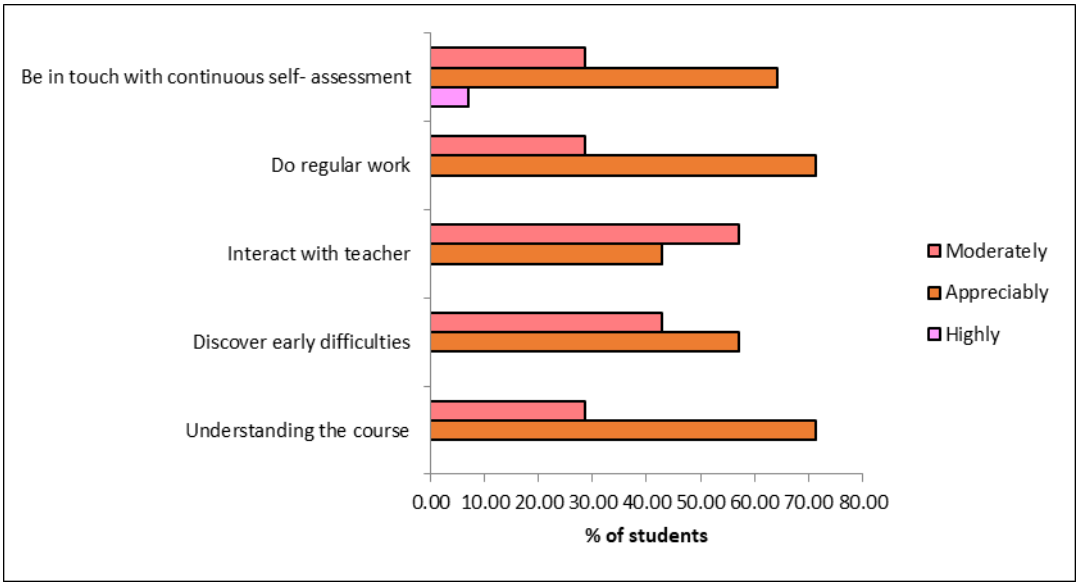
Q4xix. Cleaning and maintenance of college building



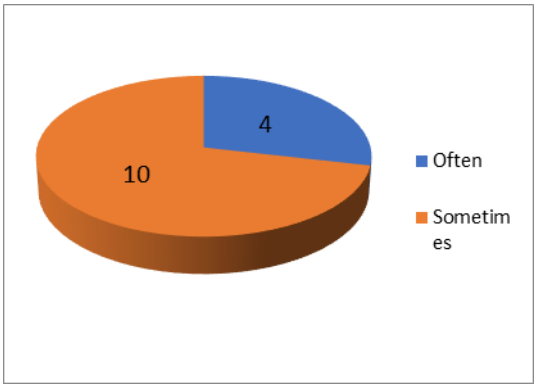
Q4xx. Power supply



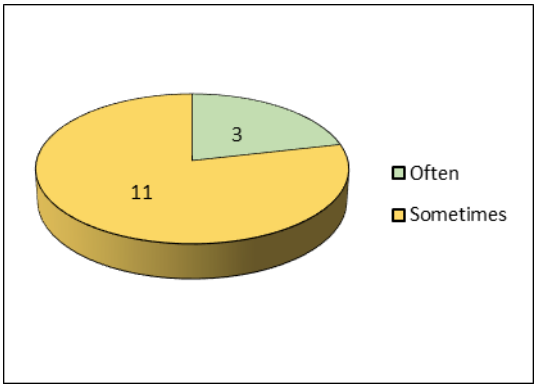
Q5. Internal assessment system



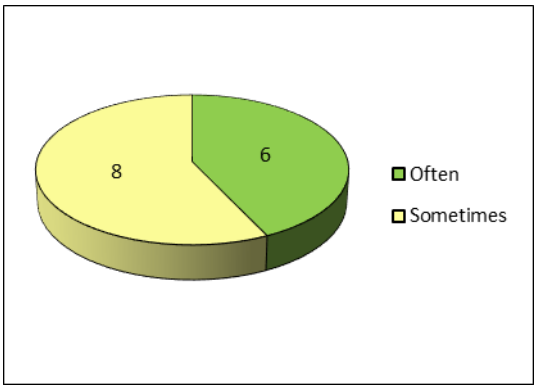
Q6i. Outsider expert lecture at department



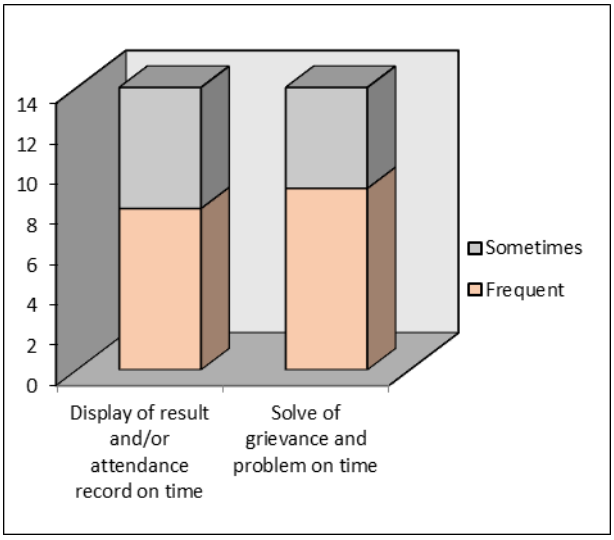
Q6ii. Students visit to Industries, Bank, and other universities



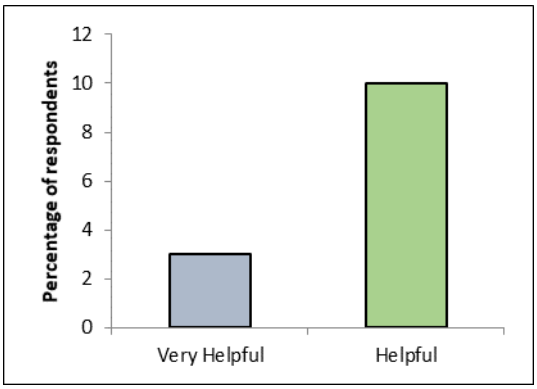
Q6iii. Participation in extracurricular activities



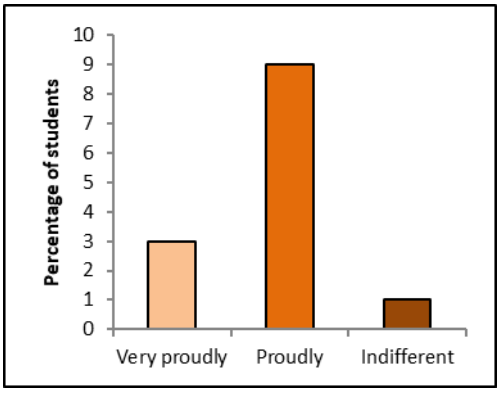
Q7. Promptness of department



Q8. Assistance from college administrative office staff



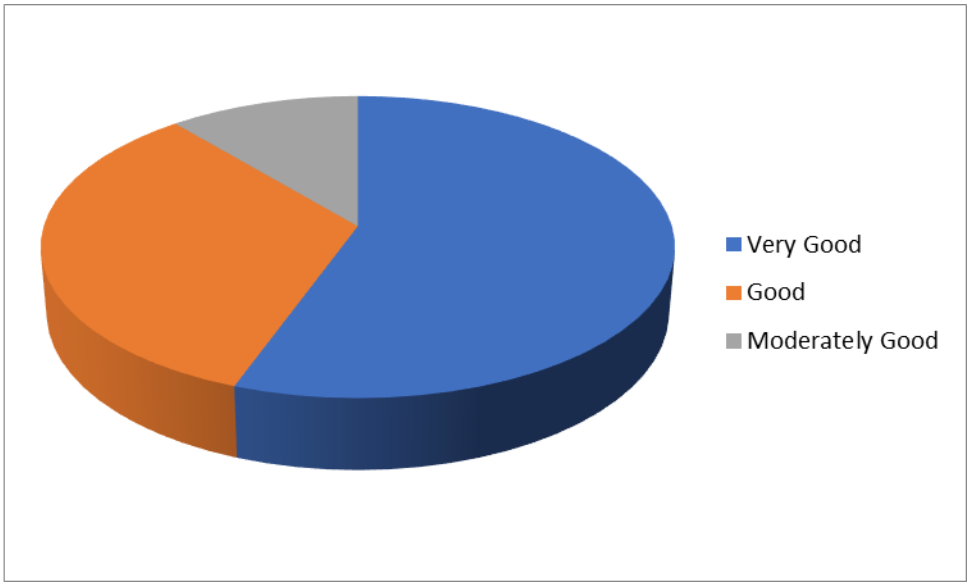
Q9. Opinion about college being students



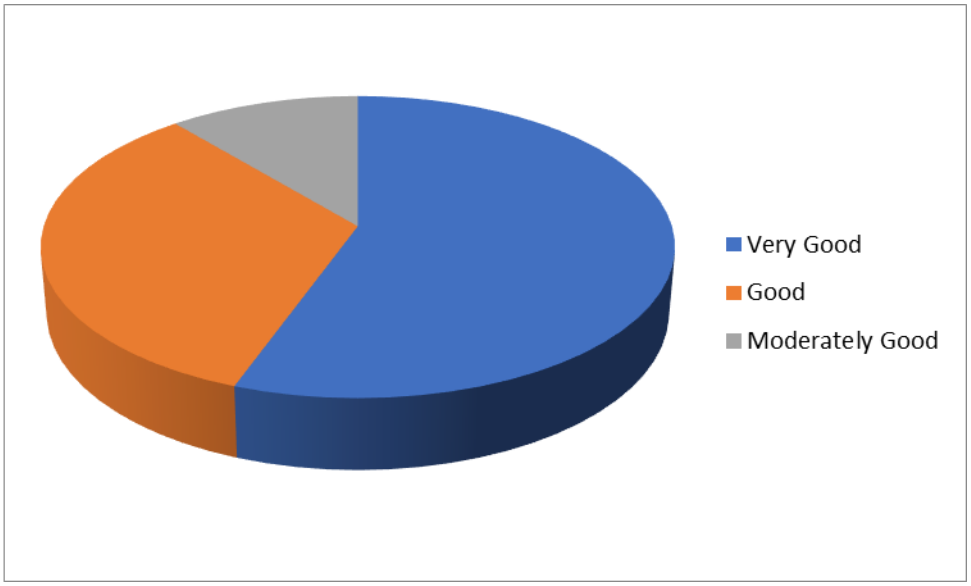
Department of Commerce

Questionnaire-1

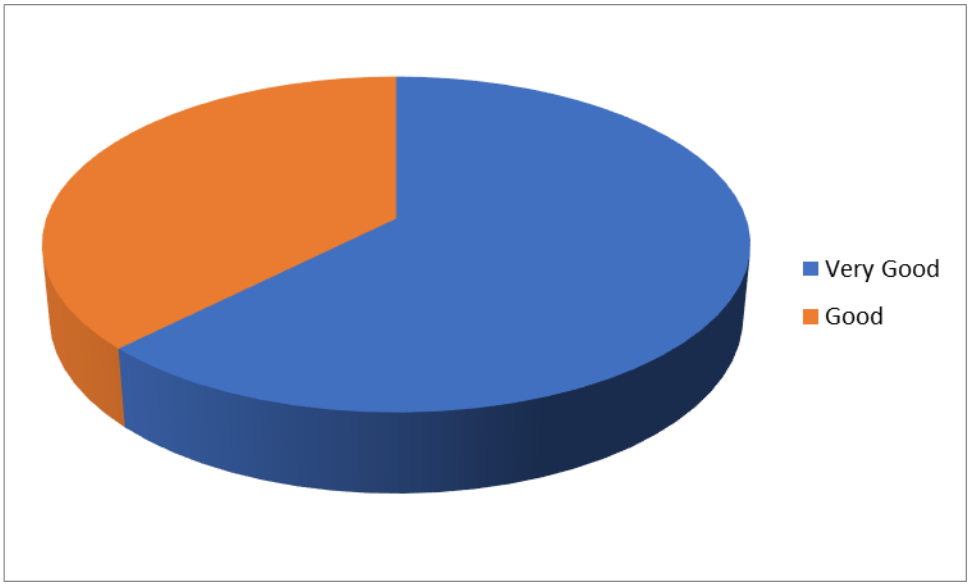
20. Depth of the course content



1ST Year

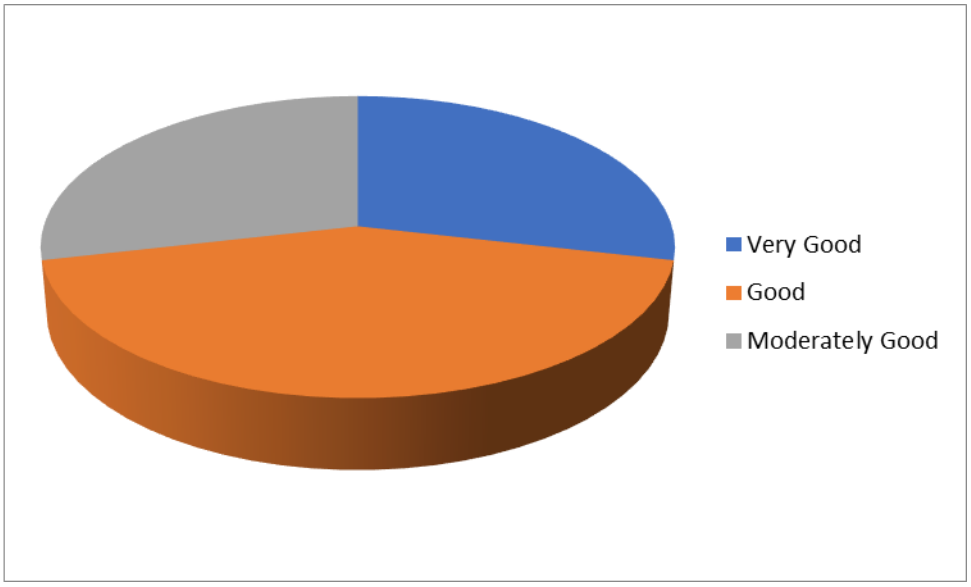


2nd Year

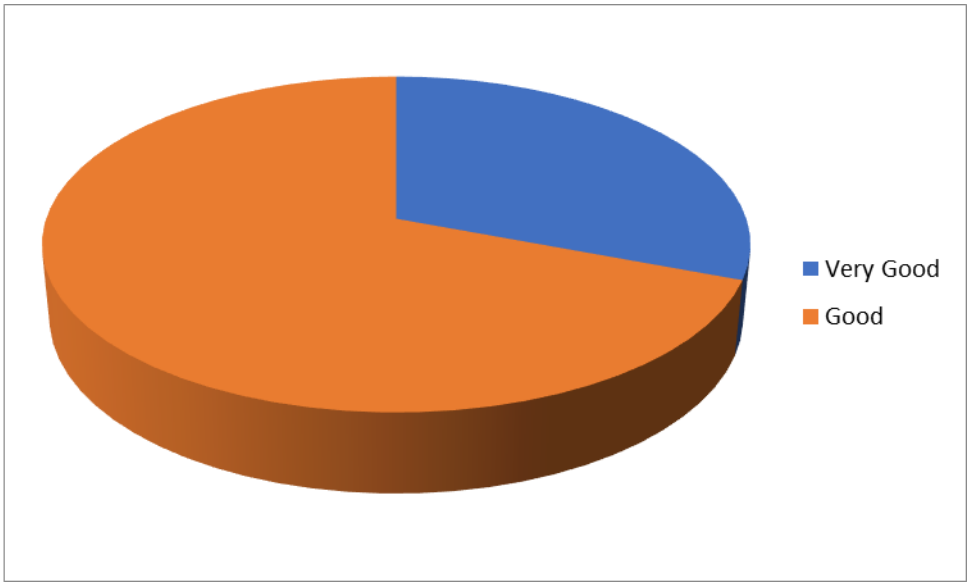


3rd Year

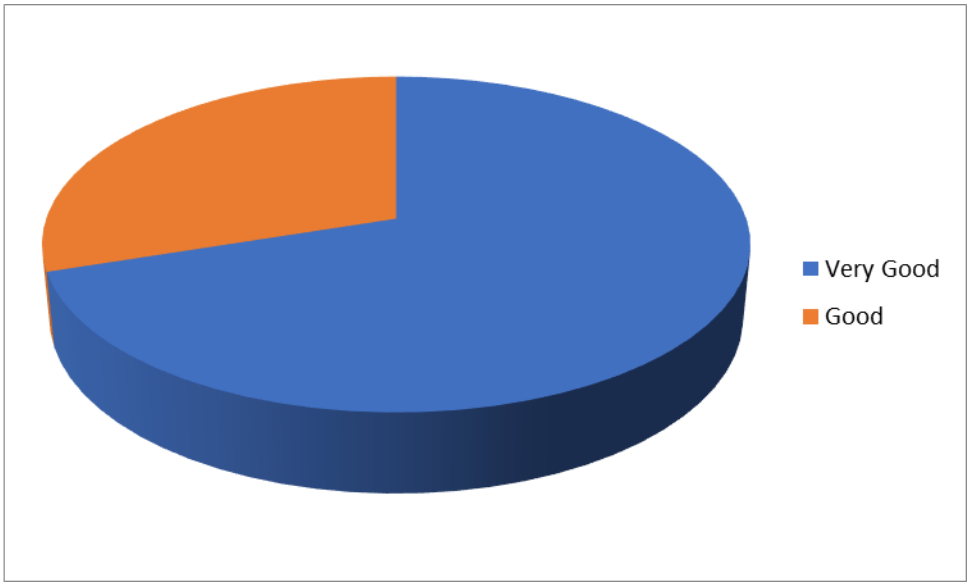
21. Extent of coverage of course



1st



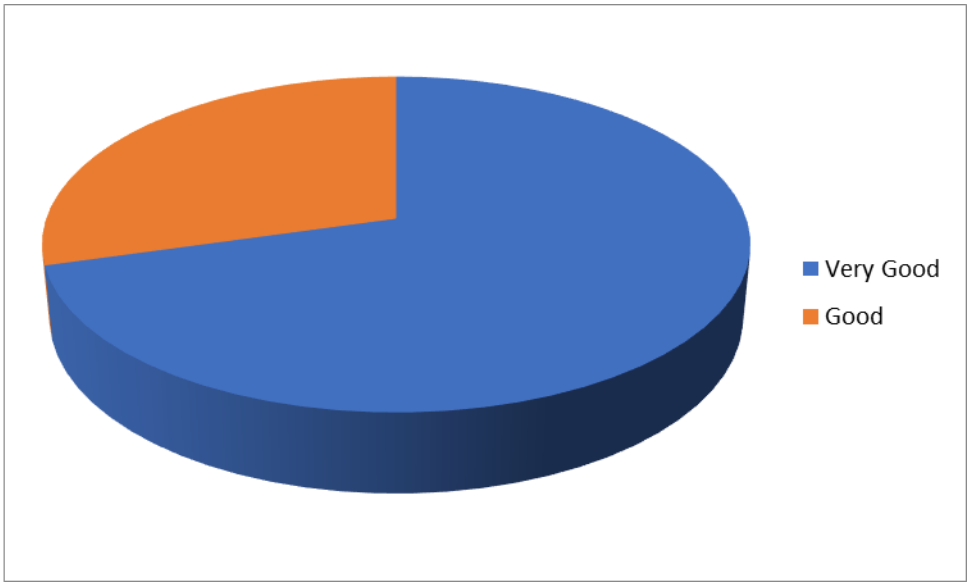
2nd



3rd

22. Applicability/ relevance to real life situations

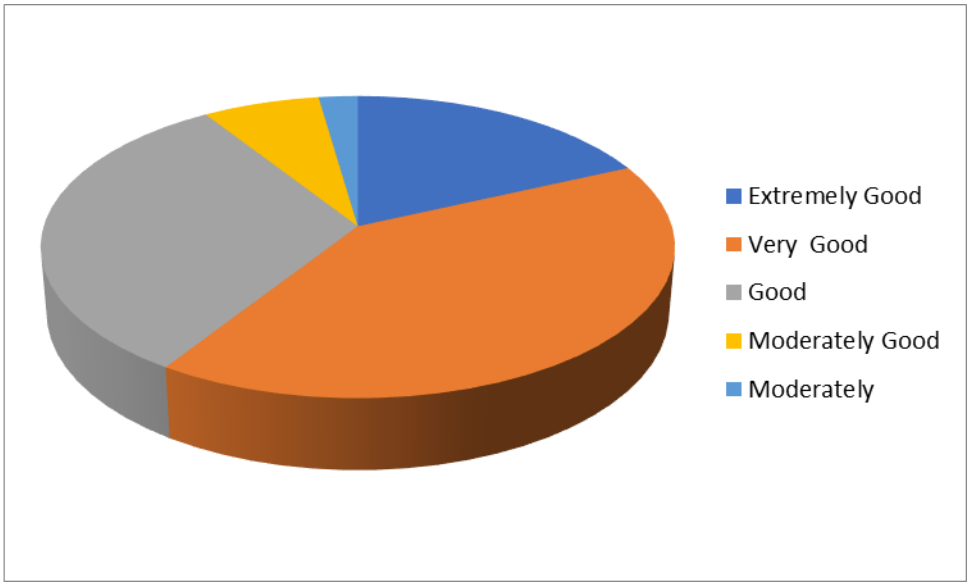
All the first and second year students said it is Good



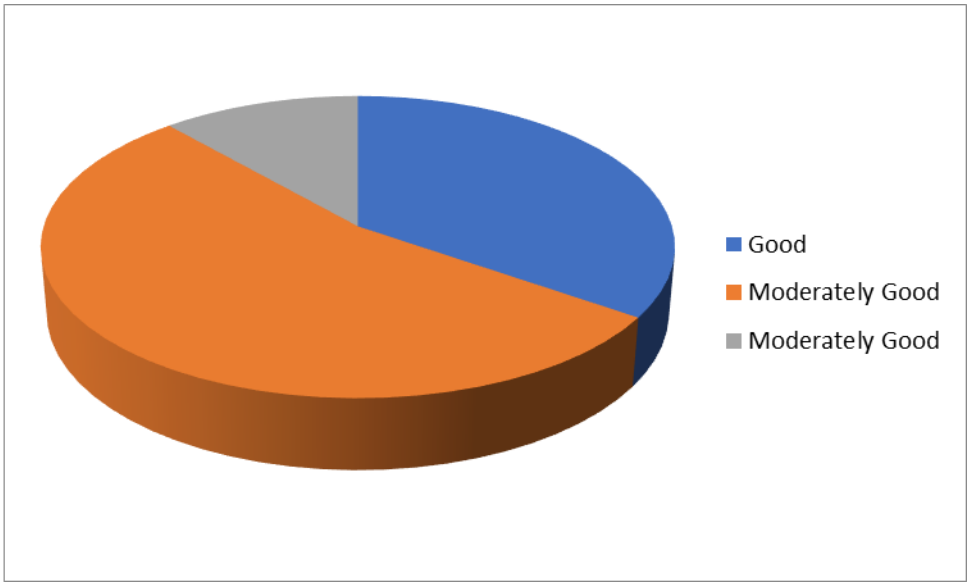
3rd

23. Learning Value
    All the students said- Good

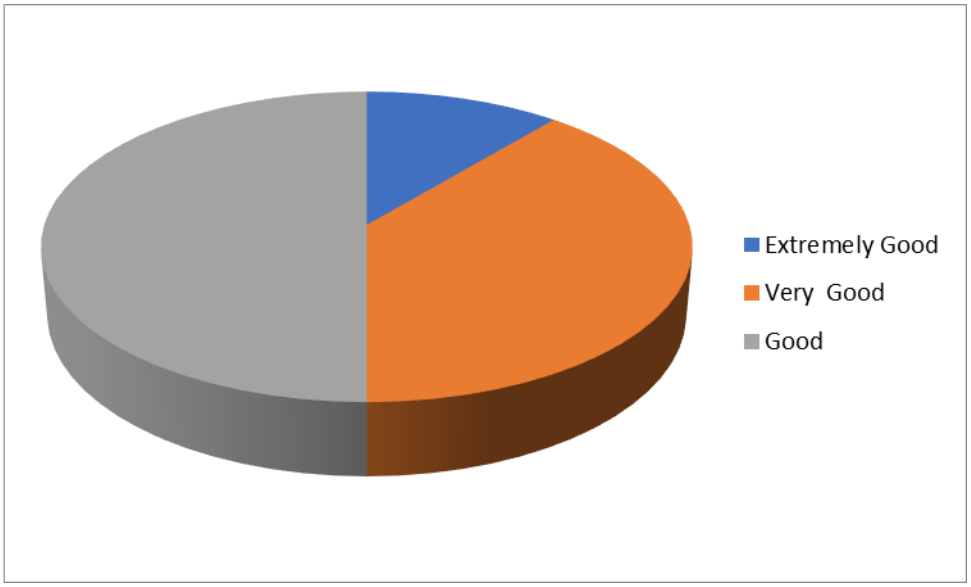
24. Clarity and relevance of textual regarding material



1st

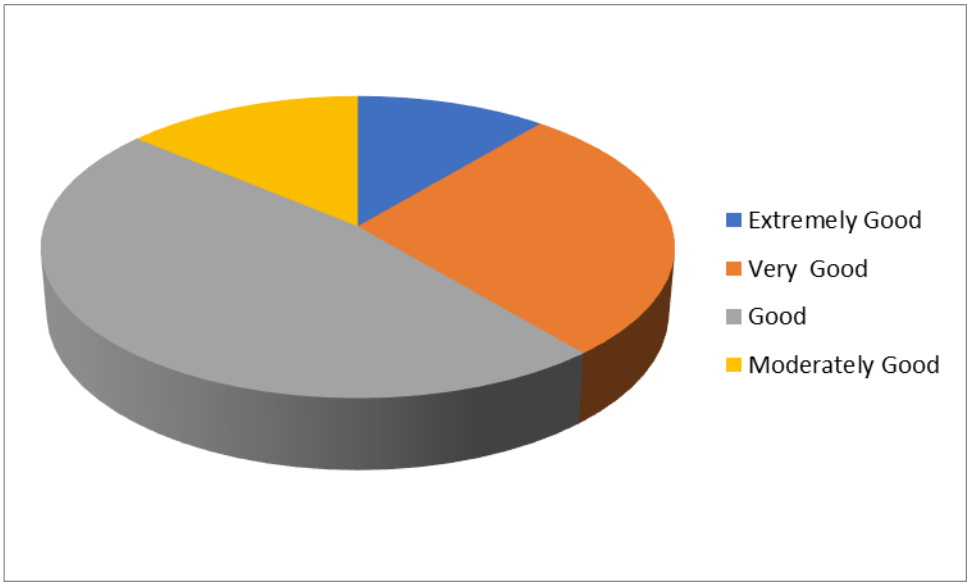


2nd



3rd

25. Relevance of additional source material(Library)
    1st Year and 2nd year-Good



3rd Year

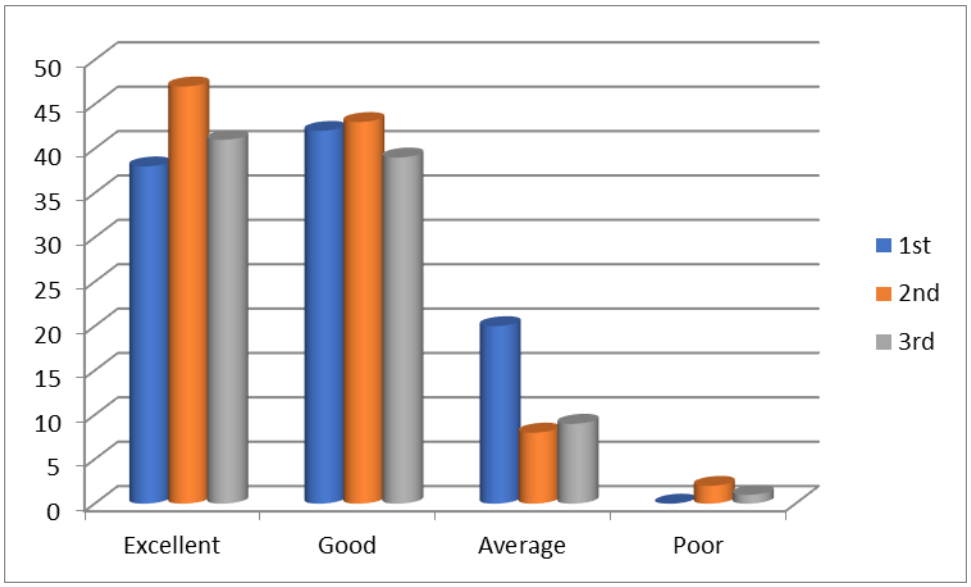
26. Extent of effort required by student :-Good

27. Overall rating:-Good

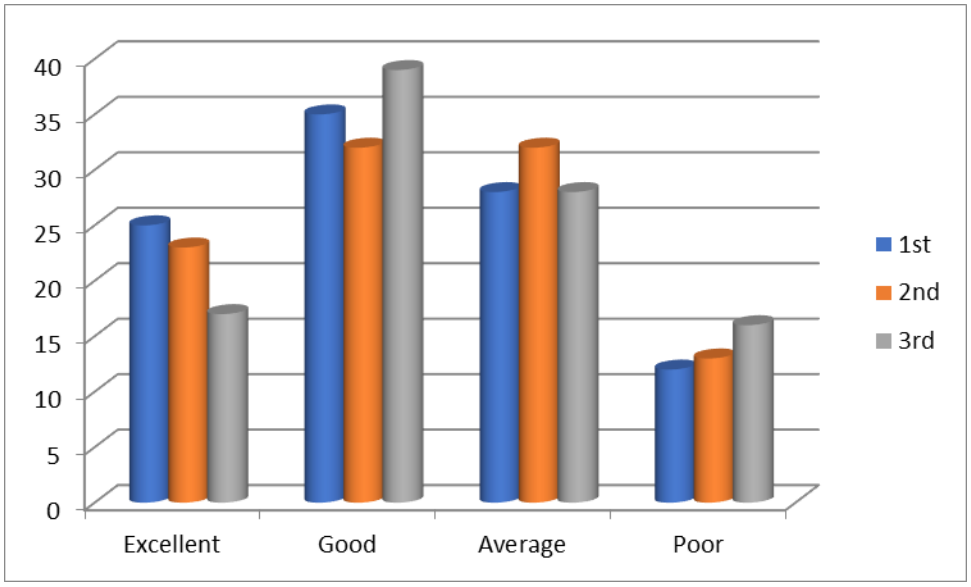
Questionnaire-2

A

17. Knowledge base of the teacher



18. Focus on syllabi and teaching



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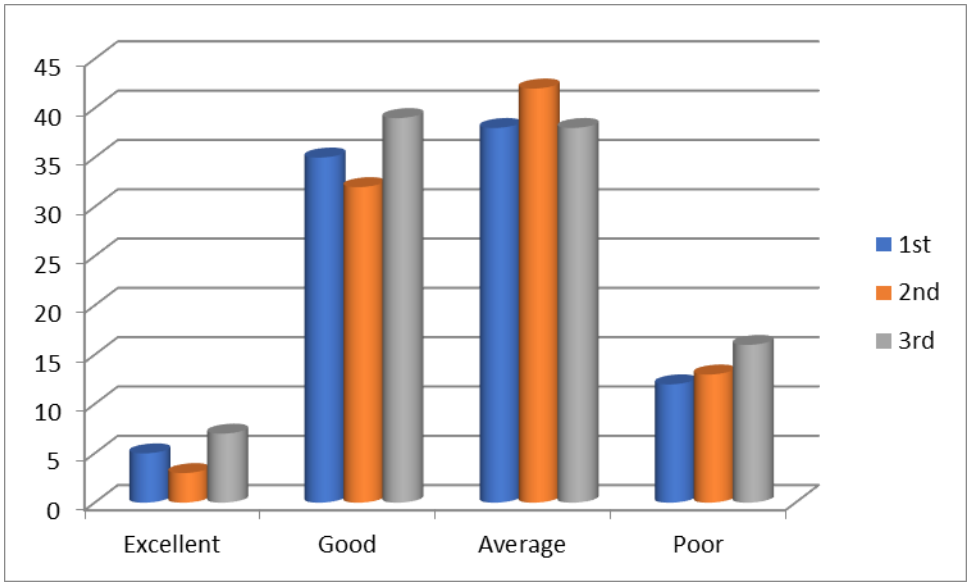

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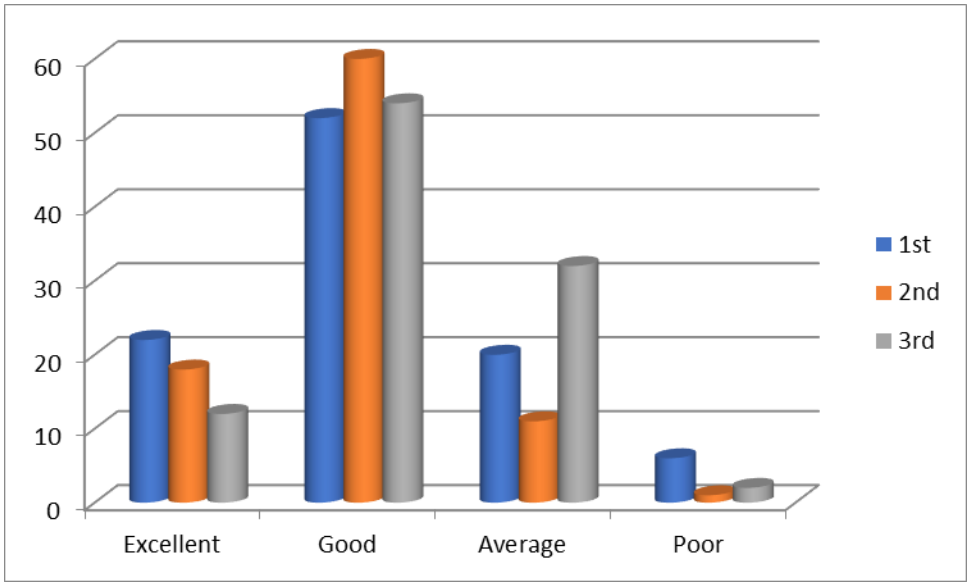

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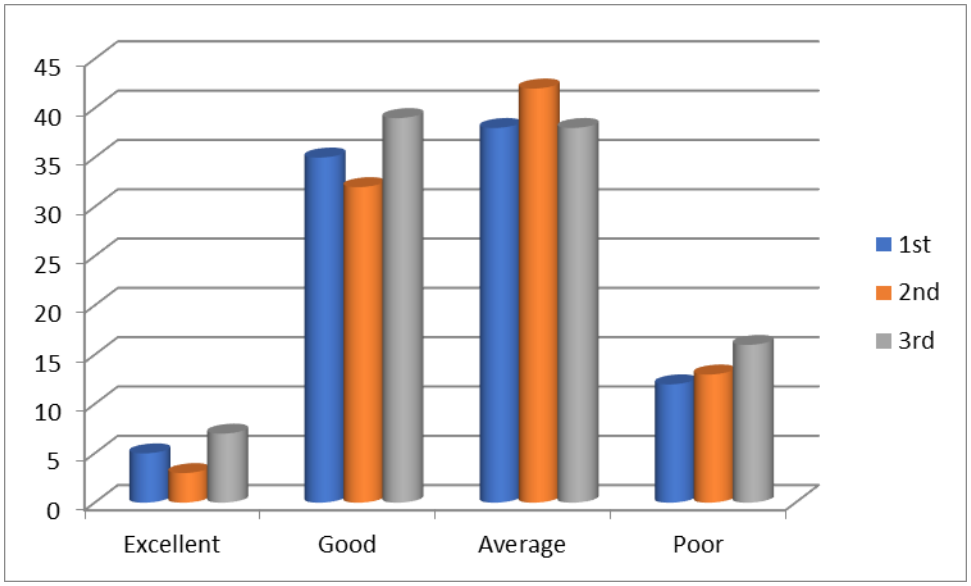

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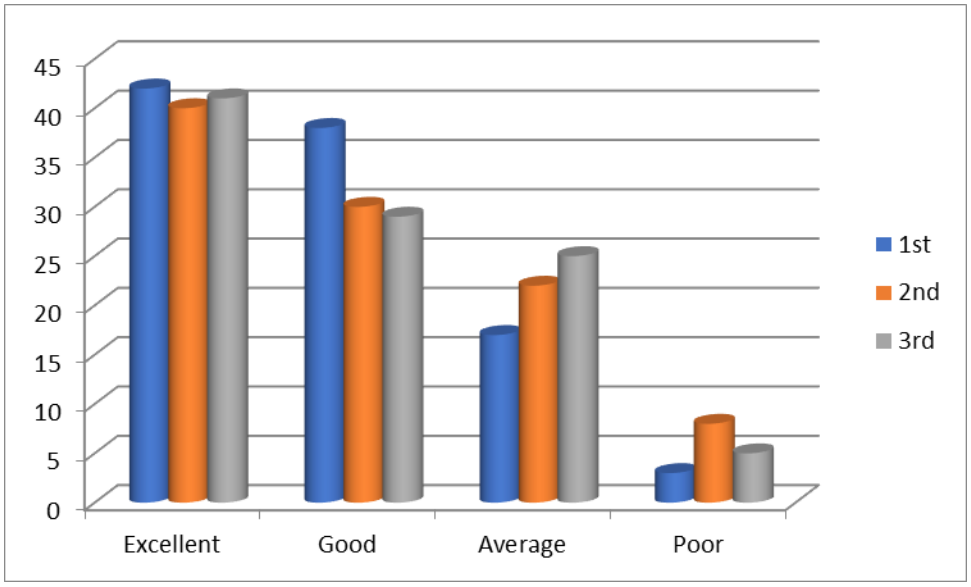

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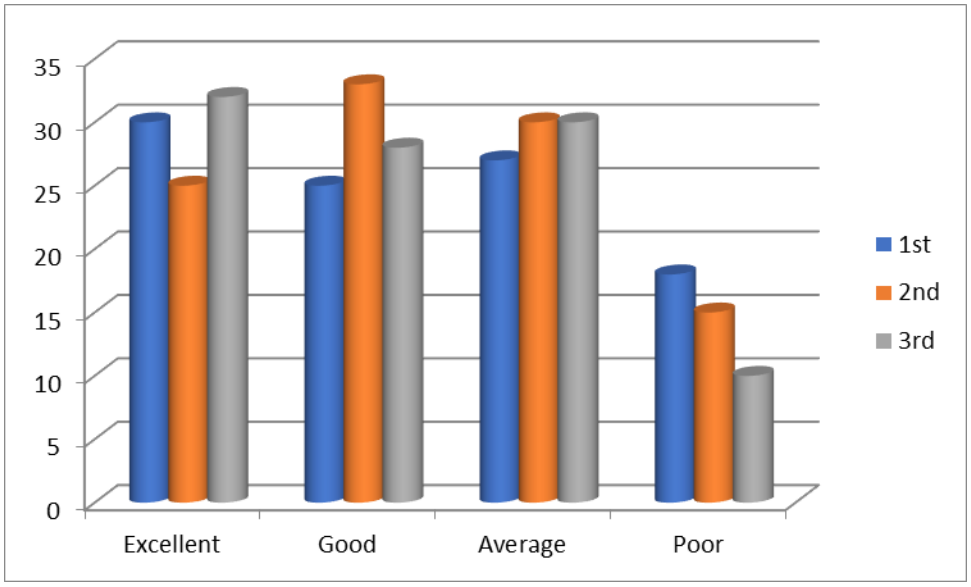

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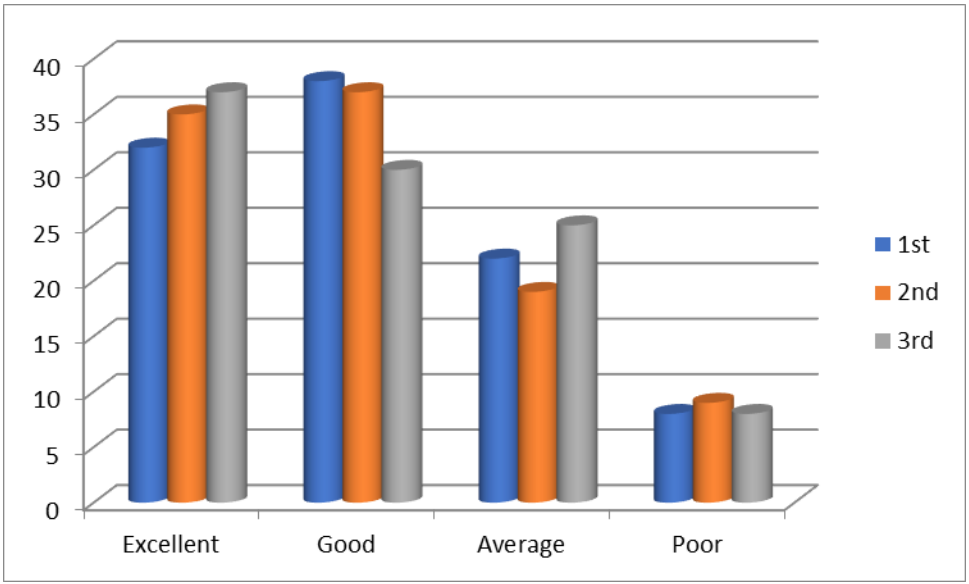

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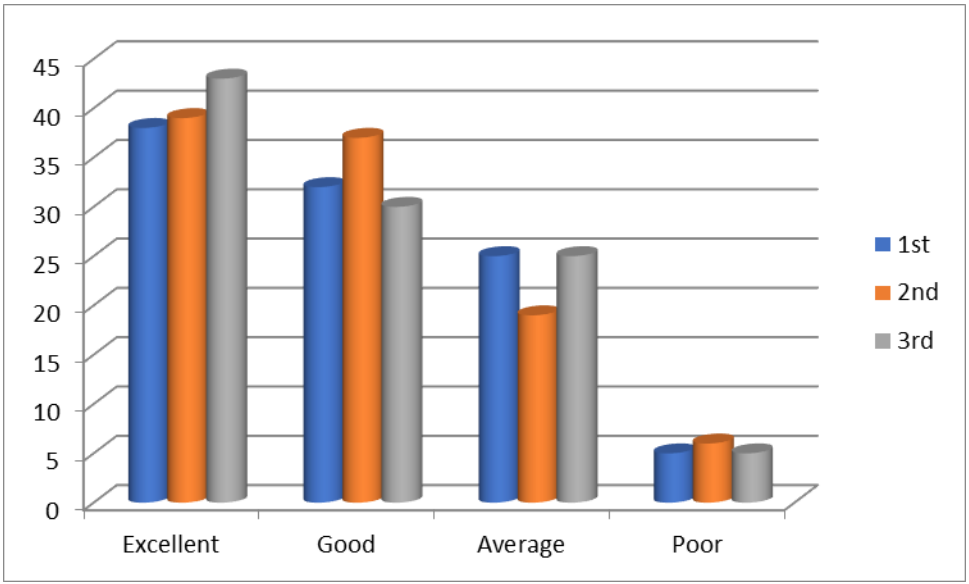

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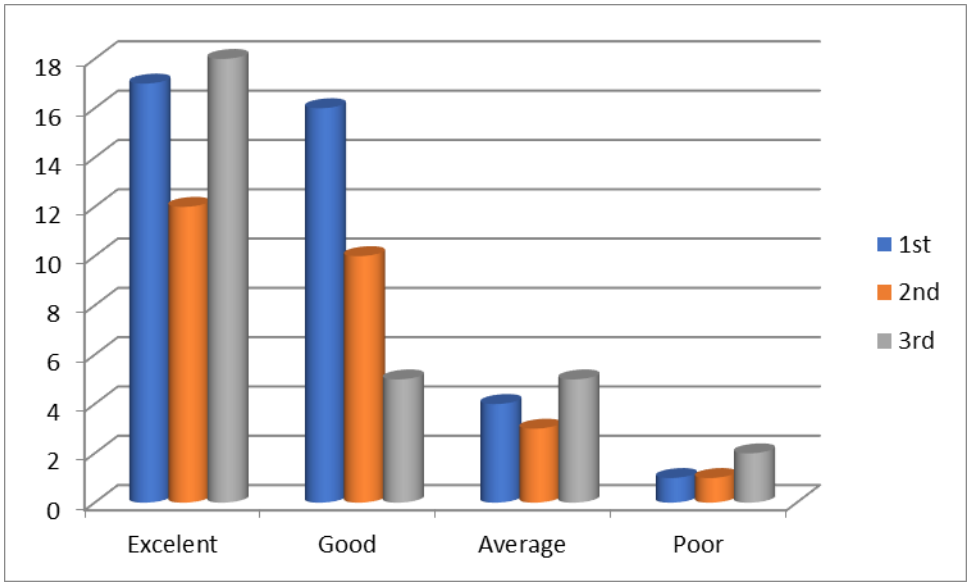

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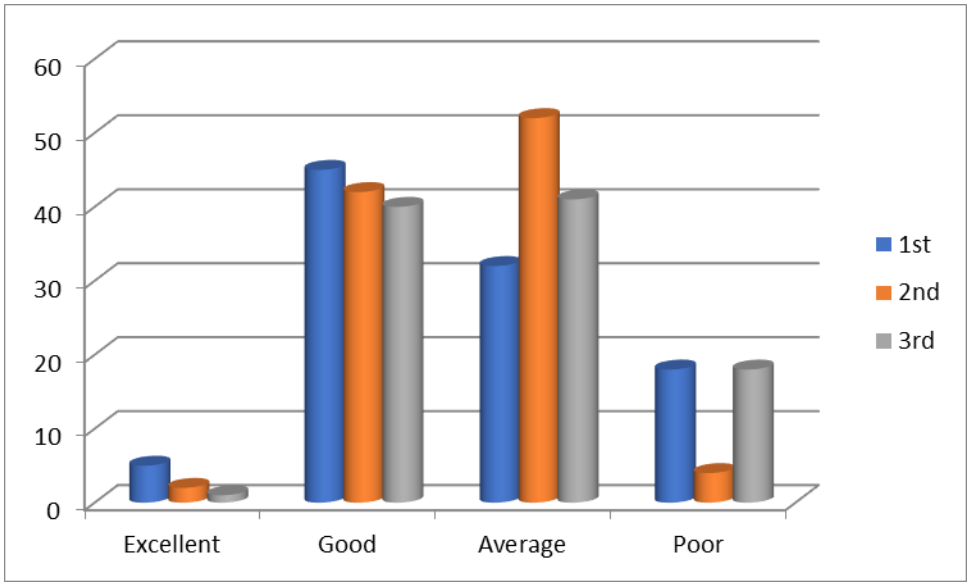

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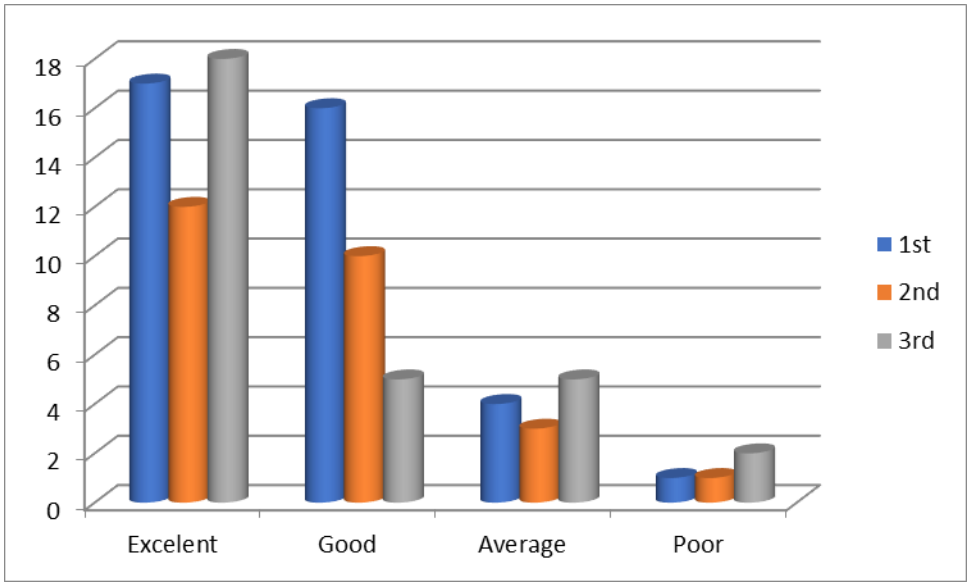

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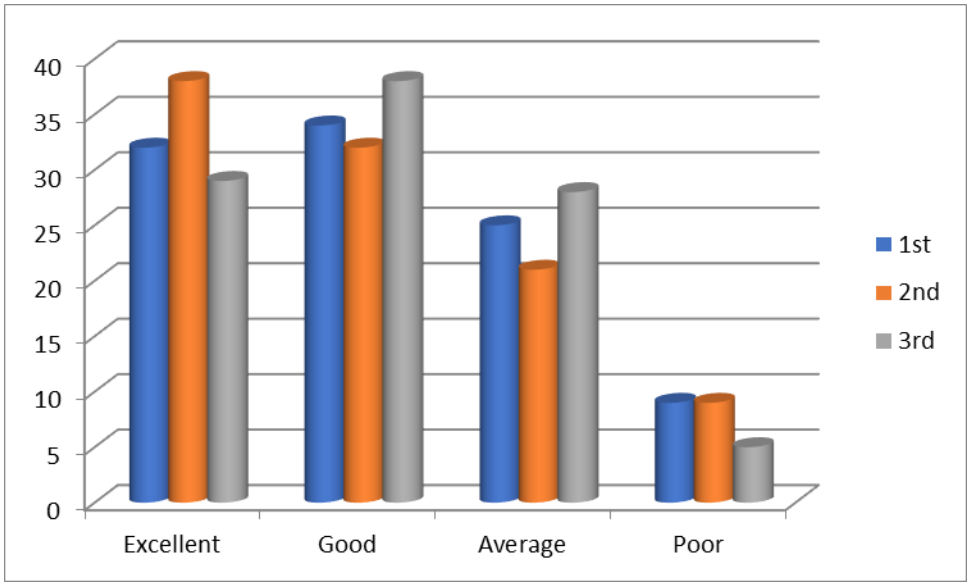

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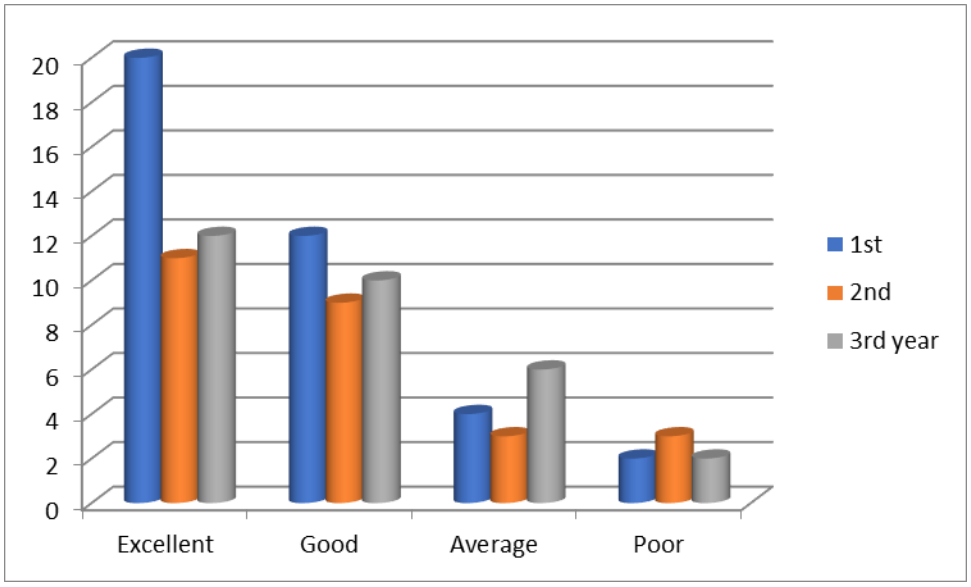

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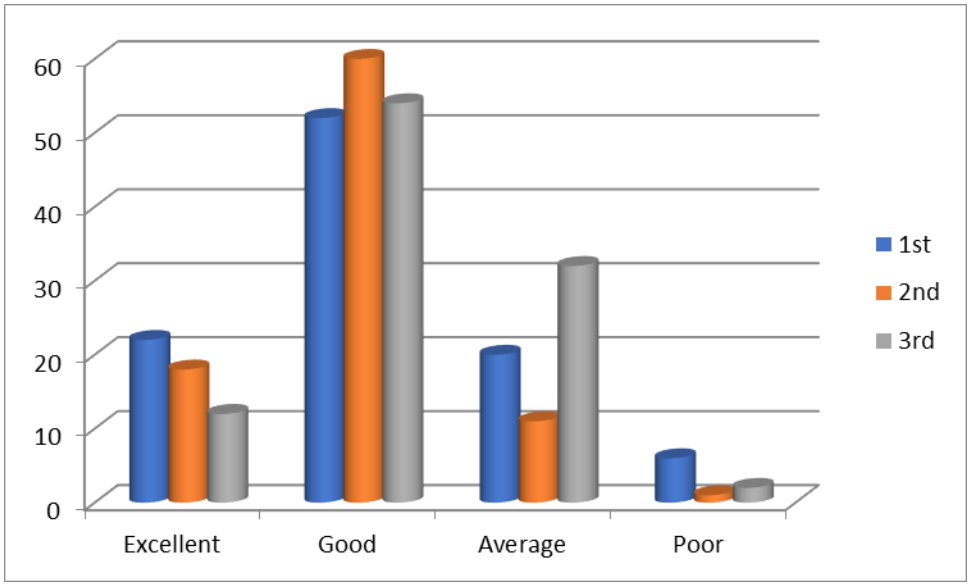

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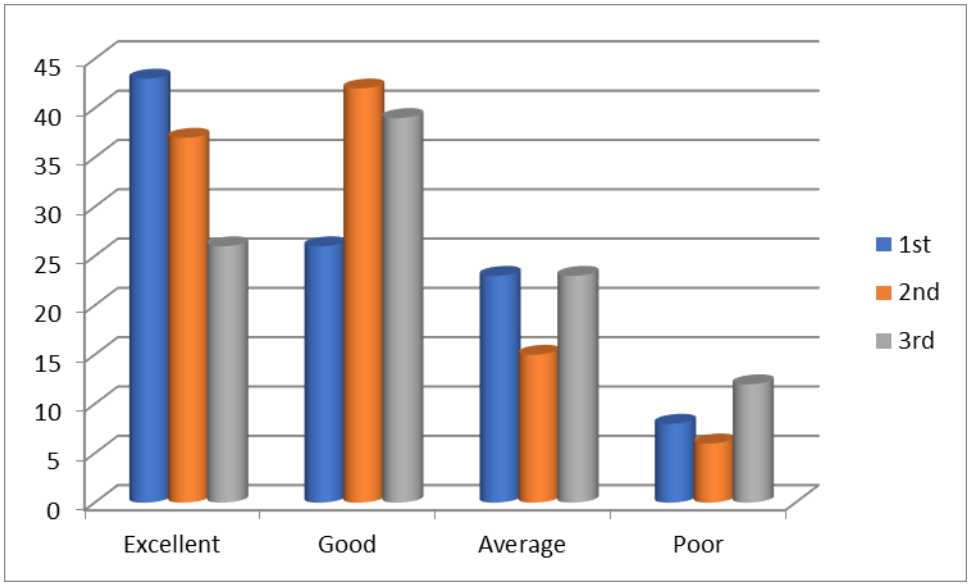

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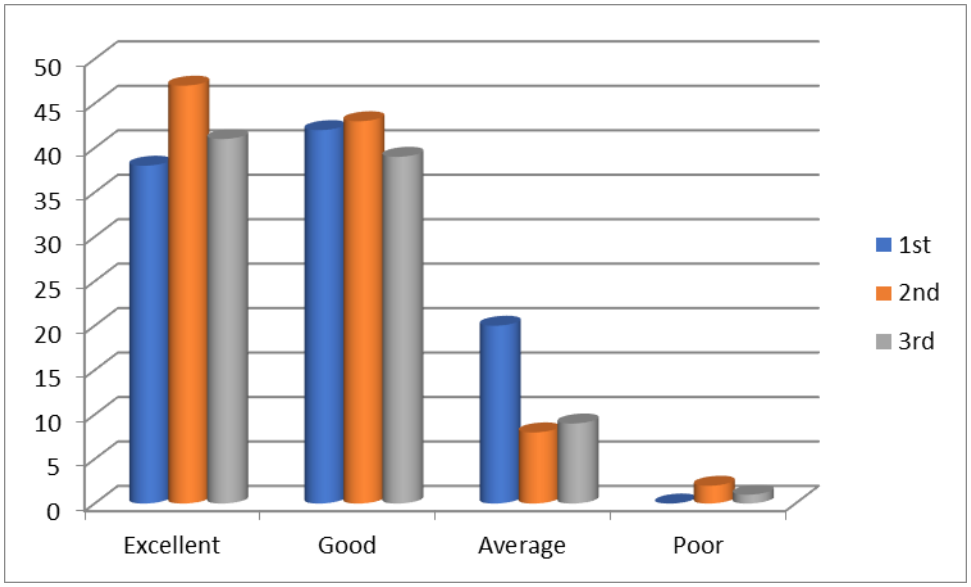

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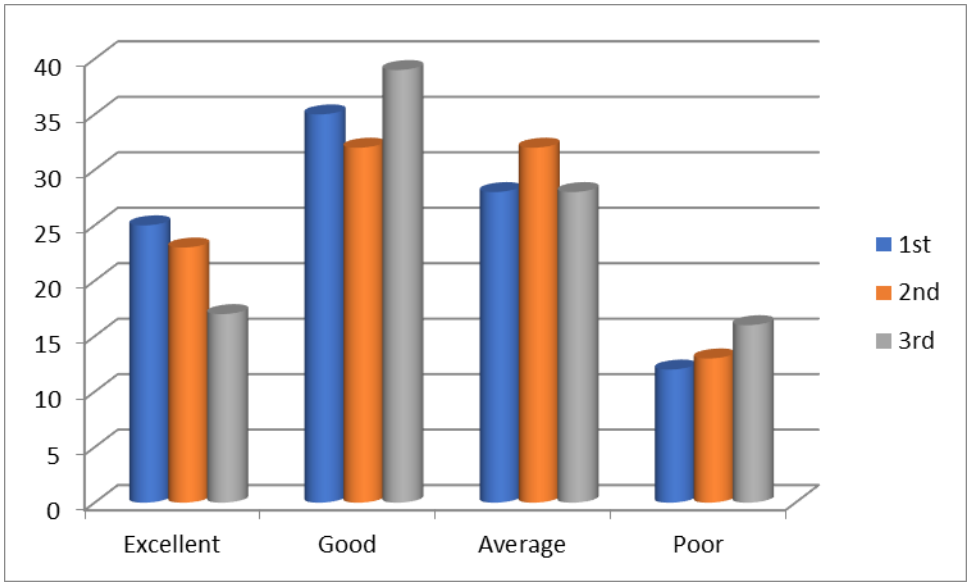

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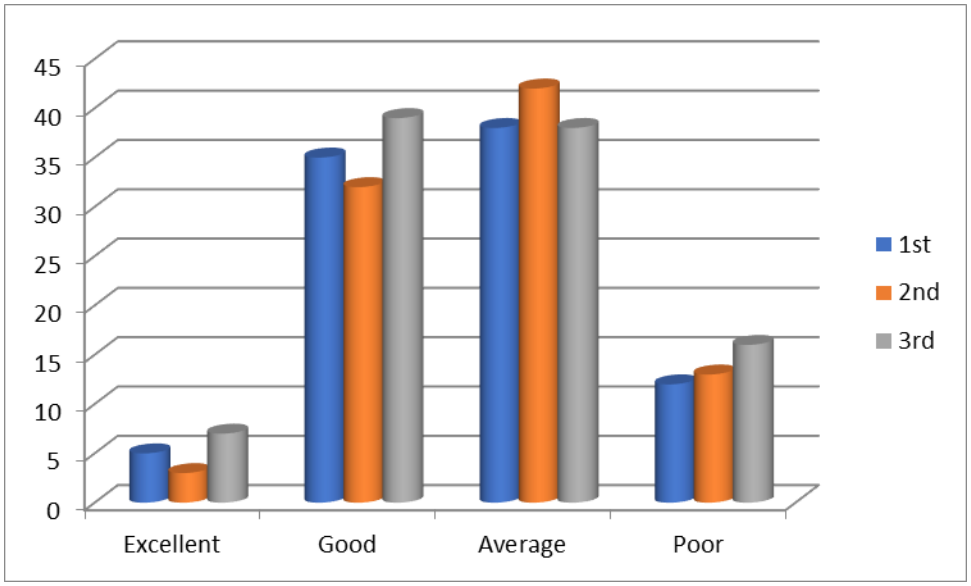

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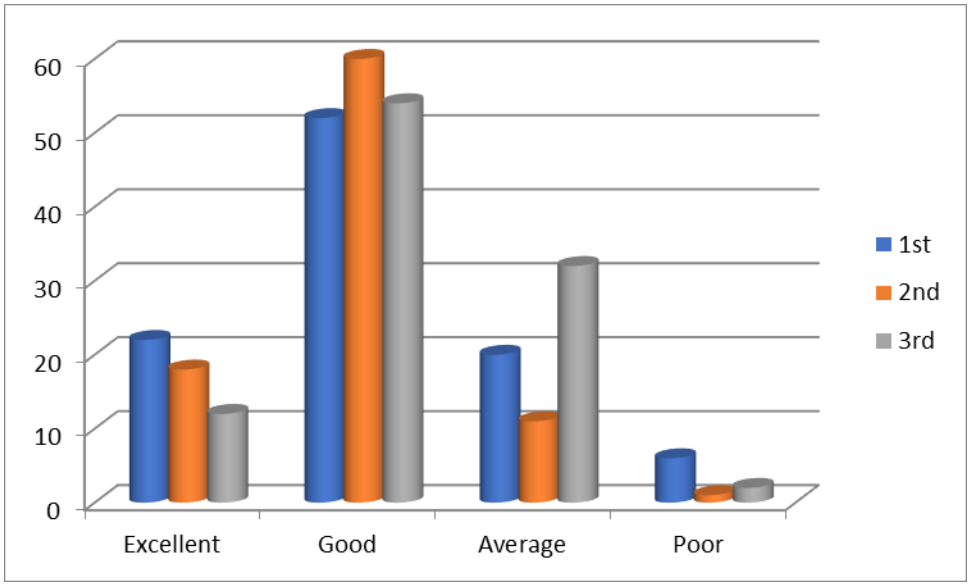

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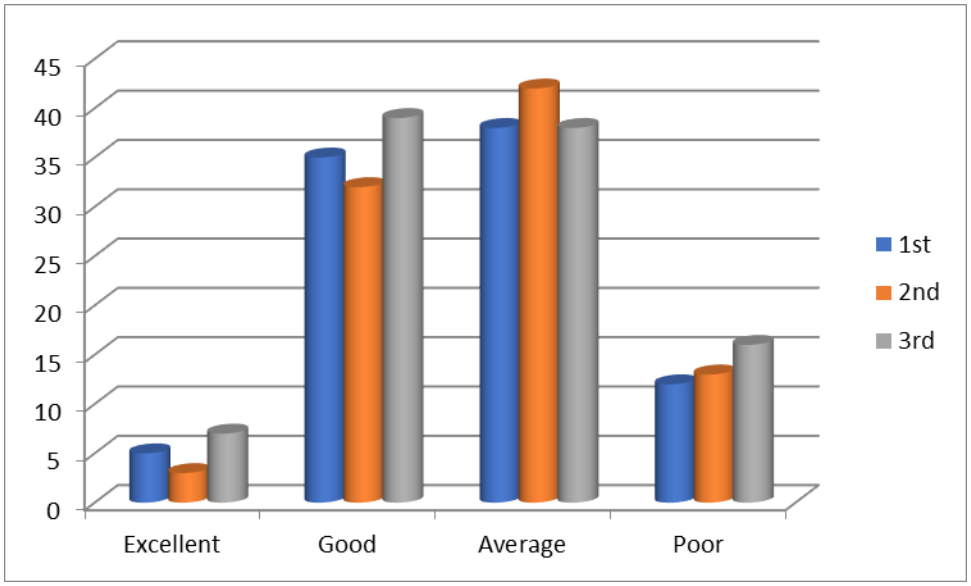

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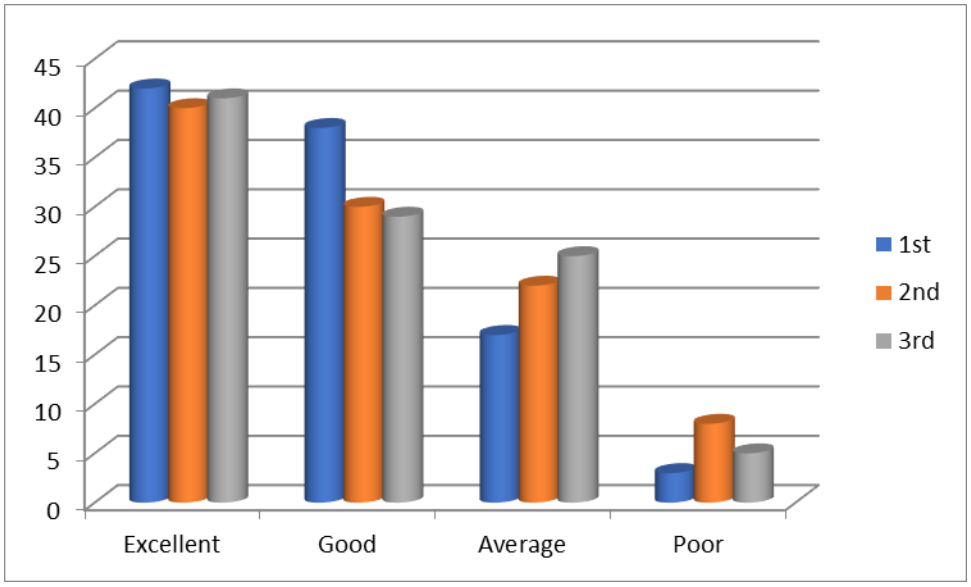

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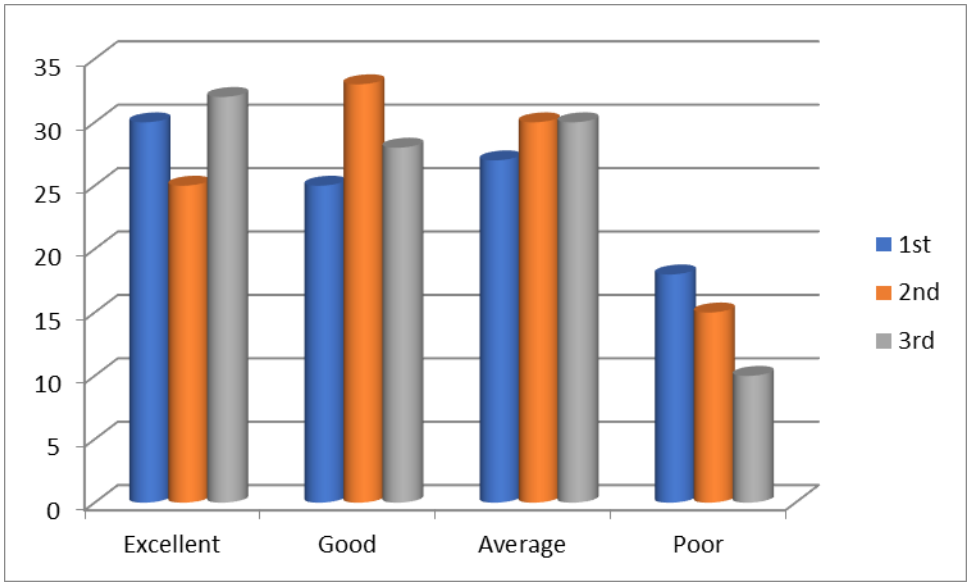

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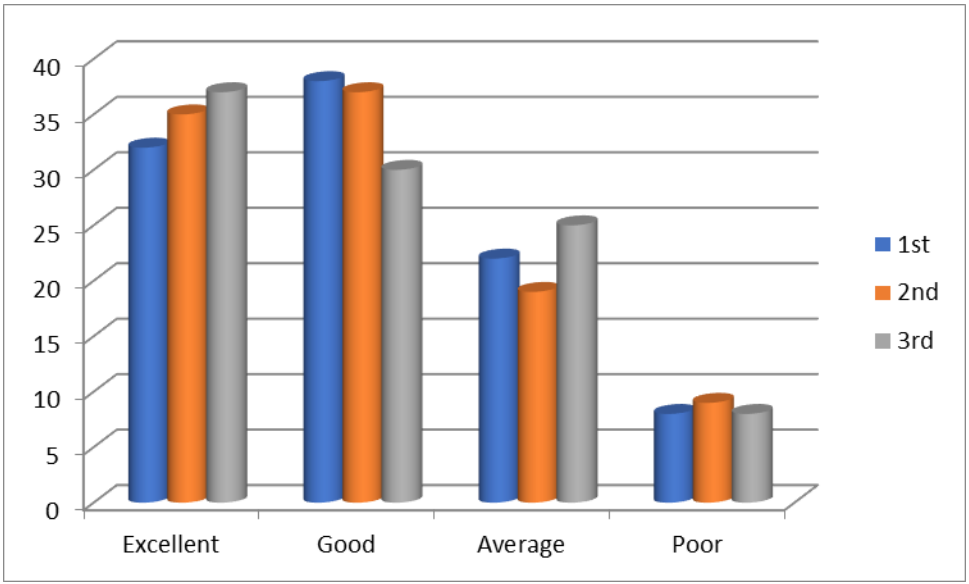

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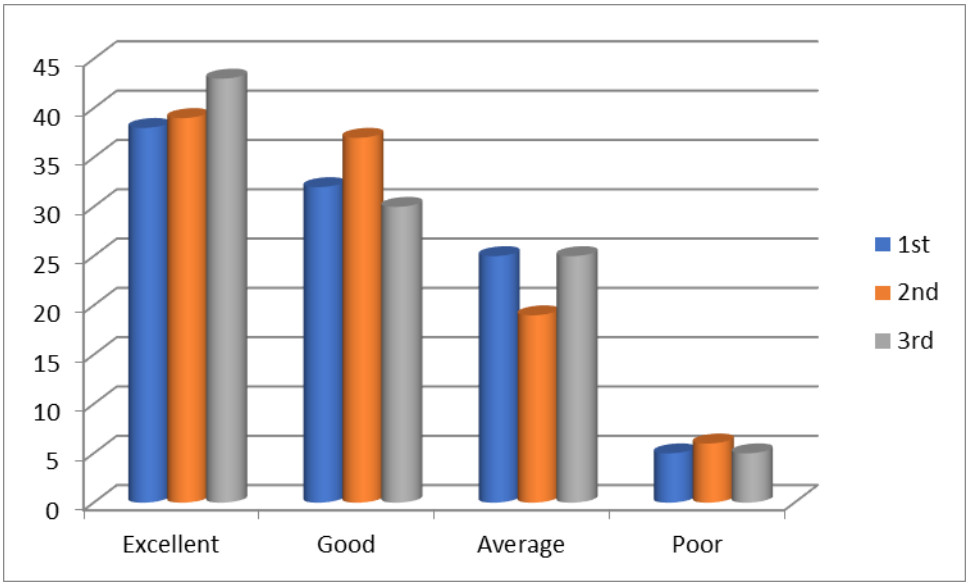

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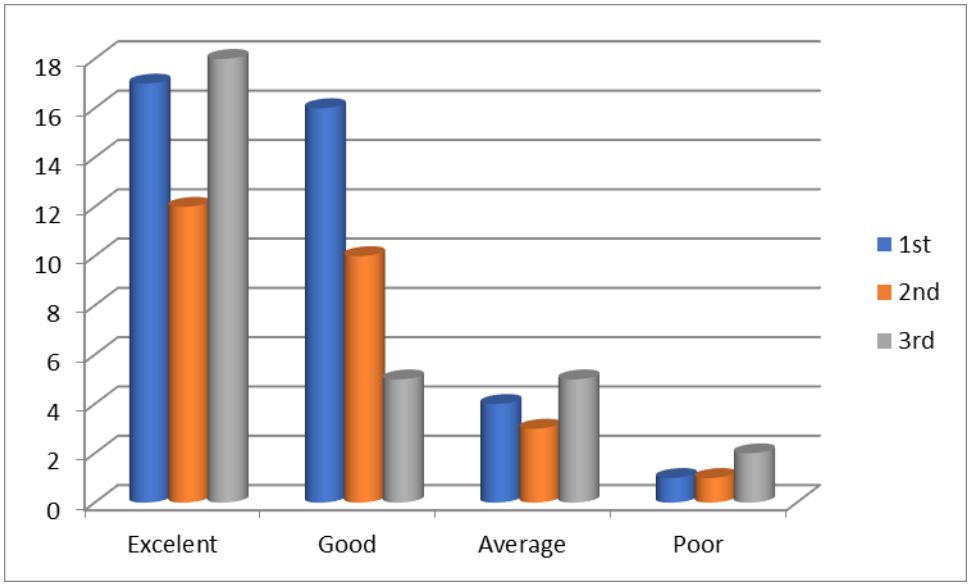

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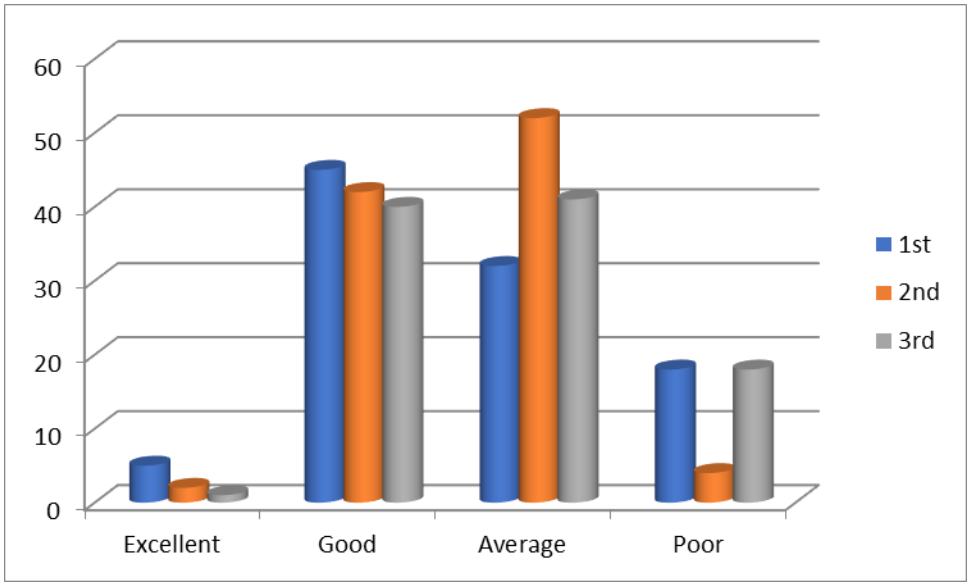

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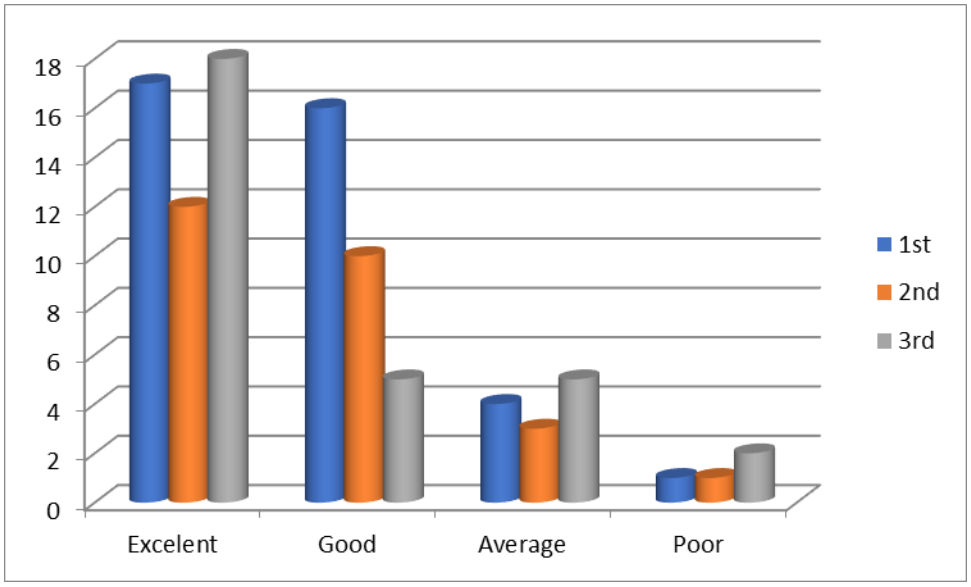

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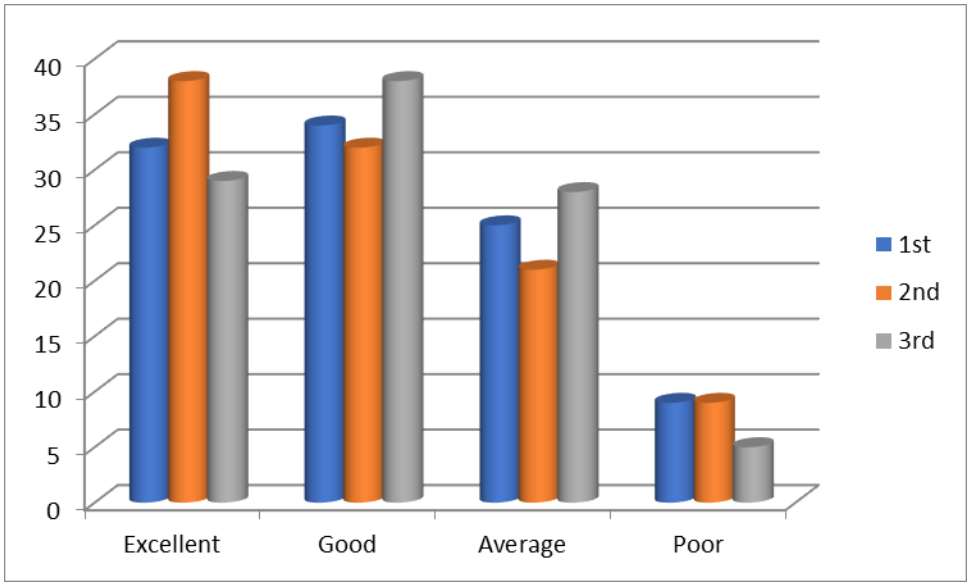

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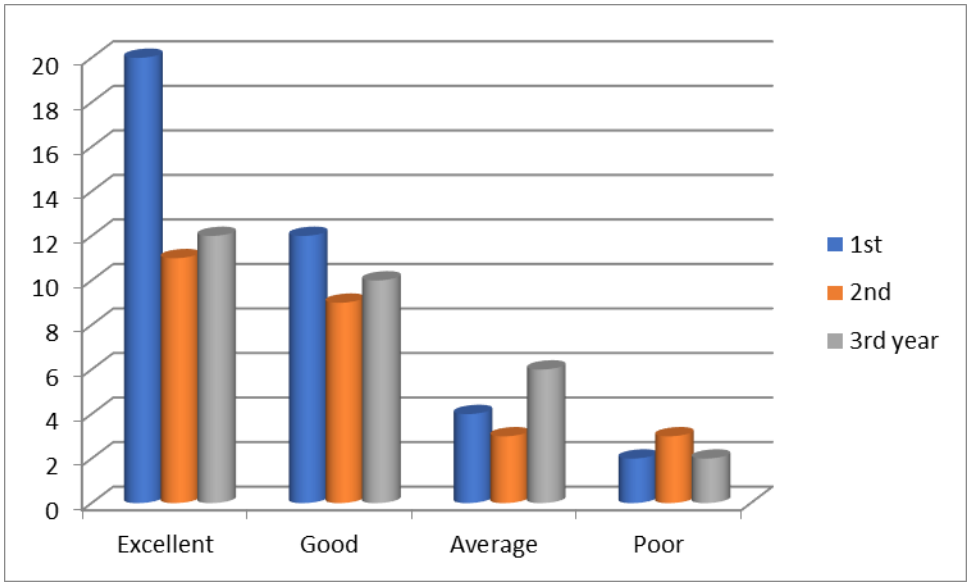

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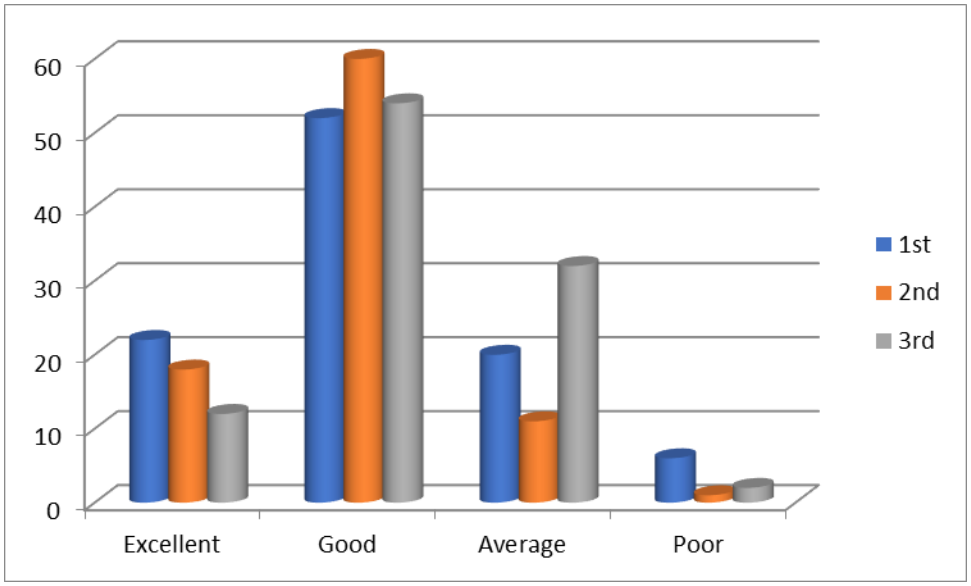

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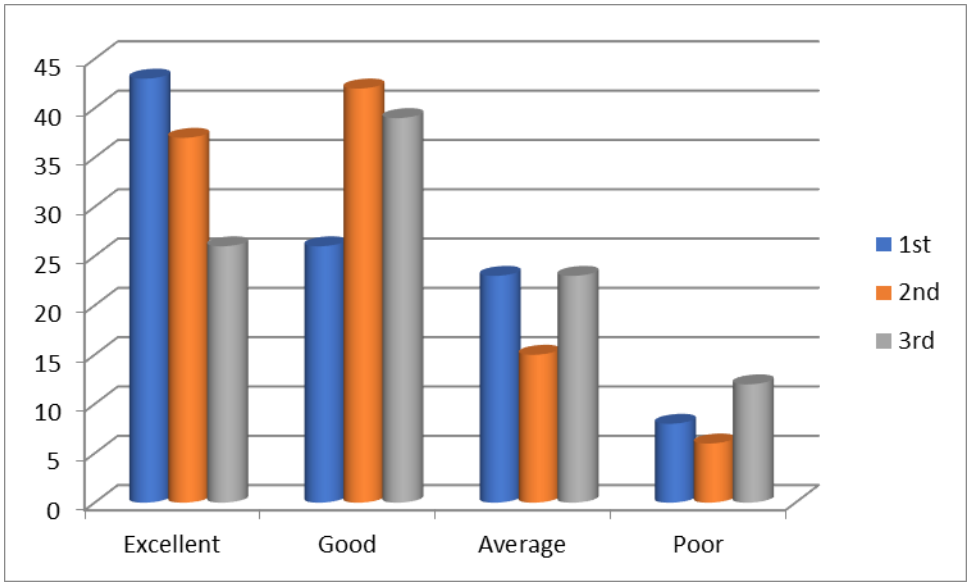

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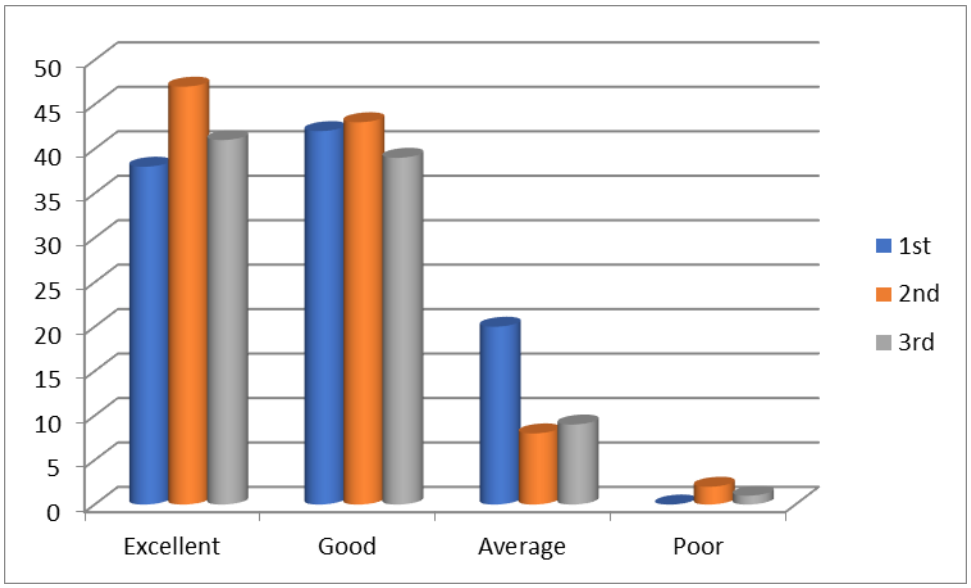

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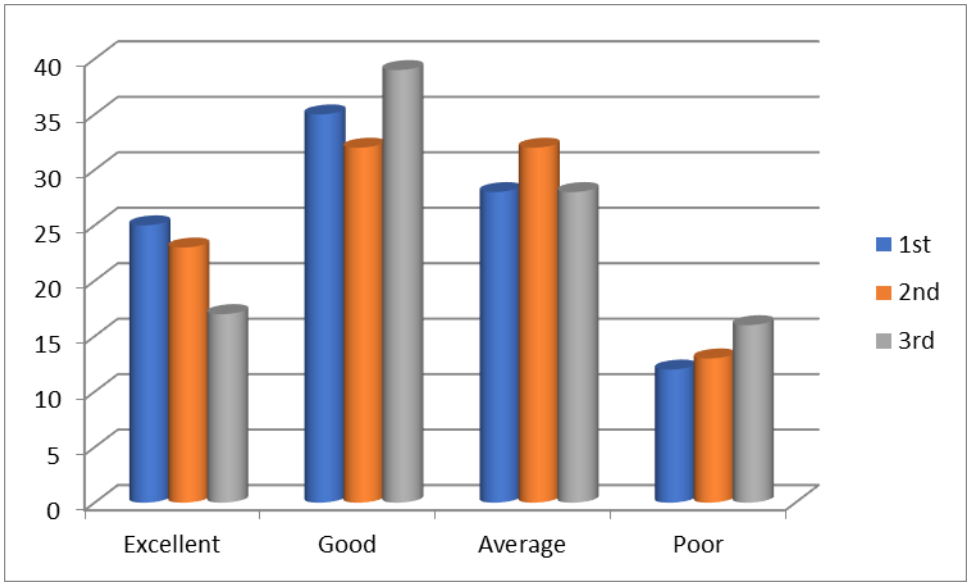

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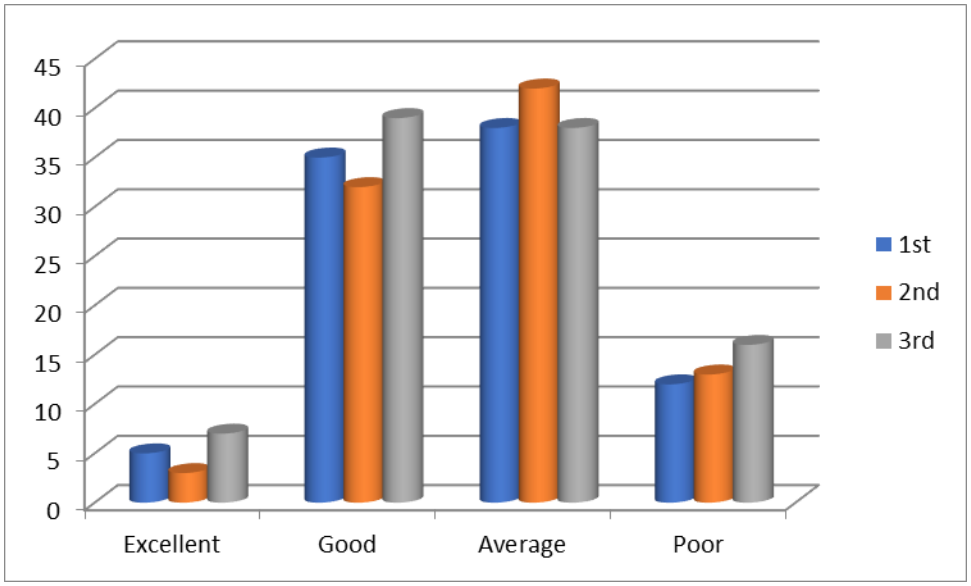

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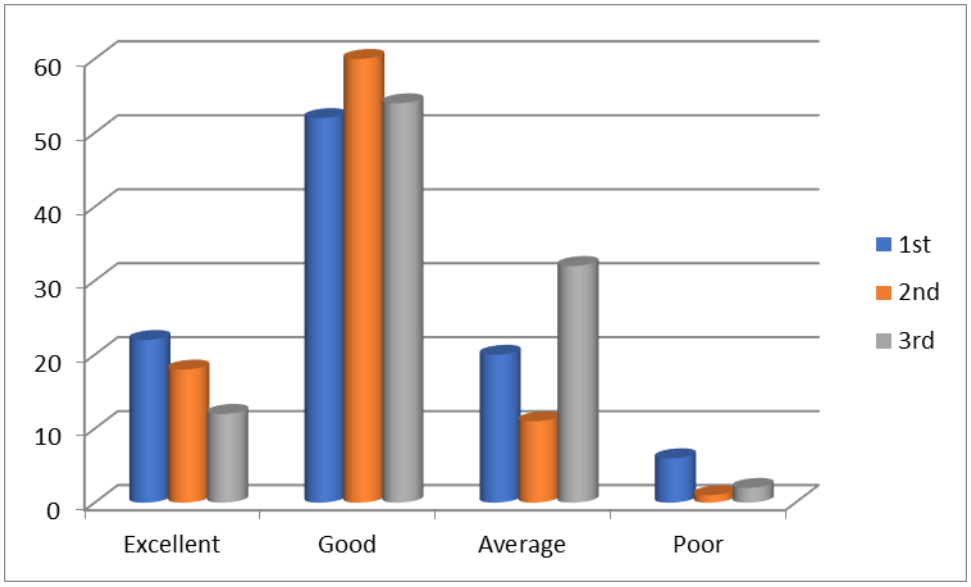

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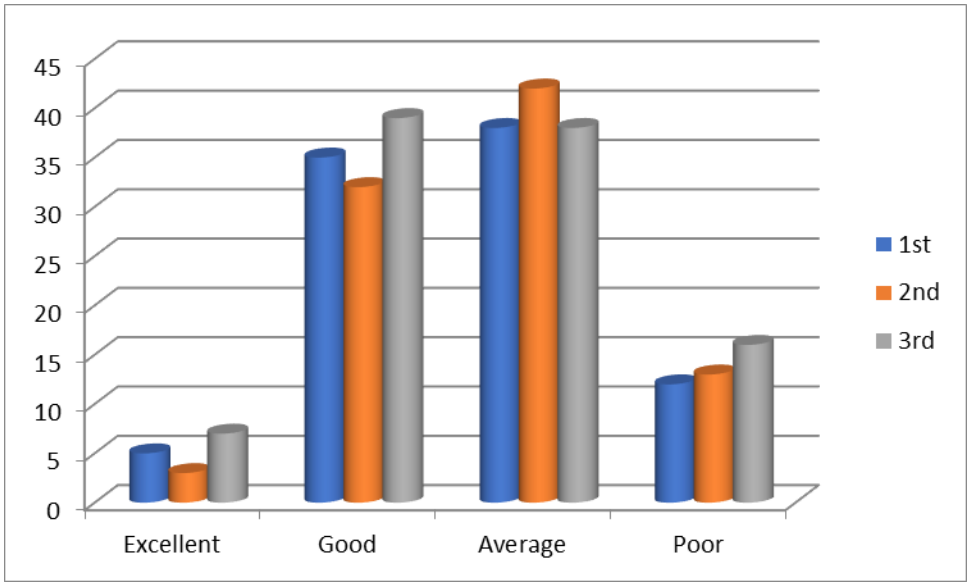

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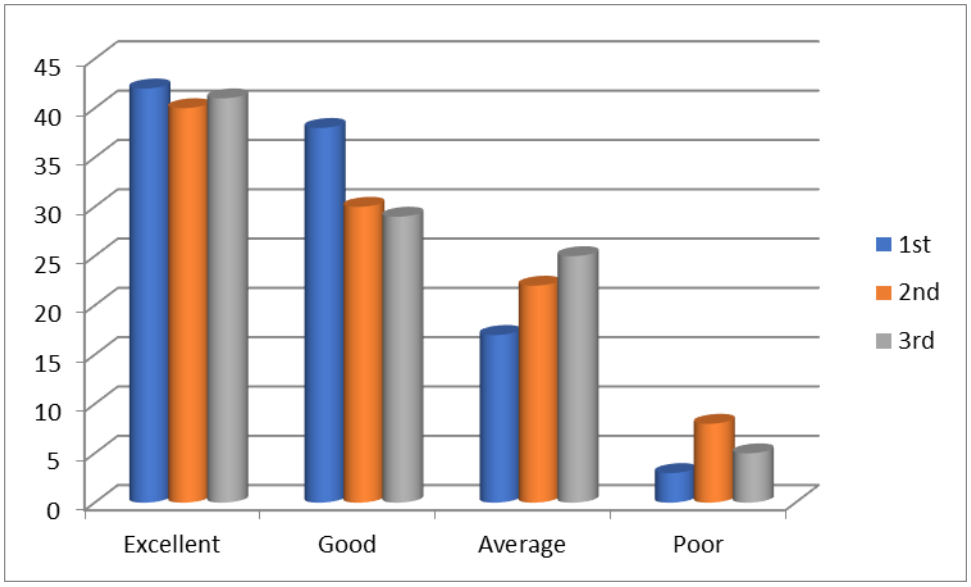

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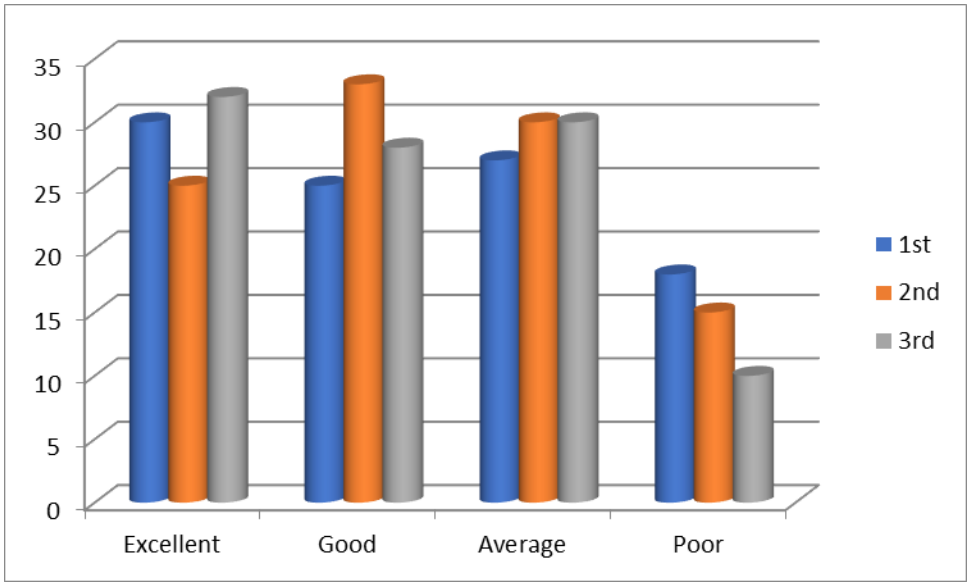

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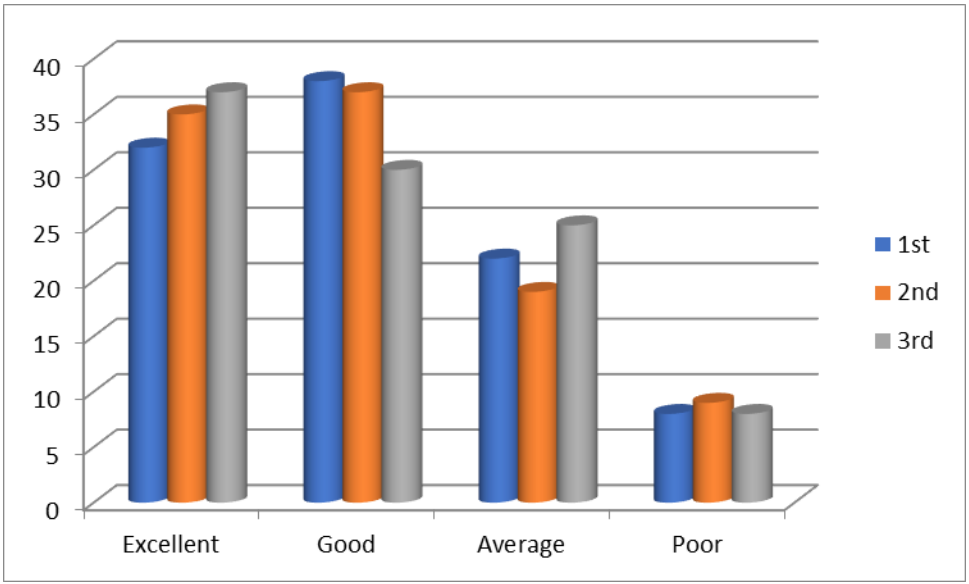

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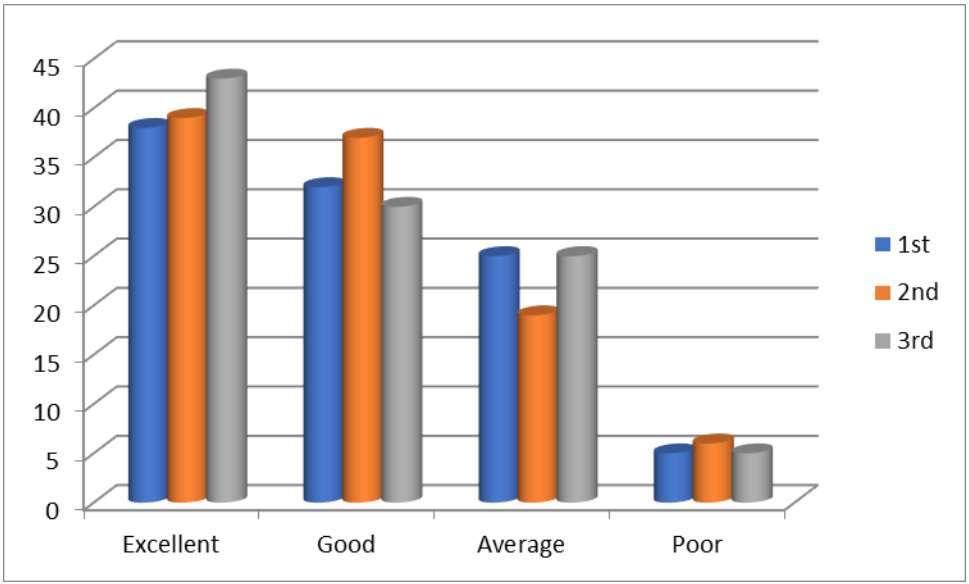

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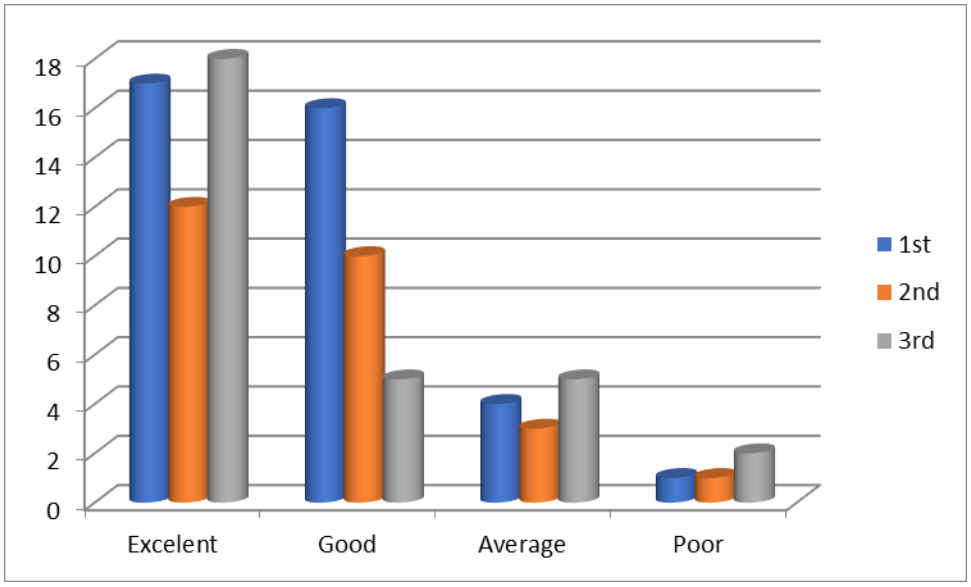

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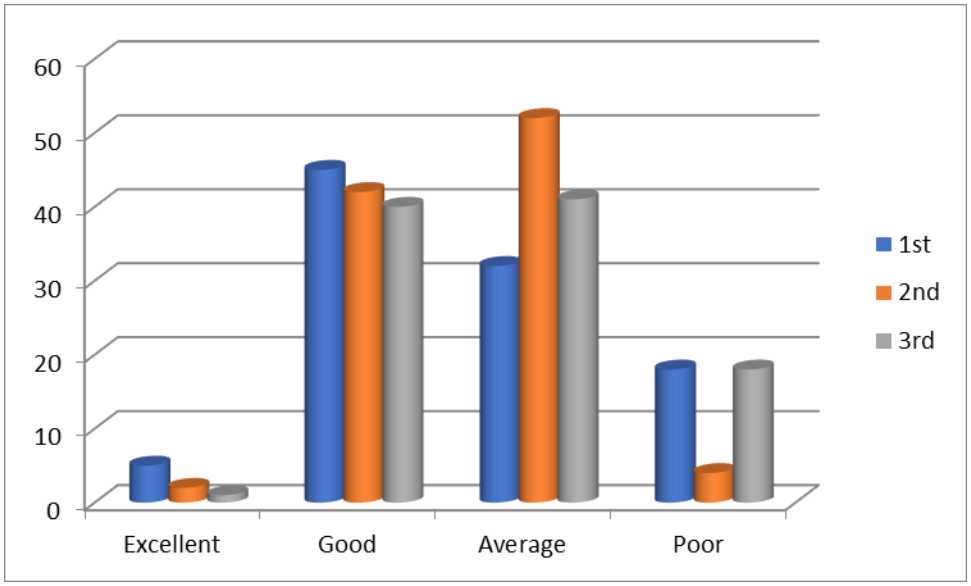

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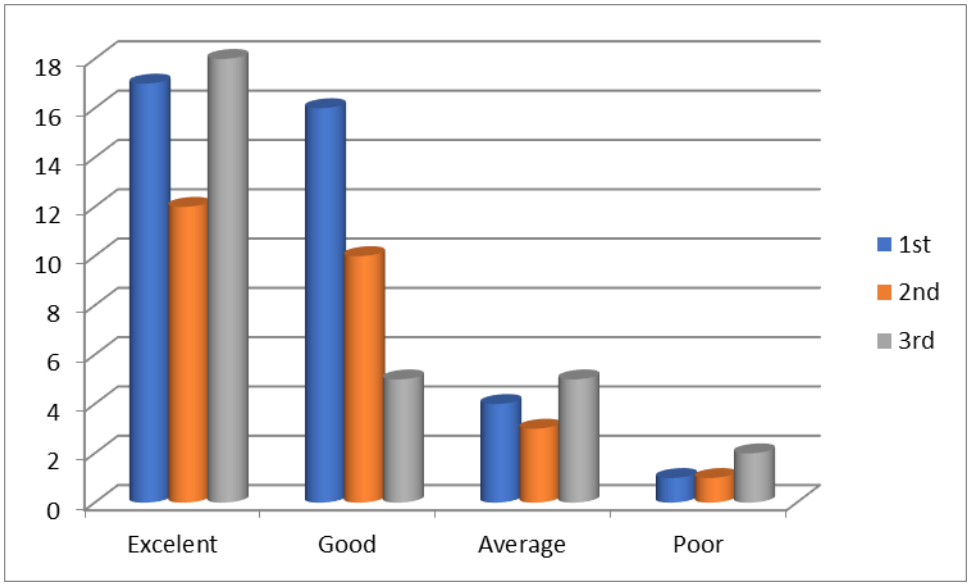

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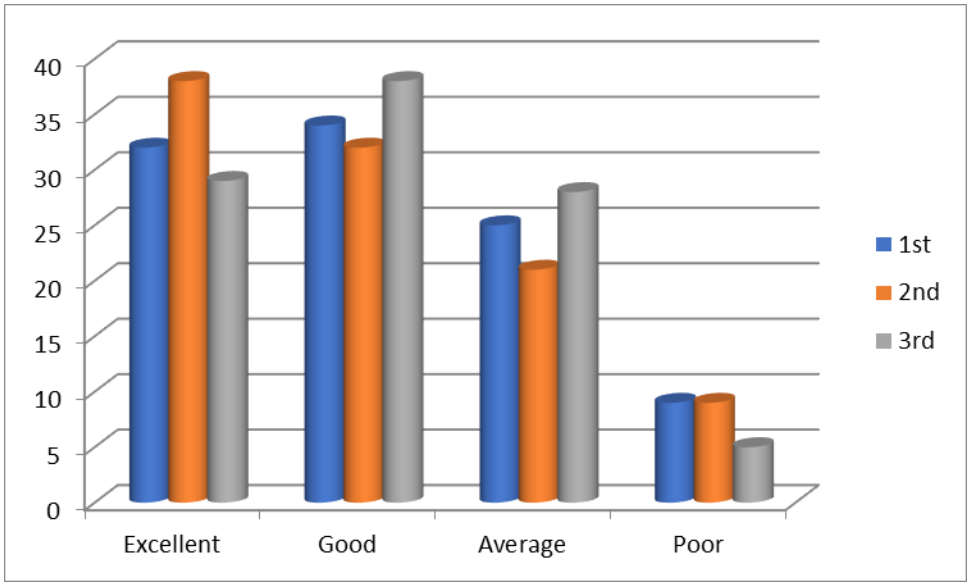

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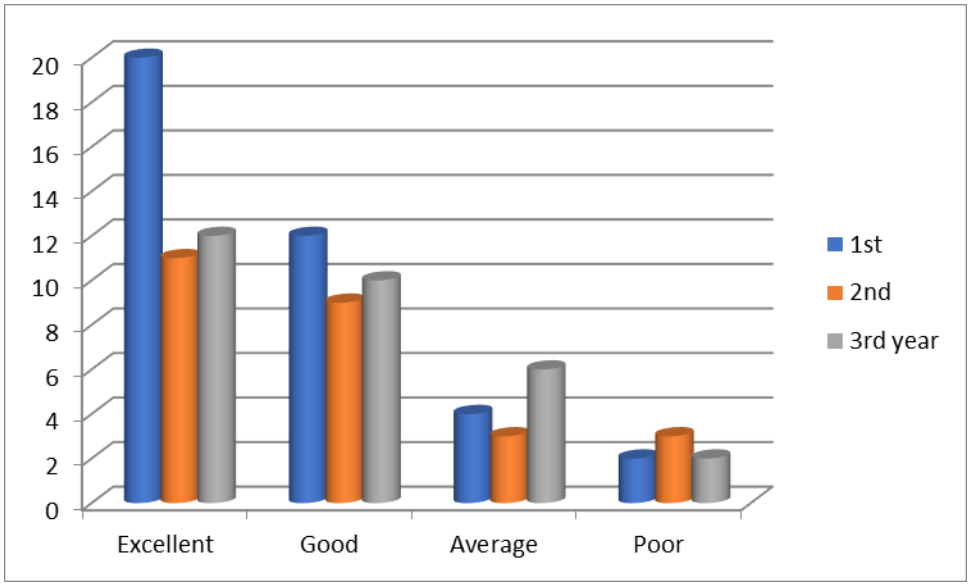

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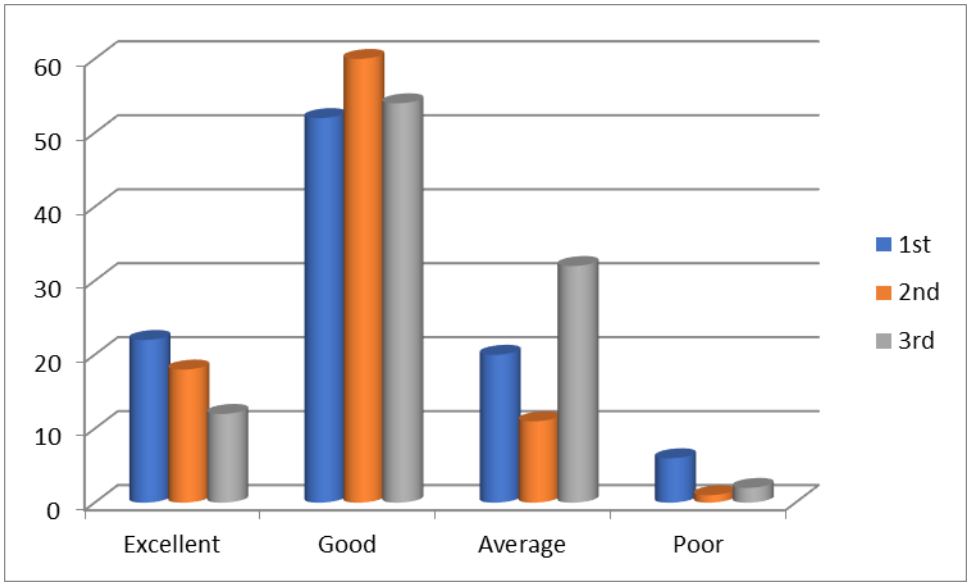

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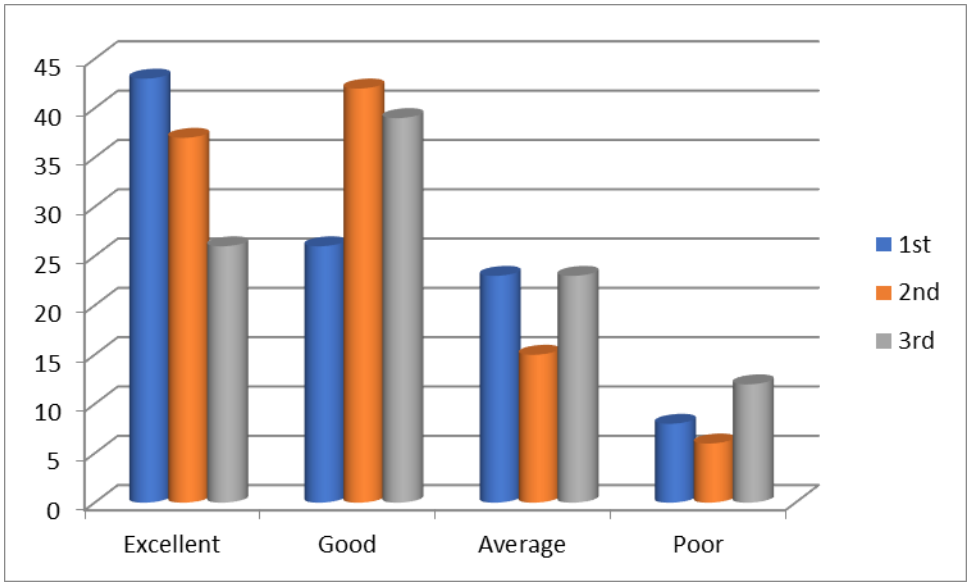

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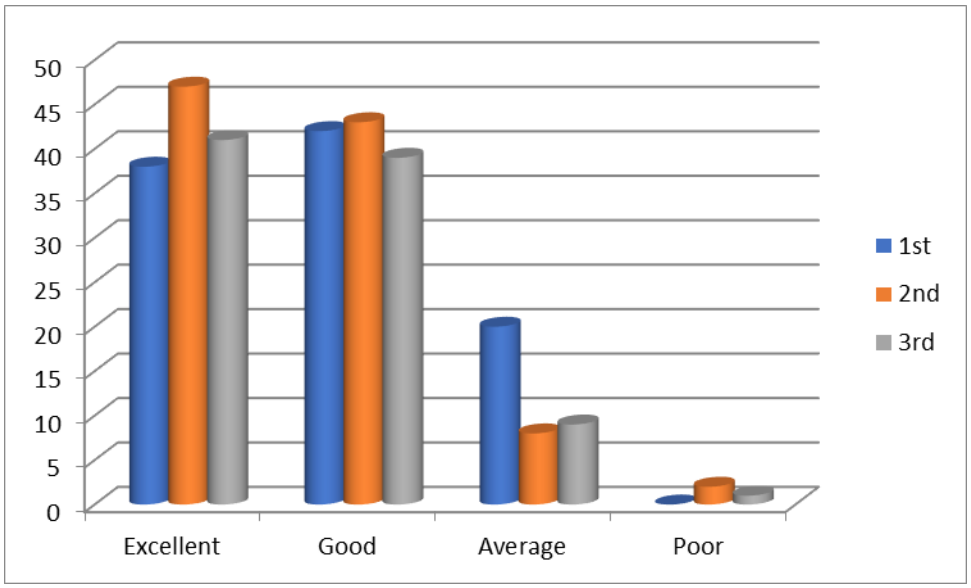

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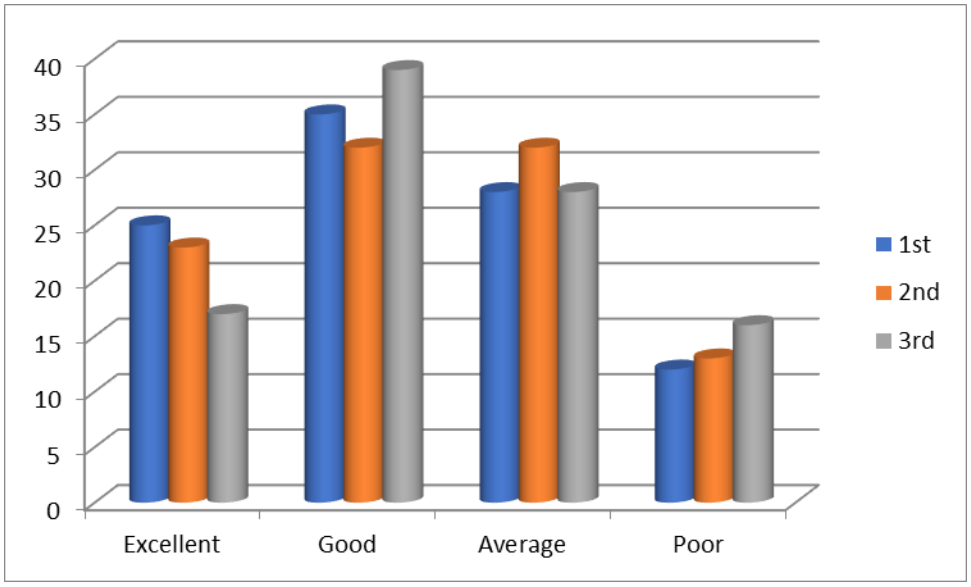

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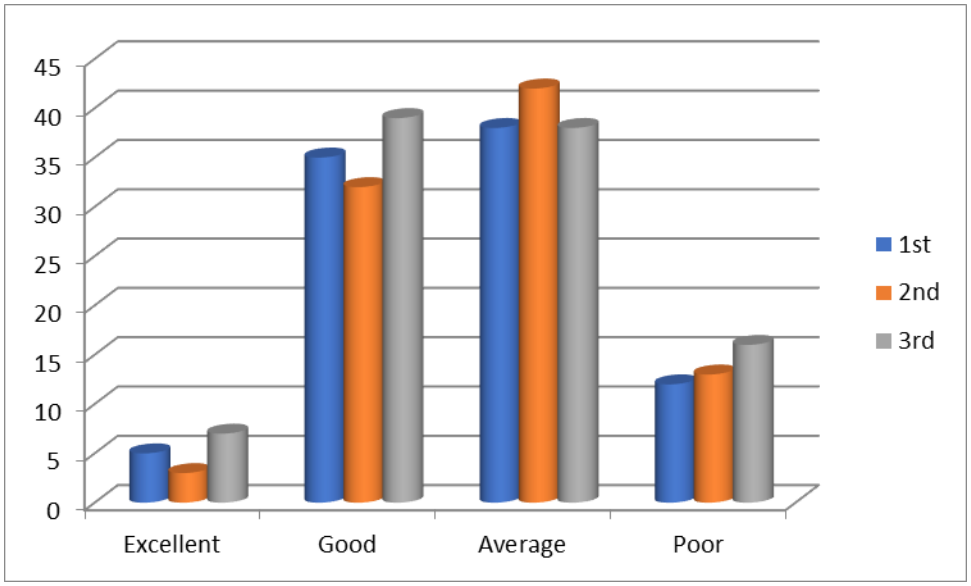

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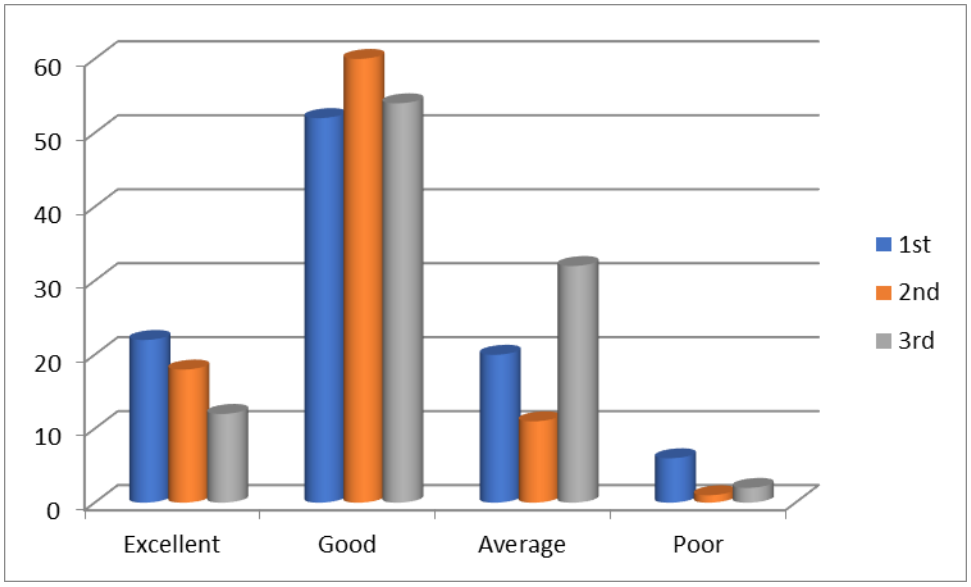

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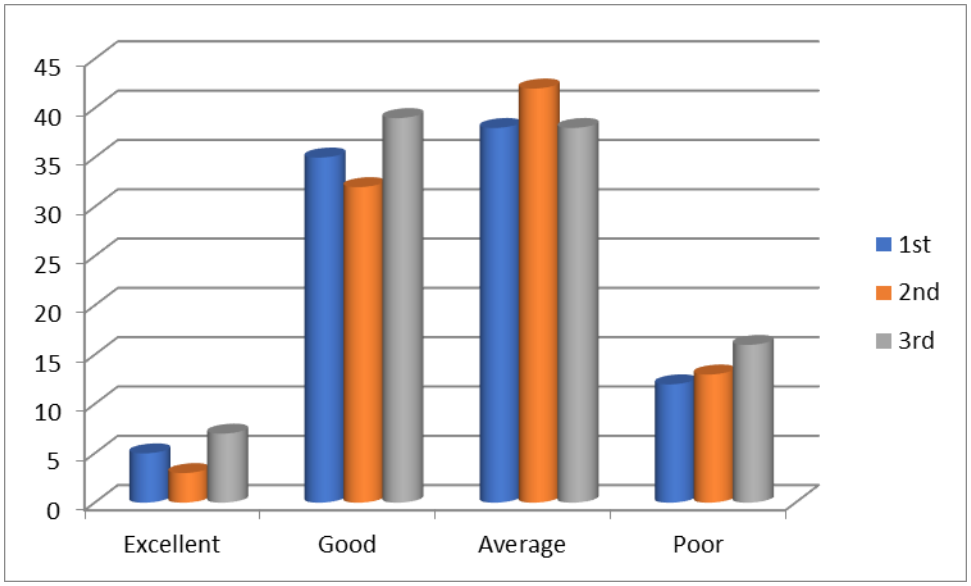

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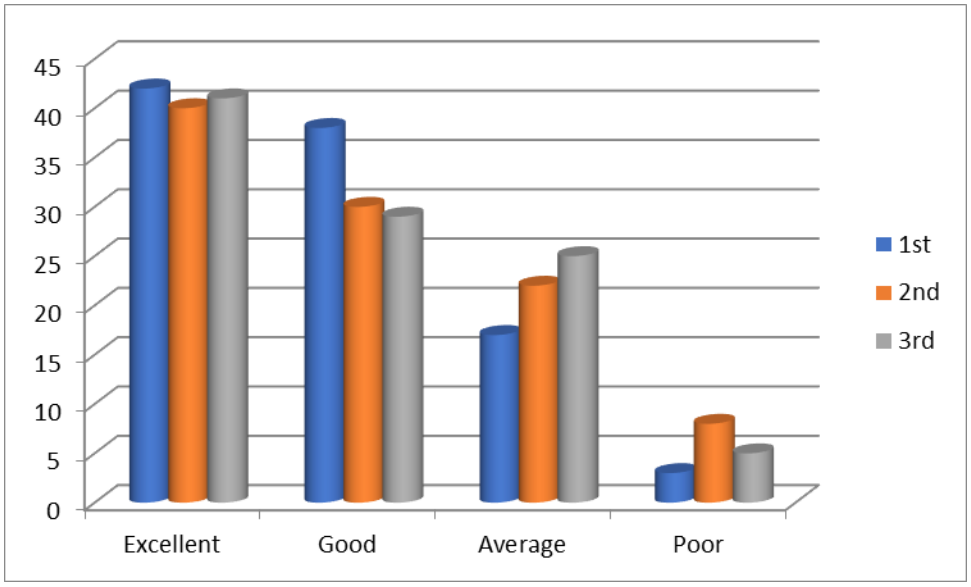

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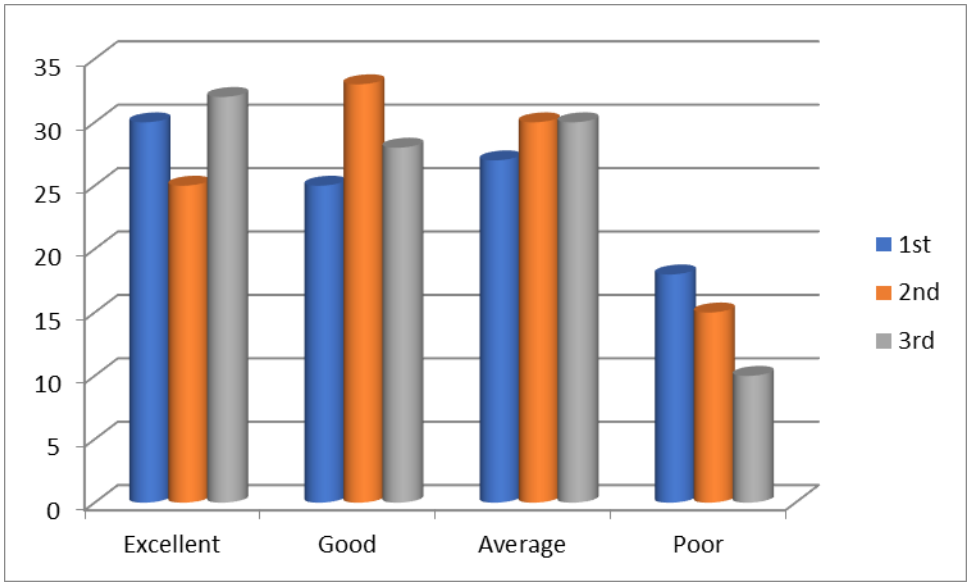

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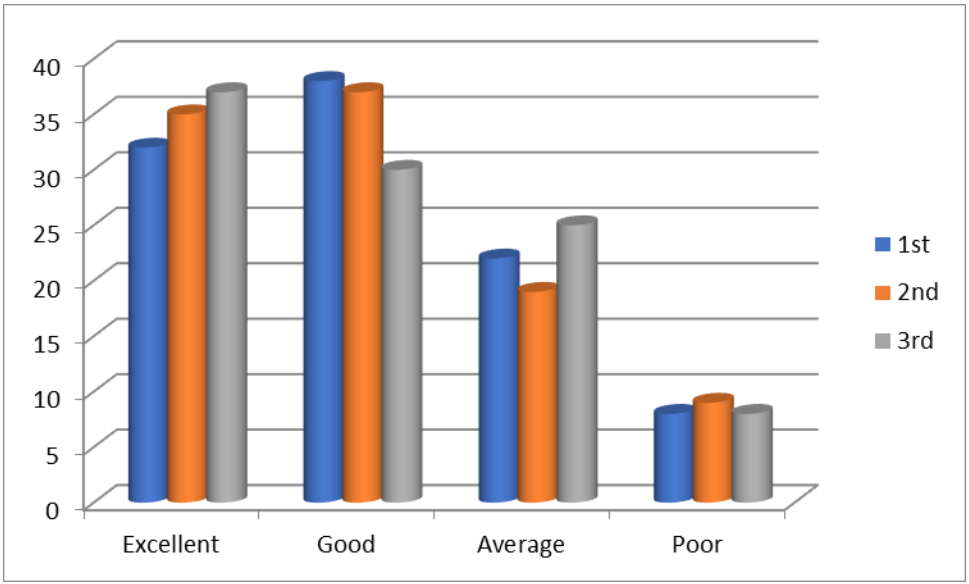

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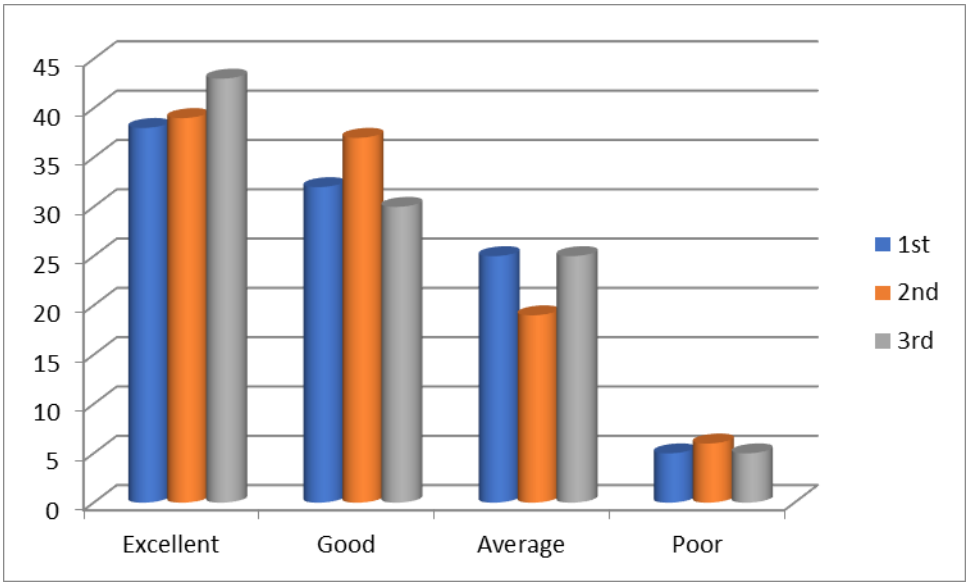

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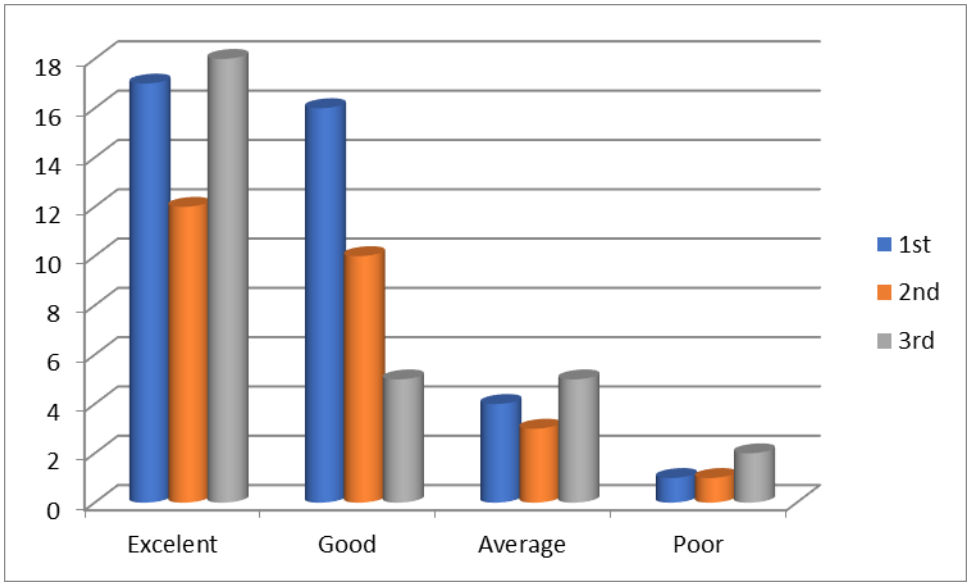

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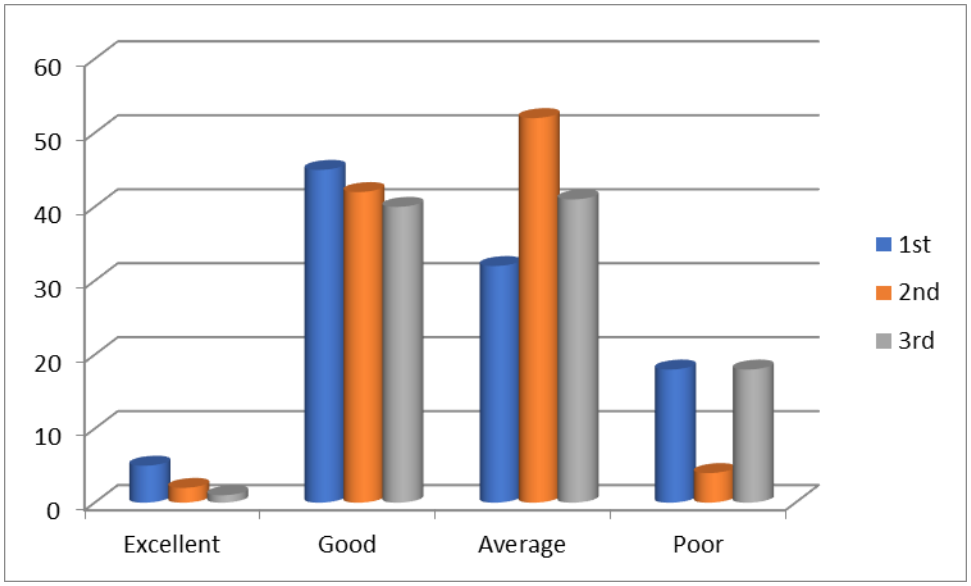

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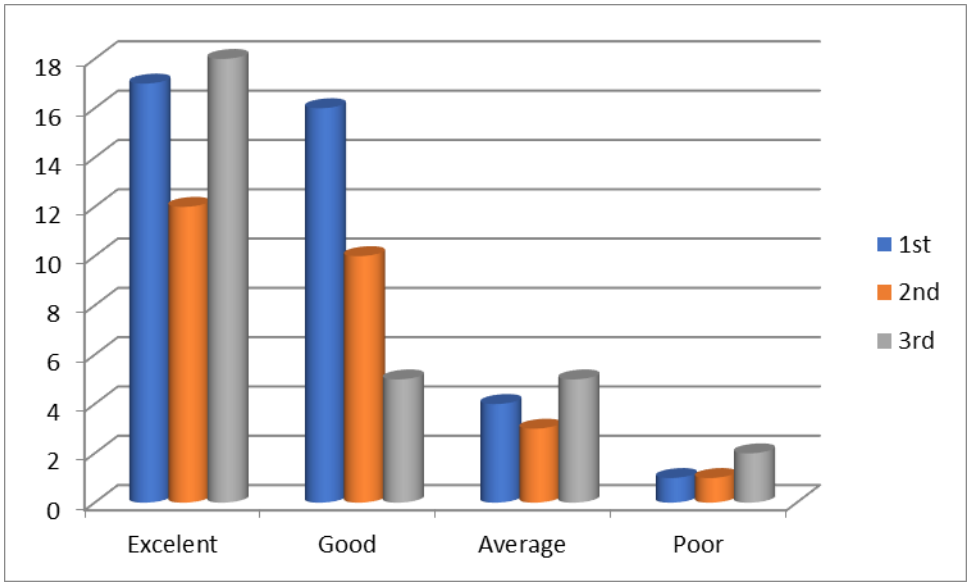

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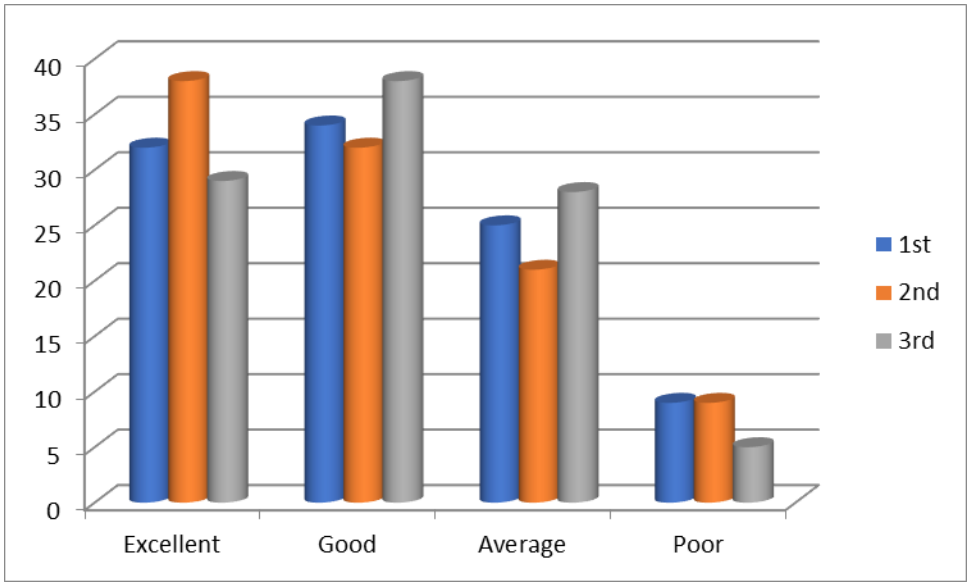

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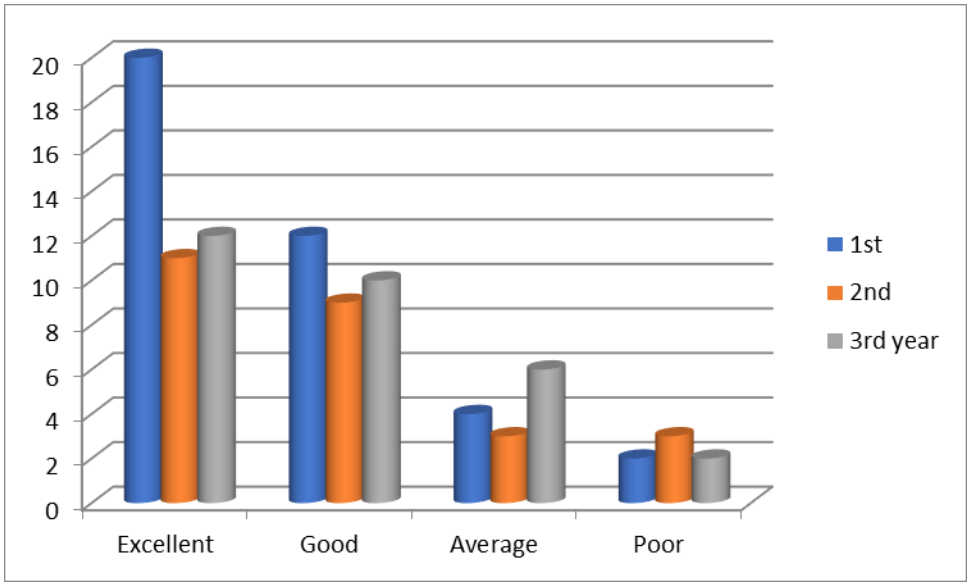

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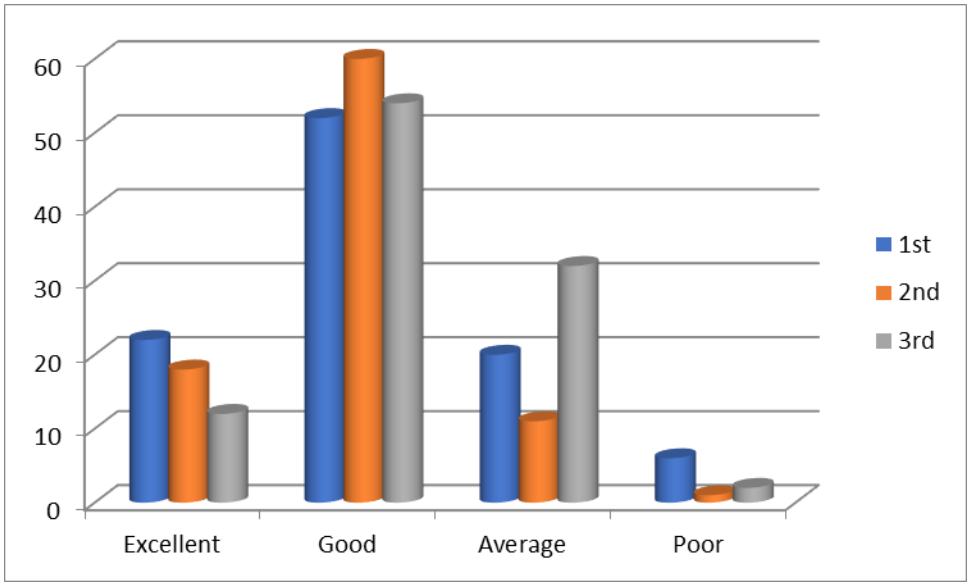

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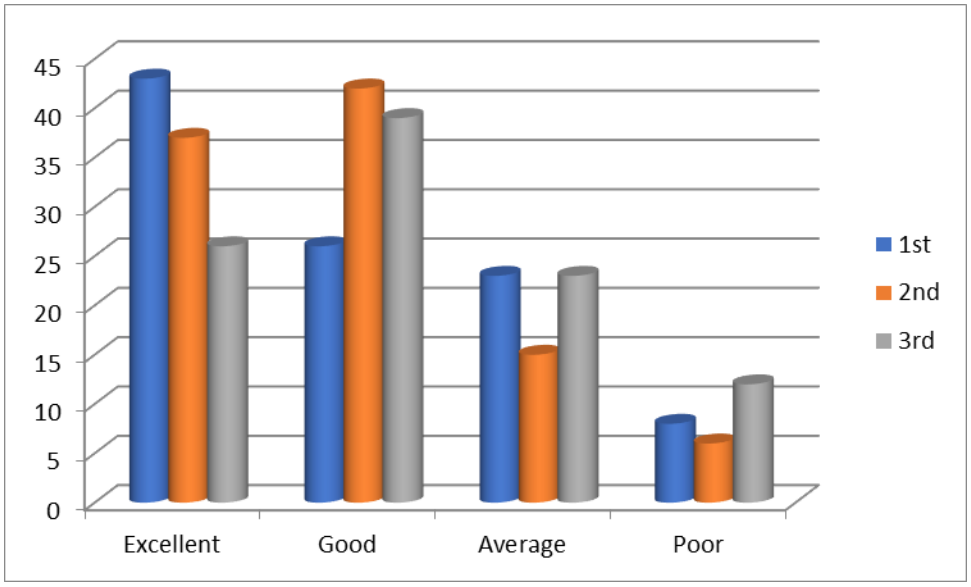

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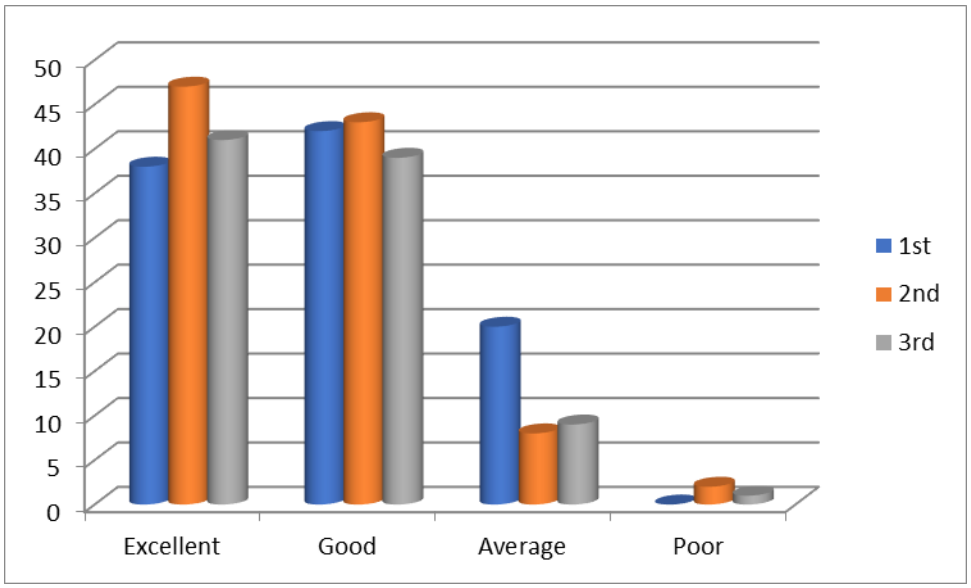

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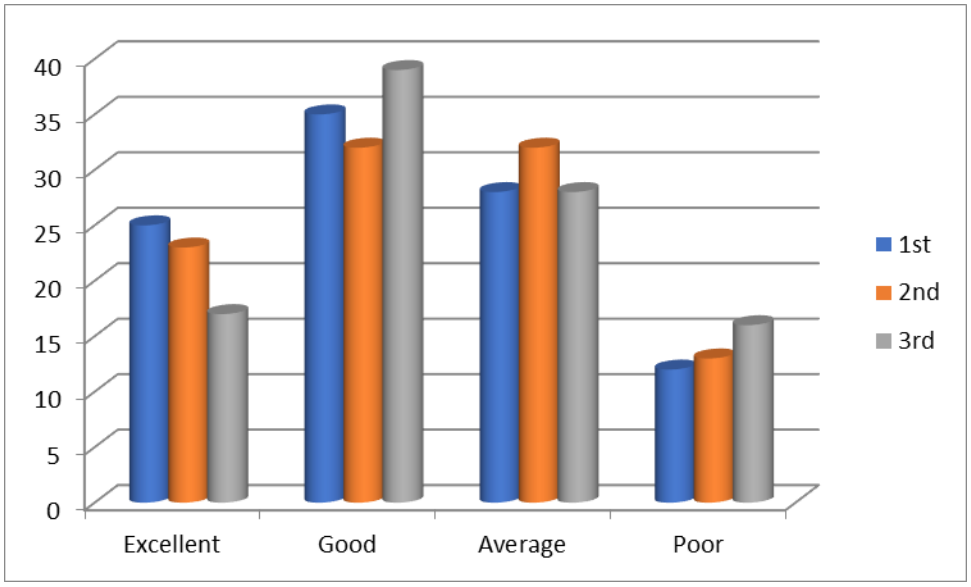

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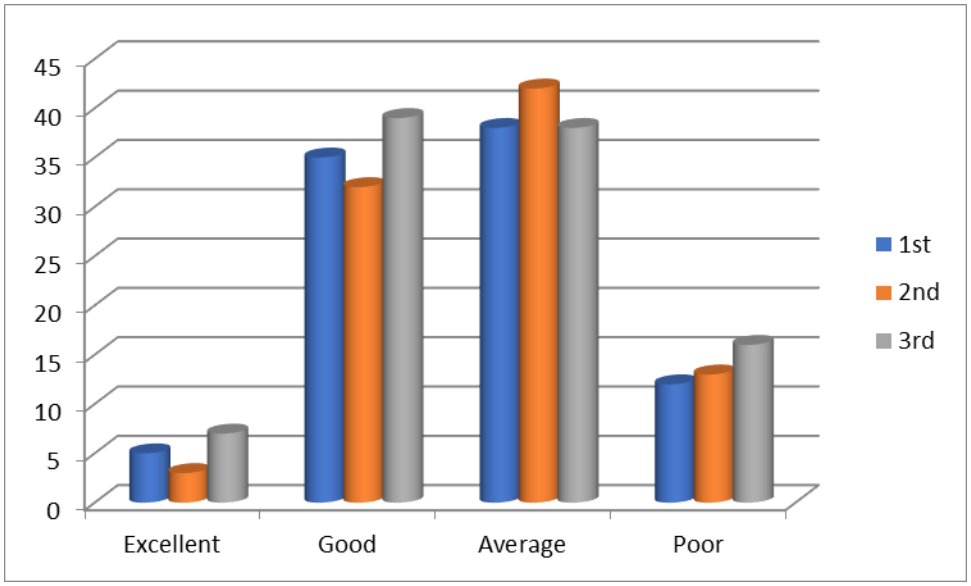

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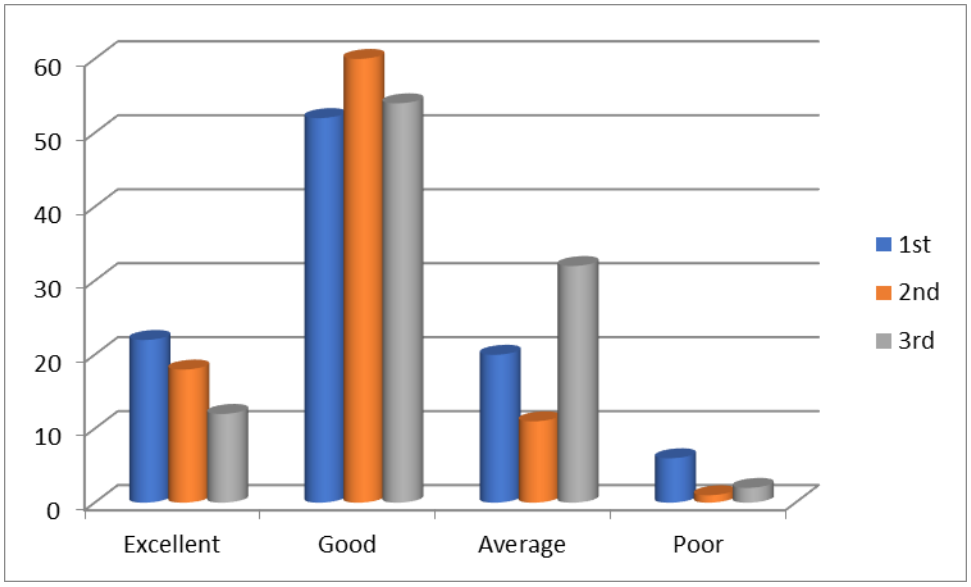

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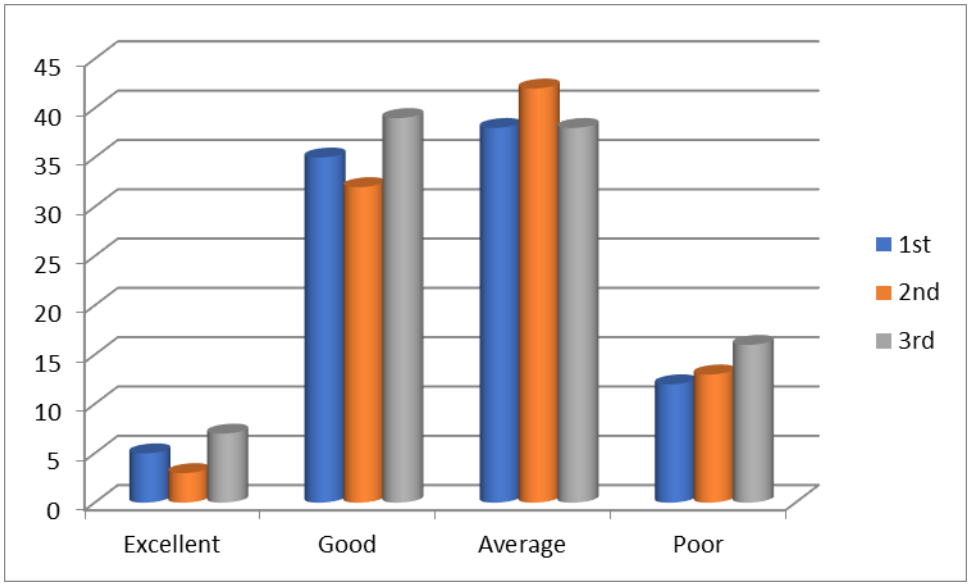

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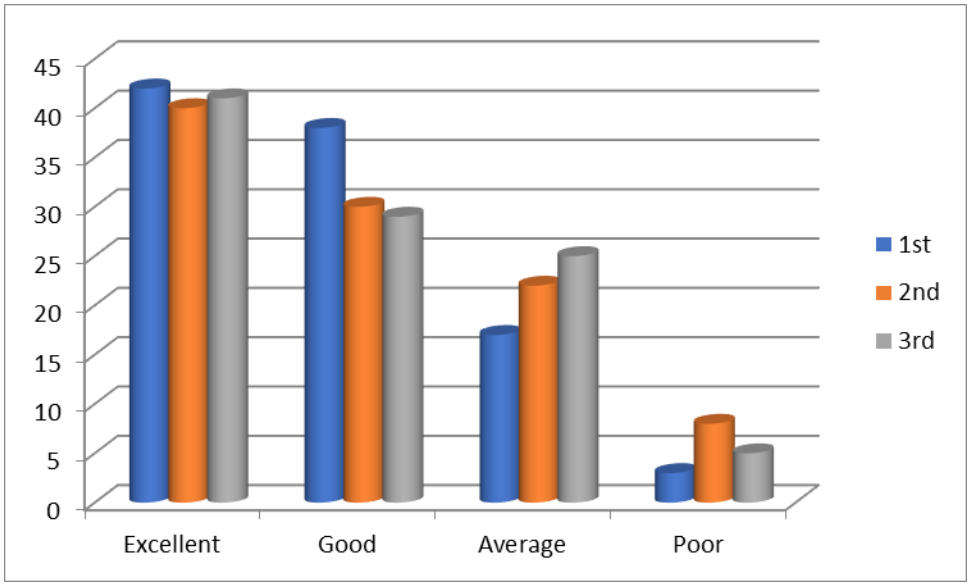

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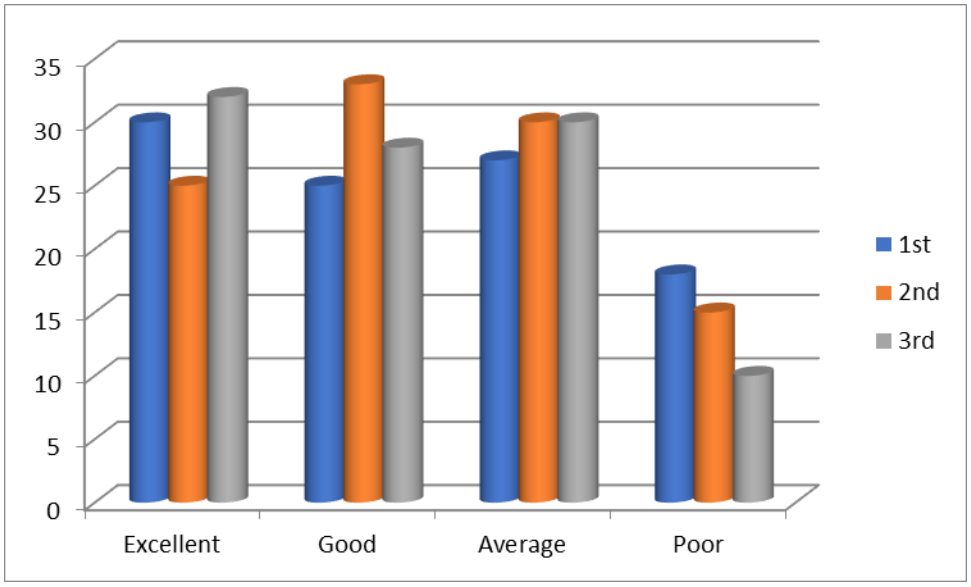

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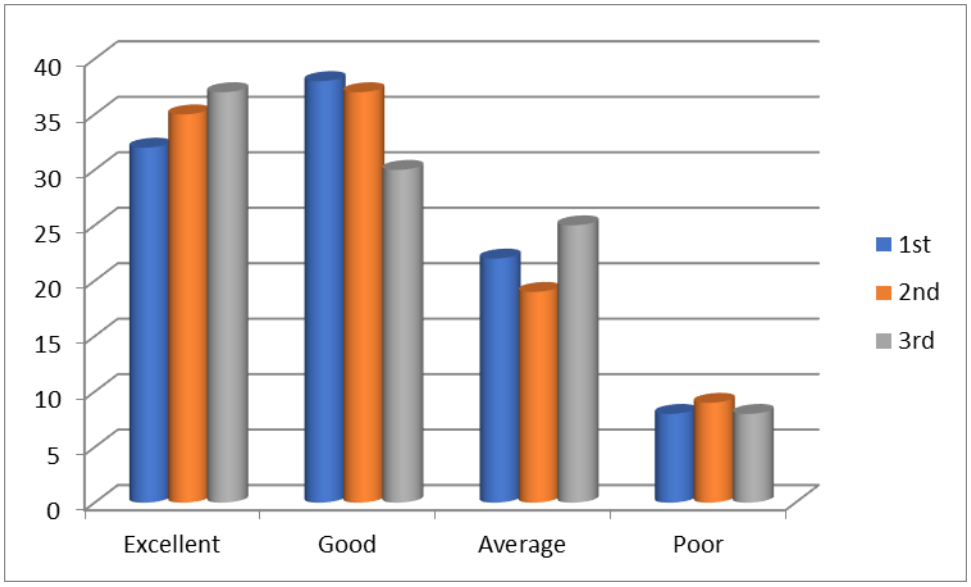

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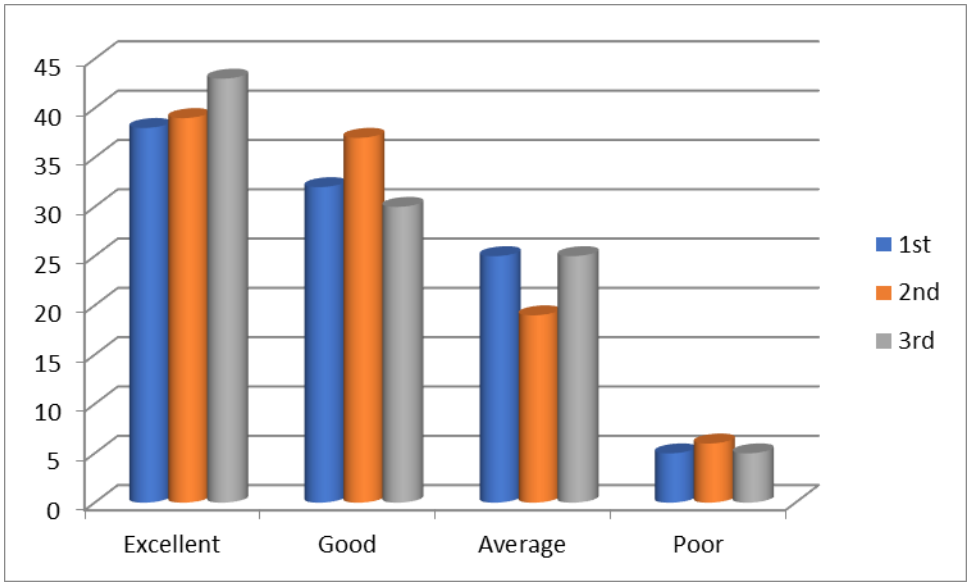

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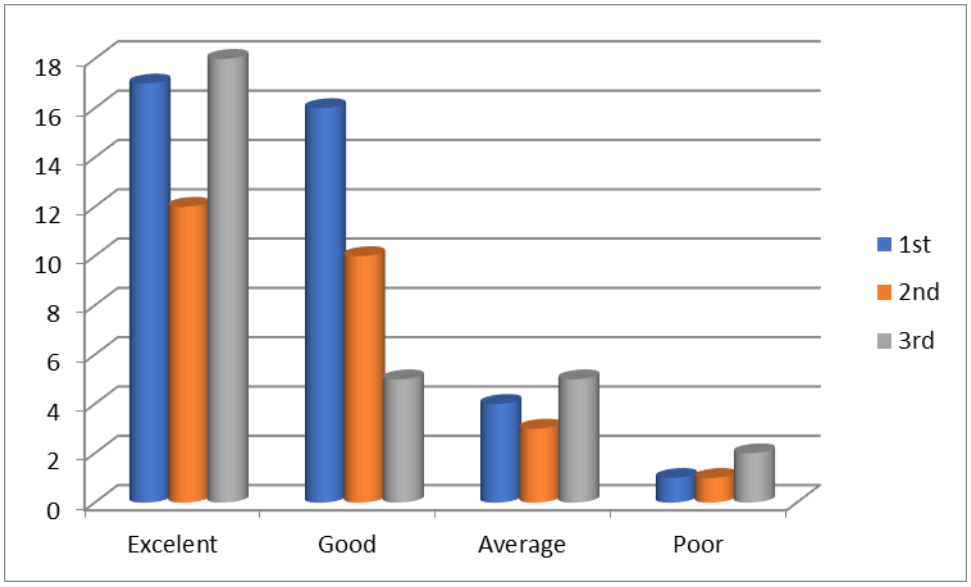

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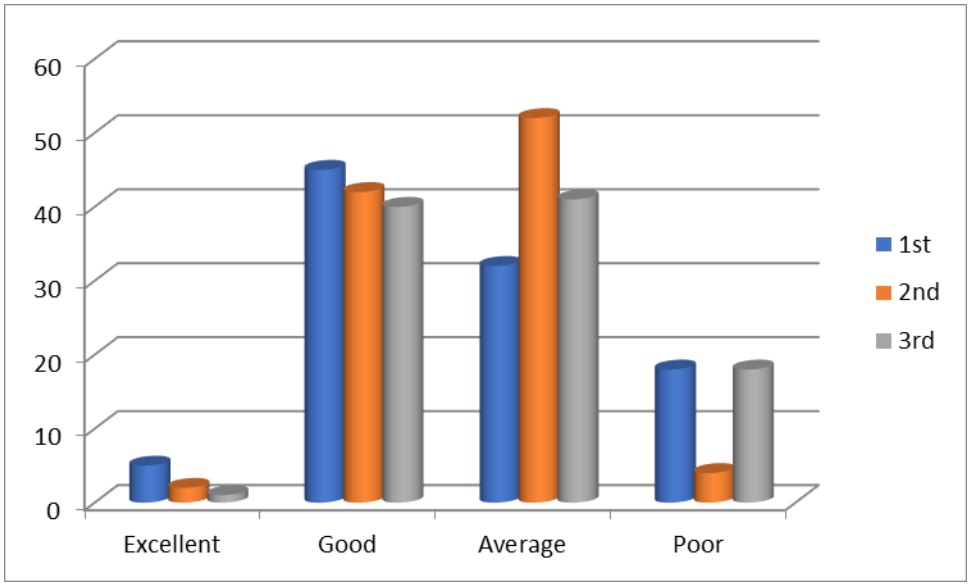

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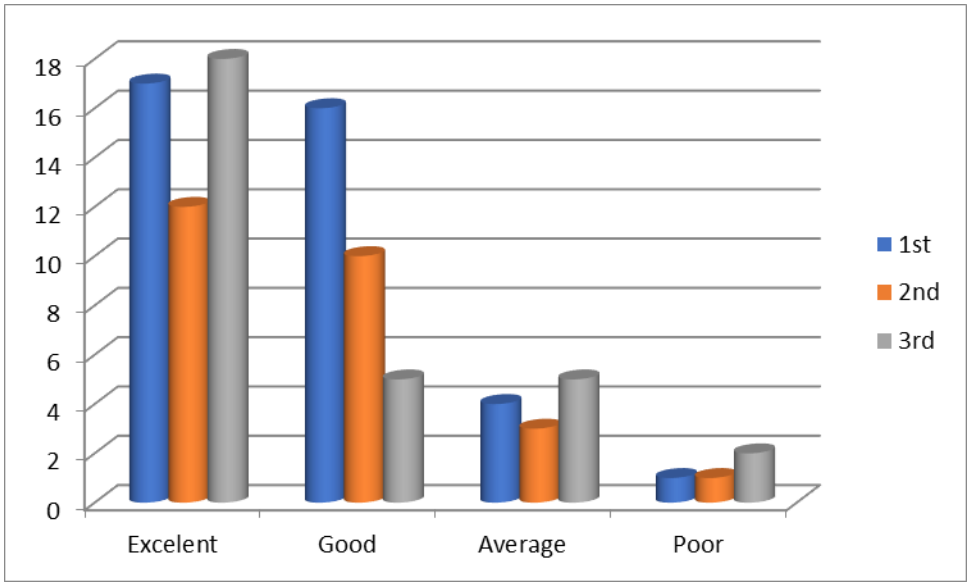

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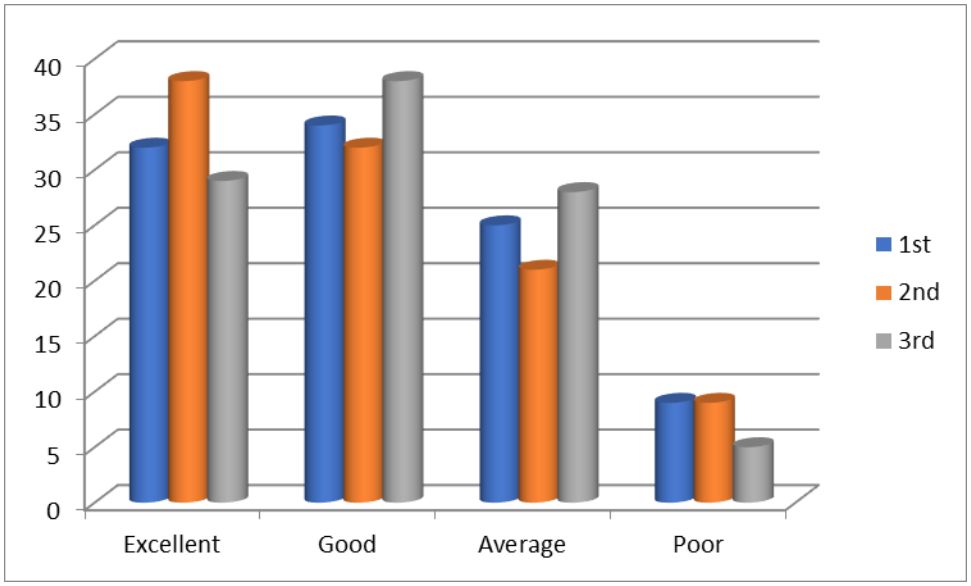

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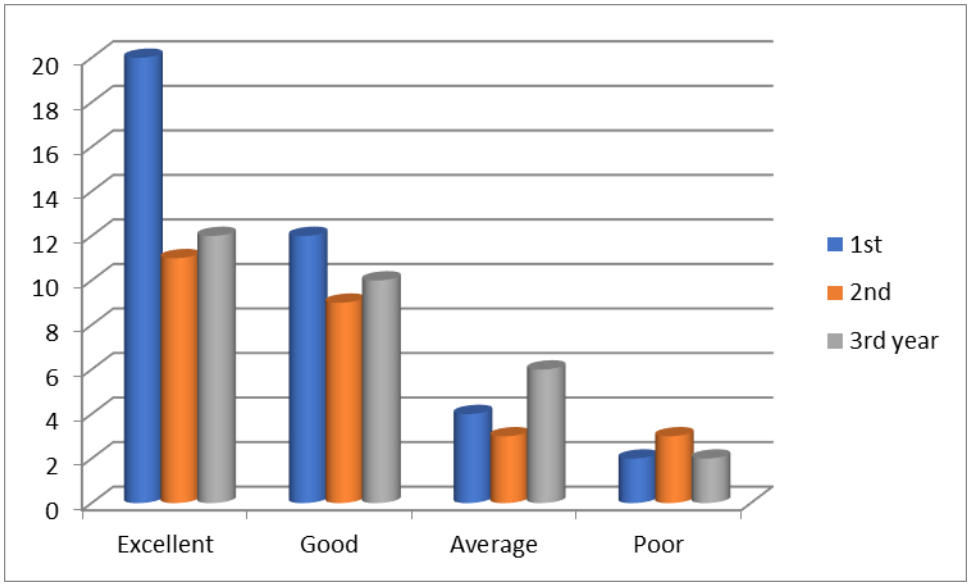

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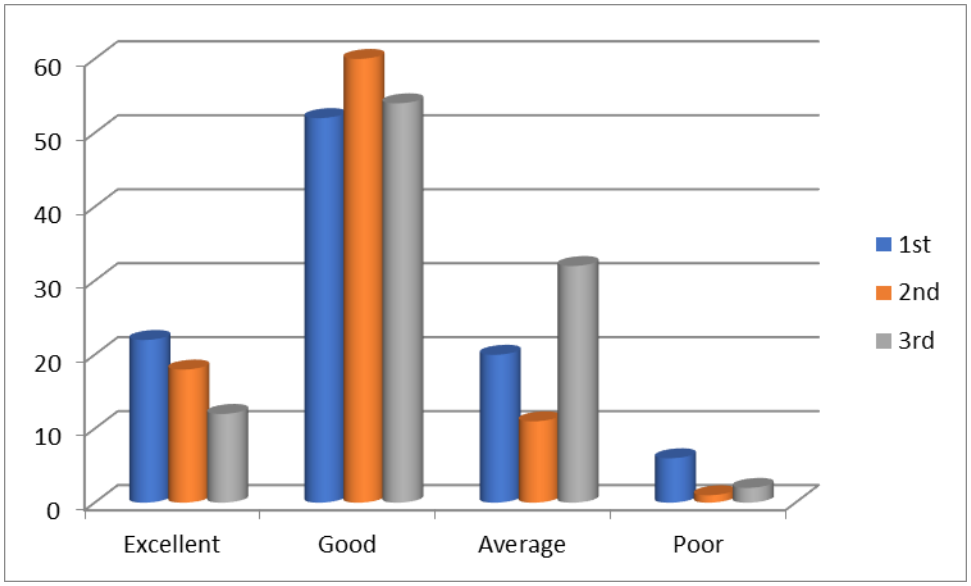

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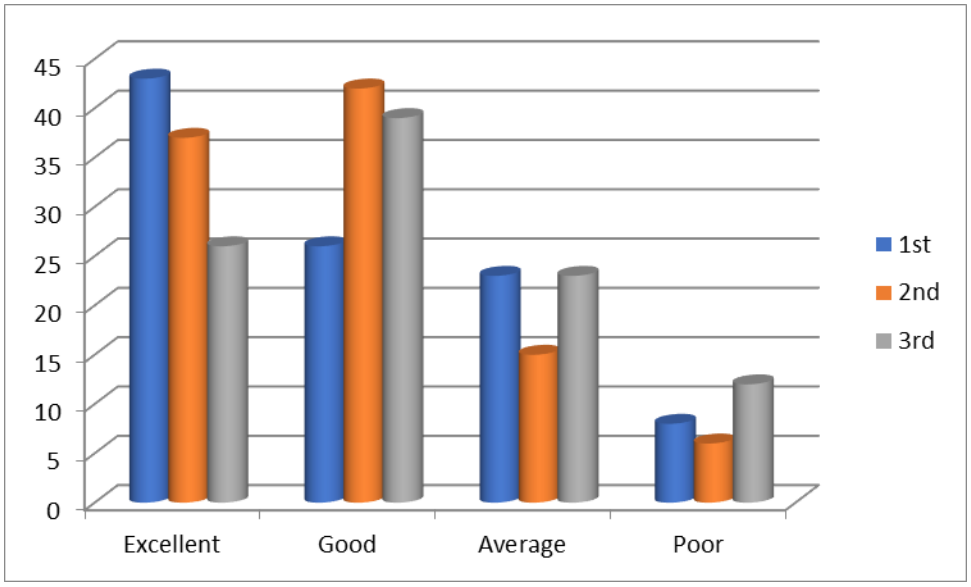

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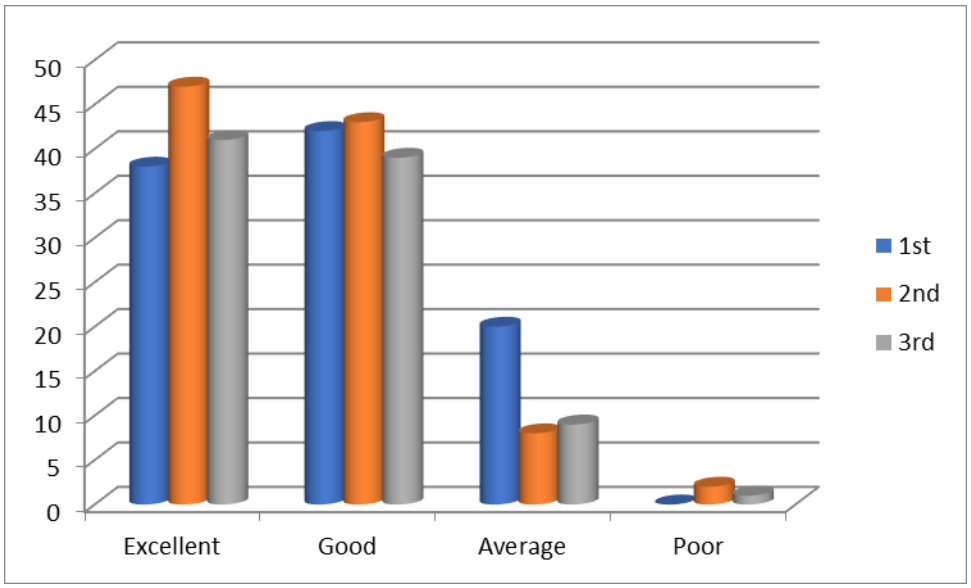

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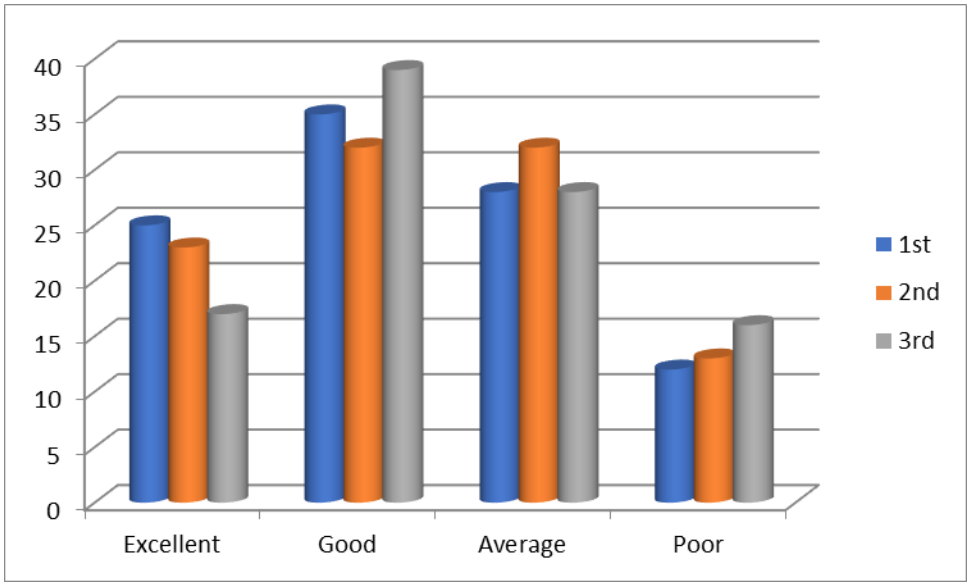

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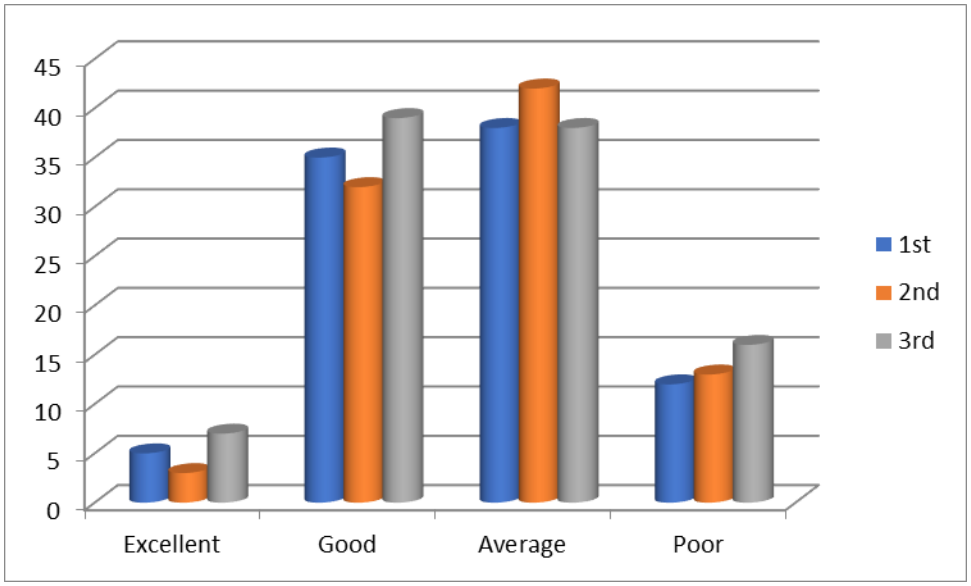

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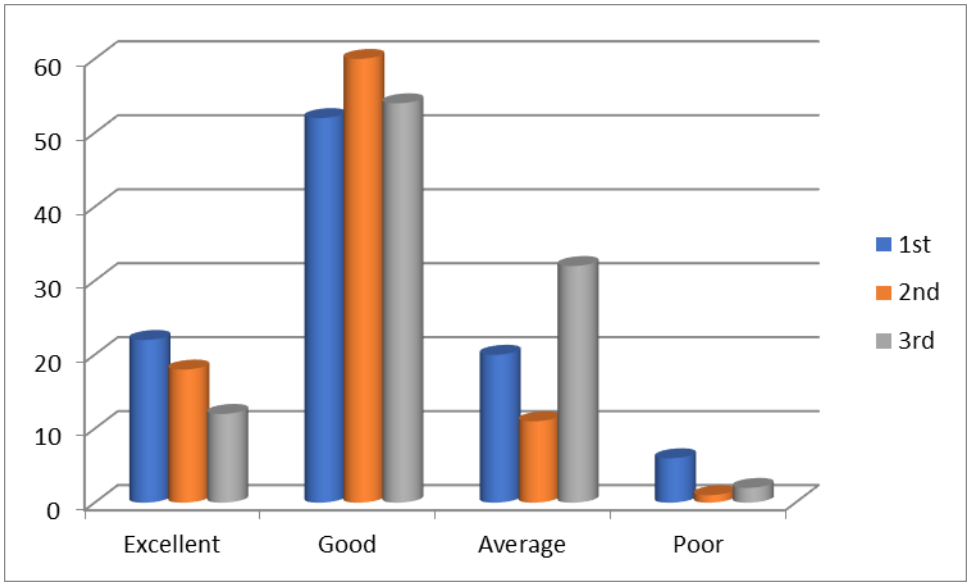

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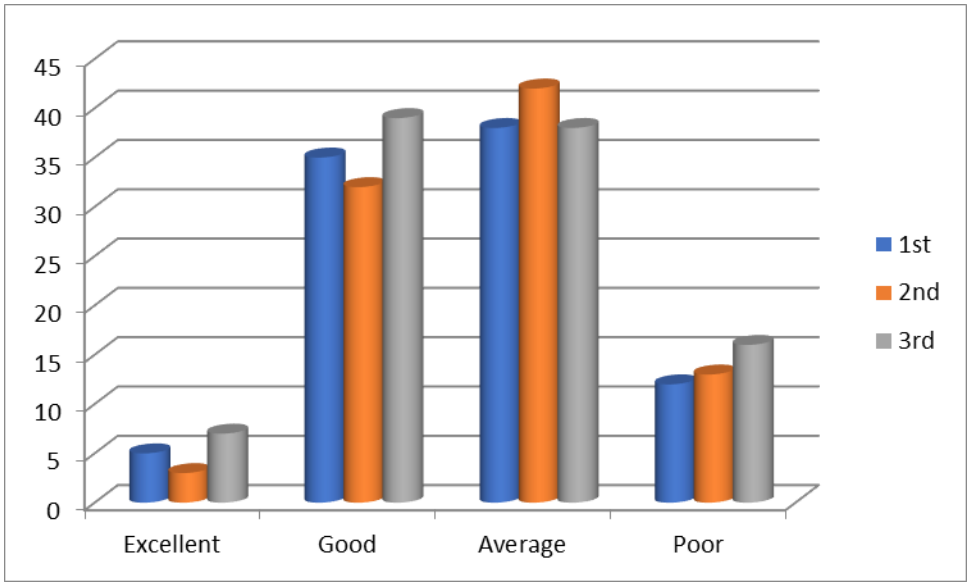

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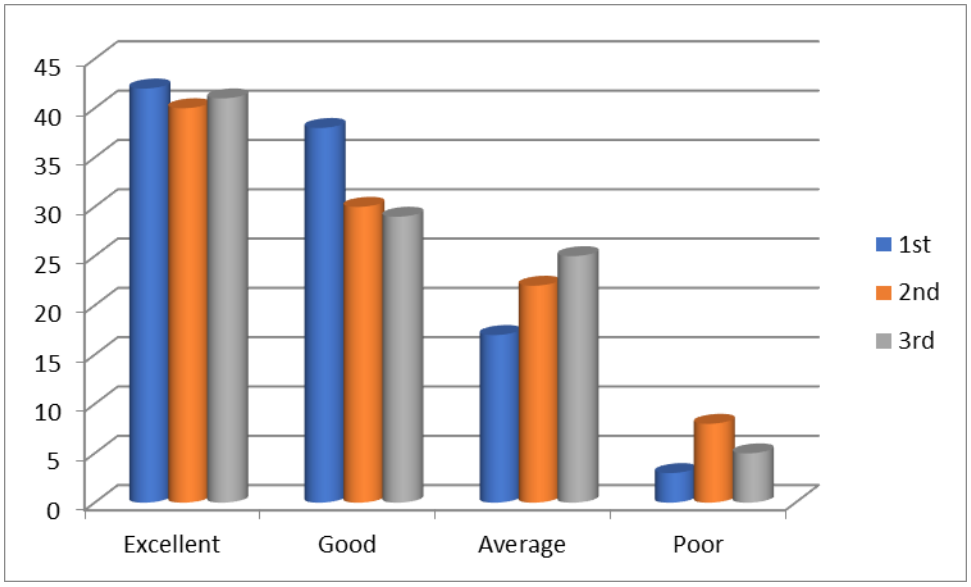

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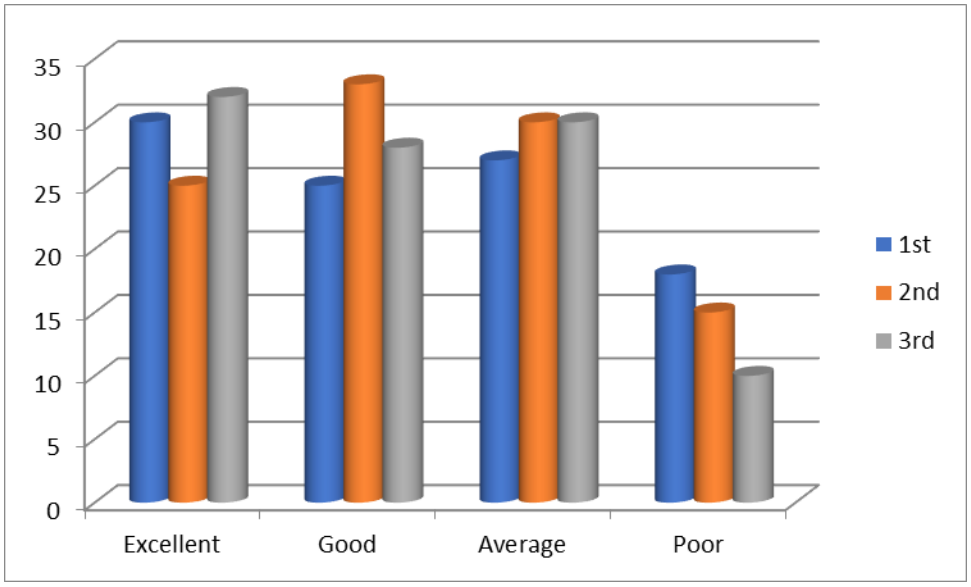

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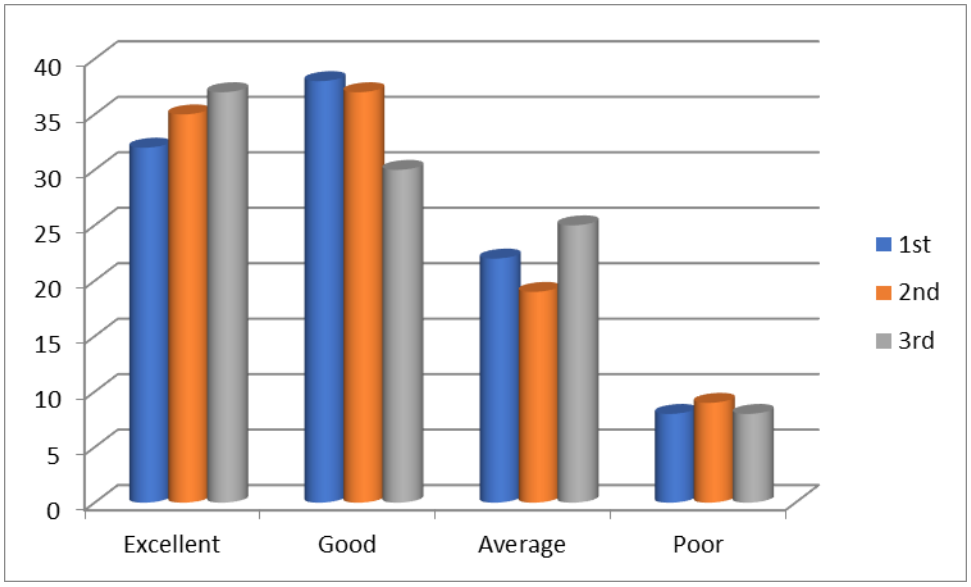

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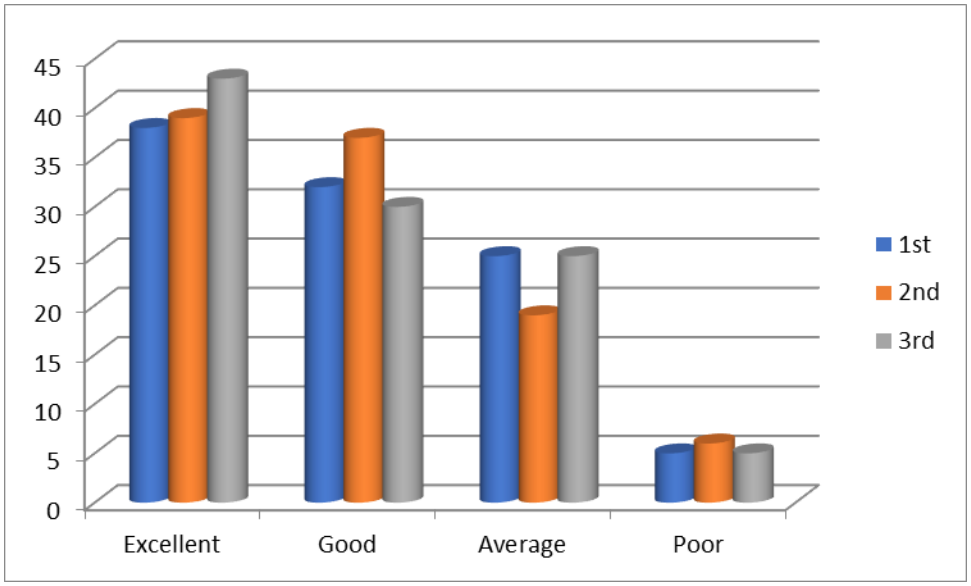

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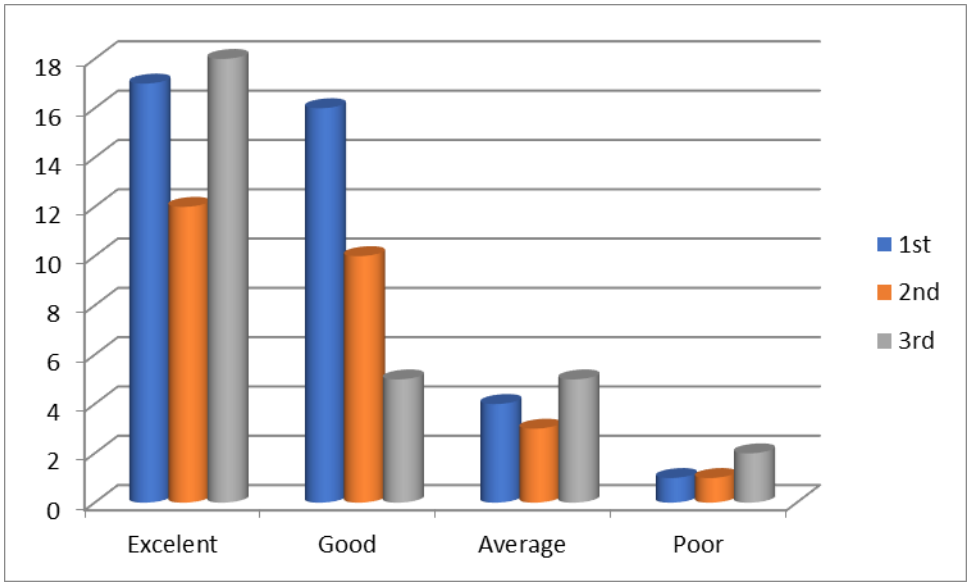

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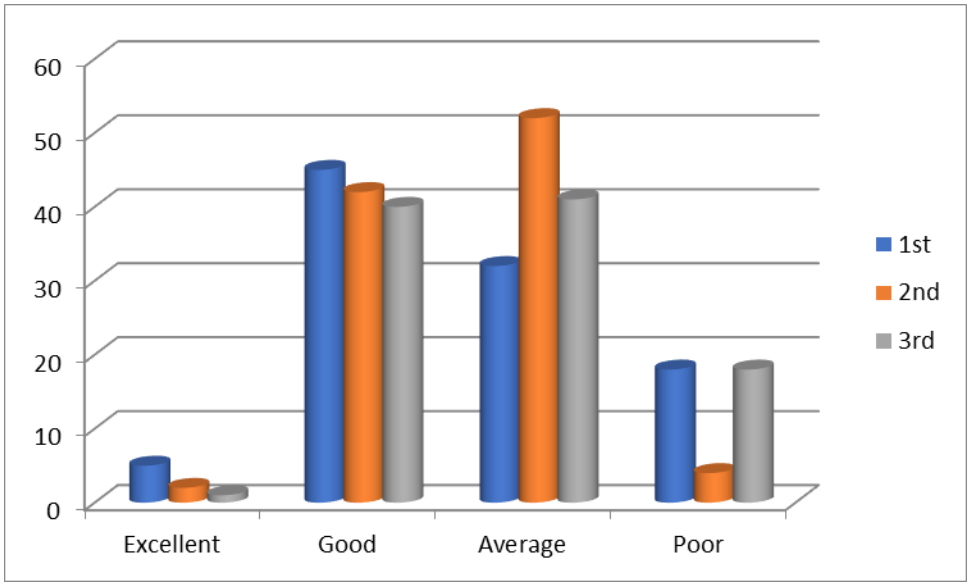

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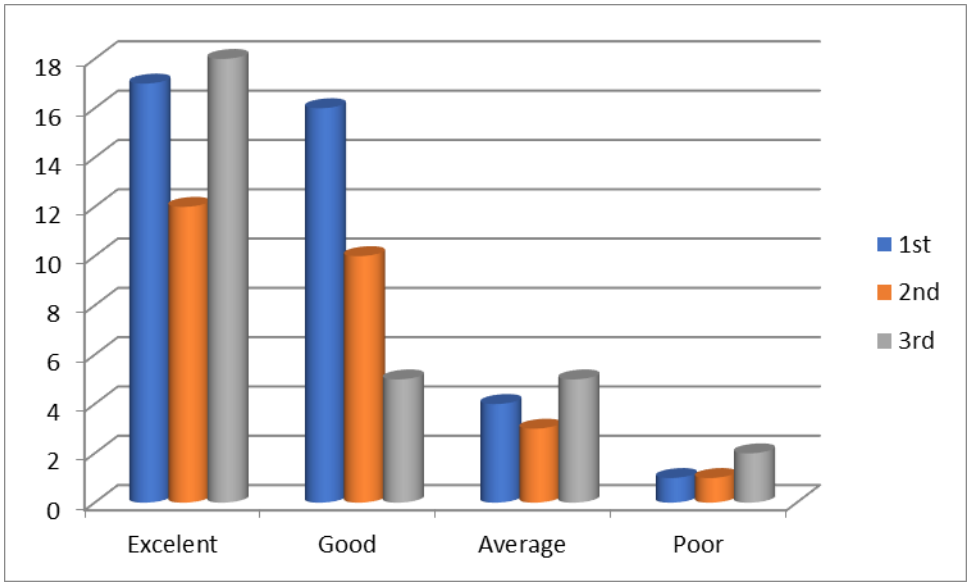

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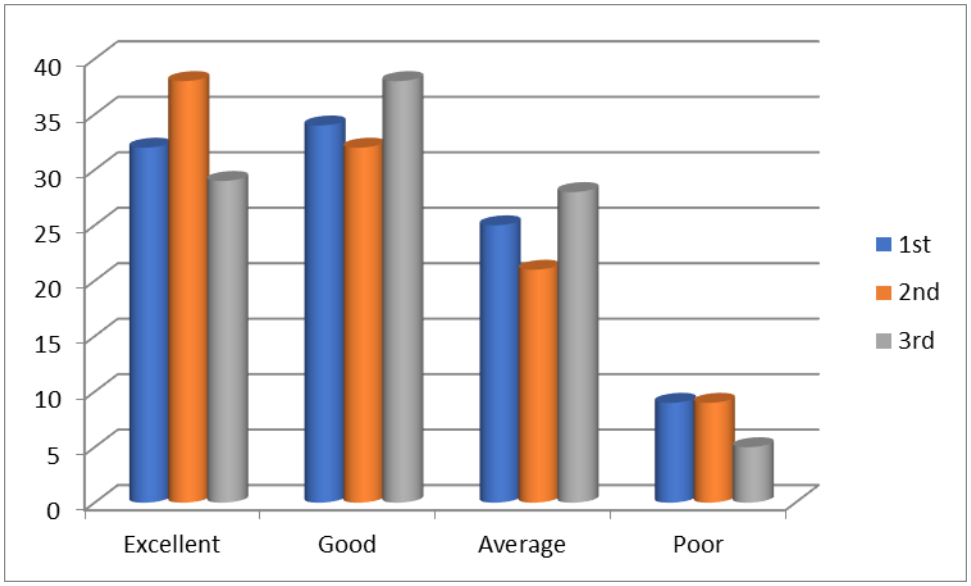

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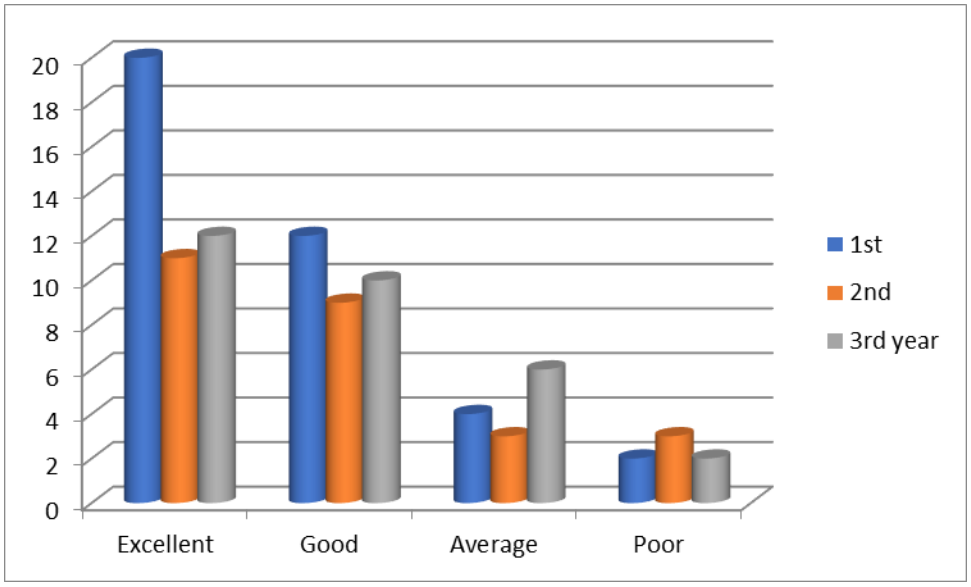

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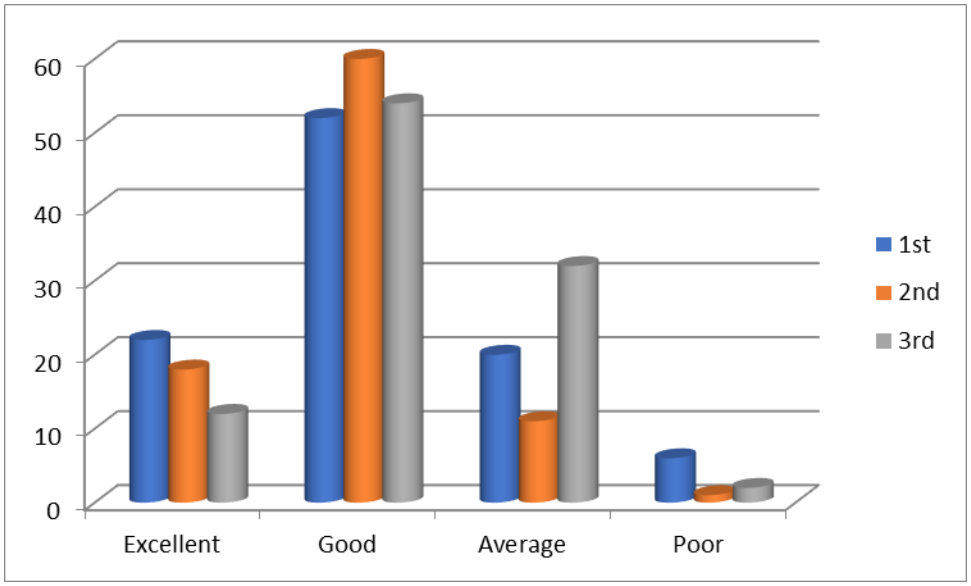

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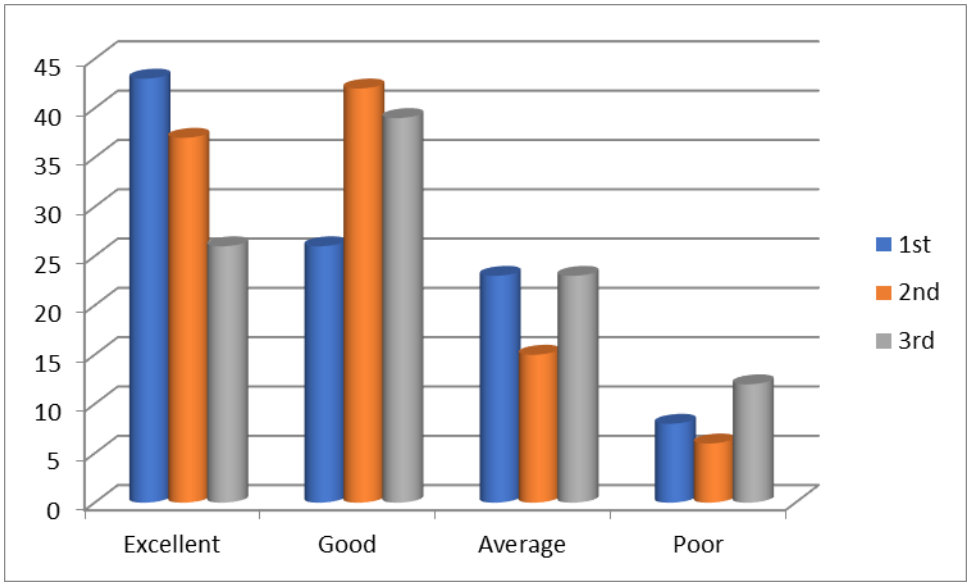

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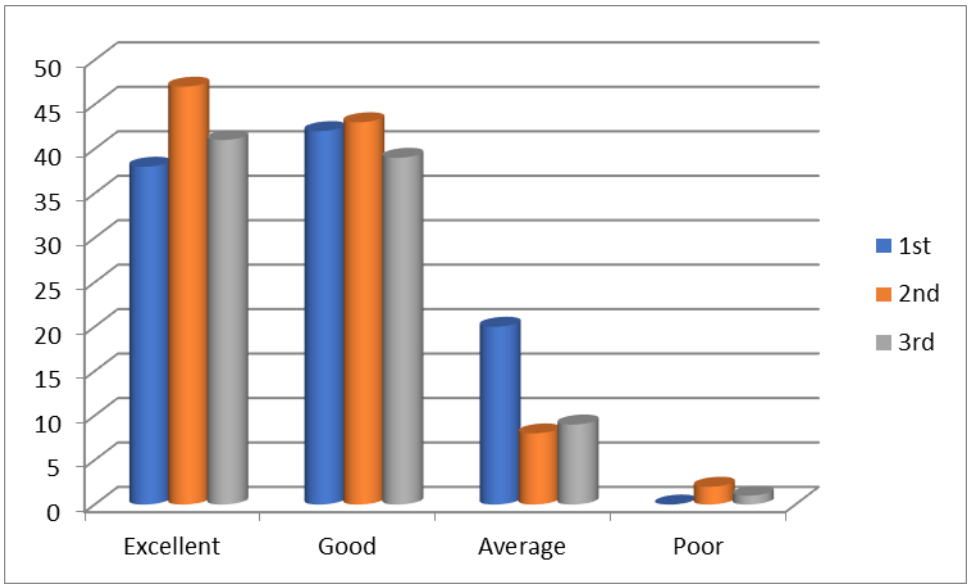

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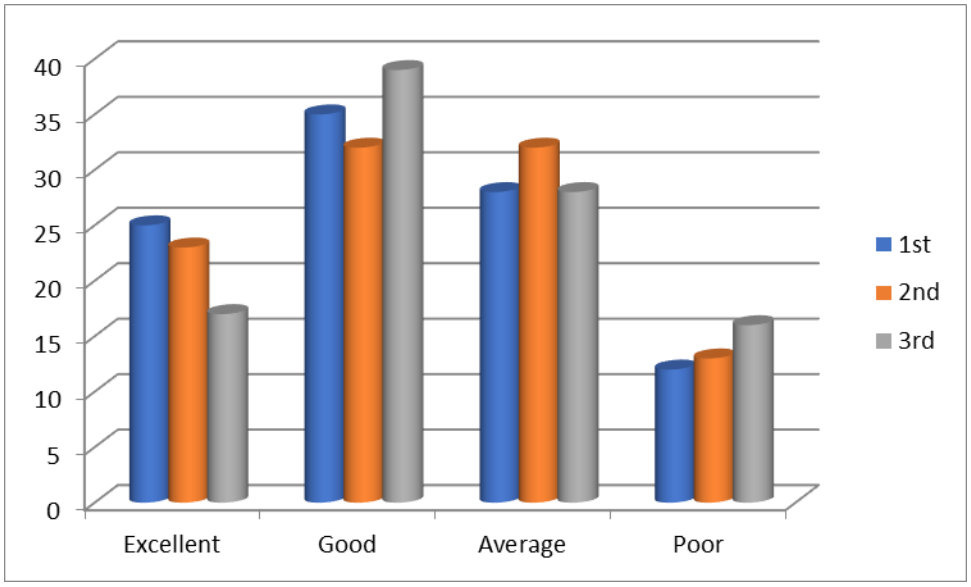

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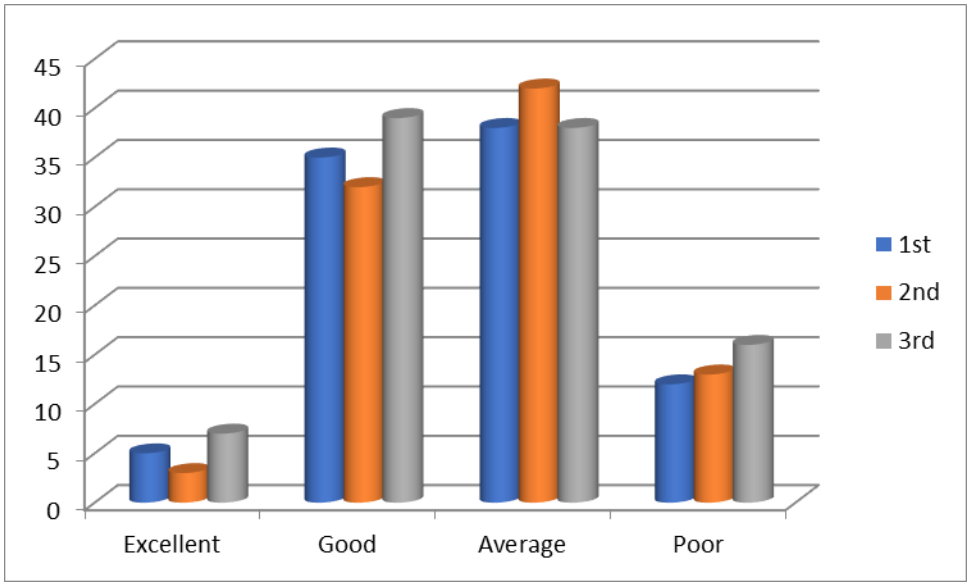

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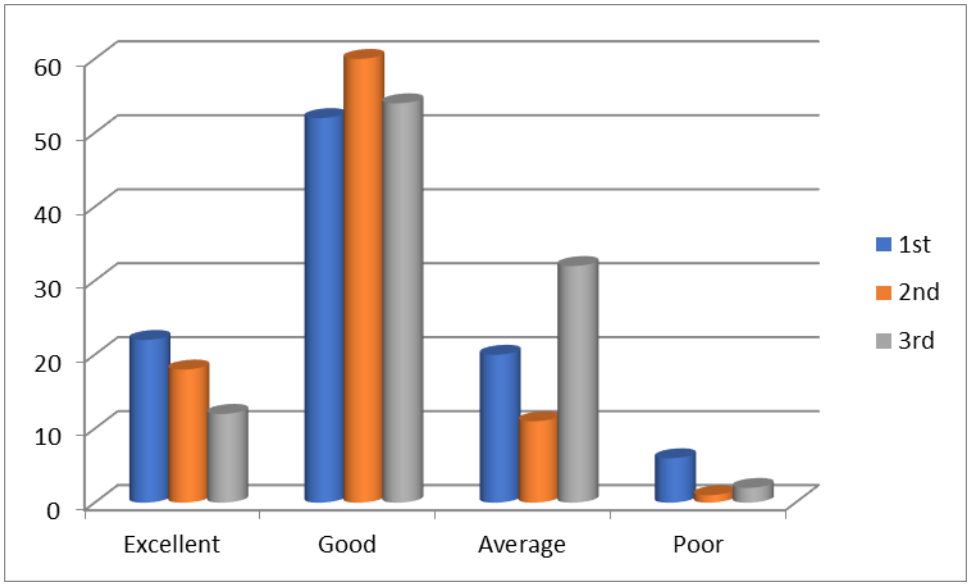

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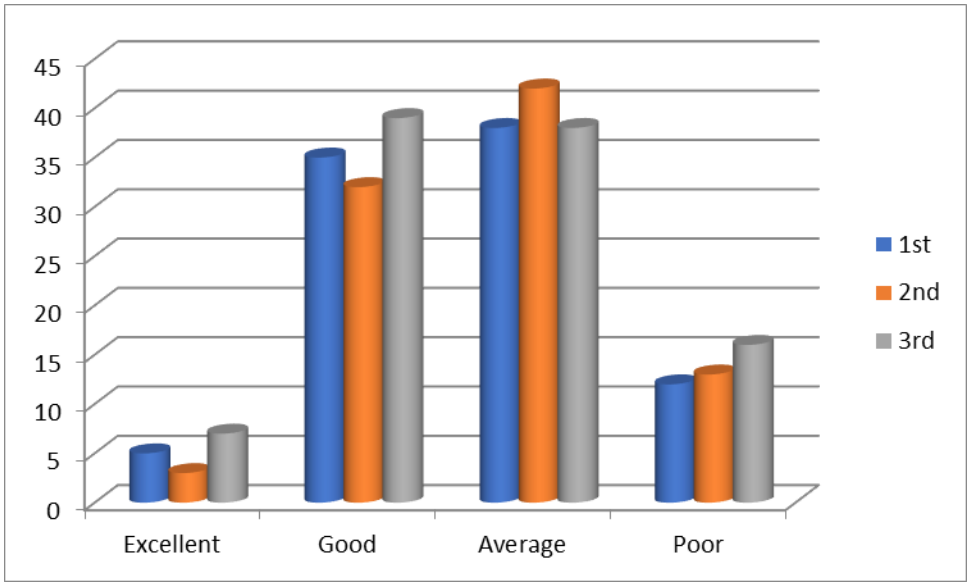

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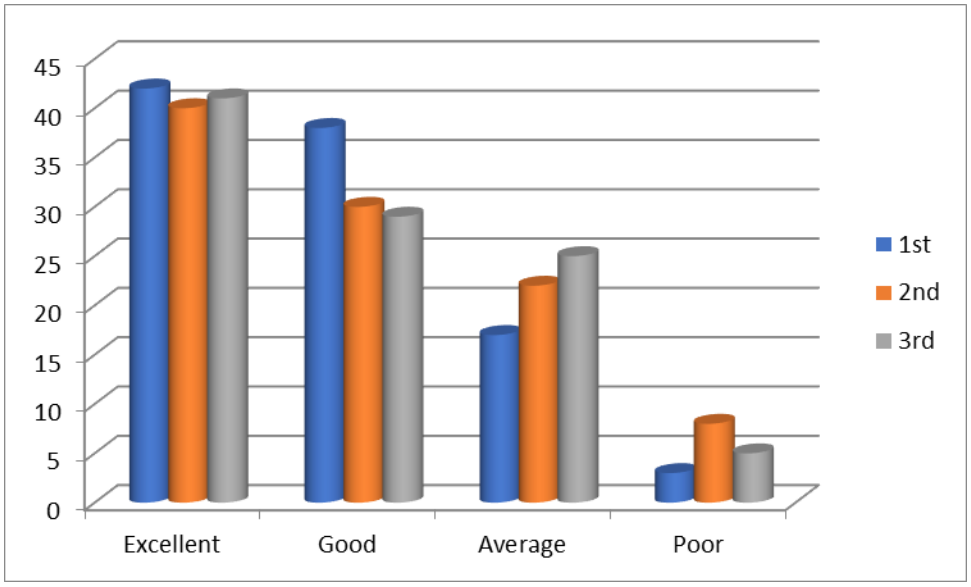

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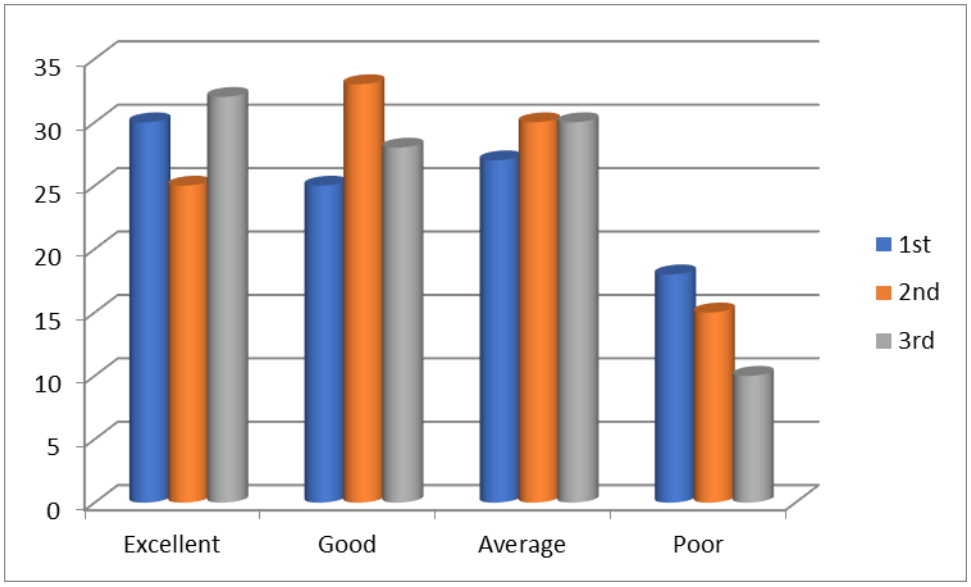

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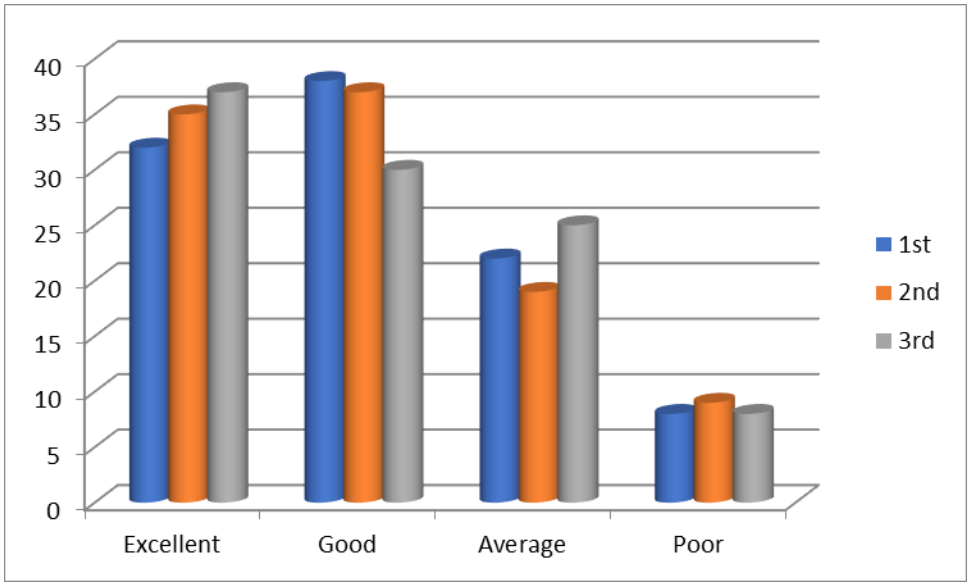

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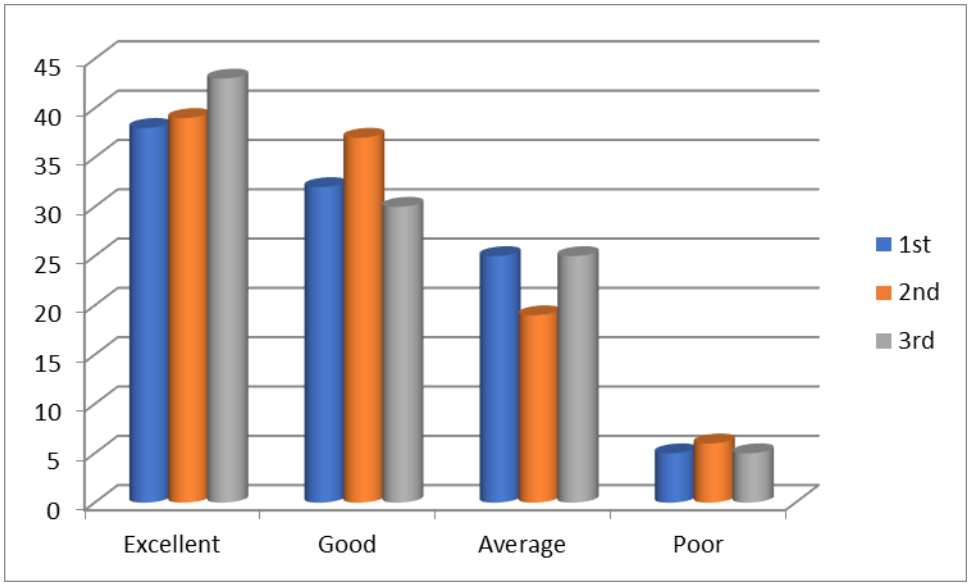

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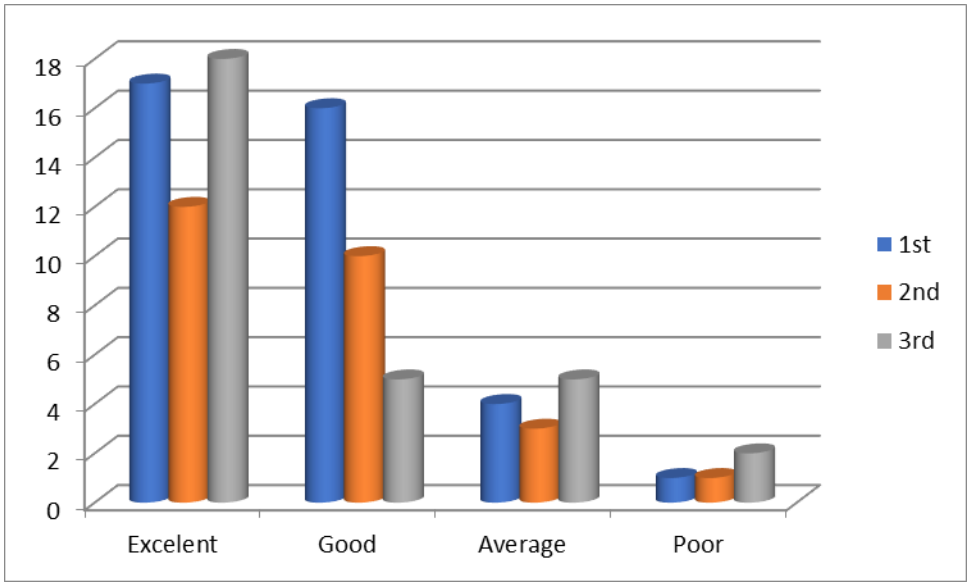

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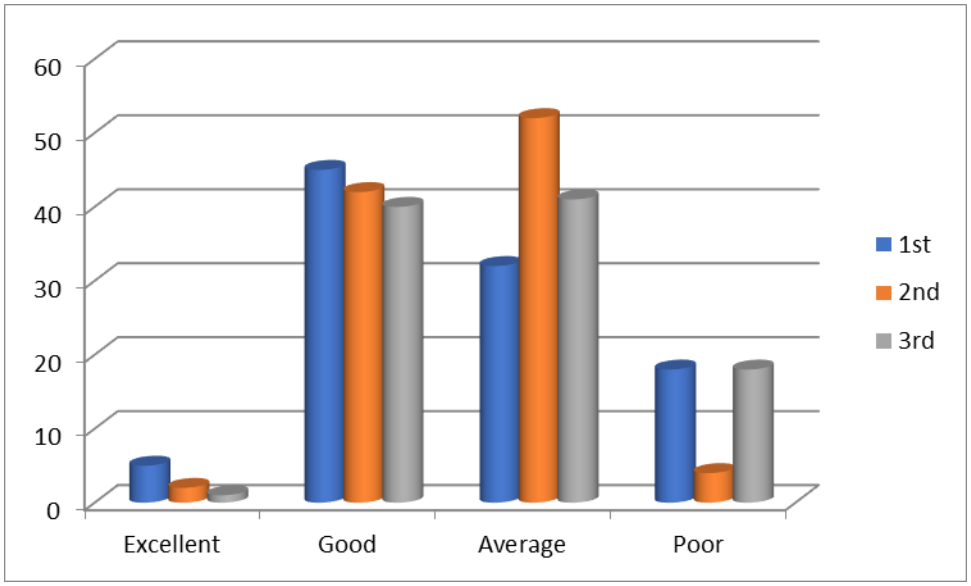

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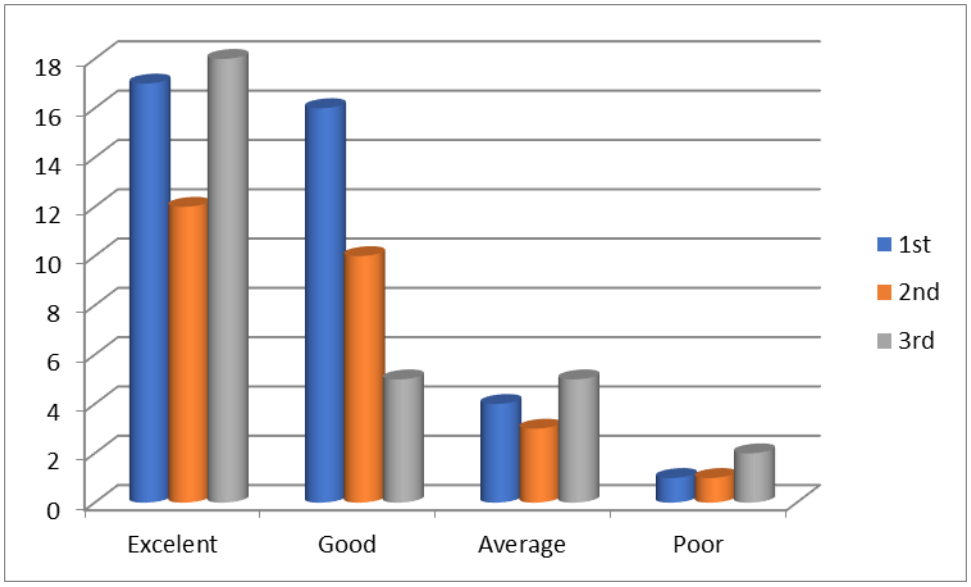

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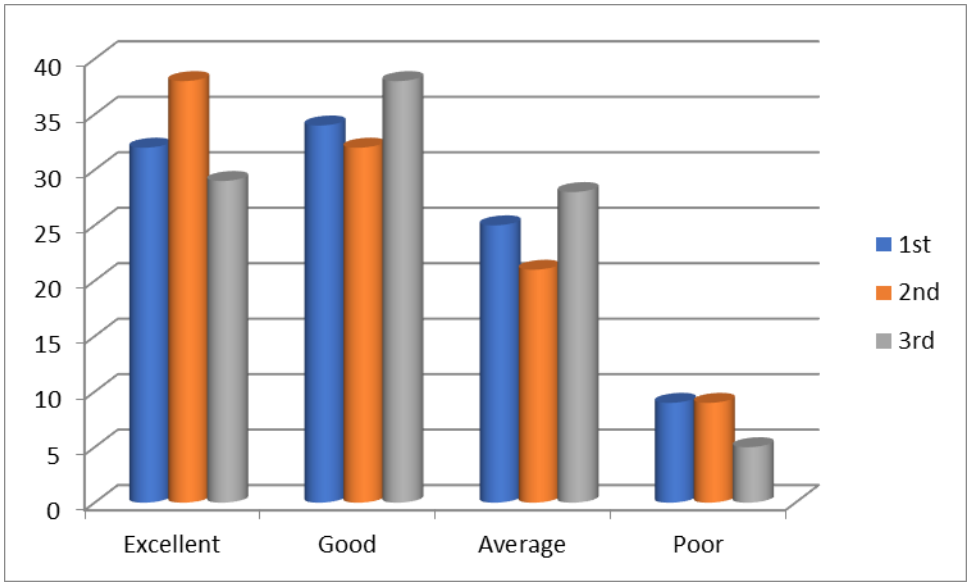

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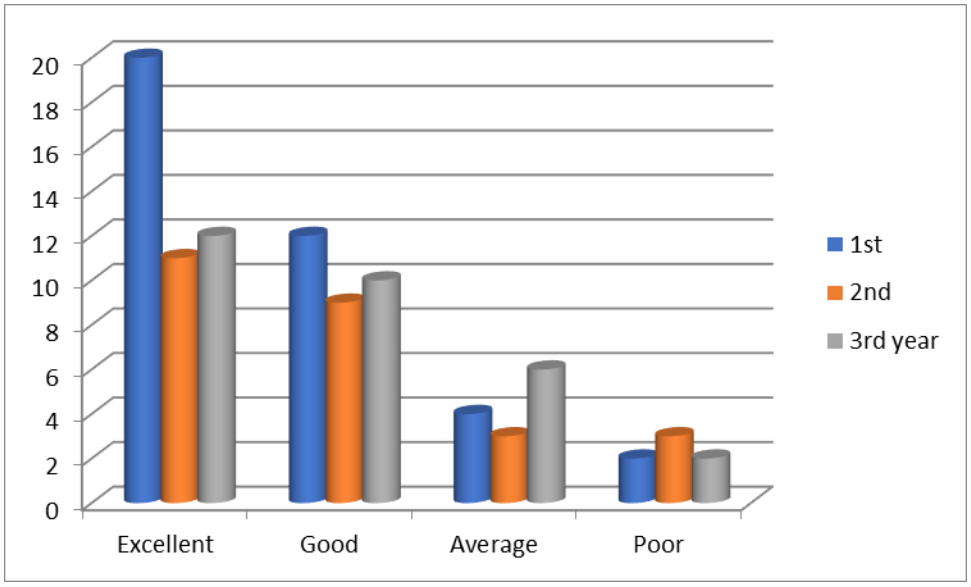

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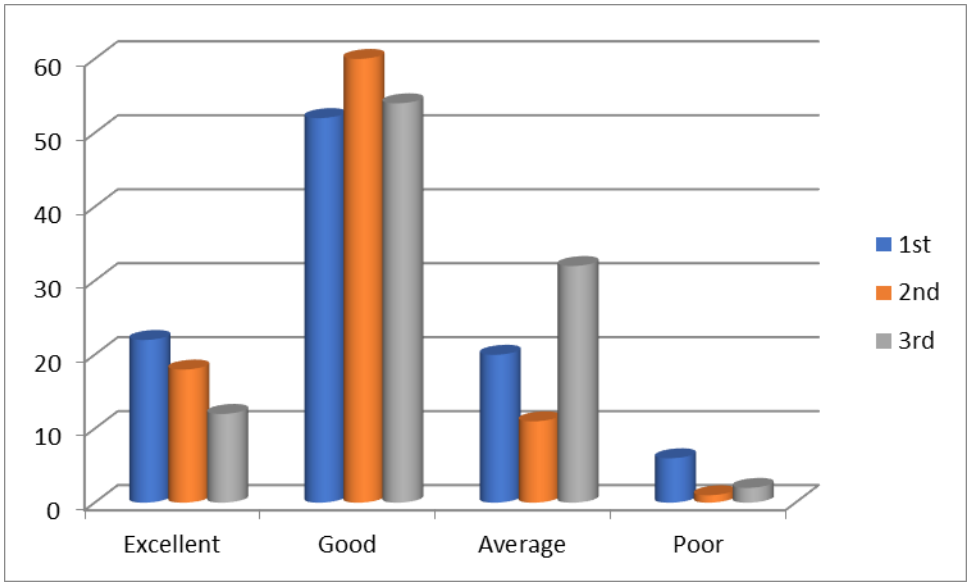

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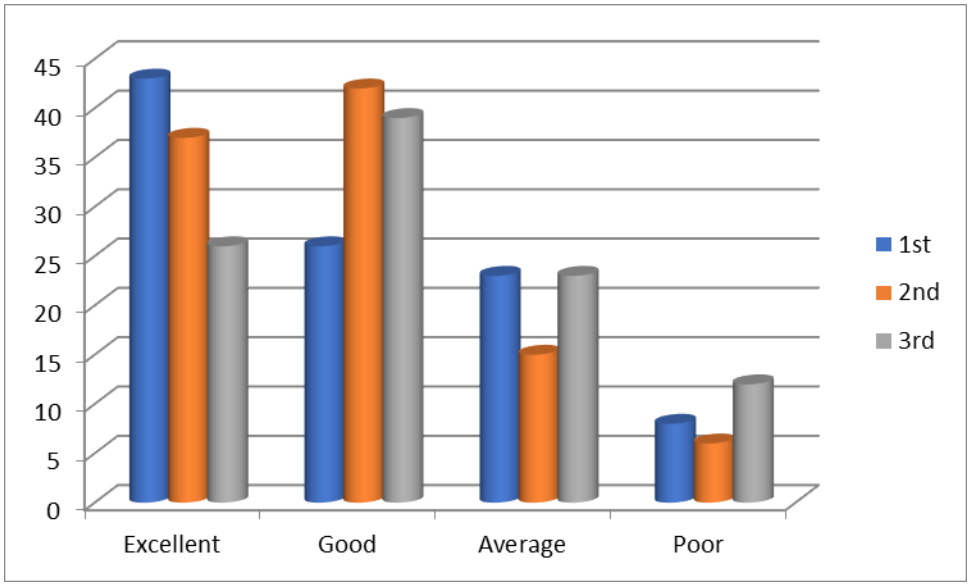

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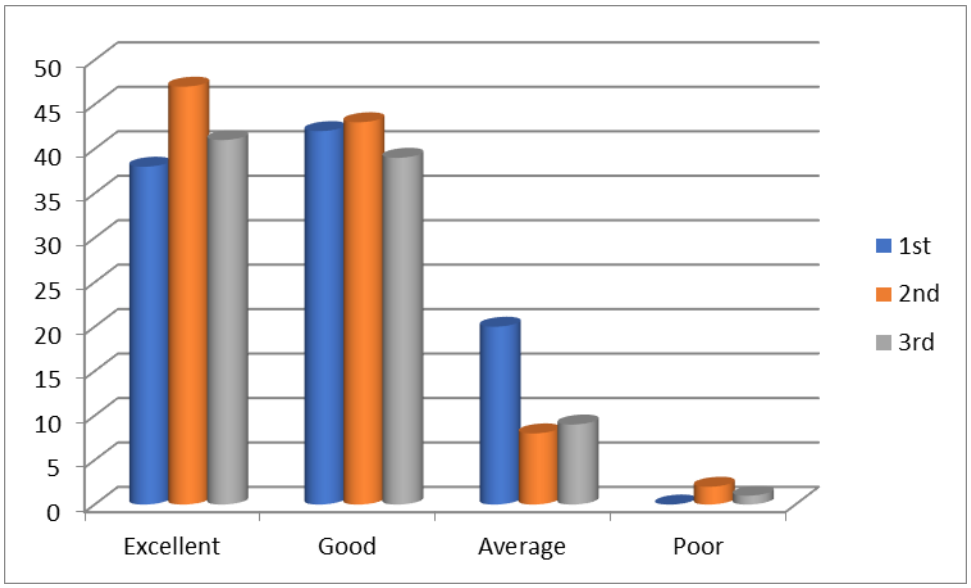

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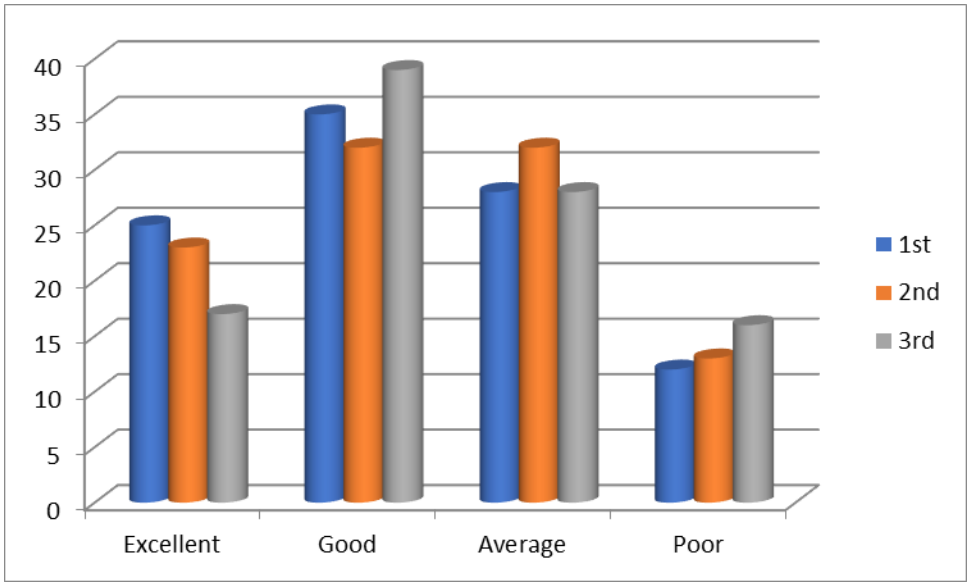

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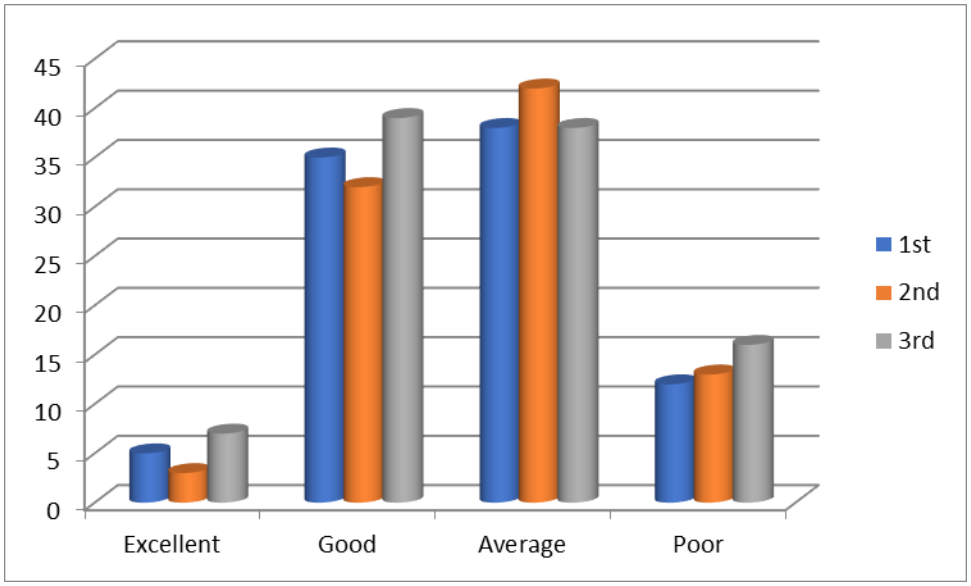

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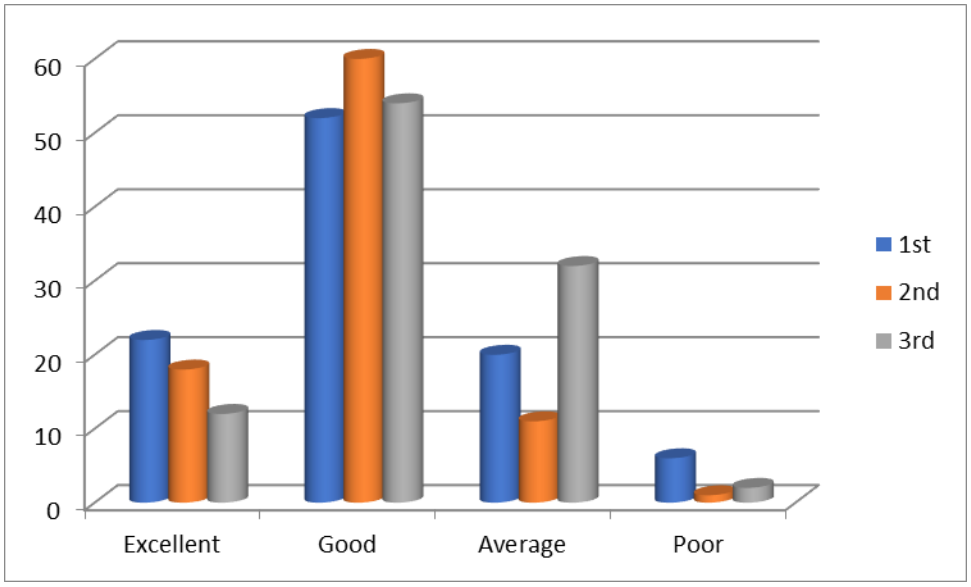

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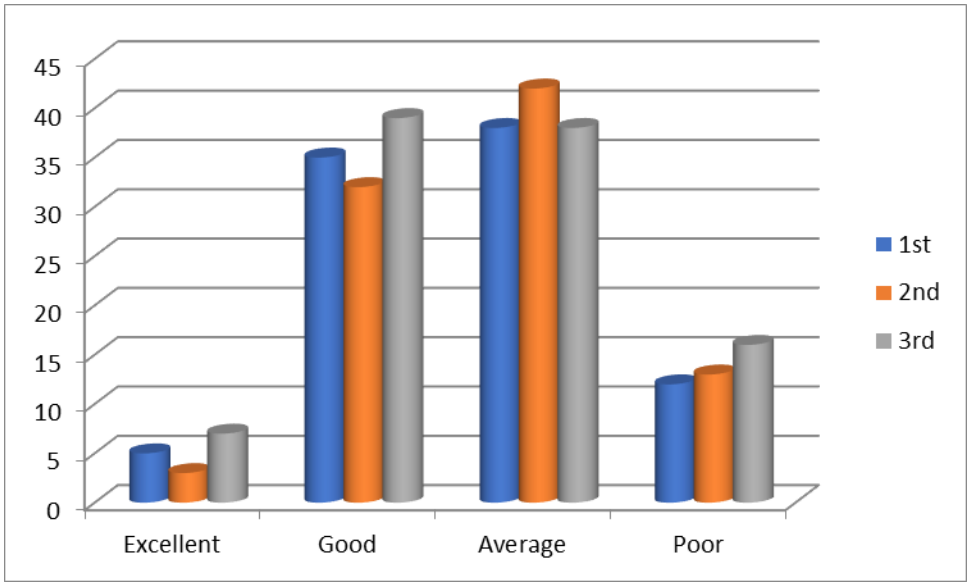

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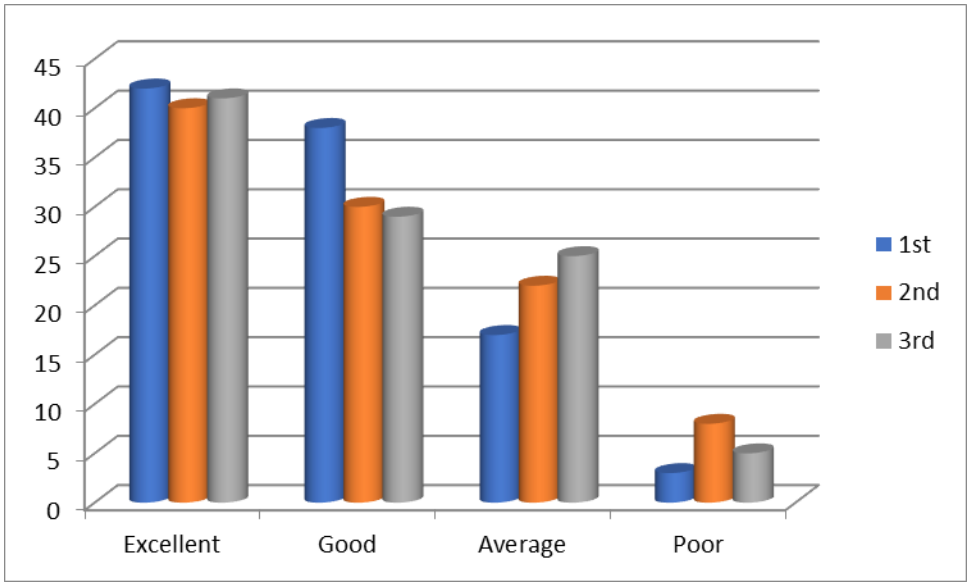

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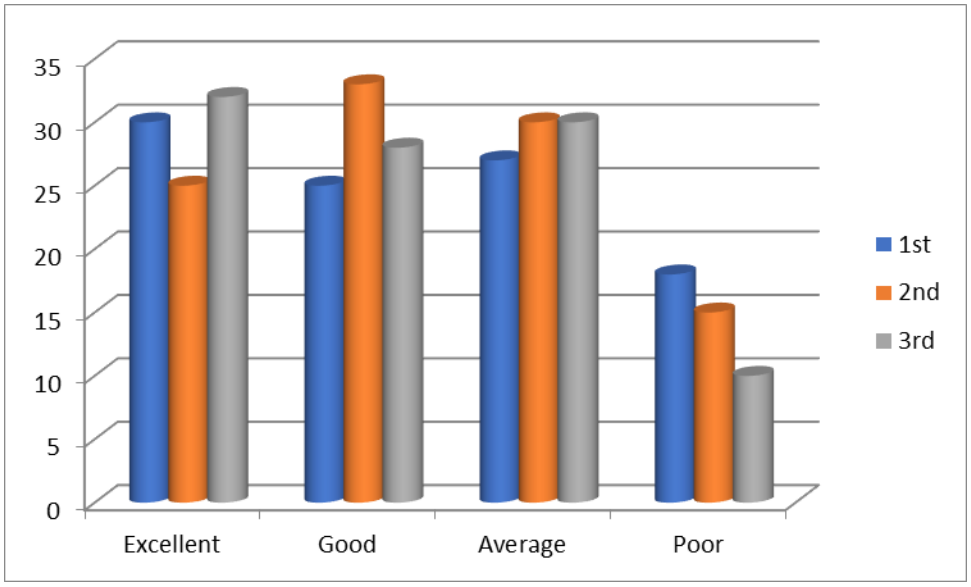

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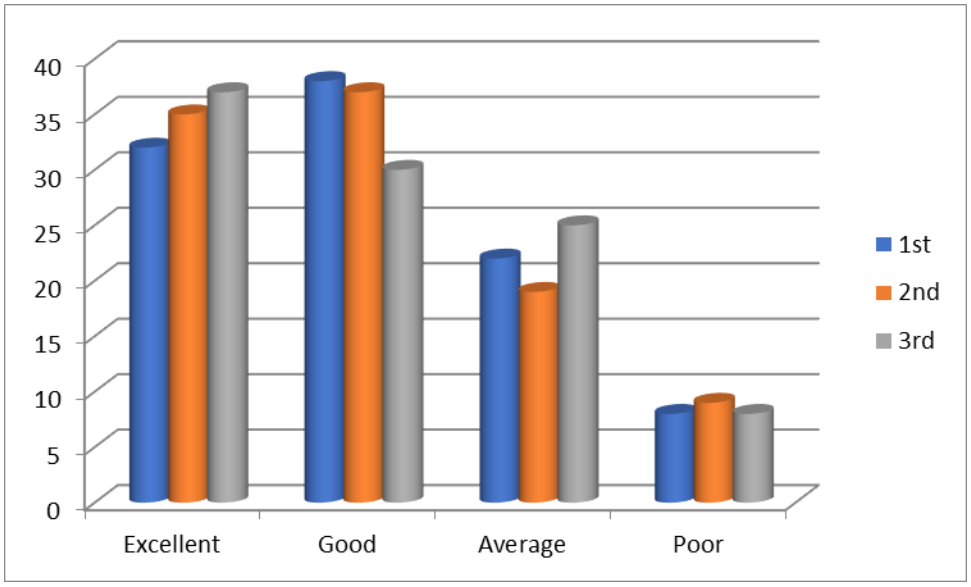

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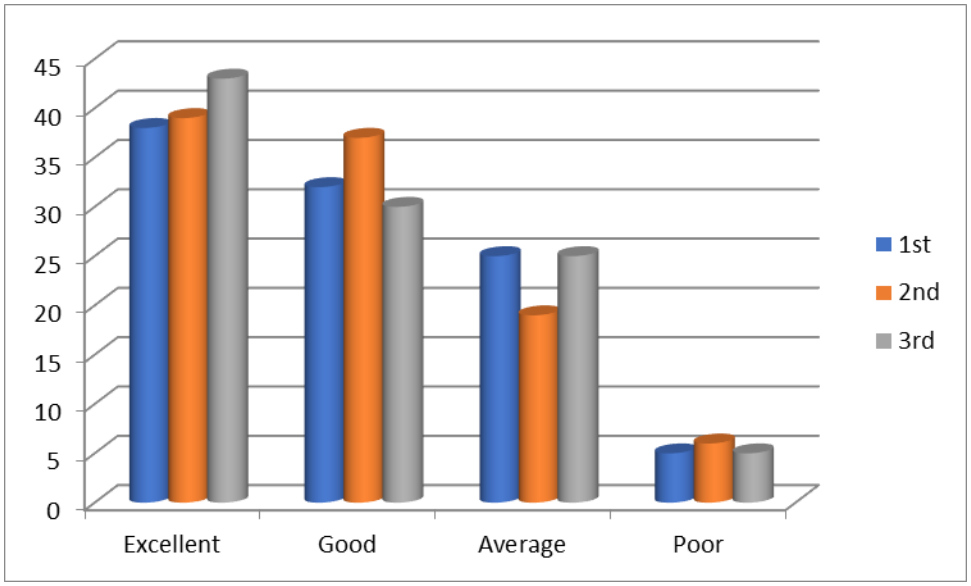

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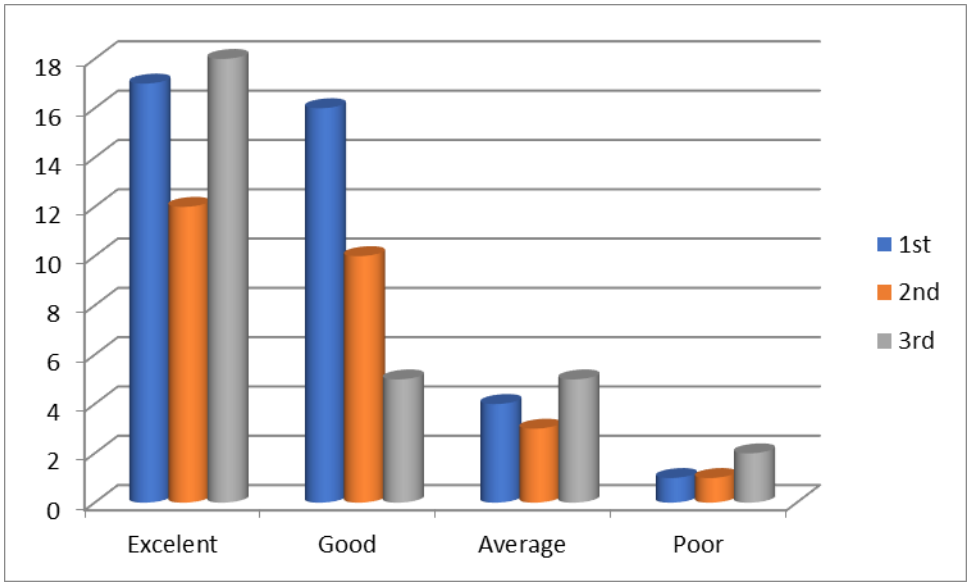

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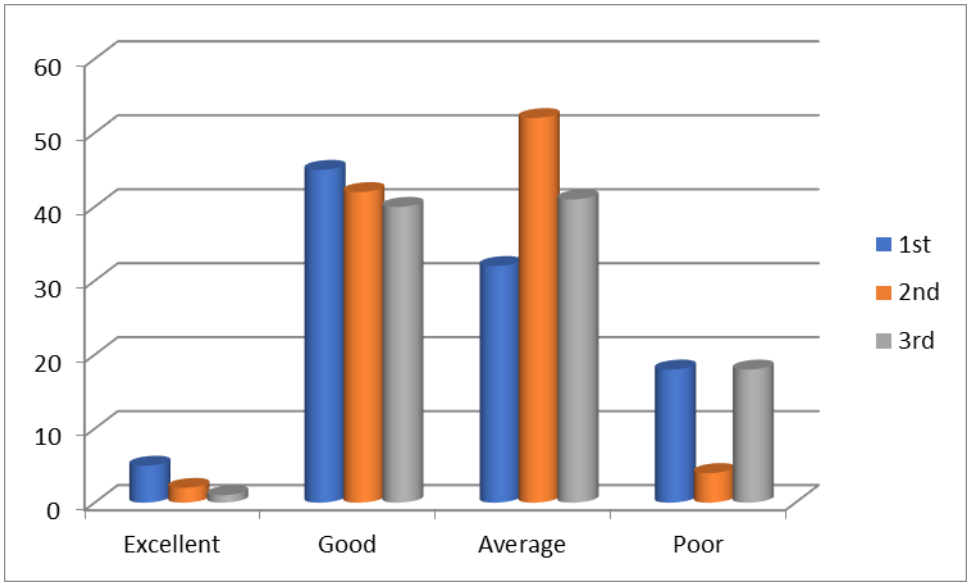

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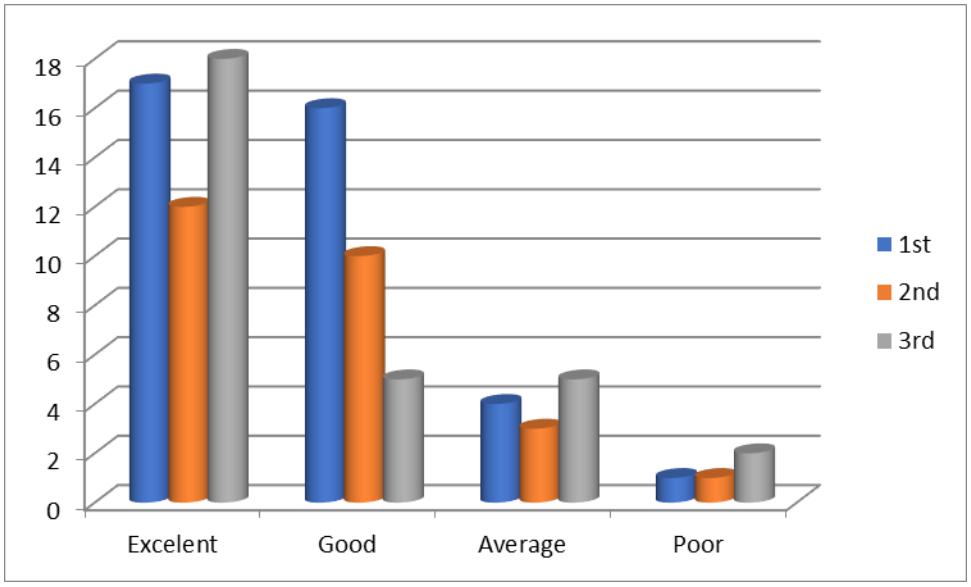

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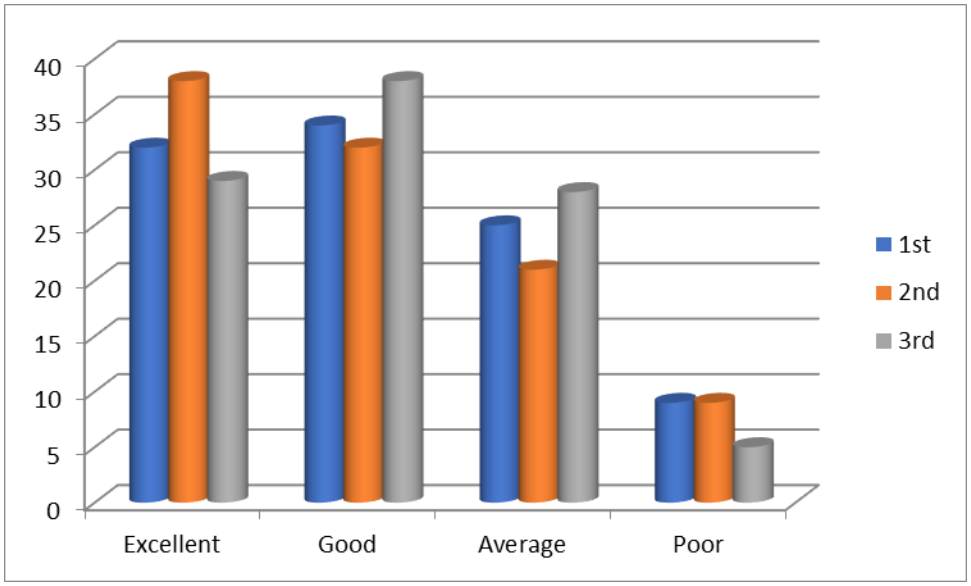

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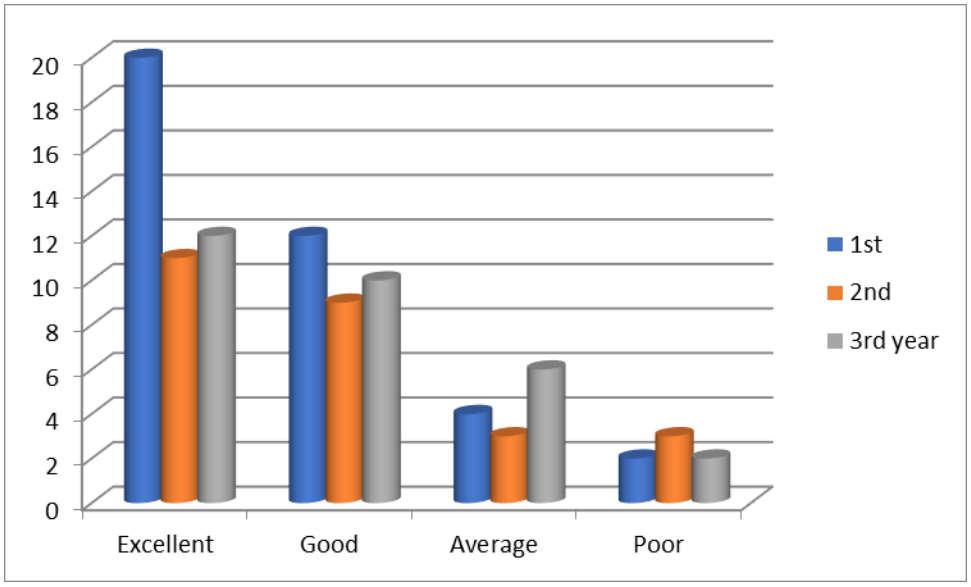

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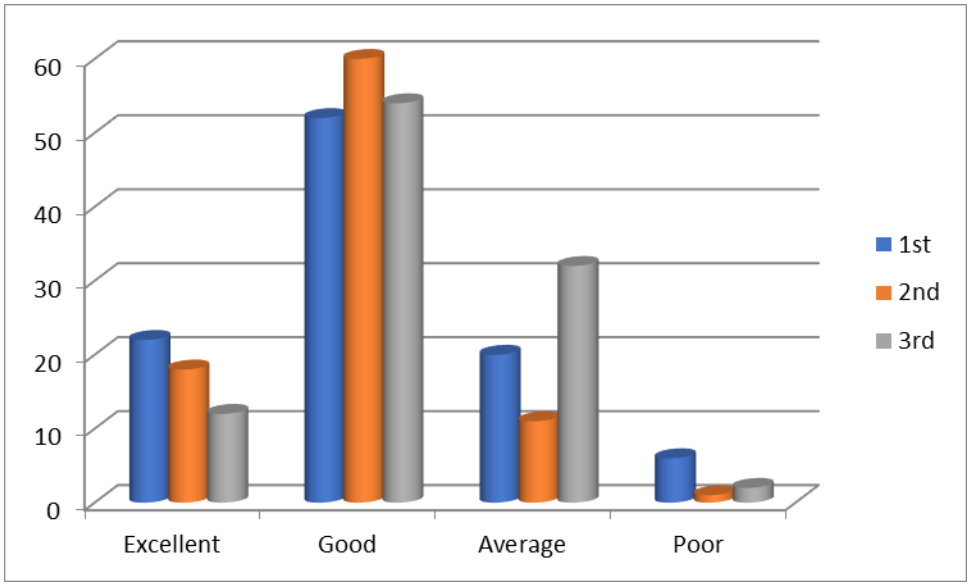

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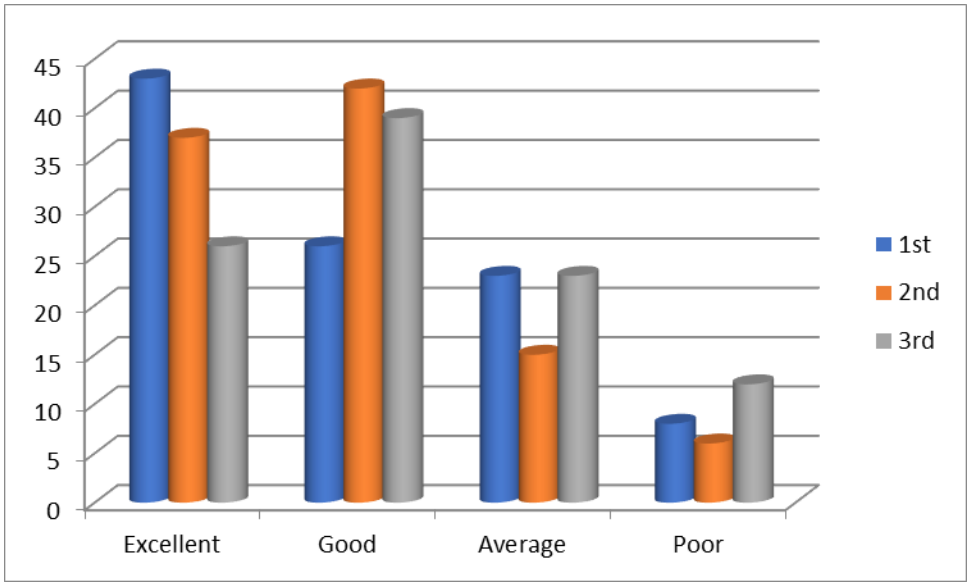

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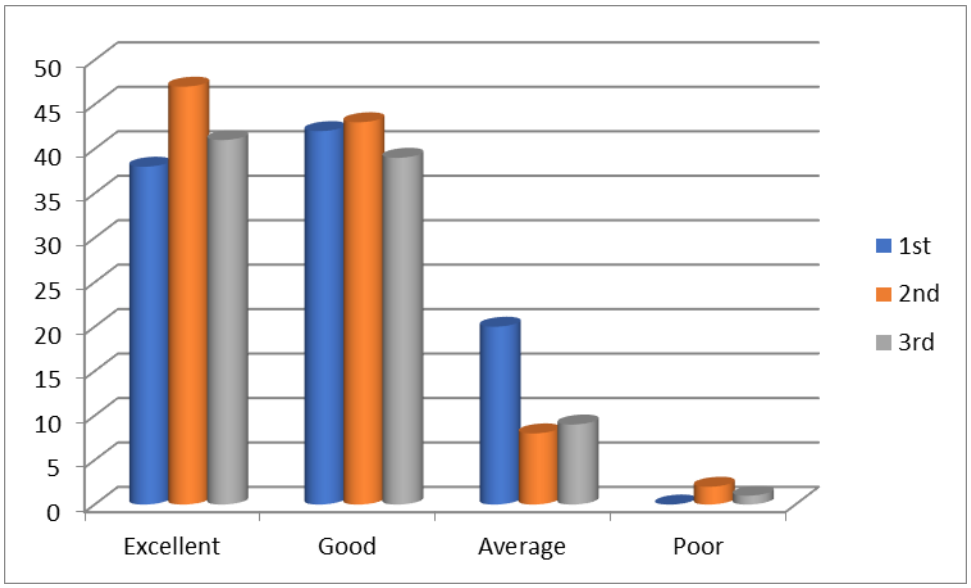

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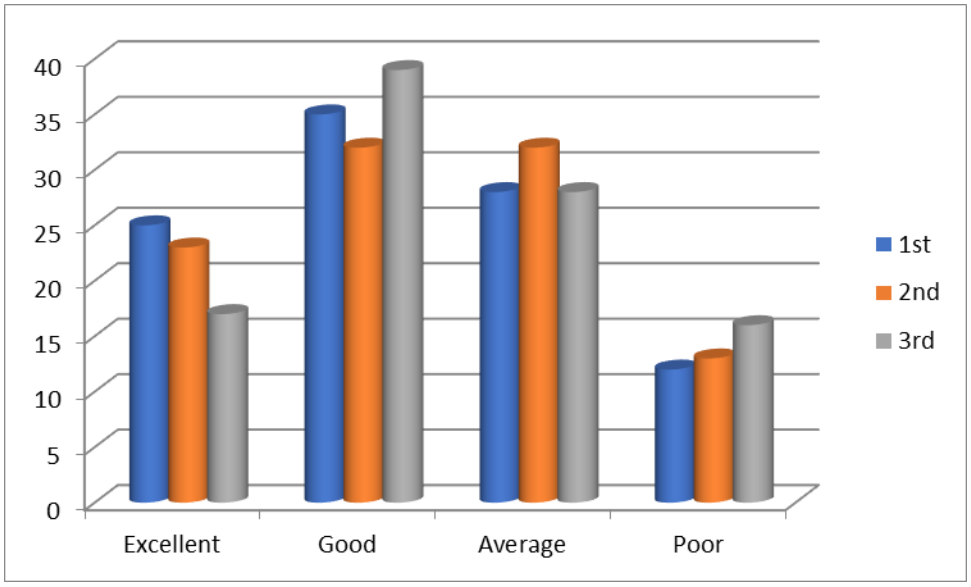

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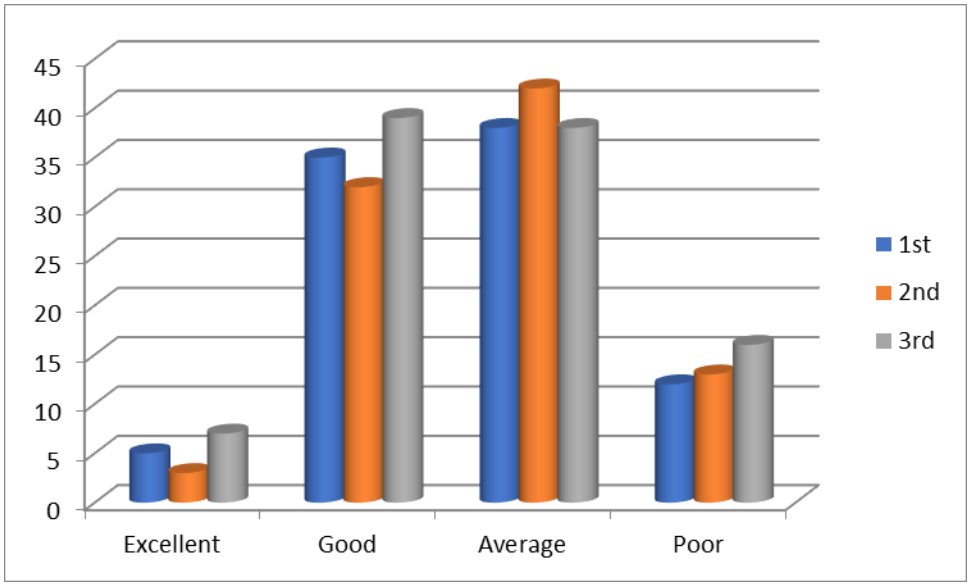

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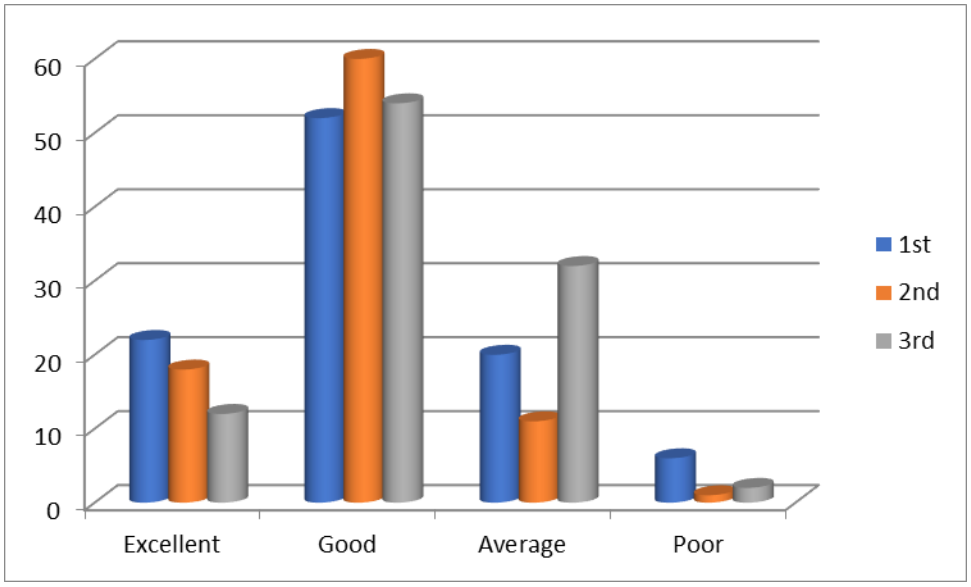

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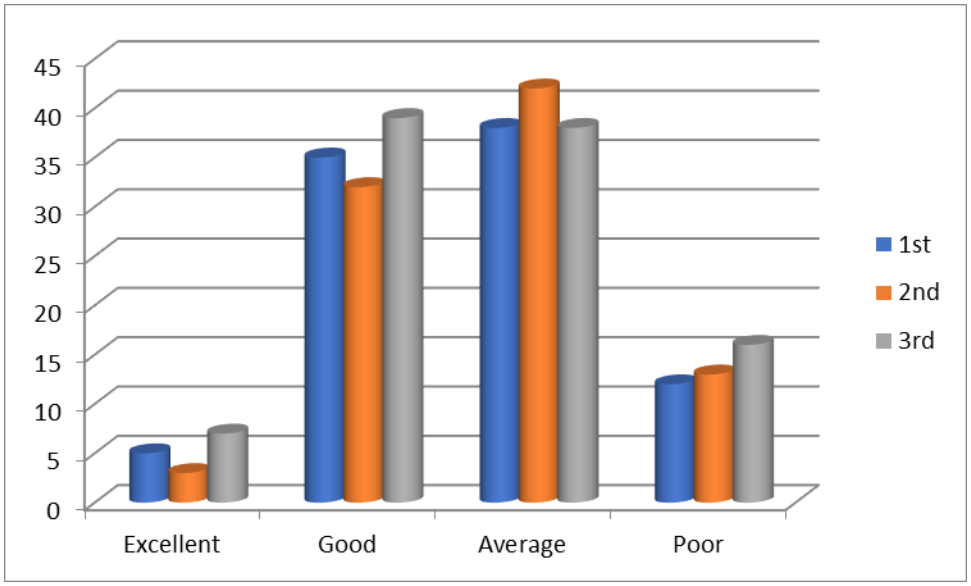

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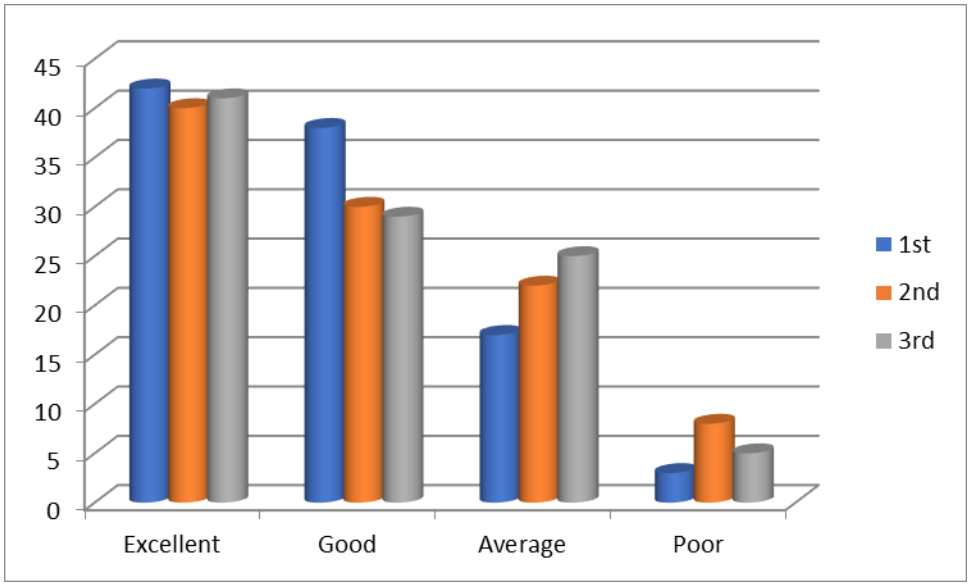

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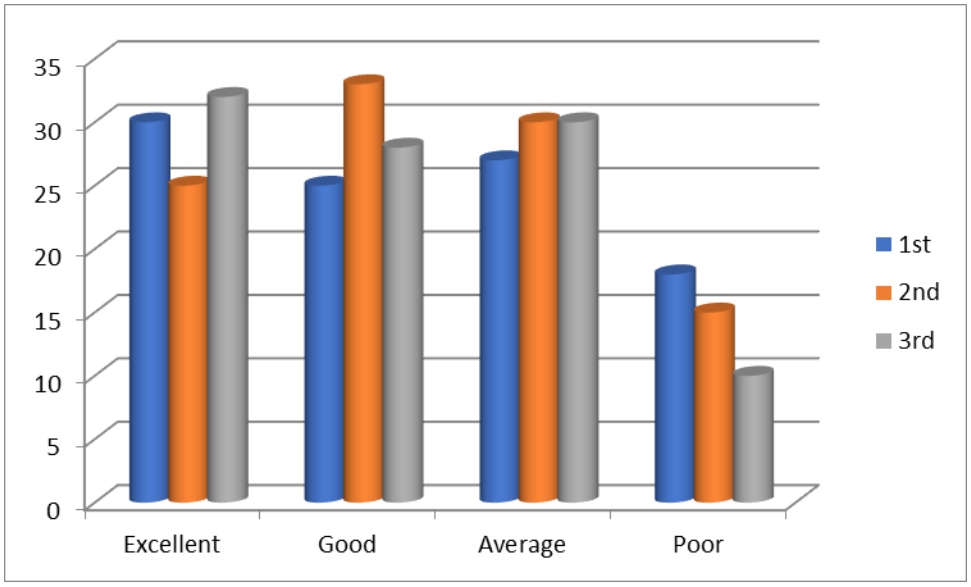

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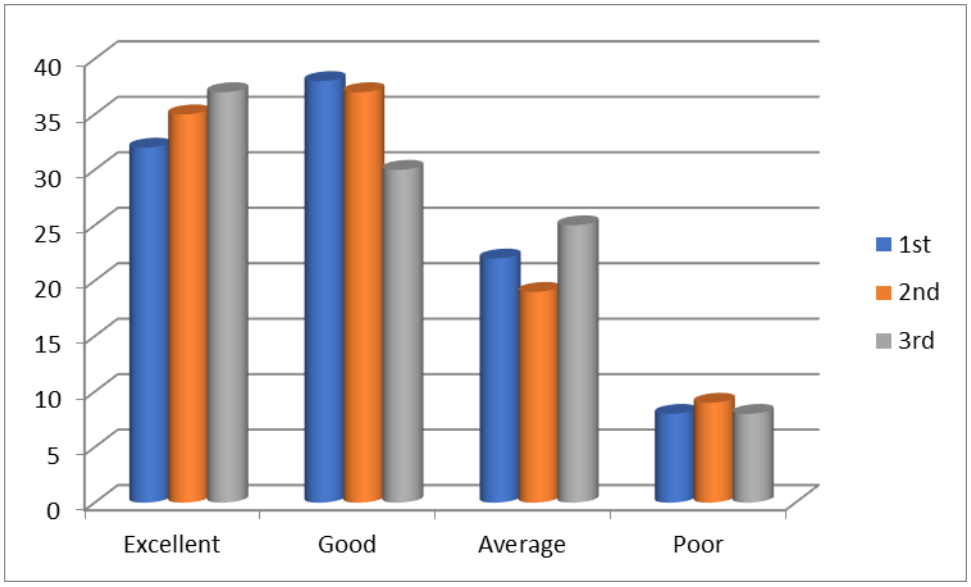

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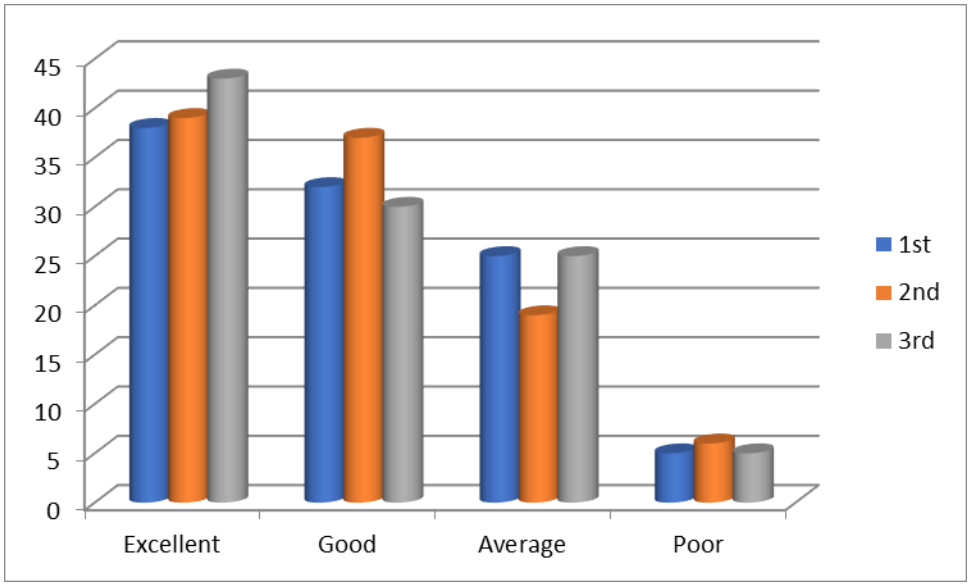

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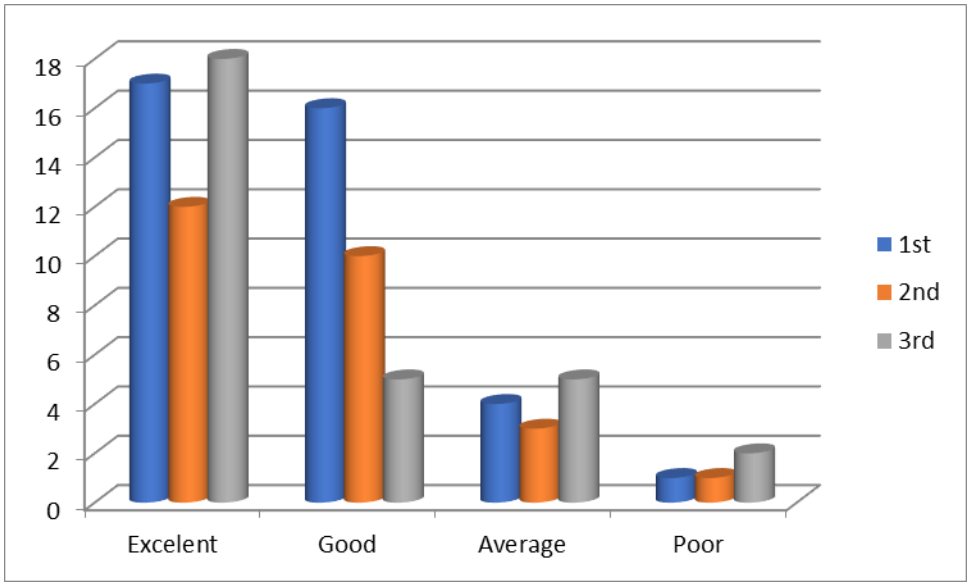

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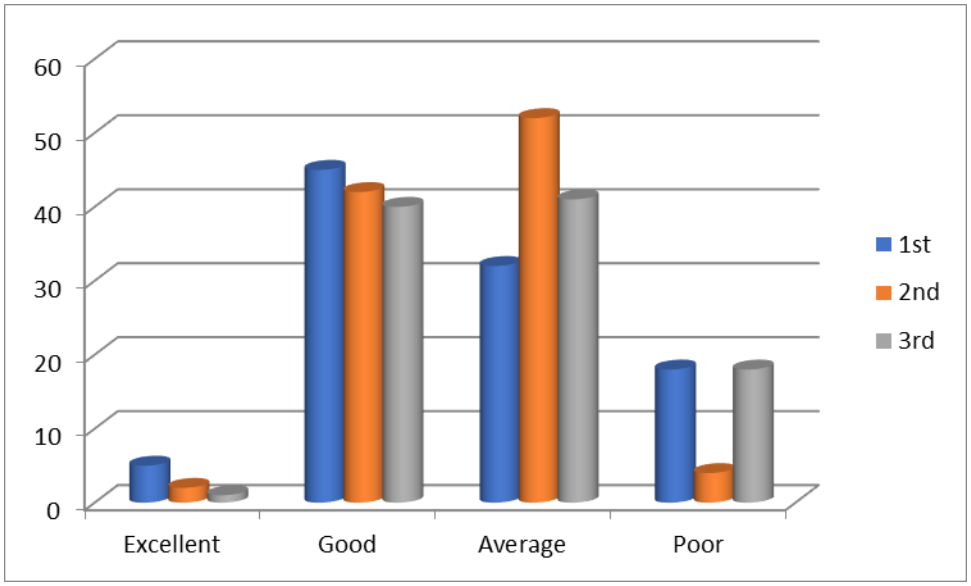

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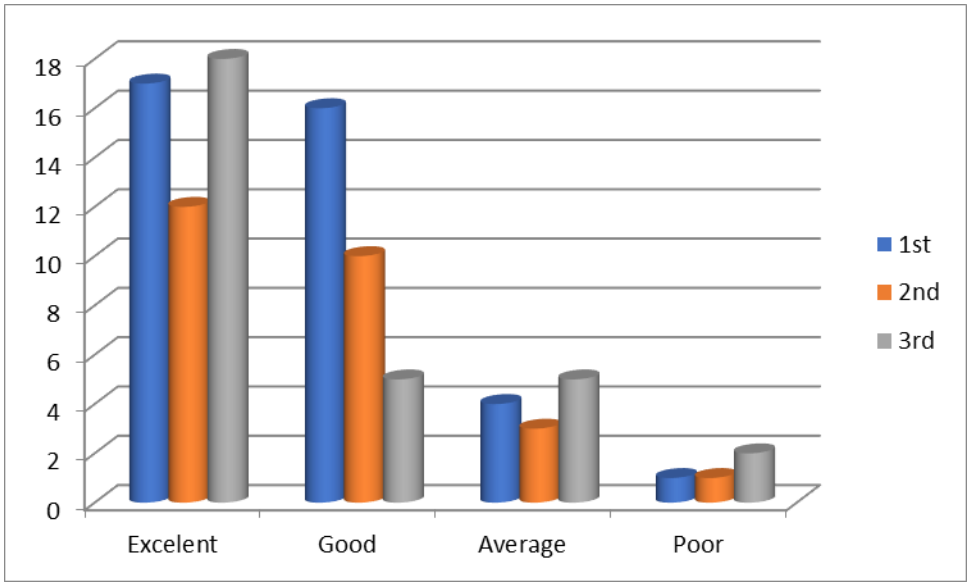

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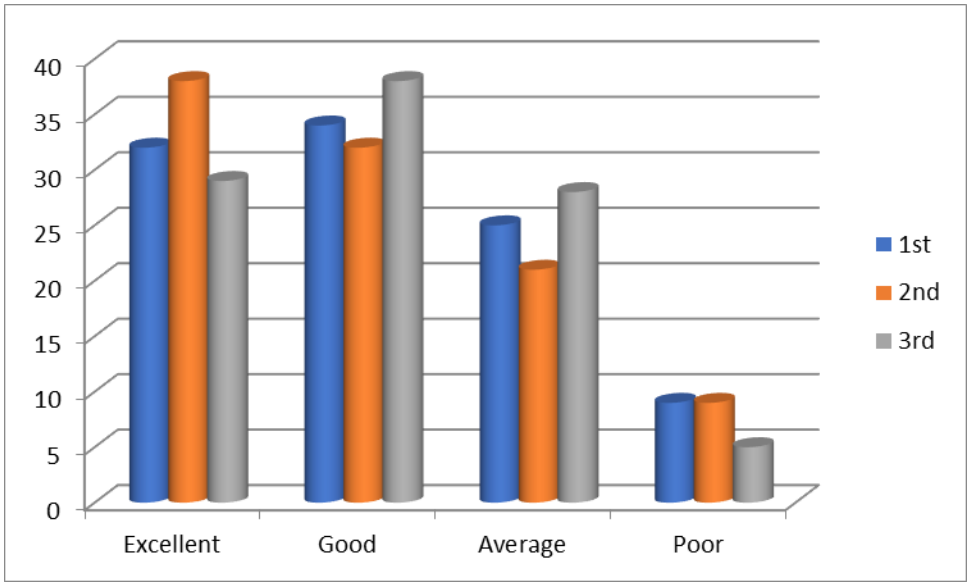

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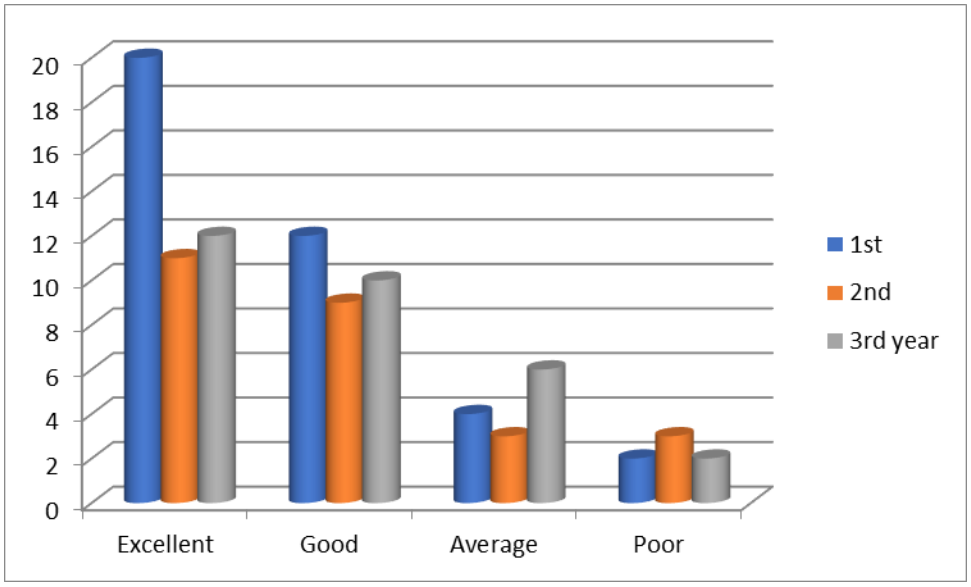

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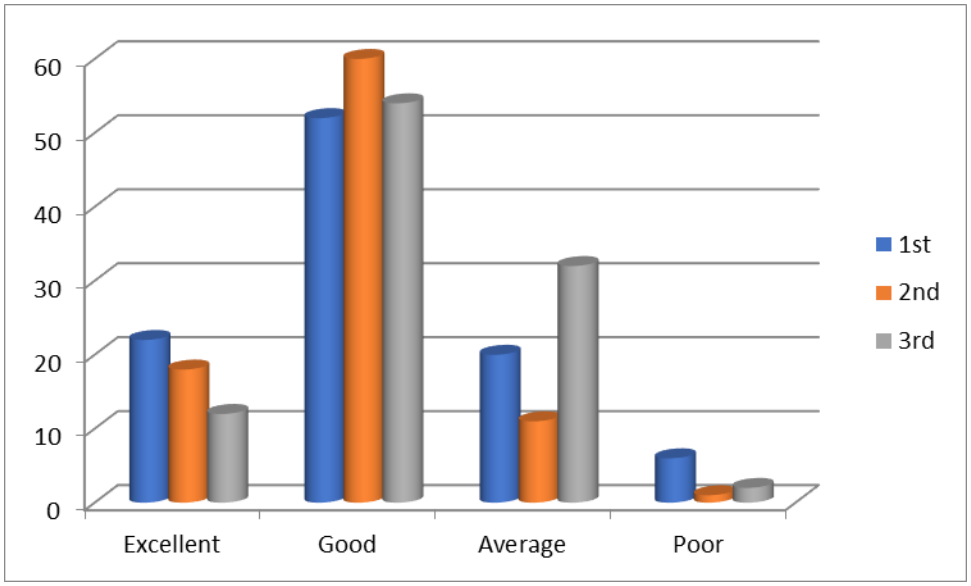

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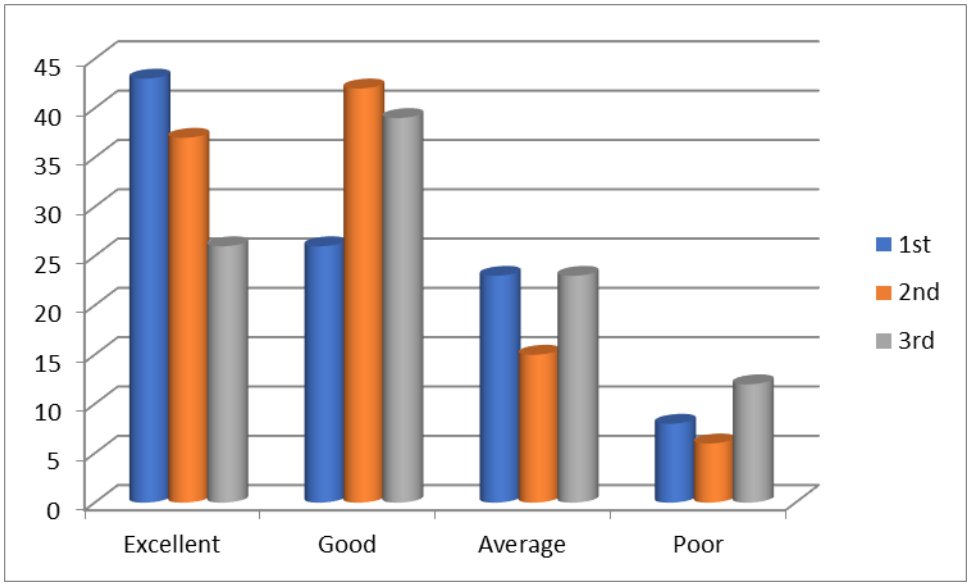

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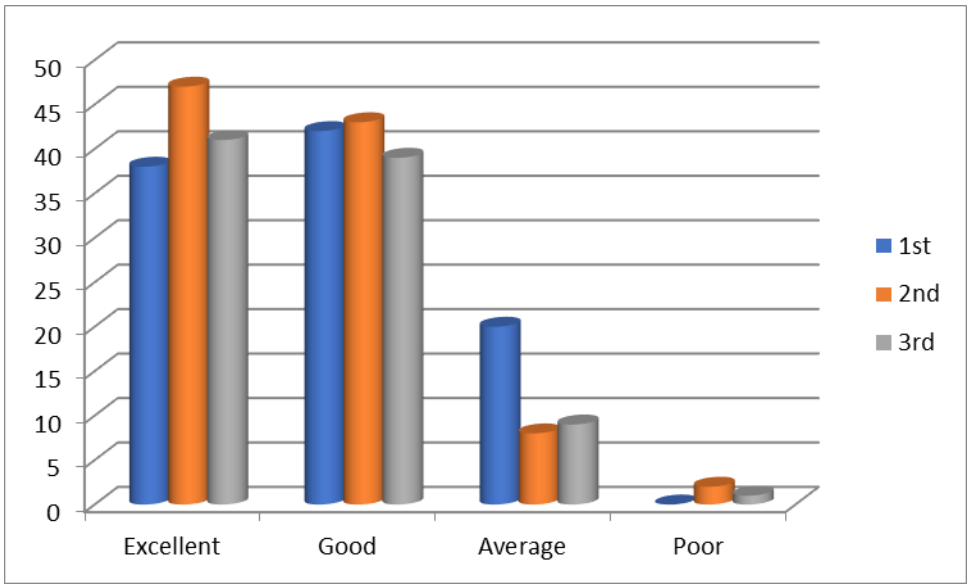

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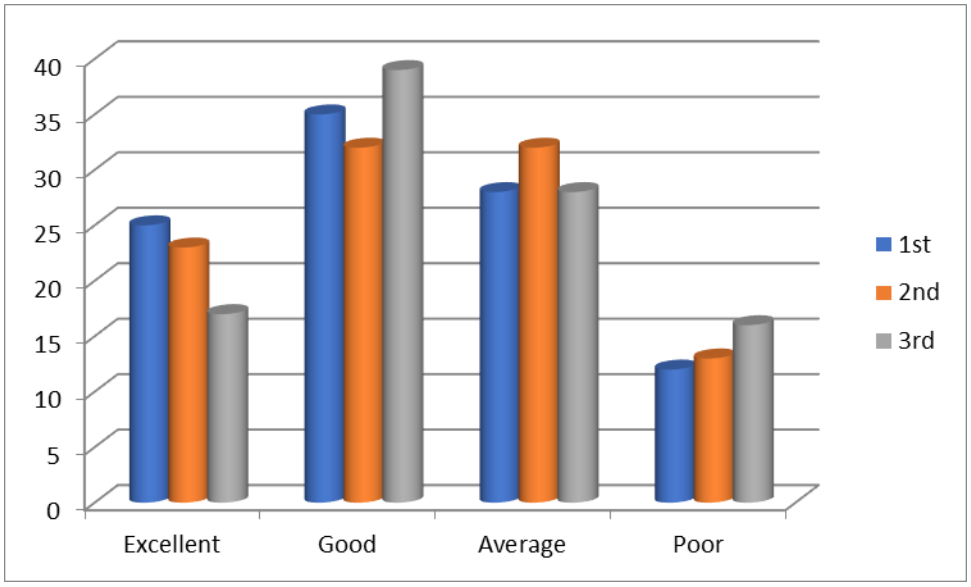

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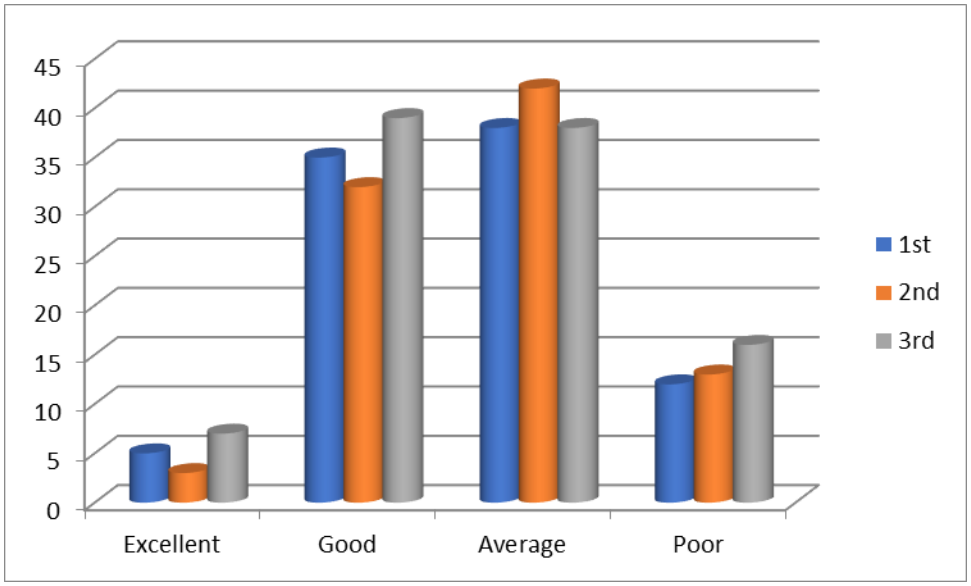

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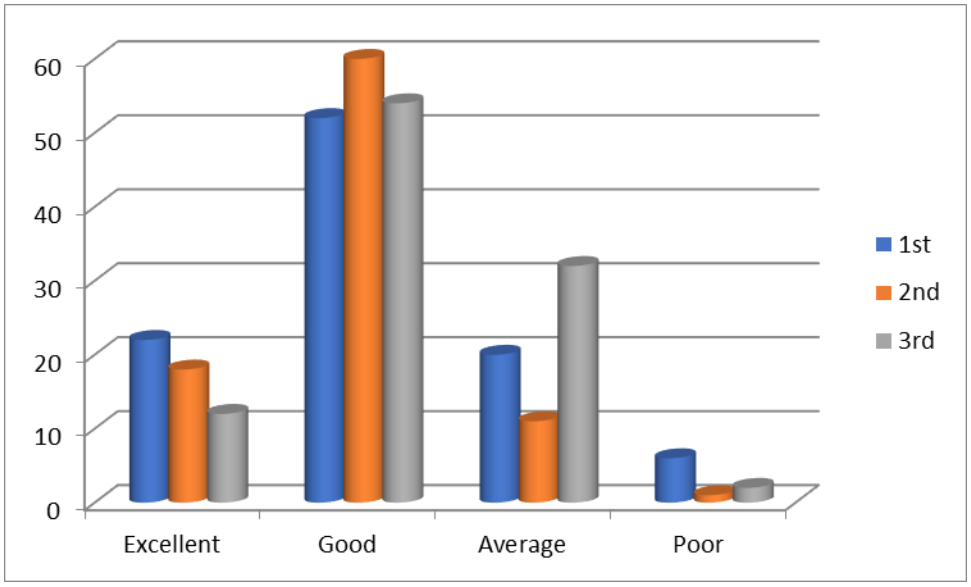

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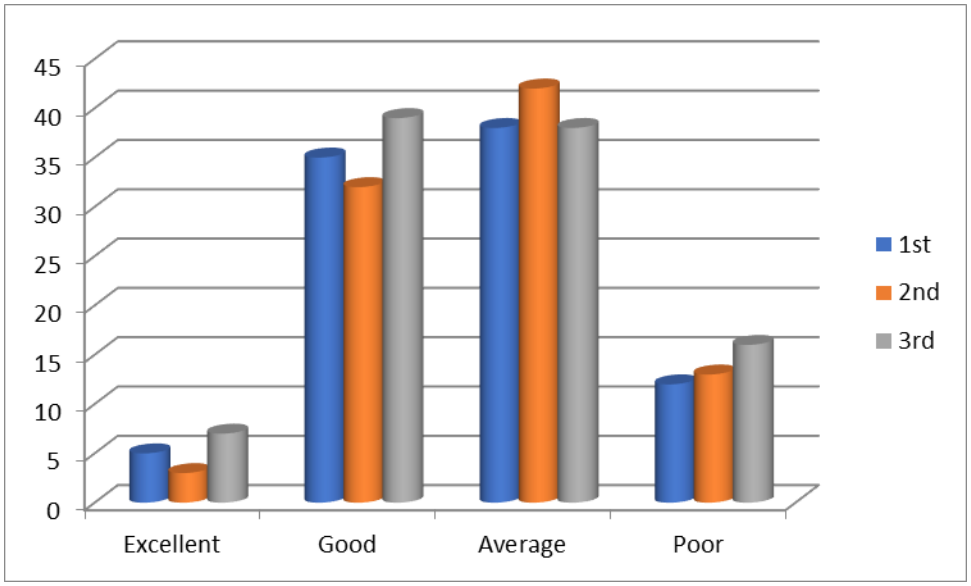

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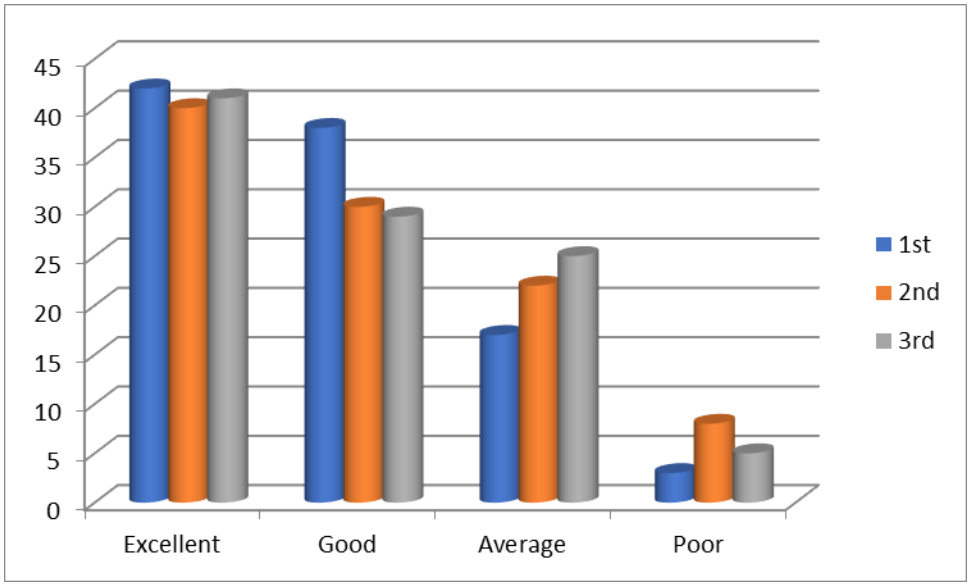

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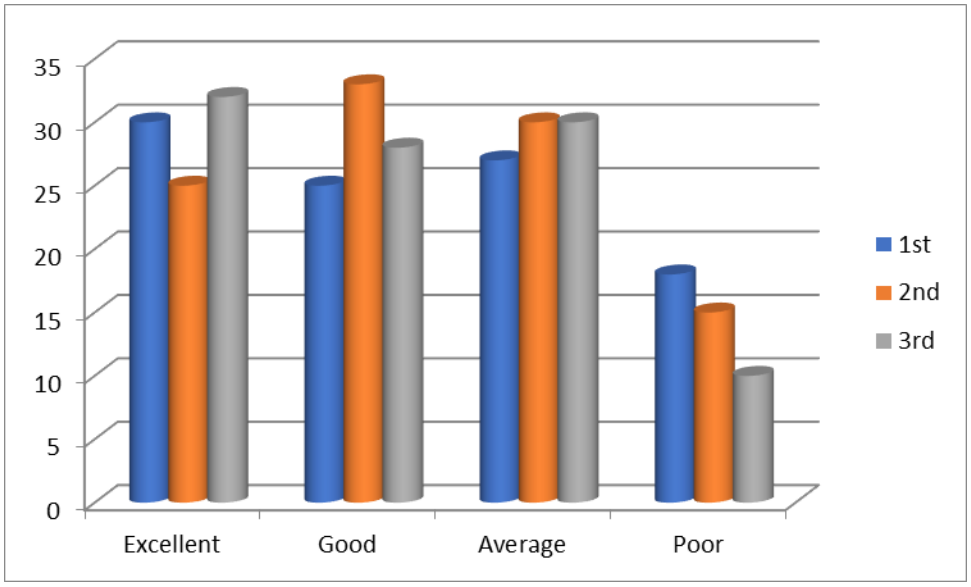

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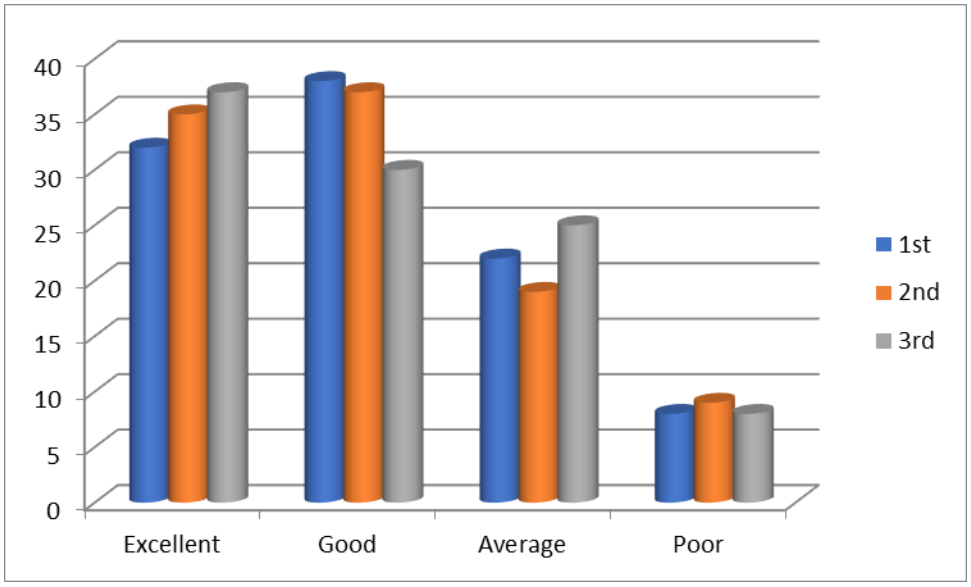

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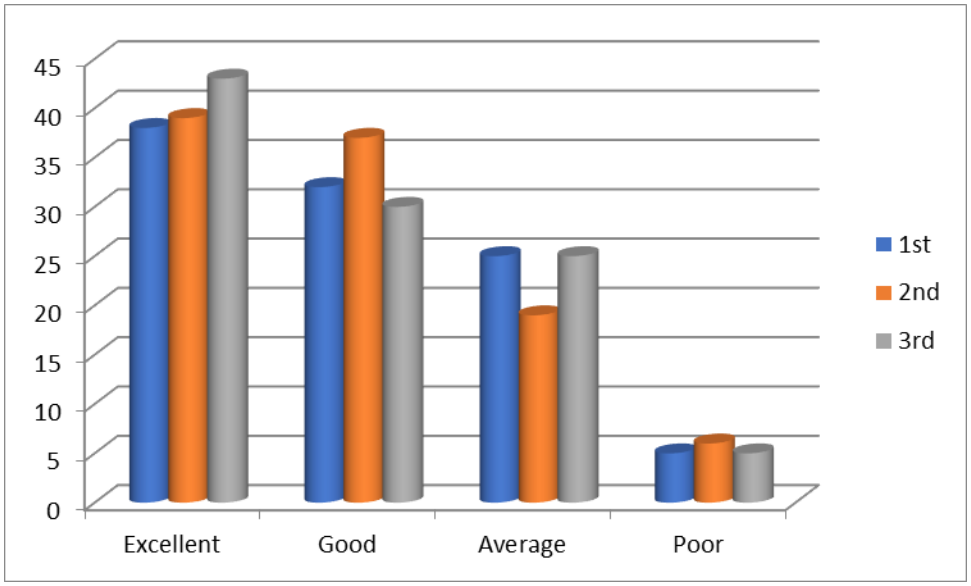

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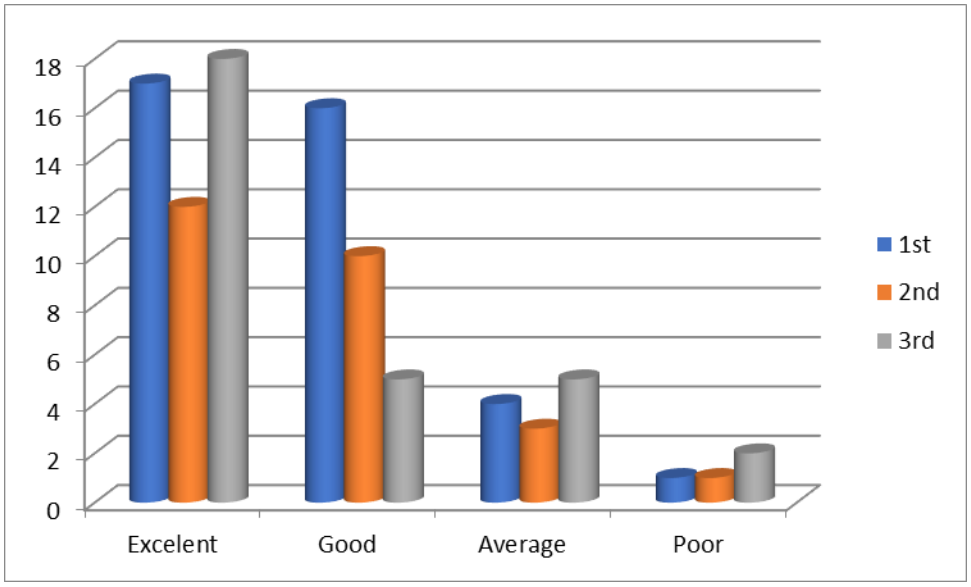

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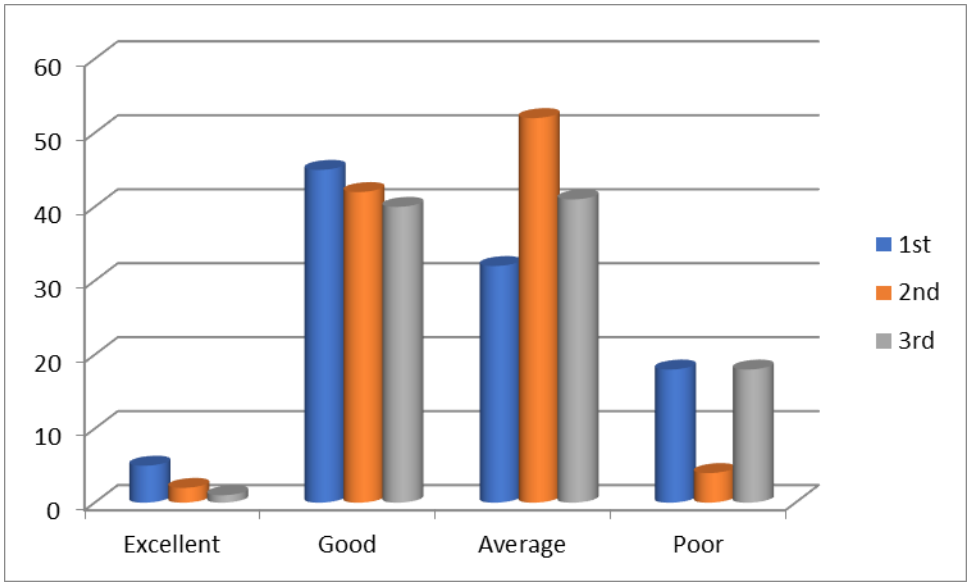

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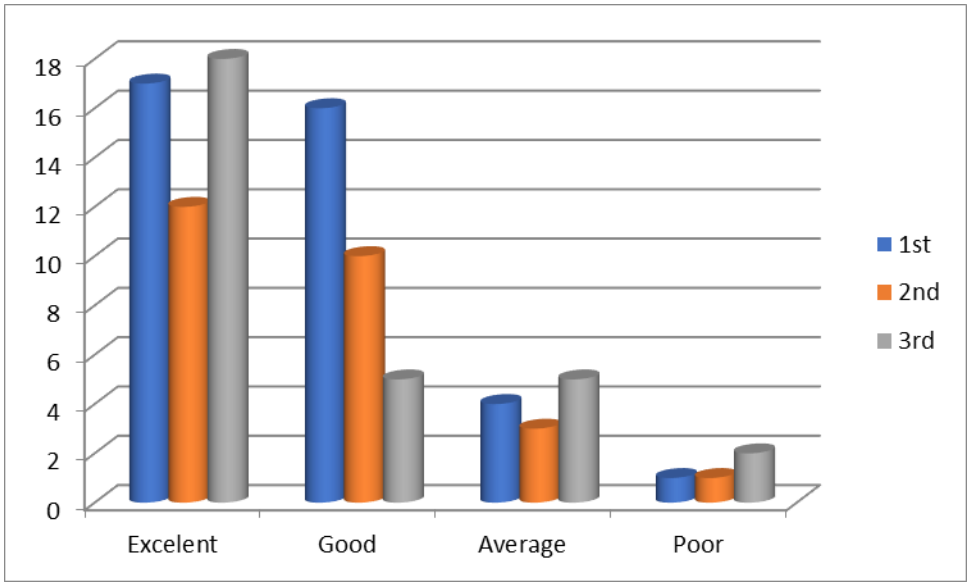

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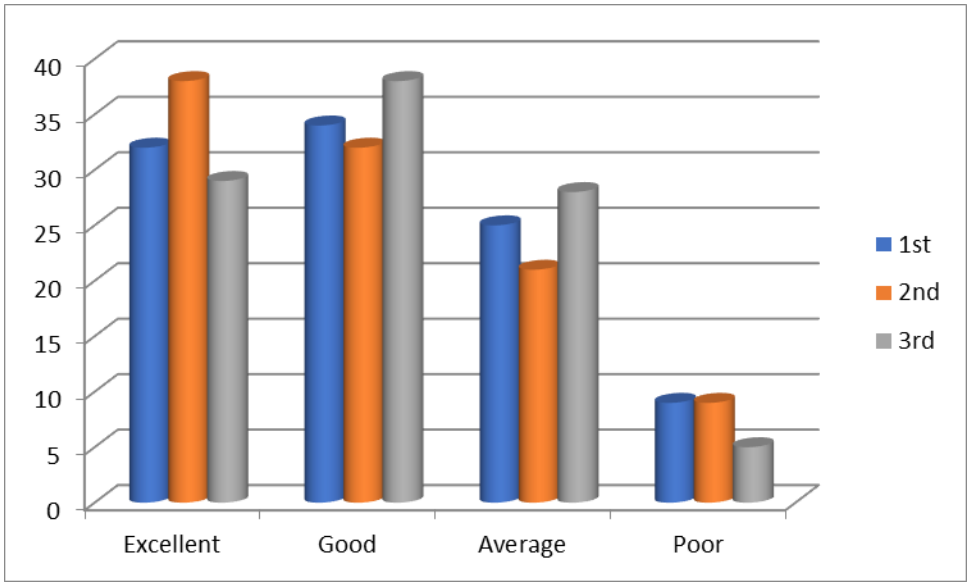

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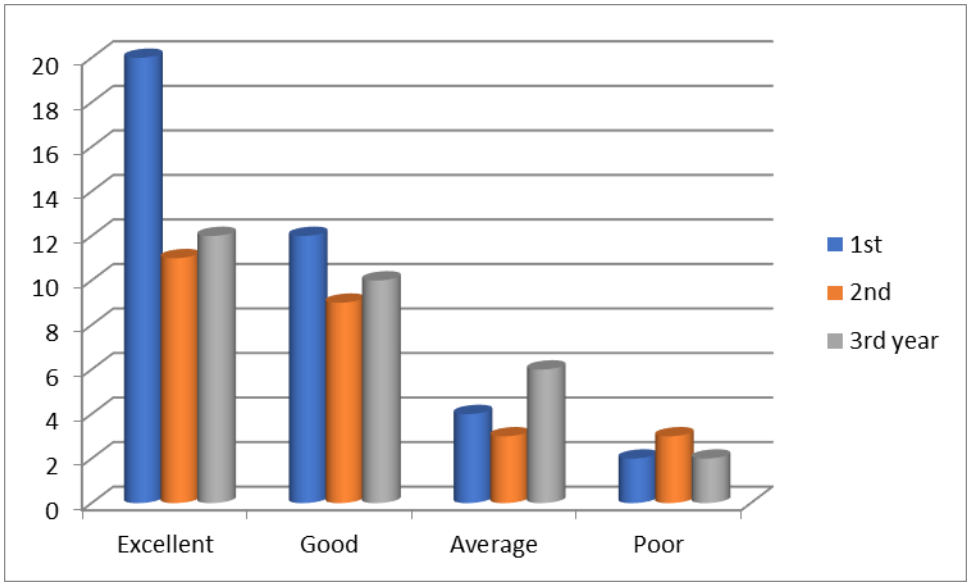

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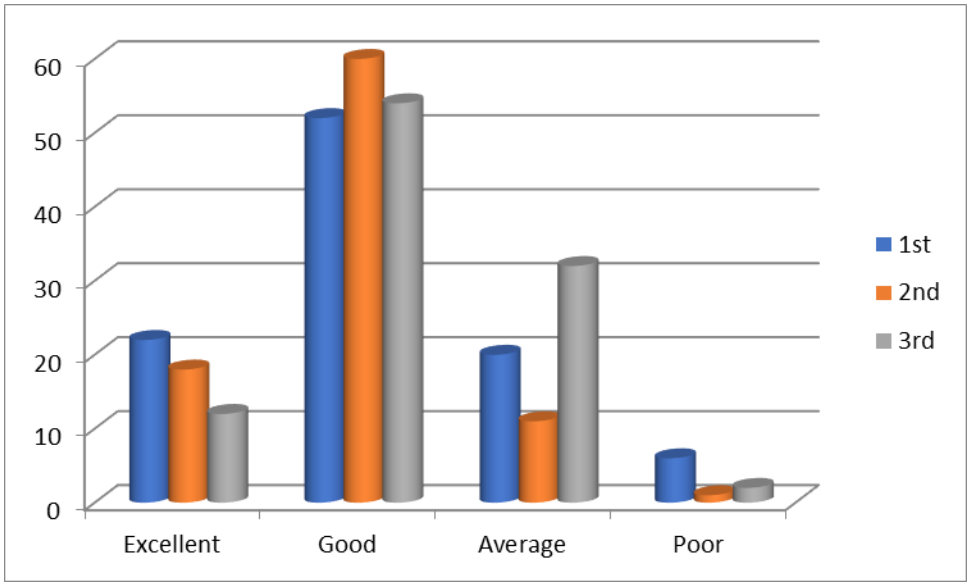

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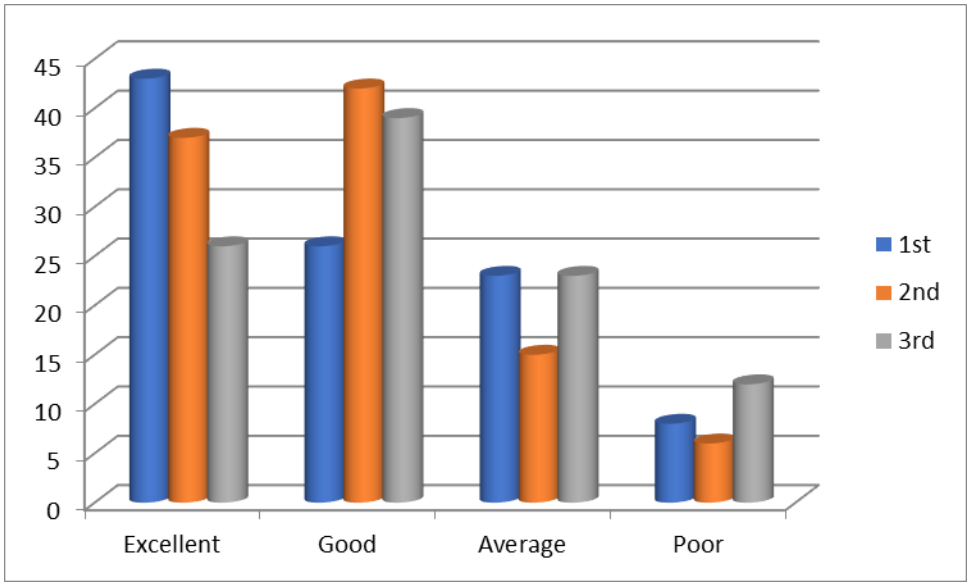

Piyali Chatterjee

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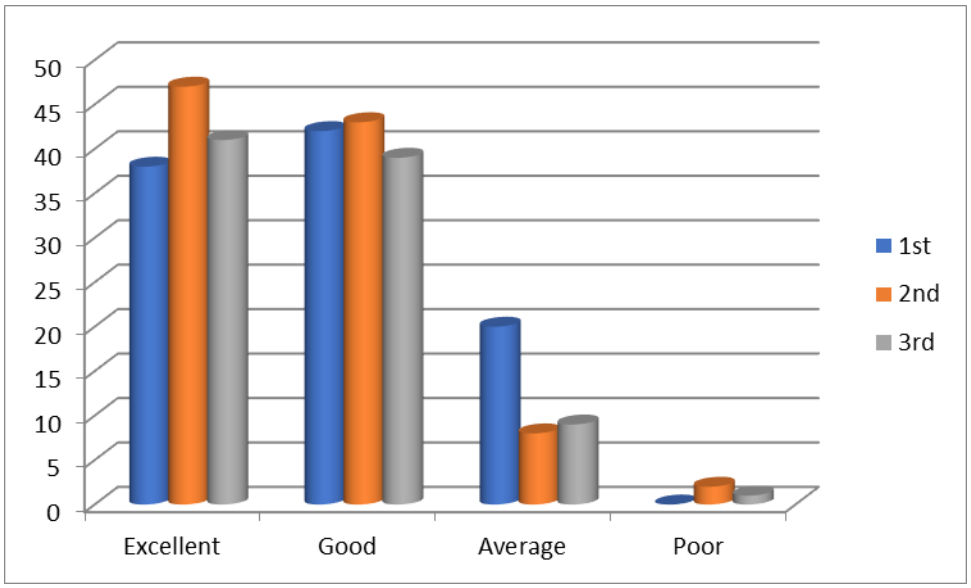

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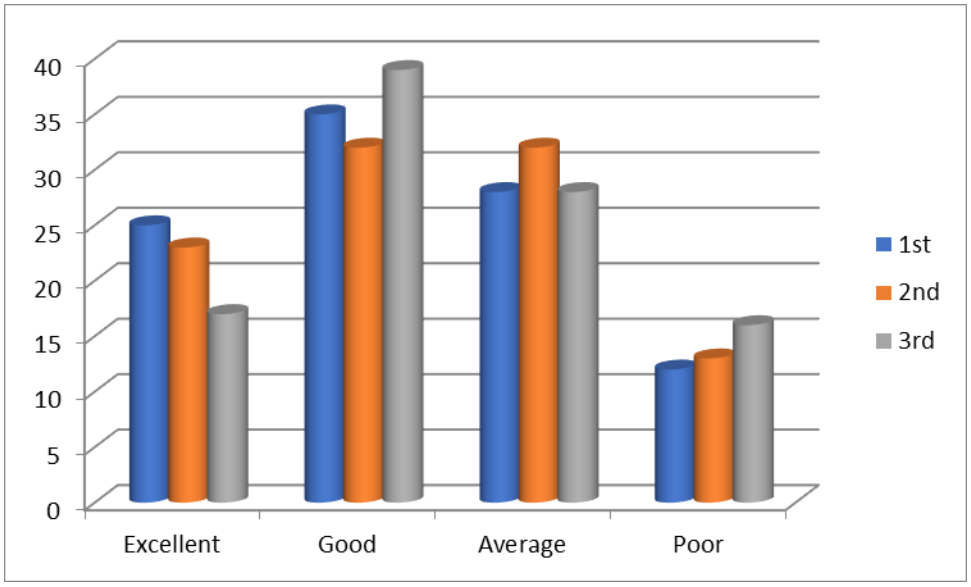

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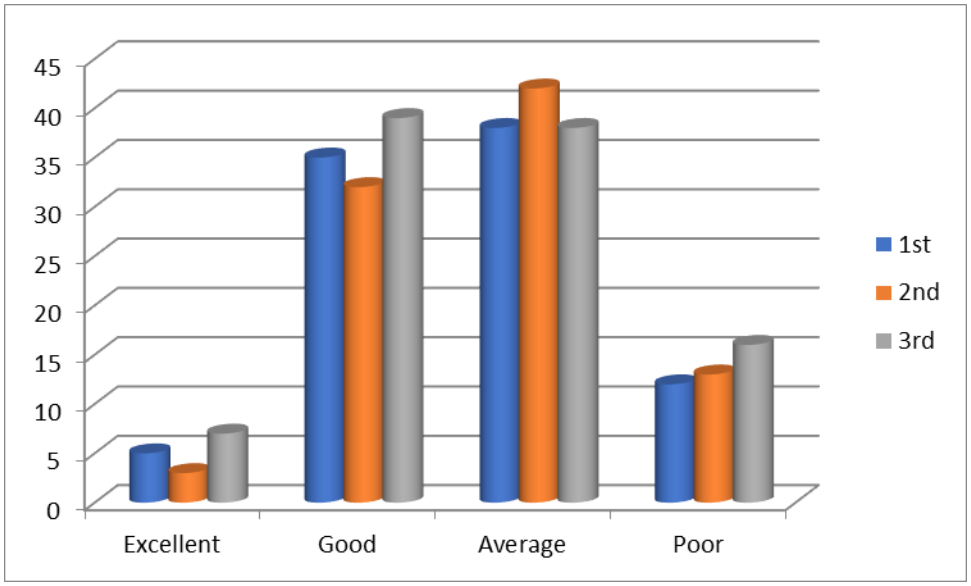

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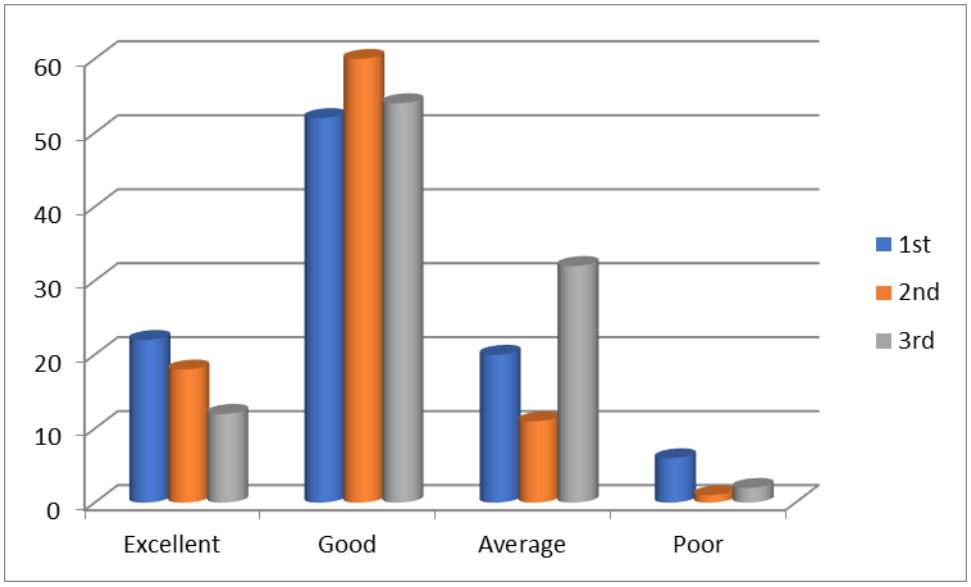

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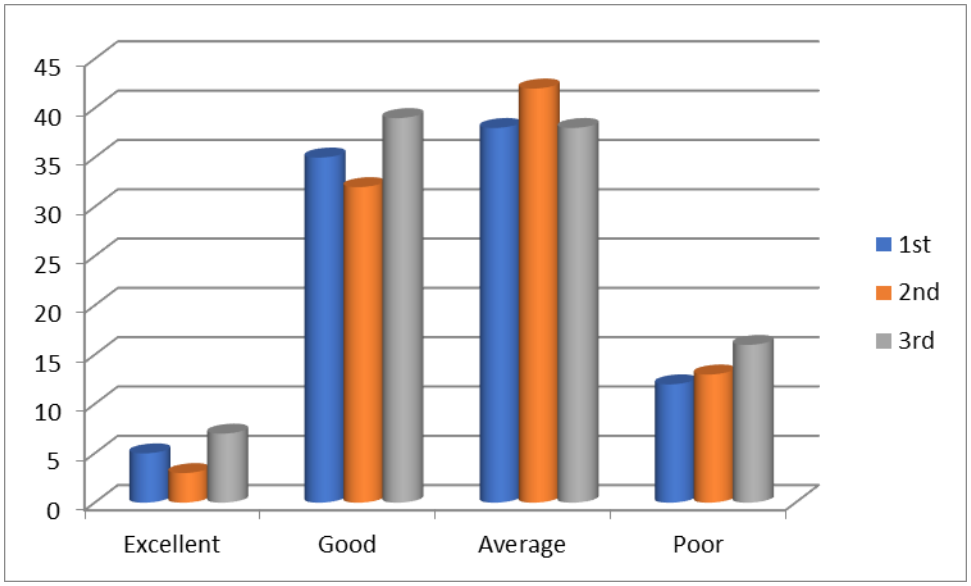

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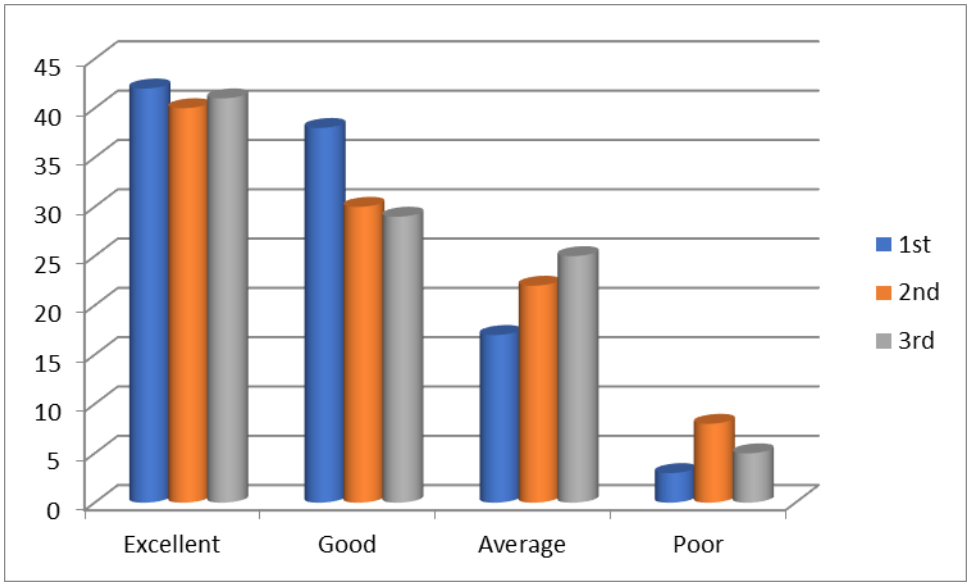

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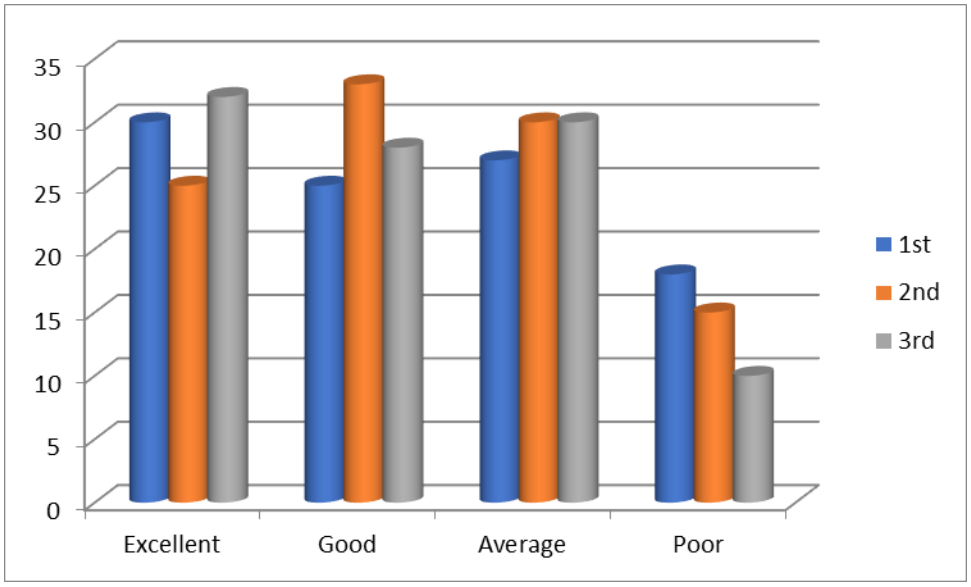

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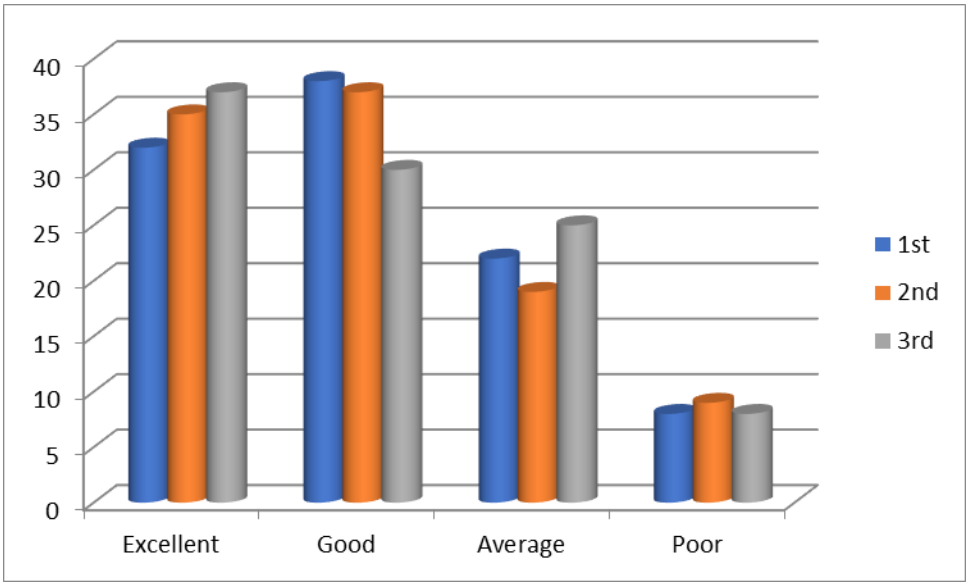

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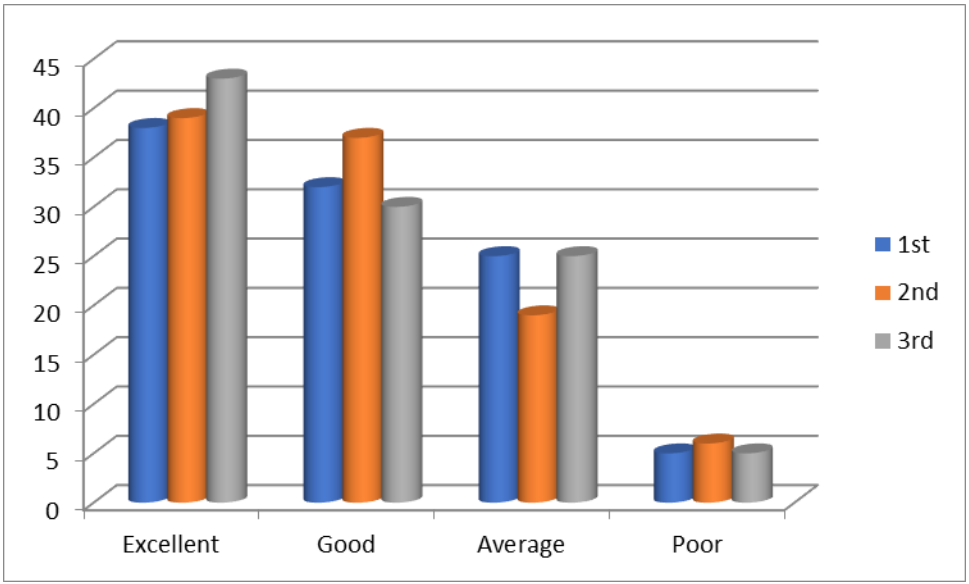

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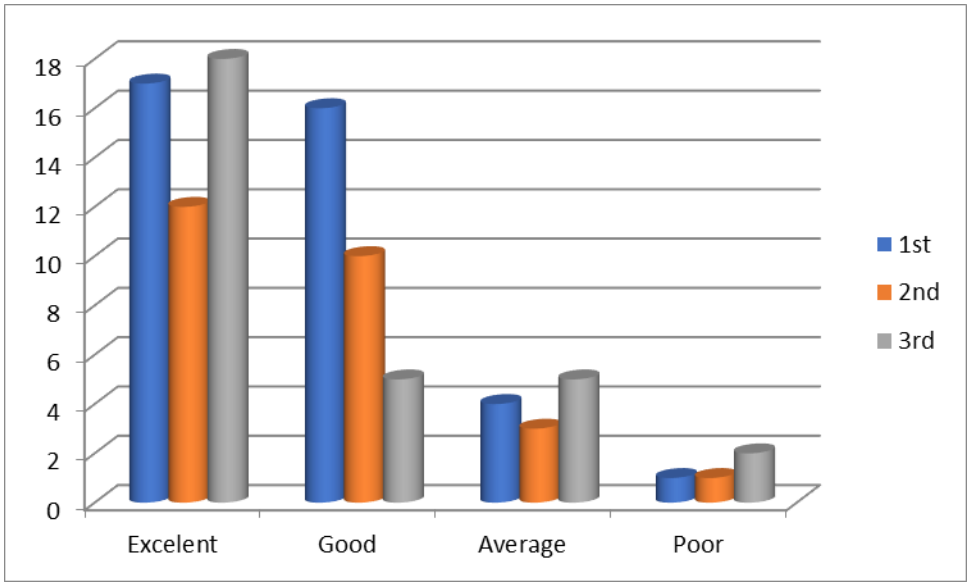

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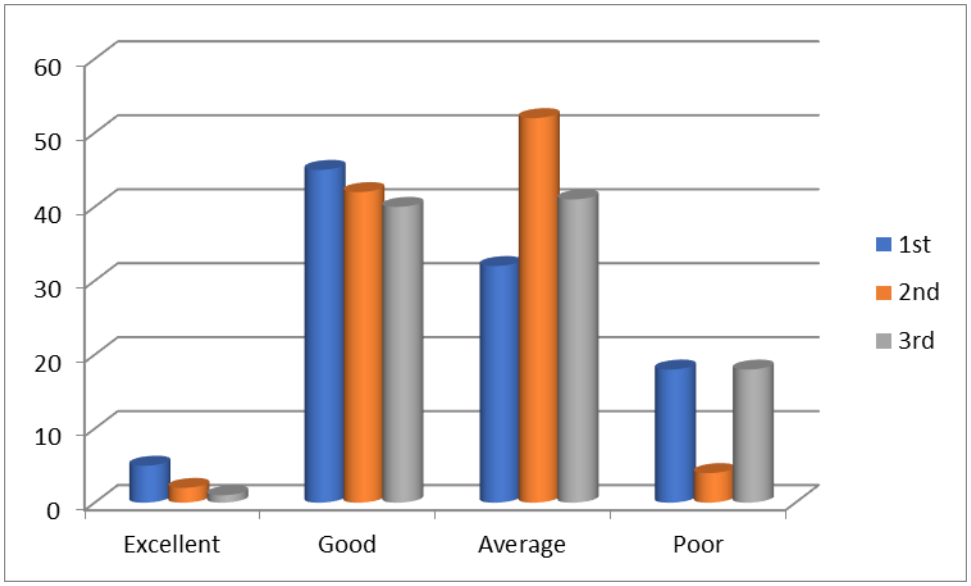

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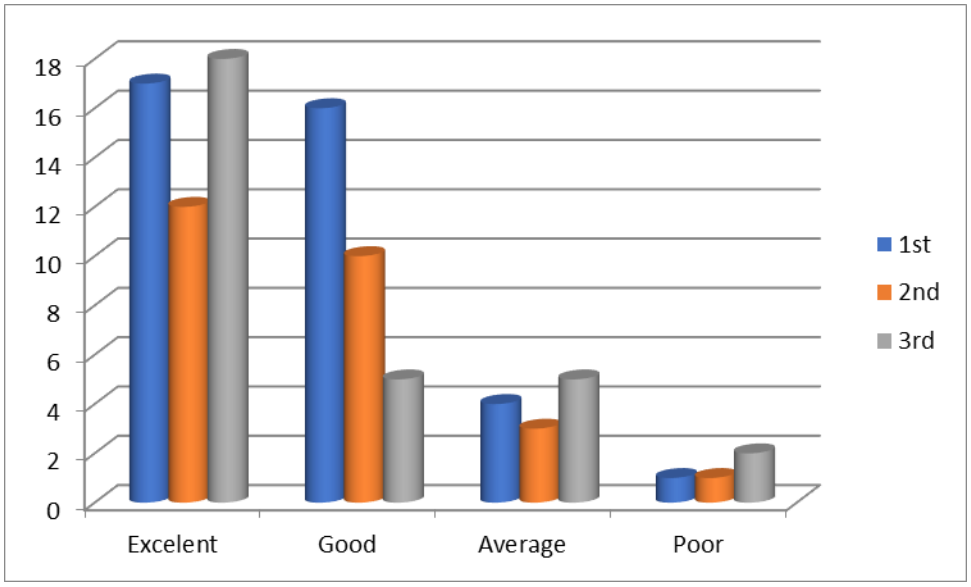

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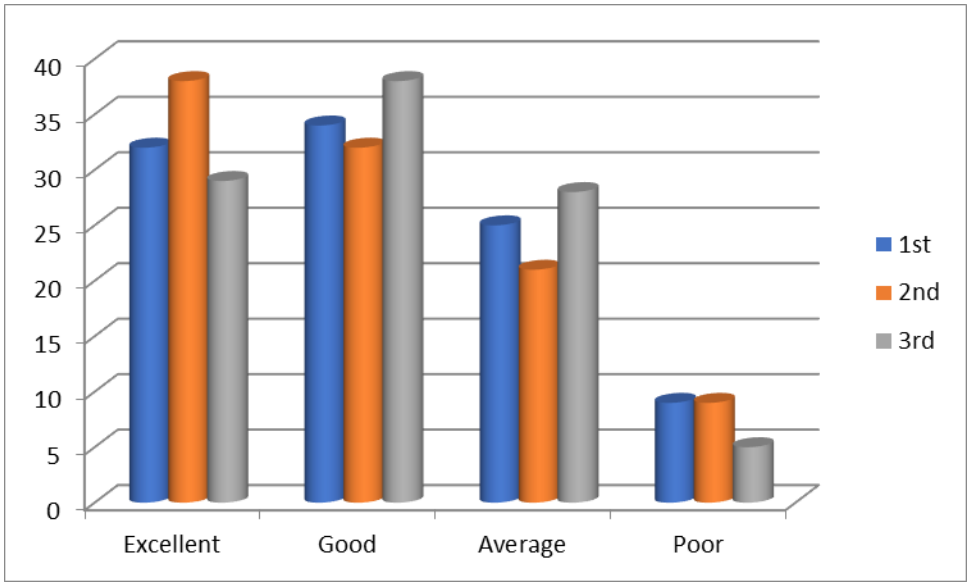

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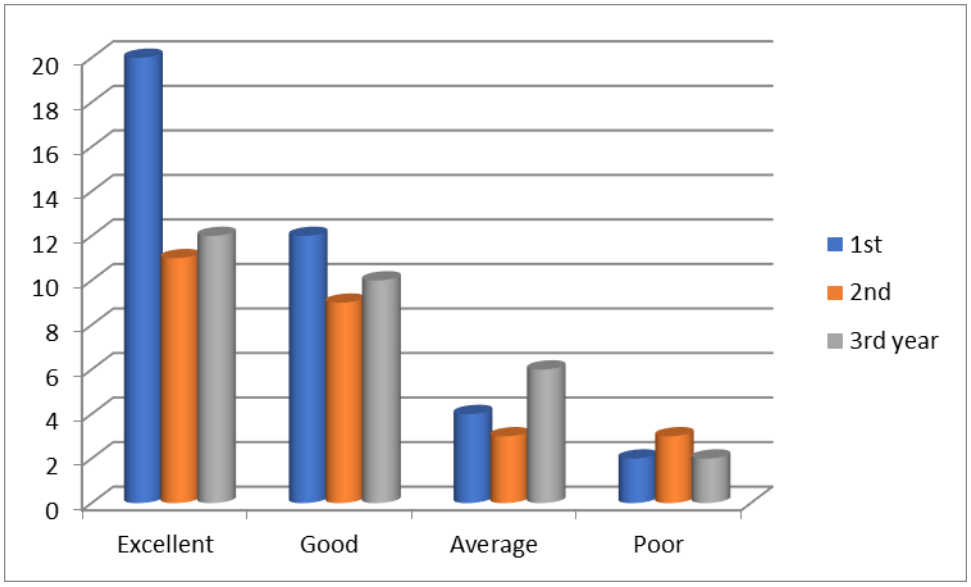

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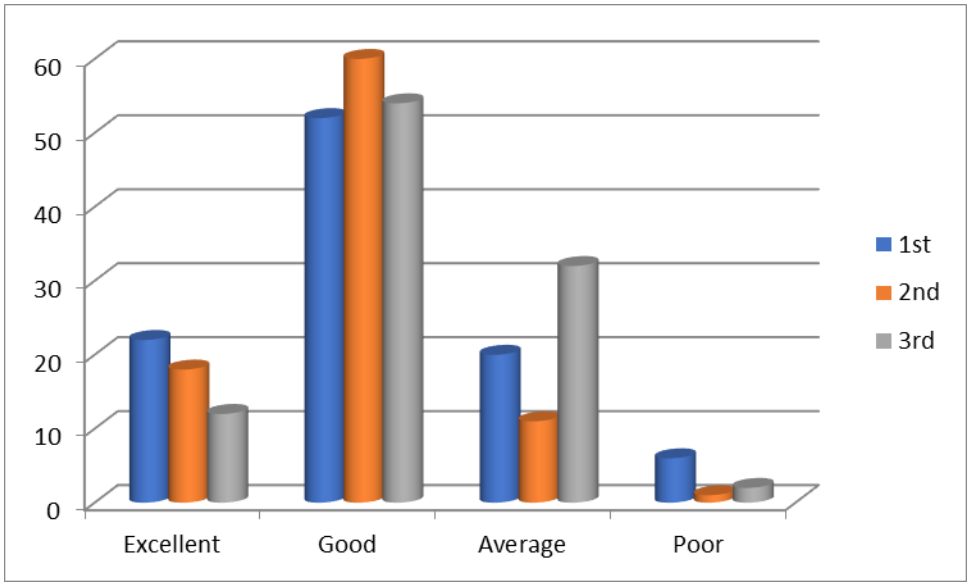

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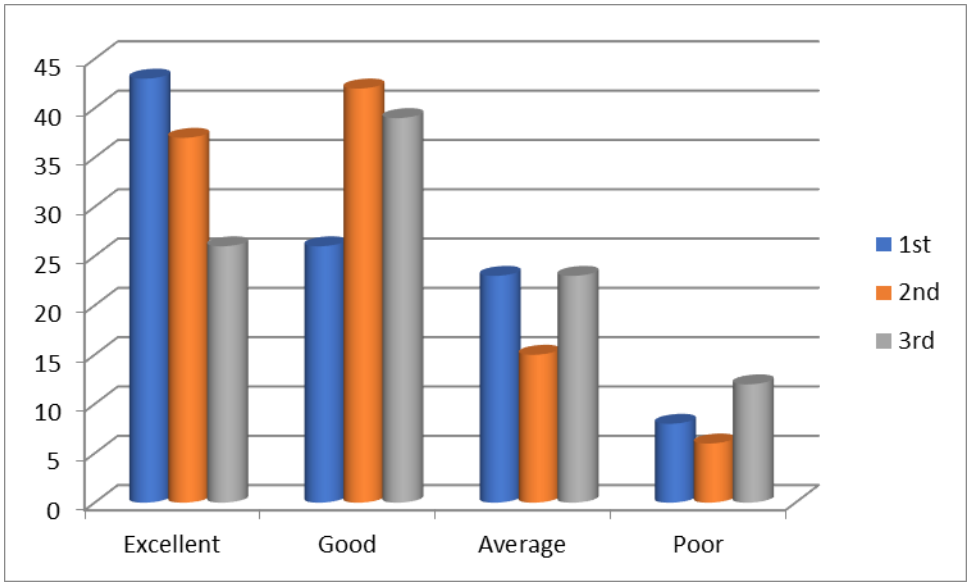

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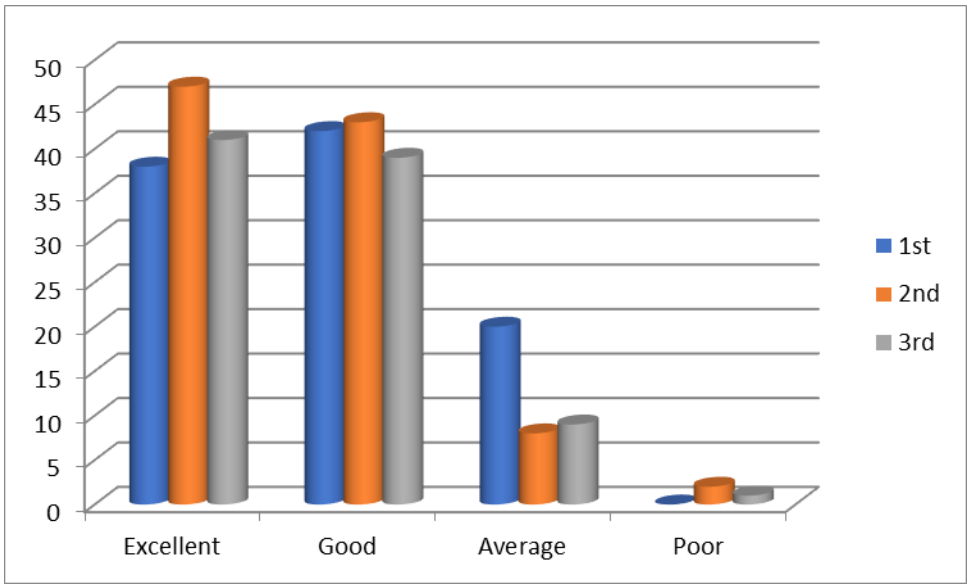

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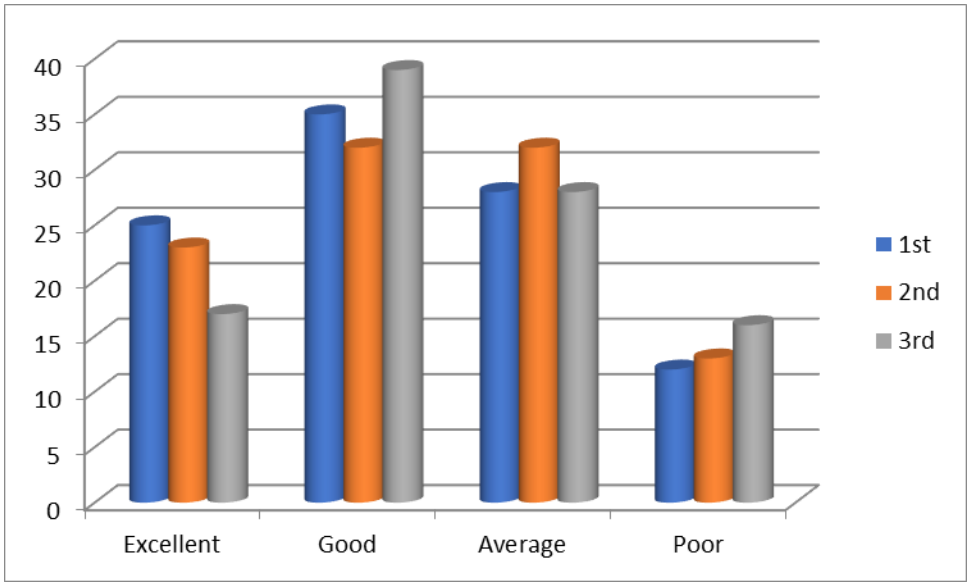

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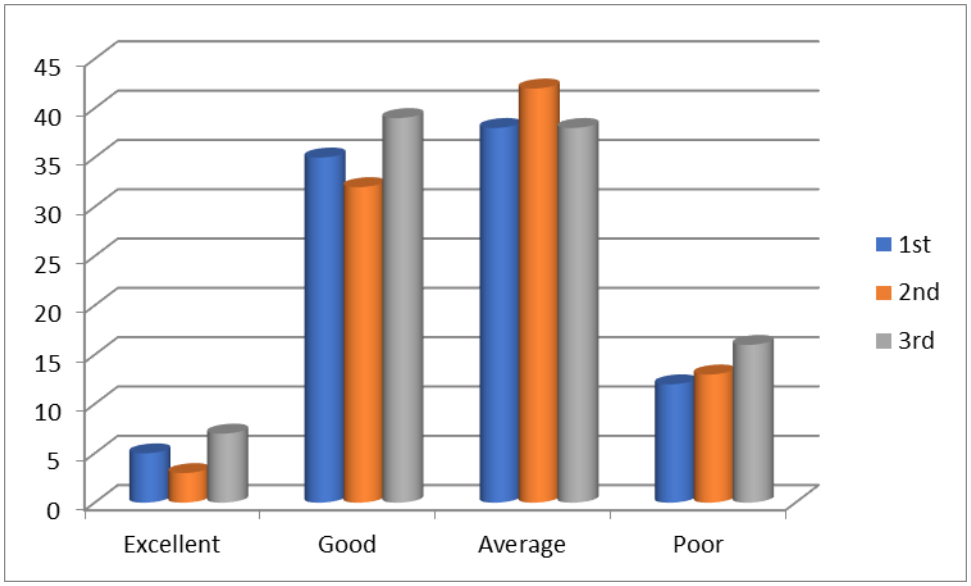

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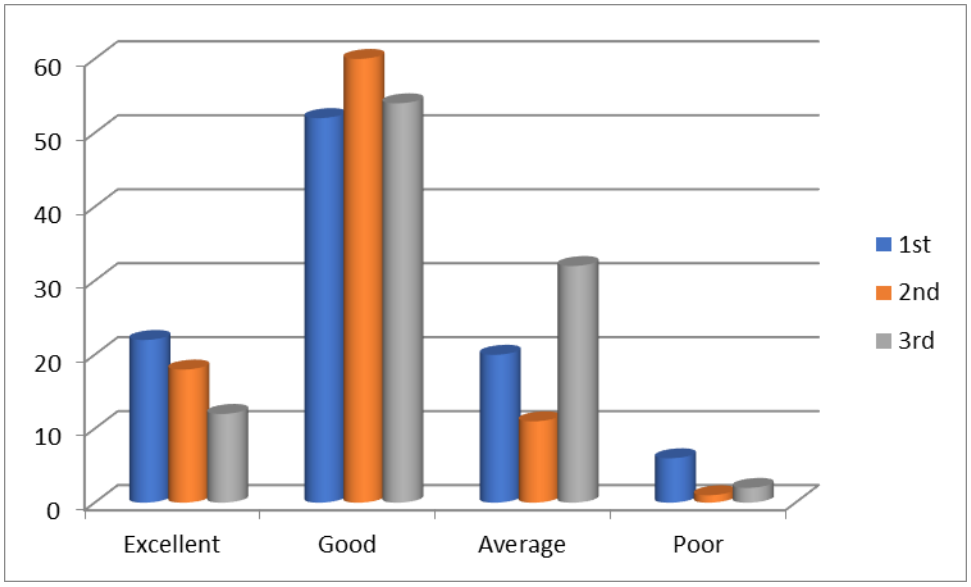

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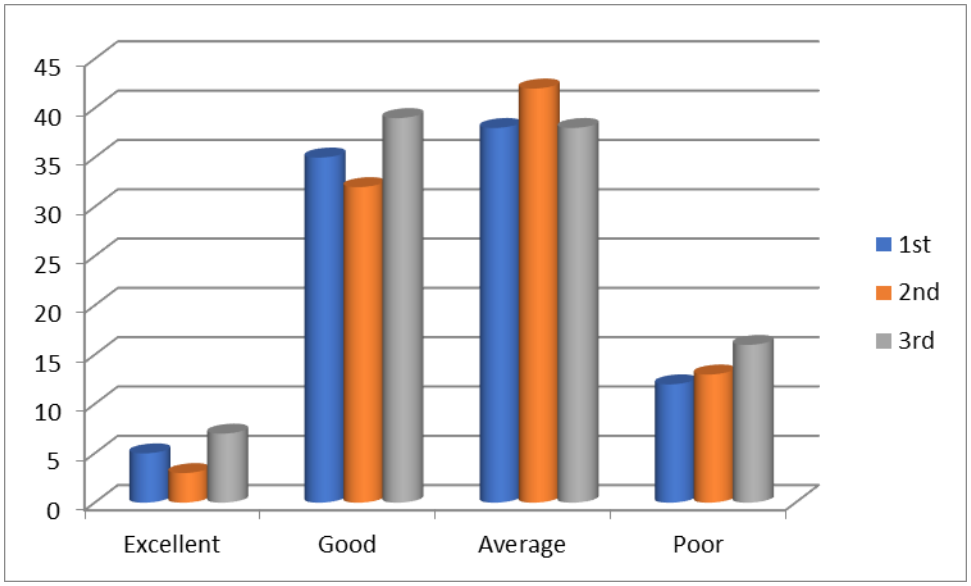

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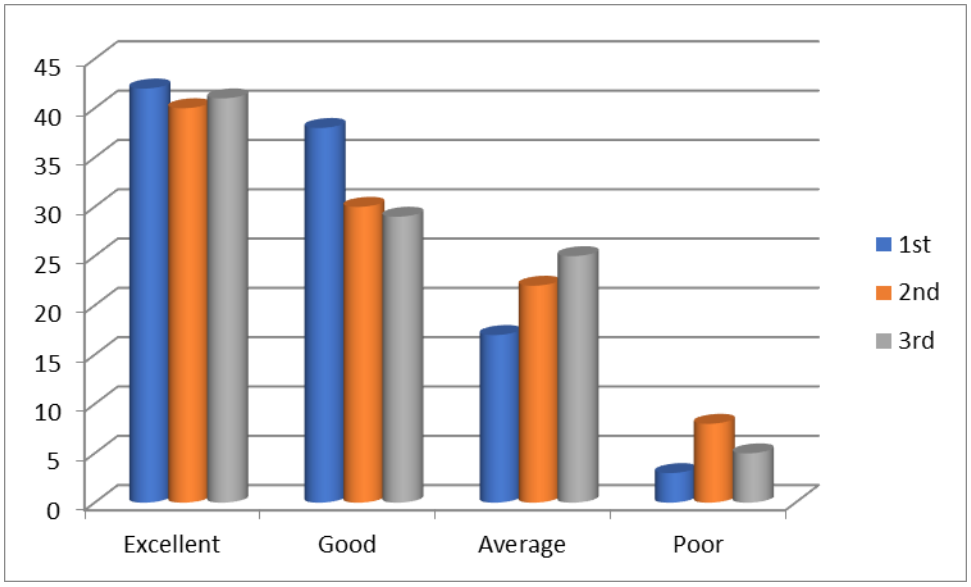

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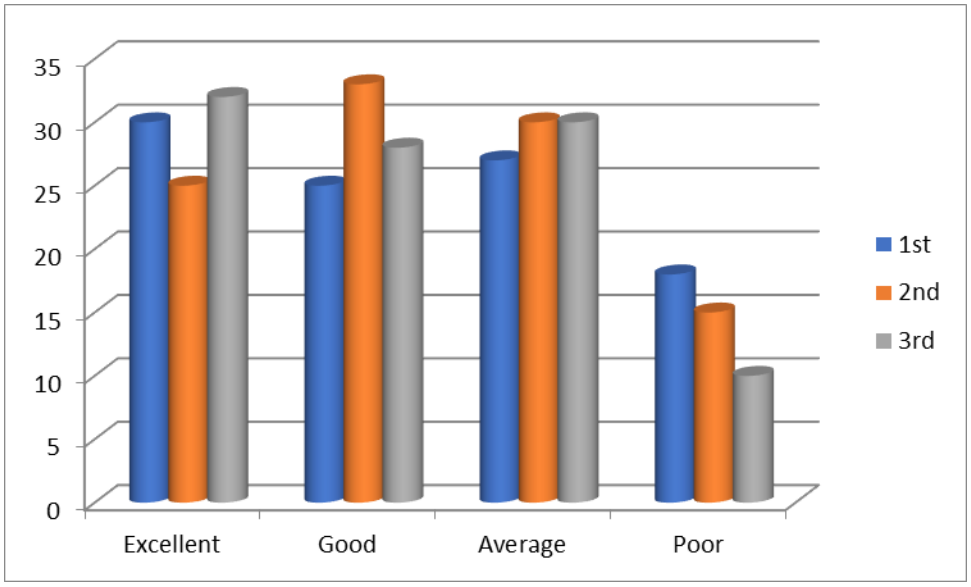

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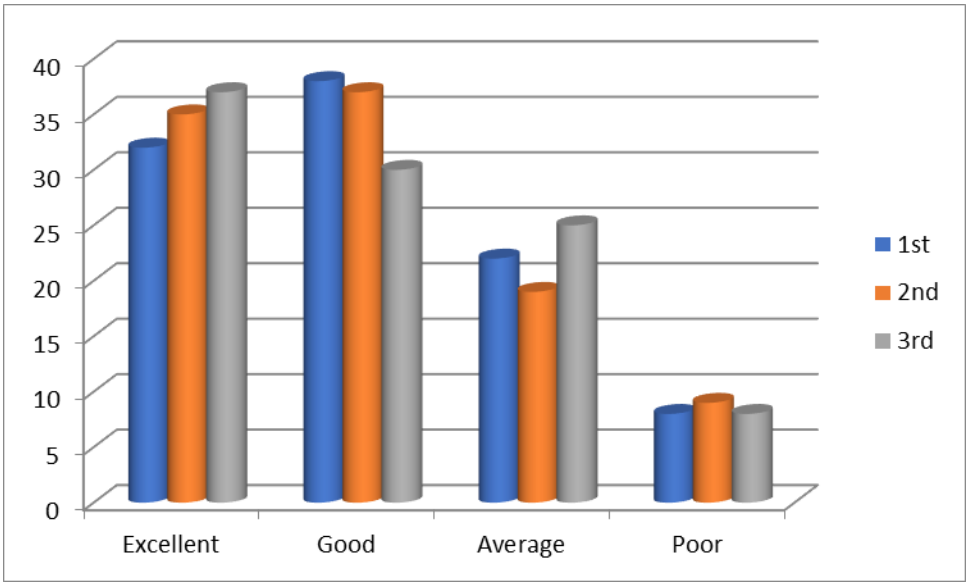

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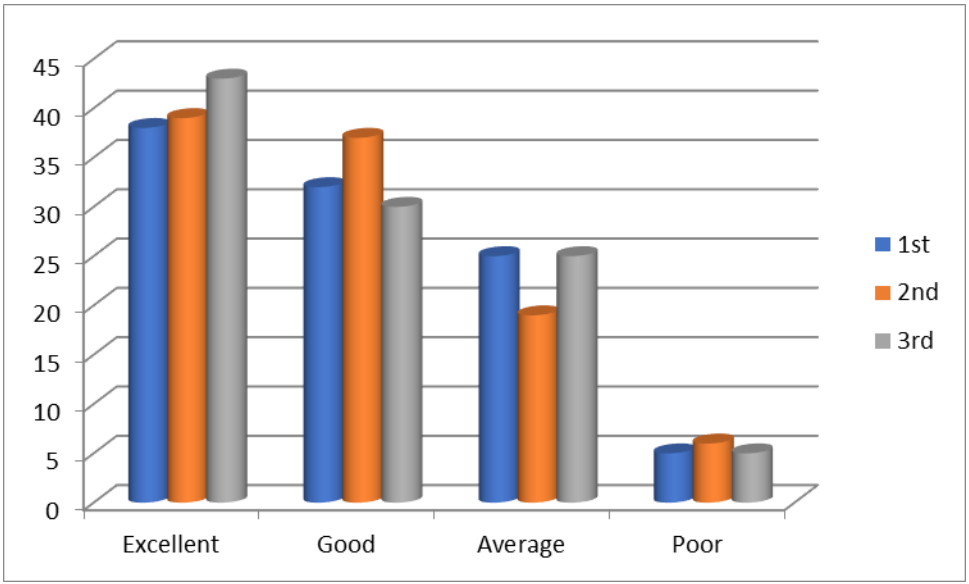

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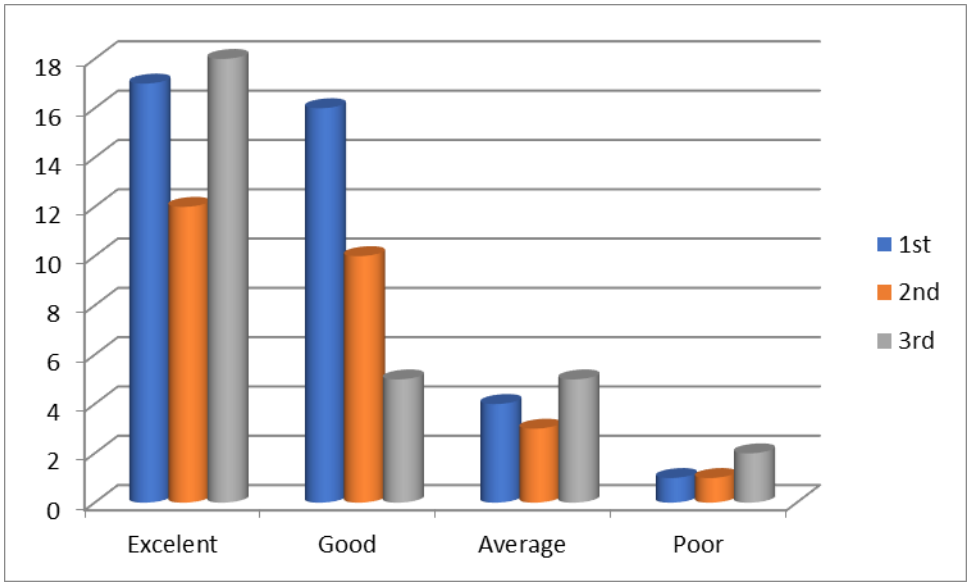

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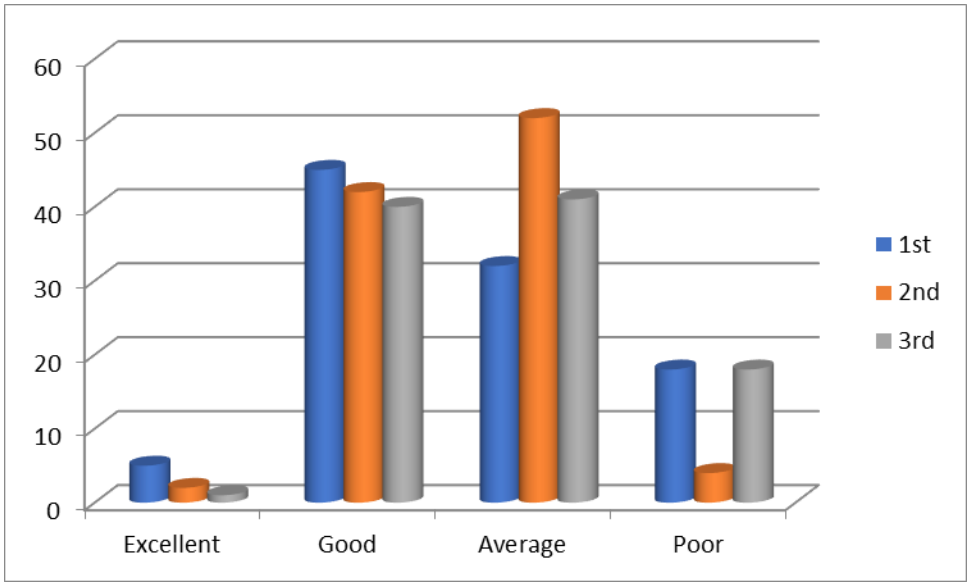

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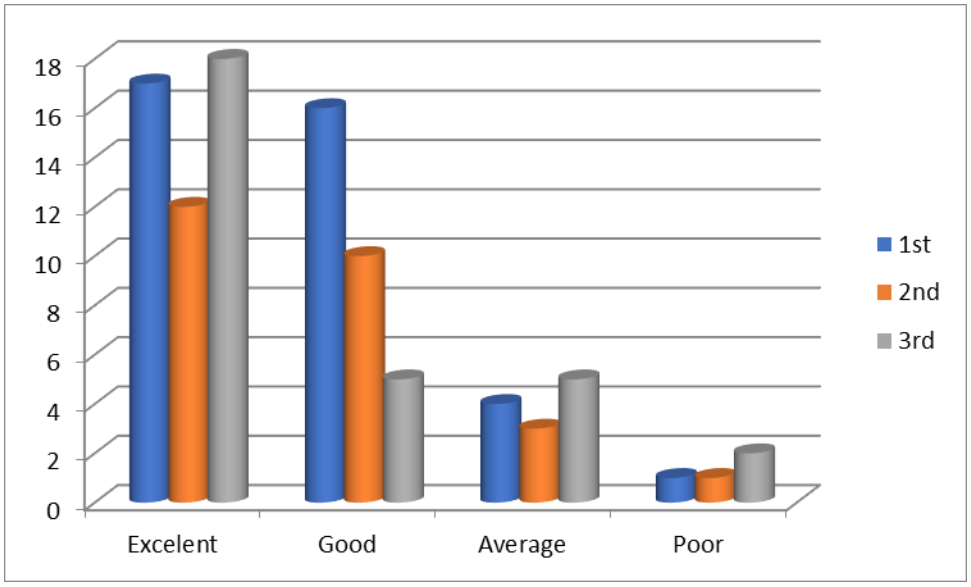

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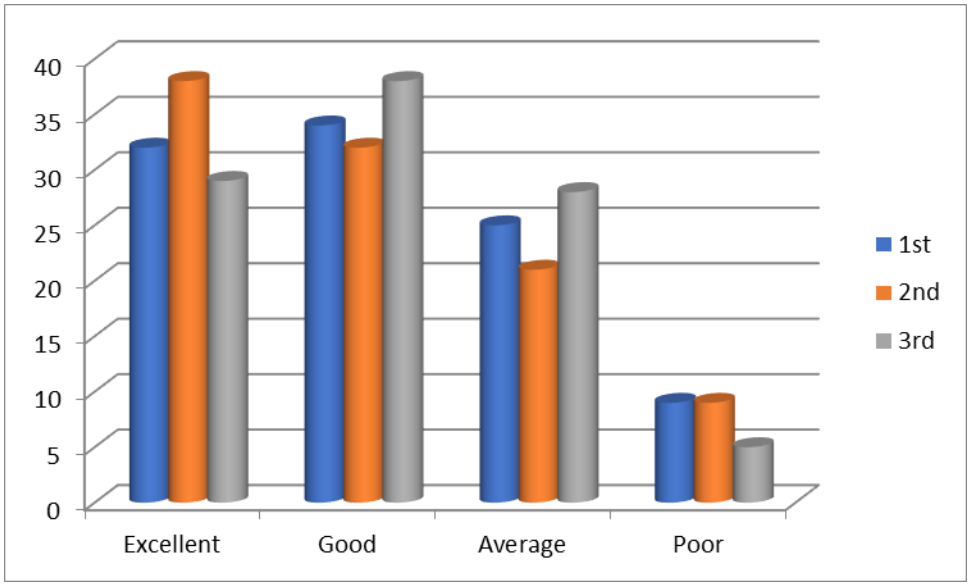

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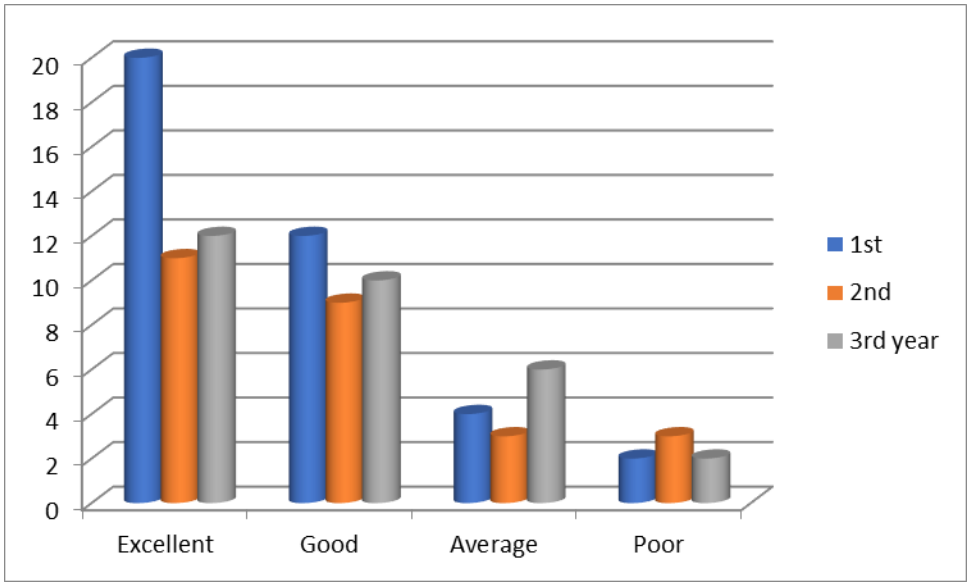

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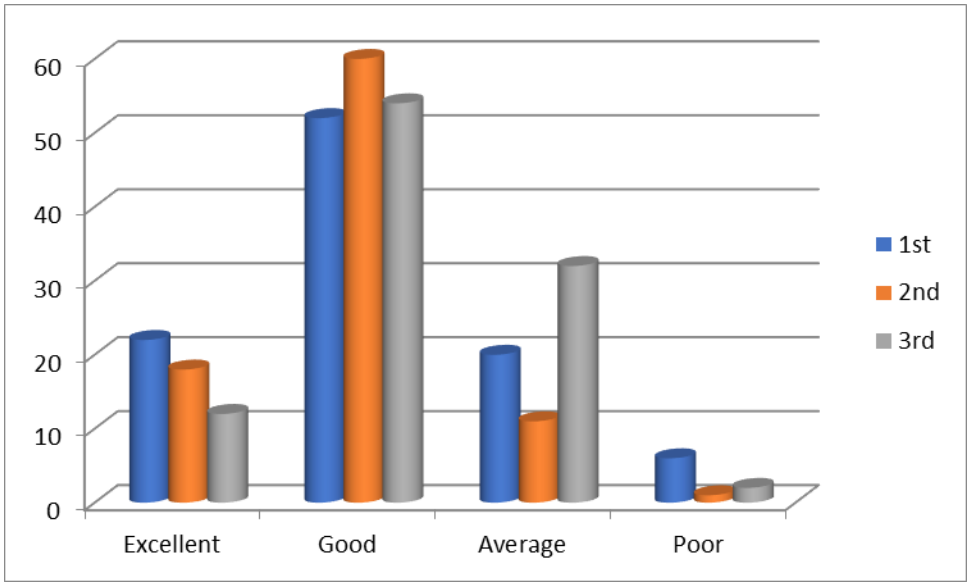

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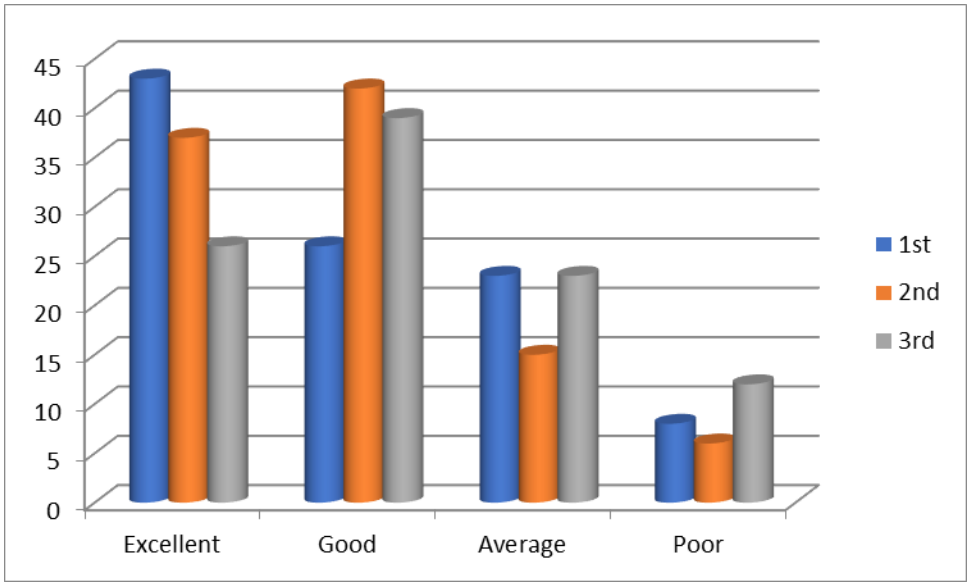

Shib sankar Naskar

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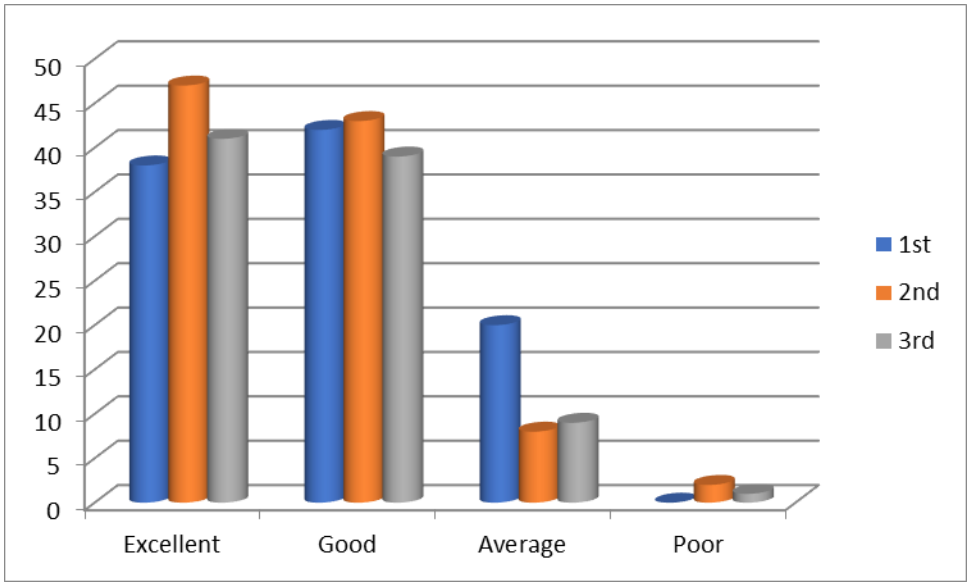

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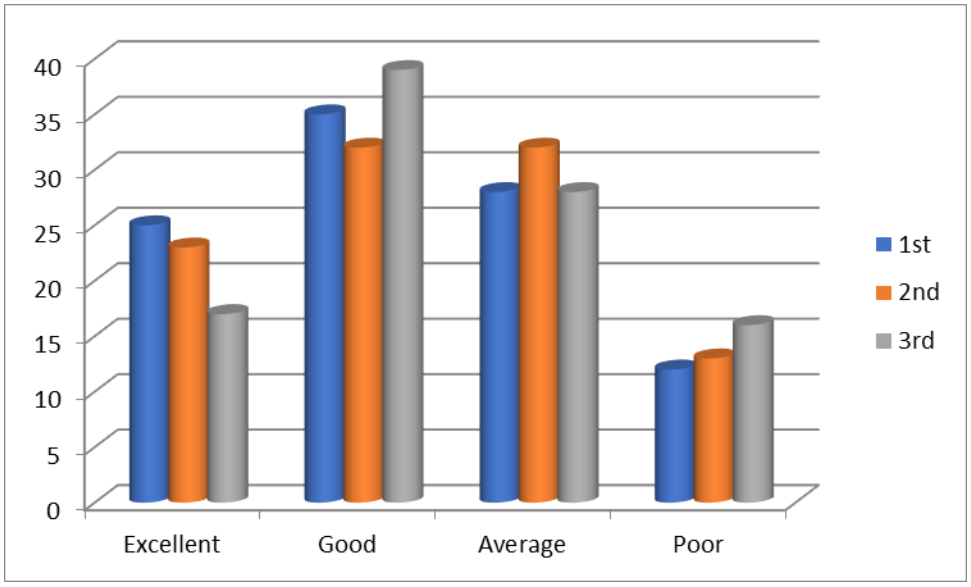

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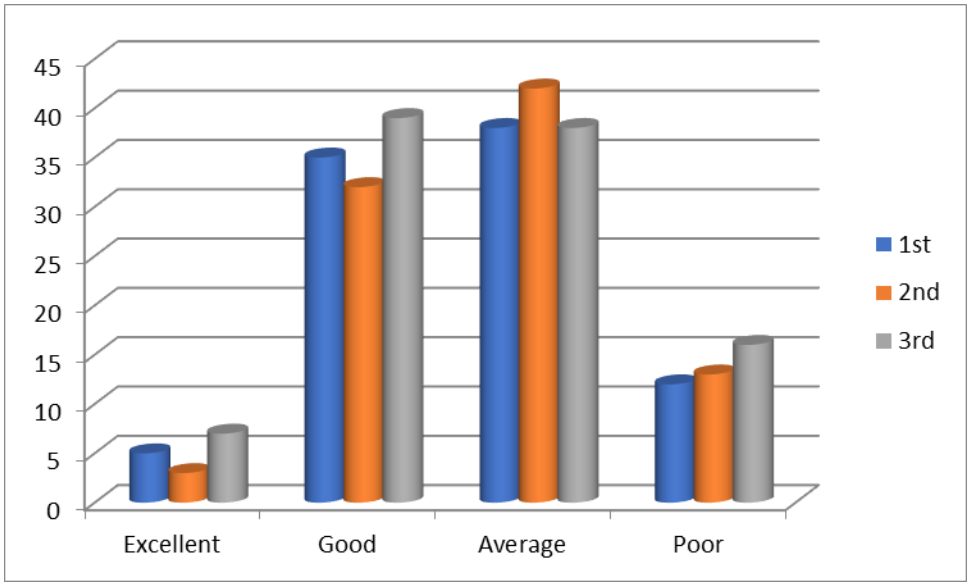

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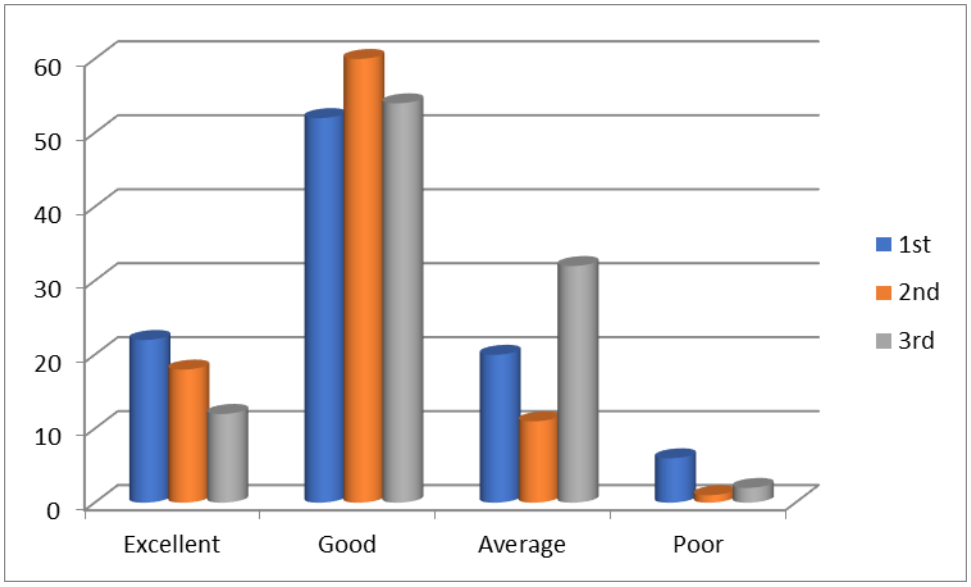

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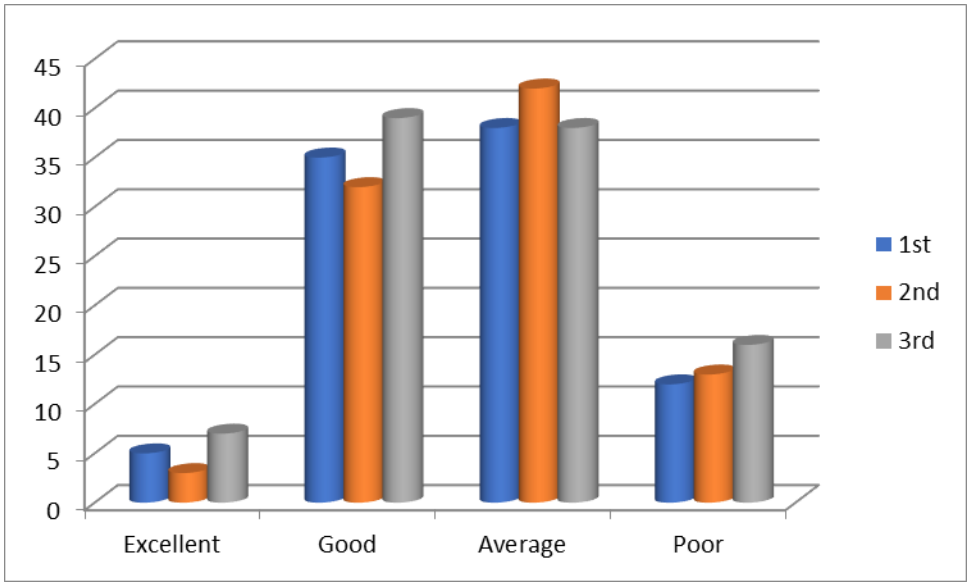

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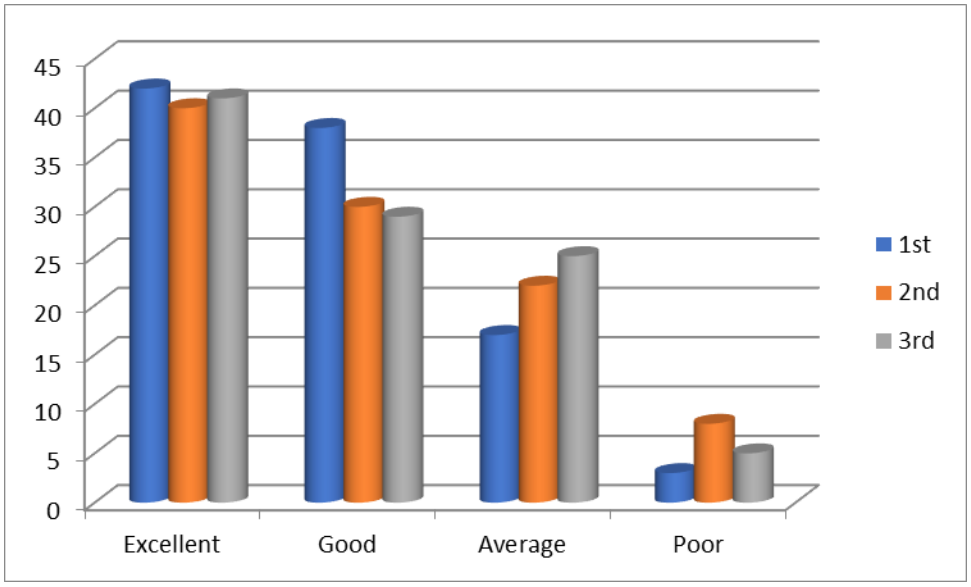

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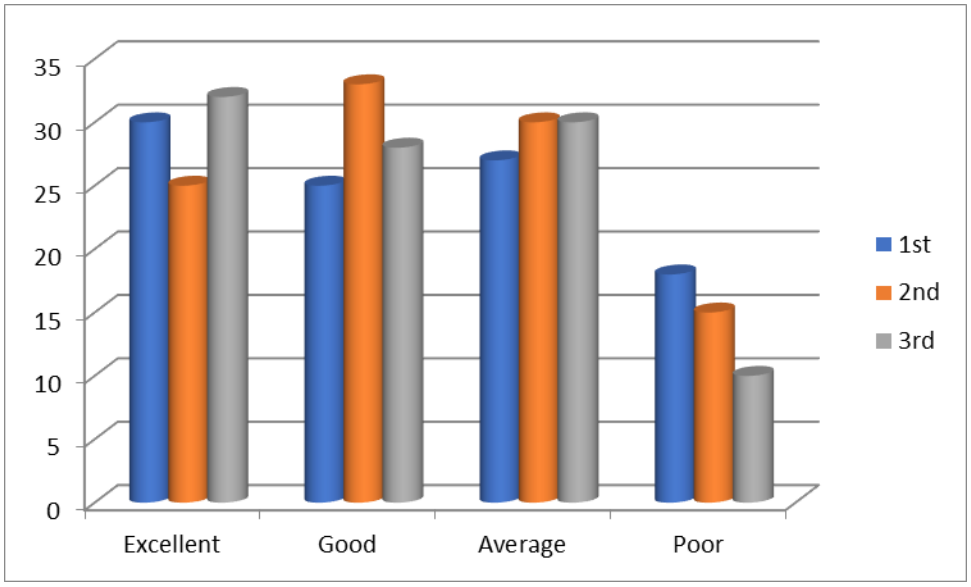

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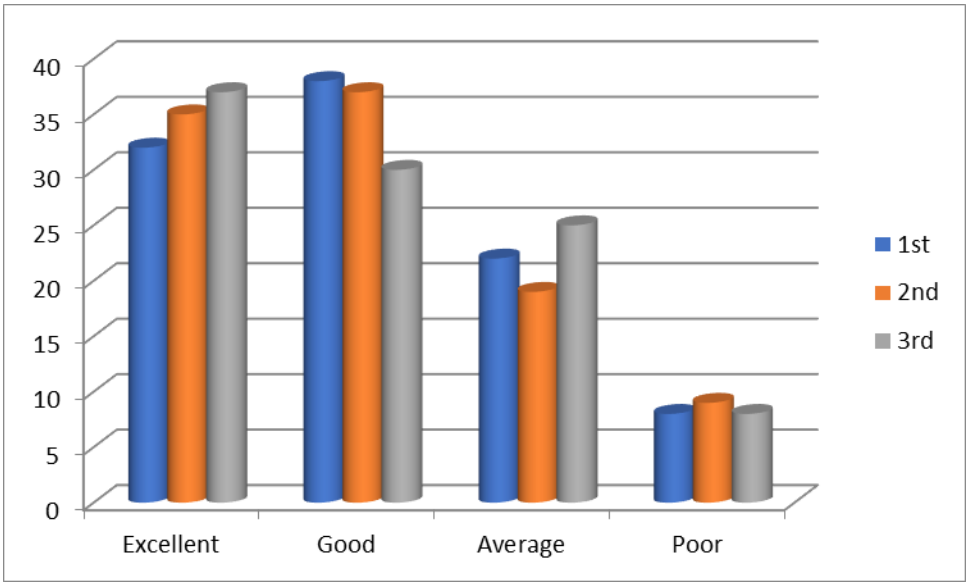

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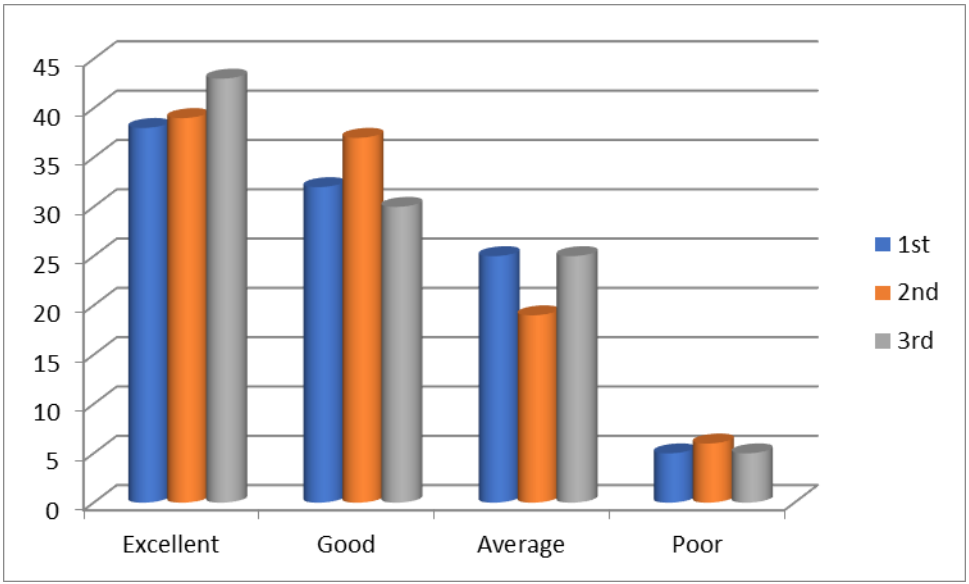

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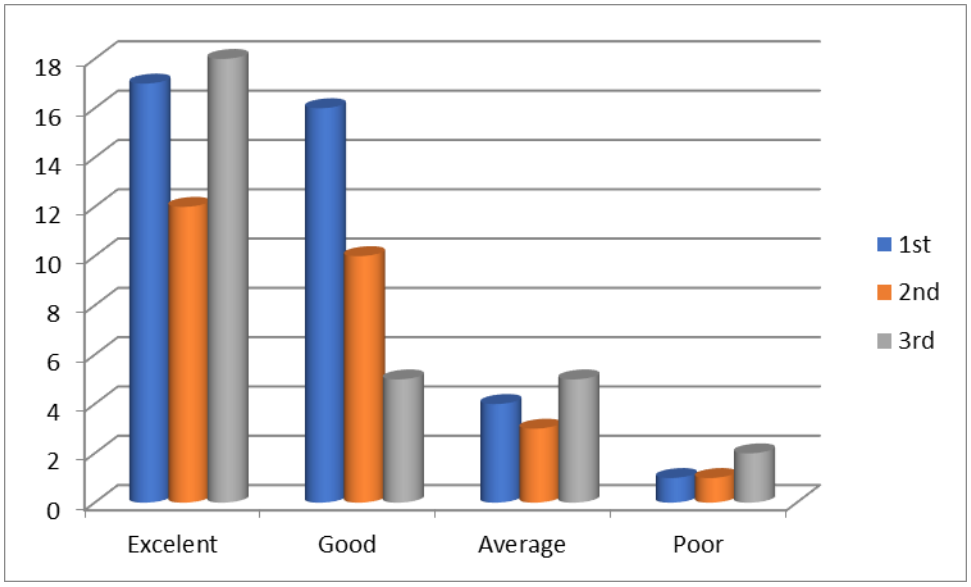

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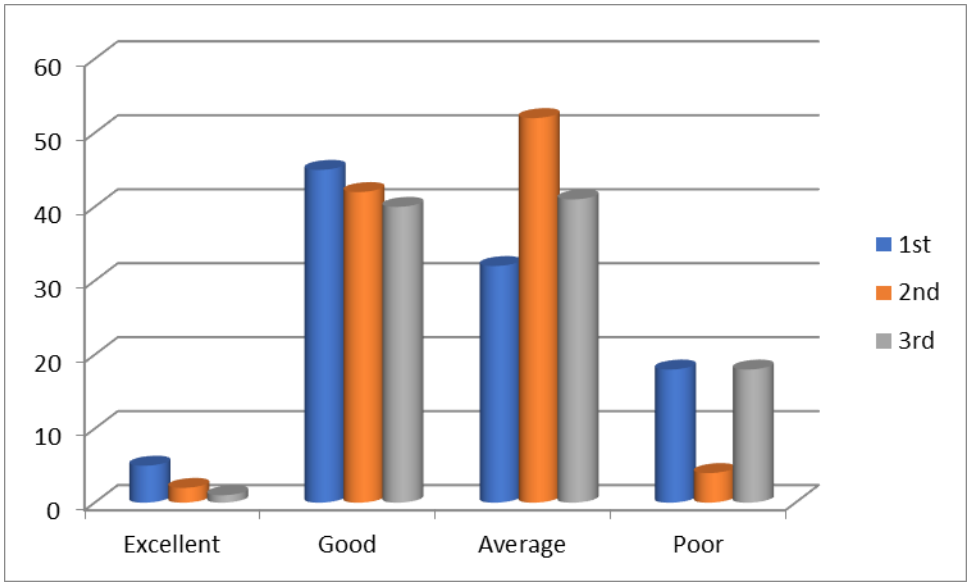

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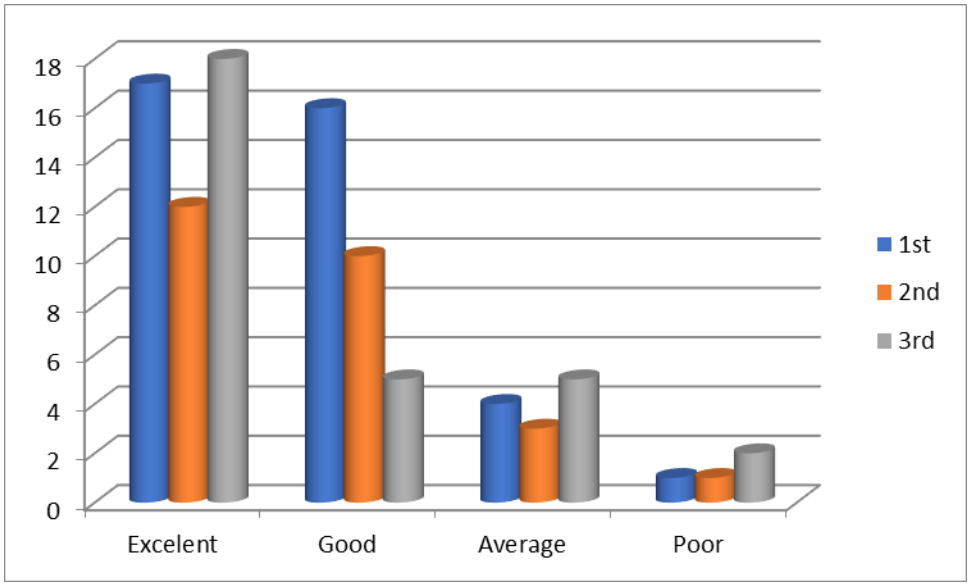

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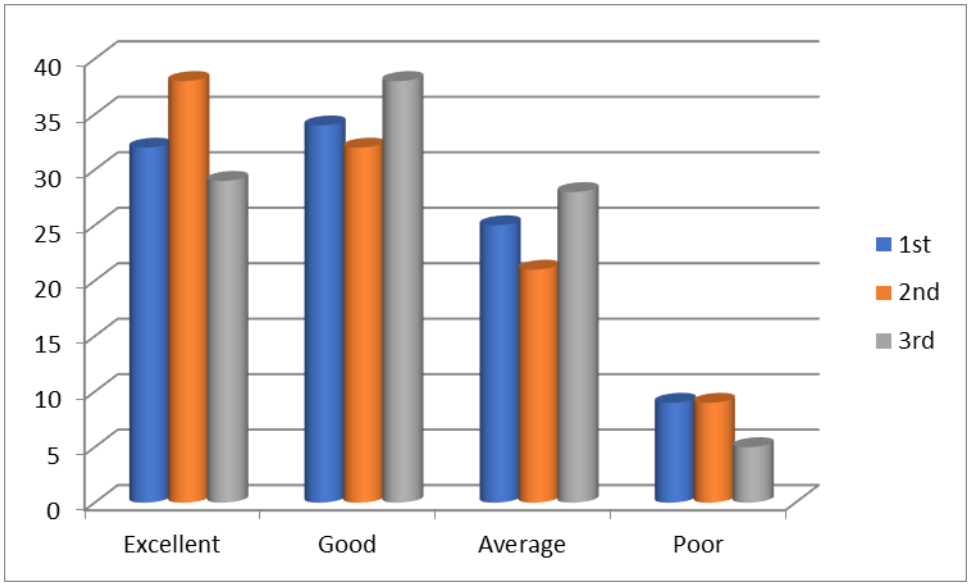

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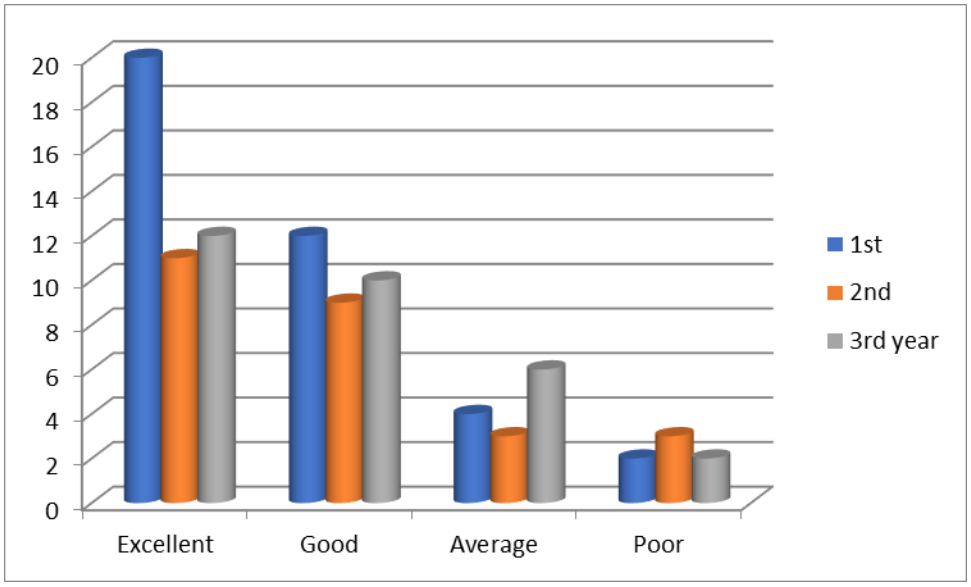

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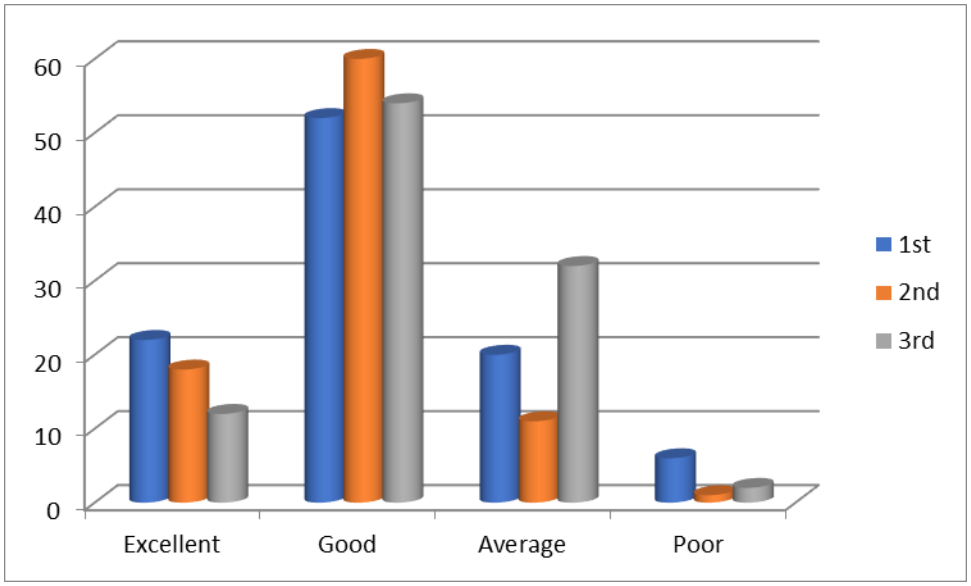

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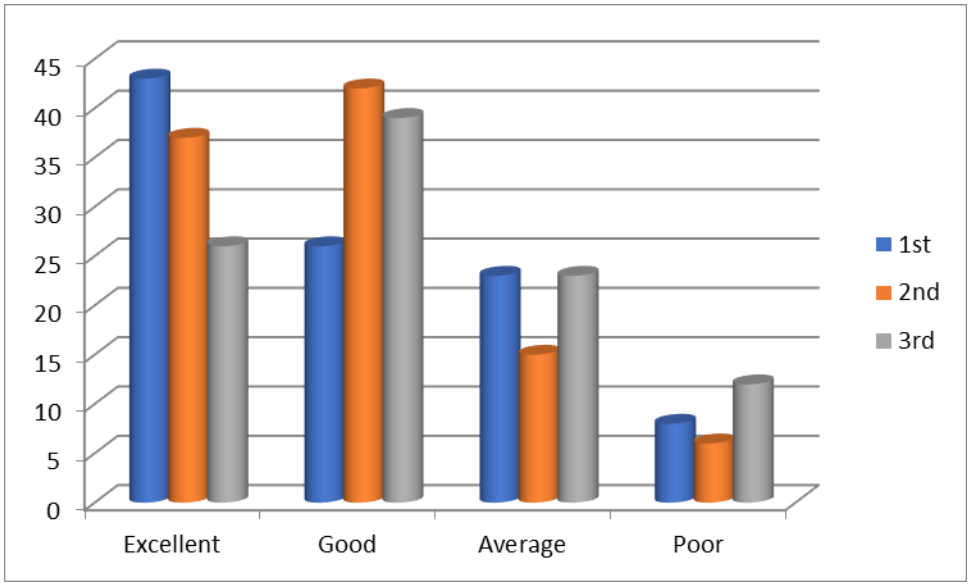
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Excellent
Good
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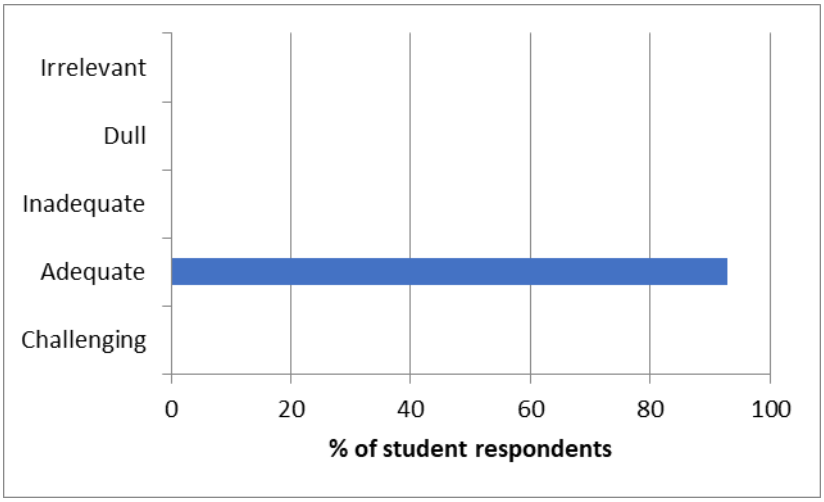
Q1. Syllabus



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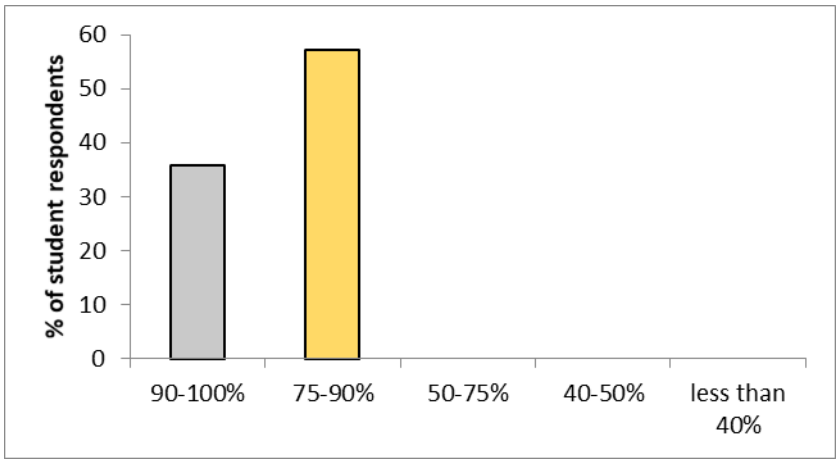
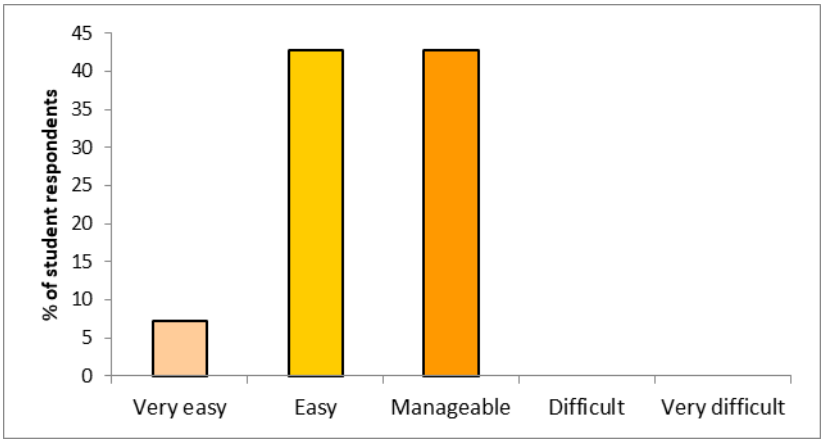
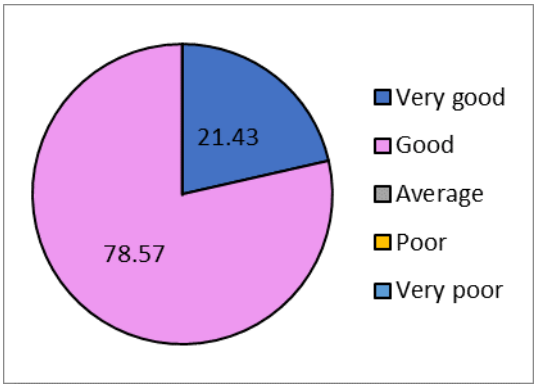


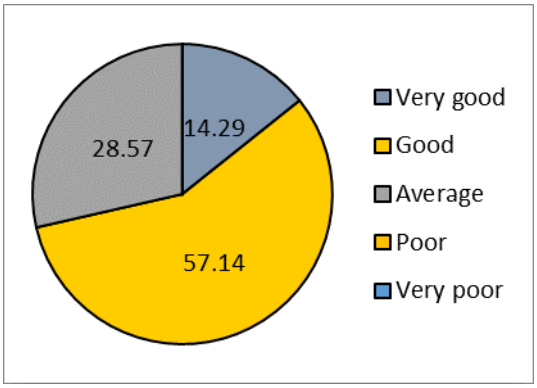
Q3. Course understanding



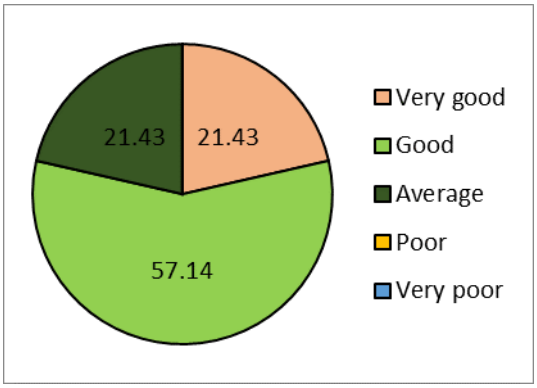
Q4i. Availability of getting prescribed readings



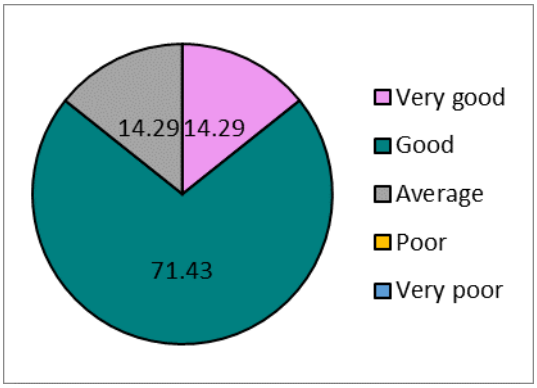
Q4ii. Internal evaluation system



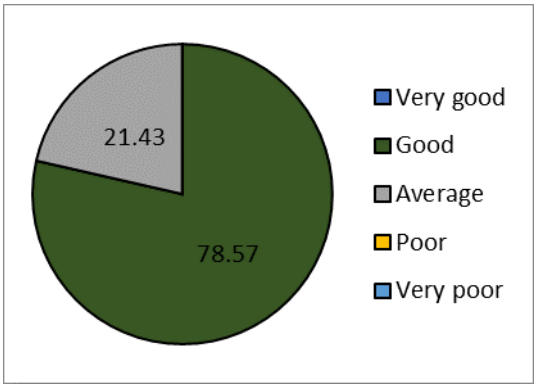
Q4iii. Availability of books/ study material in seminar library



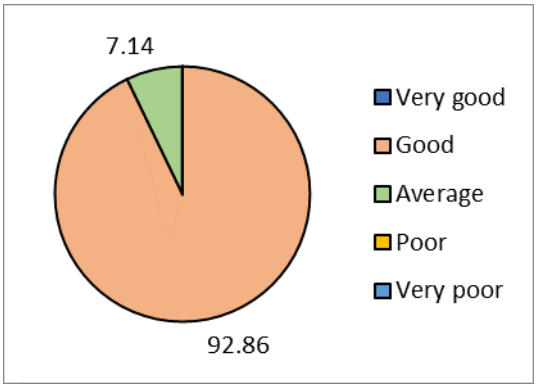
Q4iv. Student- teacher relationship as a whole



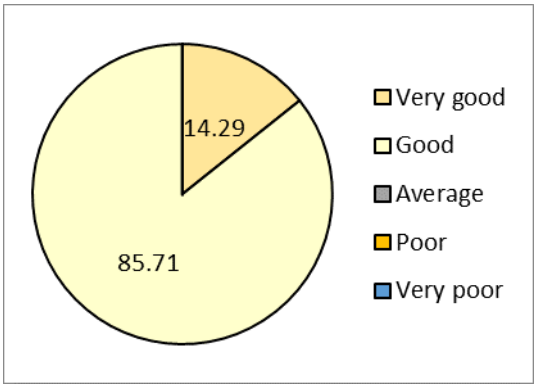
Q4v. Student- teacher relationship in department



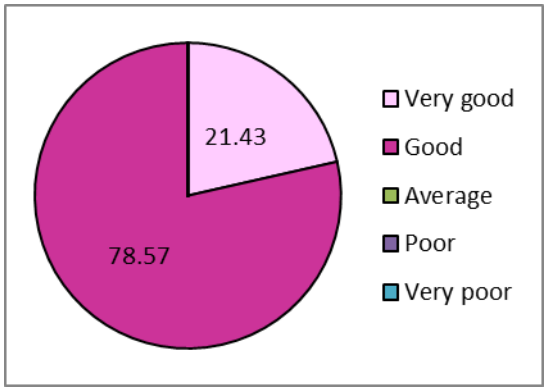
Q4vi. Availability of common room and reading room in college



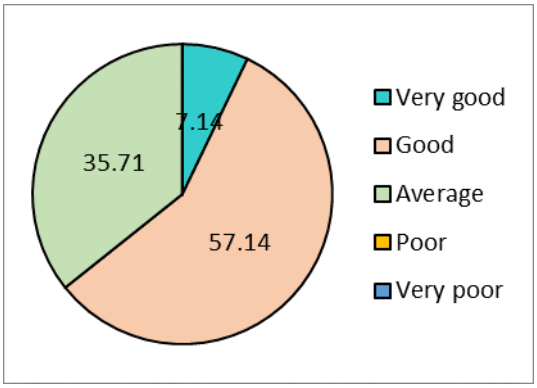
Q4vii. Availability of reading space in library/ seminar library



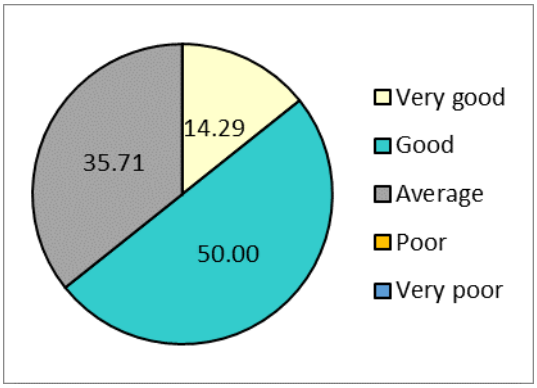
Q4viii. Co-operation o library staff



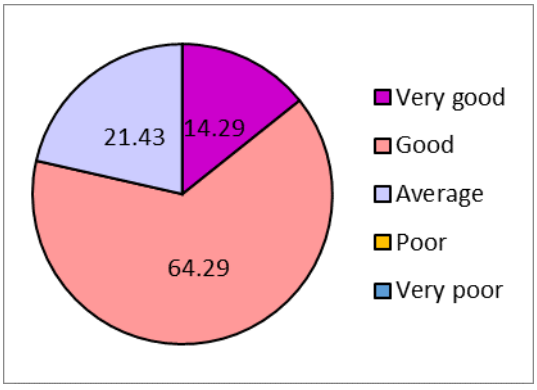
Q4ix. Photocopying facility in department/ library



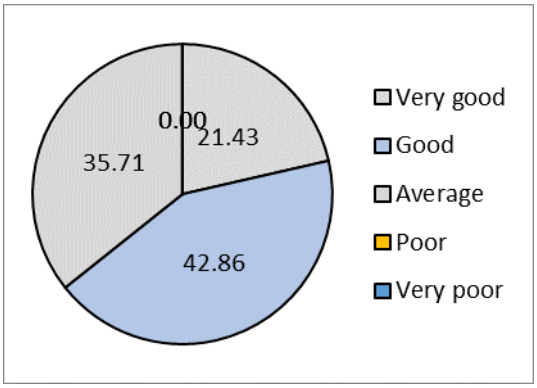
Q4x. Internet facility in department



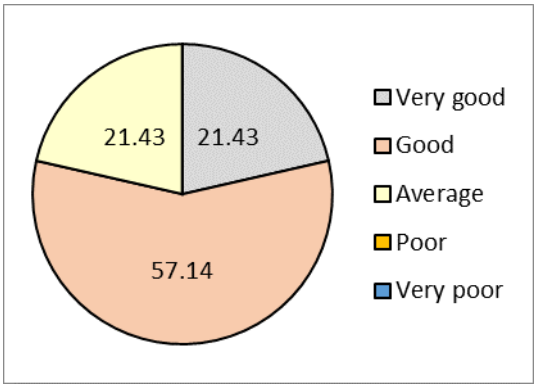
Q4xi. On line education resource availability



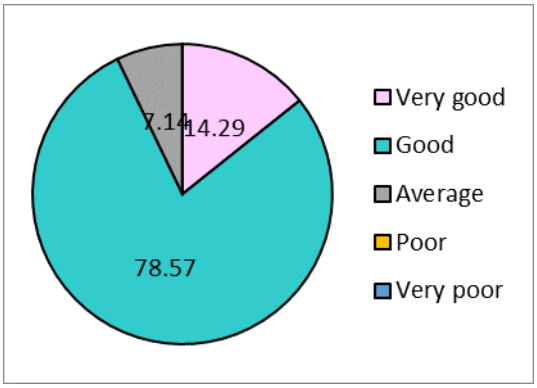
Q4xii. Health care facility



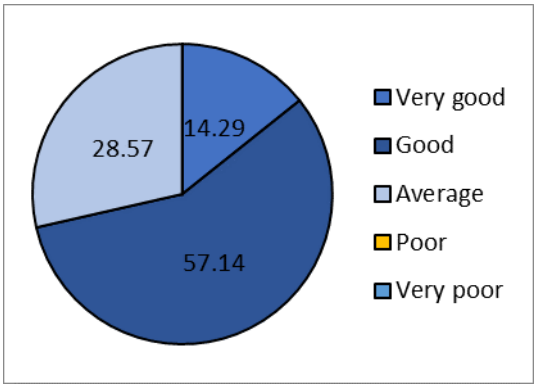
Q4xiii. Attitude of teacher to extra-curricular activities



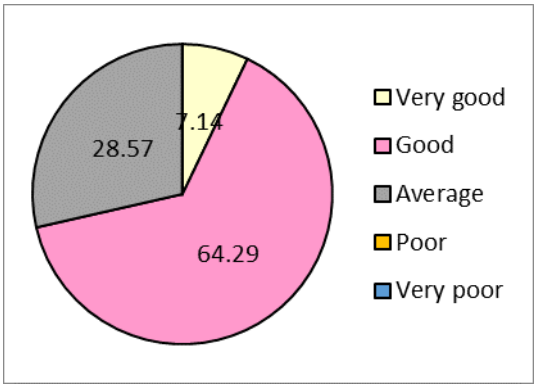
Q4xiv. Maintenance hygiene of toilets



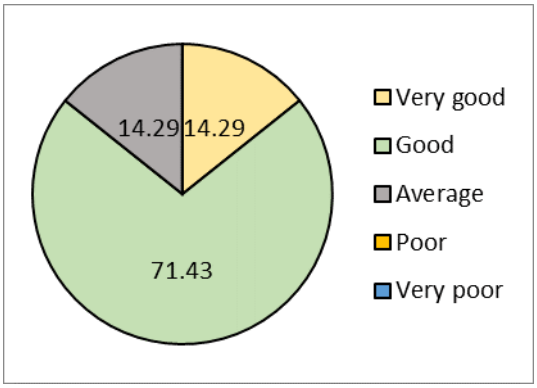
Q4xv. Clean drinking water



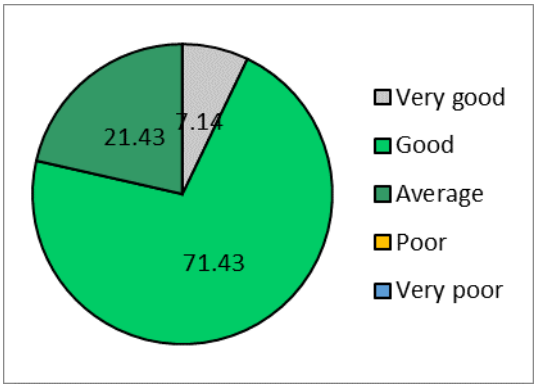
Q4xvi. Functioning of placement cell



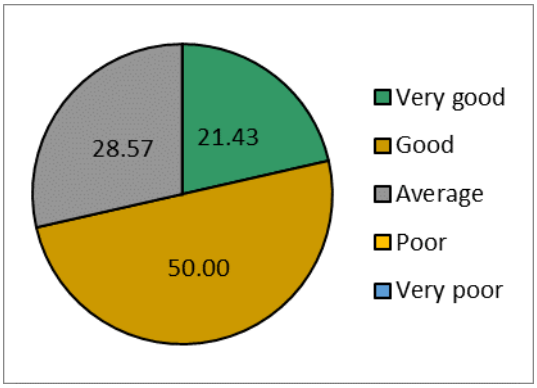
Q4xvii. Laboratory facility



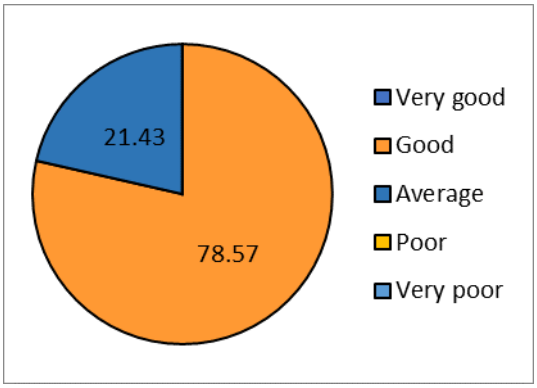
Q4xviii. Green and eco-friendly campus



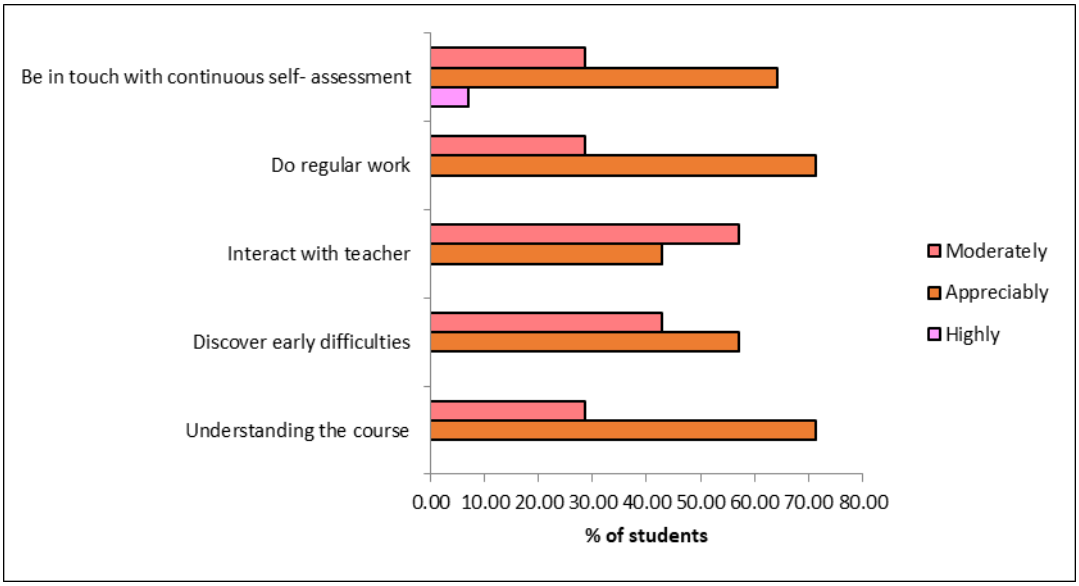
Q4xix. Cleaning and maintenance of college building



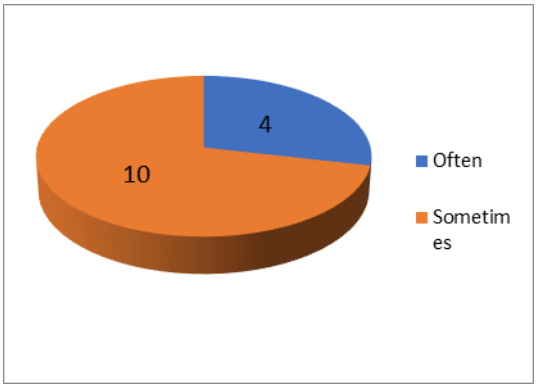
Q4xx. Power supply



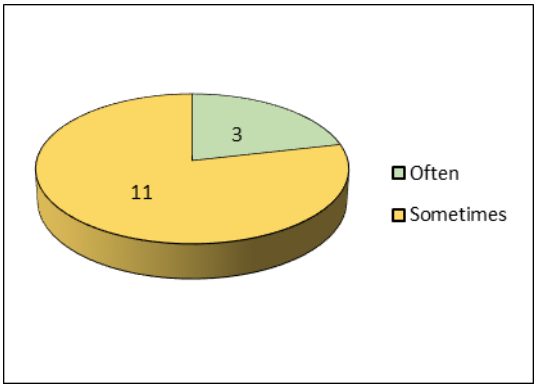
Q5. Internal assessment system



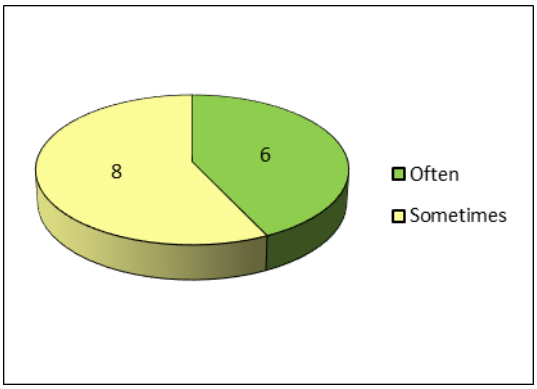
Q6i. Outsider expert lecture at department



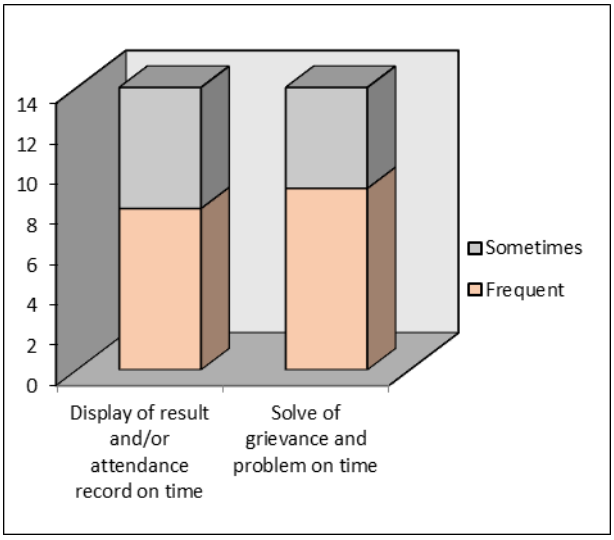
Q6ii. Students visit to Industries, Bank, and other universities



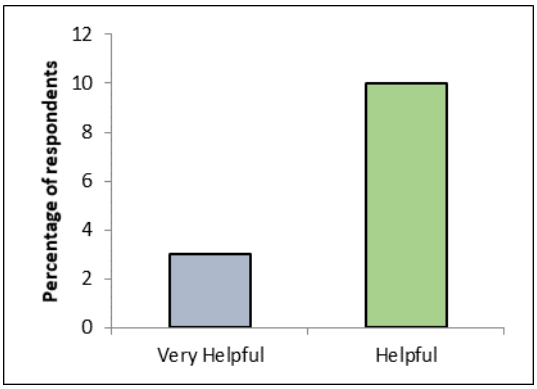
Q6iii. Participation in extracurricular activities



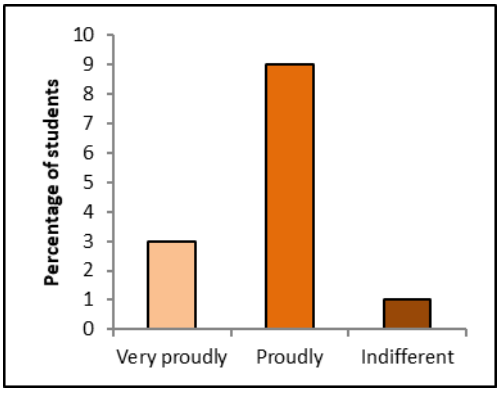
Q7. Promptness of department



Q8. Assistance from college administrative office staff



Q9. Opinion about college being students



Satisfaction Score

- **Students' satisfaction score towards infrastructure and facility: 76**
- **Students' satisfaction score towards syllabus: 65**
- **Students' satisfaction score towards Teachers: 78**
- **Students' satisfaction score towards Environment of the college: 67**
- **Parents' satisfaction Score: 72**
- **Alumnae's Satisfaction Score: 62**

- **So the satisfaction scores indicate that Students, Parents and alumnus are quite satisfied with different aspects related to college. However, there are lot of areas to improve our facility towards them.**

ANNEXURE-V

N.S.S. Academic Session (2016-2017)

Regular Activities

• In the year 2016/17, we had celebrated the birth anniversary of Swami Vivekananda at Swamiji's house situated at Bidhan Sarani. About 10 volunteers of Sarsuna College had participated in a rally organized by Calcutta University.

• Warm and old fresh clothes were collected by the volunteers from the college staff (both teachers and non-teachers) and also from the students of this college. This work had been carried for the whole month of August 2016. These clothes were donated to the Missionary of Charity in the same year.

• In a regular activity volunteers have put up some posters of the world famous personalities on the walls for college beautification and educational awareness of the students. Some of these posters are- Father of Nation: Mahatma Gandhi, the great poet- Rabindra Nath Tagore.

• A group of volunteers had also taken initiative to raise social awareness among students regarding child abuse and environmental pollution, students' general discipline in the college. Various posters were put up on the wall to aware the students about this.

• In a separate regular activity NSS cell had organized an awareness and screening camp on Thalassemia in the college premises. The program was organized on 0011-16 Approximately 150 students had participated in the program. Among them about 94 students had gone through screening test and out of these 4 to 5 students were found carrier. The identities of these students are kept secret and till date they are in regular contact with the Tropical Medicine for their health check-up.

• A rally was organized on November 2016 to observe the various social awareness issues. Students, teaching and non teaching staff of the college had participated and made the program a great success.

• A rally was organized on 1st December 2016 to observe the World AIDS Day. Students, teaching and non teaching staff of the college had participated and made the program a great success. • On January, 2016 a rally was organized to raise awareness among the students on social issues like water saving, human rights etc.

N.S.S. Academic Session (2016-2017)

Special Activities A special camp organized by the NSS Unit was formally inaugurated on 00-11-2016 by the Principal in the college premises. The inaugurated theme was Thalasemia awareness. The program continued for six days. About 50 NSS volunteers along with the core committee members and few other teachers and non- teaching staff of the college had made the program a great success. The Teacher-in-charge in his valuable speech had explained the need of NSS programme and how far this type of program cultivates the young mind with positive orientation towards life. In the second day of the special camp an outdoor program was organized in the adopted village. Students of the Sonamukhi Daspara Aboitonik Prathomik Vidyalaya, Ashuti-II, Mohestala, 24Pgs (S), were chosen for development. Various competitive type programs were organized like "sit and Draw" competition, quiz competition. About 38 students from class I to class IV were participated in the program. In the third day the volunteers had given a questionnaire to the students of the same school for community development purpose. Questions were formed on social issues like health, education, economic conditions, etc. The data were analysed and it was found very poor in every sphere of socio conditions. On the fourth day a health check up program was done emphasizing mainly the height, weight, food habit, etc. A special child was found and marked. The students were found suffering from poor economic conditions and poor health condition. On the fifth day a camp was set up at the chowmatha bazar (road side) of Sonamukhi Gram Panchayat campaigning social issues like use of anti-plastic material. At the end of the program i.e. on 6th day a cultural program was organized jointly by the students of Sonamukhi Daspara Aboitonik Prathomik Vidyalaya, Ashuti-II, Mohestala, 24Pgs (S) and the NSS volunteers. At the end of the day, the prize distribution ceremony was organized .

ANNEXURE-VI

ANNEXURE VI: SWOT ANALYSIS

STRENGTHS

- **The qualification of the teachers are very high. Plenty of teachers achieved Ph.D. awards. Some other teachers are also pursuing Ph.D.**
- **Many teachers involved in different projects**
- **Teacher present papers in different conference and workshops**
- **Teachers are well aware of ICT**
- **Wi-fi available in the college.**
- **A big Seminar room to conduct different types of programme**
- **Maximum teachers spend a lot of time in the College to help the students**
- **Cheap store in the college**
- **Collection of variety books in Library**

WEAKNESSES

- **The transport system is not good**
- **College fund is not enough**
- **Plenty of teaching post is empty**
- **No hostel for students**
- **Not enough opportunity for placement of the students**

OPPORTUNITIES

- **Sufficient space exists for physical expansion of buildings and facilities.**
- **There is opportunity to upgrade the technologies**
- **Some post graduate degree may be started**
- **More seminars**
- **Interaction with some other college through faculty exchange programme**
- **More computers in Library for student accession**

CHALLENGES

- **Quality education to the large number of students**
- **More opportunity for students employment**
- **Introduce different skill-based courses**
- **Finish the syllabus of all departments within time**
- **Understand the students regarding different e-technologies**