Yearly Status Report - 2018-2019

Part A	

Data of the Institution

1. Name of the Institution	SUSHIL KAR COLLEGE
Name of the head of the Institution	Manas Kumar Adhikari
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03218260005
Mobile no.	9474447246
Registered Email	susilkarcollege@gmail.com
Alternate Email	manas.adhikari61@gmail.com
Address	Ghoshpur, P.O. - Champahati
City/Town	South Twenty Four Parganas
State/UT	West Bengal
Pincode	743330

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Tapas Sarkar**
Phone no/Alternate Phone no.	**03218260005**
Mobile no.	**8902676833**
Registered Email	**tapas.srkr@gmail.com**
Alternate Email	**iqac.skcollege@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://susilkarcollege.com/portal/index.php?v=ACVFERWERS|21

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://susilkarcollege.com/portal/index.php?v=ACVFERWERS|21

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
2	**B**	**2.28**	**2013**	**25-Oct-2013**	**24-Oct-2018**

6. Date of Establishment of IQAC	**25-Mar-2014**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
To enhance library facilities, no. of classrooms, wall	**14-Aug-2018** **300**	**3000**

	magazines by various departments			
Encourage faculty members for quality Research work	02-Jul-2018 15			20

View File

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
SUSHIL KAR COLLEGE	BOSE125	CENTRAL	2018 1	50000
SUSHIL KAR COLLEGE	National Seminar	ICSSR	2019 2	100000

View File

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

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

• To try and solve the problem of shortage of permanent staff • To construct a boundary wall for the new campus. • Arranging more constructive extension activities. • To enhance library facilities, no. of classrooms, wall magazines by various departments • To accelerate the completion of science building, Administrative Block and Auditorium in the new campus.

View File

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

Plan of Action	Achivements/Outcomes
Digitalisation of different wings of the college.	ongoing
Proposal to introduce virtual classrooms	Funds are being attracted
To complete the first floor of the new building.	Done
Ladies hostel are to be completed.	Construction is ongoing at a faster pace
Planned move to get more teacher in substantive posts.	Applications for new substantive posts in different departments have been under process
[View File](#)	

14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	28-Feb-2020
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Sushil Kar College is affiliated to the University of Calcutta and it follows the university's prescribed curriculum. Different steps which are followed by the institution to ensure effective curriculum delivery through a well-planned and documentation process are as follows: *The Annual Academic Calendar is prepared according to the university calendar prior to the commencement of the academic year by IQAC, specifying available dates for the significant activities to ensure proper teaching ,learning process and continuous evaluation and it is displayed in the notice board and college website. *Meeting is held in each department at the end of the academic session to discuss about the course distribution among the teachers. Every department individually prepares teaching plan according to the syllabus. Theory and Practical classes are held according to the time table which is prepared prior

to the commencement of the academic session by the Routine Committee. *Classroom teaching is supplemented with seminars, special lectures, micro teaching, tutorials, departmental quiz, projects, educational tour for effective delivery of curriculum. Records are maintained by each department and information provided to IQAC. *To support the students we have college central library and department library .Library related informations are well maintained and are provided to IQAC . *The college Central Library provides teachers with necessary learning resources for effective delivery of curriculum. Departmental Library has been set up in order to enhance the in-depth knowledge of the students. Library related informations are well maintained. *Internal, Tutorial, Practical and Theory Examinations are conducted according to University exam. schedule. .*The college encourages faculty members to attend to Orientation / Refreshers/ Short term course, Workshop and present papers in seminars conducted by various academic institutions. Photocopies of the Certificates of the above courses are provided by the faculty members to IQAC .

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
0	NA	Nil	0	NA	NA

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	Word processing, spreadsheet, presentation and web design by html.	01/07/2018
BSc	Algorithms and data structure: Program C (Practical)	01/07/2018
BSc	Introduction to Python Programming	01/07/2018
BA	European Classical Literature	01/07/2018
BA	Poetry and Short Stories	01/07/2018
BA	Introduction to Education	01/07/2018
BA	Social Formations and cultural patterns in the ancient world other than India	01/07/2018
BA	History of Western Philosophy	01/07/2018
BA	Classical Sanskrit Literature(Poetry)	01/07/2018
BA	Sanskrit Prose	01/07/2018
View File		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the

affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Bangalya sahityaer Itihas (History of Bengali literature)	01/07/2018
BA	Barnanamulak Bhasa Biggan (Descriptive	01/07/2018
BA	Bangala sahityer Itihas. Adhunik yug (History of Bengali Literature, Modern Period)	01/07/2018
BA	History of Literature and Philology	01/07/2018
BA	History of Literature and Philology	01/07/2018
BA	Introduction to Education	01/07/2018
BA	Introductory Microeconomics	01/07/2018
BA	History of India from earliest times to C 300 BC	01/07/2018
BA	Mathematical Methods in Economics	01/07/2018
BA	Indian Philosophy	01/07/2018
BA	Indian Epistemology and Metaphysics	01/07/2018
BA	Indian Epistemology and Metaphysics	01/07/2018
BA	Understanding Political theory: Approaches and debates	01/07/2018
BA	Introduction to Political theory	01/07/2018
BA	Critical survey of Sanskrit literature	01/07/2018
BA	National Security	01/07/2018
BSc	Inorganic and organic chemistry	01/07/2018
BA	Algorithms and data structure: Types of War (Practical)	01/07/2018
BSc	Organic, inorganic and physical chemistry	01/07/2018
BSc	Mathematical Physics	01/07/2018
BSc	Classical Mechanics	01/07/2018

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

	Certificate	Diploma Course
Number of Students	20	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
0	Nill	0
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nill	NA	0
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained

There are five types of feedback forms developed by the IQAC of the Institute i.e. 1)Students feedback on the syllabus,2)Faculty feedback on curriculum , 3)Alumina feedback on overall matters of the college 4)parents feedback on students satisfactions, 5) Employers feedback on curriculum . Feedback forms are available for stake- holders to fill up and submit. The feedback obtained is analyzed and necessary modifications in teaching and learning and other academic and administrative aspects are introduced.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	BENGALI	119	210	109
BA	HISTORY	57	89	40
BA	EDUCATION	28	55	27
BA	SANSKRIT	28	42	25
BA	PHILOSOPHY	43	63	38
BA	ENGLISH	36	105	35

BA	POLITICAL SCIENCE	57	78	51
BA	MATHEMATICS	29	33	20
BA	PHYSICS	22	20	7
BA	CHEMISTRY	22	19	9

View File

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	2724	0	39	0	0

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
5	5	2	1	1	4

View File of ICT Tools and resources

View File of E-resources and techniques used

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

Not done in this session

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
0	0	Nill

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
45	44	1	7	14

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Tusher Baran Halder	Assistant Professor	Indrani Ray Memorial Prize

View File

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Nill	Semester II	11/07/2019	30/08/2019
BSc	Nill	Semester II	11/07/2019	30/08/2019
BA	Nill	Semester I	02/01/2019	21/02/2019
BSc	Nill	Semester I	02/01/2019	21/02/2019
BA	Nill	UG II	26/06/2019	22/11/2019
BSc	Nill	UG II	26/06/2019	22/11/2019
BA	Nill	UG III	25/04/2019	25/06/2019
BSc	Nill	UG III	25/04/2019	25/06/2019
No file uploaded.				

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

The Choice Based Credit System (CBCS) has been adopted by the University of Calcutta from 2018 onwards. The evaluation system is divided into three parts i.e., Internal Assessment, Tutorial and Theory for both Honours and General courses. The Internal and Tutorial examinations are held in the institution as per the norms directed by the university in this regard. The marks of those internal examinations are also uploaded to the university portal within the specified period. The students are notified about the entire exam schedule in advance through ? The official college website ? Notices put up on the notice boards ? WhatsApp groups of the classes (This was extremely helpful during lockdown period.) Institution takes constructive initiatives for the students to develop their performance through ? Special lecture series ? Inter-departmental talk ? Skill-developing training programme ? Value education programme ? Students' seminar ? Seminar/ workshop ? Mock teaching by the students ? Demonstration lecture by the students ? Group discussion ? Home assignments ? Class tests (written/ viva) Page 2 of 2 ? Previous question paper solving etc. Class attendance of the students also carries ten marks for each course. Attendance registers for every course are maintained by the departmental teachers regularly and calculation of percentage of attendance is duly checked and verified by the Principal. Departmental internal evaluation is done systematically throughout the semester through ? Assignments/ Projects ? Surprise test ? Subject related quiz ? MCQ test etc. These formative modes help the students to be more constructive and confident. It also aids them in their preparation for their final examination. Teachers also identify the moderate and weak students and take necessary actions like ? Preparatory classes ? Special/ re-assignments ? Helping to make notes ? Mentoring classes ? Parent-teacher meeting etc. Students are always encouraged to make self-made notes and get it checked by the teachers. Teachers counsel each and every student of their respective Departments and try their best to solve their problems. Students are provided with updated study materials (both hard copies and soft copies) regularly. Every teacher takes revision classes before the final exams to prepare their students better. Previous question papers are also discussed throughout the semester. Suggestions are also given to the students before the final exam. Internal Assessment under the (111) System of Examination Page 3 of 2 The (111) system was the prior examination structure of the University of Calcutta before the CBCS system was introduced. In this system the college used

to take internal assessment through mid-term tests and selection tests in each year. After publication of results of these examinations, answer papers were shown to the students and their mistakes were discussed. Then students could identify their

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

The institution is ceaselessly dedicated for the gradual and all-round upliftment of teaching learning quality. For the fulfillment of this timely need, the college prepares a sensible academic calendar in every semester well in advance and in concurrence with the academic Page 6 of 2 calendar of the affiliating university. This well-designed academic calendar plays a significant role for a systematic, effective and smooth implementation of teaching learning process, organizing various academic and cultural activities, conducting various examinations. A well-framed committee, comprising of Principal, HODs and experienced senior faculties prepares as well as regularly monitors academic calendar taking into consideration various sports, cultural programmes, NSS programmes, NCC programmes, other co-curricular activities etcetera. The committee also plans a tentative schedule of college examinations like class test, mid-term test in advance for maintaining a smooth, continuous and hassle-free evolution process throughout the semester. This academic calendar is so balanced that it gives sufficient time to the teachers to complete their syllabus as well as to the students for their own preparation before the university examinations. Thus, the college maintains a faculty-friendly as well as student-friendly academic calendar for containing a healthy and effective learning culture. Apart from that, the said committee successively monitors the accurate enforcement of the academic calendar. They regularly evaluate the progress of the syllabus according to the time frame of the academic calendar. Each and every faculty of all academic departments maintains daily class conduction report and syllabus completion reports under the supervision of the HODs of the concerned departments. The academic committee with the help of HODs makes the alternative arrangement in place of a faculty on leave so that students do not loss their valuable learning hours. Later the faculty also takes sincere responsibility to compensate his/her lectures hampered due to his/her leave. Semester-wise academic calendar of the academic year 2018-2019 Semester I Commencement of Classes- 1 st week of July, 2018 Class Test- 1 st amp 2 nd week of September, 2018 Internal Assessment- 3 rd week of November, 2018 Practical/Tutorial Exam- 4 th week of November, 2018 Theoretical Exam- 2 nd week of December, 2018 Page 7 of 2 Publication of Result- within 45 days from the Theoretical exam Semester II Commencement of Classes- within 7 days from the completion of 1 st semester exam Class Test- 1 st amp 2 nd week of April, 2019 Internal Assessment- 3 rd week of May, 2019 Practical/Tutorial Exam- 4 th week of May, 2019 Theoretical Exam- 2 nd week of June, 2019 Publication of Result- within 45 days from the Theoretical exam Academic calendar of 111 system for the academic session 2018-2019 Part II Commencement of Classes- 1 st week of July, 2018 Mid-term Test- October, 2018 College Test- 1 st week of February, 2019 Result of College Test- 3 rd week of February, 2019 Final Theoretical Exam- April amp May, 2019 Final Practical Exam- March amp April, 2019 Publication of Result- within 90 days from the last date of final exam Part III Commencement of

2.6 – Student Performance and Learning Outcomes

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

http://www.susilkarcollege.com/webdata.php?c=43

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BA	BA	Bengali	68	65	95.5
BA	BA	History	19	19	100
View File					

2.7 – Student Satisfaction Survey

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

Not applicable

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	0	0	0
No file uploaded.				

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
0	0	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
0	NA	NA	Nill	NA
No file uploaded.				

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

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	0	0	0	0	Nill
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	English	1	0
National	History	1	0
National	Sanskrit	1	0

[View File](#)

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

Department	Number of Publication
Physics	1
Commerce	1
Library	3

[View File](#)

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	NA	NA	Nill	0	NA	0

No file uploaded.

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	Nill	0	0	NA

No file uploaded.

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

Number of Faculty	International	National	State	Local
Presented papers	5	8	4	0
Attended/Seminars/Workshops	0	3	3	2

[View File](#)

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
World Environment Day and World Blood Donor Day	NCC, SKC	2	20

	[View File](#)

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

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

No file uploaded.

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
World Environment Day and World Blood Donor Day	NCC,SKC	World Environment Day and World Blood Donor Day	2	20

[View File](#)

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Intercollege Faculty Exchange	20	Sushil Kar College	1
Intracollege Faculty Exchange	30	Sushil Kar college	3

[View File](#)

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NA	NA	NA	Nill	Nill	0

[View File](#)

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
0	Nill	NA	0

No file uploaded.

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
12.5	10.01

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Nill
Value of the equipment purchased during the year (rs. in lakhs)	Nill
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
View File	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
Koha	Partially	18.11.00.000	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	25798	624095	174	58737	25972	682832
Reference Books	0	0	0	0	0	0
e-Books	0	0	0	0	0	0
Journals	0	0	0	0	0	0
e-Journals	0	0	0	0	0	0
Digital Database	0	0	0	0	0	0
CD & Video	0	0	0	0	0	0
Library Automation	Nill	167322	Nill	278102	Nill	445424
Weeding (hard & soft)	0	0	0	0	0	0

| Others(s pecify) | 0 | 0 | 0 | 0 | 0 | 0 |

View File

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

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	Nill	Nill	Nill

No file uploaded.

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	40	11	4	4	0	3	25	50	1
Added	4	2	0	0	0	2	0	0	0
Total	44	13	4	4	0	5	25	50	1

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

50 MBPS/ GBPS

4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
3	1.69	15	13.27

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

The physical, academic and support facilities of the Institution is taken care of by the Management. Yearly review is done of all the facilities available both in-campus and off-campus and initiatives are taken for general maintenance as well as upgradation in order to upkeep and improve the facilities. Advanced facilities are introduced as and when required in order to serve the stakeholders in a better way and to ensure the fulfillment of its stated vision and mission.

http://www.susilkarcollege.com/webdata.php?c=45

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	0	0	0
Financial Support from Other Sources			
a) National	SVMCM and Post Matric Scholarship Central sector scheme	37	374400
b)International	0	0	0
View File			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Career Councelling Programme	07/09/2018	60	NCC, SKC
Mentoring	06/05/2019	8	Department of Philosophy, SKC
Life Skills	16/02/2019	26	Department of Sankrit, SKC
Spoken Sanskrit Programme	12/09/2018	30	Department of SANSKRIT, SKC
View File			

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2018	Career Counselling	0	60	0	0
View File					

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

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus	Off campus

Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					
View File					

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	1	BA	Philosophy	University of Calcutta	MA
2019	1	BA	History	Jadavpur University	MA
View File					

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

Items	Number of students selected/ qualifying
SET	1
View File	

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

Activity	Level	Number of Participants
Republic Day	Institutional	100
Teachers day celebration	Institutional	300
Saraswati Puja50	Institutional	50
Basanta utsav	Institutional	55
Rabindra jayanti	Institutional	34
Independence Day	Institutional	100
Foundation Day	Institutional	500
Annual Social	Institutional	2000
Navin baran	Institutional	1400
Bi-centenary Program on Pandit Iswar Chandra Vidyasagar	Institutional	200
View File		

5.3 – Student Participation and Activities

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

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

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

The college has an active students' council which keeps contact with the students regularly and takes care of the students' welfare both academically and non academically. As per the university rules it is formed through an election process. But this year, there was no election. So the GS and other committee members are selected by the Principal and the GB. The GS represents the students' views and grievances and contributes to a healthy interaction among students and teachers regarding academic, co-curricular and extra-curricular activities of the college. The students' union assists the Principal to organize • games and annual sports • Fresher's welcome and annual social • Different competitions • Publication of college magazine "Sapath" • Blood donation camp and NSS programs The students' union organizes Saraswati puja and celebrates Teachers' Day with great enthusiasm. The union also ensures discipline in the college campus by encouraging the students to follow the rules of the Institution. The GS is the member of the Governing Body. The elected students of the union are also the members of the different subcommittees like cultural, sports, magazine,library,gym and common rooms.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

150

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

100000

5.4.4 – Meetings/activities organized by Alumni Association :

4 meetings

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

VISION: To impart, promote and spread holistic education among students to make them self - reliant and responsible members of the community MISSION: • Empowerment of students in an environment of multiculturalism and egalitarianism • To uphold universal, moral and social values • To develop commitment towards preservation of environment and sustainable development Since ours is a rural college with a large number of students from financially underprivileged, reserved categories, many of whom are first generation learners, our aim is to try and ensure some kind of employability for them through NCC, short term computer courses. The institution has inculcated the practice of decentralisation and participative management for a long time. Various responsibilities are duly distributed among its various stakeholders wherever applicable. For example, there is a Building Committee consisting of the Principal, members of faculty, a chief architect, engineers, and office staff to assist with the planning and execution of the vertical extension of the college. All the college activities and events are conducted and managed by different committees (e.g. Academic Sub-Committee, Admission Committee, Routine Sub-Committee, Library Committee, Sports Committee, Cultural Committee etc.),

with representatives from the faculty members, non-teaching staff members as well as the student community. All the academic departments also believe in participative management, where all class and other duties are shared proportionately all decisions regarding syllabus distribution, class load etc are taken after detailed departmental meetings.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	The College is affiliated to the University of Calcutta, and follows the curriculum set by the University. Faculty members regularly attend the syllabus-related workshops organised by the University and give their feedback wherever there is scope.
Teaching and Learning	1.Educational Excursions 2. Inter-departmental lectures 3. Guest Lectures from Faculty of other Colleges 4. syllabus-oriented and G.K based quiz competitions
Examination and Evaluation	All year round evaluation through class tests, tutorials, student seminars/presentations keeps the students in touch with their subject. It also enhances and helps students grow in confidence for University examinations. Parent teacher meetings are conducted for students who have low attendance and are those who have not performed well in college. An Examination Committee is in place to ensure smooth conduct of University exams. It held regular meetings before the commencement of exams to chalk out the norms and made all faculty aware of the same for proper functioning.
Research and Development	Faculty members and students make presentations at various seminars within and outside college and are encouraged to continue with further research. Research by the Faculty has been published in books and journals. The College has a Journal Club, which meets frequently, where Faculty members talk about their areas of expertise/research enabling a cross-discipline enrichment of minds. e.g. most faculty members participated in an International webinar on Higher Academics in South Asia: Changing Perspectives organised by Sarsuna

	College (25-26 Feb, 2019) Faculty members are granted Study Leave (as per Govt. norms) to conduct their research (Ph.D or higher degrees)
Library, ICT and Physical Infrastructure / Instrumentation	1. Regular maintenance and upgradation of the existing infrastructure like clean drinking water through aquaguards, canteen facility, equipment for outdoor games like cricket, football, badminton etc. 2. Procurement of instruments by different departments, specially the science departments (Physics, Chemistry, Comp. Sc.) for augmenting the Laboratories. 3. Buying books to update the Library as per new syllabus needs.
Human Resource Management	According to the total workload, attempt is made to appoint appropriate number of staff, though this is subject to the constraints of Govt. norms/regulations and finance. and To keep them motivated and encouraged. Faculty development programs conducted to enhance the skills of teaching and non teaching staff (e.g Comp.Sc dept organised a workshop for the faculty to make them cognisant with the use of smart classroom set-up). Constant Communication is maintained between the management and staff to ensure effective relationship. The allotment of work is done according to the specialization and skills of the employees to ensure that right person is appointed for the right job.
Industry Interaction / Collaboration	Contact with Subhasgram Power Grid, Monetary help received for water harvesting from P.C.Chandra Group, under their CSR scheme
Admission of Students	Admissions are done as per the norms laid down by University of Calcutta and as per the Reservation Policy of the Govt. of West Bengal. A dedicated admission committee is constituted for guiding students and guardians throughout the admission process. All relevant notices are displayed on the college Notice Board, as well as the college website. Merit List is published online,maintaining full transparency.

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

E-governace area	Details

Planning and Development	Data stored digitally pertaining to admissions with respect to total number of forms filled up, final enrollment figures helps in identifying trends in admission, enabling the institution in future plans. Demand for offered courses also helps assess their popularity and subsequently has an impact on decisions such as requesting increase in seats.
Administration	Staff Payroll operations , student results storing , placement services all are done electronically. Automation process of the Library was started in this session.
Finance and Accounts	75 of the fees submission process is done online. 100 shift to online mode is on our agenda, but we have to keep in mind the convenience of students too, in some emergency cases. All ledger records are maintained through Tally ERP. Staff salary notification and generation of salary slips is done online.
Student Admission and Support	Online submission of applications, online admissions, online payment of fees.
Examination	As per University of Clacutta examination system

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	NA	NA	NA	0
2019	NA	NA	NA	0
No file uploaded.				

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

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

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher

Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course in Quantitative Techniques on Economics: Methods and Application	1	12/11/2018	04/12/2018	23
FDP on Data analytics	1	05/04/2019	06/04/2019	2
Orientation Programme	1	06/08/2018	04/09/2018	28
View File				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
7	7	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Teaching and Non-teaching Employees • Child Education Allowance: All Teaching and Non-Teaching employees have been reimbursed Child Education Allowance as per prescribed norms of Govt. Of India from class nursery to XII as per Government of India rules. • Child Care Leave: Child Care Leave is granted to faculty and non-teaching staff as per Government of India rules.	Teaching and Non-teaching Employees • Child Education Allowance: All Teaching and Non-Teaching employees have been reimbursed Child Education Allowance as per prescribed norms of Govt. Of India from class nursery to XII as per Government of India rules. • Child Care Leave: Child Care Leave is granted to faculty and non-teaching staff as per Government of India rules.	Student Aid fund. Students from economically challenged backgrounds are granted fees waivers if found eligible. Meritorious students, securing 1st class in their university exams, or performing well in sports/athletics are given monetary rewards. It is always ensured that any student-aid scheme started by the Govt. is kept track of, and any benefit is immediately passed-on to the eligible students, with minimum delay possible. A Grievance Redressal Cell, an Anti-Ragging Cell and a Prevention of Sexual Harrassment Committee is in place to address any complaints if they arise.

6.4 – Financial Management and Resource Mobilization

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

YES, Internal Audit is done by the Faculty members of the Dept. of Commerce. External Audit done by the Chartered Accountants firm- Bhaumik and Associates (Address: BB-8/8, Salt Lake City, Kolkata-700064) recommended by Directorate of Higher Education, Govt. of West Bengal.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
Nill	**0**	**NA**

View File

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	**No**	**Nill**	**Yes**	**self-appraisal forms, attendance registers duly scrutinised by Principal and IQAC**
Administrative	**Nill**	**Nill**	**Yes**	**attendance registers of support-staff are checked by Principal and IQAC coordinator to keep track of workload and proper disbursement of duties. All staff made aware of introduction of PFMS,HRMS, CBCS system.**

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

NA

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

1. PFMS meeting by RUSA 2. WBHS workshop 3. Computer skill Development of staff by the Computer Dept.

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

1. Development of Laboratories 2. Development of Classrooms and infrastructure 3. Building Hostels for students coming from remote places

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	One-Day Workshop to commemorate 125th Birth Anniversary of S.N.Bose (funded by S.N.Bose National Fund)	20/12/2018	20/12/2018	20/12/2018	75
2019	International Seminar, Dept. of Bengali- "Bangla Sahityer Gati Prakriti", in collaboration with Diamond Harbour University.	07/01/2019	07/01/2019	07/01/2019	75
2019	ICSSR (MHRD) Funded 2day National Seminar	26/04/2019	26/04/2019	27/04/2019	100
View File					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Gender Consciousness: It's relevance	08/03/2019	08/03/2019	52	45

in Indian Society				

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

Percentage of power requirement of the University met by the renewable energy sources
The College has initiated the use of LED bulbs and tubes in the Classrooms and Campus. There are approximately 50 tube lights and 100 bulbs inside the Campus. The LED bulbs are of 30 watts and tube are of 20 watts. These have been installed replacing the 80 watts CFL lights. The facilities has been operational since 2018-19. Annual Lighting requirements met through LED bulbs in 2018-19 : _____ (SubrataNaiya) of power requirement of the College met by the renewable energy sources in 2018-19 : 0

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	2
Provision for lift	Yes	2
Ramp/Rails	Yes	2
Braille Software/facilities	No	0
Rest Rooms	Yes	2
Scribes for examination	No	0
Special skill development for differently abled students	Yes	2
Any other similar facility	Yes	1000

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	Nill	Nill	Nill	Nill	Nill	Nill	Nill

View File

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

Title	Date of publication	Follow up(max 100 words)
E- College Brochure College Magazine (Shapath) for college students.	06/12/2019	Notices regarding code of conduct put up in the College Campus, corridors, Library and Common room

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants

UnnatBharat Abhiyan	27/06/2019	27/06/2019	120
International Seminar by Bengali Department	07/01/2019	07/01/2019	150
Spoken Sanskrit Programme organized by Sanskrit Department	Nil	Nil	Nil
Study Tour organized all Department to various places like Indian Museum, Victoria Memorial etc	Nil	Nil	Nil

[View File](#)

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

Since the college is located in a village so there is an abundance of trees. There is also a big football ground where all college extracurricular activities and N.C.C training is performed. Regular maintenance of the campus is undertaken and apart from it the following measures is taken during 2018-19 : 1) N.C.C undertakes activities like tree plantation and green campus every year with special programme on 5th June and 15th August every year. 2) N.S.S undertakes planting of new trees and preservation of existing trees in the 5 adopted village of the college every year. 3) Solar Lights installation 4) LED Lights installation 5) Rain water harvesting practiced during 2018 to 2020 through the ground water re-charge reservoir. 6) 'No Plastic Zone'declaration in the Campus. 7) Encouragement to paperless office through the use of mail, online banking facilities. 8) Encouragement to use bi-cycle and battery operated vehicle in the Campus. 9) 'No Horn' zone declaration 10) Dry and wet waste disposal in underground pit.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1) The College is situated in rural areas and majority of the students are from rural backgrounds and first generation learners. The College tires to ensure employability of the students apart from the academic field. The N.C.C unit of the College in one way through which the students find employment as well as perform the duty of serving the nation. In the year 2018-19 atleast 2 student of the College found employment in the West Bengal Police Force and BSF. 2) Another practice is the financial incentive given to students who have secured good grades and achievement in University examination and University or District Sports.

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

http://www.susilkarcollege.com/webdata.php?c=46

7.3 – Institutional Distinctiveness

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

Institutional Distinctiveness The college is situated in the Ghoshpur Village

of the South 24 Parganas district. The students of the College mostly belong to the scheduled caste and are first generation learners. Therefore, the students lack proficiency in English and communication skills. Given these background it has been a constant endeavor of the College to improve the academic upliftment of the students. Apart from the Teaching Learning process the various department organize mentoring, counselling, interactive lecture session field tour etc to improve the students academically. Our students have secured high position in University exam, secured first class and have pursued higher studies in various universities. Another distinctive effort taken by the College is to inculcate sportsmanship spirit in the students. The N.C.C unit and the College Gymnasium provides the students an opportunity to be physically fit as well as serve the nation. Many students have been benefitted and have been employed in the west Bengal Police force and Indian Border Security Force. Last but not the least the College also fulfills the commitment towards the society and environment through the adoption of the various schemes like Unnat Bharat Abhiyan and Banabithi. The Unnat Bharat Abhiyan programme has adopted five villages to promote all round developmemt of the inhabitants. Various programmes like medical camp, distribution of books and educational stationary have been undertaken. Thus the college given the limitation constantly thrives to achieve excellence and all round development of students.

Provide the weblink of the institution
http://www.susilkarcollege.com/webdata.php?c=44

8.Future Plans of Actions for Next Academic Year

The future plan of the College can be elaborated under the following categories: Administrative Plan—The College is undertaking an expansion programme with the construction of a new building where the Science (Physics and Chemistry) Laboratories will be constructed. The College office will be transferred to this new building with all modern student-friendly facilities. Library automation and procurement of new books according to the new CBCS format are also undertaken. Academic Plan – The affiliating University has introduced Choice Based Credit System from the academic year 2018-19 which requires the organization of workshops, and preparation of a Teaching plan for the teachers. Orientation Programmes for the students has to be organized to acquaint the students to the new system.