

SELF - STUDY REPORT OF SUSIL KAR COLLEGE



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Part-I

I. PROFILE OF THE COLLEGE

6. Dates of UGC recognition :

	Date	Month	Year
i. Under 2(f)	01	01	1973
ii. Under 12(B)	01	01	1973

(Certificate of recognition u / s 2(f) and 12(B) may be enclosed)

7. Does the University Act provide for autonomy ?

Yes No

If yes, has the college applied for autonomy ?

Yes No

8. Campus area in acres / Sq. mts :

One acre (approx.).

9. Location of the college :

Urban

Semi-Urban

Rural

Tribal

Any Other (specify)

10. Current number of academic programmes offered in the college under the following categories:(Enclose the list of academic programmes offered)

Programmes	Number
UG	B.A., B.Com., B.Sc(Eco-Science)
PG	
Certificate course	Computer
Diploma	
PG Diploma	
M.Phil	
Ph.D.	
Any other	
Total	4

11. List the departments in the college, faculty wise :

Faculty of Science	
Departments:	Economics, Mathematics, Defence Studies
Faculty of Arts	
Departments:	Bengali, English, Political Science, History, Philosophy, Economics, Defence Studies
Faculty of Commerce	
Departments:	Accountancy, Marketing Management
Any Other	
Departments:	

12. Give details of the self-financing courses offered by the institution .

Programme	Level of Study	Cut-off marks for admission at entry level in %	Student Strength
i. Computer Fundamentals	Certificate	Pass-marks (30%) in Madhyamik Exam.	11
ii. Computer Maintenance	Certificate	Pass-marks (30%) in Madhyamik Exam.	10
iii. Desk Top Publishing	Certificate	Pass-marks (30%) in Madhyamik Exam.	17

13. State the norms and procedure for recruitment of teaching and non-teaching staff of the college (Details may be enclosed) :**A. Teaching staff :**

On selection of teaching candidates, names are recommended by the college service commission and subsequently the college Governing Body gives appointments and later on such appointments are forwarded to the DPI, Govt. of West Bengal who gives final approval and fixes up the pay etc.

B. Non-teaching staff :

- i) Whenever vacancies occur the college intimates the DPI, Govt. of W.B. who forwards those to the Employment Exchange. The Employment Exchange then sends/ forwards names to the college as recommendations and subsequently the G.B. gives appointments and forwards those to the DPI for approval and pay fixation.
- ii) In case the recommended candidates from the Employment Exchange are not accepted, fresh advertisements are made and appointments are given.

17. Details of the last two batches of students :

	Batch--I			Batch--II		
	Year of entry: 2001			Year of entry: 2002		
	UG	PG	Total	UG	PG	Total
Admitted to the programme (entry year)	496		496	474		474
Drop-outs • Within four months of joining • Afterwards	274		274	135		135
Appeared for the final year examination	222		222	339		339
Passed in the final exam.	193		193	332		332
Passed ins first class						
Ranks, if any						

18. Give a copy of the last annual budget of the college with details of plan an non-plan revenue / expenditure. (Attach separately)

Enclosed.

19. What is the institution's "unit cost" of education? [unit cost = total annual expenditure budget (actual) divided by the number of students enrolled]. Unit cost calculated excluding salary component may also be given.

2004-05

$$\begin{aligned} \text{Unit Cost} &= \frac{\text{Revenue Expenditure(Excluding Salary) + Capital Expenditure}}{\text{Total No. of Students}} \\ \text{(Excluding Salary)} &= \frac{\text{Rs.329498} + \text{Rs.938155}}{1100} = \frac{\text{Rs.1267653}}{1100} = \text{Rs. 1077.} \end{aligned}$$

20. What is the temporal plan of academic work in college :

- Semester system
- Annual system
- Credit system
- Any other (specify)

21. Tick the support services available in the college from the following :

- Central library

Computer Centre	<input checked="" type="checkbox"/>
Health Centre	<input checked="" type="checkbox"/>
Sports facilities	<input checked="" type="checkbox"/>
Press	<input type="checkbox"/>
Workshop	<input type="checkbox"/>
Hostels	<input type="checkbox"/>
Guest house	<input type="checkbox"/>
Housing	<input type="checkbox"/>
Canteen	<input checked="" type="checkbox"/>
Grievance redressal cell	<input checked="" type="checkbox"/>
Non-resident centre	<input type="checkbox"/>
Common room for day scholars	<input checked="" type="checkbox"/>
Any other(specify)	

22. How many have passed the following examinations in the last five years?

UGC-CSIR (NET) Examination	
UGC-SLET Examination	One
GATE	
Indian Civil Services Examinations	
GRE	
TOEFL	
GMAT	
Any other (specify)	

23. How many UGC-CSIR / GATE qualified candidates have registered for research in the college?

Nil.

24. Furnish the following details(in figures) for the last three years :

	<u>2002-03</u>	<u>2003-04</u>	<u>2004-05</u>
• Working days of the college	256	254	248
• Working days of the library	256	254	248
• Teaching days of the college	173	162	178
• Books in the library	16,110	16,907	17,858
• Journals / Periodicals subscribed by the library			
National :	Nil.		
International :	Nil.		
• Computers in the college	08	01	10
• Research projects completed and their total outlay	Nil.		
• Teachers who have received national recognition for teaching / research consultancy	None.		
• Teachers who have received International recognition for teaching / research consultancy	None.		
• Teachers who have attended international seminars	Six teachers.		
• Teachers who were resource person at national seminars / workshops	Dr. P. Ghosh		

25. Give the number of ongoing research projects and their total outlay.

Nil.

26. Does the college have collaborations / linkages with international institutions ?

Yes No

If yes, list the MOU's signed and furnish the important details of those collaborations.

27. Does the management run other educational institutions besides the college ?

Yes No

If yes, give details.

28. Give details of the resources generated by the college last year through the following means :

Source of funding	Quantum (Rs.)
i. Donations	Nil.
ii. Fund raising drives	Nil.
iii. Alumni Association	Nil.
iv. Consultancy	Nil.
v. Self-financing courses	Nil.
vi. Any others	Nil.

Part-1

II. CRITERION-WISE INPUTS

- c) **Elective option** Options are decided by the college within the framework of the University of Calcutta.
- d) **Non-core options** Not in existence.

7. How often are the existing curricula for a subject reviewed and updated?

The University decides in principles the review and update the existing curricula as and when it thinks justified. The results of the same are forwarded by the University to the institutions in due course.

8. What are the courses introduced by the college during the last three years? Give details.

Computer courses under West Bengal State Council of Technical Education.

9. How long does it take to introduce a new programme of study after it has been conceptualized?

On conceptualization the introduction of new programmes of study does not take long time to be materialised (as experienced in the case of Honours courses in English, Economics, History and Philosophy and also general combination subjects in the department of Mathematics). The pre-conditions being by the Higher Education Council (HEC) that teachers in the introduced programmes would not be provided for the first year.

10. What are the contributions of the institution to the curriculum design of the University?

Curriculum design is entirely done by the University.

11. Has there been an academic audit by the University?

Yes,

- a) Visit by the University Inspector of the Colleges' team.
- b) Visit of the University inspection team during the holding of University Final Examinations.

12. Furnish details of the following aspects of curriculum design:

a) Innovation such as modular curricula

Not much can be done as this aspect is the domain of the university. However, the teachers are invited at times to the curriculum design workshops. But such activities are not held at regular intervals.

b) Inter / multi - disciplinary approach

We arrange seminars, guest lectures etc. time to time.

13. Is there any mechanism to obtain feedback from academic peers and employers on teaching programme?

No separate mechanism exists. It is done through the concerned department only.

14. Give details of College- industry- neighborhood networking, if any?

Not yet started.

15. Any other highlights.

Criterion II : Teaching-learning and Evaluation

1. How are students selected for admission into various courses?

- a) through special entrance tests
- b) through interviews
- c) through their academic record
- d) through combination of the above

It is as per the laid down rules of the C.U.

2. a. Is there a provision for assessing students' knowledge and skill for a Particular programme (after admission)?

Yes No

If yes, cite examples.

b. Does the college provide bridge/remedial courses to the educationally disadvantaged students?

Yes No

If yes, cite examples (any UGC assistance received in this regard may be indicated).

c. How are advanced learners challenged to work ahead of the rest?

They are advised to join the P.G. Programmes generally.

3. Does the college encourage the teachers to make a teaching plan?

Yes No

If yes, give details.

At the start of academic session syllabi were used to distribute among the teachers of the respective departments by the HODs. Now a laid down teaching plan has been introduced to be more systematic and keeping of records.

4. Are syllabi unitized according to teaching schedule through the Semester/year?

Yes No

If yes, give details of implementation in terms of monitoring, mid-course correction, etc.

- i) HODs get feedback through the staff and teaching plan of the respective departments.
- ii) Mid-course examinations at the end of the year are conducted to assess the progress of the taughts and subsequently more corrective measures are adopted through results analysis.
- iii) Stress for completion of the syllabi of the courses are carefully monitored by the teachers at the end of the academic year normally. Besides students are motivated in solving question papers of previous years as a means of practice by themselves. In addition to the normal completion of the syllabi many special classes are conducted by the teachers as further preparatory measures.

5. How does the college supplement the lecture method of teaching with other learner-centered teaching methods?

- i) LCD, OHP, Sound System.
- ii) Practicals.
- iii) Field Trips.
- iv) Educational Excursion.

6. Is there a facility to prepare audio visuals and other teaching aids ?

Yes No

If yes, give details.

- i) There is a gallery-room / lecture theatre with provisions for screen-wall.

- ii) Internet facilities.
- iii) LCD & OHP.

7. Furnish the following (for the last two years):

	<u>2003-04</u>	<u>2004-05</u>
• Teaching days	162	178
• Working days	254	248
• Work load	21Classes	21Classes
• Ratio of full-time teachers to part-time teachers	18:10	16:10
• Ratio of teaching staff to non-teaching staff	18:12	16:17
• Percentage of classes taught by full time faculty	82.58 %	75.66 %

8. Are evaluation methods communicated to students at the beginning of the year?

Yes No.

If yes, give details,

Evaluation methods like class tests, annual examinations, test examinations as well as pattern of examination papers and the schedule of examinations are communicated by the prospectus and counselling by the teachers.

9. Does the college monitor the overall performance of students to ensure the achievements of the course objectives ?

Yes No.

If yes, give details,

- i) Class tests.
- ii) Annual examinations.
- iii) Test examinations.
- iv) Counselling.
- v) Attendance is carefully monitored and defaulters are regularly pulled up.

10. How are teachers recruited ? When and how are new teaching positions created ? give details .

Requisitions are sent by the college, maintaining the roster for SC/ST/OBC as per rules, to the West Bengal College Service Commission who selects and recommends candidates to fill in the vacancies. Governing Body of the college gives appointment on the basis of such recommendations for which approval are received from the State Government.

On the basis of the work-load in a department, the college G.B. sends requisitions to the D.P.I., Govt. of West Bengal who after verifications gives approval to the creation of new post usually. But in Case of non-acceptance or refusal by the D.P.I. for the time being, the college at its own recruits part-time teachers to combat the extra work-loads and their salary also are provided from the college fund.

In the case of colleges, where appointment is made by the college, give the following details for the last two years:

Category of the Vacancy	Month and Year of			
	Advertisement	Appointment of selection committee	Selection Committee Meeting	Appointment letter to candidates
S	Either in newspaper or walk-in interviews.	Consisting of Principal, HOD, members of GB and senior teachers.	Immediately after the interview.	Within next seven days from the date of selection committee meeting.
G				

11. Provide the following information about the teaching staff recruited during the last two years.

Teaching staff recruited from		
Same State		Other States
Same institution	Other institutions	
Nil	Yes	None

12. Does the college have the freedom and the resources to appoint and pay temporary/ad-hoc teaching staff ?

Yes No

If yes , give details of their salary structure and other benefits that they may be entitled to.

If no, how are additional projects/expansion managed ?

By appointing part-time teachers only.

13. Number of teaching staff who have attended seminars/conferences/workshops as participants/resource persons in the last two years .

	Participants	Resource persons
National level	19	1
International level	6	0

14. Does the college follow the Self-appraisal method to evaluate the performance of the faculty in teaching, research and extension ?

Yes No

If yes, how are teachers encouraged to use the feedback ?(A copy of the format in use may be enclosed)

Teachers fill in their Self-appraisal report at their own according to the teaching plan distributed by the HODs at the start of the new academic session. And in some cases some teachers who are entrusted with the administrative jobs fill in the same in the self-appraisals

15. Does the college follow any other teacher performances appraisal method ?

Yes No.

If yes, give details of the same and state how the results of the appraisal are used.

- Other teachers performance appraisal are monitored by the Principal in consultation with the HODs of the respective departments.
- Recently, for further corrective measures student appraisal of teachers has been introduced from the academic session 2005-06.

**16. Does the college collect student evaluation on campus experience ?
(You may go through samples of feedback formats given at the end of the manual)**

Yes No

If yes, what is the significant feedback from students and has been used ?

We have planned to start student evaluation on Campus experience w.e.f. current session.

17. Does the college conduct refresher courses/ seminars/ conferences/ symposia/workshops programmes for faculty development ?

Yes No

If yes, give details.

The departments organize seminars from time to time for faculty development.

18. Give details on a few faculty development programmes and the number of teachers who benefited out of them , during the last two years.

Faculty development programme	Beneficiaries
Refresher Courses	6
Orientation Courses	5
Study leave for Ph.D.	1
M.Phil/Ph.D./Research	6
Other Assignments:	
a) Seminars	State : 8 + National : 13 + International : 6 = Total 27
b) Workshops	6

19. How many members of the faculty have received teaching awards ?

None.

20. Give details of the contribution of the faculty in different committees of the college and the University .

Details of the different committees of the college are attached to the Appendix.

21. Furnish information about significant teaching innovations of the college.

None.

22. What are the National and International linkages established for teaching and/or research?

Nil.

19. Any other highlights :

8. Provide details of the ongoing research projects :

Total no. of projects	N.A
Total outlay in Rs.	N.A

9. Give details of ongoing projects funded by external agencies :

Funding agency	Amount(Rs.)	Duration(years)	Collaboration, if any
N.A.	N.A.	N.A.	N.A.

10. Does the college have a publication division ? if yes, give details of the authors and the number of titles published in the last two years.

Nil.

11. Does the college offered consultancy services ?

Yes No

If yes give details.

12. Does the college have a designated person for extension activities ?

Yes No

If yes , indicate the nature of the post.

Full time part-time Additional charge

13. Indicate the extension activities of the college and its deatails.

- | | | | |
|-----------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| i. Community Development | <input checked="" type="checkbox"/> | ii. Training in Disaster Management | <input type="checkbox"/> |
| iii. Health and hygiene awareness | <input checked="" type="checkbox"/> | iv. Medical camp | <input type="checkbox"/> |
| v. Adult education and literacy | <input checked="" type="checkbox"/> | vi. Blood donation camp | <input checked="" type="checkbox"/> |
| vii. AIDS awareness | <input checked="" type="checkbox"/> | viii. Environment awareness | <input type="checkbox"/> |

Any others:

ix.

x.

14. Are there any outreach programmes carried out by the college other than

NSS and NCC (for example, Population Education Club, Adult Education, National Literacy Mission ,etc.) ?

Yes

No

15. How are students and teachers encouraged to participate in extension activities ?

Staff Co-ordinator of the NSS has encouraged the students to community development, Social work, Adult education and literacy, AIDS awareness, health and hygiene awareness. Repairing of dam of the nearby canal, making roads and latrines in the neighbouring villages are being done under these programmes. They time to time visit different local villages and select a group of families for adult education and literacy. Similarly, AIDS awareness and health and hygiene awareness programmes are undertaken by them. Blood donation camp is also arranged by the college with the help of the NSS and NCC wings.

16. Does the college work and plan the extension activities along with NGO's and GO's ?

No.

17. Any other highlights :

CRITERION IV : Infrastructure and Learning Resources .

A. General physical Infrastructure .

1. Enclose the master plan of the college campus indicating the existing building and the projected expansion in the future.

Enclosed.

2. How does the college plan to meet the need for augmenting the infrastructure to keep pace with academic growth ?

The college has several sub-committees to look after the need. They prepare necessary

documents pertaining to the following for approval from the Governing Body :

- Structural modification catering to the need of class rooms, library, office rooms, construction of new buildings etc.
- Repairing work
- Procurement of books, blackboards and other teaching aids, sports kits etc.

3. How does the college maintain its infrastructure?

Various sub-committees and departments look after the necessity of maintenance regarding

- Repairing of buildings etc.
- Purchasing of books and other teaching-aids
- Purchasing of office equipments
- Purchasing and replacements of Computer and other accessories.
- Purchasing of Sports kits etc.

Concerned sub-committees place the need before the Governing body for approval. On receipt of the approval from the Governing body, the sub-committees take appropriate action for implementation of work with funds available from the following :

- Fees of the students.
- Financial support provided by U.G.C.
- Financial assistance sanctioned from M.P/M.L.A./ZilaParisad/W.B.Government.

4. How does the college ensure optimum utilization of its infrastructure facilities?

- Regular classes, college and university examinations are held.
- The college auditorium is used for cultural activities like debate, music competition etc. and also for musical examination under Pracheen Kala Kendra, Chandigarh.
- Seminars/Lectures on special topics by resource persons are organized occasionally.
- The auditorium is also used for Blood-donation camp and Polio booth.
- The college ground is used for sports and games by the college students.
- The college playground is also permitted to use for sports and games and other cultural activities by neighbouring schools and local people.

5. Does the college encourage use of academic facilities by external agencies ?

Yes

No

6. What efforts are made to keep the campus beautiful and pollution free ?

Sub-Committees enmarked for “Building Construction and Maintenance” take care of the

following :

- Painting and Repairing work.
- Regular cleaning of the premises by sweepers and NSS volunteers.

Since the college is located in a village area and far away from the industrial belt, with full of greeneries, the college is totally pollution free.

7. Is there a central computer facility in the college?

Yes No

If yes, give the configuration and other hardware and software details.

SOFTWARE Details

Total No. of Machines : 14 (one P-4, five P-3 & eight CELERON)

Software Available : WINDOWS 98 (Second Edition), MICRSOFT OFFICE 2000, COREL DRAW 11, ADOBE PAGEMAKER 7.0.1, ADOBE PHOTOSHOP 7.0.1

HARDWARE Details

Total No. of Machines : 3 (one P-4, one P-3 & one CYRIX)

Others : HUB (8 PORT), LAN CARD (three), HDD 40 GB (two), FDD (four), CD WRITER (two), SCANNER (one), LASER PRINTER (one), DOT MATRIX PRINTER(one), 30 MHZ. DUAL BAND OSCILLOSCOPE (one), etc.

8. Give the working hours of the Computer center and its access on holidays and off hours.

- 10-30 a.m. to 4-00 p.m. (from Monday to Thursday)
- In addition, some special classes are taken on other weekdays.
- Centre remains closed during the University holidays.

9. How many departments have computers of their own? Give the configuration and other details.

Nil.

10. What is the output of the centre in developing computer aided learning packages in various subjects during the last three years.

- A number of slide shows and softwares animations have been developed to impart knowledge among students.
- College has already developed a Website to provide information regarding the college and the registration system of the students.

11. How are computers and their accessories maintained in the computer centre and other locations of the college ?

- Mainly the experts from outside maintain the computers and their accessories.
- The computer centre runs Hardware courses. The students of those courses also maintain the computers and their accessories.

12. Does the college make use of the services of inter university centers like IUCCA, CEC, INFLIBNET .

No.

13. What are the various health services available to the students, members of the teaching and non-teaching staff of the college ?

- The college students are the members of the “ Students’ Health Home.” So the students get medical services from there.
- There is a sick room in the college which is being used by the students, staff and sometimes by local people also.

14. What are the physical and infrastructure facilities available in the sports and Physical education center ? Give details .

- There are indoor games facilities like Chess, Carom, Table tennis.
- Football, volley ball, annual sports meet, inter class football and cricket competitions are held in the college playground within the college campus.
- There is a Multi-Gym in the college for the college students only.

15. What are the incentives given to outstanding sports persons ?

- We encourage the college students to participate in sports and games for University and various competitions at district level.
- The participants in various sports activities are excused from attending the college classes by substituting with instructional guidance by the teachers.
- Trophies, Prizes and certificates are given to outstanding sports persons.

16. Give details of the participation of students during the last year at the university, state, regional, national and international meets.

	Participation of students	Outcomes
State		
Regional	<ul style="list-style-type: none"> • Non-government sports meet (football), 2005 at the district level. • Non-government annual sports meet, 2004 	Semifinalist One gold and one bronze
National		
International		
University	<ul style="list-style-type: none"> • A student, named Debaprasad Sardar was selected in the university football team. • A student appeared in the inter-university swimming competition, 2005. 	Second position

17. What are the major physical and infrastructure facilities available in the workshop and center for instrumentation ?

Not Applicable.

18. What percentage of students have hostel accommodation ?

Not Applicable.

19. Give details of the hostel facilities available in the campus ?

Not Applicable.

20. Any other highlights:

- N.C.C. Parades for the college cadets are held in the college ground regularly.
- Various programmes are organized by the N.S.S. programme officer and volunteers in the college ground.

B. Library as a Learning Resource

1. a. What are the working hours of the library?

- > **On working days** : 10 A.M. to 5 P.M. > **On holidays** : Closed
 > **Prior to examination** : 10 A.M. to 5 P.M.

b. Does the library provide open access to students? Yes No

2. Mention the total collection of documents

- | | | | |
|--|-----------------------------|-----------------------------------|-------|
| > Books | 17, 858 (as on 31.03.05) | > Text Books | 7,478 |
| > Current Journals | | > Peer reviewed Journals | 0 |
| ■ Indian | One | | |
| ■ Foreign | Nil | | |
| > Magazines | Six | > Back Volumes of Journals | Forty |
| > Reference Books | 7,848 | > E-Information Resources | Nil. |
| | | • CD's / DVD's | Nil. |
| | | • Databases | Nil. |
| | | • Online Journals | Nil. |
| | | • AV Resources | Nil. |
| > Special collection | | | |
| • UNO Depository Center | None | | |
| • World Bank Repository | None | | |
| • Materials acquired under special schemes (IEEE, ACM, NBHM, DST etc) | None | | |
| • Competitive Examinations | Four Journals | | |
| • Book Bank | 5008 Books (as on 31.03.05) | | |

- Braille Materials None
- Manuscripts None
- Any other (please specify) 28 Bibliographics

3. Give the number of books / journals / periodicals that have been added to the central library during the last two years and their cost.

	The Year before last (03-04)		The Year before (04-05)	
	Number	Total cost (Rs)	Number	Total cost (Rs)
i. Text books	664	71,541	616	89,141
ii. Other books	133	26,211	335	53,413
iii. Journals / periodicals	31	2010	25	375
Any others				
iv. Computer library books			381	10,242
v. Syllabus in different subjects	12	190		

4. Mention the

- (i) Total carpet area of the central library (in sq. mts.) [230 sq.mts.]
 (i i) Total number of departmental libraries [One]
 (i i i) Average carpet area for the departmental libraries [36 sq.mts.]
 (iv) Seating capacity of the library [50]

5. Give the organizational structure of the library.

- (i) Total no. of staff Four
 a. Professionals (with Qualifications) Two
 b. Semi-professionals None
 c. Others Two
 (i i) Library advisory committee Yes

6. Staff development programmes

- (i) Refresher / orientation courses attended None
 (i i) Workshops / Seminars / Conferences attended Two
 (i i i) Other special training programmes attended

7. Are the library functions automated? Yes No

If yes:

- (i) Fully automated (i i) Partially automated
 (i i i) Name the application software used N.A.

8. What is the percentage of library budget in relation to the total budget

of the College?

6.718%

9. Does the library provide the following services / facilities?

- Circulation services
- Clipping services
- Bibliographic compilation
- Reference / referral service
- Information display and notification services
- Photocopying and printing services
- User Orientation / Information Library
- Internet / Computer Access
- Digitalization
- Inter-Library Loan services
- National or Regional Networking services
(INFLIBNET / DELNET / INDEST / others)
- Power Backup facility
- Any others (Please specify)

10. Are students allowed to retain books till the examinations are over?

No. Students have to return their books after the Test examinations.

11. Furnish details on the following

- (i) Average number of books issued / returned per day [50 approx.]
- (ii) Number of reference enquiries (users) on an average per month [900 approx.]
- (iii) Number of services delivered per capita per month [3 approx.]
- (iv) Average number of users visited / Documents consulted per month [600 approx.]
- (v) Please furnish the information on no. of Log-ins in to the
E-Library Services / E-Documents delivered per month [None]
- (vi) Ratio of library books to number of students enrolled [17 : 1]

CRITERION V : Student support and Progression .

1. Furnish the following details :

- Percentage of students appearing for the qualifying exam. after the minimum period of study 58%
- Drop out rate 42%
- Progression to employment and further study (UG to PG, PG to Ph.D.) 2-3%
- Prominent positions held by alumni N.A.

2. How many students have passed the following examinations in the last five years?

UGC - CSIR (NET) Examination

UGC - SLET

One (In the year 2000)

GATE

Indian Civil Services Examinations

GRE

TOEFL

GMAT

Any others

3. Does the college publish its updated prospectus annually ?

Yes

No

If yes , what are the contents of the prospectus ?

The prospectus is attached to the Appendix of SSR.

4. What kind of financial aids are available to students from the Central Government, State Government, the institution and others? Give details.

- Post-Matric Scholarship in the form of Stipend for the SC/ST/OBC students from Central and State Government.
- Financial assistance of the poor students are funded through students Aid Fund of the students' union under the supervision of the college authorities.
- Special financial assistance are also accorded to the really needy students by reducing their fees by the college as per rules framed by the State Govt.
- Stipend from BEEDI Worker Welfare Fund, Ministry of Labour, Govt. of India.
- AAMRA Scholarship, a monthly scholarship for education.

5. Mention the number of Students who have received financial aid during the last two years ?

Financial aid		Year before last	Year before
i.	Merit Scholarship		
ii.	Merit -cum- Means		
Any others			
iii.	Post-Matric	432	352
iv.	Beedi Worker Welfare Fund		Two
v.	Muslim Fund		Three
vi.	AAMRA Scholarship		One

6. Does the college have an employment cell and placement officer who offers career counselling to students? If yes, give details of the cell and its office .

i) Employment Cell :

Role : The cell guides the learners to be aware of various kinds of employment opportunities during or after the completion of studies.

ii) Placement officer :

Role : The placement officer, Prof. Pradip Kumar Basu provides the eligible learners recommended by the employment cell to the proper places of vacancies found from the employment oriented newspapers.

7. Do teachers participate in academic and personal counselling ?

Yes **No**

If yes, give details.

Academic counselling by the teachers to the taughts has been a normal practice since inception of the College. But so far personal counselling is concerned, the practice has only been introduced from the corrent academic session and shall be continuing in future.

8. How many students were employed through placement service during the last year ?

	UG students	PG students	Research Scholars
i. Local Firms/ companies	Nil.		
ii. Central Government	Nil.		
iii. State Government	Nil.		
iv. Public sector undertakings	Nil.		

9. Does the employment cell motivate the students to seek self-employment ?

Yes **No**

If yes, how many are self-employed(data may be limited to last 5 years).

The employment cell has only been started with effect from the current academic year.

10. Does the college have an Alumni Association ?

Yes No

If yes, indicate the activities of the Alumni Association.

- i) It was formed three years back and some activities started.
- ii) The committee of the alumni later on could not function in usual manner due to some local inconvenience.
- iii) The alumni has again started its function like preparation of directory of the ex-students, assembling of them occasionally and some other activities have been planned to focus in very near future.

11. How are the policies and criteria of admission made clear to prospective students ?

- i) Through the information projected in the prospectus.
- ii) The admission committee which has recently been formed is committed to look after the whole process of students' interest in respect of the policies and criteria of admission to prospective students which so far been done informally.

12. State the admission policy of the college with regard to overseas students.

N.A.

13. What are the support services given to overseas students ?

i. One window admission service <input type="checkbox"/>	ii. Oversease students office <input type="checkbox"/>
iii. Special accommodation <input type="checkbox"/>	iv. Induction courses <input type="checkbox"/>
v. Socio-cultural activities <input type="checkbox"/>	vi. Welfare programme <input type="checkbox"/>
vii. Police clearance <input type="checkbox"/>	
Any others	
viii.	
ix.	

14. What are the recreational / leisure time facilities available to students ?

- i. Indoor games**
- ii. Outdoor games**
- iii. Nature Clubs**
- iv. Debate Clubs**
- v. Student Magazines**
- vi. Cultural Programmes**
- vii. AudioVideo facilities**
- Any others**

15. Any other highlights :

Criterion VI : Organization and Management

1. Does the college have an efficient internal coordinating and monitoring mechanism ?

Yes No

If yes, give details.

- i) There are different committees formed by statute as well as by the Governing Body of the college.
- ii) These committees always maintain an efficient internal coordinating and monitoring mechanism through which the different activities including academic are in process.
- iii) The Principal in consultation with the HODs as well as members of the G.B. plans and formulate the policies.
- iv) Departmental and Staff meetings are also conducted to overcome various problems under the guidance of the Principal, the HODs, the TCs and Other dignitaries.

2. Were any committees/external agencies appointed during the last three years to improve the organization and management ?

Yes No

If yes, what are the recommendations ?

- i) The library sub-committee recommended cataloging of books under Dewey-Decimal system and computerization at the earliest.
- ii) The Multi-Gym sub-committee which has been formed very recently recommended functioning of the multi-gym (which has been implemented recently)

3. Does the college have an inbuilt mechanism to check the work efficiency of the non-teaching staff ?

Yes No

If yes, give details.

As such, though there is no infrastructure by the authorities for an inbuilt mechanism to check the work-efficiency of the non-teaching staff yet some measures to improve the efficiency in certain cases are taken by the Principal in consultation with the senior teachers and experienced staff.

4. Is there a special committee for preparing the academic calendar ?

Yes No

5. During the last two years have all the decisions of the selection committee been approved by the Governing Body ?

Yes No

If no , give reasons.

6. Does the college conduct professional development programmes for non-teaching staff ?

Yes No

If yes , give details.

7. What is the current tuition and other fee structure in government supported and self financing courses ?**Government supported**

S.No.	Programme	Tuition	Library	Laboratory	Others	Hostel	Mess
1	B.A. Hons.	Rs.75	Rs.50				
	General	Rs.50	Rs.50				
2	B.Com. Hons.	Rs.85	Rs.50				
	General	Rs.60	Rs.50				
3	B.Sc. Hons.	Rs.110	Rs.50				
	General	Rs.85	Rs.50				

Self-financing

S.no.	Programme	Tuition	Library	Laboratory	Others	Hostel	Mess
1	Computer Fundamental						
2	D.T.P.						
3	Maintenance						

There are separate course fees for three computer courses offered. The complete fee structure of different courses mentioned above is attached to the Appendix of the SSR.

8. Have there been changes in the tuition and other fees during the last three years ? Give details .

Enclosed.

9. Furnish the amount spent under the various heads of expenditure last year .

Head of Expenditure	Budget Provided	Amount actually spent in Rs.
Salary A/c (part-time teachers, casual staff and others)	3,27,000	3,47,000
Capital A/c (building, machines and equipments, furnitures, fittings, books etc.)	5,05,000	9,38,000
Maintenance(machines and building, furniture etc.)	1,20,000	40,841
Contingency A/c	32,800	31,629
Audit Fees	3,250	3,250
Travelling	14,750	21,477
Seminar and related expenses	13,000	5,332
Exams, Sports & Games, Students' Union expenses	1,71,300	1,92,964
Electricity charges & related expenses	67,000	85,048
Total	12,54,100	16,66,226

10. During the last two years did the College have a deficit budget

Yes No

If yes, how was the deficit managed?

11. Is there an internal audit mechanism?

Yes No

12. What are the various welfare programmes of the College ? Give details.

- i) Students Aid Fund, through which poor and really needy students are judged and helped out their educational expenses.
- ii) Staff Provident Fund Sub-committee, through which the needy staff are helped out by loans and withdrawals.
- iii) WBCUTA, the Teachers' Association looks after the academic and personal problems as well as the logical demands and grievances of teachers in general.
- iv) Staff are provided with salary advance under special circumstances of need.

13. Is there a grievance redressal cell in the college ?

Yes No

If yes , how does it deal with grievances of the employees and others ?

- i) The college has provided a grievance redressal box in the centre place where students, staff and others can drop complaints, suggestions etc.
- ii) At the end of the week the box is open and the three-man committee formed for the purpose of redressal judges and resolves the matter.

14. List of various loan facilities available to the members of the teaching and the non-teaching staff of the college. What are the requirements and eligibility criteria necessary to obtain loans that are available ?

- i) P.F. loans / withdraws to staff through P.F. sub-committee meetings are granted to the eligible staff as per rules.
- ii) There is a provision for festival advances for the non-teaching staff of the college before each year's puja vacation.
- iii) Recommendations of the college authorities are provided to all categories of permanent staff for house building loans etc.
- iv) Special loan on self and dependants medical ground are accorded to the permanent members of staff.

Only confirmed and permanent staff are eligible for the above and the loans / advances are to be reimbursed by the college from their salaries by March, every year.

15. What is the procedure of the college to purchase major items ?

The purchase committee formed by the G.B. assesses the requirements of any major item and the fund position of the college thereto and thereafter only takes decision of purchasing the same.

16. Any other highlights :

Criterion VII : Healthy Practices

1. Has the college adopted any mechanism / process for internal quality checks ?

Yes



No



If yes, give details.

8. How does the college inculcate civic responsibilities among the students ?

- i) We have plan to inculcate civic responsibilities among the students through the newly formed Discipline Sub-Committee which will monitor regularly on the basis of a code of conduct to be framed.
- ii) Meanwhile, the NCC cadets and the NSS volunteers which are in existence will be entrusted with the same under the guidance and supervision of one or two teachers.

9. What are the efforts of the college towards all-round personality development of the learners ?

Besides regular academic guidance the students will be guided by the teachers with the various activities (like sports and games, group discussions, individual lecturing on topics given by the teachers, debate competitions, quiz contest, musical performances, socio-economic matters and even discussion of community development programmes) by which self-personality to present oneself before the external world can be developed.

10. How is the college geared to achieve its specific goals and objectives ?

- i) Development in personal / academic front of teachers and learners.
- ii) By developing facilities such as building, laboratories, staff relaxation, reading facilities.

11. What are the efforts of the College to bring in “Community orientation” in its activities ?

Staff get-together, staff picnics, welcome / farewells of staff and students etc.

12. Indicate the efforts to promote general / transferable skills among the students such as

- a. Capacity to learn.
- b. Communication skills.
- c. Numerical skills.
- d. Use of information technology
- e. Work as a part of a team and independently.

- a) Students are provided with necessary academic tasks which require them to attend class lectures, library use and sometime personal guidance of the teachers.
- b) Debate, extempore speech etc. are organized through which the participant students in particular get the scope for improving their communication skill and self-dependance.
- c) Courses like Mathematics including Statistics, Commerce, Economics, Computer are there to increase the Numerical skills of the learners.
- d) Widely in use by the students
- e) Inter-class activities, intra-college activities, Navin Baran / farewell etc

13. Any other college specific innovations, which have contributed to its growth.

Nil.

Part-1

III. INPUTS FROM THE DEPARTMENTS

1. Name and address of the department :

BENGALI

Susil Kar College
Champahati, Ghoshpur
24 Parganas (South)

2. Telephone number :

953218-260005

3. Date of establishment of the department : 5th September, 1968

4. Built-up area of the department in sq. m. : Not specified

5. List the different programmes (Level of Study = Certificate / Diploma / UG / PG Diploma / PG / M.Phil. / Ph.D. etc. or equivalent) offered by the department together with the details required below :

Programme	Level of study	Cut-off marks at entry level in %	Student strength
1. Honours	U.G.	i. For General Candidates : Either, (a) 45% marks in the subject and 50% marks in aggregate in H.S. or, (b) 55% marks in the subject and pass marks (30%) in aggregate in H.S. ii. For SC/ST Candidates : Either, (a) 40% marks in the subject and 45% marks in aggregate in H.S. or, (b) 50% marks in the subject and pass marks (30%) in aggregate in H.S.	119
2. General	U.G.	Pass marks (30%) in the subject in H.S.	535

6. Number of teaching, technical and administrative staff of the department:

	Female	Male	Total
Total no.of teachers	3	2	5
Teachers with Ph.D.or equivalent as the highest qualification	0	1	1
Teachers with PG or equivalent as the highest qualification	2	1	3
Teachers with other specific eligible qualification (specify) M.Phil.	0	1	1
Technical staff	0	0	0
Administrative staff	0	0	0

7. Does the department have academic, administrative and financial autonomy ?

	Yes	No
Academic	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administrative	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, to what extent ?		

8. Number of students in the department during the current year :

	Female	Male	Total
Students from the same state where the college is located	Hons.- 42 General-207	Hons.- 77 General-328	Hons.- 119 General-535
Students from other states of India	0	0	0
NRI students	0	0	0
Other overseas students	0	0	0
Grand total	249	405	654

9. Is there a method of assessing the students' academic standing in order to provide enrichment and / or remedial courses?

Yes No

10. Furnish the following details (in figures) :

- **Books in the department library :** 400 (approx.)
- **Journals / periodicals subscribed by the department :** 3 (Three)
- **Computers in the department :** Nil.
- **Research projects completed during the last three years and their total outlay :** Nil.
- **Ongoing research projects :** Nil.
- **Teachers who have attended national / international seminars during the last two years :**
Dr. Sila Basak (Retired) attended 4 national and 3 international seminars.
- **Teachers who have been resource persons at workshops / seminars during the last two years :** Nil.

11. Details of the last two batches of students :

	Batch 1			Batch 2		
	Year of entry: 2001-2002			Year of entry: 2002-2003		
	UG	PG	Total	UG	PG	Total
Admitted to the programme	H-59 G-61	0	H-59 G-61	H-61 G-151	0	H-61 G-151
Drop-outs	H-13 G-22	0	H-13 G-22	H-11 G-78	0	H-11 G-78
Appeared for the final year exam.	H-46 G-38	0	H-46 G-38	H-72 G-79	0	H-72 G-79
Passed in the final exam.	H-40 G-37	0	H-40 G-37	H-68 G-78	0	H-68 G-78
Passed in first class	0	0	0	0	0	0
University ranks, if any	0	0	0	0	0	0

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned : 4 (Four)

Filled : 3 (Three)

13. How often were national / international seminars, workshops etc. organized at the department?

Not yet.

14. Are there any international or national links / collaborations for teaching, research or both?

Nil.

15. (a) List the teaching staff with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority)

Name of the Teaching staff	Designation	Highest	Specialisation	Age	Sex
1.Dr. Anil Roy	Reader	Ph.D.	Fiction	51yrs.	M
2.Smt. Rupa Chattopadhaya	Senior Lecturer	M.Phil.	Comparative Literature	38yrs.	F
3.Smt.Munmun Biswas	Part-time	M.A.	Folk Literature	29yrs.	M
4.Smt. Chitra Mandal	Part-time	M.A.	Fiction	24yrs.	F
5.Sri Prangobinda Karan	Part-time	M.A.	Poetry	25yrs.	M

(b) Experience of the teachers:

Name of the Teacher					Research
	UG	PG	UG	PG	
1. Dr. Anil Roy	25yrs.				6yrs.
2. Smt. Rupa Chattopadhyaya	9yrs.				5yrs.
3. Smt. Munmun Biswas	3yrs.				
4. Smt. Chitra Mandal	Fresher				
5. Sri Prangobinda Karan	Fresher				

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc.?

Nil.

17. What percentage of the teaching faculty is in active research (guiding research scholars, operating projects, publishing regularly etc.)?

Nil.

18. List the major thrust areas within the subject in which research activities are being pursued.

- Nil.
-
-
-
-

19. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (years)	Collaboration, if any
Nil.	Nil.	Nil.	Nil.

20. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, postmortem facilities, experimental surgery and medical facilities etc.) available and acquired over the years?

Nil.

21. What is the total number of publications (add the list) of the department in the last five years?

Nil.

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

Nil.

23. What is the average workload in terms of actual contact lecturers per week per teacher ?

21 lectures per week per teacher.

24. What average time does a teacher spend with students and how much time is spent on committees that deal with academic matters ?

Nearly four hours with students and one hour with various committees.

25. Does the department monitor the overall performance of students through regular assessments?

Yes No

If yes, give methods of assessments.

- i. Regular Assignments to students,
- ii. Tutorial Classes,
- iii. Class Tests,
- iv. Annual and Test Examinations.

26. How do the teachers update themselves for discharging their teaching / research responsibilities? Give details.

- i. Regular use of Libraries,
- ii. Attending Refresher and Orientation courses,
- iii. Acquainted with recent publications,
- iv. Attending Seminars, Workshops etc.

27. What is the annual budget allocation of the college to the department ?

Nothing separately.

28. How much of research funding has been generated by the teachers from other agencies?

Nil.

29. Do the teachers offer consultancy services and earn revenue for the college / department ?

Yes No

If yes, how much has been earned during the last two years? What are the outcomes of the consultancy services provided?

30. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	5 : 3	0	0
Success rate (examination results)	98%	0	0
Progression to higher education rate	15%	0	0
Employment rate	5%	0	0
Ratio of part-time teachers to full-time teachers	1 : 3	0	0
Ratio of academic staff to administrative staff	0	0	0

31. Furnish the following data:

- Ratio of students to teachers : 130 : 1
- Number of research papers published : Nil.

32. Has the department received any special support for teaching or research?

Yes No

33. Any other information which highlights the unique achievements of the department:

During 2005-2006 session number of seats in Honours Programme is increased with the approval of C.U.

Creative writing and academic papers of Dr. Anil Kumar Roy are published regularly in different magazines. He is an author of some books.

1. Name and address of the department : **ENGLISH**

Susil Kar College
Champahati, Ghoshpur
24 Parganas (South)

2. Telephone numbers : 953218-260005

3. Date of establishment of the department : 5th September, 1968

4. Built-up area of the department in sq. m. : Not specified

5. List the different programmes (Level of study = Certificate / Diploma / UG / PG Diploma / PG / M.Phil. / Ph.D. etc. or equivalent) offered by the department together with the details required below :

Programme	Level of study	Cut-off marks at entry level in %	Student strength
1. Honours	U.G.	i. For General Candidates : Either, (a) 45% marks in the subject and 50% marks in aggregate in H.S. or, (b) 55% marks in the subject and pass marks (30%) in aggregate in H.S. ii. For SC/ST Candidates : Either, (a) 40% marks in the subject and 45% marks in aggregate in H.S. or, (b) 50% marks in the subject and pass marks (30%) in aggregate in H.S.	44
2. General	U.G.	Pass marks (30%) in the subject in H.S.	51

6. Number of teaching, technical and administrative staff of the department:

	Female	Male	Total
Total no.of teachers	1	2	3
Teachers with Ph.D.or equivalent as the highest qualification	0	0	0
Teachers with PG or equivalent as the highest qualification	1	2	3
Teachers with other specific eligible qualification (specify)	0	0	0
Technical staff	0	0	0
Administrative staff	0	0	0

7. Does the department have academic, administrative and financial autonomy ?

	Yes	No
Academic	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administrative	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, to what extent ?		

8. Number of students in the department during the current year :

	Female	Male	Total
Students from the same state where the college is located	Hons.- 28 General- 04	Hons.- 16 General- 47	Hons.- 44 General- 51
Students from other states of India	0	0	0
NRI students	0	0	0
Other overseas students	0	0	0
Grand total	32	63	95

9. Is there a method of assessing the students' academic standing in order to provide enrichment and / or remedial courses?

Yes No

10. Furnish the following details (in figures) :

- **Books in the department library :** Nil.
- **Journals / periodicals subscribed by the department :** Nil.
- **Computers in the department :** Nil.
- **Research projects completed during the last three years and their total outlay :** Nil.
- **Ongoing research projects :** Nil.
- **Teachers who have attended national / international seminars during the last two years :** Prof. Santosh Kr.Muhuri attended International Conferances UGC assisated D.R.S.(SAPIII) in English,University of Calcutta on 10-11th March,2004.
- **Teachers who have been resource persons at workshops / seminars during the last two years :** Nil.

11. Details of the last two batches of students :

	Batch 1			Batch 2		
	Year of entry: 2001-2002			Year of entry: 2002-2003		
	UG	PG	Total	UG	PG	Total
Admitted to the programme	H-0 G-08	0	H-0 G-08	H-26 G-12	0	H-26 G-12
Drop-outs	H-0 G-04	0	H-0 G-04	H-11 G-05	0	H-11 G-05
Appeared for the final year exam.	H-0 G-04	0	H-0 G-04	H-05 G-07	0	H-05 G-07
Passed in the final exam.	H-0 G-04	0	H-0 G-04	H-04 G-07	0	H-04 G-07
Passed in first class	0	0	0	0	0	0
University ranks, if any	0	0	0	0	0	0

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned : 2 (Two)

Filled : 1 (One)

13. How often were national / international seminars, workshops etc. organized at the department?

Nil.

14. Are there any international or national links / collaborations for teaching, research or both?

Nil.

15. (a) List the teaching staff with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority)

Name of the Teaching staff	Designation	Highest Qual.	Specialisation	Age	Sex
1. Santosh Kr. Muhuri	Selection Grade	M.A.	Group-A	58yrs.	M
2. Sharmistha Bhattacharya	Part-time	M.A.	Contemporary British Literature	25yrs.	F
3. Sudipta Das	Part-time	M.A.	American Liter. Cont.Lit.Trends	29yrs.	M

(b) Experience of the teachers:

Name of the Teacher					Research
	UG	PG	UG	PG	
1.Santosh Muhuri	35yrs.				Nil.
2.Sharmistha Bhattacharya	Fresher	Nil.			
3.Sudipta Das	Fresher				

16. How many from the teaching staff have received national / international recognition as fellows, awardees etc.?

Nil.

17. What percentage of the teaching faculty is in active research (guiding research scholars, operating projects, publishing regularly etc.)?

Nil.

18. List the major thrust areas within the subject in which research activities are being pursued.

- Nil.
-
-
-
-

19. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (years)	Collaboration, if any
Nil.	Nil.	Nil.	Nil.

20. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, postmortem facilities, experimental surgery and medical facilities etc.) available and acquired over the years ?

Nil.

21. What is the total number of publications (add the list) of the department in the last five years?

Nil.

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

Nil.

23. What is the average workload in terms of actual contact lecturers per week per teacher ?

21 lectures per week per teacher.

24. What average time does a teacher spend with students and how much time is spent on committees that deal with academic matters ?

Nearly four hours with students and one hour with various committees.

25. Does the department monitor the overall performance of students through regular assessments?

Yes No

If yes, give methods of assessments.

i. Discussions, ii. Model tests.

26. How do the teachers update themselves for discharging their teaching / research responsibilities? Give details.

i. Journals and Reference Books,
ii. Newspapers and Magazines,
iii. College Library,
iv. Seminars, Workshops etc.

27. What is the annual budget allocation of the college to the department ?

Nothing separately.

28. How much of research funding has been generated by the teachers from other agencies?

Nil.

29. Do the teachers offer consultancy services and earn revenue for the college / department ?

Yes No

If yes, how much has been earned during the last two years? What are the outcomes of the consultancy services provided?

30. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	1 : 1	0	0
Success rate (examination results)	32%	0	0
Progression to higher education rate		0	0
Employment rate		0	0
Ratio of part-time teachers to full-time teachers	2 : 1	0	0
Ratio of academic staff to administrative staff	0	0	0

31. Furnish the following data:

- Ratio of students to teachers 32 : 1
- Number of research papers published Nil.

32. Has the department received any special support for teaching or research?

Yes No

33. Any other information which highlights the unique achievements of the department:

The Department is suffering from acute shortage of staff. The first post is lying vacant for about two years.

1. Name and address of the department : POLITICAL SCIENCE

Susil Kar College
Champahati, Ghoshpur
24 Parganas (South)

2. Telephone numbers : 953218-260005

3. Date of establishment of the department : 5th September, 1968.

4. Built-up area of the department in sq. m. : Not specified.

5. List the different programmes (Level of study = Certificate / Diploma / UG / PG Diploma / PG / M.Phil. / Ph.D. etc. or equivalent) offered by the department together with the details required below :

Programme	Level of study	Cut-off marks at entry level in %	Student strength
1. Honours	U.G.	i. For General Candidates : Either, (a) 45% marks at entry-level subject and 50% marks in aggregate in H.S. or, (b) 55% marks at entry-level subject and pass marks (30%) in aggregate in H.S. ii. For SC/ST Candidates : Either, (a) 40% marks at entry-level subject and 45% marks in aggregate in H.S. or, (b) 50% marks at entry-level subject and pass marks (30%) in aggregate in H.S.	56
2. General	U.G.	Pass marks (30%) in the subject in H.S.	847

6. Number of teaching, technical and administrative staff of the department:

	Female	Male	Total
Total no.of teachers	0	3	3
Teachers with Ph.D.or equivalent as the highest qualification	0	0	0
Teachers with PG or equivalent as the highest qualification	0	3	3
Teachers with other specific eligible qualification (specify)	0	0	0
Technical staff	0	0	0
Administrative staff	0	0	0

7. Does the department have academic, administrative and financial autonomy ?

	Yes	No
Academic	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administrative	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, to what extent ?		

8. Number of students in the department during the current year :

	Female	Male	Total
Students from the same state where the college is located	Hons.-20	Hons.-36	Hons.-56
	General-238	General-609	General-847
Students from other states of India	0	0	0
NRI students	0	0	0
Other overseas students	0	0	0
Grand total	258	645	903

9. Is there a method of assessing the students' academic standing in order to provide enrichment and / or remedial courses?

Yes No

10. Furnish the following details (in figures) :

- Books in the department library : Nil.
- Journals / periodicals subscribed by the department : Nil.
- Computers in the department : Nil.
- Research projects completed during the last three years and their total outlay : Nil.
- Ongoing research projects : Nil.
- Teachers who have attended national / international seminars during the last two years :
Prof. Rabindranath Thandar
- Teachers who have been resource persons at workshops / seminars during the last two years : Nil.

11. Details of the last two batches of students :

	Batch 1			Batch 2		
	Year of entry: 2001-2002			Year of entry: 2002-2003		
	UG	PG	Total	UG	PG	Total
Admitted to the programme	H-30 G-102		H-30 G-102	H-24 G-153		H-24 G-153
Drop-outs	H-14 G-72		H-14 G-72	H-10 G-61		H-10 G-61
Appeared for the final year exam.	H-16 G-30		H-16 G-30	H-14 G-92		H-14 G-92
Passed in the final exam.	H-14 G-29		H-14 G-29	H-11 G-90		H-11 G-90
Passed in first class	0	0	0	0	0	0
University ranks, if any	0	0	0	0	0	0

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned : 2 (Two)

Filled : 2 (Two)

13. How often were national / international seminars, workshops etc. organized at the department?

One Natinal Seminar was organised in 1995.

14. Are there any international or national links / collaborations for teaching, research or both?

None.

15. (a) List the teaching staff with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority)

Name of the Teaching staff	Designation	Highest Qual.	Specialisation	Age	Sex
1. Sujit Kumar Bhattacharya	Selection Grade	M.A.	International Relations	56yrs.	M
2. Rabindranath Thandar	Senior Scale	M.A.	International Relations	50yrs.	M
3. Prosanta Kumar Das	Part-time	M.A.	Local Government	30yrs.	M

(b) Experience of the teachers:

Name of the Teacher					Research
	UG	PG	UG	PG	
1. Sujit Kumar Bhattacharya	33yrs.				Nil.
2. Rabindranath Thandar	10yrs.				
3. Prosanta Kumar Das	4yrs.				

16. How many from the teaching staff have received national / international recognition as fellows, awardees etc.?

Nil.

17. What percentage of the teaching faculty is in active research (guiding research scholars, operating projects, publishing regularly etc.)?

Nil.

18. List the major thrust areas within the subject in which research activities are being pursued.

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19. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (years)	Collaboration, if any
Nil.	Nil.	Nil.	Nil.

20. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, postmortem facilities, experimental surgery and medical facilities etc.) available and acquired over the years ?

Nil.

21. What is the total number of publications (add the list) of the department in the last five years?

Nil.

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

Nil.

23. What is the average workload in terms of actual contact lecturers per week per teacher ?

21 lectures per week per teacher.

24. What average time does a teacher spend with students and how much time is spent on committees that deal with academic matters ?

Nearly four hours with students and one hour with various committees.

25. Does the department monitor the overall performance of students through regular assessments?

Yes No

If yes, give methods of assessments.

- i. Class tests
- ii. Test & Annual examinations
- iii. Assignments

26. How do the teachers update themselves for discharging their teaching / research responsibilities? Give details.

- i. Regular Studies
- ii. Libraries
- iii. Refresher & Orientation Courses
- iv. Attending Seminars

27. What is the annual budget allocation of the college to the department ?

Nothing separately.

28. How much of research funding has been generated by the teachers from other agencies?

Nil.

29. Do the teachers offer consultancy services and earn revenue for the college / department ?

Yes No

If yes, how much has been earned during the last two years? What are the outcomes of the consultancy services provided?

30. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	2 : 3	0	0
Success rate (examination results)	45%	0	0
Progression to higher education rate	5%	0	0
Employment rate	2%	0	0
Ratio of part-time teachers to full-time teachers	1 : 2	0	0
Ratio of academic staff to administrative staff	0	0	0

31. Furnish the following data:

- Ratio of students to teachers 301 : 1
- Number of research papers published Nil.

32. Has the department received any special support for teaching or research?

Yes No

33. Any other information which highlights the unique achievements of the department:

The students are generally of poor and moderate academic standard. They are also financially weak. Most of them cannot afford to purchase necessary books. It is the sincerity, honesty and integrity of the students and the teachers that keep the department running.

1. Name and address of the department : **HISTORY**

Susil Kar College
Champahati, Ghoshpur
24 Parganas (South)

2. Telephone numbers : 953218-260005

3. Date of establishment of the department : 5th September, 1968.

4. Built-up area of the department in sq. m. : Not specified.

5. List the different programmes (Level of study = Certificate / Diploma / UG / PG Diploma / PG / M.Phil. / Ph.D. etc. or equivalent) offered by the department together with the details required below :

Programme	Level of study	Cut-off marks at entry level in %	Student strength
1. Honours	U.G.	i. For General Candidates : Either, (a) 45% marks in the subject and 50% marks in aggregate in H.S. or, (b) 55% marks in the subject and pass marks (30%) in aggregate in H.S. ii. For SC/ST Candidates : Either, (a) 40% marks in the subject and 45% marks in aggregate in H.S. or, (b) 50% marks in the subject and pass marks (30%) in aggregate in H.S.	55
2. General	U.G.	Pass marks (30%) in the subject in H.S.	683

6. Number of teaching, technical and administrative staff of the department:

	Female	Male	Total
Total no.of teachers	1	3	4
Teachers with Ph.D.or equivalent as the highest qualification	0	0	0
Teachers with PG or equivalent as the highest qualification	0	0	0
Teachers with other specific eligible qualification (specify)	1	3	4
Technical staff	0	0	0
Administrative staff	0	0	0

7. Does the department have academic, administrative and financial autonomy ?

	Yes	No
Academic	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administrative	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, to what extent ?		

8. Number of students in the department during the current year :

	Female	Male	Total
Students from the same state where the college is located	Hons.-31 General-232	Hons.-24 General-451	Hons.-55 General-683
Students from other states of India	0	0	0
NRI students	0	0	0
Other overseas students	0	0	0
Grand total	263	475	738

9. Is there a method of assessing the students' academic standing in order to provide enrichment and / or remedial courses?

Yes No

10. Furnish the following details (in figures) :

- **Books in the department library :** Nil.
- **Journals / periodicals subscribed by the department :** 4 (Four)
- **Computers in the department :** Nil.
- **Research projects completed during the last three years and their total outlay :** Nil.
- **Ongoing research projects :** Nil.
- **Teachers who have attended national / international seminars during the last two years :**
Prof. T.B. Halder.
- **Teachers who have been resource persons at workshops / seminars during the last two years :** Nil.

11. Details of the last two batches of students :

	Batch 1			Batch 2		
	Year of entry: 2001-2002			Year of entry: 2002-2003		
	UG	PG	Total	UG	PG	Total
Admitted to the programme	H-64 G-205	0	H-64 G-205	H-48 G-139	0	H-48 G-139
Drop-outs	H-46 G-134	0	H-46 G-134	H-14 H-19	0	H-14 H-19
Appeared for the final year exam.	H-18 G-69	0	H-18 G-69	H-34 G-120	0	H-34 G-120
Passed in the final exam.	H-18 G-66	0	H-18 G-66	H-31 G-119	0	H-31 G-119
Passed in first class	0	0	0	0	0	0
University ranks, if any	0	0	0	0	0	0

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned : 2 (Two)

Filled : 2 (Two)

13. How often were national / international seminars, workshops etc. organized at the department?

Not yet.

14. Are there any international or national links / collaborations for teaching, research or both?

None.

15. (a) List the teaching staff with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority)

Name of the Teaching staff	Designation	Highest Qual.	Specialisation	Age	Sex
1. Sekhar Chatterjee	Selection Grade	M.A., LL.B.	Modern Europe	56yrs.	M
2. Tusher Baran Halder	Basic Scale Lecturer	M.A., B.Ed.	Modern Europe	28yrs.	M
3. Sanjukta Sardar	Part-time	M.A.	U.S.A.	28yrs.	F
4. Alimul Haque	Part-time	M.A.	Economic History of Modern India	27yrs.	M

(b) Experience of the teachers:

Name of the Teacher					Research
	UG	PG	UG	PG	
1.Sekhar Chatterjee 2.Tusher Baran Halder 3.Sanjukta Sardar 4.Alimul Haque	30yrs. 2yrs. 2yrs. 2yrs.				On going.

16. How many from the teaching staff have received national / international recognition as fellows, awardees etc.?

Nil.

17. What percentage of the teaching faculty is in active research (guiding research scholars, operating projects, publishing regularly etc.)?

Nil.

18. List the major thrust areas within the subject in which research activities are being pursued.

Nil.

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19. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (years)	Collaboration, if any
Nil.	Nil.	Nil.	Nil.

20. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, postmortem facilities, experimental surgery and medical facilities etc.) available and acquired over the years ?

Nil.

21. What is the total number of publications (add the list) of the department in the last five years?

Nil.

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

Nil.

23. What is the average workload in terms of actual contact lecturers per week per teacher ?

21 lectures per week per teacher.

24. What average time does a teacher spend with students and how much time is spent on committees that deal with academic matters ?

Nearly four hours with students and one hour with various committees.

25. Does the department monitor the overall performance of students through regular assessments?

Yes No

If yes, give methods of assessments.

- i. Class Tests
- ii. Regular checking of assignments
- iii. Annual and Test Examinations.

26. How do the teachers update themselves for discharging their teaching / research responsibilities? Give details.

- i. Use of different libraries
- ii. Acquainted with recent publications
- iii. Research activities
- iv. Attending work-shops, seminars, refreshers' courses.

27. What is the annual budget allocation of the college to the department ?

Nothing separately.

28. How much of research funding has been generated by the teachers from other agencies?

Nil.

29. Do the teachers offer consultancy services and earn revenue for the college / department ?

Yes No

If yes, how much has been earned during the last two years? What are the outcomes of the consultancy services provided?

30. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	7 : 10	0	0
Success rate (examination results)	95%	0	0
Progression to higher education rate	5%	0	0
Employment rate	0	0	0
Ratio of part-time teachers to full-time teachers	2 : 2	0	0
Ratio of academic staff to administrative staff	0	0	0

31. Furnish the following data:

- Ratio of students to teachers 184 : 2
- Number of research papers published Nil.

32. Has the department received any special support for teaching or research?

Yes No

33. Any other information which highlights the unique achievements of the department:

1. Name and address of the department : **PHILOSOPHY**

Susil Kar College
Champahati, Ghoshpur
24 Parganas (South)

2. Telephone numbers : 953218-260005

3. Date of establishment of the department : 1st June, 1969.

4. Built-up area of the department in sq. m. : Not specified.

5. List the different programmes (Level of study = Certificate / Diploma / UG / PG Diploma / PG / M.Phil. / Ph.D. etc. or equivalent) offered by the department together with the details required below :

Programme	Level of study	Cut-off marks at entry level in %	Student strength
1. Honours	U.G.	i. For General Candidates : Either, (a) 45% marks in the subject and 50% marks in aggregate in H.S. or, (b) 55% marks in the subject and pass marks (30%) in aggregate in H.S. ii. For SC/ST Candidates : Either, (a) 40% marks in the subject and 45% marks in aggregate in H.S. or, (b) 50% marks in the subject and pass marks (30%) in aggregate in H.S.	82
2. General	U.G.	Pass marks (30%) in the subject in H.S.	240

6. Number of teaching, technical and administrative staff of the department:

	Female	Male	Total
Total no.of teachers	3	1	4
Teachers with Ph.D.or equivalent as the highest qualification	1	0	1
Teachers with PG or equivalent as the highest qualification	1	1	2
Teachers with other specific eligible qualification (specify) M.Phil.	1	0	1
Technical staff	0	0	0
Administrative staff	0	0	0

7. Does the department have academic, administrative and financial autonomy ?

	Yes	No
Academic	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administrative	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, to what extent ?		

8. Number of students in the department during the current year :

	Female	Male	Total
Students from the same state where the college is located	Hons.-28 General-122	Hons.-54 General-118	Hons.-82 General-240
Students from other states of India	0	0	0
NRI students	0	0	0
Other overseas students	0	0	0
Grand total	150	172	322

9. Is there a method of assessing the students' academic standing in order to provide enrichment and / or remedial courses?

Yes No

10. Furnish the following details (in figures) :

- Books in the department library : Nil.
- Journals / periodicals subscribed by the department : 1 (One)
- Computers in the department : Nil.
- Research projects completed during the last three years and their total outlay : Nil.
- Ongoing research projects : Nil.
- Teachers who have attended national / international seminars during the last two years :
1. DR. (Smt.) Poppy Kunda
2. Prof. Arati Banik
- Teachers who have been resource persons at workshops / seminars during the last two years : Nil.

11. Details of the last two batches of students :

	Batch 1			Batch 2		
	Year of entry: 2001-2002			Year of entry: 2002-2003		
	UG	PG	Total	UG	PG	Total
Admitted to the programme	H-0 G-197	0	H-0 G-197	H-21 G-171	0	H-21 G-171
Drop-outs	H-0 G-140	0	H-0 G-140	H-20 G-71	0	H-20 G-71
Appeared for the final year exam.	H-0 G-57	0	H-0 G-57	H-01 G-100	0	H-01 G-100
Passed in the final exam.	H-0 G-31	0	H-0 G-31	H-01 G-99	0	H-01 G-99
Passed in first class	0	0	0	0	0	0
University ranks, if any	0	0	0	0	0	0

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned : 2 (Two)

Filled : 2 (Two)

13. How often were national / international seminars, workshops etc. organized at the department?

Not yet.

14. Are there any international or national links / collaborations for teaching, research or both?

None.

15. (a) List the teaching staff with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority)

Name of the Teaching staff	Designation	Highest Qual.	Specialisation	Age	Sex
1. Arati Banik	Selection Grade	M.Phil.	Nyaya	45yrs.	F
2. Dr. Poppy Kunda	Basic Scale	Ph.D.	Logic	43yrs.	F
3. Souti Basu	Part-time	M.A.	Logic	26yrs.	F
4. Mrityunjoy Mitra	Part-time	M.A.	Logic	26yrs.	M

(b) Experience of the teachers:

Name of the Teacher					Research
	UG	PG	UG	PG	
1. Arati Banik	20yrs.				4yrs.
2. Dr. Poppy Kunda	9yrs.				10yrs.
3. Souti Basu	1yr.				1yr.
4. Mrityunjoy Mitra	1yr.				

16. How many from the teaching staff have received national / international recognition as fellows, awardees etc.?

Nil.

17. What percentage of the teaching faculty is in active research (guiding research scholars, operating projects, publishing regularly etc.)?

Nil.

18. List the major thrust areas within the subject in which research activities are being pursued.

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19. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (years)	Collaboration, if any
Nil.	Nil.	Nil.	Nil.

20. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, postmortem facilities, experimental surgery and medical facilities etc.) available and acquired over the years ?

Nil.

21. What is the total number of publications (add the list) of the department in the last five years?

Nil.

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

Nil.

23. What is the average workload in terms of actual contact lecturers per week per teacher ?

21 lectures per week per teacher.

24. What average time does a teacher spend with students and how much time is spent on committees that deal with academic matters ?

Nearly four hours with students and one hour with various committees.

25. Does the department monitor the overall performance of students through regular assessments?

Yes No

If yes, give methods of assessments.

- i. Assignments
- ii. Seminars
- iii. Interactions
- iv. Class Tests.

26. How do the teachers update themselves for discharging their teaching / research responsibilities? Give details.

- i. Refresher courses
- ii. Library works
- iii. Reading journals and reference books
- iv. Attending work-shops, seminars etc.

27. What is the annual budget allocation of the college to the department ?

Nothing separately.

28. How much of research funding has been generated by the teachers from other agencies?

Nil.

29. Do the teachers offer consultancy services and earn revenue for the college / department ?

Yes No

If yes, how much has been earned during the last two years? What are the outcomes of the consultancy services provided?

30. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	1 : 1	0	0
Success rate (examination results)	99%	0	0
Progression to higher education rate	0	0	0
Employment rate	0	0	0
Ratio of part-time teachers to full-time teachers	1 : 1	0	0
Ratio of academic staff to administrative staff	0	0	0

31. Furnish the following data:

- Ratio of students to teachers 80 : 1
- Number of research papers published Nil.

32. Has the department received any special support for teaching or research?

Yes No

33. Any other information which highlights the unique achievements of the department:

1. Name and address of the department : **DEFENCE STUDIES**

Susil Kar College
Champahati, Ghoshpur
24 Parganas (South)

2. Telephone numbers : 953218-260005

3. Date of establishment of the department : 1995-96

4. Built-up area of the department in sq. m. : Not specified

5. List the different programmes (Level of study = Certificate / Diploma / UG / PG Diploma / PG / M.Phil. / Ph.D. etc. or equivalent) offered by the department together with the details required below :

Programme	Level of study	Cut-off marks at entry level in %	Student strength			
			Year	Male	Female	Total
Arts and Science (General)	U.G.	Pass marks 30% in H.S.	1st	90	161	251
			2nd	60	189	249
			3rd	30	57	87
			Grand Total	180	407	587

6. Number of teaching, technical and administrative staff of the department:

	Female	Male	Total
Total no.of teachers	0	4	4
Teachers with Ph.D.or equivalent as the highest qualification	0	2	2
Teachers with PG or equivalent as the highest qualification	0	2	2
Teachers with other specific eligible qualification (specify)	0	0	0
Technical staff	0	0	0
Administrative staff	0	0	0

7. Does the department have academic, administrative and financial autonomy ?

	Yes	No
Academic	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administrative	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, to what extent ?		

8. Number of students in the department during the current year :

	Female	Male	Total
Students from the same state where the college is located	407	180	587
Students from other states of India	0	0	0
NRI students	0	0	0
Other overseas students	0	0	0
Grand total	407	180	587

9. Is there a method of assessing the students' academic standing in order to provide enrichment and / or remedial courses?

Yes No

10. Furnish the following details (in figures) :

- Nil.
- **Books in the department library :** Nil.
 - **Journals / periodicals subscribed by the department :** Nil.
 - **Computers in the department :** Nil.
 - **Research projects completed during the last three years and their total outlay :** Nil.
 - **Ongoing research projects :** Nil.
 - **Teachers who have attended national / international seminars during the last two years :**
 - i. Dr. Priyanath Ghosh
 - ii. Dr. Malayendu Maity
 - **Teachers who have been resource persons at workshops / seminars during the last two years :** Dr. Priyanath Ghosh

11. Details of the last two batches of students :

	Batch 1			Batch 2		
	Year of entry:			Year of entry:		
	UG	PG	Total	UG	PG	Total
Admitted to the programme	164	0	164	157	0	157
Drop-outs	107	0	107	61	0	61
Appeared for the final year exam.	57	0	57	96	0	96
Passed in the final exam.	56	0	56	96	0	96
Passed in first class	0	0	0	0	0	0
University ranks, if any	0	0	0	0	0	0

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned : One.

Filled : Nil.

13. How often were national / international seminars, workshops etc. organized at the department?

Not yet.

14. Are there any international or national links / collaborations for teaching, research or both?

None.

15. (a) List the teaching staff with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority)

Name of the Teaching staff	Designation	Highest Qual.	Specialisation	Age	Sex
1.Capt. P.K. Basu	Lecturer	M.Com.,LL.B. (Commissioned Officer in Army Wing N.C.C.)	Infantry Wing	58yrs.	M
2. Fg. Offr. Dr. M. Maity	Part-time	M.Sc., Ph.D. (Commissioned in the N.C.C., Air Wing)	Indo-Pak. Relation in Military arms race	33yrs.	M
3. Lt.Dr.P.N.Ghosh	Principal	M.Sc., Ph.D.	International Relations	44yrs.	M
4. Subrata Roy	Part-time	M.Sc.	----	28yrs.	M

(b) Experience of the teachers:

Name of the Teacher					Research
	UG	PG	UG	PG	
1.Prof. P.K. Basu	10yrs.				Nil
2. Dr. Malayendu Maity	7yrs.				3 yrs.
3. Dr. P. Ghosh	17yrs.	17yrs.			12yrs.
4. Mr. S. Roy	1yr.				Nil

16. How many from the teaching staff have received national / international recognition as fellows, awardees etc.?

Nil.

17. What percentage of the teaching faculty is in active research (guiding research scholars, operating projects, publishing regularly etc.)?

One.

18. List the major thrust areas within the subject in which research activities are being pursued.

- International Relations, Internal Security.

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19. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (years)	Collaboration, if any
ICSSR	3,40,000	2yrs.	Nil.
UGC	2,50,000	3yrs.	

20. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, postmortem facilities, experimental surgery and medical facilities etc.) available and acquired over the years ?

Nil.

21. What is the total number of publications (add the list) of the department in the last five years?

Nil.

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

Nil.

23. What is the average workload in terms of actual contact lecturers per week per teacher ?

6 lectures per week per teacher.

24. What average time does a teacher spend with students and how much time is spent on committees that deal with academic matters ?

Nearly four hours with students and one hour with various committees.

25. Does the department monitor the overall performance of students through regular assessments?

Yes No

If yes, give methods of assessments.

Through class-tests, personal contact in college, use of library and annual examinations.

26. How do the teachers update themselves for discharging their teaching / research responsibilities? Give details.

- i. By using library
- ii. Keeping informations from the Defence establishments etc.

27. What is the annual budget allocation of the college to the department ?

Nothing separately.

28. How much of research funding has been generated by the teachers from other agencies?

Nil.

29. Do the teachers offer consultancy services and earn revenue for the college / department ?

Yes No

If yes, how much has been earned during the last two years? What are the outcomes of the consultancy services provided?

30. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats			
Success rate (examination results)			
Progression to higher education rate			
Employment rate			
Ratio of part-time teachers to full-time teachers			
Ratio of academic staff to administrative staff			

31. Furnish the following data:

- Ratio of students to teachers 147 : 1
- Number of research papers published

32. Has the department received any special support for teaching or research?

Yes No

33. Any other information which highlights the unique achievements of the department:

During 2005-2006 session we have had to increase the number of seats as a result of the continuous demands of the students.

We are also engaging teacher on whole-time basis.

1. Name and address of the department : **COMMERCE**

Susil Kar College
Champahati, Ghoshpur
24 Parganas (South)

2. Telephone numbers : 953218-260005

3. Date of establishment of the department : 5th September, 1972

4. Built-up area of the department in sq. m. : Not specified

5. List the different programmes (Level of study = Certificate / Diploma / UG / PG Diploma / PG / M.Phil. / Ph.D. etc. or equivalent) offered by the department together with the details required below :

Programme	Level of study	Cut-off marks at entry level in %	Student strength
1. Honours	U.G.	i. For General Candidates : Either, (a) 45% marks in the subject and 50% marks in aggregate in H.S. or, (b) 55% marks in the subject and pass marks (30%) in aggregate in H.S. ii. For SC/ST Candidates : Either, (a) 40% marks in the subject and 45% marks in aggregate in H.S. or, (b) 50% marks in the subject and pass marks (30%) in aggregate in H.S.	40
2. General	U.G.	Pass marks (30%) in the subject in H.S.	34

6. Number of teaching, technical and administrative staff of the department:

	Female	Male	Total
Total no.of teachers	1	4	5
Teachers with Ph.D.or equivalent as the highest qualification	0	0	0
Teachers with PG or equivalent as the highest qualification	1	4	5
Teachers with other specific eligible qualification (specify)	0	0	0
Technical staff	0	0	0
Administrative staff	0	0	0

7. Does the department have academic, administrative and financial autonomy ?

	Yes	No
Academic	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administrative	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, to what extent ?		

8. Number of students in the department during the current year :

	Female	Male	Total
Students from the same state where the college is located	Hons.-03 General-05	Hons.-27 General-35	Hons.-30 General-40
Students from other states of India	0	0	0
NRI students	0	0	0
Other overseas students	0	0	0
Grand total	08	62	70

9. Is there a method of assessing the students' academic standing in order to provide enrichment and / or remedial courses?

Yes No

10. Furnish the following details (in figures) :

- Books in the department library : Nil.
- Journals / periodicals subscribed by the department : 2 (Two)
- Computers in the department : Nil.
- Research projects completed during the last three years and their total outlay : Nil.
- Ongoing research projects : One (Prof. A. Basak)
- Teachers who have attended national / international seminars during the last two years :
1. Prof. Amit Basak 2. Prof. Madan Mohan Jana
- Teachers who have been resource persons at workshops / seminars during the last two years : Nil.

11. Details of the last two batches of students :

	Batch 1			Batch 2		
	Year of entry: 2001-2002			Year of entry: 2002-2003		
	UG	PG	Total	UG	PG	Total
Admitted to the programme	H-41 G-48	0	H-41 G-48	H-46 G-16	0	H-46 G-16
Drop-outs	H-15 G-23	0	H-15 G-23	H-24 G-0	0	H-24 G-0
Appeared for the final year exam.	H-26 G-25	0	H-26 G-25	H-22 G-20	0	H-22 G-20
Passed in the final exam.	H-04 G-36	0	H-04 G-36	H-07 G-32	0	H-07 G-32
Passed in first class	0	0	0	0	0	0
University ranks, if any	0	0	0	0	0	0

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned : 3 (Three)

Filled : 3 (Three)

13. How often were national / international seminars, workshops etc. organized at the department?

Not yet.

14. Are there any international or national links / collaborations for teaching, research or both?

None.

15. (a) List the teaching staff with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority)

Name of the Teaching staff	Designation	Highest Qual.	Specialisation	Age	Sex
1.Pradip Kr. Basu	Selection Grade	M.Com.,LL.B	Accountancy, Company Law	58yrs.	M
2.Amit Basak	Basic Scale	M.Com.,B.Ed.	Finance	38yrs.	M
3.Madan Mohan Jana	Basic Scale	M.Com., AICWA	Finance and Costing	39yrs.	M
4.Durga Roy	Part-time	M.Com.	Accountancy		F
5.Purnendu Bikash Chatterjee	Part-time	M.C.A.	Information Technology	29yrs.	M

(b) Experience of the teachers:

Name of the Teacher					Research
	UG	PG	UG	PG	
1. P. K. Basu	31yrs.				On going. On going.
2. A. Basak	5yrs.				
3. M. M. Jana	4yrs.				
4. D. Roy	2yrs.				
5. P. B. Chatterjee	3yrs.				

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc.?

Nil.

17. What percentage of the teaching faculty is in active research (guiding research scholars, operating projects, publishing regularly etc.)?

Nil.

18. List the major thrust areas within the subject in which research activities are being pursued.

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19. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (years)	Collaboration, if any
Nil.	Nil.	Nil.	Nil.

20. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, postmortem facilities, experimental surgery and medical facilities etc.) available and acquired over the years?

Nil.

21. What is the total number of publications (add the list) of the department in the last five years?

Nil.

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

Nil.

23. What is the average workload in terms of actual contact lecturers per week per teacher ?

21 lectures per week per teacher.

24. What average time does a teacher spend with students and how much time is spent on committees that deal with academic matters ?

Nearly four hours with students and one hour with various committees.

25. Does the department monitor the overall performance of students through regular assessments?

Yes No

If yes, give methods of assessments.

- i. Annual and Test Examinations
- ii. Assignments to students
- iii. Regular class tests
- iv. Arrangement of seminars
- v. Solution of model question papers.

26. How do the teachers update themselves for discharging their teaching / research responsibilities? Give details.

- i. Libraries
- ii. Attending seminars, conferences, work-shops etc.
- iii. Reading and writing text and reference books
- iv. Refresher courses
- v. Orientation courses.

27. What is the annual budget allocation of the college to the department ?

Nothing separately.

28. How much of research funding has been generated by the teachers from other agencies?

Nil.

29. Do the teachers offer consultancy services and earn revenue for the college / department ?

Yes No

If yes, how much has been earned during the last two years? What are the outcomes of the consultancy services provided?

30. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	1 : 1	0	0
Success rate (examination results)	66%	0	0
Progression to higher education rate	15%	0	0
Employment rate	10%	0	0
Ratio of part-time teachers to full-time teachers	2 : 3	0	0
Ratio of academic staff to administrative staff	0	0	0

31. Furnish the following data:

- Ratio of students to teachers 15 : 1
- Number of research papers published Nil.

32. Has the department received any special support for teaching or research?

Yes No

33. Any other information which highlights the unique achievements of the department:

Prof. A. Basak and Prof. M. M. Jana are the authors of different Text and Reference books.

7. Does the department have academic, administrative and financial autonomy ?

	Yes	No
Academic	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administrative	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, to what extent ?		

8. Number of students in the department during the current year :

	Female	Male	Total
Students from the same state where the college is located	3	46	49
Students from other states of India	0	0	0
NRI students	0	0	0
Other overseas students	0	0	0
Grand total	3	46	49

9. Is there a method of assessing the students' academic standing in order to provide enrichment and / or remedial courses?

Yes No

10. Furnish the following details (in figures) :

- **Books in the department library :** Nil.
- **Journals / periodicals subscribed by the department :** Nil.
- **Computers in the department :** Nil.
- **Research projects completed during the last three years and their total outlay :** Nil.
- **Ongoing research projects :** Nil.
- **Teachers who have attended national / international seminars during the last two years :** Nil.
- **Teachers who have been resource persons at workshops / seminars during the last two years :** Nil.

11. Details of the last two batches of students :

	Batch 1			Batch 2		
	Year of entry: 2001-2002			Year of entry: 2002-2003		
	UG	PG	Total	UG	PG	Total
Admitted to the programme	79	0	79	62	0	62
Drop-outs	28	0	28	20	0	20
Appeared for the final year exam.	51	0	51	42	0	42
Passed in the final exam.	42	0	42	39	0	39
Passed in first class	0	0	0	0	0	0
University ranks, if any	0	0	0	0	0	0

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned : 1 (One)

Filled : 1 (One)

13. How often were national / international seminars, workshops etc. organized at the department?

Not yet.

14. Are there any international or national links / collaborations for teaching, research or both?

Nil.

15. (a) List the teaching staff with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority)

Name of the Teaching staff	Designation	Highest Qual.	Specialisation	Age	Sex
1. Dr. Swapna Roy	Reader	Ph.D.	Complex Analysis and Differential Equation on Matrix Operator	51yrs.	F

(b) Experience of the teachers:

Name of the Teacher					Research
	UG	PG	UG	PG	
1. Dr. Swapna Roy	24yrs.				10yrs.

16. How many from the teaching staff have received national / international recognition as fellows, awardees etc.?

Nil.

17. What percentage of the teaching faculty is in active research (guiding research scholars, operating projects, publishing regularly etc.)?

Nil.

18. List the major thrust areas within the subject in which research activities are being pursued.

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19. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (years)	Collaboration, if any
Nil.	Nil.	Nil.	Nil.

20. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, postmortem facilities, experimental surgery and medical facilities etc.) available and acquired over the years ?

Nil.

21. What is the total number of publications (add the list) of the department in the last five years?

Nil.

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

Nil.

23. What is the average workload in terms of actual contact lecturers per week per teacher ?

11 lectures per week.

24. What average time does a teacher spend with students and how much time is spent on committees that deal with academic matters ?

Nearly four hours with students and one hour with various committees.

25. Does the department monitor the overall performance of students through regular assessments?

Yes No

If yes, give methods of assessments.

Checking of assignments, taking class tests, solving model question papers and / or test examinations.

26. How do the teachers update themselves for discharging their teaching / research responsibilities? Give details.

- i. Studying books and journals regularly
- ii. Attending work-shops, seminars etc.

27. What is the annual budget allocation of the college to the department ?

Nothing separately.

28. How much of research funding has been generated by the teachers from other agencies?

Nil.

29. Do the teachers offer consultancy services and earn revenue for the college / department ?

Yes No

If yes, how much has been earned during the last two years? What are the outcomes of the consultancy services provided?

30. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	1 : 1		
Success rate (examination results)	66%		
Progression to higher education rate	N.A.		
Employment rate	N.A.		
Ratio of part-time teachers to full-time teachers	0 : 1		
Ratio of academic staff to administrative staff	--		

31. Furnish the following data:

- Ratio of students to teachers 49 : 01
- Number of research papers published Nil.

32. Has the department received any special support for teaching or research?

Yes No

33. Any other information which highlights the unique achievements of the department:

1. Name and address of the department : **ECONOMICS**

Susil Kar College
Champahati, Ghoshpur
24 Parganas (South)

2. Telephone numbers : 953218-260005

3. Date of establishment of the department : 5th September, 1972.

4. Built-up area of the department in sq. m. : Not specified.

5. List the different programmes (Level of study = Certificate / Diploma / UG / PG Diploma / PG / M.Phil. / Ph.D. etc. or equivalent) offered by the department together with the details required below :

Programme	Level of study	Cut-off marks at entry level in %	Student strength
1. Honours i. B.Sc. ii. B.Com.	U.G.	i. For General Candidates : Either, (a) 45% marks in the subject and 50% marks in aggregate in H.S. or, (b) 55% marks in the subject and pass marks (30%) in aggregate in H.S. ii. For SC/ST Candidates : Either, (a) 40% marks at entry-level subject and 45% marks in aggregate in H.S. or, (b) 50% marks at entry-level subject and pass marks (30%) in aggregate in H.S.	i. 01 ii. 27
2. General i. B.A. ii. B.Sc. iii. B.Com.	U.G.	Pass marks (30%) in the subject in H.S.	i. 12 ii. 07 iii. 49

6. Number of teaching, technical and administrative staff of the department:

	Female	Male	Total
Total no.of teachers	0	3	3
Teachers with Ph.D.or equivalent as the highest qualification	0	0	0
Teachers with PG or equivalent as the highest qualification	0	2	2
Teachers with other specific eligible qualification (specify) M. Phil.	0	1	1
Technical staff	0	0	0
Administrative staff	0	0	0

7. Does the department have academic, administrative and financial autonomy ?

	Yes	No
Academic	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Administrative	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Finance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes, to what extent ?		

8. Number of students in the department during the current year :

	Female	Male	Total
Students from the same state where the college is located	Hons.- 0 General-07	Hons.-28 General-61	Hons.-28 General-68
Students from other states of India			
NRI students			
Other overseas students			
Grand total	07	89	96

9. Is there a method of assessing the students' academic standing in order to provide enrichment and / or remedial courses?

Yes No

10. Furnish the following details (in figures) :

- Books in the department library : Nil.
- Journals / periodicals subscribed by the department : Nil.
- Computers in the department : Nil.
- Research projects completed during the last three years and their total outlay : Nil.
- Ongoing research projects : Nil.
- Teachers who have attended national / international seminars during the last two years : Nil.
- Teachers who have been resource persons at workshops / seminars during the last two years : Nil.

11. Details of the last two batches of students :

	Batch 1			Batch 2		
	Year of entry: 2001-2002			Year of entry: 2002-2003		
	UG	PG	Total	UG	PG	Total
Admitted to the programme	H-0 G-91	0 0	H-0 G-91	H-02 G-09	0 0	H-02 G-09
Drop-outs	H-0 G-74	0 0	H-0 G-74	H-0 G-0	0 0	H-0 G-0
Appeared for the final year exam.	H-0 G-17	0 0	H-0 G-17	H-0 G-11	0 0	H-0 G-11
Passed in the final exam.	H-0 G-17	0 0	H-0 G-17	H-0 G-11	0 0	H-0 G-11
Passed in first class	0	0	0	0	0	0
University ranks, if any	0	0	0	0	0	0

12. What is the sanctioned teaching staff strength and the present position?

Sanctioned : 2 (Two)

Filled : 2 (Two)

13. How often were national / international seminars, workshops etc. organized at the department?

Not yet.

14. Are there any international or national links / collaborations for teaching, research or both?

None.

15. (a) List the teaching staff with their designations, qualifications, fields of specialization, years of experience, age and sex (in the descending order of seniority)

Name of the Teaching staff	Designation	Highest Qual.	Specialisation	Age	Sex
1. Dinabandhu Dutta	Selection Grade	M.Phil.	Econometrics	58yrs.	M
2. Tapas Sarkar	Selection Grade	M.A.	Optimisation	45yrs.	M
3. Debansu Roy Choudhury	Part-time	M.Sc.	Banking	31yrs.	M

(b) Experience of the teachers:

Name of the Teacher					Research
	UG	PG	UG	PG	
1. Dinabandhu Dutta 2. Tapas Sarkar 3. Debansu Roy Choudhury	30yrs. 18yrs. 2yrs.				Nil.

16. How many from the teaching staff have received national/international recognition as fellows, awardees etc.?

Nil.

17. What percentage of the teaching faculty is in active research (guiding research scholars, operating projects, publishing regularly etc.)?

Nil.

18. List the major thrust areas within the subject in which research activities are being pursued.

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19. Give details of ongoing projects funded by external agencies.

Funding agency	Amount (Rs.)	Duration (years)	Collaboration, if any
Nil.	Nil.	Nil.	Nil.

20. What are the basic and advanced facilities (like botanical garden, field laboratories, animal house, computing facility, major equipment, mortuary, postmortem facilities, experimental surgery and medical facilities etc.) available and acquired over the years?

Nil.

21. What is the total number of publications (add the list) of the department in the last five years?

NIL.

22. Have any one of the teaching programmes been dropped because it lost its immediate relevance or because it was not viable?

NIL.

23. What is the average workload in terms of actual contact lecturers per week per teacher ?

21 lectures per week per teacher.

24. What average time does a teacher spend with students and how much time is spent on committees that deal with academic matters ?

Nearly four hours with students and one hour with various committees.

25. Does the department monitor the overall performance of students through regular assessments?

Yes No

If yes, give methods of assessments.

- i. Regular assignments to students
- ii. Class tests
- iii. Annual, Test and Final Examinations
- iv. Home works
- v. Interactions etc.

26. How do the teachers update themselves for discharging their teaching / research responsibilities? Give details.

- i. Refresher Courses
- ii. Member of National Libraries etc.
- iii. Reading Reference Books / Journals / Magazines / Newspapers etc.
- iv. Attending Seminars etc.
- v. Internet
- vi. Lesson planning
- vii. Writing books etc.
- viii. Regular meetings among the teachers.

27. What is the annual budget allocation of the college to the department ?

Nothing separately.

28. How much of research funding has been generated by the teachers from other agencies?

Nil.

29. Do the teachers offer consultancy services and earn revenue for the college / department ?

Yes No

If yes, how much has been earned during the last two years? What are the outcomes of the consultancy services provided?

30. Furnish the following details:

Particulars	UG	PG	Research
Ratio of applications to available seats	N.A.	0	0
Success rate (examination results)	50%	0	0
Progression to higher education rate	N.A.	0	0
Employment rate	N.A.	0	0
Ratio of part-time teachers to full-time teachers	1 : 2	0	0
Ratio of academic staff to administrative staff	0	0	0

31. Furnish the following data:

- Ratio of students to teachers 32 : 1
- Number of research papers published Nil.

32. Has the department received any special support for teaching or research?

Yes No

33. Any other information which highlights the unique achievements of the department:

Part-II

SELF-ANALYSIS REPORT

Preface

Susil Kar College, was established on the 5th September, 1968 at Ghoshpur, Champahati, a remote village area in the vicinity of Sundarbans in the district of South 24 Parganas, West Bengal.

On inception it was only affiliated to Pre-University (Arts & Commerce) and B.A. General Degree Course with one Principal and three other teachers. The exceptional and tremendous zeal and energy of those persons to make the institution a substantial higher educational centre for the backward community in this place expedited the development of the College. In 1972, Bengali Honours and Commerce general degree courses were introduced. Later on other different subjects and honours courses were tied up with the earlier subjects.

The Silver Jubilee Celebration of the college was held in 1993-94 which brought together a good number of ex-students who expressed their gratefulness to the substantial cause of contribution for the development of the college. In comparison to the initial stage the college has now come ahead both quantitatively and qualitatively. The ever-neglected people of the area who are either peasants and fishermen or rickshaw pullers and daily wage-earners not merely feel proud today for their beloved institution but also come forward at their own to contribute towards this noble cause by whatever kind they can.

We are grateful to the Almighty for His kind blessings to send NAAC inspection to this college which we solemnly believe will not only enhance our advancement of learning but also render a great scope to enrich ourselves in all academic spheres. The present members of the teaching staff owe to their predecessors for this continuing progress of the institution and finally prepare the learners to meet the challenges of their lives. Being the most unfortunate poor class, the learners put their high hopes on the institution to get the scope of modern teaching and learning facilities by overcoming the traditional / contemporary pattern of education. The teachers and staff, almost deprived of the opportunities of training and equipments are now at least in a position to take up the challenges of modern education system prevailing in the age of LPG (Liberalization, Privatization, Globalization). But the non-availability of sufficient funds and other modern infrastructure facilities either from local or external sources sometimes make the expectations handicapped.

The Self Study Report of the teaching and non-teaching staff, their willingness to devote time and energy denote their eagerness for the development of the college. The steering committee formed for the purpose is also to be thanked for its all-out guidance and fulfillment of their commitments to complete the task.

II . Cri teri on-wi se report

Criterion I :

Curricular Aspects

Existing Structure :

On 5th September, 1968, Susil Kar College started its subhayatra under the auspicious affiliation of the University of Calcutta vide section 2f and 12b of UGC recognition. At the initial stage pre-University (Arts & Commerce) and B.A. Pass courses only were introduced with a very limited combination of subjects which subsequently extended to other honours and general courses.

The college has the status of non-Government aided college. Since the college is established under the guidance of C.U first statutes, 1979, it has very limited scope in curriculum design and programme. Final examination programmes are also conducted by the above statutes. For running the day-to-day administration the G.B of the college under the above statutes makes different committees within the scope and timings. Besides, there is a Teachers' Council under the said purview which looks after the academic interest of the institution.

Recent Developments :

Recently, the College has planned to implement some major subjects to the academic curricula like Honours in Defence Studies, Education (General), Sanskrit (General) and Geography (General). More to add that to pay regards to the considerable academic demands of the students we have been able to increase seat in the department of Bengali (Honours) and Defence Studies (General).

Self-Financing Course :

A very new thought in the minds of the local students who are basically poor has now been encouraged with self-financing course for their career orientation. In view of the same the college has introduced computer courses like BASIC, DTP, Maintenance at the initial stage. Pleasures to add that the same has been responded widely not only by the regular students of the college but also by the outside learners of this economically backward area.

Conclusion :

With the above background the Academic Calendar, the Time Frame etc. are all decided by the University of Calcutta. Therefore, the college has limited freedom to take any decision to this end. The principal with the assistance and suggestions of the teachers and the non-teaching staff manages the affairs of the campus through certain responsible committees. The Faculty-Head occasionally convenes departmental meetings to get feedbacks for faculty development. It is a practice of filling up self-appraisal reports by the teachers of different faculties which are kept ready with the recommendations / remarks of the HODs. Apart from that, the T.C. makes the faculties alert regarding all sorts of academic activities. Strict discipline is maintained in the campus and in case of the students' indiscipline the Principal takes immediate steps in consultation with the senior teachers.

CRITERION II :**Teaching, Learning and Evaluation****Introduction :**

Susil Kar College is situated in a campus spread over on more or less an acre of land. Although there is no attractive gate in the entrance, it has got a special natural beauty. The college is surrounded by green paddy fields, ponds, trees and an open play ground covering the three distinct buildings of the East, West and North Block pointing towards a peaceful learning centre. It is not the contribution of the college staff only but the combined efforts of the people of this backward area to gain such a source of academic attainments in the field of higher education.

Method :

The Teaching-learning method that we experience inside our class rooms is mainly traditional in nature. Besides, certain classes have large number of students. The "Chalk-Talk" methods thus set limitation on our efforts of innovation and creativity. In spite of this our teaching staff through assignments and personal contacts succeed in making the students more active participant in the learning process. The maximum benefits of such a conventional method can be enjoyed by the Honours classes where the number of students are manageable. However, the effective policy measure of dividing large general classes into sections that we have introduced from this session may create some hope for many Colleagues of us to make best use of their energy and efforts.

Though we are lacking science faculty and the benefits of using laboratories have not yet started, still we are arranging study tours etc. for a large number of students every year, in the Defence studies Department. Furthermore, we conduct seminars, guest lectures etc. which we hope will enrich all of our students. Besides, the students computer course can enjoy the opportunity of practical classes in their computer laboratories. Within the limited scope we introduced a sound system to a big class room. We have also introduced audio-visual aids like OHP, LCD Projector to reap the benefits of teaching-learning process.

Pattern of Examinations :

In our present structure we are conducting an Annual Examination for the first year students to get promotion to second year and Test Examinations for the second and third year students, who are to appear in their University Examinations. These are the main Examinations during an academic year. The annual examination is held in the month of May within 15th as per C.U. guideline and the test examinations for second and third year students start in the month of December. The results are declared within two or three weeks of the completion of the each examination. Many of our teachers discuss with the students in groups or individually about their performances in the examinations. Such an exercise generates a feeling of transparency and fairness. In addition to these normal assessment procedure, our teaching staff regularly conduct class tests so that students can prepare them for the final examination. Different approaches are being tried out to ensure that the students will be more actively engaged in the learning process through activities like presentations, group discussions and seminars. The college upholds the University norms of 75% attendance on the part of the students to qualify to appear in the University Examinations.

Teaching Unit :

The college has a combination of experienced as well as young and energetic group of teachers. A good number of them are Ph.D. holders. At present another seven members are doing their Research Works. Some of them are also engaged in different project works. There are also some members with M.Phil. degrees. Moreover, we are regularly attending seminars, work-shops, conferences, symposiums, refresher courses and orientation programmes. A few of us are also presenting papers at different seminars and publishing articles. Some of us are also engaged in writing text and reference books for degree level students. In spite of the fact that some of our teachers are on the verge of their retirement and a few of us suffer from illness sometimes, the students face hardly any setback in their continuous learning process. This is due to the utmost degree of commitments of our colleagues who are always ready to undertake any extra burden whenever the situation demands. That is why our students face no gap though many departments

are not well-equipped with sufficient number of teaching staff. It is true that some of our teachers do not have Ph.D. or M. Phil., but they always try to update themselves with modernization by using different libraries, reading journals and periodicals, preparing notes for the students. Our limitations to introduce and install computers for each department restrict us of becoming more up-to-date and efficient. The inability of not providing departmental library and seminar room for all departments having Honours courses may also raise question about our achievements. But these shortcomings are not at all cause of depression for us as we believe in our sincere concern to fulfill the educational mission that can satisfy our goals and objectives.

Learners :

A large section of our students is the first generation students having higher education. Being the residents of rural areas they are deprived of many things. Almost all of them lack the quality to understand and express themselves adequately in English. They are not also strong enough in writing assignments given to them even in their mother tongue. But they are hardworking and attentive to their lessons. We are really proud of having such a good, generous, sincere and dedicated population of students. They participate whole-heartedly in most of their co-curricula and extra-curricular activities.

In cases of theory-based papers and Mathematics-oriented subjects our students show less interest. That is why some of our departments suffer from having poor students. We are very much concerned to have a positive answer of this problem. A practical solution of making English popular to our learners, we are planning to arrange special English learning classes.

So far, we had no arrangement for prizes to the students for their academic results. Recently the situation becomes a little bit optimistic as we have planned to introduce a prize giving ceremony in the beginning of every session.

Self-Appraisal :

Teachers of this college started self-appraisal two years back. This is mainly a system of keeping records regarding the number of classes held or not held and total hours spent per day by a teacher in the college. Besides, we are now doing our classes according to systematic lesson plans. The opening of these new avenues makes every teacher more dutiful and enhances their responsibility. In addition to this we introduce a simplified form of teaching evaluation by the students from this session. We hope that the aforesaid efforts will be able to improve our performances in near future.

CRITERION III :

Research Consultancy and Extension

Research and Projects :

Our college has six Ph.D. holders out of sixteen permanent teachers. We feel that the number is not satisfactory. A probable reason is that many of our colleagues are on the verge of their retirement. However, the necessity of research or project works is well-understood by the young generation teachers. Seven members of these young teachers are doing their research works. Four other teachers including Principal have been working for their Major and Minor Projects sponsored by ICSSR and UGC.

The college authority, in general, extends encouragement towards research activities and usually does not interfere in these aspects provided the additional work is not at the cost of the college duties of the teacher(s) concerned. Under normal circumstances, it is left to the individual teacher / department concerned to arrange one's quota of classroom programmes. The members of the staff interested in carrying out research activities have the liberty to do so through mutual intradepartmental and/or interdepartmental adjustment of the workload. There is also the provision to sanction leave for the researchers. Some of the teachers have also availed of the facility.

The academic calendars of Susil Kar College does not have any provision to involve students in research activities. However, depending on the students requirement we arrange study tours / field trips, specially for the Defence Studies department.

Consultancy and Extensions :

Actually, the college has limited scope to consultancy services. The individual connection in this field is too little to specify.

Regarding extension activities our college has some positive approaches. Faculty members from certain departments extend their services to the students pursuing courses in other streams and disciplines. Members of the Economics and Mathematics Departments conduct certain section of the syllabus in Commerce. The teams of lecturers who teach Environmental Studies have been drawn from the teaching staff of different departments.

The NSS and NCC wings of our college have important contributions to extensive activities like Adult Education, Health and Hygiene Awareness, Blood Donation Camp, Environment Awareness and other social activities. Students are also active participants in various sports and games and cultural programmes of the college.

CRITERION IV :

Infrastructure and Learning Resources

Facilities--Planned and Existing :

Susil Kar College has been blessed with a campus and infrastructure in the midst of a widespread natural surroundings. Far from the madding crowd of the cities, the college gets its oxygen from the pollution-free village air which in turn generates joy of life for the students, teachers and other staff. It is true that the college is lacking many infrastructural facilities as compared to other colleges, but we are gifted with a natural beauty and freshness which are more valuable to us. With the opening of new departments and the increasing number of students it became necessary to increase the building area. A new floor area of 1000 square mtrs. is recently built in the Northern Block to meet this need. Teachers' room is shifted from Eastern Block to Northern Block which makes student-teacher close and continuous interactions possible. We have introduced a sound system inside a class room with a capacity for nearly 300 students. We are also planning to introduce an audio-visual facility in our gallery-room. Other teaching-learning methods like LCD and OHP have been introduced since this academic year. We have also started a multi-gym that will make our students more interested about extra-curricular activities. The library of the college is completely rearranged to make it more effective for our learners.

Maintenance :

The college has got different sub-committees, some of which are directly connected to any new construction or day-to-day maintenance of the college building and campus. These sub-committees with the supervision of the Principal look after the necessities regarding cleanliness of the campus, regular maintenance jobs, breakages and the replacement of old furniture and equipment. The suggestions and recommendations of the sub-committees are placed before G.B. where decisions are finalized.

The Principal also meets teaching and non-teaching staff regularly to discuss the maintenance needs. Teaching and non-teaching staff also place list of requirements before the Principal who arranges meetings of sub-committees to discuss the same. Finally demands are put to G.B. for its approval. Maintenance jobs are mainly done by parties hired from the locality. Sometimes the NSS wing also conducts some minor maintenance jobs.

Utilization :

We try to ensure the best utilization of the college building by conducting

maximum classes for our regular students. During the summer recess, when normal classes are suspended, the college becomes a university examination centre. Students of neighboring 2/3 colleges come here as examinees. The Examinations continue for a period of about two months where the college staff offers their invigilation duties. Classrooms are very often made available to outside clubs or people for seminars, blood donation camps etc. We are now planning to arrange some of the rooms for different departmental libraries. To ensure optimum use of the classrooms we are applying for other new subjects. To get affiliation for Science Faculty we have planned to prepare a laboratory room and build another new floor to the Northern Block. Newly introduced placement cell is planning to start special communicative English courses and other preparatory classes for different competitive examinations. The equipment and facilities of the computer are extended to students who have signed for software and hardware courses. The outsiders are also allowed to participate. The NSS wing conducts classes and seminars regularly. Moreover, classrooms are utilized by different departments for seminars, guest lectures etc. Various types of cultural programmes and competitions are also arranged in regular course within the classrooms.

CRITERION V :

Student Support and Progression

General Structure :

Susil Kar College is an institution where the students are allowed to express themselves freely in academic and extra-academic matters. A healthy relationship exists between the students and staff in various aspects of college life. Students are encouraged to participate in sports, cultural and literary competitions. They are ingrained with a sense of discipline and that has always stood them in good stead both in the campus as well as in their social life. The institution arranges study tours, academic/career counselling for the students from time to time and students have always responded enthusiastically to those projects. Poor, needy and meritorious students are often given financial assistance in fees at concessional rates etc. Celebrations of Independence Day, Republic Day, Teachers Day, Freshers' Welcome etc. make them dutiful, disciplined and more concerned on fellow-feelings. College magazine provides an opportunity for students to express themselves in critical as well as creative ways. Their participation in NCC and NSS creates an opportunity for them to be more socially responsible. NCC also helps

them in finding jobs. However, the fast changing world sometimes put hindrances for them to adjust accordingly. There may have been lapses though negligible, in terms of discipline and behavioural pattern among the students, but the authority is wide awake about the matter and the outcome is a newly formed Discipline Committee that comprises both our staff and students representations.

Student Profile and Alumni :

The college has nearly 1200 students enrolled in the Arts, Commerce and Science streams. All streams are co-educational. The students are of various religions and social backgrounds. They are generally well-behaved and disciplined. Being the residents of a backward region they may have many difficulties but in spite of that they are very much sincere in their academic and non-academic pursuit

During the last 37 years, Susil Kar college has done really a magnificent job in this backward area. Almost 20,000 students have been graduated from this institution and most of them are now well-established. In a region populated by illiterate masses, the job of spreading higher education thus can fairly be ranked as unparalleled. One can find the presence of ex-students of the college not only in this locality but also in the remotest villages of the district. Their presence is felt in the city as well as in other districts. We seldom come across an ex-student who has not tasted the fruits of success in his/ her life.

The first Alumni Association of the college was attended by a large number of ex-students of different places. However, in the absence of regular meetings among the members, the activities of the alumni association may at times seem to be limited, but renewed efforts are being made to revitalize the association in order that they can make meaningful contribution to the college.

CRITERION VI :

Organization and Management

Administration :

The college has the G.B. as a policy and decision making body of which the Principal being the Head of the Institution, runs the college with the help of different sub-committees.

- The G.B., formed under the C.U. First Statute, 1979, consists of a President, a Secretary and eleven members .

The elected and nominated members of the G.B. further elect among them or an outsider of distinguish personality as the President. . The Principal is always the Secretary, ex-officio. Apart from the above two there are four TRs, two NTRs, two DPI-nominees, two C.U.-nominees and one the GS of Student Union.

- The appointment of teachers in substantive post is given by the G.B. Under the recommendation of the WBCSC.
- The Principal is also appointed by the G.B. under the recommendations of the WBCSC.
- The Seniors most teacher in each academic department is appointed as the Head of the Department.

The Bursar functions as the finance officer of the college. He is appointed by the G.B. in consultation with the Principal.

- To run the internal administration smoothly the Principal appoints profession-in-charges for different departments like NCC, NSS, Library etc. To look after the academic administration the Principal takes the help of the secretary, TC, who is elected from among the teachers.

Policy and decision making process is decentralized by introducing different sub-committees. Thus powers and functions are distributed to ensure effective management in all affairs of institution.

Academic Sphere :

The admission policy of the college is transparent and realistic. The institution has two faculties, viz. Arts and Commerce. There are nine departments altogether. B.Sc. Degree is offered to the students of Eco-science. Academic matters are mainly under the supervision of the teachers. Academic Sub-Committee normally looks after this sphere and it prepares class-routine and academic calendar. Recently we formed two other sub-committees for the betterment of academic environment.

In order to obtain benefits of modern technologies, the college gets connected to Internet. The institution has its own aims and objectives to achieve its goals through utilization of funds from UGC for academic purposes, e.g., building construction, purchase of text and latest reference books and other equipments.

Financial Structure :

Finance Sub-Committee and the Bursar look after the financial matters of the college. Policy decisions finalized by the G.B. are implemented by the Principal. The finances of the college are judiciously allocated and effectively utilized to make

its programmes and functioning cost-effective. The Principal allocates finances to the HODs for purchase of books, equipments and expendables. Books are purchased from UGC grants mainly. Regular maintenance and development of the college building and campus is entrusted to the Principal, who in this regard is helped mainly by the Building Sub-Committee.

There is regular review of progress regarding plans and budget in the GB and sub-committees' meetings. The grants obtained for specific purposes is properly utilized and never diverted for other purposes. Emphasis is laid on economic purchases without compromising on the quality. After the purchase, the processing and paying of the bills are done as early as possible.

optimum utilization of the infrastructure is always sought. Besides normal classes, the college rooms and halls are also made available to outside clubs and other organisations for blood donation camps, seminars etc. the college becomes University Examination centre during the Summer Recess, when normal classes are suspended. The playground is allowed to be used by the nearby schools and clubs for sports and other tournaments. The grants received by the college are utilized to the fullest extent. There is no record of misutilization of funds due to the negligence of the college. The budgeting and auditing procedure is regular and standardized. Auditing is done annually as per State Govt. rules. So far very few queries have been raised by External Auditor.

The college under the Grants-in Aid System. The Government grants obtained is utilized for the payment of salaries to the college staff. Grants obtained from UGC are utilized for specifically mentioned purposes. The fees collected from the students during an academic year also helps in this regard. In order to mobilize college funds, the GB of the college in its meetings decided to enhance the college fees in the academic years 2001-02 and 2004-05.

Search for Other Sources :

At present, the college feels it necessary to find some other sources of finance in order to make all-round development of the existing college plant. Government grants and funds provided by UGC are not sufficient for this purpose. That is why some resource generating strategies are required to be undertaken. The college has recently started its venture to this end by introducing software and hardware computer courses. Further plans in this field are going to be implemented in near future. Newly introduced multi-gym may be utilized for this purpose. The Commerce Department is affiliated to start Honours courses in marketing. A course on Marketing Management may be introduced as a new source of finance. We are also planning to start Communicative English and other counselling courses for the same purpose. Attempts have also been started to tap NGOs and other external sources in order to collect donations and other assistance. We think that the college alumni can be helpful in our fund generating drives.

Criterion VII : Other Healthy Practices

The college has developed and put into use some other healthy practices like Teachers' Self-Appraisal Reports and Students' Feedbacks. Self-appraisal of a teacher helps him to have an internal quality check-up. Students' feedback, though not collected in an organised fashion is still practised and redressal measures are taken by the authority. Keeping pace with modern age the office has been partially computerised and e-mail communication system made available. Computerisation of library is our next planning. Staff-cooperative exists among the non-teaching staff. The same for the teachers is under consideration. We are also planning for departmental libraries. Installation of Audio-Visual Systems like LCD and OHP is done. The successful celebration of Silver Jubilee on 5th September, 1993 was a good example of Teamwork and Planning.

The consistent support extended by the college to the teachers for their research-works, refresher and orientation courses, attending to seminars and workshops etc. is a healthy practice.

Value Education classes for the students are done by the Defence Studies Department and NSS wing. Many of the NCC-trained students find it easier to get jobs.

Annual cultural activities and Freshers' Welcome programmes provide for the students to organise / plan and conduct various extra-curricular activities leading to their all-round development. The celebration of the Independence and Republic Days, Teachers' and / or College Founder's Days and other Religious Festivals are an occasion for community building among our staff and students. The annual staff picnic provides the atmosphere and setting to strengthen the bonds of fellowship among the members of our staff.

Colleagues who have to proceed on leave due to a variety of compelling reasons have always found members of different departments ready to step into the breach and take their classes. This wholesome practice is a great consolation in times of sickness and other emergencies. Some more areas we need to explore are students' exchange programmes, introduction of vocational courses, standardisation of students' feedback mechanism, and finally more projects and research works for the teachers.

Summary

Susil Kar College with its limited scope and capacity is now greatly involved in improving its infrastructure and facilities so that it can make a significant contribution to the spreading up of higher education in the district where it is situated.

We hope that the most recent insights and developments in the Learning Process will make our Teaching-Learning endeavours more interactive. Computer-aided learning combined with regular seminars, guest lectures and workshops will help our learners to become more effective and efficient. Plans to introduce departmental libraries, AV-room and extensive use of LCD / OHP will add extra energy to our existing efforts.

Our recent trend to decentralize and distribute pressure of the authority will provide us with fruitful results. Thus the style of administration is under the process of modification. The formation of three new sub-committees, e.g., Discipline Sub-Committee and Admission Sub-Committee will serve the purpose more effectively.

The activities of our NSS unit to the villages in the vicinity help us to extend our efforts beyond the academic sphere. We plan to amplify such activities in near future to make neighbouring backward areas more benefitted. To awaken a social conscience and provide opportunities for our young people to show their responsibility for serving the society is a vision we are committed to.

We hope that by creating an atmosphere of appreciation in our young people for the cultures and traditions of others we can lay the foundation for a harmonious and compassionate society. By celebrating National Days and other festivals we will have an opportunity to appreciate the rich cultural heritage and traditions of our country.

We are now planning to introduce vocational courses which will assist our students not only to increase their marketability but also provide us with an opportunity of adding something to our fund raising drives. Introducing of computer courses is the first step to this effort.

Conclusion

The visit of the NAAC Inspection Team has opened a new era for Susil Kar College. Preparing the Self-Study Report has been a valuable learning experience for us. The introspective process that we have been through has projected the strength and weaknesses that make us aware of the constant need to update ourselves. We understand our co- and extra-curricular activities need to be made more widespread, attractive and challenging. We also feel the necessity of further improvement of our teaching skill. We are confident that our expectation of further betterment will be materialised with the arrival of the Peer Inspection Team and we wait eagerly their step-in to our college.