THE ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF THE IQAC

2015-16

SIVANATH SASTRI COLLEGE

23/49 Gariahat Road
Kolkata 700029

CONTENTS

PART *A*

Details of the Institution **2**

IQAC Composition and Activities **5**

PART *B*

Criterion I **Curricular Aspects** **9**

Criterion II **Teaching Learning and Evaluation** **11**

Criterion III **Research, Consultancy and Extension** **14**

Criterion IV **Infrastructure and Learning Resources** **19**

Criterion V **Student Support and Progression** **21**

Criterion VI **Governance, Leadership and Management** **25**

Criterion VII **Innovations and Best Practices** **31**

Plans of institution for next year **34**

ANNEXURES **35**

The Annual Quality Assurance Report (AQAR) of the IQAC

2015-16

Part – A

I. Details of the Institution

1.1 Name of the Institution	**SIVANATH SASTRI COLLEGE**
1.2 Address Line 1	23/49 Gariahat Road
Address Line 2	Kolkata 700029
City/Town	Kolkata
State	West Bengal
Pin Code	700029
Institution e-mail address	sivanathsastricollege@yahoo.in
Contact Nos.	(033) 2461-2689/ 2460-1521 / 2461-1236
Name of the Head of the Institution:	Dr. Runa Biswas
Tel. No. with STD Code:	(033)2461-1536
Mobile:	9433419072

Name of the IQAC Co-ordinator: Dr. Sriparna Bose

Mobile: 9831386843

IQAC e-mail address: iqacsivanathsastricollege@gmail.com

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)* WBCOGN12750

1.4 **NAAC Executive Committee No. & Date:** EC (SC)/18/A&A/29.2 dated 05.11.2016
(For Example EC/32/A&A/143 dated 3-5-2004. This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

1.5 Website address: sivanathsastricollege.org

Web-link of the AQAR: http://www.sivanathsastricollege.org/AQAR2015-16.doc
http://www.sivanathsastricollege.org/AQAR2015-16.pdf

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

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B+	-	2006	2006-2011
2	2nd Cycle**	B+	2.51	2016	2016-2021
3	3rd Cycle	-	-	-	-
4	4th Cycle	-	-	-	-

1.7 Date of Establishment of IQAC : DD/MM/YYYY **30.04.2014***

*** The IQAC was reconstituted as per the guidelines revised in October 2013 by NAAC**

1.8 AQAR for the year *(for example 2010-11)* **2015-16**

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

i. AQAR 2011-12 submitted on 23.12.2015
ii. AQAR 2012-13 submitted on 23.12.2015
iii. AQAR 2013-14 submitted on 23.12.2015
iv. AQAR 2014-15 submitted on 23.12.2015

1.10 Institutional Status

University NA. State [ ] Central [ ] Deemed [ ] Private [ ]

Affiliated College Yes [√] No [ ]

Constituent College Yes [ ] No [√]

Autonomous college of UGC Yes [ ] No [√]

Regulatory Agency approved Institution Yes [ ] No [√]

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

Type of Institution Co-education [ ] Men [ ] Women [√]

Urban [√] Rural [ ] Tribal [ ]

Financial Status Grant-in-aid [√] UGC 2(f) [√] UGC 12B [√]

Grant-in-aid + Self Financing [ ] Totally Self-financing [ ]

1.11 Type of Faculty/Programme

Arts [√] Science [√] Commerce [√] Law [ ] PEI (Phys Edu) [ ]

TEI (Edu) [ ] Engineering [ ] Health Science [ ] Management [ ]

Others (Specify) [. None]

1.12 Name of the Affiliating University *(for the Colleges)* **UNIVERSITY OF CALCUTTA**

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

Autonomy by State/Central Govt. / University	No		
University with Potential for Excellence	No	UGC-CPE	No
DST Star Scheme	No	UGC-CE	No
UGC-Special Assistance Programme	No	DST-FIST	No
UGC-Innovative PG programmes	No	Any other (*Specify*)	No
UGC-COP Programmes	No		

2. IQAC Composition and Activities

2.1 No. of Teachers	11
2.2 No. of Administrative/Technical staff	2
2.3 No. of students	1
2.4 No. of Management representatives	2
2.5 No. of Alumni	1
2.6 No. of any other stakeholder and community representatives	Nil
2.7 No. of Employers/ Industrialists	Nil
2.8 No. of other External Experts	Nil
2.9 Total No. of members	17
2.10 No. of IQAC meetings held	04

2.11 No. of meetings with various stakeholders: No. 02 Faculty 01

Non-Teaching Staff Students 01 Alumni Others

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

If yes, mention the amount

* The IQAC received Rs 300,000/- during 2014 from the UGC for the XII th Plan Period

2.13 Seminars and Conferences (only quality related)

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

Total Nos. 01 International National State Institution Level 01

(ii) Themes

Innovations in teaching, learning and evaluation: one day interactive faculty development workshop on May 13, 2016.

2.14 Significant Activities and Contributions made by IQAC

The significant activities and contributions made by the IQAC include the following:

- Making arrangements for obtaining online feedback response from students and orientation of the faculty and students in this regard.
- Recommending the use of innovative teaching –learning methods
- Encouraging various extra-curricular activities throughout the year and formation of activity clubs for the students.
- Recommending the renovation and extension of the computer lab
- Organising seminars/workshops on quality enhancement
    - ***Innovations in teaching, learning and evaluation***: one day interactive faculty development workshop on May 13, 2016.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
1. Preparation of a plan of action by the Departments 2. Regular departmental meetings for review and discussion. 3. Modification of the internal examinations of the college based on student requirements. 4. Student centred teaching. Class seminars and presentations by students. 5. Exchange of faculty among the departments and inter-disciplinary lectures. 6. Student excursions for gaining experience out of class room. 7. Provision of permanent audio-visual aids in some of the larger class rooms. 8. Introduction of online feedback response from students 9. Proposal for workshops at institution and state level for faculty development. 10. Installation of the rainwater harvesting unit 11. Proposal for installation of a solar power generation unit in the college. 12. Creation of a digital data base for the institution. 13. Non-teaching staff development programme	1. Academic calendars were prepared by the departments. 2. Departmental meetings were held to review progress. 3. On the recommendation of the Academic sub-committee some of the departments introduced experimental conceptual clarity based questions in the mid-term examination. 4. Majority of the departments monitored the academic performance of the students through regular class tests and assignments. 5. Interdisciplinary lectures were organised by most departments 6. Student excursions were organised by the Departments of Education, History, Bengali, Botany and Geography 7. Six classrooms were provided with permanent audio-visual aids 8. Feedback response (both online and manual) was collected from the students and parents. 9. Faculty development workshop was organised on May 13, 2016 10. Installation of the Rain water harvesting unit was completed in September 2015. 11. Development of a customised student management system was initiated. 12. Digitization of library catalogue permitted online and offline search. 13. Computer skill development programme for non teaching staff was undertaken.

Annexure I : Academic Calendar of the college

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

Management [√] Syndicate [ ] Any other body [ ]

Provide the details of the action taken

The management approved the recommendations made by the IQAC and provided the assistance and funding for implementation of the various proposals

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	05	0	0	0
PG Diploma				
Advanced Diploma				
Diploma				
Certificate			01	
Others				
Total	05		01	

Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	Nil
Trimester	Nil
Annual	05

1.3 Feedback from stakeholders* Alumni [ ] Parents [√] Employers [ ] Students [√]
(On all aspects)

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

****Annexure II Analysis of feedback***

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

The college has to follow the directives of the University of Calcutta which regularly reviews and revises the existing curricula as per UGC recommendations.

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

Nil

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others		
				Government approved Contractual Whole-time Teachers	Government approved Part time Teachers	GLI
33	05	18	NA	03	05	02

2.2 No. of permanent faculty with Ph.D. 19

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
0	15		0	0	0	0	0	0	15

2.4 No. of Guest and Visiting faculty and Temporary faculty 26 | | 5*+2**

** College contractual whole time teachers*

***College part time teachers*

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	02	12	14
Presented papers	04	03	04
Resource Persons		02	

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

The different innovative processes adopted by the institution in teaching and learning are as follows:

- Regular use of audio-visual aids in the class room
- Interactive classes where students are encouraged to ask questions.
- Class seminars and presentation by students
- Excursions and Field study
- Project based dissertation work
- Invited lectures by external experts
- Interdisciplinary lectures

2.7 Total No. of actual teaching days during this academic year | 216

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

2.9 No. of faculty members involved in curriculum Restructuring /revision / syllabus development as member of Board of Study/Faculty/Curriculum Development workshop | 01 | | 01

2.10 Average percentage of attendance of students | >60%

2.11 Course/Programme wise distribution of pass percentage :
Results of the B.Com./B.A./B.Sc. (Honours and General) Part III Examination, 2016

Title of the Programme	Total no. of students appeared	Division/Class				
		Distinction %	I %	II %	III %*	Pass %
B.Com (Hons)	405		29.88	47.41	6.67	83.96
B.A.(Bengali Hons)	45		2.22	68.89	25.95	97.06
B.Sc.(Economics Hons)	09		0.0	55.56	44.44	100.00
B.A.(Education Hons)	27		0.0	62.96	37.04	100.00
B.A.(English Hons)	58		1.72	86.21	12.07	100.00
B.A.(History Hons)	10		0.0	100.00	00.00	100.00
B.A.(Political Science Hons)	12		0.0	83.33	16.67	100.00
B.Sc.(Geography Hons)	25		48.00	48.00	4.00	100.00
B.A. (General)	229		0.0	3.01	17.47	20.48
B.Sc. (General)	14		0.0	15.38	23.08	38.46

* *Passed without division/Partly cleared*

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

The IQAC monitors the teaching learning processes of the college in various ways:

- Prepares a plan of action at the beginning of the academic session and recommends that the departments also do the same
- Monitors the preparation of an academic calendar for the college and the departments
- Recommends regular departmental meetings for review of progress
- Recommends the use of student centred learning methods
- Encourages teachers to use innovative teaching methods
- Organises collection of feedback from students regarding various aspects of the teaching learning processes.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	Nil
UGC – Faculty Improvement Programme	Nil
HRD programmes	01
Orientation programmes	Nil
Faculty exchange programme	04
Staff training conducted by the university	Nil
Staff training conducted by other institutions	02
Summer / Winter schools, Workshops, etc.	06
Others	Nil

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	14	04	02	00
Technical Staff	02	00	01	01

Criterion – III

3. Research, Consultancy and Extension

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

Faculty members are encouraged to participate in faculty development programmes, workshops, seminars/ conferences and submit proposals for research projects.

3.2 Details regarding major projects Nil

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		02		
Outlay in Rs. Lakhs		2.79		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	08	02	02
Non-Peer Review Journals	Nil	Nil	Nil
e-Journals	Nil	Nil	Nil
Conference proceedings	01	Nil	Nil

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects	2014-16 2015-17	UGC	Rs.134,500 Rs.145,000	Rs.107000 Rs.120,000
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects *(other than compulsory by the University)*				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. 01 Chapters in Edited Books 07

ii) Without ISBN No. 03

3.8 No. of University Departments receiving funds from **NA**

UGC-SAP [ ] CAS [ ] DST-FIST [ ]

DPE [ ] DBT Scheme/funds [ ]

3.9 For colleges Autonomy Nil CPE Nil DBT Star Scheme Nil

INSPIRE Nil CE Nil Any Other (specify) Nil

3.10 Revenue generated through consultancy Nil

3.11 No. of conferences organized by the Institution Nil

Level	International	National	State	University	College
Number					
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons 03

3.13 No. of collaborations International Nil National Nil Any other Nil

3.14 No. of linkages created during this year Nil

3.15 Total budget for research for current year in lakhs: NA

From Funding agency From Management of University/College

Total

3.16 No. of patents received this year NA

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

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

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them N.A. Nil

3.19 No. of Ph.D. awarded by faculty from the Institution N.A.

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

JRF NA SRF NA Project Fellows NA Any other NA

** Sivanath Sastri College offers only undergraduate courses and therefore sections 3.18 to 3.20 are not applicable.*

3.21 No. of students Participated in NSS events:

University level	100	State level	Nil
National level	Nil	International level	Nil

3.22 No. of students participated in NCC events: Nil

University level		State level	
National level		International level	

3.23 No. of Awards won in NSS:

University level	Nil	State level	Nil
National level	Nil	International level	Nil

3.24 No. of Awards won in NCC: NA

University level		State level	
National level		International level	

3.25 No. of Extension activities organized

University forum		College forum	06		
NCC		NSS	06	Any other	

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

Sivanath Sastri College Gana Swasthya Udyog, was inaugurated on 12.06.2011 with the goal of creating health awareness among local people who are economically backward (especially inhabitants of the neighbouring slums of Panchanantala and Kankulia) and to provide medical advice free of cost as well as medicines at subsidised prices.

The clinic is run and funded by two teachers of the college with active support from the **Governing Body, Sivanath Sastri College** and **Shramajibi Swasthya Udyog**, an NGO.

A doctor is available to provide medical advice every Sunday from 10 a.m. to 1-30 p.m.

Number of weeks the clinic remained open during 2015-16: 30
Number of patients attended: 856

Activities organised by the Extension Committee

- 3rd September 2015: Dr Kanchan Mukherjee an eminent gynaecologist addressed the students of the college on 'Women's Health Awareness and Women's Health Rights'
- 28th September 2015: A presentation on diet and nutrition by Srinwanti Datta of Woodlands multi-speciality hospital
- October 2015 the students were taken to an old age home of Kolkata where the students got an opportunity to spend some time with senior citizens.
- October 2015 the student health workers were taken to the nearby Gobardanga slum areas where they interacted and briefed the women folk on primary health care.
- 1st December 2015: on the occasion of World Aids day a walk for AIDS awareness had been organised.
- A visit to Divine Fellowship Blind School was organised on 4th December 2015.
- 17th December 2015 a workshop on 'Health for All' was conducted by Shramajibi Swasthya Udyog

Activities Organised by the NSS unit

- Participation in the thalassaemia awareness walk NSS volunteers participated in the 'Thalassemia Awareness Walk' from Metro Channel to Nilratan Sarkar Medical College and Hospital on 7th May 2016.The walk was followed by a discussion on thalassemia awareness
- Visit to old age home "Shantir Neer" in Mukundapur on 13.10.2015
- Aids awareness walk NSS volunteers participated in 'Aids Awareness Walk', organised by NSS Unit of this college on 12th January 2016 to commemorate the birth anniversary of Swami Vivekanada.
- Visit to "Divine Fellowship Bind School" on 04.12.16. NSS volunteers interacted with the students there through songs, poem recitations and playing of musical instruments in which the students of the blind school also participated with great enjoyment.
- Thalassaemia detection camp for the students in collaboration with the **Alumni Association o**n 11.12.15
- A special camp was organised at a neighbouring slum between 25.03.16 and 31.03.16. The activities included a self defence workshop for the residents, recitation, music and dance competition for children and legal counselling for the women.
- The second batch of students completed the training programme on Nursing and First Aid in collaboration with Sramajibi Swasthya Udyog.
    - Classes were held during December 2015 to May 2016
    - Twenty five students completed the training.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	0.72 acres	Nil		0.72
Class rooms	27	Nil		27
Laboratories	03	Nil		03
Seminar Halls/Auditorium	01	Nil		01
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		Nil		Nil
Value of the equipment purchased during the year (Rs. in Lakhs)		5.82	Institution	Nil
Others		Nil		Nil

4.2 Computerization of administration and library

- Accounts section is computerized.
- Computerization of library catalogue with Koha Library Management Software began in January 2015 and has been completed.
- Admission procedure is online

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value (Rs.)	No.	Value
Text Books	28979	157,789*	212	89,691**	29191	247480**
Reference Books	10209		75		10284	
e-Books	Nil	NLIST				
Journals	Nil		11		11	
e-Journals	Nil	NLIST				
Digital Database	Nil					
CD & Video	09		4		13	
Others (specify)	Nil					

**indicates value of text books and reference books purchased since 2005-06*

*** indicates value of reference books and text books*

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	57	12	10 broad band connections	Nil	Nil	13	23	10
Added	01	00	Nil	Nil	Nil	01	Nil	00
Total	58	12	10 broad band connections	Nil	Nil	14	23	10

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

- Hands on computer training are provided to B.Com Honours students as part of their IT Curriculum.
- Computer training in GIS software is also provided to the third Year Geography Honours students.
- A certificate self financing course is available for training the students in computer basics and accounting
- Library personnel have received training in Library software (Koha)
- Office staff received training in Computerisation of Salary Accounting (COSA) software
- Computer skill enhancement programme was undertaken for non-teaching staff

4.6 Amount spent on maintenance in lakhs :

i) ICT	1.11
ii) Campus Infrastructure and facilities	23.40
iii) Equipments	
iv) Others	
Total :	24.51

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

To enhance awareness about student support services the IQAC recommended regular notification regarding availability of student support services such as a cheap store, medical facilities, psychological counselling and career counselling and progress to higher education programmes among the students and placement cell for the students.

5.2 Efforts made by the institution for tracking the progression

The Academic subcommittee plays an effective role in monitoring requirements and progress of students in the academic sphere.
Student support and welfare committee looks after the welfare of the students.
The Concession committee provides the financial aid needed by students from economically backward strata of society.
Departments also keep track of the students and their needs.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
2768			

(b) No. of students outside the state: 64

(c) No. of international students: Nil

Men	No	%

Women	No	%
	2768	100

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2177	401	11	140	0	2729	2287	396	07	77	01	2768

Demand ratio 4.5:1 Dropout % 5.18%

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

Nil

No. of students beneficiaries	NA

5.5 No. of students qualified in these examinations: Not Applicable

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

5.6 Details of student counselling and career guidance

The College offers psychological counselling to the students and a qualified counsellor visits the College on weekly basis.

- In the academic session 2015-16 the service has commenced on and from September 2015 and **17 students** attended counselling sessions and 6 students repeated the visit as they benefited through such counselling.
- Students come with stress related problems, lack of concentration and family problems. Confidentiality is maintained and the counsellor does not divulge the information to anybody unless it becomes necessary for her subsequent treatment.

Career guidance regarding professional opportunities as well as progress to higher education is provided through workshops/seminars by visiting organizations.

TCS BPS Academic Interface Program (AIP)

- The program consists of
  - '**Train the Trainer**' program and
  - **'Campus to Corporate Recruitment Program**
- As a part of the 'Train the Trainer' program the college nominated 2 faculty members to attend a Faculty Development Program (FDP) where they were trained by the TCS Learning and Development team.
- After completing the training the faculty conducted a training programme for the B.Com.3rd Year students as a part of '**Campus to Corporate Recruitment Program'**
- **171** students registered for the program which began on May 2, 2016
- **164** students completed the program and appeared for a written test conducted by TCS on May 13, 2016.
- **107** students were shortlisted after written test for the final rounds of interview which were conducted at the TCS Ltd's office.
- Finally **48** students were selected by TCS Ltd. and offered various positions in their organization.

No. of students benefitted | 48

5.7 Details of campus placement

On campus			*Off Campus*
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
01	164	48	00

5.8 Details of gender sensitization programmes

The college offers Women's studies as a general subject and in 2015-16 the total student enrolment (all three years combined) was 127.

Two proposals for national level seminars were also submitted by the institution on women empowerment (Department of Geography) and gender issues (Departments of English, History, Political Science and Women's Studies) to the UGC.

5.9 Students Activities

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

State/ University level | 14 | National level | | International level | |

No. of students participated in cultural events

State/ University level | 53 | National level | | International level | |

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

Sports : State/ University level | 09 | National level | | International level | |

Cultural: State/ University level | 16 | National level | | International level | |

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	27	Rs.50880/-
Financial support from government*	93**	Data not available
Financial support from other sources	Nil	
Number of students who received International/ National recognitions	Nil	

**Students belonging to the SC/ST categories receive government scholarships directly*
***Number of students receiving scholarships under Kanyashree Scheme*

5.11 Student organised / initiatives

The Students' Union organises various events like the Fresher's welcome and the Annual Social and participates actively in all extra-curricular activities.

- **23.02.16: Cultural competition at Aban Mahal**
- **Activity clubs**
  - 2015: **Literary Club** was started with 60 student members
  - The first issue of the Magazine "**It's Me**" has come out in May 2016.
  - **Debating Club** An inter-college debate competition was held within the College premises on **20th February, 2016**.
  - **Painting and Photography Club** organised a paper bag making workshop in December 2015
  - **Drama Club** has been formed and is functioning vibrantly. Noted theater and television personality **Chandan Sen c**onducted a drama workshop.

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

Exhibition: State/ University level Nil National level Nil International level Nil

5.12 No. of social initiatives undertaken by the students Nil

5.13 Major grievances of students (if any) redressed:

A recess of 15 minutes was introduced as a tiffin break for students in response to student feedback received regarding lack of a recess during the college hours.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Sivanath Sastri College was established as part of the Brahmo Samaj Movement for Education for women.

Vision

Impart liberal education for the empowerment of women. To integrate students with the society they live in. Inculcate in the students the compassion and understanding that liberal value-based education encourages. Promote commerce studies for women to make them self reliant and independent. Provide a platform for interaction among students from different socio-economic backgrounds.

Mission

It is the mission of the college *to promote the cause of education in the highest and widest sense to make that education- comprehending the training of the mind, heart and body, founded on a theistic basis- conducive to the good of man and glory of God.*
The principal goal of the college is to educate girls from a wide spectrum of society, equip them to face challenges of the professional world and the society as responsible human beings.

6.2 Does the Institution have a Management Information System

Not yet but the on the basis of recommendation of the IQAC, the college is acquiring a customised Management Information System for students.

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

6.3.1 Curriculum Development

The college has to follow the curriculum designed by the University of Calcutta but teachers regularly participate in workshops organised by the University and other bodies regarding curriculum development.

In addition each department develops its own academic calendar and tries to incorporate related contemporary issues to widen the intellectual horizon of the students.

6.3.2 Teaching and Learning

Quality improvement strategies adopted with respect to teaching and learning include:

- Departmental meetings at the beginning of each academic session to prepare a plan of action including allocation of syllabus, preparation of an academic calendar with tentative dates of internal examinations.
- Review of progress by the departments at regular intervals
- Regular use of audio-visual aids in the class rooms
- Remedial coaching/tutorial classes for students
- Organizing
    - student seminars /class presentations on different topics in the syllabi or related contemporary issues
    - invited lectures by eminent personalities in the respective fields
    - excursions and field trips for students

6.3.3 Examination and Evaluation

The qualifying examinations are held as per university schedule but the institution ensures quality performance by the students through a system of internal evaluation including:

- Mid-term and selection tests
- Class tests and tutorials
- Assignments
- Mock-tests before the final practical examinations

The evaluated answer scripts are shown to the students and if necessary parents are informed regarding their performance in the examination.

6.3.4 Research and Development

Teachers are encouraged to apply for research grants, engage in research work, attend workshops and seminars and publish regularly.

6.3.5 Library, ICT and physical infrastructure / instrumentation

The college is an institutional member of INFLIBNET since September, 2014 and all full time teachers have been provided with individual user id and password so that they can access the digital library. Students are able to access INFLIBNET from the library.

Bar coding of library books which commenced from March 2015 with Koha Library management software has been completed.

The management has provided laptops for all Honours departments

6.3.6 Human Resource Management

The aim of the college is to make optimum use of human resource available.
The Governing Body is the apex body which manages the overall human resource development of the college.
In addition there are statutory bodies for human resource management of the college:

- The Teachers' Council and Non-Teaching Staff associations monitor the affairs of the teachers and the non teaching staff respectively.
- The Students' Union looks after student related issues

6.3.7 Faculty and Staff recruitment

Recruitment of teaching and non teaching staff is as per government rules.

Permanent full time teachers are recruited on the basis of West Bengal College Service Commission Act, 1978 (West Bengal Act LXII of 1978) and relevant Government orders, guided by an interim Order of the Supreme Court dated 02.04.1984.on the basis of this order a full time teacher is recruited out of a panel of three names sent by the West Bengal College Service Commission on the basis of an interview conducted by the Staff Selection Committee which includes among its members a subject expert nominated by the Calcutta University.

Contractual full time teachers and guest teachers are recruited by the college through interviews conducted by the Staff selection committee which includes a University expert /external subject expert following advertisements in daily newspapers.

Recruitment of ad hoc non-teaching staff is on the basis of interviews conducted by the Establishment Committee.

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

Admission of students is as per government norms and on the basis of merit. Admission is entirely on the basis of the results in the qualifying examination for all departments. To ensure transparency submission of application, publication of Merit list, admission of selected candidates and payment of fees were done online through College website. Pre Admission counselling of students was conducted by the Department of Geography.

6.4 Welfare schemes for

Teaching	Group insurance, Staff Credit Co-Operative Society, Provident Fund, Festival Advance.
Non teaching	Group insurance, Staff Credit Co-Operative Society , Staff Benevolent Fund, Provident Fund, Festival Advance.
Students	Medical centre, Free Studentship and Fee concession, Government Scholarships, Awards and Prizes.

6.5 Total corpus fund generated | Nil |

6.6 Whether annual financial audit has been done Yes | √ | No | |

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	University of Calcutta	No	
Administrative	No		No	

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

For UG Programmes Yes [ ] No [√*]

For PG Programmes NA Yes [ ] No [ ]

*Results of the final examinations are published by the Calcutta University and the college has no say in this regard. However, the college takes care to publish the results of the internal examinations within 30 days or earlier.

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

NA

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

None

6.11 Activities and support from the Alumni Association

- Organised a Reunion on July 2015
- Arranged a thalassemia screening test for the students free of cost on 11.12.2015 in collaboration with SSKM Hospital.
- Awarded prizes for students who scored highest marks in B.Com., B.A. and B.Sc. Honours and General examinations
- Awarded prizes for winners in the intra college cultural competition held on February 23, 2016.
- Participated in the **thalassemia awareness walk** organised by the NSS Unit of the University of Calcutta and Nil Ratan Sarkar Medical College and Hospital on 07.08.2015.
- Participated in the special camp of the NSS unit of the college in a neighbouring slum area in Panchanantala during 25th March to 31st March, 2016.

6.12 Activities and support from the Parent – Teacher Association

There is no Parent-Teacher Association but regular Parent –Teacher meetings are held by the Departments where parents are informed about the academic performance of the students and feedback is received from the parents regarding the college as a whole.

6.13 Development programmes for support staff

Computer training facility is available for non-teaching staff.

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

The garden which contains some rare species is maintained with great care.
Every effort is made to ensure that the grounds are kept clean and pollution free.
The installation of a rainwater harvesting unit in the college has been has been completed and the water is primarily utilised for gardening.
A proposal has been put forward by the IQAC to declare the campus a

- No-smoking zone
- Plastic free zone

Criterion – VII

7. Innovations and Best Practices

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

Online admission procedure was finalized as per university directives with the object of implementation during the academic session 2015-16 to ensure complete transparency in the admission process and to provide hassle-free admission for the interested candidates.

Feedback from students and parents was collected on all different aspects of the institution with the objective of identifying and addressing the strengths and weaknesses.

All departments were asked to maintain a departmental diary for recording progress in academic and other activities of the department.

All full time teachers are required to maintain a diary for self appraisal with the objective of keeping daily record of lectures delivered other activities and leave taken.

The Academic Subcommittee of the college prepared an action plan regarding academic matters of the institution and made a proposal for introducing some conceptual clarity based questions within the existing frame work of the university curricula for the internal college examinations.

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

- Academic calendars and departmental diaries were prepared as aids to the teaching-learning processes.
- Seminars/invited lectures by external experts for the students were arranged by all departments.
- Student seminars/ presentations were organised by all departments.
- More frequent use of audio-visual aids/ICT in the class rooms.
- Two proposals were submitted to the UGC for National Level Seminars by the departments of Geography, Bengali and a third one jointly by the Departments of History, English, Political Science and Women's Studies. The proposals have been sanctioned by the UGC. The seminars are scheduled to be held within December 2016.
- Feedback response on different aspects of the institution was collected from the students and parents/guardians and analysed.
- The installation of the rainwater harvesting unit was completed.
- The NSS unit of the college organised different programmes in addition to the special camp.
- Extension activities including workshops on health issues, self defence and environment consciousness were organised for the students and staff.
- The training programme on health related issues in collaboration with Sramajibi Swasthya Udyog completed its second year. Twenty five students completed the training.
- The College offers psychological counselling to the students and a qualified counsellor visits the College on weekly basis. In the academic session 2015-16 the service commenced on and from September 2015 and a number of students benefited through such counselling.
- Various cultural activities were organised by the Cultural committee including a theatre workshop, inter college debate competition, intra-college cultural competitions and cultural programmes.
- The Annual Sports event and the Prize distribution were held on 05.12.2015 and 22.12.2015
- Seminar/workshop organised by the IQAC:
  - One day faculty development workshop on ***Innovations in teaching learning and evaluation*** on May 13, 2016.

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

Annexure III Best practice I
Best Practice II

7.4 Contribution to environmental awareness / protection

The installation of a rainwater harvesting unit has been completed in September 2015.

7.5 Whether environmental audit was conducted? Yes [√*] No [ ]

* *A green audit was conducted by DNV GL Business Assurance India Private Limited, Kolkata on October 2015 and the college has implemented majority of the recommendations made in the audit.*

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

Strengths

- Large, well planned building at a prime location
- Good academic ambience
- Quality faculty dedicated to their profession
- Efficient and sincere non teaching staff
- Active co-operation among all stake holders, management, faculty, non-teaching and technical staff, students, guardians and alumni.
- Providing education to students from all spheres of society at a comparatively low cost
- Above average academic performance of students in the Honours streams

Weaknesses

- Lack of space in the present premises
- Since the institution is a morning college which shares the premises with two other colleges, time is the most important constraint faced by the staff and students.
- A large number of full time posts are vacant due to retirement of the incumbents.
- Declining enrolment of students in B.Sc. General Stream due to limited number of science subject combinations offered by the college.
- Lack of a sufficiently large play ground for outdoor activities of the students.

Opportunities

- Introduction of post graduate and vocational courses
- Introduction of self financing add on courses preferably in collaboration with industries or probable employers
- Boost of research activities and collaboration with research institutes

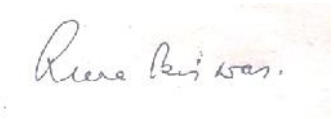
Threats/Challenges

- Addressing the heterogeneity of students in terms of language and economic status
- Providing quality education and ensuring equity
- Attuning the Choice Based Credit System proposed by UGC
- Training students with skills which improve their employability in newer job markets such as data analytics, dynamic accounting and so on.
- Competition from private universities

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

- To introduce a Management Information System for students customised according to requirements of the institution
- To up- grade library facilities further and provide reprographic facilities in the library.
- To up- grade the computer lab
- Organise the three National level seminars sanctioned by the UGC
- To organize at least one quality enhancement seminar for faculty.
- The NSS unit will undertake different activities in the sphere of social responsibility
- To introduce self-defence course for students
- Introduction of statistics as a general course
- In view of the severe time and space constraint faced by the college, the management has been looking for a suitable plot of land for construction of a second campus.
- The endeavour has been successful and in 2015 the college has finally purchased a plot of land in the southern suburb of the city.
- Once the second campus is built, the college will be able to start new courses as well as provide hostel facilities for outstation students.
- In addition the management is also in the process of implementing a project for expansion of existing facilities that will create additional space.

Name: DR. SRIPARNA BOSE *Name: DR. RUNA BISWAS*



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

***

ANNEXURE I

ACADEMIC CALENDAR FOR ACADEMIC SESSION 2015-16

MONTH	ACTIVITY
JULY	Admission of students to the B.A./B.Sc./B.Com Courses completed Commencement of First year classes by last week of July B.A./B.Sc. (Hons and Gen) Part I Examinations (Theoretical)
AUGUST - SEPTEMBER	Commencement of Second year and Third year classes within 7 days from the completion of Part I and Part II Examinations respectively B.A./B.Sc. Part I Examinations (Practical) Submission of registration forms by students to the college Submission of registration forms to CU by the college Orientation meeting with Parent/Guardians of First year students by all departments
OCTOBER-NOVEMBER	Puja vacation (October 18,2015 to November 15, 2015) Mid-Term Examinations for all students after Puja vacation
DECEMBER	Result of Mid-Term Examination Second parent -teacher meeting after publication of results of the Mid-Term examinations
JANUARY	Second week: Selection tests for third year students Last week : Result of selection test for third year students Preparatory/remedial classes
FEBRUARY	Second week: Selection test for second year students Preparatory/remedial classes
MARCH	Compulsory Language Examinations, 2016 First week : Result of selection test for second year students Second week: Selection test for first year students B.A./B.Sc./B.Com (Honours)Part III Practical Examinations B.A./B.Sc./B.Com (General) Part III Practical Examinations commences. Preparatory/remedial classes
APRIL	First week: Result of selection test for first year students B.A./B.Sc./B.Com.(Hons and Gen) Part III Examinations (Theoretical) B.A./B.Sc./B.Com. (General) Part III Practical Examination completed
MAY	B.Com. Part II Examinations (Theoretical) B.A./B.Sc. (Hons) Part II Examinations (Theoretical) B.A./B.Sc./ Part II Practical Examinations
JUNE	B.Com. Part I Examinations (Theoretical) B.A./B.Sc. (General) Part II Examinations (Theoretical) completed Commencement of admission of students to the B.A./B.Sc./B.Com Courses begins

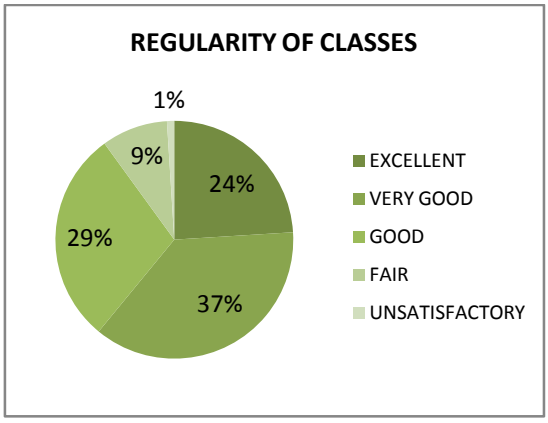
***Note**: The programmes for B.A./B.Sc./B.Com.(Hons and Gen) Part I and II Examinations, 2016 and B.A./B.Sc./B.Com.(Gen) Part III Examinations, 2016 were rescheduled by Calcutta University (vide notification No. CE/Allot/22/16/43)*

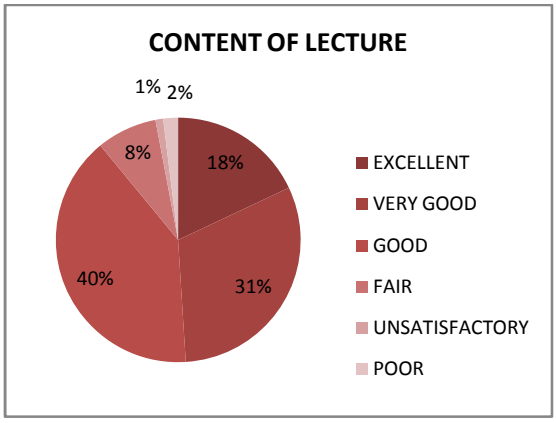
ANNEXURE II
ANALYSIS OF STUDENT FEEDBACK
ACADEMIC SESSION 2015-16

Feedback response from students is collected with the objective of improvement of the teaching learning process and addressing the shortcomings. The questionnaire used for this purpose is exhaustive and covers all aspects including teaching learning, learning resources, college infra structure, extracurricular activities as well individual and group relations within the institution. The following report presents a brief account of the general feedback collected online.

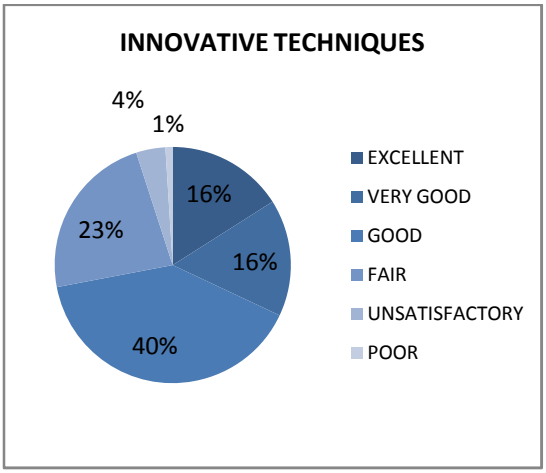
Feedback regarding teaching learning

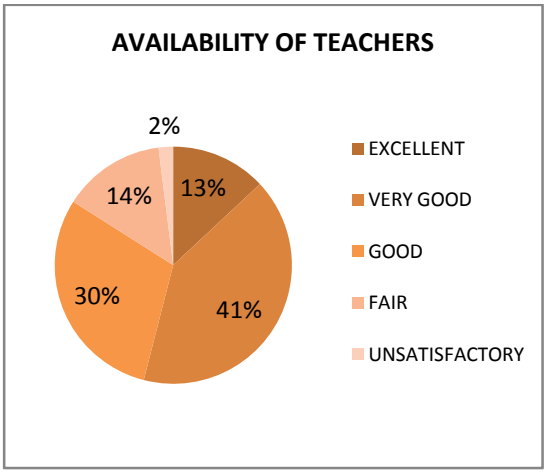
1. **Regularity of classes**: students appear to be satisfied with the regularity of classes since 93% of the students have awarded excellent to good grades for this criterion.
2. **Content of lecture**: Majority of the students have expressed the opinion that content of lectures varies from excellent to good.



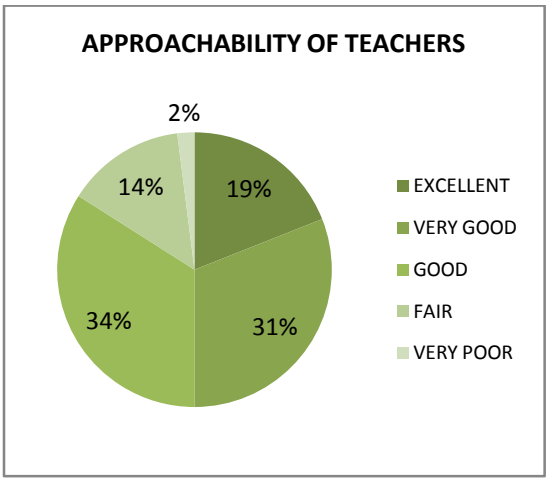


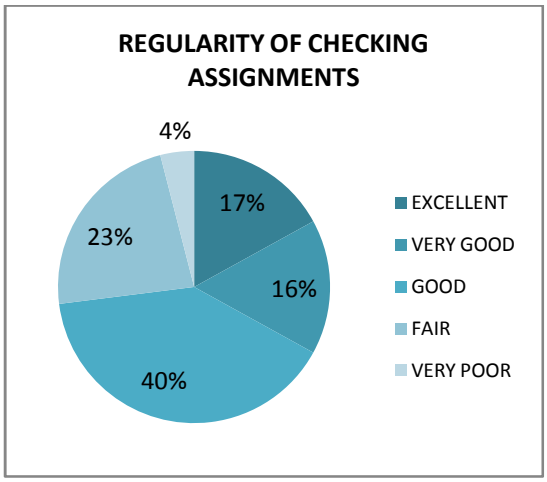
3. **Use of innovative techniques of teaching**: About 32% of the students feel that there is excellent to very good use of innovative techniques while another 40% have stated that there is good use of such techniques.
4. **Availability of teachers:** The level of satisfaction with respect to this criterion appears to be high as well.





5. **Approachability of teachers**: 50% of the students have expressed a very high level of satisfaction with respect to approachability of teachers for academic and other guidance.
6. **Regularity in checking assignments**: Nearly one third of the students are highly satisfied in this regard while 40% are satisfied.

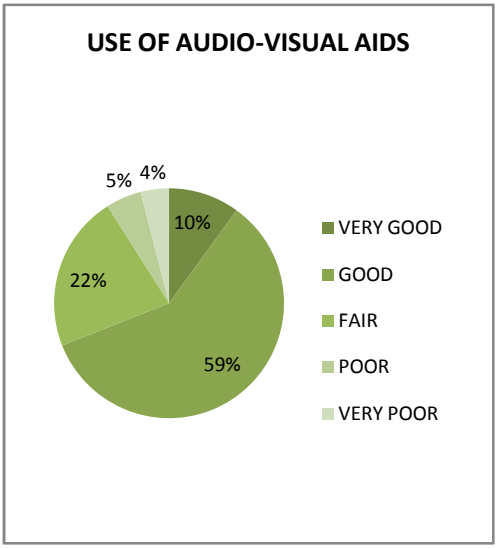


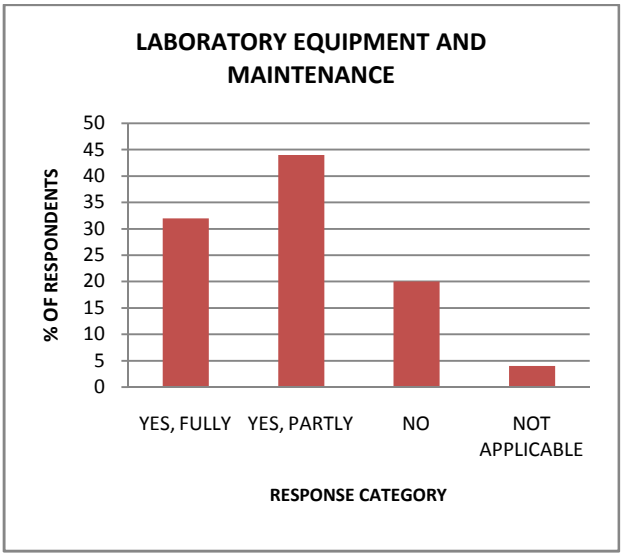


Feedback regarding learning resources

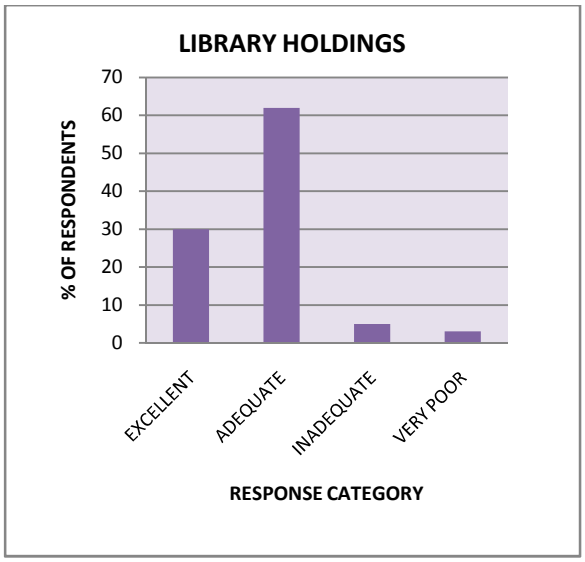
This section includes feedback regarding library and laboratory facilities as well as audio-visual aids

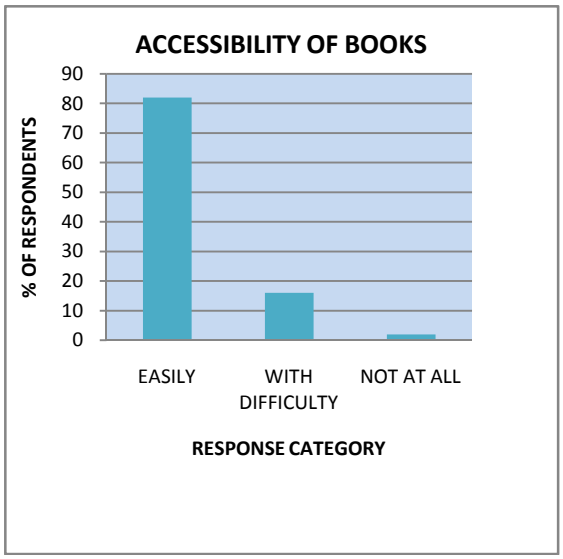
1. Use of audio-visual aids: Students appear to be moderately satisfied regarding the use of audio-visual aids in the classroom. Only about 10% find the use very good while 50% have feel there is good use of audio-visual aids. It may be noted that about 9% are extremely dissatisfied in this respect.
2. Laboratory facilities: About one third of the students feel that laboratory facilities are fully used while nearly 45% feel that they are partly used and maintained.





3. Library Facilities: student's opinion regarding library holdings shows a moderate level of satisfaction. More than 60% of the students feel that there is adequate number of books available while 30% have expressed the opinion that library holdings are excellent. It may be noted that more than 80% of the students have expressed their opinion in favour of easy accessibility of library books.





Participation in extra-curricular activities

Feedback analysis regarding students' participation in extra-curricular activities shows definite scope of improvement. More than 60% of the students participate either rarely or never in extracurricular activities. Only 14% of the students are take part in such activities frequently.

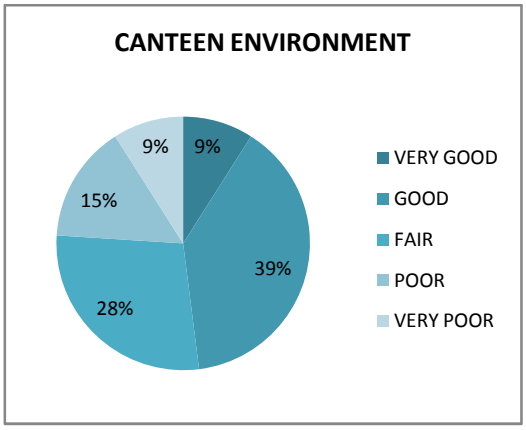
Relationship with the Students' Union

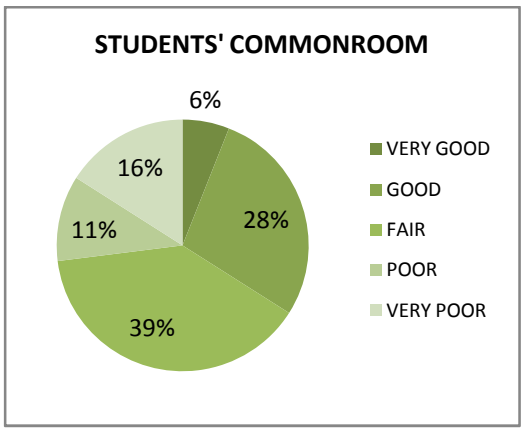
Student feedback regarding the Students' union shows that about half the students participate in the process of election while the rest are non voters.

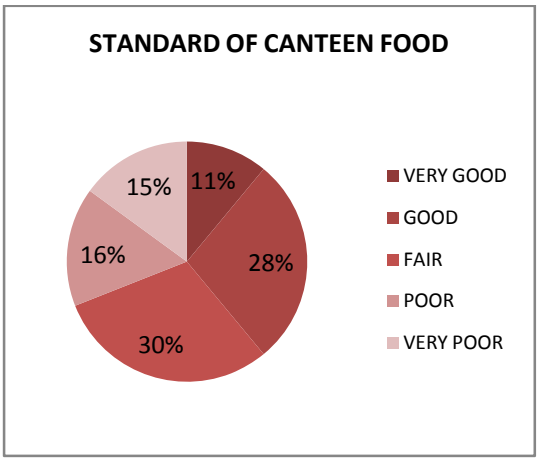
Feedback regarding college infrastructure

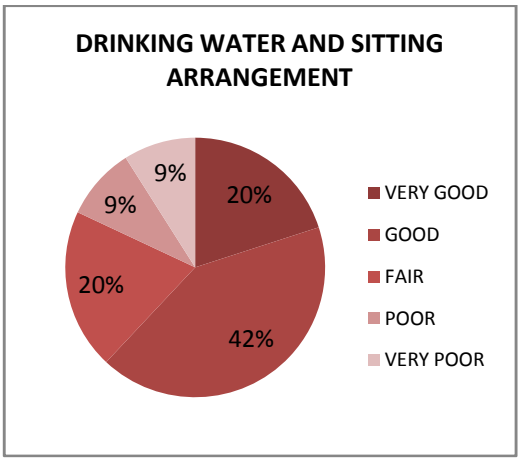
This section deals with students' perception regarding college infrastructure such as canteen, drinking water, common room, class rooms, medical facilities and so on.

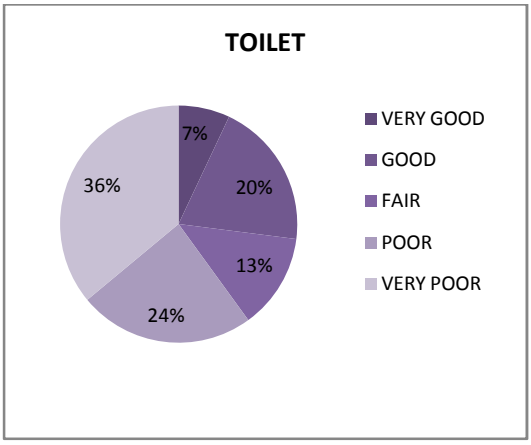
Analysis of the feedback shows that students are moderately satisfied with various aspects of college infra structure.

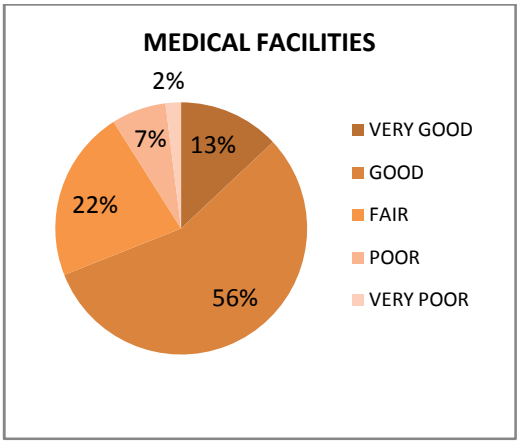












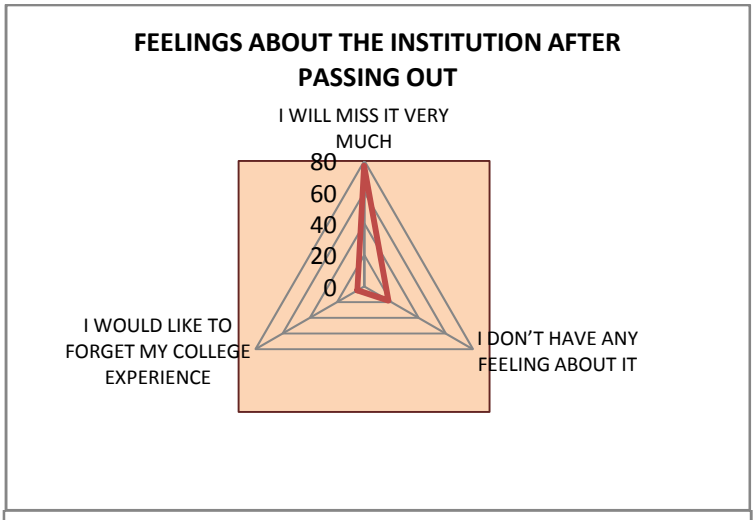
Students' relationship with the management, faculty and non teaching staff

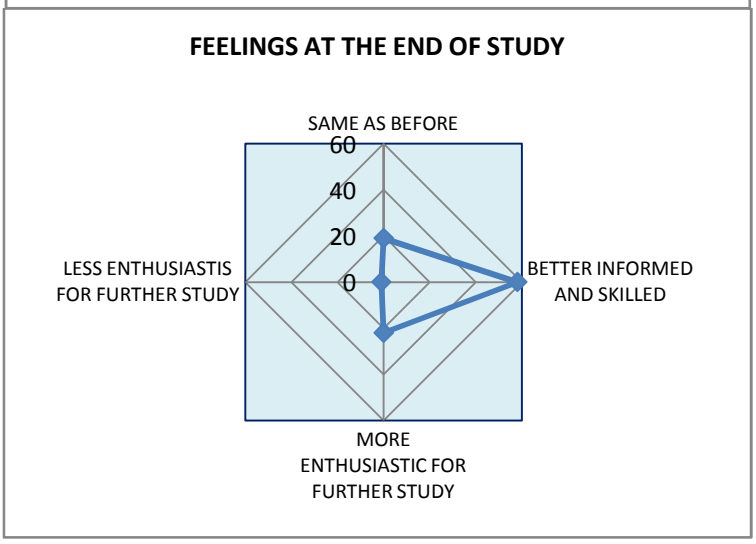
1. Interaction with administrative authorities: nearly half the students feel that interaction with the management can be categorised as good while 13% are of the opinion that the interaction is poor or very poor.
2. Student-teacher relationship in the departments: students show a very high level of appreciation in this respect. 51% of the students feel they share a very good relationship with their teachers while 40% feel they have a good relationship.
3. Relation with the administrative offices A moderately high level of satisfaction is expressed by the students and 51% of the students feel that the offices are helpful.

Feelings about the institution

Analysis of feedback regarding students' feelings about the institution as well their perception regarding the outcome of the knowledge gained and training received during the programme of study shows a high level of satisfaction. Responses show that students develop close ties with the institution since 80% of the students have expressed the opinion that they will miss the institution very much after they leave.

Regarding their learning outcomes 60% of the students feel that they will leave the institution better informed and skilled while more than 10% are found to have developed an aptitude and liking for further study.





Concluding remarks

Overall analysis of the feedback response collected from the students shows that students are mostly satisfied with the academic aspects though there is always scope for further improvement. The use of audio visual aids in classroom teaching needs to be done more frequently. Opinion regarding college infrastructure especially the canteen and toilets show that there is need for improvement. Student participation in extracurricular activities needs to increase and measures should be adopted to encourage students in this regard. The same is true of relationship with the Students' Union. Students need to be made aware of the existence and activities of the Students' Union. Finally students have expressed their warmth and deep feelings for the institution of which they are a most vital part.

ANNEXURE III

BEST PRACTICE I

1. ***Title of the Practice***

   Installation of the rainwater harvesting unit: An initiative towards environmental consciousness.

2. ***Goal***

The institution aims to develop environmental awareness among the students as an integral part of their holistic development as responsible human beings. Sustainable development and resource conservation are necessary for prevention of the depletion of natural resources of the earth and the survival of future generations.

Rain water harvesting is one such effort where rain water is collected and stored for reuse. Roof top rain water harvesting is a common technique adopted in urban areas to overcome water shortage or recycle rain water.

3. ***The Context***

Daily water requirements for the three colleges run in the campus are huge since the combined student strength exceeds ten thousand. Therefore it was felt that the installation of a rainwater harvesting unit in the college could serve the dual objectives of enhancing environmental consciousness among the students as well as augmenting the water requirements of the institution. The harvested water could be used for different purposes. Thus installation of the project would mean that the college would take a step forward in the performance of its institutional responsibility towards a more sustainable future.

4. ***The Practice***

As a first step towards implementation of the proposal for installation of the roof top rainwater harvesting unit the institution invited a team of experts from the Institute of Environmental studies and Wetland Management, Department of Environment, Government of West Bengal for investigation of the feasibility of the project and providing expert advice regarding the design and location of the unit. Subsequently a team visited the college to explore the feasibility of the installation of such a unit. On the basis of the visit they provided a plan for the location of the storage reservoirs and an estimate of the costs involved. Their plan suggested that the water could be collected from the roof top and stored in two 1000 litre tanks. The collected water could be used primarily for gardening at the beginning. The proposal was approved by the management of the three colleges and funds were allocated for the construction of the unit

5. ***Evidence of Success***

Construction of the rooftop rainwater harvesting unit was completed in September 2015. The water is primarily collected during the rainy season and is used for gardening. A proposal has been placed for utilization of the rainwater for medicinal plants.

6. ***Problems Encountered and Resources Required***

Lack of a suitable space for the location of the storage tanks was the major problem encountered at the beginning. However the team of experts from Institute of Environmental studies and Wetland

Management suggested the possible location which was finally accepted by management of the three colleges.

Funds required for the installation of the unit were allocated on the basis of the estimate provided by the expert team and shared equally by the three colleges operating in the premises.

BEST PRACTICE II

1. ***Title of the Practice***

   Initiation of online student feedback response

2. ***Goal***

Student feedback response is one of the most important mechanisms for ensuring quality in the functioning of an academic institution. Thus feedback response is collected regularly from the students with the objective of enhancing the teaching, learning and evaluation processes in the institution, to assist the process of self evaluation of the teachers as well as to explore the ideas and expectations of the students regarding college life. For ensuring quality performance of the institution it is necessary that students are able to give their honest response and at the same time the process should be free from any kind of bias.

3. ***The Context***

Traditionally feedback response was collected from the final year students manually. It was gradually felt that the process was extremely cumbersome, time consuming and involved a lot of paper work. Therefore it was felt that conversion to an online system of collecting student feedback response would ensure a speedy and hassle free method of obtaining the response. Teaching time would not be wasted and analysis of the data would be bias free.

4. ***The Practice***

Feedback response is collected from the students for the institution as a whole including teaching learning, college infra structure and all the different aspects of the functioning of the institution as well as opinion regarding individual teachers. A committee reviewed the existing format of the questionnaire and the service provider for the college website was entrusted with developing the online system which the students could access through the website with a unique id and password. The teachers were oriented about the procedure and they in turn oriented the students who were asked to submit their response online.

A report of the response obtained was prepared and submitted to the Principal for evaluation and necessary action.

5. ***Evidence of Success***

The response obtained was limited with respect to some of the Departments. However analysis of the feedback data was greatly simplified and cumbersome paper work was avoided.

6. ***Problems Encountered and Resources required***

A major problem encountered was the economic diversity of the students. Many students belong to economically disadvantaged sections of the society and do not possess computer and internet facilities at home. In addition some of the students are accustomed to the vernacular and are not so

conversant with the use of computers. Keeping these problems in mind online student feedback was introduced in the session 2015-16 on a trial basis. Response obtained was limited for some the departments. A proposal has been placed regarding provision of computer and internet facilities within the college for students who face difficulties in this regard.
The system was implemented through the college website and the funds required were sanctioned by the management

8. Contact Details

Name of the Principal:	Dr. Runa Biswas
Name of the Institution:	Sivanath Sastri College
City:	Kolkata
Pin Code:	700029
Accredited Status:	B+
Work Phone:	(033)2461-1536
Fax:	
Website:	sivanathsastricollege.org
E-mail :	sivanathsastricollege@yahoo.in
Mobile:	9433419072