

SIVANATH SASTRI COLLEGE

23/49 GARIAHAT ROAD

Kolkata-700029



श्रद्धावान् सभते ज्ञानम्

Self Study Report (SSR)

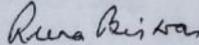
For Submission

To

National Assessment And Accreditation Council

For Second Cycle of Accreditation

2015

 श्रद्धावान् लभते ज्ञानम्	SIVANATH SASTRI COLLEGE Formerly CITY COLLEGE COM. DEPT. SOUTH KOLKATA (Morning) [City College South Kolkata Women's Branch] [Accredited by NAAC]	Phone : 2460-1521 2461-2689
<hr/>		23/49, GARIAHAT ROAD, KOLKATA - 700 029
<p>To The Director, National Assessment and Accreditation Council (NAAC), P. O. Box No. 1075, Nagarbhavi, Bangalore- 560072, Karnataka, India</p>		
<p><u>SUB: Uploading the SELF STUDY REPORT 2015 of SIVANATH SASTRI COLLEGE, 23/49 Gariahat Road, Kolkata- 700029, West Bengal for Second Cycle Re-Accreditation, in our official College Website www.sivanathsastricollege.org</u></p>		
<p>Respected Sir,</p> <p>In compliance with our LOI requirements for the Second Cycle of Accreditation we are glad to upload our SELF-STUDY REPORT 2015 in our official website www.sivanathsastricollege.org for your kind perusal.</p> <p>Look forward to hearing from you on your decision regarding peer team visit to our College.</p>		
<p>Principal  (Dr. Runa Biswas) Sivanath Sastri College Kolkata 700029 Mail id: sivanathsastrisouthcitycollege@gmail.com Dated 1.2.2016</p>		

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Preface

The Nineteenth Century socio-economic and political landscape in Bengal under British rule was in a process of churning as Brahmo Samaj Movement under the pioneering leadership of Raja Rammohun Roy left a lasting legacy in the sphere of social reforms and social awakening. The reverberation of Brahmo Samaj Movement was later felt all over India and abroad. One of the primary objectives of the movement was freeing people from medieval prejudices and superstitious ritualistic dogmas that had engulfed the entire spectrum of Hindu society at that time. As a means to achieve this end the Brahmo Samaj gave stress on imparting liberal education to the youth and specially the women because they suffered the most under centuries old oppressive social evils.

With this objective in mind City Collegiate School and later City College were founded in 1881. Very soon the endeavour became hugely successful and the City College became a historically important institution in the city imparting quality multi-disciplinary education at the degree level and respected as one among the first group of colleges recognized by the University of Calcutta.

After independence as the city witnessed a southward expansion the need for a good degree level college was closely felt in this part of the city. Sadharon Brahmo Samaj decided to open a new campus of the City College in South Calcutta. At first the College was started in a rented accommodation but as the number of students increased a separate building was constructed in the present address and three separate colleges were started in 1955 offering multi stream under-graduate level education. The morning shift was christened as Sivanath Sastri College in memory of the great nineteenth century social reformer of Bengal. This College is exclusively meant for girl students and soon it emerged as a leading women's college in Kolkata.

The College received formal affiliation from University of Calcutta in 1961 for offering BA, B. Sc and B. Com Honours and General courses. The college has been consistently making attempts to impart liberal value based education and to equip the students with the skills to take on the challenges of the professional world in their stride. The College has a mixture of experienced and energetic young faculty as well as a dedicated band of office staff who make sincere attempts to meet the diverse academic and co-curricular needs of the students.

The College is constantly striving to enrich the students with latest ideas and liberal human values. The use of latest technology, teaching methods and student friendly academic exercises help the College to achieve brilliant results in the University examinations. Many of the students of this College have succeeded in professional life and have been successful as teachers and professionals.

Sivanath Sastri College has crossed many hurdles to become one of the top women colleges in Kolkata especially in the Commerce stream. The College offers Honours and General Courses in B.A / B. Sc/ B. Com streams. In terms of maintaining quality of education and providing various amenities to the students the College makes earnest endeavours which have made the institution a favourite destination for the aspiring students living in South Kolkata and suburbs. Since the acquisition of additional land the College is looking ahead towards a bright future and realization of the plans for expansion after construction of the second campus.

Executive Summary

Sivanath Sastri College was accredited with B+ grade by National Assessment and Accreditation Council (NAAC) in 2006. Since then the College has made earnest endeavours to live up to its goal of providing quality education and other related services to the students keeping in mind the recommendations of NAAC Peer Team. It is a matter of great pleasure that the College is submitting the Self Study Report for the second cycle of assessment and accreditation by NAAC. The report has been prepared by the NAAC Steering Committee of Sivanath Sastri College in compliance with the recommended guidelines of NAAC. The entire teaching and non-teaching staff together with the Governing Body of the College extended full cooperation and assistance in preparing the Self Study Report. The NAAC Steering Committee extends its heart-felt thanks and gratitude to them. The Committee also acknowledges its gratitude to the students, the guardians and Alumni Association for the help they rendered in the preparation of the SSR.

Preparation of the SSR was a rewarding exercise as it helped us to look at ourselves objectively, honestly and critically. Not only we have recognised our strengths but at the same time we have identified our weaknesses. We have been sincerely trying to overcome these weaknesses and have prepared plans for expansion of curricular and co-curricular activities. The College aspires to promote liberal human values and new age skills so that its students can become responsible citizens in future. The College administration, the teachers and non-teaching staff together with other stakeholders are fully geared to make the College a top class one in future.

The following is a brief summary of the criteria-wise analysis and appraisal of the College.

Criteria I: Curricular Aspects

Sivanath Sastri College was founded in 1955 in memory of Pandit Sivanath Sastri, a great social reformer and pioneer for the cause of women education of 19th century Bengal. The College received affiliation from University of Calcutta in 1961. It is considered one among top women undergraduate colleges of West Bengal and one of the eight colleges run by Brahma Samaj Education Society which promotes liberal human values and imparts professional skills to the students coming from different socio-economic strata of South Kolkata and suburb. All the stakeholders are roped in to attain the goal of the college. General lectures, extensive use of seminar presentations, inter-departmental lectures, use of audio visual tools, field level experiments are used to make studies interesting and worthy. The faculties, while following the syllabus framed by the University of Calcutta, enjoy complete academic freedom to use suitable innovative methods of teaching despite serious space and time crunch. The whole effort is directed to

ensure the equipping of students with relevant skills for better employability and progression to higher education. The University follows the 1+1+1 three years Honours and General degree courses in B.A., B.Sc. and B.Com streams. The college follows this pattern. B.A. Honours courses are offered in Bengali, English, Education, History, Political Science. B.Sc Honours courses are offered in Economics and Geography. B.Com Honours course is offered in Accounting and Finance. The College gives priority to the maintenance of a healthy, academic ambience which is achieved with help from all the stakeholders. The college has well equipped and well stocked libraries and laboratories which are used by all categories of students. Academic faculties are encouraged to take up research projects in Universities and research organisations. Through regular participation in refresher courses and such other programmes the faculties acquaint themselves with latest development in their respective fields. Class schedules are arranged in a manner so as to ensure optimum use of space and time. Synergy with professional organisations and corporate bodies help the students to become successful in their professional life. Academic departments encourage the students to develop research orientation. Periodic meetings are held by Academic Sub-committee to monitor the academic activities. Beside students feedback and meeting with guardians organised by the college and academic departments help the college to ensure the implementation of stated objectives and curriculum implementation. During admission the academic departments also encourage the students to take up subjects keeping in mind their career orientation. Several student enrichment programmes are also organised. Inter-departmental seminars are also organised to enhance and enrich the academic experiences of the students.

Criteria II: Teaching Learning and Evaluation

The college has developed a transparent and merit based admission system. Traditional and electronic means are used to publish admission criteria. A fully online admission process is operational. The reservation of seats for SC/ST and other backward classes as well as differently abled persons as are available in accordance to governmental norms. Students admitted from economically backward sections are given financial assistance in the form of concessions in payment of fees. To bridge the knowledge gap of the students the college takes several steps starting from holding remedial classes for the weak students to issuing reading lists for advance learning. Programmes and workshops are held on regular basis to sensitise staff and students on issues such as gender, inclusion and environment. The Academic sub-committee collects and analyses data regarding the performance of the students in internal as well as University examinations. The cases where chances of drop out are high are given special attention. Slow learners are identified and they are provided with specialised care. The committee also coordinates the preparation of internal academic schedules, implementation of lesson plans and frames evaluation blueprints for internal examinations on the basis of the norms set by the Universities. The IQAC encourages and supports all initiatives pertaining to quality enhancement in curricular and co-curricular

initiatives and contributes to the monitoring and management of quality improvement in teaching-learning processes. Student centric interactive learning method is followed by all academic departments. Seminars and workshops are arranged, presentation of papers by the students are organised to promote thinking, creativity and scientific temper. The students of the college have brought laurels for the college through participation in various inter-college curricular and co-curricular events. Faculty participations in seminars/workshops and involvement in research work also help in maintaining sound academic standard in the college. Arrangements for students counselling and medical advice are also taking place in the college. Formal on-campus training programmes and workshops are arranged by the college in association with eminent organisations. A number of faculty members have participated in Seminars and Workshops as resource persons in national and international academic institutions. They have either presented papers or acted as resource persons. The process of taking feedback from the students and the guardians is in place and it allows the college to address the needs of the students and the immediate rectifications of gaps, if any. The college prospectus also contains valuable information for the students and other stakeholders. Evaluation pattern reforms introduced by the University are implemented by the college. However the completion of the syllabus is a major challenge in view of severe shortage of time and space. To overcome this problem, special classes are arranged. In academic matters as well as in the process of internal evaluation complete transparency is maintained. The clearly specified learning outcomes encourage the students to excel in professional life, in academics and research.

Criterion III: Research, Consultancy and Extension

The scope of promoting research by students in an undergraduate college affiliated to University of Calcutta is not available. However, Project assignments, class seminars, content analysis are parts of the academic exercises to promote scientific temper among the students.

Faculty are actively encouraged by the management to engage in research work. The Research Committee of the college oversees all proposals for MRP before submission to UGC for approval. Seminars and workshops are also organised with the sponsorships of UGC to promote research temper. A number of faculty members have presented research papers and published in research journals.

The college promotes elaborate exercises to generate Institution-Neighbourhood-Community network and student engagements contributing to good citizenships. Series of outreach programmes are undertaken by the college. The Extension Committee looks after such activities. Regular interactions with the students, the guardians, Alumni Association also help the college in organising such activities. The Students' Union is also involved in such activities. Through such activities, the institution solicits stakeholders' conception regarding the college. The NSS

unit of the college is also performing a valuable role in this aspect. A number of students of the college have already volunteered as community health workers.

Criterion IV: Infrastructure and Learning Resources

The College belongs to the group of institutions run by Brahma Samaj Education Society and the South Kolkata building is shared by two other sister colleges and the mode of use has been governed by the policy framed by South Calcutta Accommodation and Coordination Committee of the City Group of Commerce Colleges. The College hold its classes in the morning shift and a master routine is framed and followed to optimize use of time and space. The academic departments adopt and fine tune such schedules to augment their academic exercises. 27 class-rooms, technology enabled learning spaces; labs and library are used by the students and faculties. The Student Common Room has some facilities for indoor games. A large auditorium is available for academic seminars and cultural programmes.

The Staff Room, the Principal's Room, the canteen, and the Students ' Union Room, the Central Library and Reading Room, the Play ground and Toilets are shared by two other Colleges. There are some exclusive facilities for the College such as Geography and Botany classrooms and Labs, Computer Lab, Geography Museum, Administrative Offices and Honours Seminar Library which are used by students and teachers.

Regular expenditures are incurred to maintain and upgrade the facilities. Newer facilities are added such as the commissioning of rain water harvesting facility and building renovation etc. A plot of land has been acquired by the College to construct a second campus for the exclusive use of the College. A Medical Room offers medical consultation facility for the students who are attended by a registered general physician once a week. Rector's Room is available for IQAC and NAAC meetings. The college has safe drinking water supply facility and several water filters.

A library Advisory Committee looks after the two libraries of the College. Library services are offered to the faculties and students throughout the week. New titles are regularly added through grant available from the UGC and college. Text books and reference books are issued to both Honours and General students. INFLIBNET service is available in the library. Some classrooms are provided with sound systems and facilities to use overhead projector. In so far as IT infrastructure is concerned key areas and department have been provided with hi-speed broadband facilities. Most of the academic departments have been provided with laptops for use of faculty members. Some departments have printers, scanners etc. Library uses Koha software for bar coding the books. For deductions of income tax e-TDS through NSDL is followed. For accounting matters the Administrative Office uses TALLY software. There are 12 nodes with broadband internet facility. Annual expenditures are incurred to maintain and upgrade the computer and peripherals. Plans are afoot to create six smart classrooms in the

College. Technology enabled learning spaces are primarily available in Botany and Geography Departments. Available funds are allocated and utilized in a transparent manner to procure and to maintain various facilities and equipments. South Calcutta Accommodation and Coordination Committee also manage the fund for the maintenance and upkeep of common facilities used by the three colleges in this building. This fund is collected through equal contribution from the three colleges sharing the building. A high calibre power backup system in the charge of a qualified technician is in place to ensure uninterrupted power supply to critical equipments and computers.

Criterion V: Student Support and Progression

An annually updated college prospectus which contains all vital information about the objectives and various activities, rules and norms is given to all newly admitted students. The Concession Committee provides free studentship and concessional fees for needy and meritorious students after proper verification of facts. Support services are available for SC/ ST/ OBC/ and physically handicapped students as per the norms of the Government of India and Government of West Bengal. Various student support facilities such as Medical Assistance, remedial classes for weak students, various skill development programmes, exposing the students to institutions of higher education, publication of results in time are undertaken on a regular basis. The Sports Sub-committee and the Cultural Sub-committee encourage the students to take part in various sports and cultural events as well as various co-curricular activities. They take active part in several extension activities, such as health care training programmes etc.

Well equipped libraries help the students to appear in various competitive examinations post, graduation level admission test etc. Academic, psychological and career counselling are also offered. A students' grievance cell is also in operation in the College. Several schemes for students' welfare are available in the College.

A registered Alumni Association also provides valuable assistance to the College Administration to cater the needs of the students. Data concerning students' progression to higher education is encouraging. Students Participation in different activities is also impressive. An active Cultural Sub-Committee organizes various cultural programmes and intra class competitions for the students. A Literary Club with sixty students is also active.

Students' participation in College Administration is ensured by including the General Secretary of the Students Union in the College Governing Body. Data are collected from stake holders including guardians to enhance the quality of the functioning of the institution. The Students' Union is the platform that brings into focus the aspirations and grievances of the students. Its representatives are also present in Admission Sub Committee and IQAC.

Criteria VI: Governance, Leadership and Management

The prime mission of Sivanath Sastri College is to provide liberal education that will not only promote fundamental values but also equip the students to be professionally competent, updated and useful for society. The college promotes the cause of women empowerment remaining true to the spirit of Brahmo Samaj movement. Keeping in mind this mission the top management functions in a way to ensure the attainment of the stated goals, to promote excellence in education and character building. Effective internal monitoring mechanisms are in place and loopholes, if any, are plugged immediately. The management ensures democratic functioning of the college and IQAC as well as various committees help the management in implementing its policies. Integrated approach to groom leadership is adopted by means of rotational headship in each department. Academic departments are also given functional autonomy. Different committees are periodically reconstituted to avoid stagnation. Management, academic departments and college administrative office are hierarchically arranged and at the top of the entire structure Principal performs leadership roles. Participating management ethos and principles are followed through the representation of all the stakeholders in the college Governing Body. Alumni Association, Students' Union and periodic parent teacher meets ensure participatory functioning of the college.

The formally stated Quality Policy is set by the Academic Sub-committee. Here IQAC helps setting quality parameters and courses of action to implement them. Starting from preparation of academic calendar to setting up of evaluation strategies as well as taking feedback the focus is to ensure the quality in academic and other activities. Major among such initiative are holding remedial classes, using technology aided teaching method and adding new books to the libraries. Teaching appraisal through feedback, Campus to Corporate linkage exercises are in place. Such monitoring mechanism are operationalised with due care. Directives and directions in this respect are taken by series of Management Council meetings.

The college sincerely adheres to a faculty empowerment strategy in which the teachers are encouraged to undertake Minor Research Project, taking part in refresher courses etc. Teachers are given study leave, duty leave etc. to attend seminar and workshops organised by national and international Universities and academic body and to present paper over there. A number of faculty members took such leave to present papers and to complete their pending PhD work. Students' feedback helps the college to apprise the performance of the teachers and administration as per the norms set by the IQAC. The department wise analysis of feedback from the students and the parents helps the college in

adopting corrective measures. Various welfare schemes are in place for both teaching and non-teaching staff starting from granting leave for absence, completion of PhD to sanctioning tiffin and winter allowances for non-teaching staff. Financial Management mechanisms involve conducting annual audit, proper maintenance of records of income which ensure effective monitoring and efficient use of available financial resources. The Finance Committee ensures proper allocation of funds for various developmental purposes. A registered and reputed professional audit firm is appointed by the Government of West Bengal, Higher Education Department to audit the college accounts on an annual basis.

The IQAC was duly formed and prepares AQAR which is uploaded in the college website. It has prepared an integrated framework for quality assurance. A number of developmental skills were initiated under the supervision of IQAC. Among such initiatives conduct of green audit and academic audit by designated bodies further strengthen the attempt of the college to promote quality and excellence.

Criteria VII: Innovations and Best Practices

Environment Consciousness is a matter of priority for the college. As per Innovations and Best Practices are concerned the college has initiated a number of programmes. As per the recommendations of green audit a number of energy conservation measures have been initiated in the college. A rainwater harvesting unit has also been installed in the college. On the basis of the recommendation of academic audit steps have been taken to encourage the departments to keep the records of the students in proper manner. The college has taken initiative to ensure carbon neutrality. The college has already declared a no smoking zone and a plastic free zone. Innovations in the form of implementing gender sensitisation programme, taking feedback, organising career oriented lectures have been arranged regularly. A Grievance Cell is operational. A number of outreach and extension programme have been organised by the college. As a part of the Best Practice the college works sincerely to inculcate a sense of discipline and responsibility amongst the students.

The SWOC Analysis of the Institution

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
- The institution is recognised for providing quality education especially in the Commerce stream

Weaknesses

- Lack of space for future expansion
- 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

- Some of the departments are equipped to open post graduate courses such as the Department of Geography
- A number of the permanent teachers are visiting faculty in post-graduate departments in other institutions
- The department of Education has the resources to begin a self financing B.Ed. course
- Introduction of self financing add on courses

Challenges

- Lack of sufficient permanent full time faculty
- Lack of hostel facilities for outstation students reduces the proportion of students seeking admission from outside the state.
- Considerable proportion of the students are from financially backward sections and many of them are either at a risk of dropout due to lack of funds or are working in full time jobs and perform poorly in the final examinations due to irregular attendance in classes and not devoting sufficient time for study.

SECTION –B:

PREPARATION OF THE SELF-STUDY REPORT

B. Profile of the College

1. Name and Address of the College

Name	Sivanath Sastri College	
Address	23 / 49, Gariahat Road, Kolkata	
City	Pin : 700029	State: West Bengal
Website	www.sivanathsastricollege.org	

2. For Communication:

Designation	Name	Telephone with STD Code	Mobile	E-mail
Principal	Dr. Runa Biswas	O:033-24611236 R: 033-23247040	9433419072	runa.biswas@gmail.com
Vice Principal	Dr. Sriparna Bose	O: 033-2461-1236 R: 033-2417-0053	9831386843	sriparnabose@yahoo.com
Steering Committee Co-ordinator	Sri Dipankar Bhattacharya	O: 033-2461-1236 R: 033-2423-6808	9831191169	bhattacharayya.dip@gmail.com

3. Status of the Institution

Affiliated College

Constituent College

Any Other

(Specify)

4. Type of the Institution

a. By Gender

i. For Men

ii. For Women

iii. Co-education

b. By Shift

i.	Regular*	<input checked="" type="checkbox"/>
ii.	Day	<input type="checkbox"/>
iii.	Evening	<input type="checkbox"/>

* Morning Shift from 6.15 am to 11.30 am and Winter season from 6.45am to 11.30am.

5. Is it a recognized minority institution?

Yes	<input type="checkbox"/>
No	<input checked="" type="checkbox"/>

If yes specify the minority status (Religion/ Linguistics/ any other) and provide documentary evidence.

NA

6. Sources of funding:

Government	<input type="checkbox"/>
Grant-in-aid	<input checked="" type="checkbox"/>
Self –financing	<input type="checkbox"/>
Any other	<input type="checkbox"/>

7. a. Date of establishment of the college -01/06/1955 (dd/mm/yyyy)

* As City College Commerce Department South Calcutta Branch, Women's Section separately affiliated to University of Calcutta in 01/06/1961 as Sivanath Sastri College.

b. University to which the college is affiliated / or which governs the college (if it is a constituent College)

University of Calcutta

c. Details of UGC recognition:

Under Section	Date, Month & Year (dd-mm-yyyy)	Remarks (if any)
i. 2(f)	01.02.1975	
ii. 12(B)		

(Enclose the Certificate of recognition u/s 2 (f) and 12(B) of the UGC Act)

Annexure I

d. Details of recognition / approval by statutory / regulatory bodies other than UGC (AICTE, NCTE, MCI, DCI, PCI, RCI, etc.): NA

Under Section/ Clause	Recognition/ Approval details Institution/ Department Programme	Day, Month and Year (dd-mm-yyyy)	Validity	Remarks
i.				
ii.				
iii.				
iv.				

(Enclose the recognition /approval letter)

8. Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?

Yes No

If yes, has the College applied for availing the autonomous status?

Yes No

9. Is the College recognized

a. by UGC as a College with Potential for Excellence (CPE)?

Yes No

If yes, date of recognition: _____ (dd/mm/yyyy)

b. for its performance by any other governmental agency?

Yes No

If yes, Name of the agency _____ and

Date of recognition: _____ (dd/mm/yyyy)

10. Location of the campus and area in sq. mts:

Location *	Urban
Campus area in sq. mts.	2913.68 sq. Mts.
Built up area in sq. mts.	1178.77 sq. Mts.

(* Urban, Semi-Urban, Rural, Tribal, Hilly Area, Any others specify)

11. Facilities available on the campus (Tick the available facility and provide numbers or other details

At Appropriate places) or in case the institute has an agreement with other agencies in using any of the listed facilities provide information on the facilities covered under the agreement:

Auditorium / seminar complex with infrastructural facilities

▪ Sport facilities

*playground- A small playground having facilities for outdoor games.

*swimming pool: Not available

*gymnasium: Not available

▪ Hostel

*Boy's hostel: Not applicable

i. Number of hostels

ii. Number of inmates

iii. Facilities (mention available facilities)

*Girl's hostel: Not Available

i. Number of hostels

ii. Number of inmates

iii. Facilities (mention available facilities)

* Working Women's hostel: NA

i. Number of inmates

ii. Facilities (mention available facilities)

- Residential facilities for teaching and non-teaching staff (give numbers available- cadre wise)

Group D staff: 4

- Cafeteria: Subsidized College Canteen
- Health centre: Health Check Up facility on weekly basis. Every Friday from 8:00 am to 11:30 am.

First aid, Inpatient, Outpatient, Emergency care facility, Ambulance:
First Aid Available

Health centre staff -

Qualified doctor	Full Time	X	Part-time	✓
Qualified Nurse	Full Time	X	Part-time	X

- Facilities like banking, post office, book shop: Not Available
- Transport facilities to cater to the needs of students and staff: Not Available
- Animal house: Not Available
- Biological waste disposal: Not Available
- Generator or other facility for management / regulation of electricity and voltage: Yes
- Solid waste management facility: Not Available
- Waste water management: Not Available

- Water harvesting: Yes

12. Details of Programmes offered by the college (Give data for current academic year)

Sl. No	Prog-ramme Level	Name of the Prog-ramme / Course	Dura-tion	Entry Quali-fication	Medium of instruct-ion	Sanct-ioned / Approv-ed student Strength	No. of Students admitted
1	Under Grad-uate	B.A., B.Sc., B.Com Honours; B.A. and B.Sc. General	3 Year Degree Course	On the basis of passing the previous +2 school leaving examination	Both English and Bengali	1100 per year	Approx 900
2	Post Grad-uate	Nil					
3	Integrat-ed Progr-ammes PG	Nil					
4	M.Phil.	Nil					
5	Ph.D.	Nil					
6	Certifi-cate Courses	Comput-er Applicat-ion	6 Months	Higher Second-ary	Both English and Bengali		100
7	UG Diplo-ma	Nil					
8	PG Diplo-ma	Nil					
9	Any Other (specify and provide details)	Nil					

13. Does the college offer self-financed Programmes?

Yes

No

If yes, how many?

14. New programmes introduced in the college during the last five years if any?

Yes		No	✓	Number	
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15. List the departments: (respond if applicable only and do not list facilities like Library, Physical Education as departments, unless they are also offering academic degree awarding programmes. Similarly. Do not list the departments offering common compulsory subjects for all the programmes like English, regional languages etc.)

Faculty	Departments (eg. Physics, Botany, History etc.)	UG	PG	Research
Science	Geography, Economics, Botany, Mathematics	3 Year Degree Course (Honours and General)		
Arts	English, Bengali, Education, Political Science, History, Philosophy, Sanskrit, Women Studies	3 Year Degree Course (Honours and General)		
Comm- erice	Accounting and Finance Honours	3 Year Degree Course (Honours)		

16. Number of Programs offered under (Programme means a degree course like B.A, B.Sc, MA, M.Com.)

a. Annual system	<input type="text" value="5"/>
b. Semester system	<input type="text"/>
c. Trimester system	<input type="text"/>

17. Number of Programs with

a. Choice Based Credit System	Nil
b. Inter/ Multidisciplinary Approach	Nil
c. Any other (specify and provide details)	Nil

18. Does the College offer UG and / or PG programmes in Teacher Education

Yes No

If yes,

a. Year of introduction of the programme(s) _____ (dd/mm/yyyy)
and number of batches that completed the programme

b. NCTE recognition details (if applicable) NA

Notification No.: _____

Date: _____ (dd/mm/yyyy)

Validity _____

c. Is the institution opting for assessment and accreditation of Teacher Education Programme separately?

Yes No

19. Does the college offer UG or PG programme in Physical Education?

Yes No

a. Year of Introduction of the programme(s)
_____ (dd/mm/yyyy)

and number of batches that completed the programmes N.A

b. NCTE recognition details (if applicable) NA

Notification No.: _____

Date : _____(dd/mm/yyyy)

Validity _____

c. Is the institution opting for assessment and accreditation of Physical Education Programme

Separately?

Yes

No

20. Number of teaching and non-teaching position in the Institution

*M – Male *F - Female

Positions	Teaching faculty						Non-Teaching Staff		Technical Staff	
	Professor		Associate Professor		Assistant Professor		*M	*F	*M	*F
	*M	*F	*M	*F	*M	*F				
Sanctioned by the UGC/ University/ State Government <i>Recruited</i>			6	12	2 1*	3 2*	11	2	1	3
Yet to recruit			-	-						
Sanctioned by the Management / society or other authorized body <i>Recruited</i>					1#	4#	18	2		
Yet to recruit										

* Contractual Whole Time Teacher (Government Sanctioned)

Contractual Whole Time Teacher (College)

21. Qualification of the teaching staff:

Highest Qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent Teachers							
D.Sc./D.Litt.							
Ph.D.			01	07	01	02	11
M.Phil.			01	03			04
PG			04	02	01	01	08
Government Approved full time Contractual teachers							
Ph.D.					01		01
M.Phil						01	01
PG						01	01
College Appointed Full time Teachers							
Ph.D.							
M.Phil							
PG					01	04	05
Part Time Teachers							
Ph.D.						02	02
M.Phil					01	01	02
P.G						03	03
Temporary teachers/ Guest Lecturers							
Ph.D.					01	01	02
M.Phil					01		01
P.G					09	14	23
							63

22. Number of Visiting Faculty/ Guest Faculty engaged with College?

Guest Faculty-

26

23. Furnish the number of the students admitted to the college during the last four academic years.

Categories	Year 1- 2012-2013		Year 2 2013-2014		Year 3 2014-2015		Year 4 2015-2016	
	Male	Female	Male	Female	Male	Female	Male	Female
SC	-	133	-	134	-	154	-	141
ST	-	09	-	07	-	03	-	06
OBC	-	13	-	16	-	42	-	42
General	-	761	-	802	-	835	-	822
Others	-		-		-		-	

24. Details on students enrollment in the college during the current academic year:

Type of students	UG	PG	M.Phil	Ph.D	Total
Students from the same state where the college is located	2702				2702
Students from other states of India	66				66
NRI students					
Foreign students					
Total	2768				2768

25. Dropout rate in UG and PG (average of the last two batches)

UG

7

PG

N.A

26. Unit Cost of Education

(Unit Cost= Total annual recurring expenditure (actual) divided by total number of students enrolled)

(a) Including the salary component

Rs.14792.00

(b) Excluding the salary component

Rs.3715.00

27. Does the College offer any Programme/s in distance education mode (DEP)?

Yes No

If Yes,

a) Is it a registered center for offering distance education programmes of another University

Yes No

b) Name of the University which has granted such registration.

NA

c) Number of Programmes offered

d) Programmes carry the recognition of the Distance Education Council.

Yes No

28. Provide Teacher-student ratio for each of the Programme / course Offered

Department	Ratio
B.A.	
English	1: 31
Bengali	1: 32
History	1:14
Pol. Sc	1:13
Education	1:10
Sanskrit	1;30
Philosophy	1:40
Women's Studies	1:140
B.Sc.	
Geography	1:14
Economics	1: 4
Botany	1: 3
Math	1:30
B. Com	1:71

29. Is the college applying for

Accreditation: Cycle 1 Cycle 2 Cycle 3 Cycle 4

30. Re-Assessment:

(Cycle 1 refers to first accreditation and Cycle 2, Cycle 3 and Cycle 4 refers to re-accreditation)

Date of accreditation * (applicable for Cycle 2, Cycle 3, Cycle 4 and re-assessment only)

Cycle 1: **21.05.2006** (dd/mm/yyyy) Accreditation Outcome /Result: **B+**

Cycle 2: _____(dd/mm/yyyy) Accreditation Outcome /Result

Cycle 3: _____(dd/mm/yyyy) Accreditation Outcome /Result

***Kindly enclose copy of accreditation certificate(s) and peer team report(s) as an annexure. (Annexures II and III)**

31. Number of working days during the last academic year.

257

32. Number of teaching days during the last academic year.

(Teaching days means on which lectures were engaged excluding the examination days)

217

33. Date of establishment of Internal Quality Assurance Cell (IQAC)

IQAC was established on 13.12.2007 (dd/ mm/ yyyy)

However it was reconstituted on April, 2014

34. Details regarding submission of Annual Quality Assurance Reports (AQAR) to NAAC

AQAR (i) __2011-12 on 23-12-2015__ (dd/mm/yyyy)

AQAR (ii) __2012-13 on 23-12-2015__ (dd/mm/yyyy)

AQAR (iii) _ 2013-14 on 23-12-2015__ (dd/mm/yyyy)

AQAR (iv) __2014-15 on 23-12-2015__ (dd/mm/yyyy)

35. Any other relevant data (not covered above) the College would like to include. (Do not include explanatory/ descriptive information)

CRITERION I

CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1 State the vision, mission and objectives of the institution, and describe how these are communicated to the students, teachers, staff and other stakeholders.

Sivanath Sastri College, a premier girl's college in South Calcutta, is run by Brahma Samaj Education Society and imparts liberal holistic education to equip women to take up challenges of the changing time. The College is associated with the name of legendary social reformer and exponent of liberation of women of 19th century Pt. Sivanath Sastri. The College is wedded to the ideology of women empowerment through education. Before the beginning of every new academic session students are briefed about the philosophy of the College. They are supplied a prospectus in which the objective of the college is clearly stated. The objective of advancement of women is narrated to them through year-long academic and co-curricular activities. Seminars and other cultural activities are regularly held to familiarize the students, the teachers, the staff and other stakeholders with the mission and objectives of the College. Close teacher-student interactions, regular parents-teacher interactions present a unique opportunity to involve the parents in fulfilling the objectives of the College. The College website is used to inform the students and others about the mission and objectives of the College. The Students Union is actively cooperating with the authorities in achieving its goals. An Alumni Association is actively playing a supportive role in promoting the objectives of the College. The College is situated in a prime location of South Kolkata and students from various sections of society take admission in this College and they consistently perform well in the University conducted examinations. Many of the former students are professionally successful and holding responsible positions in corporate and academic world. The College is fully geared to achieve its noble objectives through coordinated efforts of all the stake-holders. The democratic-participatory environment of the College helps in promoting its objectives in sincere manner.

1.1.2 How does the institution develop and deploy action plans for effective implementation of the curriculum? Give details of the process and substantiate through specific example(s).

The general lecture method with emphasis on interactive teaching has been extensively used for the effective implementation of the curriculum. The academic departments are given full autonomy to formulate and implement its own teaching plans. However since the College is an affiliated one under University of Calcutta and follows the syllabus framed by the University it is

imperative to act within the ambit of that syllabus. Despite this the College encourages the departments to use audio-visual aids in the classrooms and motivate the students to use internet and web portals of academic institutions, research bodies, libraries and government agencies. The departments with laboratory facilities (Geography and Botany) extensively employ the lecture demonstration method to teach the students. These laboratories are regularly updated by means of acquisition of latest equipments. The students' seminar, micro-teaching and special classes are held to enrich the students in academics. Department of Economics, Commerce, Geography and Education conduct project work for the students of the respective departments under the norms set by the University of Calcutta. The Departments of Education, History, Bengali, Botany and Geography regularly organize educational excursions for the valuable field experiences of the students in their respective interest areas. There is a separate computer lab in the college which is used by the Commerce Department for its IT classes. This lab also offers a basic computer course to the college students at a subsidised cost. The University issues an academic calendar at the beginning of new session every year. The college administers it and at the same time prepares its own calendar according to the time frame set by the Academic Sub-committee. Internal examinations are held on the basis of the University calendar. The main objective of this exercise is to optimise the time and space available to this college as the college shares this building with two other sister colleges run by Brahma Samaj Education Society.

1.1.3 What type of support (procedural and practical) do the teachers receive (from the University and /or institution) for effectively translating the curriculum and improving teaching practice.

The College follows the syllabus and curriculum set by the University of Calcutta. The University conduct the examination annually stretched over the entire 3 years span of the course. The University provides guidelines regarding the pattern of questions and modules of teaching. The College translates such guidelines through internal mechanisms. The Academic Sub Committee decides on the strategies to implement the University designed curriculum and broad academic calendar. The college ensures the proper implementation of the curriculum through ensuring the academic discipline. Class routines are framed in a way to ensure optimum utilization of time. Teachers are given permission to take remedial classes for the students lagging behind in studies. Periodic feedback from the students is obtained through which valuable information is collected which forms the basis of the corrective measures taken by the Departments to enhance academic performance. Internal examinations are held regularly to assess academic progression of the students. The Governing Body regularly reviews the performances of the students in the University conducted examinations. The students securing the highest marks in the University examinations as well as the internal examinations are awarded prizes by the College. Through such measures the college ensures better academic performances of the students.

1.1.4 Specify the initiatives taken up or contribution made by the institution for effective curriculum delivery and transaction on the curriculum provided by the affiliating University or other statutory agency.

Since the college holds the classes in the morning shift the emphasis is to ensure optimum utilization of time and even distribution of the classes of all the subjects in a rational manner. Classes are regularly held in a peaceful academic ambiance. A master routine is prepared for full session as well as slack session for distribution of classes in all the subjects in an even manner. Beside regular class room lectures several student-friendly measures are taken to encourage the students to attend the classes regularly. Many class rooms are fitted with sound system that helps the classes attended by large number of students. The teachers are encouraged to adopt audio-visual methods to teach the students. Geography and Botany departments have well-equipped departmental laboratories and libraries for the use of the students. There is also a Seminar Library for the use of the students of the Honours departments. That apart a Central Library with a large reading hall is available for the use of the students in their off periods. Most of the departments have been given a laptop for the use of the faculties. The Teachers' Room also has a small library which is used by the teachers as ready reference. The teachers are encouraged to take part in Refresher Courses and Orientation Programmes organised by different universities and higher academic institutions for their academic enrichment. Such measures encourage the students and the teachers to maintain a vibrant academic environment in the college.

1.1.5. How does the institution network and interact with beneficiaries such as industry, research bodies and the university in effective operationalization of curriculum?

The College believes in the policy of enriching students in a way so that they can take on the challenges of the professional world in their stride. It encourages various academic departments to create synergy with industry research bodies for the aspiring students. The Commerce Department has established a tie-up with Tata Consultancy Services for on campus selection and training for the students of the Department. Several other professional organizations are regularly given permission to hold workshops and seminars for the development of soft skill and other necessary qualities for placement in corporate and industrial houses. To develop research orientation the students are given project assignments on regular basis. Dissertation writing is part of curriculum of Economics Honours course. Different departments hold regular seminars on subject related issues to imbibe among the students research spirit in which reputed teachers of universities and research bodies are invited. The students enthusiastically participate in all such programmes.

1.1.6. What are the contributions of the institution and/or its staff members to the development of the curriculum by the University? (number of staff members/departments represented on the board of studies, student feedback, teacher feedback, stakeholder feedback provided, specific suggestions etc.

The College is affiliated to the University of Calcutta and follows the syllabus set by the University Board of Undergraduate Studies. Hence, the College does not enjoy any opportunity to be directly associated with the development of curriculum. At present, one teacher from the Department of Geography of the College is a member of the Board of Studies of Geography for the under-graduate courses of Netaji Subhas Open University, Kolkata. The teachers strictly adhere to the curriculum set by the University. In regard to students feedback, teachers feedback and stakeholders' feedbacks the College follows the rules set by competent bodies.

1.1.7. Does the institution develop curriculum for any of the courses offered (other than those under the purview of the affiliating university) by it? If 'yes', give details on the process ('Needs Assessment', design, development and planning) and the courses for which the curriculum has been developed.

The College does not develop any curriculum for the courses offered by it as all such courses are governed by norms and curriculum set by the University. However, the College offers a basic computer training course for the students in association with IT Point. The course content is set and administered by the College. Beside that one faculty member of the Department of Geography is associated with the development of curriculum for post-graduate studies in Geography at Vivekananda College for Women, Barisha, Kolkata.

1.1.8. How does institution analyze/ensure that the stated objectives of curriculum are achieved in the course of implementation.

The curriculum prescribed by the University is implemented through well chalked out strategies devised by the Academic Sub-Committee. Periodic meetings are held by the Committee to monitor the progression of the curriculum, setting the dates of the internal examinations, schedule of submission of marks and publication of results. The Committee prepares the modalities of taking feedback from the students and the guardians. By periodic consideration of the information, the Committee suggests suitable remedial measures so that the objectives of the curriculum are achieved. The Committee also looks into the performances of the students in the University conducted examinations. Whenever the necessity of adopting remedial teaching becomes essential, the Committee takes such measures for the benefit of the students. Departmental meetings are regularly held to consider the progress of the syllabus and in such meetings decisions are taken to give special assignments to the students. Project work, field surveys, content analysis are also some of the strategies adopted by the students.

1.2 Academic Flexibility

1.2.1 Specifying the goals and objectives give details of the certificate/diploma/skill development courses etc., offered by the institution.

A certificate course in computer application is offered by the College. This course was introduced in the July, 2003 under the supervision of the institution. Students of our College join in this course to develop their basic computer skills. The College also arranges seminars and workshops in association with external agencies to impart soft skills and other professional qualifications among the students. For example, ICICI bank recently conducted mock sessions of share trading and money market management techniques to the Commerce students of the College.

1.2.2. Does the institution offer programs that facilitate twining/dual degree? If 'yes', give details.

No such facility is available in the College.

1.2.3. Give details on the various institutional provisions with reference to academic flexibility and how it has been helpful to students in terms of skill development, academic mobility progression to higher studies and improved potential for employability. Issues may cover the following and beyond.

Range of core/elective options offered by the University and those opted by the college.

The College offers graduation level courses for under-graduate students in Arts, Science and Commerce streams. Courses are offered in both Honours and General streams. Students after taking up Honours in any subject can change their subject of interest provided seats are available and they obtained requisite mark in the subject in the last qualifying examination. But in any case they can do so within the time frame set by the University. The students enjoy the same facility in the case of General combination subjects. In all such cases flexibility and merit are given prime importance. During the time of admission the members of the Admission Committee advice the students regarding the prospect of progression to higher courses and employability. They are encouraged to take up the subjects which suit their career orientation. The College offers Honours Courses in Accountancy, Bengali, English, Economics, Education, Geography, History, Political Science. Beside Honours Courses Elective Bengali, Elective English, Education, Economics, History, Geography, Philosophy, Political Science, Sanskrit, Women's Studies, Mathematics and Botany are offered as General subjects.

• **Choice Based Credit System and Range of Subject options:**

The University of Calcutta does not allow choice-based credit system for the under-graduate level students.

- **Courses offered in modular form:**

The University revises its syllabus periodically. Through such revisions Honours and General combination subject syllabuses have been re-arranged in modular forms and in each paper the thrust area has been allocated in multiple modules. It helps the students to plan their tutorials so that corrective measures can be taken before the examination.

- **Credit transfer and accumulation facility.**

The University of Calcutta does not allow transfer of credit and accumulations for the students of under-graduate colleges affiliated to it.

- **Lateral and Vertical Mobility within and across programmes and courses.**

The college does not have any separate plan to ensure lateral and vertical mobility within and across the programmes and courses. However, within the specific time frame set by the University the college allows the students to migrate from one Honours subject to other provided they studied the subject in the previous qualifying examinations securing good marks and fulfilling other criteria of the University and the college as well. The admission norms give emphasis on the merit procedure and while considering application for Honours courses weightage is given to the respective subjects. The same principle is applied to the students enrolled in the General streams. Other than this no lateral or vertical mobility mechanisms are available. Once enrolled, the students are encouraged to take part in different interdisciplinary seminars and lectures.

- **Enrichment Courses**

The certificate course in Computer Application in collaboration with I.T. Point, Certificate course in Primary Health Care, First Aid and Nursing in collaboration with Shramajibi Shastha Udyog under the supervision of Dr. Purnabrata Goon are offered for the students. NSS also undertakes different programmes to enrich the academic and co-curricular experiences of the students.

Other than the certificate courses following workshops have been conducted:

1. Workshop on Pain Management
2. Workshop on Diabetes and Obesity in collaboration with Woodland Super-specialty Hospital
3. Workshop on Nutrition
4. Workshop on Self defence was organised for the students in collaboration with *Talash*, a NGO for women. A similar course is arranged in collaboration with Kolkata Police, under Project *Sukanya*.

These are the major initiatives taken by the college to enrich the students.

1.2.4. Does the institution offer self-financing programmes? If 'yes', list them and indicate how they offer from other programmes; with reference to admission, curriculum, fee structure, teaching qualification etc.

The above mentioned programmes are specified in section 1.2.1.

1.2.5. Does the college provide additional skill oriented programmes, relevant to regional and global employment markets? If 'yes' provide details of such programmes and beneficiaries.

The college welcomes different bodies and organisations to conduct seminars and workshops to impart soft-skill training to the students so that they can compete in the global and national market. ICICI Bank, TCS, IDP-Education Abroad, IQST and such many other reputed organisations regularly visit the college and a large number of students take part in such programmes. After the graduation, a number of students of this college join in national and international corporate bodies, money market organisations, banking sector and IT sectors.

1.2.6. Does the University provide for the flexibility of combining the conventional face-to-face and Distance Mode of Education for students to choose the courses/combination of their choices. If 'yes' how does the institution take advantage of such provisions for the benefit of the students?

The University of Calcutta does not offer Distance Mode of Education in Under-graduate level. Under-graduate courses are taught through affiliated Colleges by means of conventional face to face class room teaching environment.

1.3 Curriculum Enrichment

1.3.1. Describe the efforts made by the institution to supplement the University Curriculum, to ensure that the academic programmes and Institution's goal and objectives are integrated?

As has been stated earlier the present affiliation format does not allow much leeway. However the innovative teaching methodology with personal level interaction and autonomy of the academic departments ensure that syllabuses are administered in a way to achieve the goals of institution. The College, beside administering the prescribed curriculum, encourages the students to participate in inter and intra department seminars, peer group teaching to widen their horizon of knowledge beyond the syllabus. Here, our library facilities also play a very significant role. The high rate of progression of the students in professional world and higher academic courses are reflective of the success in this endeavour.

1.3.2. What are efforts made by the institution to enrich and organize the curriculum to enhance the experience of the students so as to cope with the needs of the dynamic employment market?

Innovative teaching practices together with meticulous planning and implementation exercises promote enrichment and execution of the curriculum. An academic calendar framed by the affiliating University is implemented by the College. The Academic Sub-committee fine tunes the measures to administer the calendar. The Committee, through regular meetings, fixes the internal schedules such as dates of internal examinations, schedule for submission of marks and scripts, etc. The Academic Departments holds seminars in association with other colleges of Kolkata and UGC as well. Reputed scholars teachers from other Colleges are invited to teach the students. The Department of Commerce arranges seminars and workshops in association with professional organizations and IT sector organizations on a regular basis to motivate the students to join in the corporate and business world. Thorough care is taken to equip interested students for their progression in higher academic courses.

1.3.3. Enumerate the efforts made by the institution to integrate the cross – cutting issues such as, Gender, Climate change, Environmental Education, Human Rights, ICT etc. into the curriculum?

Being an affiliated college under University of Calcutta, the College does not have much scope of cross cutting issues as mentioned above. But within the ambit of the syllabus the Third Year students are required to study a compulsory subject Environmental Studies of 100 marks within which they are required to prepare a 25 marks project on environmental issues. Seminars and workshops are regularly held to sensitize the students on issues related to Climate Change, Global Warming, Human Rights and Women Right issues. The subject Women Studies is offered as a general combination subject which sensitizes the students about gender issues.

1.3.4. What are the various value-added courses/ enrichment programmes offered to ensure holistic development of students?

Time and space constraints are the major hurdles that prevent the College to offer various value-added courses. Yet the College makes sincere efforts to provide a Computer Training Course to its students at a subsidized cost in its well equipped Computer Lab. IT Point is given the responsibility to run this Lab. Various Extension Programmes are undertaken by the College to encourage the students to become engaged in community development work. Beside the College has a fully functioning NSS wing.

1.3.5. Citing few examples enumerate on the extant of use of the feedback from the stake holders in enriching curriculum.

The College employs the mechanism of obtaining feedback from students and guardians annually. Beside regular Parent-Teacher interactions are a valuable platform to gather information about the students' academic needs. Such feedback helps the College to periodically readjust and fine-tune teaching plans and methods. Each academic department holds departmental meeting at regular intervals to iron-out deficiencies, if any, to improve the performance of the students in University examinations. The focus of such activities is to help the students in studies and generate their interest in the subject. On the basis of such information received through feedback the College has initiated steps like inviting eminent academicians to address at regular intervals to speak on syllabus related topics. On the basis of the feedback, the stock of reference books in vernacular language has been increased regularly.

1.3.6. How does the institution monitor the evaluation of the quality of its enrichment programmes?

The Governing Body of the College appoints various sub-committees to execute plans involving quality of its enrichment programmes. Academic Sub Committee also periodically evaluate academic and curriculum related aspects. It scrutinizes the input received through feed-back from different stake holders. The IQAC prepares the AQAR that mirrors an impression about the quality of enrichment programmes. NSS is actively involved in widening the scope of the enrichment of campus life of the students by involving them in different community development programmes. The Alumni Association also provides valuable feedback in this respect. The Student Union also helps in monitoring the evaluation of the quality of enrichment programmes.

1.4 Feedback System

1.4.1. What are the contributions of the institution in the design and development of the curriculum prepared by the University?

The College does not have autonomy in designing the curriculum in undergraduate level courses .it offers. However, the academic departments and the Academic Sub Committee jointly workout and fine tune the teaching methods ensuring optimum use of time and space. The main objective is to assist the students in a way so that they can progress to higher education. The students are regularly encouraged to do reference work in the libraries and the internet to get exposure to the latest developments in their areas of specialization.

1.4.2. Is there a formal mechanism to obtain feedback from students and stakeholder on curriculum? If 'yes' how is it communicated to the University and made use internally for curriculum enrichment and introducing changes/new programmes?

The IQAC arranges the parameters of obtaining feedback and executes it annually in association with the Academic Staff Committee from the students and parents on the curriculum and other related academic issues. But there is no mechanism and requirement of sending the feedback to the affiliating university. But the Academic Staff Committee and the College Administration thoroughly study the feedback obtained information and suggest remedial measures. But being an affiliated college it has no scope to introduce changes in the curriculum. Only internal arrangements and facilities are periodically modified to improve academic climate in the College.

1.4.3. How many new programmes/courses were introduced by the institution during last four years?

On account of serious shortage of space and lack of time the College did not any new programme or course in the last four years. However The College has undertaken an initiative to introduce Statistics as a combination subject with Economics Honours. There is also a plan to introduce Human Right as a General combination subject for B.A/ B. Sc students. The College has also purchased a big plot of land in a South Calcutta locality for establishing its own campus where new programmes and courses will be introduced.

CRITERION II

TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1.1 How does the college ensure publicity and transparency in the admission process?

The college ensures publicity and transparency in the admission process through its website, notice board and prospectus.

Website: All information related to admission such as courses offered, subject combinations, intake capacity, eligibility criteria, fee structure, application forms and the time schedule for admission are posted in the website. Merit lists of candidates selected for admission are also uploaded in the website.

Prospectus: Students are supplied with a prospectus at the time of admission which contains all details regarding admission, faculty, activities of the college, facilities offered to the students, examination results and rules and regulations

College notice board: Admission notifications, merit lists and other necessary information are also displayed in the college notice board.

Online admission has been introduced since 2013 to ensure transparency during every stage of the admission process from the submission of application forms to the publication of the merit list of selected candidates under the general and reserved categories and finally admission of the selected candidates. Admission is conducted under the supervision of the Admission Subcommittee which ensures strict adherence to university norms and government rules.

2.1.2 Explain in detail the criteria adopted and process of admission (Ex. (i) merit (ii) common admission test conducted by state agencies and national agencies (iii) combination of merit and entrance test or merit, entrance test and interview (iv) any other)to various programmes of the Institution.

Admission is either according to merit on the basis of results of Higher Secondary /equivalent examinations or a combination of merit and entrance test. Pre-admission counselling is also done by some of the Departments.

Admission Criteria adopted for Academic Session 2015-16

Subject	Criteria*		
	General category	SC/ST/OBC-A/OBC-B	Physically challenged/Outstanding sports person
Bengali (Honours)	55% marks in aggregate and 60% marks in subject	40% marks in aggregate or 40% marks in subject	50% marks in aggregate and 45% marks in subject.
Education (Honours)	50% marks in aggregate and 55% marks in subject or related subject.	40% marks in aggregate or 40% marks in subject	50% marks in aggregate and 45% marks in subject.
English (Honours)	55% marks in aggregate and 60% marks in subject	40% marks in aggregate or 40% marks in subject	50% marks in aggregate and 45% marks in subject.
History (Honours)	50% marks in aggregate and 45% marks in subject	40% marks in aggregate or 40% marks in subject	50% marks in aggregate and 45% marks in subject.
Political Science (Honours)	50% marks in aggregate and 45% marks in subject	40% marks in aggregate or 40% marks in subject	50% marks in aggregate and 45% marks in subject.
Economics (Honours)	60% marks in aggregate and 60% marks in subject	40% marks in aggregate or 40% marks in subject	50% marks in aggregate and 45% marks in subject or related subject
Geography (Honours)	55% marks in aggregate and 60% marks in subject	40% marks in aggregate or 40% marks in subject	50% marks in aggregate and 45% marks in subject.
B.A. (General)	B.A. (General) with Geography: 45% marks in aggregate and 50% marks in Geography B.A. (General) without Geography: Candidates who passed 10+2 examination		
B.Sc. (General)	Same as B.A. (General)		
B.Com. (Honours)	50% marks in aggregate and 45% marks in accountancy 55% marks in aggregate and 55% marks in maths/stats (for applicants from science streams)	40% marks in aggregate or 40% marks in related subjects	50% marks in aggregate or 45% marks in related subjects

**Weightage is given to respective subjects*

2.1.3 Give the minimum and maximum percentage of marks for admission at entry level for each of the programmes offered by the college and provide a comparison with other colleges of the affiliating university within the city/district.

The minimum and maximum percentage of marks for admission at entry level for various programmes is as follows:

Programme	Maximum % of marks (best four)					Minimum % of Marks (best four)				
	SNSC	HCC	PCC	WCC	BDC	SNSC	HCC	PCC	WCC	BDC
B.A. (Honours)										
• Bengali	88.75		77.5	84.0	85.0	65.25		48.25	49.0	55.0
• Education	87.25	87.0	-	79.0	-	62.00	60.0	-	50.0	-
• English	93.00	95.75	82.75	91.0	90.0	63.00	72.25	56.57	60.0	55.0
• History	67.75	94.5		96.0	-	52.00	40.0		51.0	-
• Political Science	92.75	94.5		75.0	85.0	58.50	55.25		51.0	55.0
B.Sc. (Honours)										
• Economics	95.75	95.25		88.0		73.25	61.5		63.0	
• Geography	92.75	93.5	92.25	93.0		78.50	69.0	47.75	70.0	
B.Com. (Honours)	96.50	96.25	91.75	-		76.00	54.0	44.05		
B.A. (General)	65.75		82.25		85.0	33.00		30.00		40.0
B.Sc. (General)	74.00					41.50				

Note: Since it is not possible to provide data for all colleges affiliated to the University of Calcutta, comparison with two other colleges which share the premises as well as two other reputed colleges in the neighbourhood is provided. SNSC- Sivanath Sastri College; HCC- Heramba Chandra College; PCC- Prafulla Chandra College; WCC- Women's Christian College; BDC- Basanti Devi College.

2.1.4 Is there a mechanism in the institution to review the admission process and student profiles annually? If 'yes' what is the outcome of such an effort and how has it contributed to the improvement of the process?

Yes

The Admission Committee reviews the admission process and the student profiles annually to ensure transparency and strict adherence to university rules. The Admission Committee of the college recommended online admission to streamline the admission process. As a result online admission was initiated from the academic session 2013-14.

To ensure fair and transparent admission during the current academic session

2015-16 the Admission Committee took the following steps:

- All notifications related to admission were posted in the website well in advance
- Downloading of application forms with unique ID No.
- Online submission of forms to avoid long queues
- All merit lists for general and reserved categories along with scheduled dates are posted in the website.
- Helpline provided.
- Provision of a detailed prospectus.
- Online payment facilities/cash deposits at bank.

2.1.5 Reflecting on the strategies adopted to increase/improve access for following categories of students, enumerate on how the admission policy of the institution and its student profiles demonstrate/reflect the National commitment to diversity and inclusion

SC/ST
OBC
Women
Differently abled
Economically weaker sections
Minority community
Any other

The Admission policy of the institution and its student profiles reflect the National commitment to diversity and inclusion by adopting the following measures to increase/improve access for the different categories of students:

Students from SC/ST/OBC categories: strict adherence to reservation norms as per the notifications of the Department of Higher Education, Government of West Bengal and the University of Calcutta ensures that there is fair representation of these categories.

Profile of students admitted in the First Year by different categories (2015-16)

Course	General	SC	ST	OBC	Total
B.A. (Honours)	211	56	01	10	278
B.Sc. (Honours)	28	12	02	04	46
B.Com.(Honours)	411	43	01	25	480
B.A. (General)	167	30	02	03	202
B.Sc. (General)	05	00	00	00	05
Total	822	141	06	42	1011

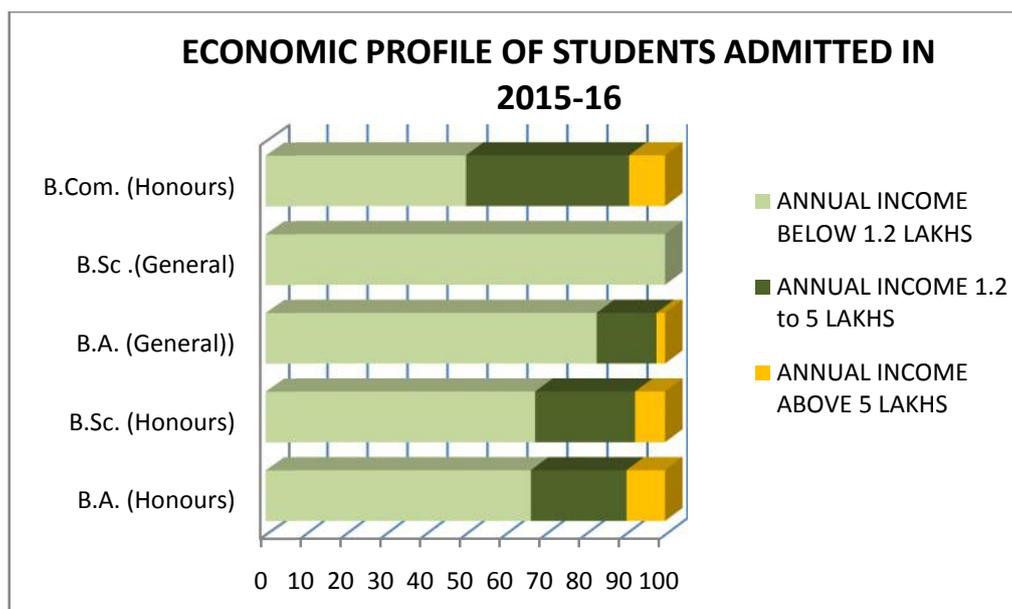
Student Profile by different categories (2014-15)

Course	General	SC	ST	OBC	Total
B.A. (Honours)	439	121	04	25	589
B.Sc. (Honours)	69	025	02	003	99
B.Com. (Honours)	1084	128	04	102	1318
B.A. (General)	549	119	00	10	678
B.Sc. (General)	36	08	01	00	45
Total	2177	401	11	140	2729

Women: Sivanath Sastri College is a women’s college founded with the mission of imparting higher education to women. The total enrollment of the college which is close to the 3000 mark indicates that the college plays a vital role in female education and empowerment of women.

Differently able students: The College adheres to the norms regarding reservation for differently able students. During 2015-16 a few differently able students were admitted.

Students from economically weaker sections: A substantial proportion of students are first generation learners from economically weaker sections. There is provision for financial assistance for such students. Students in need of financial assistance are asked to submit applications along with relevant documents. The Concession Subcommittee reviews the applications and interviews the applicants and recommends partial or full concession of college fees. There is also a Students’ Aid Fund which provides financial assistance to students from economically weaker section regarding payment of university examination fees, purchase of books and study materials etc.



Minority Community: The College does not have any separate reservation policy for the minority community. However religious minority communities are part of OBC categories as per directives of the Government of West Bengal.

Any Other: The College admits third gender applicants as per order of the Government of West Bengal.

2.1.6 Provide the following details for various programmes offered by the institution during the last four years and comment on the trends. i.e. reasons for increase / decrease and actions initiated for improvement.

Programmes	Number of applications				Number of students admitted				Demand ratio			
	2012-13	2013-14	2014-15	2015-16	2012-13	2013-14	2014-15	2015-16	2012-13	2013-14	2014-15	2015-16
Academic session												
B.A. (Honours)												
Bengali	191	216	205	411	51	65	51	78	1:3	1:3	1:3	1:5
Education	172	126	220	191	58	57	44	61	1:2	1:2	1:3	1:3
English*	343	298	708	178	78	67	71	77	1:5	1:4	1:9	1:2
History	138	103	119	124	49	26	39	40	1:2	1:1	1:2	1:2
Political Science*	165	100	91	56	37	38	39	22	1:2	1:1	1:2	1:1
B.Sc. (Honours)												
Economics	78	79	83	120	08	11	06	16	1:4	1:4	1:4	1:6
Geography	569	462	636	446	30	29	30	30	1:19	1:15	1:21	1:15
B.Com. (Honours)	1564	1741	1536	2613	452	443	456	480	1:3	1:4	1:3	1:5
B.A. (General)	344	493	695	505	135	211	278	202	1:1	1:2	1:3	1:2
B.Sc. (General)	59	12	23	05	18	12	19	05	1:1	1:1	1:1	1:1
Certificate course on computer applications	122	89	39	110	122	89	39	110	1:1	1:1	1:1	1:1

**The number of applications for English Honours and Political Science Honours courses shows a decline during 2015-16. Both these departments held admission tests and while the number of online applications was much greater (778 for English and 176 for*

Political Science), the table shows the actual number of candidates who appeared for the admission tests.

2.2 Catering to Student Diversity

2.2.1 How does the institution cater to the needs of differently-abled students and ensure adherence to government policies in this regard?

At present the college does not have any physical facilities which cater to the needs of differently-abled students. However such students are given special attention and encouragement by the faculty concerned.

2.2.2 Does the institution assess the students' needs in terms of knowledge and skills before the commencement of the programme? If 'yes', give details on the process.

Yes.

The institution is able to assess the students' needs in terms of knowledge and skills before the commencement of the programme on the basis of their performance in the last qualifying examination as well as pre and post admission counselling. During the current session admission tests were held by the Departments of English and Political science to test aptitude and knowledge of the applicants.

Further, student-teacher interaction in the introductory classes also helps the teachers to assess the skill and knowledge base of the enrolled students.

2.2.3 What are the strategies adopted by the institution to bridge the knowledge gap of the enrolled students (Bridge/Remedial/ Add-on/Enrichment Courses, etc.) to enable them to cope with the programme of their choice?

The strategies adopted by the institution to bridge the knowledge gap of the enrolled students are as follows:

- Class lectures are bilingual to enable students from both English medium and vernacular medium schools to understand the topics discussed easily.
- Special attention is paid to concept clarification
- Students are encouraged to ask questions
- Study material and lecture notes are provided
- Problem solving exercises are regularly done by students and submitted to the teacher concerned for evaluation
- Slow learners are identified and remedial classes are arranged for them
- A reading list is referred by the teacher consisting of basic text books for

- slow learners as well as reference books for the more advanced learners
- If necessary special theoretical and practical classes are arranged by the departments.

2.2.4 How does the college sensitize its staff and students on issues such as gender, inclusion, environment etc.?

Programmes and workshops on gender related issues and environment consciousness are organized in the college with the objective of promoting awareness among staff and students. Some of these programmes organized during the academic session 2014-15 are listed below:

- A seminar on *Women's Health Issues* in collaboration with Shramajibi Swasthya Udyog on 06.09.2014 with the objective of increasing health awareness among staff and students
- A workshop on pain management conducted by Dr. Subrata Goswami, Course Director, ESI Institute of Pain Management on 10.12.2014
- The department of Women's Studies organized a self defence workshop for the students in collaboration with Talash, an NGO on 13.01.2015
- A workshop cum awareness programme on environment consciousness in collaboration with National Jute Board to address the hazards of overuse of plastic and possible remedies through use of eco-friendly substitutes like jute on 16.12.2014.
- A workshop on awareness of women's health issues and rights was conducted by Dr. Kanchan Mukherjee, an eminent gynaecologist in collaboration with Shramajibi Swasthya Udyog on 03.09.15.

2.2.5 How does the institution identify and respond to special educational/learning needs of advanced learners?

The institution identifies and responds to special educational and learning needs of advanced learners in the following ways:

- Advanced learners are identified
- An advanced reading list is prepared for them and they are encouraged to study independently as well as widen their knowledge through further reference work and internet.
- Emphasis is given to preparation of assignments
- Class presentations and student seminars on contemporary as well as syllabus related issues are organized.
- Student participation in debates, quiz etc. are encouraged.
- Dissertation/project work based on theoretical data/ practical field work is supervised by departments whose syllabi include them.

2.2.6 How does the institute collect, analyze and use the data and

information on the academic performance (through the programme duration) of the students at risk of drop out (students from the disadvantaged sections of society, physically challenged, slow learners, economically weaker sections etc. who may discontinue their studies if some sort of support is not provided)?

The institution collects data and information on the academic performance of the students through class lectures, class tests, as well as results of mid-term tests and the selection tests. Such data is analyzed by respective departments and reviewed by the Academic Subcommittee which supervises the academic matters of the college. The following strategies are adopted for improvement and encouragement of students at risk of drop out:

- Counselling by respective departments
- Remedial classes or special coaching are arranged for students who need to improve their academic performance.
- Slow learners are given another chance for improving their academic performance through supplementary tests.
- Students from economically weaker sections are provided with financial aid in the form of full or partial waiver of college fees/ aid from Students' Aid Fund/ free books.

2.3 Teaching-Learning Process

2.3.1 How does the college plan and organize the teaching, learning and evaluation schedules? (Academic calendar, teaching plan, evaluation blue print, etc.)

The college plans and organizes the teaching, learning and evaluation schedules in a rational and scientific way.

Academic Calendar and Teaching Plan

All Departments prepare academic calendars at the beginning of the academic session which comprises of detailed teaching plans by every teacher. The teaching plans provide a detailed schedule of the time frame and the number of classes required for each topic of the syllabus allotted to the teachers.

The calendar helps the teachers to make optimum use of the time available for completing the syllabus and revision. At the same time students are also made aware of the general outline of the teaching plan in advance which helps them to prepare for the examinations.

While the college does not prepare a formal evaluation blueprint for assessment of



student performance in internal examinations, each course has its own pattern of questions and method of evaluation as per the university curricula. Thus assessment is done within the framework set by the university with proper weightage for evaluation of knowledge, conceptual clarity, analytical ability and development of critical thinking of the students through different processes such as class discussions, assignments, project work, and presentations by students.

The university academic calendar which presents the broad time frame for college and university examinations is included in the college prospectus which is provided to every student at the time of admission.

The Academic Sub-committee in consultation with the college administration prepares the schedule for internal examinations of the college on the basis of the academic calendar provided by the University. All notifications regarding examination schedules are put up in the college notice board as well circulated in the classes. Teachers are also provided with schedules for evaluation and submission of marks to ensure timely announcement of results of the college examinations.

2.3.2 How does IQAC contribute to improve the teaching –learning process?

The IQAC encourages and supports quality enhancement in all spheres of the teaching –learning process in the institution.

The IQAC contributes to the monitoring and management of quality improvement of the teaching-learning process in the following ways:

- All departments are asked to prepare a plan of action at the beginning of the academic session including preparation of a departmental academic calendar, maintenance of a register showing progress in academic matters and records of other activities.
- Recommends regular departmental meetings for review and discussion.
- Supports modification of the internal examinations of the college based on student requirements and for improving the evaluation process.
- Encourages more interactive classes with student centred teaching.
- Encourages introduction of innovative practices in teaching such as class seminars and presentations by students.
- Provides support and encouragement for exchange of faculty among the departments and inter-disciplinary lectures.
- Recommends the regular use of audio-visual aids in the class room and the provision of permanent audio-visual aids in some of the larger class rooms.
- Makes arrangements for obtaining feedback response from students and parents regarding faculty, teaching –learning processes and general environment of the college.

- Makes arrangements for workshops at institution and state level for faculty development.
- Recommends Parent-Teacher meetings at regular intervals for all departments.

2.3.3 How is learning made more student-centric? Give details on the support structures and systems available for teachers to develop skills like interactive learning, collaborative learning and independent learning among the students?

Every effort is made to make learning more student-centric in the institution.

Interactive learning is actively practiced and teachers encourage the students to ask questions and initiate class discussions. All departments arrange student seminars/class presentations.

Collaborative learning is practiced by all departments in the form of invited lectures/presentations by eminent personalities from different fields on syllabus related as well socially relevant issues. Such presentations aim at all round development of the students as socially responsible human beings as well as preparing them for the job market.

Independent learning is practiced by encouraging the use of library facilities as well as the internet, practical classes, project work and field surveys.

2.3.4 How does the institution nurture critical thinking, creativity and scientific temper among the students to transform them into life-long learners and innovators?

The institution nurtures critical thinking, creativity and scientific temper among the students by:

- Organizing seminars and lectures based on curricula to develop students' interest in their chosen subjects.
- Students are encouraged to prepare presentations individually or as a team on various topics with the object of nurturing their capabilities for independent study and for developing aptitude for scientific enquiry.
- Correlating theoretical and practical classes so that students are able to relate their practical work with the theoretical base of their subject.
- Encouraging students to participate in inter college events such as seminar, quiz, debates, poster exhibitions and so on.

2.3.5 What are the technologies and facilities available and used by the faculty for effective teaching? Eg: Virtual laboratories, e-learning - resources from National Programme on Technology Enhanced Learning (NPTEL) and National Mission on Education through Information

and Communication Technology (NME-ICT), open educational resources, mobile education, etc.

The technologies and facilities available and used by the faculty for effective teaching include:

- Lecture method
- Interactive method
- Audio-visual mode of teaching
- Student seminars
- Process based learning (Department of Education)
- Computer assisted learning (Commerce/Geography)
- Project/ field based learning /experiments/ study tours (Botany, Geography, Economics, Education and History)
- Well-equipped computer labs for computer assisted learning
- GIS lab (Department of Geography)
- Wifi

2.3.6 How are the students and faculty exposed to advanced level of knowledge and skills (blended learning, expert lectures, seminars, workshops etc.)?

Students and faculty are exposed to advanced level of knowledge and skills in various ways:

- Seminars and extension lectures are organized by the departments to update their knowledge regarding their subject and related issues. Experts and eminent personalities from different fields are invited to deliver extension lectures.
- Students are assigned creative tasks to encourage their interest in learning such as writing articles for wall magazines/ college magazines, preparing charts and posters.
- Excursion and field work are an important part of the curricula of Botany and Geography. Students are taught how to prepare a project/field report on the basis of field survey.
- Project work is part of the Commerce curricula and students are carefully guided in the preparation of the report.
- Preparation of a dissertation is also part of the curriculum of Economics Honours and teachers supervise their work on a one to one basis.
- Educational excursions are arranged by other departments such as History, Education and Bengali to expose students to the rich cultural heritage of our country
- The updated library resources also contribute to exposure of faculty and teachers to advanced levels of knowledge and skills.
- Faculty participation in seminars/workshops as well as orientation and

refresher courses is encouraged.

- Faculty involvement in research work
- A number of teachers are invited as visiting faculty in various institutes for post graduate teaching.
- Faculty members also participate in Refresher Courses, Orientation Programmes and Academic Workshops organized by Universities and other professional organizations.

2.3.7 Detail (process and the number of students \benefitted) on the academic, personal and psycho-social support and guidance services (professional counseling/mentoring/academic advise) provided to students?

Academic, personal and psycho-social support is provided to students in various ways:

Faculty members of the different departments interact with students on a one to one basis. Teachers help students to overcome learning problems by conducting remedial classes. Students are also encouraged to share their problems, financial and otherwise. They are also guided with respect to progress to higher education or choice of a career by the teachers. Regular counselling sessions for students is done by Mrs Lalita Ray, a professional counsellor who is available at the college on a weekly basis. Two hour counselling sessions are conducted for students who need such counselling

.Psycho-social and personal counseling	Year	Number of student beneficiaries
Counselling sessions conducted by Mrs Lalita Ray	2014-15	20
	2015-16	06 (up to December)

While the college does not have any formal guidance services various organizations are invited to conduct on-campus training programmes/workshops on employment opportunities, progress to higher education and studying in foreign universities.

Organization/Programme	Year	Number of student beneficiaries
TCS-employability training	2012	135
	2013	148
	2014	162
	2015	46
IDP seminar on study abroad	2015	200
IQST Career counseling	2015	04
Vignana Jyothi institute of Management	2015	
Brainware Computer Aptitude tests	2015	150

Organization/Programme	Year	Number of student beneficiaries
ICICI Bank Portfolio Banking Division	2015	200
NSHM, Knowledge Campus Workshop	2014	
International Management Institute (Sanjiv Goenka Group) Admission test and contact programme.	2015	55

2.3.8 Provide details of innovative teaching approaches/methods adopted by the faculty during the last four years? What are the efforts made by the institution to encourage the faculty to adopt new and innovative approaches and the impact of such innovative practices on student learning?

Innovative teaching approaches adopted during last four years include:

- Regular use of audio-visual aids
- Presentation/seminars by students on topics included in the curricula as well contemporary social issues.
- Extension lectures
- Project based learning
- Socio-economic surveys and field work
- Exposure of students to open environment outside the college premises for process based education for information processing for memory
- Excursions

2.3.9 How are library resources used to augment the teaching-learning process

The library resources are used to augment the teaching-learning process in various ways:

The college library comprises of the Central library, the Seminar Library and the departmental libraries of Geography and Botany. The libraries of the college have a large collection of reference and text books which are available to students for home issue as well as day issue. The central library reading room is used by students for reference work. Information regarding library facilities is provided in the college prospectus and website. The college has also acquired institutional membership of INFLIBNET since September 2015 and students can use this facility through the library.

The college provides grants for purchase of books and journals on a regular basis to augment the library resources. There is a UGC Book Bank out of which students from financially weak backgrounds are given text books on long term loan.

2.3.10 Does the institution face any challenges in completing the curriculum within the planned time frame and calendar? If 'yes', elaborate on the challenges encountered and the institutional approaches to overcome these.

Yes the institution does face challenges in completing the curriculum within the planned time-frame and calendar.

Completion of syllabus is a challenge faced by all departments as there is a severe shortage of time with respect to the third/final year course which covers 50% of the honours curricula. Actual teaching time for the third year students is limited (August-December) since the selection tests are held in January as per University schedule. To overcome this problem extra /special classes are arranged for all departments after selection test according to departmental requirements.

Shortage of full time staff is another problem faced by the college. This problem is addressed by the appointment of guest teachers/contractual whole time teachers in various departments.

2.3.11 How does the institute monitor and evaluate the quality of teaching learning?

The institution monitors and evaluates the quality of teaching-learning through the IQAC which collects feedback from all stakeholders. Students are asked to assess their teachers, departments as well as the institution as a whole with the dual objectives of quality enhancement as well as identifying the areas where improvement is needed.

2.4 Teacher Quality

2.4.1 Provide the following details and elaborate on the strategies adopted by the college in planning and management (recruitment and retention) of its human resource (qualified and competent teachers) to meet the changing requirements of the curriculum

Highest qualification	Professor		Associate Professor		Assistant Professor		Total
	Male	Female	Male	Female	Male	Female	
Permanent teachers							
D.Sc. /D.Litt.							
Ph.D.			01	07	01	02	11
M.Phil.			01	03			04
PG			03	02	01	01	07
Contractual Whole time teachers							
					Male	Female	Total
Ph.D.					01	-	01
M.Phil.					-	02	02
PG					01	03	04
Part-time teachers							
					Male	Female	Total
Ph.D.						02	02
M.Phil.					01	01	02
PG					01	03	04
Guest teachers							
					Male	Female	Total
Ph.D.					03	01	04
M.Phil.					-	-	
PG					10	13	23

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 the college management appoints teachers from a panel of three candidates sent by the West Bengal College Service Commission. A staff selection committee comprising of the management, senior faculty and external subject expert select the teachers on the basis of 3:1 ratio.

Contractual full time teachers and guest teachers are also appointed by the college when there is delay in the appointment of full time teachers against posts remaining vacant due to retirement or shortage of approved full time posts. For such posts applications are invited through the college website as well advertisements in leading newspapers and teachers are recruited as per UGC norms.

2.4.2 How does the institution cope with the growing demand/ scarcity of qualified senior faculty to teach new programmes/ modern areas (emerging areas) of study being introduced (Biotechnology, IT, Bioinformatics etc.)? Provide details on the efforts made by the institution in this direction and the outcome during the last three years.

The institution overcomes the problem of scarcity of senior faculty qualified to teach different programmes by appointing qualified competent teachers in the

departments where such shortfall occurs. A number of contractual full time teachers and guest faculty have been appointed as for example teachers (contractual and guest) have been appointed in the Commerce Department for teaching IT and supervising project work of the students). Further retired teachers are also appointed as guest faculty. The details of such appointments during the last three years are provided below.

Year	Subject	Name of teacher	Qualifications	Contractual/part-time/guest
2011-12	Commerce	Sreetama Ghosh Anandaraj Saha Madhumanti Ghosh Ashim Pal	M.Com. M.Com., ACA M.Com. M.Com	Guest lecturer Guest lecturer Guest lecturer Guest lecturer
	Political Science	Debarati Banerjee	M.A.	Guest lecturer
	Education	Moumita Biswas	M.A.	Guest lecturer
	Geography	Aratrika Mukherjee Satabdi Das	M.Sc. M.Sc.	Guest lecturer Guest lecturer
2012-13	Commerce	Ria Bhattacharya Mohua Ghosh Saheli Bhattacharya	M.Com. M.Com. M.Com.	Guest lecturer Guest lecturer Guest lecturer
	Economics	Sweta Lahiri	M.Sc.	Guest lecturer
2013-14	Bengali	Sampa Sinha Basu	M.A., Ph.D.	Contractual full-time teacher
	Commerce	Souma Adak	M.Com.	Contractual full time teacher
	Philosophy	Edha Chakraborty	M.A.	Guest lecturer
	Economics	Sanchita De	M.Sc.	Guest lecturer
2014-15	Commerce	Hanzala Awais Arpita De Priyadarshini Rasquinha Aparna Banerjee	M.Com. M.Com. M.Com. M.Sc.	Contractual full time teacher Guest lecturer Guest lecturer Guest lecturer
	History	Arka Chowdhury Basudhita Basu Aritra Gangopadhyay Debdatta Banerjee	M.A. M.A. M.A. M.A.	Guest lecturer Guest lecturer Guest lecturer Guest lecturer
	English	Tirthankar Sengupta	M.A.	Guest lecturer
	Political Science	Sreya Chatterjee Shrouti De Biswas	M.A. M.A.	Guest lecturer Guest lecturer
	Geography	Pallabi Sen	M.Sc.	Guest lecturer
	Sanskrit	Anjana Mallick	M.A., Ph.D	Guest lecturer

Year	Subject	Name of teacher	Qualifications	Contractual/part-time/guest
2015-16	History	Rajesh Kr. Pandey	M.A	Contractual full time teacher
		Rituparna Chakraborty	M.A.	Guest lecturer
		Sreya Ghatak	M.A.	Guest lecturer
	Bengali	Ria Dhole	M.A.	Guest lecturer
Political Science	Anwasha Dasgupta	M.A.	Contractual full time teacher	
Commerce	Saurav Das	M.Com.	Guest lecturer	
	Saheli Bhattacharya	M.Com.	Contractual Full time	

2.4.3 Providing details on staff development programmes during the last four years elaborate on the strategies adopted by the institution in enhancing the teacher quality.

a) Nomination to staff development programmes

Academic Staff Development Programmes	Number of Faculty Nominated			
	2011-12	2012-13	2013-14	2014-15
Refresher courses	01	01	01	01
HRD programmes				
Orientation programmes				
Staff training conducted by the University				
Staff training conducted by other institutions			03	
Summer / winter schools, workshops, etc.	03	06	03	04

b) Faculty Training programmes organized by the institution to empower and enable the use of various tools and technology for improved teaching-learning.

- ❖ Teaching learning methods/approaches
- ❖ Handling new curriculum
- ❖ Content/knowledge management
- ❖ Selection, development and use of enrichment materials
- ❖ Assessment
- ❖ Cross cutting issues
- ❖ Audio-visual aids/multimedia
- ❖ OER's
- ❖ Teaching learning material development, selection and use

The following efforts are made by the institution to empower and enable the use of various tools and technology for improved teaching-learning:



- Encouraging the use of innovative teaching-learning methods
- Informal orientation of newly recruited faculty regarding methods of class teaching and assessment
- Teachers are encouraged to attend workshops conducted by the University as well other institutions regarding curriculum development/ handling new curriculum. Full time faculty are encouraged to participate in Orientation Programmes/ Refresher courses arranged by different universities
- Every time the university revises curriculum, departmental meetings are mandatory for review and distribution of topics
- Workshops/seminars are also organized by the institution for faculty development regarding different aspects of teaching-learning.
- A one day seminar on *Enhancement of Quality in Institutions of higher Education* was organized on May 11, 2015 which included presentations on best practices and innovations in teaching, learning and evaluation by eminent speakers.
- An inter-disciplinary academic journal “Manan” is published by the college containing articles on research oriented topics.

c) Percentage of faculty

- Invited as resource persons in workshops/seminars/ conferences organized by external professional agencies
- Participated in external workshops/ seminars/ conferences recognized by national/ international professional bodies
- Presented papers in workshops / seminars /conferences conducted or recognized by professional agencies

	Percentage of faculty			
	2011-12	2012-13	2013-14	2014-15
Invited as resource persons in workshops/seminars/ conferences organized by external professional agencies	4.55	2.90	4.48	6.15
Participated in external workshops/ seminars/ conferences recognized by national/ international professional bodies	15.15	17.39	17.91	9.23
Presented papers in workshops / seminars /conferences conducted or recognized by professional agencies	12.12	10.14	10.45	7.69

2.4.4 What policies / systems are in place to recharge teachers? (eg: providing research grants, study leave, support for research and academic publications, teaching experience in other national institutions and specialized programmes, industrial engagement etc.)

The college makes every effort to recharge teachers in different ways:



- Research activities are encouraged and supported
- Study leave is provided for teachers pursuing Ph.D.
- There is a research committee for review of research projects submitted to the UGC
- Grant is allocated for organizing seminars and workshops in the institution
- Teachers are also granted leave for attending workshops/ conferences at the National / International level.
- Matching grant is provided for academic publications/ seminar proceedings by the different departments. Details of leave availed for research/attending conferences

Leave	Name of Faculty	Designation	Year
Faculty availing study leave for Ph.D.	Ms. Urmi Das	Associate Professor in Bengali	2013-14 2014-15
	Ms.Samata Biswas	Contractual full time teacher in Women's Studies	2015-16
Faculty availing leave for presenting papers at national conferences	Dr. Sayan Mukherjee	Contractual Full time teacher in Mathematics.	
	Dr. Bhaswati Ray	Assistant Professor in Geography	
	Dr. Sudipta De	Assistant Professor in Economics	
	Ms. Lopamudra Basu	Contractual Full time teacher in Geography	
	Dr. Sonali Chakraborty.	Associate Professor in Education	
Faculty availing leave for presenting papers at international conferences	Dr. Bhaswati Ray	Assistant Professor in Geography	
	Ms. Lopamudra Basu	Contractual Full time teacher in Geography	
	Dr. Sudipta De	Assistant Professor in Economics	
Faculty availing leave for teaching/research at other institutions outside the country as visiting faculty	Dr.Sayan Mukherjee	Contractual Full time teacher in Mathematics.	2014-15
	Dr. Bhaswati Ray	Assistant Professor in Geography	2015-16

2.4.5 Give the number of faculty who received awards / recognition at the state, national and international level for excellence in teaching during the last four years. Enunciate how the institutional culture and environment contributed to such performance/ achievement of the faculty.

Nil

2.4.6 Has the institution introduced evaluation of teachers by the students and external peers? If yes, how is the evaluation used for improving the quality of teaching learning process?

Yes the institution has introduced evaluation of teachers by the students. Student feedback is obtained department wise and teacher wise.

Feedback regarding the departments is analyzed by the respective departments and a report is submitted to the IQAC and the Principal. On the basis of the recommendations of the IQAC, attempts are made to improve the quality of the teaching learning process.

Student assessment of individual teachers is handed over to the respective teachers by the Principal with the objective of self- analysis and improvement.

2.5 Evaluation Process and Reforms

2.5.1 How does the institution ensure that the stakeholders of the institution especially students and faculty are aware of the evaluation process?

The institution ensures that the stakeholders are aware of the evaluation process in the following ways:

- The college prospectus which is provided to the students at the time of admission contains information regarding the university examination as well as the internal college examination schedules.
- The teachers orient and inform the students regarding the examination process with respect to the evaluation pattern and the dates of commencement of the various examinations at the beginning of the academic session.
- Regular notifications regarding examinations
- Parents/guardians are also informed about the examination process during the parent-teacher meetings. Feedback is also taken from guardians.

2.5.2 What are the major evaluation reforms of the university that the institution has adopted and what are the reforms initiated by the institution on its own?

The college is affiliated to the University of Calcutta which introduced a major evaluation reform in the year 2007 when the 1+1+1 system of examination for the three year undergraduate courses was introduced. According to this system the students appear for qualifying examinations held by the university at the end of each year in the form of Part I, Part II and Part III examinations and are awarded the Bachelor's degree on successfully completing the final year that is the Part III examination.

Another evaluation reform introduced by the University is regarding the language examinations for Part I examination which are held in the college as per university schedule and evaluated internally and marks are submitted to the university.

Modification of the syllabi of all undergraduate courses was introduced in 2010 by the University together with corresponding changes in the distribution of marks as well as the question pattern for all Honours and General subjects.

Project work/ dissertations have been introduced in some courses such as Economics (Honours) and B.Com.

The college does not have the freedom to initiate examination reforms on its own but any reform introduced by the parent university is faithfully followed and implemented.

2.5.3 How does the institution ensure effective implementation of the evaluation reforms of the university and those initiated by the institution on its own?

To ensure effective implementation of the evaluation reforms the principal regularly attends the meetings and workshops organized by the university regarding modalities of examinations. Teachers, non-teaching staff and students are provided detailed information about the examination processes through the college website and notice board. The Academic Subcommittee and the Teachers' Council also organize meetings where examinations related matters are important agenda.

Thus efficient co-ordination between all stakeholders of the college ensures effective implementation of the evaluation reforms of the university.

2.5.4 Provide details on the formative and summative assessment approaches adopted to measure student achievement. Cite a few examples which have positively impacted the system.

Formative assessment approaches adopted to measure student achievement:

Concept formulation involves assignments, projects, class tests and mid-term tests to assess the comprehension skills, analytical capabilities and knowledge base of the students, and to prepare them for the annual selection examinations. Presentations by students on various topics and study tours are also a part of the formative approach which help in developing skills as well as promote team spirit and social responsibility among the students.

Example: Students are asked to teach a topic taught by the teacher as part of peer group assessment. The students' delivery and presentation is used for clearing their doubts and develop conceptual clarity as part of formative evaluation by the

teacher.

Summative assessment approach:

Summative assessment is external since the final Part I, Part II and Part III examinations are conducted annually by the University.

The college selection tests are conducted to prepare the students for their final university examinations and to assess their performance in the final examinations. Students are sent up for the university examination provided they score the qualifying marks in the selection examinations.

2.5.5 Detail on the significant improvements made in ensuring rigor and transparency in the internal assessment during the last four years and weightages assigned for overall development of students (weightage for behavioural aspects, independent learning, communication skills etc.)

Evaluated answer scripts of class tests are shown to the students with the objective of acquainting them with their mistakes and improving their answers.

Assignments are evaluated and returned to the students.

Results of the mid-term and selection examinations are put up on the college notice board. Evaluated answer scripts are shown to the students.

Further parents of students who fail to qualify in these examinations are asked to meet the Principal and are allowed to see the answer scripts.

2.5.6 What are the graduate attributes specified by the college / affiliating university? How does the college ensure the attainment of these by the students?

Students obtain the Bachelor's degree in various streams provided they fulfill the requirements set by the University of Calcutta.

The graduate attributes specified by the University are as follows:

Under the 1+1+1 system of examination students are required to appear for three qualifying examinations, Part I, Part II and Part III conducted centrally by the University at the completion of each year in college.

Students can sit for the Part II and Part III examinations only if they score the qualifying marks in the previous examination. Students graduate after qualifying in the final part that is the Part III examination.

Students in the B.A./B.Sc. (Honours) streams are assessed out of a total marks of

800 in their Honours subject out of which, 200 is allotted for each of the Part I and Part II examinations while the remaining 400 is allotted to the Part III examination. They are also required to appear for two elective (general) subjects of 300 marks each, two language papers of 50 marks each and an environment studies paper of 100 marks.

B.A./B.Sc. General students appear in three elective subjects of 400 marks each (out of which 100 marks is allotted for Part I, 200 marks for Part II and the remaining 100 marks for Part III examination), two language papers of 50 marks each in the Part I and an environmental studies paper of 100 marks in the Part III examination.

B.Com. Honours (Accounting and Finance) students appear for a total of 1800 marks including the general, honours, language and environmental studies papers out of which 600 marks each is allotted for Part I, Part II and Part III examinations respectively.

(Details of course structure and distribution of marks provided in Annexure II)

The qualifying marks for Honours and General papers are

Honours	
Class	Qualifying marks
I	60% and above
II	40% to below 60%
General	
Division	Qualifying marks
I	60% and above
II	45% and below 60%
P	30% and below 45%

The college ensures the attainment of these attributes by regular monitoring of student performance through class lectures, student-teacher interaction, class discussions, internal examinations, assignments, student presentations etc.

The mid-term and the selection test examinations are held with the objective of preparing the students for their final university examinations. Evaluated answer scripts are shown to the students so that they can correct their mistakes and improve their performance.

2.5.7 What are the mechanisms for redressal of grievances with reference to evaluation both at the college and university level?

At the college level the mechanism of redressal of grievances with reference to evaluation involves self-inspection of evaluated answer scripts of the various college examinations by the students.

At the university level students who are not satisfied with their scores in the Part I, Part II and Part III examination are allowed to apply for post-publication scrutiny/review/self-inspection of their answer scripts (under RTI Act) on payment of the required fee provided they score certain minimum marks. The students apply in a prescribed form which is forwarded to the university by the college. The results of such applications are communicated to the college by the University within a stipulated time.

2.6 Student Performance and Learning Outcomes

2.6.1 Does the college have clearly stated learning outcomes? If yes give details on how the students and staff are made aware of these?

Yes the college has clearly stated learning outcomes:

- To develop the ability to cope with the greater sphere of knowledge and prepare students for progress to higher education / research.
- Application of their knowledge and skill in the real world/ in their chosen profession/jobs.
- To inculcate social responsibility in terms of providing service to the society.
- To achieve self realization with the goal of holistic development as a responsible human being

The students are made aware of these learning outcomes by the teachers through regular class discussions, student seminars, projects, extension lectures and participation in social service and environment consciousness programmes.

2.6.2 Enumerate on how the institution monitors and communicates the progress and performance of the students through the duration of the course/ programme? Provide an analysis of the students' results and achievements. (Programme / course wise for the last four years) and explain the differences if any and patterns of achievement across the programmes / courses offered.

The institution monitors the progress and performance of the students through the duration of the course in the following ways:

- Internal assessment of the students through class tests, mid-term tests and the selection tests.
- Evaluation of assignments prepared by students by the teachers on a regular basis
- Class discussions and question-answer sessions to test the knowledge and comprehension levels of the students.
- The institution communicates the progress and performance of the students through:
 - Student-teacher interactions

- Students are shown the evaluated answer scripts of all internal college examinations.
- Parent-teacher meetings are held to inform the parents/guardians about the performance of their wards.

Students' results for the past four years

Programme	Programme-wise pass %				% of success with First class			
	2012	2013	2014	2015	2012	2013	2014	2015
B.A. (Honours) Part III Examination	100.00	96.97	97.31	99.40				
Bengali	100.00	97.67	100	98.00	2.0	2.2	5.4	1.9
Education	100.00	100.00	96.30	100.00	13.0	2.5	0.0	0.0
English	100.00	100.00	98.11	100.00	0.0	0.0	0.0	0.0
History	100.00	84.62	92.86	100.00	0.0	0.0	0.0	0.0
Political Science	100.00	100.00	100.00	100.00	0.0	0.0	0.0	0.0
B.Sc. (Honours) Part III Examination	92.59	100.00	100.00	100.00				
Economics	83.33	100.00	100.00	100.00	14.3	15.0	11.1	0.0
Geography	95.65	100.00	100.00	100.00	26.1	13.0	12.0	22.2
B.Com. (Honours) Part III Examination	94.97	100.00	90.07	79.53	49.5	42.1	25.8	20.2
B.A. (General) Part III Examination	74.38	62.81	58.93	33.33	0.0	0.0	0.0	0.0
B.Sc. (General) Part III Examination	73.33	70.00	43.75	42.86	0.0	0.0	0.0	0.0

2.6.3 How are the teaching, learning and assessment strategies of the institution structured to facilitate the achievement of the intended learning outcomes?

The teaching, learning and assessment strategies of the institution are structured to facilitate the achievement of the intended learning outcomes in the following ways:



- The teaching-learning and internal examination schedules are prepared at the beginning of each academic session and reviewed by the Academic subcommittee and IQAC
- Students are informed about college schedule through regular notifications on day to day basis.
- The University academic calendar is provided in the college prospectus
- Attendance of students in the classes is monitored regularly and guardians are reported about long absences.
- Internal assessment system is geared to the improvement of ability of the students in terms of their knowledge, comprehension, skill and application of their learning in the practical sphere.
- Students are encouraged to use the library and the internet to widen their horizons.
- Students are encouraged to express their views and ask questions in class to clear their doubts.

2.6.4 What are the measures / initiatives taken up by the institution to enhance the social and economic relevance (student placements, entrepreneurship, innovation and research aptitude developed among students etc.) of the courses offered?

The measures/ initiatives taken up by the institution to enhance the social and economic relevance of the courses offered:

- Organizing student seminars, extension lectures and project work.
- Counselling on employability options for students.
- The curriculum of subjects such as History, Economics, Political Science and Geography include different contemporary global issues (GATT, WTO, development issues, human rights, women empowerment, human development, environmental awareness, population problems and so on) which are taught exhaustively.
- Literature students are encouraged to develop their communication skills, analytical abilities, literary appreciation and creative writing skills to prepare them for the job market as well as further studies. A literary club has been formed and a drama workshop has been organised to channelize the creative skills of the students.
- Workshops/training programmes on career opportunities and further studies for the commerce students.
- Social relevance of the courses is highlighted through seminars and workshops on environmental /gender issues and so on.

2.6.5 How does the institution collect and analyse data on student performance and learning outcomes and use it for planning and overcoming barriers of learning?

The institution collects and analyses data on student performance and learning

outcomes and use it for planning and overcoming barriers of learning through the IQAC and the Academic Subcommittee.

The results of the university examinations as well as internal examinations are reviewed by the Academic subcommittee which recommends measures for improvement and ways of overcoming barriers of learning.

Departments also maintain data on student performance in the college and university examinations and take necessary steps to improve student performance.

The IQAC arranges for student feedback which is handed over to the respective departments for review and improvement.

2.6.6 How does the institution monitor and ensure the achievement of learning outcomes?

The institution monitors and ensures the achievement of learning outcomes through the IQAC and Academic subcommittee which lays emphasis on

- Regular class tests and written assignments
- Remedial classes for slow learners
- Special assignments for the advanced learners
- Class discussion and student presentations
- Regular departmental meetings to review progress regarding completion of syllabus and improvement in student performance

2.6.7 Does the institution and individual teachers use assessment / evaluation outcomes as an indicator for evaluating student performance, achievement of learning objectives and planning? If yes, provide details on the process and cite a few examples.

Yes.

The different assessment and evaluation outcomes used by institution and individual teachers for evaluating student performance, achievement of learning objectives and planning include:

- Marks obtained in the college examinations
- Regular attendance
- Performance in the university examinations
- Participation by the students in classroom discussions
- Award of certificates/cash/book prize on the basis of merit
- Student participation in extra-curricular activities such as sports, cultural activities.
- Formation of a literary club, a drama club, a photography club to promote students' interest in these areas

- Student participation in seminars/workshops on various socially relevant topics.

It has been observed that the level of performance in the final examinations shows a direct relationship to the regularity of attendance of the students. The best performers are also the ones with the highest attendance. Therefore students are made aware of the need to be present in the classes and are further motivated by award of prize for highest attendance in each department.

Student seminars are organized by the departments to generate awareness among the students regarding various contemporary issues, improve knowledge as well as enhance communication skills.

The annual prize distribution is an important event where merit based prizes for performance in college and university examinations are awarded by the institution, the Alumni Association and various endowments to encourage and motivate the students.

Individual teachers use the evaluation outcomes to identify the areas where further improvement is needed and accordingly modify their teaching methods as for example difficult portions of the curriculum are explained as thoroughly as possible. Extra/remedial classes are arranged as required.

Any other relevant information regarding teaching learning and evaluation which the college would like to include.

The greatest challenges regarding teaching-learning in the institution are constraints of time and space. As a morning college which shares the premises with two other colleges, the limited time available is put to optimum use and faculty, staff and all other stakeholders make every effort to fulfil the learning objectives that are enshrined in the vision of the founders of the college.

CRITERION III:

RESEARH, CONSULTANCY AND EXTENSION

3.1 Promotion of Research

3.1.1 Does the institution have recognized research centre/s of the affiliating University or any other agency/organization?

Although the college does not have its own recognized research centre of the affiliating University, all possible help and co-operation are extended to the faculty members whenever they are pursuing any research work/project in their individual capacity. Currently a number of Doctoral, and Minor Research Project work is in progress.

3.1.2 Does the institution have a research committee to monitor and address the issues of research? If so, what is its composition? Mention a few recommendations made by the committee for implementation and their impact.

Since the college does not have a recognized research centre, it also does not have a research committee. However the college does have an expert committee comprising Principal Dr Runa Biswas, Vice-Principal Dr. Sriparna Bose, Dr. Usha Keshan (faculty member, Botany), Dr. Dola Chattopadhyay (faculty member, Philosophy) and Dr. Mousumi Bandyopadhyay (faculty member, History), which assesses all Minor Research Project proposals before the submission to UGC for its approval and financial support under the MRP scheme.

3.1.3 What are the measures taken by the institutions to facilitate smooth progress and implementation of research schemes/Projects?

- autonomy to the principal investigator
- timely availability of release of resources
- adequate infrastructure and human resources
- time-off, reduced teaching load, special leave etc. to teachers
- support in terms of technology and information needs
- facilitate timely auditing and submission of utilization certificate to the funding authorities
- any other

Whenever any Department gets permission to pursue any Minor Research Project the Principal Investigator enjoys complete autonomy in pursuing the Project. In such cases the amount sanctioned by the funding agency the entire amount of

sanctioned fund is released. Leave with pay is also sanctioned to the teachers after a thorough perusal of their research proposals under FIP or College Study Leave for a period of maximum two years. Submission of the utilization certificate to the funding agency post auditing is done by the college within the stipulated time.

3.1.4 What are the efforts made by the Institution in developing scientific temper and research culture and aptitude among the students?

To develop scientific temper and research culture among the students all the departments have been organizing student seminars, group discussions and topical assignments on a regular basis. Project work and dissertation are the parts of the curriculum of the Dept of Economics, Geography, Commerce, Botany and Environmental Studies. To give a concrete shape to this endeavour this year, in Jan-2015, an Edu-cultural fest (Jashan-2015) was organized in the College involving all the three colleges of the South City College building, in which many of our College students made well researched presentations.

3.1.5 Give details of the faculty involvement in active research (Guiding Student Research, leading Research Projects, engaged in individual/collaborative research Activity, etc.).

As this institution is an UG College there is no scope for guiding research students. However students prepare in-house project reports based on field study as part of their Honours and General curricula in Geography. Students also do inter-departmental projects as part of their compulsory paper on environmental studies.

As per undergraduate syllabus of Economics Honours under C.U. , the term paper meant for undergoing individual project has been introduced since 2010 as paper VIII B , carrying 50 marks for each project. The teachers of the department of Economics supervise the students for pursuing their projects. The project topic is selected from the undergraduate syllabus. The department separately allocates project classes; the teachers provide guidelines and assist them by providing suitable data. The teachers continuously monitor their projects. At the end of the session, the projects are evaluated by one Internal Examiner (assigned by C.U.) and one external Examiner (also assigned by C.U.) simultaneously.

3.1.6 Give details of workshops/training programs/sensitization programs/organized by the institution with focus on capacity building in terms of research and imbibing research culture among staff and students.

For imbibing a research culture among the members of the staff an in-house College Journal named “Manan” has been initiated from 2014.

A Faculty development program was conducted by the College on 8th December 2014 on the topic “Preparation of Minor Research Project Plan” which was

conducted by Dr. Dulal Mukherjee, Ex-Professor of Kalyani University and this program was attended by 30 faculty members.

Another interactive workshop was held in the College on “Educational Technology” and this was conducted by Dr. Habiba Hussain, Asst. Prof., National Institute of Technical Teachers Training and Research on 8th December 2013. This program was organized by the Education Department.

Many of the faculty members participated in an UGC sponsored National Workshop on “Methodology of Research in education- Qualitative and Quantitative” in March 2012 organized by Ramakrishna Mission Sikshana Mandira, Belur Math in collaboration with Rabindra Bharati University.

For the students of the college a number of workshops and training programs were organized with focus on capacity building tabulated underneath:

A number of sensitization programs were conducted and organized by the institution with focus on capacity building among the members of the staff and students. As a part of the extension activity the Sivanath Sastri College joined hands with Shramajibi Swastha Udyog, a brain-child of the renowned social worker/doctor Dr. Punyabrata Goon primarily to impart health awareness among our students and teachers and for grooming a team of students in first-aid, nursing and primary health care systems so that after the completion of the training program the students would be in a position in mind and spirit to render community service, especially in down-trodden areas. Several workshops along this line, including specifically women’s health issues and diet, have been conducted over the last one and half years, and it is continuing.

To sensitize the students and staff members on the perils of plastic pollution an awareness program was conducted in the college on 13th December 2014 in collaboration with the National Jute Board on the topic” The Golden Fibre, the past the present and the future”. On the issues of gender equality a workshop entitled “Our bodies Our selves” was held for the students by an organization named ‘Talash’ on 13th January 2015. A training on martial arts for equipping the students on self-defense was organized by the College on 12th December 2014.

On different social issues the students and teachers have participated in walks and processions and have expressed their solidarity, for e.g. silent protest marches were conducted against the lathi-charge on the Jadavpur University students (19th September 2014), Delhi “Nirbhaya” incident(19th December 2014) and the rape of Mother Superior in Krishnagar(12th March 2015).

3.1.7 Provide details of prioritized research areas and the expertise available with the institution.

Not Applicable

3.1.8 Enumerate the efforts of the institution in attracting researchers of eminence to visit the campus and interact with teachers and students.

Seminars and lectures are arranged by the College and the departments from time to time.

3.1.9 What percentage of the faculty has utilized Sabbatical Leave for Research activities? How has the provision contributed to improve the quality of research and imbibe research culture in the campus?

Not applicable.

3.1.10 Provide details of the initiatives taken up by the institution in creating awareness/ advocating transfer of relative findings of research of the institution and elsewhere to students and community (lab to land).

Not applicable.

3.2 Resource Mobilization for Research.

3.2.1 What percentage of the total budget is earmarked for research? Give details of major heads of expenditure, financial allocation and actual utilization.

Not Applicable

3.2.2 Is there a provision in the institution to provide seed money to the faculty for research? If so, specify the amount disbursed and the percentage of the faculty that has availed the facility in the last four years?

Not Applicable

3.2.3 What are the financial provisions made available to support student research projects by students?

Not Applicable

3.2.4 How does the various departments/units/staff of the institute interact in undertaking inter-disciplinary research? Cite examples of successful endeavors and challenges faced in organizing interdisciplinary research.

Not Applicable

3.2.5 How does the institution ensure optimal use of various equipment and research facilities of the institution by its staffs and students?

Not Applicable

3.2.6 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facility?

Not Applicable

3.2.7 Enumerate the support provided to the faculty in securing research funds from various funding agencies, industry and other organizations. Provide details ongoing and completed projects and grants received during the last four years.

Nature of the Project	Duration	Title	Name of Funding Agency	Total Grant Sanctioned	Total Grant Received	Total Grant Received till date
Dept. of Geography						
Minor Project	2006-2008	Education & Gender Disparity: Educational Dynamics With Reference To Discrimination Against Female Child In Rural Fringes Of Kolkata	UGC	85000/-	85000/-	85000/-
Dept of Bengali						
Minor Project	2010-2012	<i>Amodini Ghosh: Ek Swalpa Porichita Lekhikar Anusandhan</i>	UGC			54750/-
Dept. of Economics						
Minor Project	2014 - 2016	Impact Assessment of SHG Bank Linkage Programme: A Case Study in West Bengal	UGC	134000/-	107000/-	107000/-

Nature of the Project	Duration	Title	Name of Funding Agency	Total Grant Sanctioned	Total Grant Received	Total Grant Received till date
Department of History						
Minor Project	2015-2017	Sister Nivedita: The Occidental Orientalist	UGC	145000/-	120000/-	120000/-

3.3 Research Facilities

3.3.1 What are the research available to the students and research scholars within the campus?

Not Applicable

3.3.2 What are the institutional strategies for planning, upgrading and creating infrastructural facilities to meet the needs of researchers especially in the new and emerging areas of research?

Not Applicable

3.3.3 Has the institution received any special grants or finances from the industry or other beneficiary agency for developing research facilities? If yes what are the instruments/facilities created during the last four years.

Not Applicable

3.3.4 What are the research facilities made available to the students and research scholars outside the campus/ other research laboratories?

Not Applicable

3.3.5 Provide details on the library / information resource centre or any other facilities available specifically for the researchers?

Not Applicable

3.3.6 What are the collaborative research facilities developed / created by the research institute in the college. For example Library, Computer etc.

Not Applicable

3.4 Research Publications and awards

3.4.1. Highlight the major Research achievements of the staff and students in terms of

- Patents obtained and filed (process and product)
- Original Research contributing to product improvement
- Research Studies or surveys benefiting the community or improving the services
- Research inputs contributing to new initiatives and social development

Not Applicable

3.4.2 Does the Institute publish or partner in publication of Research journals? If ‘yes’ indicate the composition of the editorial board, publication policies and whether such publication is listed in any international database.

Not Applicable

3.4.3 Give details of publications by the faculty and students

Publications per faculty

Sl. No	Name of the Faculty	Title of the Paper	Published in (ISSN/ISBN)	Year of Publication	Co-Authors (If Any)	Page
Depart of Bengali						
1.	Sarbari Nandi	<i>Alor Phand O Bat-tala Sahitya</i>	<i>Anustup Patrika, Barsha 45, Sankha 4. (ISSN No. 0974-2697)</i>	2011		
2.	Sarbari Nandi	<i>Utpal Dutter Natok- Abar Rajar Pala</i>	<i>Antarjatik pathshala April-Sept (ISSN No. 2230-9594)</i>	2014		
Department of Commerce						
1.	Bidisha Sarkar Dutta	“Impact of commodity futures trading on commodity spot prices in India: A Study on turmeric prices”	International Journal of Management Research & Review (ISSN No. 2249-7196)	2015		

Sl. No	Name of the Faculty	Title of the Paper	Published in (ISSN/ISBN)	Year of Publication	Co-Authors (If Any)	Page
Department of Economics						
1.	Sudipta De	1. "Impact of micro-credit on women's decision making power: A case study of self help group participation in West Bengal"	'Microfinance and micro-entrepreneurship' Edited by Surender Mor, New Delhi (ISBN No. 978-93-81604-78-6)	2013		
		2. Sustainability of women entrepreneurs under SHG-Bank linkage program: A case study in West Bengal"	Eleventh Biennial conference on Entrepreneurship, New Delhi (ISBN 978-93-80574-78-3)	2015	Debashis Jotdar	
Department of English						
1.	Jayanti Dutta	1. "Women's Movements"	Women Talk, a journal for women, Shri Shikshayatan College, Kolkata.	2011		
		2. "The Indian Novel in relation to the West and some thoughts on Translation"	PESA, Presidency Ex - Students' Association.	2015		
		3. Essays on: "Teaching Macbeth"	ONLY CONNECT, Avenel Press,	2012		

Sl. No	Name of the Faculty	Title of the Paper	Published in (ISSN/ISBN)	Year of Publication	Co-Authors (If Any)	Page
Department of Geography						
1.	Bhaswati Roy	1. “Environmental Conditions Vulnerable to Fluoride Contamination of Drinking Water in Parts of Birbhum District and Impact on Human Health”	Conference Proceedings of Bangkok International Conference on Biological, Engineering and Natural Science, Bangkok, Thailand (ISBN 978-986-88450-4-6)	2013		92-102
		2. “Age Groups Vulnerable to Health Impacts of Excess Fluoride in Drinking Water, A Review from Birbhum, West Bengal”	<i>Journal of the Centre for Creative Learning and Research, Volume 2</i> (ISSN 2278-5493)	2012		46-58
		3. “Extent of Fluoride Contamination in Ground Water in the Western Part of Birbhum District: An Assessment”	<i>Geographical Review of India, Vol.74, No. 3, September 2012, The Geographical Society of India</i> (ISSN 0375-6386)	2012		208-218
2.	Hasibur Rahaman Molla	1. “Impact of embankment on riverine environment of lower Ajoy basin in Eastern India”	International Journal of Lakes & Rivers Vol-V, No.2, 2012 (ISSN 0973-4570)			

Sl. No	Name of the Faculty	Title of the Paper	Published in (ISSN/ISBN)	Year of Publication	Co-Authors (If Any)	Page
	Hasibur Rahaman Molla	2.“River embankment and Recession of wetland: A study on Barul Beel in lower Ajoy basin”	International journal of current research Vol-IV, Issue 12, Dec’ 2012 (ISSN 0975-833-X)	2012		
		3.“Embankment of lower Ajoy River and its impact on brick kiln industry in Central Bengal, India”	International journal of research in Social Sciences & Humanities,, Vol-II, Issue 2, Feb 2013 (ISSN 2249-4642)	2013		
		4. “Present status of tourism industry around Patharchapuri in Birbhum district, India”	Asian journal of Research in Social Sciences & Humanities, Vol-III, Issue 2, Feb 2013 (ISSN 2249-7315.)	2013		
3.	Lopamudra Basu	1.Rural Energy Self Sufficiency in West Bengal	Centre for Creative learning and research (2278-5493)	2012		
		2. Alternative Energy Resource and Power Generation	Seminar proceeding BBENS (987-986-88450-4-6)	2013		
		3.Growing Autorickshaws and the Problem of Overlapping Routes	Researchers World (2231-4172)	2015		

Sl. No	Name of the Faculty	Title of the Paper	Published in (ISSN/ISBN)	Year of Publication	Co-Authors (If Any)	Page
Department of History						
1.	Mousumi Bandyopadhyay	"Swami Vivekananda-The soul of light"	Book entitled "Swami Vivekananda-The Sole embodiment of India" edited by Rakhi Roychoudhuri (ISBN number 978-93-82623-40-3.)	2014		
2.	Rituparna Chattopadhyay	1 "Chattishgarer mandir nagari Rajim: Ek oitihasi o sanskritik parjalochona,	<i>Itihas o Sanskriti</i> , Vol-I, 2015 (ISBN: 978-81-926316-2-2)	2015		
		2."Rajiv Lochon temple through different lenses"	<i>Pratna Samiksha</i> , Vol VI (ISSN: 2230-7001)			
		3."The Panchakoshi tradition in Rajim"	<i>Gramin Puthi</i> , (ISSN: 2229-7979)	2015		
		4."Kali: Ak Abrahmanya debir brahmanatva uttaran"	<i>Itikatha</i> , July 2015 (ISSN: 2320-3447)	2015		
Department of Mathematics						
1.	Sayan Mukherjee	New types of nonlinear auto-correlations of bivariate data and their applications	<i>Applied Mathematics Computation (Elsevier Science)</i> (ISSN-0096-3003)	2012	S. K. Palit, D. K. Bhattacharya	8951 – 8967

Sl. No	Name of the Faculty	Title of the Paper	Published in (ISSN/ISBN)	Year of Publication	Co-Authors (If Any)	Page
	Sayan Mukherjee	Is one dimensional map sufficient to describe the chaotic dynamics of a higher dimensional system?	Applied Mathematics Computation (Elsevier Science) (ISSN-0096-3003)	2013	S. K. Palit, D. K. Bhattacharya	1105 6– 1106 4
		Approximate discrete dynamics of EMG signal	<i>Applied Mathematics Computation(Elsevier Science)</i> (ISSN-0096-3003)	2014	S. K. Palit, D. K. Bhattacharya	879– 888
		Phase Synchronizati onon Instrumental music	<i>European Journal of Physics Special Topic</i> (ISSN-1951-6355)	2014	S.K. Palit, S. Banerjee, MRK Ariffin, D.K. Bhattacharya	1561 – 1577
		Generalized auto-correlation and its application in attractor reconstruction	<i>Bulletin of Pure and Applied Mathematics</i> (ISSN-0973-5933)	2011	S. K. Palit, D. K. Bhattacharya	pp. 218 – 230
		A New Scientific study towards distinction of ECG Signals of Normal healthy persons and of Congestive Heart Failure patients	Journal of International Academy of Physical Sciences (ISSN-0974-9373)	15(4),2011	S. Mukherjee, S. K. Palit	pp. 413 – 433

Sl. No	Name of the Faculty	Title of the Paper	Published in (ISSN/ISBN)	Year of Publication	Co-Authors (If Any)	Page
		Generalized Auto-correlation and its Application in Deterministic Chaos of Continuous Non-stationary Time Series	Journal of International Academy of Physical Sciences (ISSN-0974-9373)	15 (2),2011	S. K. Palit, D. K. Bhattacharya	pp. 153 – 172
		A new technique for the classification of pre-meditative and meditative states	International Conference on Communication and Industrial Applications (organized by NIT, JIS group and IEEE, Kolkata)	December 26 – 28, 2011, Kolkata, India	A. Dey, S. K. Palit, D. K. Bhattacharya, D. N. Tibarewala	
		Construction and reconstruction of attractors of dynamical system	National Conference on Mathematical Modelling and Computer Simulation (MMCS)(Benaras Hindu University)	March 25 – 27, 2011, Benaras, India	S. K. Palit, D. K. Bhattacharya	
		Effectiveness of Music in Stress Management – a new Approach	International Seminar on Current trends in Music Therapy Practices: Methodology, Techniques and Implementation (organized, Banaras Hindu University and I. C. C. R.	February 17 – 18, 2012, Benaras, India	S. K. Palit, A. Dey, D. K. Bhattacharya	

Sl. No	Name of the Faculty	Title of the Paper	Published in (ISSN/ISBN)	Year of Publication	Co-Authors (If Any)	Page
	Sayan Mukherjee	Reduction of Stress of human-being through Rabindra Sangeet	International Seminar on Current trends in Music Therapy Practices: Methodology, Techniques and Implementation (organized by Department of Vocal Music and Performing Art, Banaras Hindu University and I. C.C. R,	February 17 – 18, 2012, Benaras, India	A. Dey, S. K. Palit, D. K. Bhattacharya , D. N. Tibarewala	
		Are Meditative states distinguishable from the pre-meditative ones? A new alternative study	IEEE International Conference on Advances of Engineering, Science and Management, [IEEE Xplore]	March 30 – 31, 2012, Nagapattinam, Chennai	A. Dey, S. K. Palit, D. K. Bhattacharya , D. N. Tibarewala	
		Effect of Raga 'Malkauns' on Human Autonomic Nervous System	International Seminar on 'Creating & Teaching Music Patterns' (organized by Department of Instrumental Music, Rabindra Bharati University)	Dec 16-18, 2013, Kolkata	B. K. Chowdhury , D.K.Bhattacharya	
		How different are Pt. Ravi Shankar and Pt. Nikhil Banerjee? A very brief scientific study with Malkauns	International Seminar on 'Creating & Teaching Music Patterns' (organized by Department of Instrumental Music, RBU)	Dec 16-18, 2013, Kolkata	D.K.Bhattacharya , S. K. Palit	

Sl. No	Name of the Faculty	Title of the Paper	Published in (ISSN/ISBN)	Year of Publication	Co-Authors (If Any)	Page
Department of Women's Studies						
1.	Samata Biswas	"Disinterring New Woman in India: Equality and Tradition"	<i>Journal of Humanities and Social Sciences</i> (ISSN 0973-87380)	2014		

Books/Monographs/Book chapters written:

Serial No.	Name of the Faculty	Title of the Book	Co-Author (if any)	Publication Date	Name of the Publisher
1.	Mousumi Bandyopadhyay	1.Kadambini Ganguly: The Archetypal Woman of Nineteenth Century Bengal		2011	The Women Press, New Delhi, 2011, (ISBN NO. 13:9788189110338)
		2. <i>Adhunik Purba Asia: Chin O Japan</i>		2014	Pearson Education in South Asia, New Delhi, 2014 (ISBN NO. 978-81-317-8551-5)
2.	Sonali Chakrabarty	<i>Pathakram Chorcha</i>		2014	published in 2014 (ISBN 976-31-317-7180-8) Papers/Articles
3.	Jayanti Dutta	CHURNING, a collection of short stories.		2012	Frog Books, an imprint of Leadstart Publishing, Mumbai.
		Editor of proceedings of State level UGC seminar on Shakespeare		2012	.
4.	Lopamudra Basu	Trafficking: An Old Game with a New Name		2013	Women's Christian College (978-93-80761-33-6)

Serial No.	Name of the Faculty	Title of the Book	Co-Author (if any)	Publication Date	Name of the Publisher
5.	Sayan Mukherjee	1.Chaos, Complexity and Leadership - 2013/Ch- 21/ A Comparative Study on Three Different Types of Music Based on Same Indian Raga and Their Effects on Human Autonomic Nervous Systems	S. Banerjee, S. K. Palit, D.K. Bhattacharya	2015	Springer International Publishing Switzerland (ISSN 2213-8684)
		2.Applications of Chaos and Nonlinear Dynamics in Science and Engineering-	S. Banerjee, S. K. Palit, D.K. Bhattacharya	2015	Springer International Publishing (ISSN 1860-0832)
6	Sipra Roy	<i>Tanmay Dhuli</i> Translation of anthology of Hindi poems	Mridula Mishra	2014	Sahitya Academy ISBN 978/81/260/465 9/1

3.4.4. Provide details (if any) of

- **Research awards received by the faculty:** Sayan Mukherjee, Mathematics department Er. Vivek Mohan Memorial Young Scientist Award in CONIAPS-, 22–24 Dec 2011, SURAT, GUJARAT, India.
- **Recognition received by the faculty from reputed professional bodies and agencies nationally and internationally:** Nil.
- **Incentives given to faculty for receiving State, National & International recognitions for Research contributions:** Nil.

3.5 Consultancy

3.5.1 Give details of the systems and strategies for establishing for the institute industry interface?

Not Applicable

3.5.2 What is stated policy of the institution to promote consultancy? How is the available expertise advocated and publicized?

Not Applicable

3.5.3 How does the institution encourage the staffs to utilize their expertise for available consultancy services?

Not Applicable

3.5.4 List the broad areas and major consultancy services provided by the institutions and the revenue generated during the last four years.

Not Applicable

3.5.5 What is the policies of the institution in sharing the income generated through consultancy (staffs involved;) and its use for institutional development?

Not Applicable

3.6 Extension Activities and Institutional Social Responsibility (ISR)

3.6.1 How does the Institution promote Institution-neighbourhood-community network and student engagement, contributing to good citizenship, service-orientation and holistic development of students?

Through a series of outreach programs the Institution inculcates a strong institutional bonding with the neighbourhood as well as the community in which the students play a pivotal role and this is going on for the last couple of years. On the one hand the Institution grooms its students in primary health care through a continuous training program and gives them the impetus to reach out to the downtrodden and deprived members of the society, on the other hand a parallel health care and awareness program for the slum-dwellers in the vicinity of the College is being run by some faculty members of the College. In this context it would be pertinent to mention that some of the students are already delivering tuitions to the children of the slums, that is the students are having a holistic development by sharing their learnings with those who are not so privileged.

3.6.2 What is the institutional mechanism to track students involvement in various social movements/activities which promote citizenship roles?

Visit to old age homes, Manovikas Kendra, DAV Blind Boy's School and the likes is a regular features in the college. Rallies are going to be conducted by the students for Aids and environmental awareness.

3.6.3 How does the Institution solicit stakeholder perception on the overall performance of the Institution?

The Institution solicits stakeholders' perception on the overall performance of the college through regular interactions with the students, guardians and alumni. There is a mechanism of obtaining feedback from the students and their parents. Alumni Association is also roped in to obtain valuable information about different aspects of the college. The Students' Union also performs an assisting role in this respect. Academic sub-committee periodically reviews the performance of the students in the University examinations. Through such measures the institution gets clear perception on the overall performance of the Institution and can initiate remedial measures for rectification of shortcomings, if any.

3.6.4 How does the Institution plan and organize its extension and outreach programs? Providing the budgetary details for last four years, list the major extension and outreach programs and their impact on the overall development of students.

A Committee was formed by the college to conduct extension and outreach programs. The convenor and members of the committee decided upon the events to be undertaken post discussions and by benchmarking from other colleges. The budgetary details are enclosed in Annexure A.

1. An awareness program on women's health issues was conducted on 6th September 2014 by Shramajibi Swasthya Udyog, which had eminent doctors as speakers.
2. A workshop on "pain management" was conducted by Dr. Subrata Goswami of ESI Institute of Pain Management on 10th December 2014.
3. A workshop on environment was conducted on 13th December 2014 by the National Jute Board in Association with The Jute Corporation of India.
4. Students were taken to Manovikas Kendra, an institute for autistic children, where the students spent the whole day with the children.
5. In March 2015 some of the trained students and faculty members paid a visit to Shramik Krishak Maitri Swasthya Kendra at Chengail, which is the most important centre of Shramajibi Swasthya Udyog to the medical needs of the needy and underprivileged. There the students had a first hand experience of solving health care problems with scant resources.
6. On 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.
7. On 28th September 2015 there was a presentation by Srinwanti Dutta of Woodlands Multispeciality Clinic on Diet.

8. In October 2015, the students were taken to an old age home of Kolkata where they gave company to the Senior citizens.
9. In October 2015, the student health workers were taken to the nearby Gobordanga slum area where they interacted and briefed the women folk on primary health care, in which the response was overwhelming.
10. On 1st December 2015, on the occasion of World Aids Day a walk for AIDS awareness has been organized.
11. A visit to Divine Fellowship Blind school was arranged on 4th December 2015.
12. On 17th December 2015 a workshop on “Health for All” was conducted by Shramajibi Swasthya Udyog.

In addition to these Sivanath Sastri College Alumni Association & Sivanath Sastri College National Service Scheme (NSS UNIT) are also conducting several programs worth mentioning.

The SNSC NSS unit was formed on 18th December 2014.

The Unit participated in thalassemia walk organized by Haematotology Department of the NRS medical college on 7th May 2015 along with Alumni Association of the college

The Unit participated in the Rabindra Jayanti celebration at Calcutta University campus on 9th May 2015 which was organized by NSS unit of CU.

The unit conducted a survey to explore the possibilities of outreach program on community health services and personal hygiene at Panchanantala slum area, within a close vicinity of the college.

AIDS awareness walk was conducted by the unit on 1st Dec 2015 along with the extension committee and the alumni association as mentioned earlier.

The unit also visited an old age home in 13th October 2015 and Divine Fellowship blind school on 4th December 2015 along with the extension committee and Alumni Association of the college.

A preparatory lecture will be held on 14th December 2015 in the college premises to be organized by the unit.

The NSS unit conducted a thalassemia detection test on 11th December 2015 in collaboration with the Alumni Association.

A special camp of NSS is scheduled to be held in February 2016 where the NSS team will visit the nearby Gobardanga slum which has been adopted by the college for NSS activities.

Students are taking great interest in the above-mentioned matters and are having their learning process not confined to the classroom. The students are subjected to a holistic all-round development

Further, Sivanath Sastri College Gana Swasthya Udyog is operational from 2011 with the objective of creating health awareness among people and to inspire them into positive activism to change the present precarious state of affairs in the public health spheres. It has active support from the governing body of the college and Shramajibi Swasthya Udyog Howrah. The areas covered are the slum areas of Panchanantala and Kankulia. Funds for the project are provided by two faculty members, Prof Jayanti Datta and Prof. Sukhendu Sarkar. The clinic accommodation given by SNCC where medical assistance is provided every Sunday. Here medicines are provided to the needy slum-dwellers at subsidized prices by Community Development Medicinal Unit (CDMU). The centre is continuing to run seamlessly right from the time of inception and the number of patients attending the clinic has increased to 30 patients per week.

25 students of the college have already volunteered to participate in this community activity every Sunday. On the request of the patients tutorial lessons in English and mathematics for classes ranging from III to VIII will be held from January 2016 every Sunday. The lessons will be taught by the college students to strengthen the base in these two core subjects. All the programs will help to integrate the students with the underprivileged communities staying in the vicinity of the college and make them more aware and compassionate.

3.6.5 How does the Institution promote the participation of students and faculty in extension activities including participation in NSS, NCC, YRC & other national/international agencies?

It is through the various events organized that the students and faculty members get induced to extension activities as per the ideals of our great social reformers like Swami Vivekananda. Regular notification and orientation are arranged to motivate students in this respect.

3.6.6 Give details on social surveys, research or extension work (if any) undertaken by the college to ensure social justice and empower students from underprivileged and vulnerable sections of society.

Not Applicable

3.6.7 Reflecting on objectives & expected outcomes of the extension activities organized by the Institution comment on how they complement students' academic learning experience and specify the values and skills inculcated.

By familiarizing the students with the societal challenges of health, problems of the autistic, differently-abled and down-trodden as well as environmental issues

nutrition etc. the students get an all round exposure and their tolerance and endurance as well as empathy feelings are nourished. They are thus linked to the realities of the world surrounding us.

3.6.8 How does the Institution ensure the involvement of the community in its reach out activities & contribute to the community development? Detail on the initiatives of the institution that encourage community participation in its activities?

Refer to section 3.6.4

3.6.9 Give details on the constructive relationships forged (if any) with other Institutions of the locality for working on various outreach & extension programs?

Not Applicable

3.6.10. Give details of awards received by the Institution for extension activities &/contributions to the social/community development during the last four years.

Nil

3.7 Collaboration:

3.7.1 How does the institution collaborate and interact with research laboratories, institutes and industry for research activities. Cite examples and benefits accrued of the initiatives- collaborative research, staff exchange, sharing facilities and equipments, research scholarships etc.

Not Applicable

3.7.2 Provide details on the MoUs/ collaborative arrangements (if any) with institutions of national importance/ other universities/ industries/ corporate (entities) etc. and how they have contributed to the development of the institution.

Nil

3.7.3 Give details (if any) on the industry – institutions – community – interaction that have contributed to the establishment / creation / up gradation of academic facilities, students and staff support , infrastructure facilities of the institution viz. laboratories, library, new technologies, placement services etc.



Not Applicable

3.7.4 Highlighting the names of eminent scientists /participants who contributed to the events, provide details of national and international conferences organized by the college during last four years.

On the occasion of the 150th Birth anniversary of Swami Vivekananda tssionhe departments of Education, Philosophy and History of the College in collaboration with Ramkrishna Mission Institute of Culture, Kolkata organized an UGC sponsored 2 days National Level Seminar entitled “Swami Vivekananda: The sole embodiment of India”. The speakers invited to the seminar have enriched us with new ideas about Swamiji’s life and thoughts. Among the very distinguished speakers were

1. Swami Purmatmananda, Secretary, Vivekananda’s ancestral house, Kolkata
2. Swami Suparnananda, Secretary, Ramakrishna Instititute of Culture, Golpark, Kolkata
3. Swami Chidrupananda, Librarian, Ramakrishna Institute of Culture, Golpark, Kolkata
4. Swami Gitananda, Editor, Udbodhon, Kolkata
5. Swami Sarvapriyananda, Acharya, Probationer’s Training centre, RKM, Belur Math
6. Swami Sarvatmananda, President, Ramakrishna Sarada Ashrama, Devaprayag Uttarakhand
7. Pravajika Bhaswarprana, Principal RKSM Vivekananda Vidya Bhavan
8. Pravajika Satchidprana, Sarada Math, Dakshineswar, Kolkata
9. Dr. Basab Choudhury, Registrar, University of Calcutta
10. Swaraj Majumdar, Associate Editor, Bulletin of the RKM Institute of Culture, Golpark, Kolkata
11. Marmar Mukhopadhyay, Director, Educational Technology & Management Academy, New Delhi
12. Susmita Ghosh, writer, Salt lake, Kolkata

3.7.5 How many of the linkages / collaborations have actually resulted in formal MoUs and agreements? List out the activities and the beneficiaries and cite examples (if any) of the established linkages that enhanced and / or facilitated:

- a) Curriculum Development or enrichment
- b) Internship on the job training
- c) Summer placements
- d) Faculty exchange and professional developments
- e) Research
- f) Consultancy
- g) Extension
- h) Publication

- i) Student Placements
- j) Twinning Programs
- k) Introduction of new courses
- l) Student Exchanges

Nil. The college does not have any formal MoU or agreements.

3.7.6 Detail on the systematic effort of the institution in planning, establishing and implementing the initiatives of the linkages or collaborations.

Not applicable

Any other relevant information regarding an extension which the college would like to include.

CRITERION IV

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 What is the policy of the Institution for creation and enhancement of infrastructure that facilitate effective teaching and learning?

The College has to share the building with two other sister colleges run by Brahma Samaj Education Society. Since the building is shared by two other colleges, the mode of the use has been governed by the policy framed by South Calcutta Accommodation and Coordination Committee of the City Group of Commerce Colleges. The College frames its class routine and work schedule in such a manner that ensures optimisation of available infrastructure for effective teaching and learning. There is a master routine framed in a manner that evenly spreads the classes throughout the college hour. The lab, libraries hours are thus helpful for the students to augment their academic exercises. The academic departments have full autonomy to arrange the academic exercises in a manner that ensures rational use of teaching faculties according to the needs of the students. A plan is afoot to extend the existing infrastructure together with two other sister colleges for future extension of academic and co-curricular activities. The whole objective is to ensure that students should be able to derive benefits from the changing socio-economic realities.

4.1.2 Detail the facilities available for:

a) **Curricular and co-curricular activities:** The College has vast scope to promote curricular & Co-curricular activities. A brief account of some of these facilities is given below:

- **Classrooms:** 27
- **Technology enabled learning spaces, seminar halls, tutorial Spaces:**
 - **Technology enabled learning spaces:** Computer Lab. and GIS Lab, Botany Lab
 - **Seminar halls:** Rector's Room is used for small Seminars and programmes
 - **Tutorial Spaces:** Geography Museum and class rooms during slack sessions

- **Laboratories:**
 1. Botany (Room No.-25)
 2. Geography (Room No.-22)
 3. Computer Lab for commerce students
- **Botanical Garden:** There is a garden with many rare species of plants in front of the college building and also a lawn in the back.
- **Animal house:** NA
- **Specialized facilities and equipment for teaching, Learning and research etc.:**
 1. Larger classrooms are equipped with sound systems
 2. Laptops and Projectors are available for use by different departments
 3. Geography class rooms are provided with Projectors and Visualizers.
 4. There is a GIS Laboratory in the Department of Geography and a well equipped laboratory in the department of Botany.
 5. Other Departments also use laptops and audio-visual equipments as and when necessary.
 6. A well-equipped Computer Lab is available for the use of the students.

b) Extra –curricular activities:

- **Sports** – Prizes, medals and certificates are awarded to the winners for the various events at the Annual Sports meet of the college
- **Outdoor and indoor games** –The students’ common room is provided with various indoor game facilities including table-tennis board, carom board and chess. The college also has equipment for some outdoor games like badminton and basketball.
- **Gymnasium** – Not available
- **Auditorium** – Campus Hall, a large auditorium is available for use. There is a plan to modernise the Campus Hall with latest equipments.
- **NSS:** The National Service Scheme, Unit-I of Sivanath Sastri College, was formed on December, 2014. A room is allocated for the NSS meetings and activities. A mandatory committee was formed and a Programme Officer is assigned with the responsibility of overseeing the activities of the unit.
- **NCC:** Not available
- **Cultural Activities:** The Cultural sub-committee was formed in 2013. It consists of teachers and representatives of Students’ Union, and of the office staff. There is spacious campus hall available to hold different cultural events. Our common room and students’ Union room are also used for extra-curricular and cultural activities.
- **Public speaking: Communication skills** development- Debates and theatre workshops are held on a regular basis.
- **Yoga:** Not available
- **Health and hygiene etc.**

1. A registered medical practitioner is available on weekly basis to provide medical assistance to the students. A separate room is allotted for the purpose.
2. The college also organises workshops and seminars by eminent doctors and health workers to create health awareness among the students.

4.1.3 How does the institution plan and ensure that the available infrastructure is in line with its academic growth and is optimally utilized?

Give specific examples of the facilities developed/augmented and the amount spent during the last four years (Enclose the Master Plan of the Institution / campus and indicate the existing physical infrastructure and the future planned expansions if any).

Since Sivanath Sastri College shares the building with two other colleges run by Brahma Samaj Education Society, active coordination is required to ensure optimum utilisation of the infrastructural facilities during allotted time span. The shared facilities include the following:

- a) Class rooms
- b) Principal's office and staff-room
- c) Students' common room
- d) College canteen
- e) College auditorium
- f) The Central Library and reading room
- g) Playground
- h) Toilets (Students and staff)

The College, however has some exclusive facilities such as Geography class room and laboratory, Botany Lab and Class room, Computer Lab, Geography Museum, Administrative Offices, Honours Seminar Library.

Sivanath Sastri College forms the morning unit and its hours are between 6.15 a.m. and 11.30 a.m. during March 15th to November 14th and 6.45 a.m. to 11.30 a.m. during November 15th to March 14th. The college makes the most of the infrastructure available to it within the fixed time-frame that is allotted to it and ensures this in the following ways:

- a) The college time table is framed to ensure maximum utilisation of space.
- b) During full-session class timings are spread out throughout the college hours so that all class-rooms are utilised.
- c) When and if necessary the college auditorium is also used for holding classes.
- d) The Geography museum also serves as a class-room for Geography and tutorials when required.
- e) The Geography and Botany laboratories used for Practical Classes.

The facilities developed/augmented and the amount spent during the last four years:

Year	Facilities	Amount spent
2012-2013	Building roof renovation	3.8 Lakh (1/3 of total)
2013-2014	Canteen Renovation	1 lakh (of total spent)
2014-2015	Addition of computers and laptops and Koha library management software	1.54 Lakh
2015-2016	a) Building Painting	Rs. 6 lakhs (of total amount spent)*
	b) Rain water harvesting facilities	Rs. 50,000 (of total spent)*
	c) Renovation of staff room –	Rs.70,000 (of total spent)*
	d) Purchase of land near Garia station - 26 cottah – (For Sivanath Sastri College and amount includes searching, registration, survey and lawyer's fees)	Rs. 2.5 crores

**Since the South Calcutta Accommodation and Coordination Committee of the City Group of Colleges administer and maintain the building on behalf of the three colleges, the total expanses in this regard are shared by three colleges in equal proportions.*

4.1.4 How does the institution ensure that the infrastructure facilities meet the requirements of students with physical disabilities?

There is a 3% reservation of seats for the students with physical disabilities. There is a future plan to provide elevator and ramp facilities for such students.

4.1.5 Give details on the residential facility and various provisions available within them:

- **Hostel Facility – Accommodation available:** Nil
- **Recreational facilities, Gymnasium, Yoga Center etc.:** Nil
- **Computer facility including access to internet in hostel:** Nil
- **Facilities for medical emergencies:** Nil
- **Library facility in the hostels:** Nil
- **Internet and Wi-Fi facility:** Nil

- **Recreational facility - common room with audio-visual equipments**
: Nil
- **Available residential facility for the staff and occupancy:**
Residential facility available for some category of non-teaching staff.
Such as care-taker, night watchman, sweepers etc.
- **Constant supply of safe drinking water:** NA
- **Security:** NA

4.1.6 What are the provisions made available to students and staff in terms of health care on the campus and off the campus?

Various benefits to the students and staff include:

- A registered medical practitioner is available on weekly basis in the college for staff and students.
- Maintenance of a First Aid Kit by the college.
- Maintenance of a staff Benevolent Fund under the Staff Benevolent Committee. The Fund provides interest free loans to non-teaching employees up to Rs. 4,000/- for medical treatment of self or family on submission of proper documents. The loan is recovered in 20 equal monthly instalments against his/her salary.

4.1.7 Give details of the Common Facilities available on the campus –spaces for special units like:

- **IQAC:** Rector's Room is available for use of IQAC Meetings.
- **Grievance Redressal unit:** The room at the entrance is used for this purpose.
- **Women's Cell:** N.A
- **Counselling and Career Guidance:** Mrs. Lalita Ray (Psychological Counsellor) – visiting our college every Tuesday for the purpose of students' counselling. She started taking sessions since September, 2014 on a regular basis.
- **Placement Unit:**
- **Health Centre:** Doctor on every Friday in the morning.
- **Canteen:** neat and clean and hygienic canteen maintained
- **Recreational spaces for staff and students:** common room & Playground is available for the use of the Students.
- **Safe drinking water facility:** Aqua guard facilities available in the Staff room, Canteen, Geography Department, administrative office and on each floor
- **Auditorium:** Campus Hall.

4.2 Library as a Learning Resource

The College has two libraries – a central library with a large reading room caters the needs of the general and honours students. There is a seminar library on the ground floor specifically for the use of the honours students. The libraries are well-stocked with latest acquisitions. Geography and Botany departments have their own seminar library with good stock of books. Both the teachers and the students extensively use the library for academic purposes. A limited internet connection and INFLIBNET facility are available for the teaching staff of the college.

4.2.1 Does the library have an Advisory Committee? Yes

Specify the composition of such a committee.

The Library advisory committee consists of the Principal, the Librarian, and other members of the teaching as well as non- teaching staff. Regular meetings are held with the objective of up gradation of the library facilities, optimum utilisation of the library space and the disbursement of the fund available to the library to different departments.

What significant initiatives have been implemented by the committee to render the library, student/user friendly?

The Library has a book bank facility since its inception. The book bank has been built up with the UGC book grant, which is used to purchase books according to students' requirements. At present the UGC Book bank contains more than 40% of the total Library collection. These books are regularly issued to the students and in addition each student is issued one book on a long- term basis till the date of her University examination. Specific time has been specified through notice board for the issue and return of books by the students so that they feel encouraged to use the library without disturbing their class schedule. Latest acquisitions are displayed for the information of the teachers and the students.

4.2.2 Provide details of the following:

- **Total area of the library (in Sq. Mts.): 308.85**
- **Total seating capacity: 70 seats**
- **Working hours (on working days, on holidays, before examination days, during examination days, during vacation)**

Library Hours	Monday to Friday	Saturday
Working hours	6.15 to 11.30 a.m.	6.15 to 9.30 a.m.
Lending hours	8.30 to 11.30 a.m.	8.15 to 9.30 a.m.
Reading room hours	6.30 to 11.30 a.m.	6.30 to 9.30 a.m.

Layout of the library (individual reading carrels, lounge area for browsing and relaxed reading, IT zone for accessing e-resources)

There are a Central library, a Seminar Library, a Staff room Library, a Seminar Library of the Dept of Geography, a Seminar Library of Department of Botany. The Central Library has a large reading room which can accommodate approximately 75 students at a time. The students can browse the titles and name of the writers as books are arranged subject-wise in the shelves.

4.2.3 How does the library ensure purchase and use of current titles, print and e-journals and other reading materials? Specify the amount spent on procuring new books, journals and e-resources during the last four years.

Library holdings	Year-1 (2011-2012)		Year-2 (2012-2013)		Year-3 (2013-2014)		Year-4 (2014-2015)	
	No.	Total Cost						
Text books	147	34,659/-	336	64,985/-	754	2,36,463/-	504	1,57,789/-
Reference Books								
Journals/ Periodicals e-resources								
Any other (specify)					INFLIBNET			

At present the college subscribes to a number of journals of both Indian and foreign publication either individually or jointly with the sister colleges. The South Calcutta Accommodation and Coordination Committee, a common body of three colleges maintains the collection of journals.

4.2.4 Provide details on the ICT and other tools deployed to provide maximum access to the library collection?

- **OPAC: No**
- **Electronic Resource Management package for e-journals: Our Library has subscribed to the N-LIST programme of INFLIBNET.**
- **Federated searching tools to search articles in multiple databases: No**
- **Library Website : A separate Link will be provided soon for the library in the College website.**
- **In-house/remote access to e-publications:**
- **Library automation: Library software –“KOHA” being installed.**

- **Total number of computers for public access : NIL**
- **Total numbers of printers for public access: nil**
- **Internet band width/ speed 2mbps 10 mbps 1 gb (GB)**
- **Institutional Repository:** Seminar Proceedings and Publications, College journals are kept in the Library.
- **Content management system for e-learning**
- **Participation in Resource sharing networks / consortia (like Inflibnet):**
Yes

4.2.5 Provide details on the following items:

- **Average number of walk-ins – Above 80**
- **Average number of books issued/returned : 70/75**
- **Ratio of library books to students enrolled: 1:13.72**
- **Average number of books added during last three years:**

Year	Book added
2012-2013	336
2013-2014	754
2014-2015	504

- **Average number of login to OPAC: NA**
- **Average number of login to e-resources:** Record not maintained.
- **Average number of e-resources downloaded/printed:** Record Not Maintained
- **Number of information literacy trainings organized: NA**
- **Details of “weeding out” of books and other materials:** Badly damaged and out dated books are regularly weeded out through annual stock- taking due to severe shortage of shelves space.

4.2.6 Give details of the specialized services provided by the library

- **Manuscripts:** Nil
- **Reference:** Yes
- **Reprography:** The Library does not have reprographic facilities of its own but a special service is available whereby Library staffs provide students with Xerox copies of portions of rare or reference books whenever required.
- **ILL (Inter Library Loan Service):** No

Most of the teachers are members of various other Libraries and Institution like the National Library, the USIS Library, the Ramakrishna Mission Library, and the Asiatic Society and so on.



Information deployment and notification (Information Deployment and Notification):

Library notifications and other necessary information are regularly put up in the notice board.

- **Download:** NA
- **Printing:** NA
- **Reading list/ Bibliography compilation:** Library provides necessary information in this regard.
- **In-house/remote access to e-resources:** The Faculty members can use N-LIST programme.
- **User Orientation and awareness:** Yes
- **Assistance in searching Databases:** Yes
- **INFLIBNET/IUC facilities:** Yes

4.2.7 Enumerate on the support provided by the Library staff to the students and teachers of the college.

Support provided by the Library staff:

The college libraries have a dedicated team of workers headed by a full-time Librarian. The library staffs attend the libraries during the stipulated college working hours and they are well-trained to deliver the requisition copies at short notice. Specific time slots are allotted for all categories of students to collect and return books. Apart from regular issue, the students can also avail the facility of long term loan from the UGC Book Bank. There is also a gift collection named 'Prafulla Chandra Ray Text Book Library'. The library staff also render advisory services to the students regarding the usefulness of the titles available in the library.

4.2.8 What are the special facilities offered by the library to the visually / physically challenged persons? Give details.

Nil

4.2.9 Does the library get the feedback from its users? If yes, how is it analysed and used for improving the library services. (What strategies are deployed by the Library to collect feedback from users? How is the feedback analysed and used for further improvement of the library services?)

The college has a system of taking feedback from the students and the guardians annually. When the students are asked to give their feedback on the performance of the departments there are provisions that allow the students to give their opinion on the service they get from the libraries. Beside the opinion of the students regarding the services available to the libraries are taken through teacher-

student interactions and parent-teacher meets. The librarian is a member of the Academic Sub-committee. The information gathered through such feedback regarding the quality of library services are conveyed to the librarian. On the basis of such feedback, the Librarian adopts necessary remedial measures, such as, larger acquisition of difference books in vernacular language, shortening of waiting time for the issuing of the books. The most sought after books are procured through the UGC grants on the basis of the demand of the students.

4.3 IT Infrastructure

4.3.1. Give details on the computing facility available (hardware and software) at the institution.

Number of computers with Configuration (Number of computers and configuration)

Location – Computer Lab.

Sl.No.	Computer Configuration	Quantity.
1	Computer System Unit – Lenovo (Intel Pentium Dual Core / 3.20 Ghz / 2GB RAM 500 GB HDD / DVD WRITER / KEYBOARD & MOUSE)	6
2	Computer System Unit – Lenovo (Intel Pentium Dual Core / 3.00 Ghz / 2GB RAM 320 GB HDD / DVD WRITER / KEYBOARD & MOUSE)	5
3	Computer System Unit – Lenovo (Intel Pentium Dual Core / 3.00 Ghz / 1GB RAM 320 GB HDD / DVD WRITER / KEYBOARD & MOUSE)	1
4	UPS – APC 600 VA UPS	12

Location: Office

No.	Processor	Hard Disk	RAM	O.S.	others
C1	Pentium Dual-Core 3.20GHz (LENOVO)	500 GB	2 GB	Windows 7	DVD Writer, Keyboard, Mouse & APC UPS
C2	Pentium Dual-Core 3.20GHz (LENOVO)	500 GB	2 GB	Windows 7	DVD Writer, Keyboard, Mouse & APC UPS
C3	Pentium Dual-Core 3.00GHz (LENOVO)	500 GB	2 GB	Windows 7	DVD Writer, Keyboard, Mouse & APC UPS
C4	Pentium Dual-Core 3.00GHz (LENOVO)	500 GB	1 GB	Windows 7	DVD Writer, Keyboard, Mouse & APC UPS
C5	Pentium Dual-Core 3.20GHz (LENOVO)	500 GB	2 GB	Windows 7	DVD Writer, Keyboard, Mouse & APC UPS
C6	Pentium Dual-Core 3.00GHz (LENOVO)	500 GB	2 GB	Windows 7	DVD Writer, Keyboard, Mouse & APC UPS
C7	Intel i3-4130 3.40GHz (LENOVO)	500 GB	8 GB	Windows 7	DVD Writer, Keyboard, Mouse & APC UPS
C8	Pentium Dual-Core 3.20GHz (LENOVO)	500 GB	2 GB	Windows 7	DVD Writer, Keyboard, Mouse & APC UPS
C9	Pentium Dual-Core 3.20GHz (LENOVO)	500 GB	2 GB	Windows 7	DVD Writer, Keyboard, Mouse & APC UPS
C10	Pentium Dual-Core 3.20GHz (LENOVO)	500 GB	2 GB	Windows XP	DVD Writer, Keyboard, Mouse & APC UPS
C11	Pentium Dual-Core 3.20GHz (LENOVO)	500 GB	2 GB	Windows XP	DVD Writer, Keyboard, Mouse & APC UPS
C12	Pentium Dual-Core 3.00GHz (LENOVO)	500 GB	2 GB	Windows 7	DVD Writer, Keyboard, Mouse & APC UPS
C13	Pentium Dual-Core 3.00GHz (LENOVO)	500 GB	2 GB	Windows 7	DVD Writer, Keyboard, Mouse & APC UPS
<p>Printer : - HP Laser Jet Printer – 8 Pcs.</p> <p>Scanner (High Speed): - HP Scanjet Pro 3000 s2</p>					

Location: Department of Geography (GIS Lab)

Machine No.	Processor	Hard Disk	RAM	O.S.	Others
C1	Intel Dual-Core 3.00GHz	320 GB	2 GB	Windows XP	DVD Writer, Keyboard, Mouse & APC UPS
C2	Intel Dual-Core 3.20GHz (LENOVO)	320 GB	2 GB	Windows 7	DVD Writer, Keyboard, Mouse & UPS
C3	Intel Dual-Core 3.20GHz (LENOVO)	500 GB	2 GB	Windows XP	DVD Writer, Keyboard, Mouse & UPS
C4	Intel Dual-Core 2.90GHz (DELL)	500 GB	1 GB	Windows XP	DVD Writer, Keyboard, Mouse & UPS
C5	Intel Dual-Core 2.90GHz (DELL)	320 GB	1 GB	Windows XP	DVD Writer, Keyboard, Mouse & UPS
C6	Intel P-IV 3.06GHz (COMPAQ)	160 GB	512MB	Windows 7	DVD Writer, Keyboard, Mouse & UPS
C7	Intel Dual-Core 3.20GHz (LENOVO)	500 GB	2 GB	Windows 7	DVD Writer, Keyboard, Mouse & UPS
C8	Intel P-IV 2.8GHz (COMPAQ)	80 GB	512MB	Windows XP	DVD Writer, Keyboard, Mouse & UPS

Location Department of Botany

Machine No.	Processor	Hard Disk	RAM	O.S.	others
C1	Intel Dual- Core 3.20GHz	320 GB	2 GB	Windows 7	DVD Writer, Keyboard, Mouse & APC UPS

Location: Principal's Room

Machine No.	Processor	Hard Disk	RAM	O.S.	Others
C1	Intel Dual-Core 2.5GHz	320 GB	1 GB	Windows XP	DVD Writer, Keyboard, Mouse & APC UPS

Location: Seminar Library

Machine No.	Processor	Hard Disk	RAM	O.S.	Others
C1	Intel I3	500 GB	4 GB	UBANTU KOHA	DVD Writer, Keyboard, Mouse & APC UPS
C2	Intel C2 D	320 GB	4 GB	Windows 7	DVD Writer, Keyboard, Mouse & APC UPS
C3	Intel I3	500 GB	4 GB	Windows 7	DVD Writer, Keyboard, Mouse & APC UPS

Location: Central Library

Machine No.	Processor	Hard Disk	RAM	O.S.	others
C1	Intel Dual-Core 3.00GHz	320 GB	2 GB	Windows 7	DVD Writer, Keyboard, Mouse & APC UPS
C2	Intel Dual-Core	250 GB	2 GB	Windows 7	DVD Writer, Keyboard, Mouse & APC UPS

Configuration of Laptops

Location	Processor	Hard Disk	RAM	O.S. others
Principal :	Dell I3-1.7	500 GB	4 GB	Windows 7
IQAC Co-ordinator :	Dell Vistro Dual-core	500 GB	4 GB	Windows 7
Geography Dept. :	Lenovo I3	500 GB	2 GB	Windows 7
-do-	Dell Dual-core 2.10	250 GB	2 GB	Windows 7
-do-	Dell C2D 2.10	320 GB	3 GB	Windows 7
Botany Dept.	Dell Dual-core	500 GB	2 GB	Windows 7
Commerce Dept.	Dell I3	500 GB	2 GB	Windows 7
Education Dept.	Dell I3	500 GB	2 GB	Windows 7
History Dept.	Dell I3	500 GB	2 GB	Windows 7
English Dept.	Dell I3	500 GB	2 GB	Windows 7
Bengali Dept.	Dell I3	500 GB	2 GB	Windows 7
Political Science Dept.	Dell I3	500 GB	2 GB	Windows 7
Economics Dept.	Samsung Dual-core	500 GB	2 GB	Windows 7
College Office	Samsung Dual-core	500 GB	2 GB	Windows 7

- **Computer Student Ratio: 1:51**
- **Stand alone facility: All**
- **LAN facility: No**
- **Wi- fi facility: To be installed soon**
- **Licensed software:**

1) Income- Tax: software.

- a) **Monitoring of Income Tax Matter (TDS):** Since FY 2003-04, SNSC has been preparing and filing Income tax returns for deduction of tax at source (TDS) in electronic form by directly uploading the e-TDS/TCS returns through NSDL-TIN website on the basis of specified file format by the Income Tax Department. NSDL has developed software called e-TDS/TCS Return Preparation Utility (RPU) to facilitate preparation of e-TDS/ TCS returns. This is a freely downloadable VB based utility.
- b) **Monitoring of Accounting Matter:** SNSC has been using TALLY Software for maintaining books of accounts and preparing various financial statements for last 2 years.

2) In Library – “Koha” library management software

3) In Geography – 21st Century PRO & Arc GIS

- **Number of nodes/ computers with Internet facility: Ten**
- **Any other: NA**

4.3.2 Detail on the computer and internet facility made available to the faculty and students on the campus and off-campus?

Computer and internet facility made available to the faculty and students:

- a) Principal room – used by Principal
- b) Staff room – used by faculty
- c) Geography –used by faculty and students
- d) Botany – used by faculty and students
- e) The Principal, Vice-Principal and Bursar of the college are provided with portable wi-fi dongles for the use in administrative purposes and coordination in the preparation of self-study report.

4.3.3 What are the institutional plans and strategies for deploying and upgrading the IT infrastructure and associated facilities?

The college has taken a decision to create 6 smart classrooms with Wi Fi facilities and work is slated to start soon.

4.3.4 Provide details on the provision made in the annual budget for procurement, up gradation, deployment and maintenance of the computers and their accessories in the institution (Year wise for last four years)

Year	Annual budget (procurement, up gradation, deployment & maintenance)
2011-2012	Rs. 1200/- per computer for maintenance
2012-2013	Rs. 1200/- per computer for maintenance
2013-2014	Rs. 1200/- per computer for maintenance
2014-2015	Rs. 1200/- per computer for maintenance

That apart contingency expenditures are incurred to maintain the IT infrastructure in a workable manner. An arrangement is in place with the IT point to run the computer lab for which the In-charge of the Computer lab has been paid monthly fees of Rs. 12,000/-.

4.3.5 How does the institution facilitate extensive use of ICT resources including development and use of computer-aided teaching/ learning materials by its staff and students?

At present ten class rooms are provided with sound systems and the facilities of audio-visual presentation are also available in most of the classrooms. A decision has been taken to commission six smart class rooms in near future.

Beside this, the Geography and Botany department class rooms are fitted with projectors, computers and other equipments. Internet facilities are also available in these classrooms.

4.3.6 Elaborate giving suitable examples on how the learning activities and technologies deployed (access to):

- **On-line teaching-learning resources:** Nil
- **Independent learning:** Not available
- **ICT enabled classrooms/learning spaces etc.) by the institution place the student at the centre of teaching-learning process and render the role of a facilitator for the teacher:** Six smart class rooms are being constructed.

4.3.7 Does the Institution avail of the National Knowledge Network connectivity directly or through the affiliating university? If so, what are the services availed of?

No

4.4 Maintenance of Campus Facilities

4.4.1 How does the institution ensure optimal allocation and utilization of the available financial resources for maintenance and upkeep of the following facilities (substantiate your statements by providing details of budget allocated during last four years)?

	2011-2012		2012-2013	
	Allocation	Utilization	Allocation	Utilization
Building	11,65,600/-	2,66,283/-	12,67,453/-	3,08,713/-
Furniture	-	-	-	43,025/-
Equipment	-	7,097/-	-	6,800/-
Computers	-	1,55,793/-	-	27,078/-
Vehicles	-	-	-	-
Any other (UGC)	9,20,800/-	7,69,745/-	8,57,200/-	2,18,986/-

	2013-2014		2014-2015	
	Allocation	Utilization	Allocation	Utilization
Building	15,65,200/-	1,43,786/-	15,65,850/-	2,03,794/-
Furniture	-	-	-	-
Equipment	-	-	-	-
Computers	-	14,245/-	-	-
Vehicles	-	-	-	-
Any other (UGC)	6,82,375/-	15,51,359/-	5,52,530/-	5,10,317/-

4.4.2 What are the institutional mechanisms for maintenance and upkeep of the infrastructure, facilities and equipment of the college?

The college is under the comprehensive supervision of BSES (Brahmo Samaj Education Society) which administers the City Group of colleges. The South Kolkata College building houses three colleges (morning, day and evening section). The college building and campus is owned by the BSES and for the overall development and maintenance of the college premises it has formed *The South Calcutta Accommodation And Coordination Committee*, which is chaired by the Rector of the South Calcutta wing of the City Group of Colleges, who also happens to be the Chairperson of the Governing Body of Sivanath Sastri College, prominent members of the BSES and representatives from the non-teaching staff.

The committee holds meetings regularly and all maintenance and renovation work required in the common space used by three units is its responsibility. It functions specifically to deal with problems that arise from the several institutions sharing same space as well as the same physical facilities like class rooms, college cafeteria, students' common room, teachers' room, Principal's office, furniture, equipment and also for sharing common programmes.

- Duties of the committee include:
 - Repairing of building and fixing of damaged furniture
 - Maintenance of the building and the grounds
 - Payment of corporation dues and taxes
 - Payment of common telephone bills
 - Payment of electricity bills
 - Maintenance and repair of electrical lines and appliances (including the generator) shared by the three units
 - Payment of college canteen subsidies
 - Overall supervision and payment of the salaries of college security guards

*Three college shares all costs incurred.

The committee has carried out under its supervision extensive renovation work of the college building including structural repairs, painting of the exterior as well as interior of the building, complete remodelling and renovation of the college canteen, students' toilets and the students' common room.

However, certain part of the college building comes under the exclusive purview of each of the three units. For instance the Geography and Botany laboratories, the administrative office of Sivanath Sastri College are for its exclusive use. All renovation, repair and maintenance of such space as well as costs incurred in this connection are the sole responsibility of the college using it.

4.4.3 How and with what frequency does the institute take up calibration and other precision measures for the equipment/ instruments?

A maintenance contract is given to a qualified computer firm and contract is analysed and renewed on an annual basis.

4.4.4 What are the major steps taken for location, upkeep and maintenance of sensitive equipment (voltage fluctuations, constant supply of water etc.)? Any other relevant information regarding Infrastructure and Learning Resources which the college would like to include.

The College has its own power back up system which is under the charge of a qualified technician to meet any exigency arising out of power supply failure. It ensures constant supply of drinking water during power failure as well as safe storage of vital data in computer systems. Beside each computer is fitted with UPS system to avert loss of data during power-cut. There is a proposed plan of extension of the building which is submitted to the municipal authorities for approval. If accepted new class rooms, conference room, library wings with lift facility will be added in the College. Also plan is afoot to install Wi-Fi connectivity in the College building for the use of faculties and the students.

CRITERION V

STUDENT SUPPORT AND PROGRESSION

5.1 Student Mentoring and Support

5.1.1 Does the institution publish its updated prospectus/handbook annually?

Yes, our college publishes prospectus every year with its updates.

➤ **What is the information provided to students through these documents and how does the institution ensure its commitment and accountability?**

The institution publishes its updated prospectus annually. The information disseminated in the prospectus are:

1. Principal's Desk
2. Special information for new students
3. Composition of Governing Body
4. Brief History
5. Performance in university examination
6. Administrative Staff
7. Teaching Staff
8. Library, Laboratory and Office Staff
9. General Office
10. Details about College
 - a. College hours
 - b. Attendance
 - c. College Examinations
11. Guidelines for admission:\
 - a. Norms for admission of sc/st candidates
 - b. documents to be submitted
12. Fees: Annual tuition fee and other fees
13. Library
14. Combination of subjects in B.A/ B.Sc. honours course
15. Course Structure with Distribution of Marks
16. B.Com Honours & General Course Curricula/ Structure
17. Academic calendar of Calcutta University
18. Free-studentship
19. College awards of special medals and prizes

20. Student's Aid Fund
21. Seminar
22. The College Union
23. Sports and other activities
24. Students' Day Home
25. Computer Lab in association with IT Point
26. Campus Awareness
27. Feedback from Students
28. Career Counselling, Personality Development and Self-Defense
29. Different Centres:
 - a. Guidance and Counselling
 - b. Health Check-up
 - c. Grievance redressal
 - d. IQAC,
30. List of Holidays

The institution ensures its commitment and accountability through holding of regular meetings of Academic Sub-Committee in which academic policies and other related decision are taken. Students are routinely informed about such decisions. They are periodically notified about their attendance figures in the classes and in the case of lack of requisite attendance, they are separately informed about it that allows them to take corrective measures. Important college events and schedules are periodically updated in the college website. Printed notices are also circulated in the classrooms and put up in the college notice board. The General Secretary of the students' Union is also roped in to coordinate between the administration and the students. Students' representatives and non-teaching staff representatives are included in all key committees to ensure democratic functioning of the college. Regular parent-teacher meetings are held to involve them in the exercises to attend the goal of the college. An Alumni association is also active through which valuable feedback from the former students is recorded.

5.1.2 Specify the type, number and amount of institutional scholarships / freeships given to the students during the last four years and whether the financial aid was available and disbursed on time?

The college has a mechanism to provide financial assistance to the needy meritorious students in the form of concessional deposition of college fees. Such students are also permitted to deposit the fees in instalments. Beside this, the meritorious students who are in utter financial crisis are provided with financial aid from Students' Aid Fund.

Number of Students provided with Aid from the Institution			
2011-12	2012-13	2013-14	2014-15
38	41	28	40

5.1.3 What percentage of students receives financial assistance from state government, central government and other national agencies?

As per the regulations of West Bengal Government, the students belonging to SC/ST, OBC and minority categories receive direct financial assistance from the government. That apart the willing students of this college receive Governmental Financial Assistance under the *Kanyashree* programme. Many students have already received financial assistance under this programme. The college does not maintain any record of such students because they proceed with the formalities on their own and they normally do not inform the college about the assistance they receive since this not a college protocol.

5.1.4 What are the specific support services / facilities available for-

- Students from SC/ST, OBC and economically weaker sections: students belonging to SC/ST, OBC and minority categories receive direct financial assistance from the government
- Students with physical disabilities: There is 3% reservation of seats for the students with physical disabilities. There is a future plan to provide elevator and ramp facilities for such students. The faculty members take particular care to ensure that they receive academic help, notes and books for their academic requirements.
- Overseas students: At present institution does not have overseas student.
- Students to participate in various competitions / National and International: The College encourages its students to take part in various inter-college competitive academic and cultural programmes. A number of students of this college have participated in National Athletic meets, rowing competitions, and table tennis meets. A Cultural Sub-Committee and Sports Committee motivate the students in this respect.
- Medical assistance to students: Health centre, health insurance, etc.: Students are provided with medical assistance as a general physician visits the college once a week and whenever he is needed. Occasional medical camps and health awareness/care programmes are also held for the students. At present the students are not provided with any Health Insurance scheme.
- Organizing coaching classes for competitive exams: NA
- Skill development (spoken English, computer literacy, etc.): Self financed computer course is provided in the Sivanath Sastri College Computer Centre.

- Support for “slow learners”: Extra attention is given to the students with poor performance through independent one to one interaction.
- Exposures of students to other institution of higher learning /corporate/business house, etc.: Students are encouraged to participate in seminars arranged by other Colleges/Universities. Several corporate houses (e.g. TCS, International Management Institute) visit our college to conduct seminars on the future prospects of the students. These seminars are organized mostly by the Commerce department. The corporate/business houses, like ICICI Bank, teach students about money management (i.e. how to save, invest etc.) and corporate duties etc.
- Publication of student magazines: Our College has a student’s magazine which publishes articles, stories, poems and also paintings done by the students. Besides that Departmental Newsletter are published. The Department of Bengali publishes a wall-paper magazine *Bhorer Alo*.

5.1.5 Describe the efforts made by the institution to facilitate entrepreneurial skills, among the students and the impact of the efforts.

Efforts: To facilitate entrepreneurial skills among the students, various efforts are put in place, like, several organizations (details given 5.1.9) visit college for encouraging and developing entrepreneurial skills among the students which the Career Guidance Cell has been organizing time to time.

- The Department of Commerce organize different workshops on skill development in association with TCS and other corporate houses to encourage the students for self – employment.
- Teachers encourage students to work on projects conducted by successful entrepreneurs so as to motivate them to develop entrepreneurial skill for self employment.
- Study tours and industrial visits are organised for the students.

Impact: These activities help in boosting self confidence of the students which further enhances the development of their entrepreneurial skills.

5.1.6 Enumerate the policies and strategies of the institution which promote participation of students in extracurricular and co-curricular activities such as sports, games, quiz competitions, debate and discussions, cultural activities, etc.

The following policies and strategies are implemented by the institution to promote participation of the student in extracurricular and co-curricular activities in University, State, Zonal and National level competitions. Students actively participate in different co-curricular and extra-curricular activities. The institution

encourages students to participate in various activities through the following strategies:-

- Identification of the talents in the students
- Enlisting the students according to their area of interest
- Creation of healthy competitive spirit among the students
- Organization of training and practice sessions
- Team building
- Deputation of students for various programmes at different centres
- Various lectures and competitions are regularly organized by different committees in associations external agencies. (e.g. Shromojibi Sasthya Uddyog is training students so that they can provide basic health care to the needy persons).
- Respective committees display information about the circulars regarding competitions held in different colleges or by social organizations.
- Preference for admissions for students excelling in sports and cultural activities.
- First-aid to the students

5.1.7 Enumerating on the support and guidance provided to the students in preparing for the competitive exams, give details on the number of students appeared and qualified in various competitive exams such as UGC-CSIR-NET, UGC-NET, SLET, ATE / CAT / GRE / TOFEL / GMAT/ Central / State services, Defense, Civil Services, etc.

- Our Library is well equipped with various books which help the students to prepare for the competitive examinations.
- All the teachers provide guidance to students as and when required for preparing for these competitive examinations.

5.1.8 What type of counselling services are made available to the students (academic, personal, career, psycho-social, etc.)

The faculty participates in academic, personal, career and psycho-social counselling.

Academic counseling:

- One to one counselling
- Parent teacher meetings
- At class level, guidance of academic nature is provided.
- Expert lectures are arranged subject-wise after the completion of syllabus.

- They advise students about the plan of study at the beginning of year, suggest various reference books for different papers, provide guidance for the preparation of the notes.
- Teachers give information about weightage to different chapters in different papers and also discuss about the nature of questions on the each topic.

Personal Counselling:

- Psychological problems of the student are resolved by Mr. Lalita Ray, Practicing Psychological Counsellor, who is closely associated with the institution.
- Psycho-social counselling: Dr. Seema Banerjee from Department of Education provides personal counselling to the students, if required.
- The teachers also help the students to solve their personal problems, if any.

Career counselling:

Various career oriented guidance lectures are also conducted through Career Guidance Cell. Women Development Cell is also established and reconstituted every year as per the directives of University of Mumbai to deal with the problems encountered by female students and staff.

5.1.9 Does the institution have a structured mechanism for career guidance and placement of its students? If 'yes', detail on the services provided to help students identify job opportunities and prepare themselves for interview and the percentage of students selected during campus interviews by different employers (list the employers and the programmes).

The institution in collaboration with different organizations help students in their career development and recruitment processes programme. The Department of Commerce in association with a few other departments arranges Career Guidance programmes. Among the organisations TCS plays an important part in offering such training to the able students.

On the basis of the discussions with the representatives of TCS Ltd, a meeting was held with three HR Executives of Tata Consultancy Services (Ltd) on Campus Recruitment Employability Program with our Head of the Department, Prof. Ratan Sen and three faculty members of the department Mrs. Sushmita Saha, Mrs. Saheli Bhattacharya and Ms. Arpita Dey on 30th September 2015. The three HR and CSR Executives, Ms. Indira Chatterjee BPS HR Head Kolkata, Mr. Manimoy Dasgupta BPS Affirmative Action Head and Samik Ghosh BPS Talent Development Head explained the objective of the C2C Program of TCS a CSR activity, is to make the students employable and ready for the corporate world by imparting them learning on communication skills, corporate etiquettes, grooming and interview preparation etc.

The college was invited for BPS Academic Interface Program (AIP) by Abhilash Sreedharan, HR TCS in September 2015 to carry on a course called “Campus to Corporate” (C2C), targeting to move up the livelihood of young students across locations in India. The course will conduct a Faculty Development Program (FDP) for 5 days by TCS trainers and these trained faculties will then train their students in this college. The college will identify faculty (2 to 3) who can conduct this training. This C2C course is a programme that comprises of English communication, corporate etiquettes and grooming, interview preparation and handling etc. that enables students in college to get well prepared for their transition to corporate life. The students undergoing training will be considered on priority for TCS Campus recruitment process. College will provide certifications to students from their end with an approval from TCS, certificate model will be used by TCS. TCS will address and conduct the program with B.com (H) 3rd year students, which equals to a number of 450 (approx). This a wide based enrichment program for teachers and students which will add value to their prospects of life. This proposal of TCS Ltd. collaboration with our department will help our students in theirs’ career. The program is, therefore, value added and our department is proud to carry on such a program with our students and corporate tycoons.

5.1.10 Does the institution have a student grievance redressal cell? If yes, list (if any) the grievances reported and redressed during the last four years?

The institution has constituted a Grievance Redressal Cell, which is constituted with five faculty members of this college. Mrs. Sumitra Poddar, Mr. Shyamalendu Majumdar, Mrs. Tilottoma Roy Banerjee, Mrs. Jayanti Dutta and Mrs. Urmi Das are the members of this body. There has not been any incidence of grievance reported to the Grievance Redressal Cell in the last four years.

5.1.11 What are the institutional provisions for resolving issues pertaining to sexual harassment?

Our college does not have any sexual harassment cell. There has not been any complaint from the students of sexual harassment within the college premise. The grievance cell will be addressing this issue if such problem occurs.

5.1.12 Is there an anti-ragging committee? How many instances (if any) have been reported during the last four years and what action has been taken on these?

No committee is formed in this context. The Student Union is roped in to raise awareness against the evil impact of ragging. There has not been any ragging incident in the college ever reported.

5.1.13 Enumerate the welfare schemes made available to the students by the institution. The welfare schemes made available to the students by the institution are:



- Subsidized canteen facility is provided.
- Fees concession are given by management to the needy students.
- Grievance Redressal Cell interacts with the students to help them to sort out their grievances. It attends to both registered and unregistered grievances of the students.
- Psychological counselling is provided to the students as and when necessary.

5.1.14 Does the institution have a registered Alumni Association? If 'yes', what are its activities and major contributions for institutional, academic and infrastructure development?

We have a registered Alumni Association since the year of 2004.

Activities:

- SNSCAA feels happy to provide grants to the under privileged students on various occasions, like excursion (9 students), submission of college fees (2 students) and submission of examination fees (1 student)
- A programme on blood group testing was conducted for about 200 students in our college premises.
- The first re-union was organized on 01.05.2011 at CLT, Kolkata. The latest one was organised in Sept, 2015.
- A programme on Thalassemia testing was carried out by the association. The testing was done for 100 students of our college.
- The association has offered financial support to four departments of our college mainly the department of English, Political Science, Education and Geography in organising their state level seminars sponsored by UGC.

Commitments:

- The Association is happy that it is able to fulfil some of its commitments to stand beside fellow countrymen and neighbours in small ways when the need arises. SNSCAA has donated 20,000/- each for the disaster victims of Uttarakhand Flood and Nepal Earthquake.

5.2 Student Progression

5.2.1 Providing the percentage of students progressing to higher education or employments (for the last four batches) highlight the trends observed.

B.Com Department

Student Progression	Against % enrolled
UG to PG	87.05%
PG to M.Phil	11.05%
PG to Ph.D	7.03%
Ph.D to Post-Doctoral	-
Employed	
• Campus Selection	
• Other than campus recruitment	74.01%
Entrepreneurship/Self-employment	9.79%

B.A./B.Sc. Departments

Student Progression	%
UG to PG	39.50%
PG to M.Phil	Economics: 16.70% Bengali: 0.10%
PG to Ph.D.	-
Employed:	
• Campus Selection	16.20%
• Other than campus recruitment	14.14%
Entrepreneurship/ Self-Employment	6.09%

5.2.2 Provide details of the programme wise pass percentage and completion rate for the last four years (cohort wise/batch wise as stipulated by the University)? Furnish programmes-wise details in comparison with last of the previous performance of the same institution and that of the college of the affiliating university within the city/district.

Departments (With Honours)	2015	2014	2013	2012
English	100%	98.11%	100%	100%
Bengali	98%	100%	97.67%	100%
Education	100%	96.30%	100%	100%
History	100%	92.86%	84.62%	100%
Political Science	100%	100%	100%	100%
Geography	100%	100%	100%	95.65%
Economics	100%	100%	100%	83.33%
Accounting and Finance	79.53%	90.07%	100%	94.97%

Departments (General)	2015	2014	2013	2012
B.Sc.	42.86%	43.75%	70%	73.33%
B.A.	33.33%	58.93%	62.81%	74.38%

5.2.3. How does the institution facilitate student progression to higher level of education and/or towards employment?

Students who pass UG programmes are motivated to continue their post-graduation and other studies. Approximately 63% of the students passing UG take-up higher studies. Different carer consultancy organisations and professional organisations regularly visit the college and hold workshops and seminars to motivate the students to progress toward employment. Many of these students join in professional and career oriented programmes and later join in different jobs.

5.2.3 Enumerate the special support provided to students who are at risk of failure and drop out?

The following efforts are made to minimize dropout rate and failures and facilitate the students to complete the course

- Additional coaching – Personal one to one guidance, remedial coaching, guidance lectures and question bank is provided to the students.
- Financial help – Student Aid Fund, Book Bank Facility, Fee concessions, payment of fees in instalment, financial assistance provided by Alumni Association etc. are provided to needy students to reduce drop-out over financial reason.
- Counselling – Personal counselling, motivation, career counselling, Parent-Teacher meetings are conducted. To deal with the social, emotional and behavioural problems of the students the Counselling Cell and Grievance Redressal Cell are formed.
- Attendance - Regular attendance is taken for all the subjects separately. Defaulters are of all subjects are informed in the case of low attendance record and parents are called and counselled to improve the attendance record of the students.
- During examinations the college provide convenient room, writer and extra time to physically disabled students, as per the University rules and regulations.

5.3 Student Participation and Activities

5.3.1 List the range of sports, games, cultural and other extracurricular activities available to students. Provide details of participation and programme calendar.

A variety of indoor and outdoor sports facilities are made available to the students.

Indoor Games:

- Caroms
- Chess
- Table Tennis

Outdoor Sports:

- Softball
- Badminton

Cultural Activities:

The Cultural sub-committee was operational in the college for long and it was reconstituted in the year 2013. It is meant to be a collaborative effort between students and teachers. It consists of teacher members, the representative of the Students' Union, and of the office staff. The committee has been organizing cultural competitions every year.

Students are selected for the music and dance sections through a rigorous and transparent audition process, where every aspiring student is given a chance to perform. The shortlisted candidates perform at the final show where external judges are invited to assess performance. Even those who are not chosen for the competitive section form a part of the cultural bank of the college, and they can perform at various celebrations.

The 2013 show was held within the college premises. The 2014 show was held in Aban Mahal (CLT), on the 20th of January, 2014, on a grander scale. The music section included Rabindra Sangeet, semi-classical, and contemporary. The dance section included pure classical (Kathak, Bharatnatyam, Odissi), Rabindrik solo, Modern solo, and duets. There was an Exhibition play by the students of Presidency University, as well as a competitive Drama section.

The 2015 show christened *Jashn* was further expanded to become part of an inter college competition, where Sivanath Sastri students competed with the students of Heramba Chandra College, and Prafulla Chandra College. In response to a request

by the Cultural sub- committee, the Governing Body graciously agreed to fund the formation and running of several clubs.

We have several clubs for different cultural activities.

In the year 2015, a **Literary Club** has been formed with sixty students. The tentative agenda of the club are as follows:

- 1) The bringing out of an innovative magazine edited by the students themselves, which will be contemporary, challenging, even positively controversial, so as to engage students with burning issues on the ground, and compel them to think and explore for themselves.
- 2) The running of literary “addas”, or informal interactive sessions where aesthetics will be discussed through informal conversations. The first such session has already been held. The topic was “The Supernatural in Poetry”.
- 3) Inviting researchers and authors to meet the students and share views with them. Leena Chaki, who is researching on Vaishnava women in “akhras” across the country, has agreed to give a talk.
- 4) The making of silent videos and discussion on them. Taking the members to plays, films, Art exhibitions, and musical performances, as all the Arts are allied to one another.

A **Debating club** has been formed, which plans to organise a Debate-Drama where the members will begin the debate, but will gradually start engaging all the members of the audience.

A **Drama club** has been formed, and is functioning vibrantly. Noted Theatre and Television personality Chandan Sen comes to the college premises every Saturday from 9.30 to 12, and on Sundays, from 10a.m to 1 p.m. Thirty students have registered for the club. They are being given rigorous training in voice throw and modulation, body language, freedom of movement, the understanding and building up of characters, the breaking down of inhibitions and restrictions, the portrayal of emotions, creation of something from nothing. During the course of the sessions many psychological, philosophical, social and political issues are discussed. A play will be produced at the end of the workshop.

A **Painting and Photography club** has been formed with more than 60 members. Apart from conventional painting, they will also be encouraged to engage with unconventional art work using materials such as rubber bands, jute sacks, chalk, utensils, etc. A workshop on handmade and decorated paper bags is already in progress.

Music and dance auditions for the 2016 cultural show have already been conducted.

5.3.3. How does the college seek and use data and feedback from its graduates and employers, to improve the performance and quality of the institutional provisions?

Students were supplied with feedback forms to evaluate for both the overall college as well as individual departments (teachers were individually rated anonymously by the students). A future plan for parents' and other stake-holders' feedback have been finalised. Informal feedback is obtained from the graduates through the Alumni Associations and this is utilized to improve the performance and quality of the institutional provisions. The Governing Body of the college periodically monitors the performance of the college, both academics and administration, and proposes suitable action plans for further improvements as and when necessary.

5.3.4 How does the college involve and encourage students to publish material like catalogues, wall magazines, college magazines and other material?

Magazine Committee and its student members encourage students to contribute articles, stories, poems, write-ups, etc. They keep on motivating students through written notices, organizing essay competitions etc.

Students are encouraged to prepare articles by accessing library facility. Students are given topics by teachers and guided to write articles for magazines and departmental journals. Students also actively participate in the publication of wall magazine published at regular interval. The Bengali Department regularly publishes a literary wall magazine called *Bhorer Alo*.

5.3.5 Does the college have a student council or any similar body? Give details on its selection, constitution, activities and funding.

College has a non-political students' union which helps the students throughout the year. It also participates in different committees to ensure smooth conduct of different college activities which involve students' cultural programmes among others (as mentioned earlier).

Funding: The funding for the activities of the students' council is provided by the college.

Activities: The following activities are conducted with the help of students:

1. Celebration of important days (e.g. Independence Day, AIDS day etc).
2. Organising Inter-college competitions.
3. Participation in the departmental study tours.
4. Assisting various programmes organised by external agencies..

5. Participation as volunteers in inter-college competitions and conferences, workshop, career fair, prize distribution ceremony and annual sports even organized by the college.
6. Celebration of Teachers' Day
7. Organization of the Annual Social and Freshers' Welcome
8. Participate in N.S.S. programmes.

5.3.6 Give details of various academic and administrative bodies that have student representative on them.

The college believes in democratic participation of all stake-holders. Hence, the Students' Union that represents the general body of the students sends its General Secretary as a member of the College Governing body. The Students' Union is also represented in the Admission Sub-committee. That apart the representatives of the Students' Union are also included in the Sports and Cultural Sub-committees. IQAC also includes a student representative in its committee.

5.3.7 How does the institution network and collaborate with the Alumni and former faculty of the Institution?

Through Alumni Association the college has established a good rapport with the graduates of the institution. They conduct various programmes for students' progression and their overall development. The institution also maintains a good network with its former faculties. They are invited to participate in workshops, seminars and conferences.

CRITERION VI

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 State the vision and mission of the institution and enumerate on how the mission statement defines the institution's distinctive characteristics in terms of addressing the needs of the society, the students it seeks to serve, Institution's traditions and value orientations, vision for the future etc?

The prime mission of Sivanath Sastri College is to provide liberal education, one that will not only enable students to be professionally competent, updated and useful to society, but one that will also teach them the value of pure academics, the value of the development of thought processes and the value of humanism.

The motto of the college "Shraddhavan Labhate Jnanam" leads us to acquire knowledge through a respectful attitude and encourages respecting others and obtaining knowledge.

The main objective of the college is "to promote the cause of education in the highest and widest sense to make that education, comprehending the training of mind, heart and body, and founded on a theistic basis – conducive to the good of man and the glory of god."

Women's education formed one of the chief aims of Sadharan Brahma Samaj since its foundation. The Sadharan Brahma Samaj was the first to uphold the ancient dictum "Kanyapyevam palaniya sikshaniyeti yatnatah". A women's college was a manifestation of the original Brahma spirit of social service and liberal social development.

Based on the above context Sivanath Sastri College was founded to promote liberal education and for the empowerment of women, as it is believed that 'when we educate a man we educate an individual, but when we educate a woman, we educate a family'.

6.1.2 What is the role of top management, Principal and Faculty in design and implementation of its quality policy and plans?

The top management, Principal and Faculty follows the quality policies and plans and develops action plans for its effective implementation which is in line with the Institution's goal to empower and educated women.

6.1.3 What is the involvement of the Leadership in ensuring:

- The policy statements and action plans for fulfilment of the stated mission
- Formulation of action plans for all operations and incorporation of the same into the institutional strategic plan
- Interaction with stakeholders
- Proper support for policy and planning through need analysis, research inputs and consultations with stake holders.
- Reinforcing the culture of excellence
- Champion organizational change.

The leadership ensures that the teaching and related academic activities complements the policy statements of the Institution and the plan of action is in line with fulfilment of the mission of educating women, equip them to face challenges of the society and industry as well as help them to be socially responsible human beings.

Quality education is the prime agenda and thus faculty from each department prepare schedule of work and calendar of activities for each subject term wise.

The curriculum delivery is effectively done through lectures which are also supplemented by Seminars and interactive sessions.

The quality of education imparted is always kept under a check with the help of a regular feedback from the students as well as various interested parties such as the parents are also involved in this feedback plans to know their opinion about the Organisation.

Feedback from students is taken frequently. Parent teacher meet are also organised where parents are informed about the progress of the student in their studies and their attendance percentage.

6.1.4 What are the procedures adopted by the institution to monitor and evaluate policies and plans of the institution for effective implementation and improvement from time to time?

The Institution with the help of internal quality check procedures periodically monitors and evaluates the plans and policies and takes corrective measures proper implementation and further improvement.

The institution believes in the principle of democracy and functions accordingly. Plans and policies are framed by the institution in consultation with the IQAC and various other committees along with the approval of the governing body. After implementation, outcomes are reviewed regularly and necessary changes are made or incorporated into the system.

6.1.5 Give details of the academic leadership provided to the faculty by the top management?

The management has provided the opportunity of academic leadership to the faculty with the help of which they have formulated a schedule of work and activities of each subject term wise. The top management encourages the faculty members to join in research and related activities. Some of the departments have received sanctions for Minor Research Project.

There is an effective academic sub-committee which looks after the academic matters of each department. There is a provision for rotational headship after every 2 years.

Operational autonomy in academic matters remains vested in the hands of the departmental head. Departments are encouraged to hold seminars/workshops on regular basis.

Periodical Faculty Development Programs are undertaken by the management to enhance and guide the faculty for effective continuation and implementation of the curriculum.

The college also has a very good library which has books on varied subjects, helping the faculties to enrich their knowledge.

Study leave facilities for the faculties who are undertaking research oriented programs are also provided.

6.1.6 How does the college groom leadership at various levels?

The College follows an integrated approach for grooming the leadership at various levels. A very important instance in this case is the implementation the process of rotational headship among every department for a term period of 2 years. Empowerment of the faculties is possible through this process and the degree of co-operation at all levels also facilitates in the grooming procedure.

Committees are dissolved and reconstituted from time to time to avoid stagnation and to ensure a more comprehensive participation by teachers.

This not only helps in pooling knowledge and idea from various individual at the leadership level, it also helps in getting a holistic view of the Institution from its own set of people.

6.1.7 How does the college delegate authority and provide operational autonomy to the departments of the institution and work towards decentralised governance system?

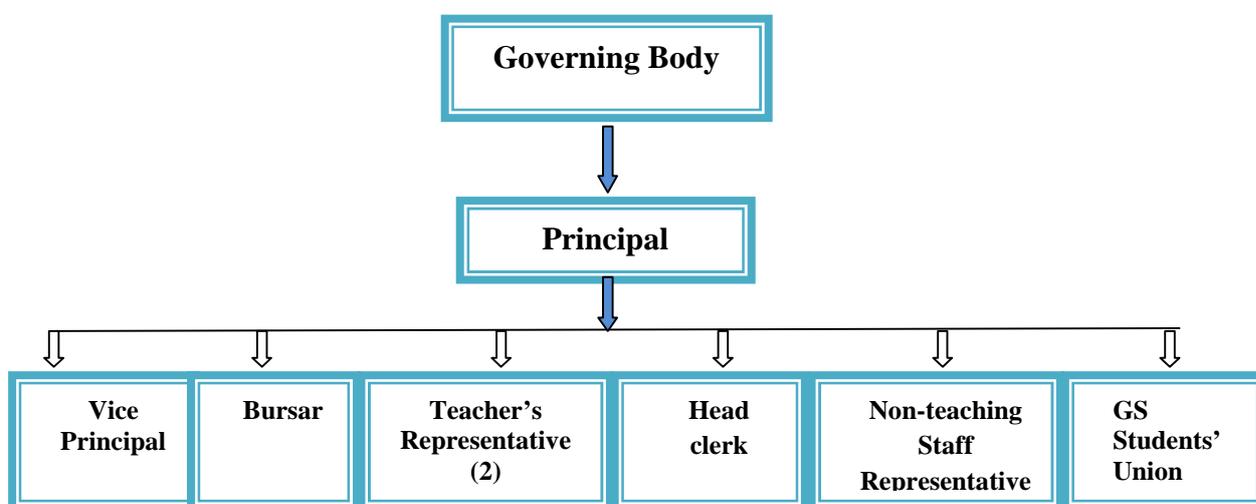
The principal is the head of the institution but each and every department is guided by the head of the department who is responsible for proper running of the department. The H.O.D again acts as a coordinator with the faculty members of the respective department as a team.

All faculty members of the respective department meet at regular intervals where they discuss the progress of the syllabus and ways to lead the department towards excellence so each department has freedom of taking decisions on ensuring academic excellence.

The college provides ample scope of operational autonomy to respective department leaders who in turn delegate the responsibility and authority among the faculties so that they can contribute to the overall enrichment to the department.

6.1.8 Does the college promote the culture of participative management? If Yes indicate the levels of participative management.

YES, the College does promote the culture of participative management. The college is run by the governing body which consists of representatives of faculty members, non teaching staff and office staff apart from Principal, Vice Principal, Bursar and other governing body members.



Representatives of the teachers as well as the students are invited for their opinion towards betterment of the management decisions, plans and policies. The General Secretary of the Student's Union and two representatives of the non teaching staff besides the head clerks are members of the governing body

6.2 Strategy Development And Deployment

6.2.1 Does the Institution have a formally stated Quality Policy? How is it developed, driven, deployed and reviewed?

YES, the Institution has a formally stated quality policy which is developed and driven with the help of the management, the leadership and the faculty members at large. It is deployed based on the basis of stated policy and course of action adopted by Academic Staff Committee. Academic Calendar and teaching plan are formulated accordingly.

Apart from this periodical monitoring and review is done with the help of quality checks by the Academic Staff Committee and respective departments through periodic meetings.

6.2.2 Does the Institution have a perspective plan for development? If so give aspects considered for inclusion in the plan.

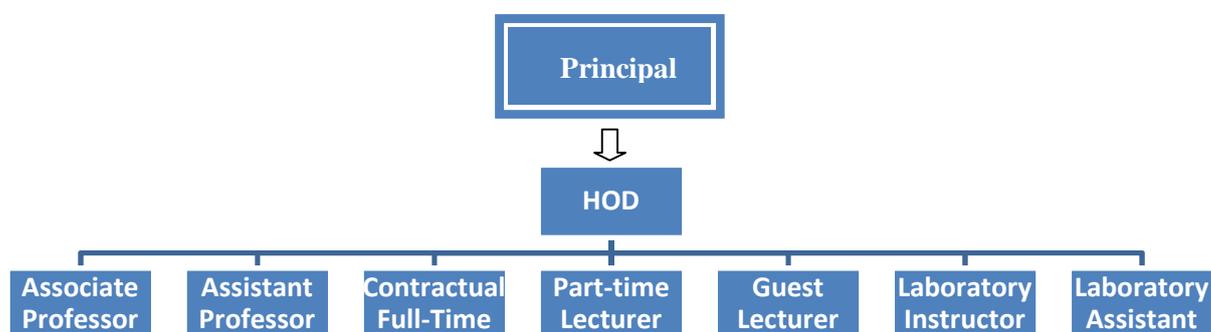
YES, the Institution has a perspective plan for development.

Since the college shares the building with two other sister concerns run by Brahma Samaj Education Society, it has been decided to purchase plots of land as well as adding new floor space to the existing facility to open more departments and other facilities such as hostel etc.

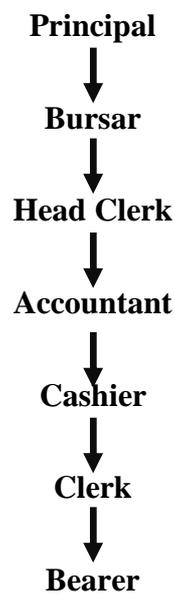
6.2.3 Describe the internal organizational structure and decision making process.

The Governing Body formed with members of the Brahma Samaj Education Society, Principal, Vice Principal, Bursar, Representatives from teaching, non teaching and students takes all the important decisions regarding the Institution.

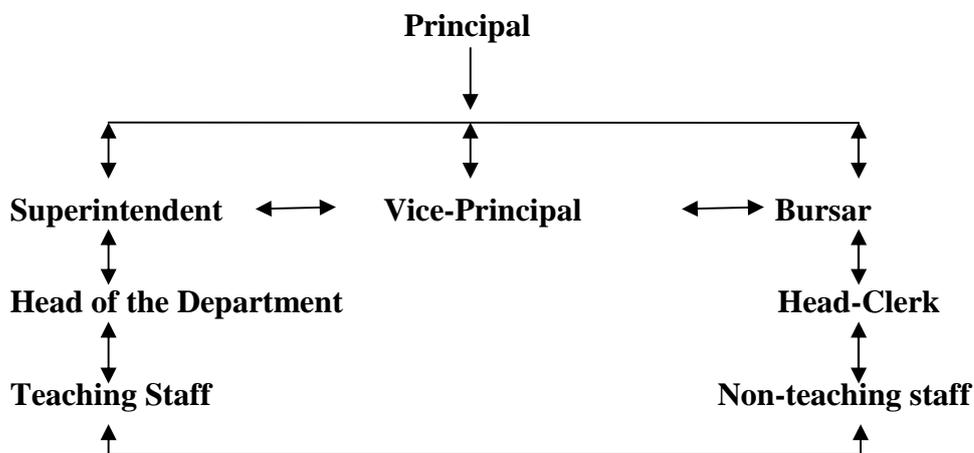
Organization of the Department:



Non-Teaching Staff:



Reporting Chart:



6.2.4 Give a broad description of the quality improvement strategies of the Institution for each of the following

- Teaching and Learning
- Research and Development
- Community Engagement
- Industry Interaction

The quality improvement strategies of the institution for the following areas are as follows:

- ❖ **Teaching & Learning:** The College selects its students strictly on merit based on the results of the school-leaving examinations as well as University norms especially with regard to the Honours courses. The College assesses its new students through tutorials and periodical class tests. The Mid-Term Examination is held a few months after the fresh entries and provides the first major opportunity to gauge the academic performance of the students.
- ❖ Special guidance is arranged for the academically weak students.
- ❖ Evaluation methods are communicated to the students through the college prospectus and the Academic calendar.
- ❖ Departmental meetings are held periodically which monitor and assess the teaching schedule.
- ❖ There is a facility to use audio-visual implements while teaching, the help of overhead projectors as well as speakers and microphones are used occasionally.
- ❖ Departmental and class seminars are held where students are asked to present papers or an expert from other colleges are invited for academic exchange of ideas.
- ❖ Students are allowed free entry into the staff room with academic enquiries and discussion of written answers.
- ❖ The faculty members are encouraged to make teaching plans at the beginning of the year and schedule a certain number of lectures for each theme of the topics concerned. They also provide the students with a list of books which is related to the curriculum and available in the College Library or any such library in the city.
- ❖ A special emphasis is laid on teacher appraisal. Questionnaires recommended by NAAC are being used so that the students can assess their teachers as well as different aspects of their campus life. This feedback is then communicated to the teachers at departmental meetings.
- ❖ The College does not conduct Orientation and Refresher courses, but teachers from the faculty regularly attend such courses held by the Academic Staff College of the University of Calcutta as well as other Universities. Besides, Minor Research Project are undertaken and faculties from few departments visited foreign universities and academic bodies for off-hand training and excellence.

Research & Development: Sivanath Sastri College is primarily a teaching Institute for undergraduate students and not a research centre like universities and post graduation centres of study. Therefore, teachers of our college cannot independently guide research students. The college, however, provides full encouragement to teachers engaged in research activities. They are given study leave and necessary adjustments are made in the teaching schedule. At present about 19% of the teachers are pursuing their Ph.D. theses, and a significant number of teachers have already completed their research work. Many teachers

contribute regularly to academic journals, write text books, design curricula and modules, set and correct papers etc.

Community Engagement: The college has received the official sanction to start National Service Scheme (NSS) in 2015. The unit has become operational recently under program officer Dr. Bhaswati Roy.

The college organises regular program of career counselling, personality development and self defence. The objective of the program is to bring out inner potentialities of the students which help them to adjust with novel situations of life and to take part in different career avenues.

Saplings are planted in the college garden to improve the environment.

Students were taken to “Sramajibi Swastha Kendra” on an educational tour where they got hands on experience about first aid and other basic medical services.

Several programs like “ Sandipta ke mone rekhe” among others are organised in the college and the students are encouraged by the teachers to take part in community development activities.

Our College administration is open to every kind of programme that has anything to do with the welfare of the community at large. It is not our purpose to produce selfish career-obsessed beings, but to maintain a balance between professionalism, compassionate awareness and social accountability.

Human Resource Management: Full-Time teachers are recruited in accordance with the West Bengal College Service Commission Act, and as per the interim order of the Supreme Court of India. The college management appoints teacher from among a panel of three candidates sent by the West Bengal College Service Commission. The overall ratio of full time to part-time teachers in our College is 1:1.2.

- ❖ Advance salary is provided from college fund as and when required. Many special allowances for staff are provided for festivals and provision of interest free loans is also there.
- ❖ Ex-gratia / Festival grant is given to all teaching and non teaching staff before puja.
- ❖ Tour advance is given to the non teaching staff every three years.
- ❖ Seminars are arranged by various departments regularly for the human resources development.

Industry Interaction: Many departments are approached by business houses like TCS, IQST etc and with the collaboration of college they conduct campus drives for recruitment of students.

- ❖ The college also conducts seminars inviting veterans from every field.
- ❖ Steps for Industrial visits are also taken into consideration.
- ❖ TCS and IQST make regular campus recruitment drives.
- ❖ TCS from this year has come up with a new program of “Train The Trainers” where they have invited faculties(Commerce Department) from our college for a training program which is aligned to student employable program.

6.2.5 How does the head of the Institution ensure that adequate information (from feedback to personal contacts etc.) is available for the top management and the stakeholders, to review the activities of the Institution?

The institution believes in open door policy i.e. adequate information is available for the top management and the stakeholders for any kind of review. Database is maintained and documents are stored and can be retrieved as and when needed for sudden reviews.

Present and outgoing students are usually asked to complete detailed questionnaires which evaluate the teaching learning processes as well as different aspects of their campus life. Feedback from parents is also taken. The top management has easy access to all these information. The forms the subsequently analysed so that corrective measures can be taken.

6.2.6 How does the management encourage and support involvement of staff in improving the effectiveness and efficiency of the institutional processes?

The management provides Library facility and computer training facility to the staff to improve their effectiveness and efficiency for the institutional processes.

The college has a good collection of books in the Library on all subjects taught in the college as well as on related subjects. The college has Central Library, Seminar library, Staff room library and the departmental library of Geography and Botany. At times institutional membership to public libraries is taken to encourage academic enrichment of aspiring researchers among the faculty members.

6.2.7 Enumerate the resolutions made by the Management Council in the last year and the status of implementation of such resolutions.

13 governing body meetings were held in between June 2014 to July 2015. In the governing body meeting held in 2014 it was decided that a pay revision would be implemented for ad hoc non teaching staff. The decision was implemented immediately. Beside that career advancement process for Dr. Bhashwati Roy, and Dr. Sudipta De was initiated and the formalities were completed. Similar process was initiated for two graduate laboratory instructors which were implemented.

In the governing body meeting held in August 2014 resolution was taken on the basis of governmental sanctions to appoint group creditors and group d staff for the college office. The decision since implemented.

In the governing body meeting held in November 2014 new governing body was formed under the chair person ship of Mrs. Kumkum Banerjee.

In the governing body meeting held in February 2015 the decision was taken to appoint a library clerk on the basis of the creation of post as per government sanction. The decision was immediately implemented.

In the governing body meeting held in March 2015 had decided to appoint an assistant professor in English under reserved category on the basis of government permission, the decision was implemented in due course of time.

In the governing body meeting held in April 2015 a similar decision was taken to appoint a whole time assistant professor in the department of geography as per the government directives. The post was granted under the category of OBC A. The decision was implemented.

In the governing body meeting held in June 2015 modalities to appoint a full time principal from the panel sent by West Bengal College Service Commission was fixed. On the basis of the decision of the Brahma Samaj Education Society the appointment committee was formed and a new principal was selected from the given panel. The new principal will join in the post on and from 1st October 2015.

In the governing body meeting held in the same month of June 2015 it was decided to implement EPF/CPF for ad hoc non teaching staff and guest lecturers. The decision has been implemented.

Beside these, the governing body routinely discusses the issues concerning the smooth running of the college and to ensure high standard of education.

6.2.8 Does the affiliating university make provision for according the status of autonomy to an affiliated institution? If Yes what are the efforts made by the institution in obtaining autonomy?

N.A

6.2.9 How does the institution ensure that grievances/complaints are promptly attended to and resolved effectively? Is there a mechanism to analyse the nature of grievances for promoting better stakeholder relationship?

The college has a grievance redressal cell which looks after the grievances of the students and renders valuable advice to cope with stressful situation. The college

has a centre to guide and counsel the students. A professionally qualified counsellor visits the college once a week for counselling of the students who need help.

Apart from that most teachers provide personal attention and care to promptly attend to the needs of the students and other stakeholders in an informal way.

6.2.10. During the last 4 years, had there been any instances of court cases filed by and against the institute? Provide details on the issues and decisions of the court on these?

NO

6.2.11 Does the institution have a mechanism for analysing student feedback on institutional performance? If Yes what was the outcome and response of the institution to such an effort ?

YES,

Present and outgoing students are usually asked to complete detailed questionnaires which evaluate the teaching learning processes as well as different aspects of their campus life. Feedbacks from parents are also taken. The form are subsequently analysed so that corrective measures can be taken.

6.3 Faculty Empowerment Strategies

6.3.1 What are the efforts made by the institution to enhance the professional development of its teaching and non teaching staff?

The professional development program organised by the college for the teaching staff are as under:

- The college has a policy to encourage the faculty to undertake professional development activities. They are granted leave to take part in Refreshers Courses, Orientation programmes. They are encouraged to undertake Minor research project.
- It also encourages the faculties to participate in various workshops undertaken by different educational institution.
- Seminars are arranged by various departments regularly for enrichment of the faculty.
- The college also encourages the faculty members to participate in refresher courses and provides them with the necessary leaves.
- Guest teachers are given incentive if they qualify in NET/SET.

There is at present no professional development program for the non teaching staff. Eligible non teaching staff is allowed to attend short term computer

training program at Sivanath Sastri College computer centre and also First Aid training by St. John's Ambulance Brigade. Seminars on public relations have been arranged for the employees to improve the work environment. Employees are allowed to attend seminar on public relations held at other institutions. A workshop cum seminar is proposed to be organised under the aegis of IQAC.

6.3.2. What are the strategies adopted by the institution for faculty empowerment through training, re-training and motivating the employees for the role and responsibility they perform?

- The institution encourages the staff to take part in various faculty training and development programs to enhance their teaching skill.
- It also conducts in-house seminars on varied fields for the overall development of the faculties and motivates them to be more responsible to their duties and discharge them in an organised manner. Inter-departmental seminars are also organised and faculty members from other departments present papers in such seminars.
- The institution also encourages the faculty members to go and take part in various training activities organised by corporate houses to further guide the students for better industrial exposure.

6.3.3 Provide details on the performance appraisal system of the staff to evaluate and ensure that information on multiple activities is appropriately captured and considered for better appraisal.

Student's appraisal of teachers is conducted by the respective departments every session. To evaluate the performance of each department as a whole as well as each individual faculty member is done with the help of questionnaires recommended by NAAC . Students are asked to assess the various aspects of the performance of the department and to individually assess the performance of the faculty members.

6.3.4 What is the outcome of the review of the performance appraisal reports by the management and the major decisions taken? How are they communicated to the appropriate stakeholders?

The filled up feedback forms are collected and analysed department wise.

The respective head of the departments organise departmental meetings to assess the feedback forms filled in by the students or the suggestions they render through the suggestion box kept for the purpose. Individual assessment forms are handed over to the teachers to enable them to adopt corrective measures if necessary. Teachers are encouraged to incorporate the suggestions in their teaching to make the interactions with the students more meaningful.

In addition, teacher-student meetings are regularly held by the departments to discuss the implementation of suggestions offered by the students.

6.3.5 What are the welfare schemes available for teaching and non-teaching staffs? What percentage of staff have availed the benefit of such schemes in the last four years

The various welfare schemes available for the teaching and non teaching staffs are as under:

- Faculty members are granted leave of absence from duty with full pay for a period not exceeding 8 weeks by the governing body of the college for the purpose of enabling the teacher to acquire any qualification which, in the opinion of the governing body, will enhance his/her efficiency as a teacher in the college.
- Special study leave is granted to a whole time teacher of the college for pursuing studies in an institution considered by the governing body of the college as suitable for the purpose, for such period ordinarily not exceeding 2 years during the whole period of his/her service and on such terms and conditions, including conditions requiring the teacher to return to the college for a specified period of further service therein after the expiry of the leave as the governing body may deem fit.
- The college also provides financial welfare schemes such as:
 - Advance salary is provided from college fund when required.
 - Special pay is given to the non teaching staff as monthly tea allowance.
 - Ex-gratia/ festival grant is given to all teaching and non-teaching staff before Puja.
 - A financial grant is given to lower subordinate staff for purchasing warm garments during winter once in every five years. The Governing Body decides the amount.
 - Tour advance is given to the non-teaching staff every three years. The amount is decided by the Governing Body.
 - Festival advance is given to the staff before Puja. It is an interest free loan.
 - Seminars are arranged by various departments regularly for human resource development.
 - There is a Staff Benevolent Fund from which non-teaching staff are given loan.
 - City Group of Colleges has their own Cooperative Credit Society and faculties and staff are members of this which is optional.
 - All departments are provided with laptop to better organise academic activities.

6.3.6 What are the measures taken by the institution for attracting and retaining eminent faculty?

Sivanath Sastri College is an esteemed college and a centre of excellence and has an illustrious history of glorious academic results as well as shaping up the student's personal traits as a better social being. These factors have been instrumental in attracting many eminent academicians to the institutions and it is because of these values that they remain associated with the institution even long after their term of service. Full-time teachers are appointed after interviewing a panel of three names sent by West Bengal College Service Commission as per the order of Honourable Supreme Court. Hence, only individuals with high academic calibre are appointed as faculties.

The institution also provides the faculties with ample scope of self development through various courses and arranges for leaves as and when needed in this respect. Thus helping them to strike a balance between their work and personal life.

It also provides appropriate financial aids to the faculty in case of emergency.

6.4 Financial Management And Resource Mobilization

6.4.1 What is the institutional mechanism to monitor effective and efficient use of available financial resources?

The institution has an internal mechanism which is controlled by the governing body to effectively monitor and channelize the available financial resources to the area of need.

The finance committee looks after the mobilization of the funds and decides how and to which areas the funds are to be allocated for e.g. infrastructural development, faculty development programs, financial aids to the needy staffs, purchasing computers and equipments etc.

The demands and need of the institution are put forward to the finance committee and the funds to be directed towards them are decided in a meeting by the finance committee in the presence of the governing body.

A budget is maintained for every session and it is tried to limit the expenses within that budget.

6.4.2 What are the institutional mechanisms for internal and external audit? When was the last audit done and what are the major audit objections? Provide the details on compliance.

The college does not have an internal audit mechanism. However, the accountant and cashier check the daily expenditure and all financial matters which are further verified by the bursar and the teacher in charge.

Government approved auditor checks the annual expenditure. The last audit was done in 2013-14 by K.K.Daruka Company.

6.4.3 What are the major sources of institutional receipts/funding and how is the deficit managed? Provide audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with institutions if any.

The college earns its main revenue in the form of fees received from the students. It also receives grants from various educational bodies.

Though it is the aim of the college to keep its expenditure within the limit stated in the budget but it may not be possible to stick to the budget every year. In such a case where there is a deficit college reserve funds are utilised after a discussion with the governing body as well as finance committee.

The audited income and expenditure statement of academic and administrative activities of the previous four years and the reserve fund/corpus available with institutions have been enclosed in the annexure.

UGC funds are available under Five year plans and reports of its utilization are attached herewith.

Detailed report of the amount of fund received and audited reports of income and expenditure will be submitted in separate annexure.

6.4.4 Give details on the efforts made by the institution in securing additional funding and utilization of the same (if any).

N.A

6.5 Internal Quality Assurance System (IQAS)

6.5.1 Internal quality assurance cell (IQAC)

- a. Has the institution established an internal quality assurance cell (IQAC)? If yes, what is the institutional policy with regard to quality assurance and how has it contributed in institutionalizing the quality assurance process?**

Yes, the college duly formed an Internal Quality Assurance Cell (IQAC) to ensure enhancement of academic and infrastructural quality in the college.

It is the institutional policy to monitor and ensure quality in all the different spheres of functioning of the college. Therefore the following quality assurance

mechanisms have been developed within the existing academic and administrative framework:

- Formation of the Internal Quality Assurance Cell for regulating and ensuring quality in all aspects of administration, teaching-learning evaluation, research, extension activities and so on.
- The Governing Body as the apex body of the college monitors and implements the plans formulated by the IQAC for overall quality enhancement of the institution.
- A system of committees and subcommittees to ensure democracy, transparency and efficient functioning of administrative and academic matters.
- Ensure complete co-ordination among all stakeholders of the college including students, teaching and non-teaching staff, management, parents and alumni.
- Internal academic and administrative audit under the supervision of the Governing Body.
- Plan and implement quality initiatives including support for organization of seminars, workshops, special lectures on quality improvement, innovations in teaching –learning, submission of research proposals, provision of advanced learning resources, ICT management and recommendations for empowerment of students and staff.
- Arrange feedback response from different categories of stakeholders and analyse such feedback, inform the concerned department, faculty/staff and recommend corrective measures where required.
- Preparation of the Annual Quality Assurance Report (AQAR)
- Collection of data, records on all student related matters directly or through the college offices to monitor the performance of the students in academic and extra-curricular activities.
- Promotion of initiatives for extension activities and environment consciousness.
- Nurture all initiatives for quality assurance in the institution by providing the support required by all stakeholders for quality sustenance in teaching-learning, research, administration and extension activities.

b. How many decisions of the IQAC have been approved by the management/authorities for implementation and how many of them were actually implemented?

The following resolutions adopted by the IQAC have been approved by the management/authorities for implementation and have been implemented:

- Introduction of a customised software for student management as part of an initiative towards acquiring a management information system.
- Arrangement for obtaining feedback response from different stakeholders.
- The installation of a rainwater harvesting unit
- Promotion of extension activities by obtaining permission from the University of Calcutta for opening a NSS unit in the college.

- Improvement of infra-structure including provision of smart classrooms, up-gradation of the college auditorium, renovation and extension of existing infra-structure.
- Organising student seminars and special lectures by external experts
- Faculty improvement initiatives
- Workshop for quality enhancement of non-teaching staff
- Publication of departmental newsletters
- Acquisition of land for annexe building for the college

c. Does the IQAC have external members on its committee? If so, mention any significant contribution made by them.

Yes, the college has Dr. Manisha Deb Sarkar, retired Associate Professor in Geography, Women's Christian College as the external member of the IQAC of SivanathSastri College.

Women's Christian College was accredited by NAAC with A grade in 2014 and Dr Deb Sarkar has shared her experience and expertise with the IQAC and her guidance has been invaluable in the formulation of action plans as well as initiatives for the second cycle accreditation process under NAAC.

d. How do students and alumni contribute to the effective functioning of the IQAC?

The students are the major stakeholders of the institution hence they play a vital role in making the internal quality assurance system a success.

The General Secretary of the Students' Union is a member of the IQAC. She is present in the IQAC meetings and is encouraged to express her views regarding the various resolutions adopted by the IQAC. She also conveys the information to the Students' Union which is an elected body representative of the student community of the college and thereby ensures active student participation in all activities academic and otherwise.

The alumni also contribute to the effective functioning of the IQAC by providing support in various spheres such as financial assistance for economically backward students, collecting data regarding progress to higher education and profession, organizing camps for thalassaemia and blood group testing of students, various extension activities and so on.

It may be mentioned that some of the members of the IQAC are among the distinguished alumni of this college. Dr Manisha Deb Sarkar, the external expert in IQAC is an alumni of the College. Smt. Kumkum Banerjee, Chairperson, Governing Body and Dr Seema Banerjee Associate Professor in Education, the Chairperson, and Secretary to the Alumni Association respectively are active members of the IQAC.

e. How does the IQAC communicate and engage staff from different constituents of the institution?

The IQAC members are representative of all the different constituents of the institution including the management, faculty, non-teaching and technical staff, students and alumni and each representative is entrusted with the responsibility of conveying information regarding plans, resolutions and activities of the IQAC to their respective communities.

The IQAC also holds meetings with the teaching and non-teaching staff and the students' union for informing them about decisions taken by the IQAC. The resolutions adopted by the IQAC are also posted in the college website. The Academic Subcommittee (comprising of the Head of the Departments, the librarian and the Secretary, Teachers' Council) which supervises the academic affairs of the college is also kept informed about the decisions and activities of the IQAC.

6.5.2 Does the institution have an integrated framework for quality assurance of the academic and administrative activities? If yes, give details on its operationalization.

Yes, the institution has an integrated framework for quality assurance of the academic and administrative activities.

The integrated framework comprises of the following:

- A hierarchy of committees and sub-committees to supervise and monitor the administrative and academic affairs of the institution.
- Democratic representation of constituents from all levels in the committees to ensure transparent, effective and efficient functioning of all academic and administrative matters
- A system of obtaining feedback response from students regarding teaching-learning, evaluation, college infra-structure, faculty performance, attitude of office and administrative staff and so on.
- Availability of financial assistance for students from economically backward sections of the society to minimize the risk of dropout of such students.
- The formulation of academic calendars and teaching plans are an important part of the mechanism to ensure quality in the teaching-learning process.
- Regular departmental meetings for review of progress
- Remedial classes and special assignments for students who require them
- Holistic personality development of students by encouraging participation in extra-curricular activities and extension activities
- Provision of medical and psychological counselling for students
- A student welfare committee to look after grievances of the students.

6.5.3 Does the institution provide training to its staff for effective implementation of the quality assurance procedures? If yes, give details enumerating its impact?

The institution does not provide formal training to its staff for effective implementation of the quality assurance procedures. However seminars and internal workshops have been organised by the IQAC for developing awareness regarding quality assurance.

A workshop on preparation of proposals for minor research projects was arranged by the IQAC as part of faculty development initiative in the institution.

The institution organised a seminar on “Enhancement of quality in institutions of higher education” on 11th May 2015 to motivate the faculty to adopt newer and innovative methods of teaching to develop learning abilities and scientific temper among the students as well as inculcate a sense of social responsibility.

Many eminent speakers from different universities and colleges spoke about important issues like

- Innovations in teaching, learning and evaluation
- Best practices for excellence in institutions of higher education

A resolution has also been adopted by the IQAC for organising a workshop/seminar for non-teaching staff of the institution in the near future.

6.5.4 Does the institution undertake academic audit or other external review of the academic provisions? If yes, how are the outcomes used to improve the institutional activities?

No, the institution has not yet undergone an external academic audit but it has been decided that an external academic audit will be conducted in January,2016.

However it may be noted that the final examinations are conducted centrally by the affiliating university and performance of the students in these examinations is a bias-free indicator of the standard of the teaching-learning process of the college.

6.5.5 How is the internal quality assurance mechanisms aligned with the requirements of the relevant external quality assurance agencies/ regulatory authorities?

The internal quality assurance mechanisms are aligned with the requirements of the regulatory authorities since the college adheres strictly to the norms prescribed by the affiliating university, the UGC as well as the Department of Higher Education, Government of West Bengal with regard to admission, teaching-learning and evaluation processes. The institution follows the University academic

calendar with respect to admission, registration and examinations. Academic programmes are conducted according to the guidelines prescribed by the university. Research and extension activities are also as per recommendations of the UGC and the Government.

The IQAC of the college has been formed as per the recommendations and guidelines prescribed by University Grants Commission and NAAC for monitoring and maintaining quality in all aspects of the functioning of the institution.

6.5.6 What institutional mechanisms are in place to continuously review the teaching learning process? Give details of its structure, methodology of operations and outcome?

Institutional mechanisms to continuously review the teaching learning process include the following:

- Regular departmental meetings where faculty review the academic calendar and teaching plans devised at the beginning of the academic session in terms of the progress in syllabus, student performance in classes and discuss measures to improve the teaching-learning process
- Continuous evaluation through class tests, tutorials and home assignments is an aid to review of the teaching learning process.
- The Academic Subcommittee which supervises the academic affairs also plays a vital role in the review of teaching-learning processes.
- Feedback is collected from the outgoing and present students through a structured questionnaire to know their views about the college and teaching methods. The suggestions provided by the students are taken into consideration and necessary measures are taken to better the teaching process.
- Parent-Teacher meets are organised on a regular basis by all the departments where the parents are informed about their ward's progress regarding the class performance as well as attendance. This is an open forum where the parents can also interact with the teachers and tell them about their specific problems. This is done to facilitate the teaching learning relationship between the faculty and students by knowing their participation in class, any problems faced by them, remedial classes needed etc.

6.5.7 How does the institution communicate its quality assurance policies, mechanisms and outcomes to the various internal and external stakeholders?

The institution communicates its quality assurance policies, mechanisms and outcomes to the internal and external stakeholders through:

- The institutional website and prospectus
- Regular notification in the college noticeboard and class circulation of notices

- Periodical meetings of the various committees and subcommittees
- IQAC meetings with the teaching, non-teaching staff, students and alumni
- Parent-teacher meetings

Any other relevant information regarding governance leadership and management which the college would like to include.

CRITERION VII

INNOVATIONS AND BEST PRACTICES

7.1 Environment Consciousness

7.1.1 Does the Institute conduct a Green Audit of its campus and facilities?

Yes. The College is fully aware of the importance of Green Audit of its campus and facilities. A Green Audit has already been conducted by DNV.GL Business Assurance India Ltd.

7.1.2 What are the initiatives taken by the college to make the campus eco-friendly?

Energy conservation

- Staff and students are advised to switch off electrical appliances when not required.
- Incandescent and florescent lamps have been replaced with CFL and LED lamps.
- Relevant notices are displayed at vantage points.

Use of renewable energy - No

- **Water harvesting**

Rain Water Harvesting Units have been installed. Rain water is stored for suitable uses to reduce water consumption.

Check dam construction - No

Efforts for Carbon neutrality

- The students are encouraged to save energy and not to waste water.
- Instead of plastic or thermocol cups, bio-degradable paper cups are being used for daily consumption of tea and coffee.
- A workshop is being conducted by Prof. Sumitra Poddar to teach the students to make colourful paper bags with old newspapers and low cost bio-degradable materials.

- Prof. Mousumi Bandyopadhyay also arranged a demonstration lecture about the various uses of jute, a locally sourced and environment-friendly material.
- An attempt is also under way to turn the college in to a plastic-free zone. The students are taking active parts in this campaign.
- Printing on both sides of a paper is encouraged to save paper.
- Papers with Draft prints are used for note work.

Plantation

- Green area of the college is maintained meticulously.
- Saplings are planted regularly.

Hazardous waste management – Not applicable

e-waste management – Not applicable

7.2 Innovations

7.2.1 Give details of innovations introduced during the last four years which have created a positive impact on the functioning of the college.

a) An Academic Audit involving all aspects of the college is going to be held by qualified persons recommended by the parent university.

b) Gender Sensitization programmes and lectures are regularly being arranged. Recently, Prof. Samata Biswas of the Calcutta Research Group was invited by the English Department to deliver such a lecture.

c) Several departments have held inter-departmental lectures for enrichment of the students. People from different professions are invited to deliver lectures to the students.

Career oriented lectures are also arranged especially by the Commerce department.

d) Regular efforts are made to inculcate environmental awareness amongst the students.

e) Parent- Teacher meetings are regularly organized by all the departments where parents are encouraged to interact freely with the teachers. They are kept informed about the class- attendance and performance of their wards.

Feedback is also taken regularly from parents as well as the students.

g) Many departments, including English, are using different teaching aids, progressing beyond 'Chalk and Board' method.

LCD projectors and laptops are used for class-room lectures, demonstrations and film-shows.

The college has provided all the departments with laptops for this purpose.

In the English Department, students are regularly provided links for on-line reading matter. Students are encouraged to submit assignments on-line and they are corrected and returned to the students same day.

h) A face-book page has been created for the department of English. This is used to communicate relevant information to the students such as dates for examinations, details of classes and of seminars. Students and teachers also use this page to post relevant articles, job related information etc.

Most students of the English Department as well as many alumni of the department are members of this face-book group. This helps to maintain contact with the former students of the institution.

Regular on-line Quiz sessions are also held through this page.

i) A Grievance Cell has been set up for the students.

A box is provided so that the students can anonymously air their grievances and provide suggestions for improvements. The grievances are periodically reviewed by the Grievance Cell and necessary actions are taken.

- i) All students are encouraged to use libraries and on-line resources for studying. The teachers interact freely with the students and the students can approach any teacher for any help they may require.

Further Suggestions

- a) The trees within the college premises should be clean and well maintained. The students should be encouraged to maintain greenery within the college.
- b) For further greening, plants can be kept in containers in class-rooms and corridors.
- c) Introduction of LED lamps can reduce power consumption radically using only one-fifth of the power required for same level of illumination provided by conventional lighting system.

- d) Arrangements could be made for installation of at least one set of solar panels, which could provide energy for at least one strategically placed lamp.
- e) Both steps (c) and (d) will help to reduce the carbon foot print of the college.
- f) Notices may be put up in the college corridors and class-rooms urging the students not to litter and to maintain sober and academic atmosphere within the college.

7.3 Best Practices

BEST PRACTICE I

1. Title of the Practice: Outreach and extension programmes

2. Goal:

Overall improvement of the academic atmosphere in the college

3. The Context:

It is important for the students to be aware of the society, in which they live. Along with studies, the college aims to inculcate a sense of social responsibility amongst the students. Outreach programmes are supposed to take care of this aspect.

4. The Practice: To this end, many efforts have been made by the college already. The following lists some of those.

(a) Students are being given regular training in health-care, pain- management and other relevant issues by the 'Shromojibee' hospital, Serampore. Training sessions are regularly organised so that students can learn, administer and teach first-aid techniques (health related programmes have been organised by Prof. Mousumi Bandyopadhyay).

(b) A unit of the National Social Service (NSS) has already been opened in the college.

(c) Self-defence demonstration programmes are arranged. Two such demonstration programmes have been arranged recently by Prof. Samata Biswas and Prof. Tilottama Roy Banerjee.

(d) A self-defence training course is to begin soon in the college in collaboration with Kolkata Police.

(e) To increase social awareness amongst the students, they were taken to distribute flood relief materials to the flood affected villagers in Dhamakhali, South 24- parganas.

(f) The students have also been taken to slums to sensitize the dwellers about the importance of health-care and education.

(g) Several departments have held inter-departmental lectures for enrichment of the students. People from different professions are invited to deliver lectures to the students.

Career oriented lectures are also arranged especially by the Commerce department. Some of those are mentioned here:

- i. Sri Abhijit Gupta of Camelia College of Competitive Examinations delivered a seminar on “Career Counselling for College Students”.
- ii. Ms. Sreemoyee Chakraborty, CSR Manager of TCS Ltd. delivered a seminar on Employability Training Programme for Campus recruitment on 24.02.2015.
- iii. IMI experts delivered lectures aimed at equipping the students with skills to lead organizations – both national and Global – on 09.09.2015.

5. Evidence of Success: Students are participating with more enthusiasm and in more number in the different programmes. They have become more aware about their social responsibilities.

6. Problems Encountered and Resources Required: The programmes could be conducted on a wider scale if there were no constraints of time and space.

BEST PRACTICE II

1. Title of the Practice: Inculcating Discipline and Responsibility amongst the Students

Goal:

Overall improvement of the academic ambience and attitude in the college

The Context:

A college cannot function properly unless the students are disciplined and responsible. The college has undertaken several steps with the aim of achieving this goal.

The Practice:

A Disciplinary Committee has been set up to maintain discipline in the college.

The committee interacts with the student body and individual students to create awareness about the importance of maintaining academic ambience.

Stress is laid on mobile etiquette.

The college has been declared a No-Smoking Zone.

Evidence of Success:

Students of the college have generally become more disciplined and responsible in their behaviour. They themselves are making an effort to maintain an academic ambience in the college.

Evaluative Report of the Departments

1. **Name of the Department:** Department of Bengali
2. **Years of Establishment:** 1961
3. **Names of Programmes/Courses offered (UG, PG, M. Phil, Ph.D., Integrated Masters; Integrated Ph.D. etc.):**
 - B.A. (Honours and General): 3 Year Degree Course –UG (as per CU Norms)
 - B.A./ B.Sc / B.Com (MIL): As per CU Norms
4. **Names of Interdisciplinary courses and departments/units involved:** Nil
5. **Annual/ Semester/ choice based credit system (programme wise):** Annual
6. **Participation of the department in the courses offered by other departments:** Nil
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.:** Nil
8. **Details of courses/ programmes discontinued (if any) with reasons:** Not applicable

9. **Number of Teaching posts:**

	Sanctioned	Filled
Professors	Nil	NA
Associate Professor	By CAS	3 (by CAS)
Assistant Professor	05	Nil

10. **Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./M.Phil.. etc)**

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D Students guided for the last 4 years
Mrs. Sipra Roy	M.A.M.Phil	Associate Professor	Linguistic	27	
Mrs. Urmi Das	M.A.	Associate Professor	Novel & Short stories	25	
Dr. Bijoy Krishna Sinha	M.A. Ph.D	Associate Professor	Rabindra Sahitya	31	
Mrs. Sarbari Nandi	M.A.	Part-Time Government Approved	19 th Century	5	
Dr.Nabanita Kundu	M.A. Ph.D.	Part-Time Government Approved	Folk Literature	5	
Ms. Ria Dhole	M.A.	Guest Lecturer	Modern Poetry	1	

11. List of senior visiting faculty: NA

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: 30%

13. Student-Teacher Ratio (Programme wise):

Course	Subject	Teacher	Student	Student-Teacher Ratio
B.A. Hons.	Bengali	6	191	32:1
B.A. General	Bengali	6	110	22.1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled. : NA

15. Qualifications of teaching faculty with D.Sc./ D. Litt/ Ph.D/M.Phil/ PG:

Teaching Faculty	Designation	P.G.	M.Phil	Ph.D/ D.Litt
Mrs. Sipra Roy	Associate Professor	Yes	Yes	Submitted Thesis
Mrs. Urmi Das	Associate Professor	Yes		Pursuing

Teaching Faculty	Designation	P.G.	M.Phil	Ph.D/ D.Litt
Dr. Bijoy Krishna Sinha	Associate Professor	Yes		Ph.D.
Mrs. Sarbari Nandi	Government Approved Part-Time Teacher	Yes		Submitted Thesis
Dr.Nabanita Kundu	Government Approved Part-Time Teacher	Yes		Ph.D.
Ms. Ria Dhole	Guest Lecturer	Yes		

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:

Prof. Urmi Das completed a minor research project on Amodini Ghosh: Ek Swalpo Parichito Lekhikar Anusandhan under UGC funding.
Period of Report from 9-11-2010 to 8-5-2012.
Amount Approved, Rs.54,750.

17. Departmental projects funded by DST- FIST; UGC, DBT, ICSSR, etc. and total grants Received: Nil

18. Research Centre/ facility recognized by the University N.A.

19. Publications:

a) Publication per faculty

- * Number of papers in peer reviewed journals (national/ international) by faculty and students.
- * Number of publications listed in International Database (For e.g. Web of Science, Scopus, Humanities International Complete, Dare Database, International Social Science Directory, EBSCO host,etc.)
- * Monographs
- * Chapter in Books
- * Books Edited
- * Books with ISBN/ISSN numbers with details of publishers Citation Index
- * SNIP
- * SJR
- * Impact factor
- * h-index

Mrs. Sipra Roy

- Translator: Tanmoy Dhuli Bengali Translation by Mridula Mishra and Sipra Roy of Pratibha Satpathy award winning poetry

collection of the same title, Sahitya Academy, New Delhi 2014
(ISBN 978/81/ 260/4659/1)

Mrs. Urmī Das:

- i. Vitor Barir Akhyan; Ashapura Devi Jonmo Shoto Borsho Smarak Grontho 2010
- ii. Unish Sataker Nari Ouponyasik. in Ekantar Boimela Number 2010
- iii. Amodini Ghosher Kobita Kobikriti 2013
- iv. Amodini Ghosh: Bishrito Ek Kathakar, Published in Bangal Sahitye Mahila Kathakar Uma Majhi Mukhopadhyay; (ed) Publisher Dey's 2012
- v. Sataoborshe Rani Chandra, Jadavpur School of Women's Studies: 2012
- vi. Noy Ranir Upakhyan: Ebong ; Subal Samanta (ed) 2012kshar Prakashani 2013
- vii. Noishobdo Theke mukharata; Dhananjoy Ghosal (ed) Naba Chetanay Bongo nari; Publisher Ashadeep
- viii. Duti Rong koekti Golpo; Padakhyep 2015

Dr. Bijoy Krishna Sinha:

- i. Buddhodev Bosur Kobitay Myth Aneswhan in Buddhodev Bosu: Boichitrer Nana Matra Dhruva Kumar Mukhopadhyay (ed) Publisher Ratnabali 2010

Mrs. Sarbari Nandi

- i. Jyotirindra Nandi ; Rabon Bodh; Nrishongsho Manusher Obodomito Probrittir Utsaron in Porikotha 2010
- ii. Toposyi O Torongini Ebong Anami Angana: Puraner Punorjonmo in Theatre Proyog 2010
- iii. Alor Fandh O Bottolra Sahityo in Anustup 2011 (ISSN 0974/2697)
- iv. Utpal Dutter Natok; Abar Rajar Pala in Antorjatik Pathshala 2014 (ISSN 2230-9594)

Dr. Nabanita Kundu:

- i. Barojon Mohila Kobir Anuvobe Rabindranath : Ekush Satabdi 2010
- ii. Bharotio Nari O Swami Viekananda: Ekush Satabdi 2012

20. Areas of consultancy and income generated: N.A.

21. Faculty as members in

- a) **National Committees:** None
- b) **International Committees:** None

c) **Editorial Boards:** None

22. Student projects:

a) **Percentage of students who have done in-house projects including inter departmental / programme:** N.A.

b) **Percentage of students placed for projects in organizations outside the institution i.e Research Laboratories/ Industry/ other agencies:** N.A.

23. Awards/ Recognitions received by faculty and students: Nil.

24. List of eminent academicians and scientists/ visitors to the department:

- 1) Dr. Pabitra Sarkar.
- 2) Dr. Bimal Kumar Mukhopadhyay
- 3) Shree Satya Bandhapadhyay
- 4) Shree Nirendra Nath Chakraborty
- 5) Dr. Arun Kumar Bosu
- 6) Shree Supriyo Dutta.

25. Seminars/ Conferences/ Workshops organized and the source of funding

a) **National:** Nil

1) State-Level UGC Seminar on *Bharotiyo Nari: Itihas O Samajik Prekshite Chintok O Shrosta Rabindranath*, 19th December 2011

2) Bengali Drama: The Platform of Protest 12th September 2014 organized by K. K. Das College, Garia, Kolkata, in association with the Bengali Department of Sivanath Sastri College.

b) **International:** Nil

26. Student profile programme/course wise:

Name of the Course/ programme (refer question no 4)	Application received	Selected	Enrolled		Pass Percentage
			M	F	
3 Years B.A. (Hons) Programme in Bengali					
2012-13	191	51		51	100
2013-14	216	65		65	97.67
2014-15	205	51		51	100
2015-16	411	78		78	98

M= Male F = Female

27. Diversity of Students

Name of the Course B.A. (Hons)	Percentage of students from the same state	Percentage of students from the other states	Percentage of students from abroad
2014-15	100	Nil	Nil
2013-14	100	Nil	Nil
2012-13	100	Nil	Nil
2011-12	100	Nil	Nil
2010-11	100	Nil	Nil

28. how many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc?

10% of the students

29. Student progression

Student progression	Against % enrolled
UG to PG	65%
PG to M.Phil	.02%
PG to Ph.D	.1%
Ph.D to Post-Doctoral	
Employed <ul style="list-style-type: none"> • Campus selection • Other than campus recruitment 	10.19%
Entrepreneurship/Self-employment	6.09%

30. Details of Infrastructural facilities

a) Library: Bengali

Number of books added during last five years:

Session	College Grant	UGC Grant	PCR (Donated)	Total this Session
2010-11	35	96	00	131
2011-12	04	00	00	04
2012-13	31	00	00	31
2013-14	00	71	00	71



Session	College Grant	UGC Grant	PCR (Donated)	Total this Session
2014-15	00	57	05	62
Total	70	224	05	299

Total Collection (approx) = 4883 (12.46%)

b) Internet facilities for staff and students: Limited access available

c) Classrooms with ICT facilities: Some classrooms are equipped with audio system and facilities of audio-visual facilities with OHP is available.

d) Laboratories: NA

31. No of students receiving financial assistance from college, university, government or other agencies:

Year	Number of Students (Aid from college)
2013-2014	3
2014-2015	1

32. Details on students enrichment programmes (special lectures/workshops/seminar) with external experts

Name of the speaker	Topic of Discussion
Dr. Pabitra Sarkar	Bangle banan shomoshya
Dr. Bimal Kumar Mukhopadhyay	Bangla rangamancha o Girish Ghosh
Sri Satya Bandhopadhyay	Bangla Rangamancha o Girish Ghosh
Sri Nirendranath Chakraborty	Kabitar Kaj
Dr.Arun kumar Basu	Kabitar Kaj
Sri Supriyo Dutta	Utpal Dutta “Tin er Talawar”

33. Teaching methods adopted to improve student learning:

Teaching methods adopted to improve student learning : apart from lecture method, the teachers of this department engages in dynamic methods of teaching to provide wholesome coverage of the subject. It utilises electronic facilities such as demonstration lectures and class room seminar. The department organizes educational tours and also celebrates special dates like birthdays of eminent scholars and writers together with projection of Bengali as a important language through celebration of Bhasha Dibas.

34. Participation in Institutional social Responsibility (ISR) and Extension activities: NA

35. SWOC analysis of the Department and Future Plans:

Strength:

- The Department adopts several measures to continually assess the level of intellectual development of the students. It conducts periodic class tests, class seminars.
- Regular lectures by experts/academicians from various institutions and Universities.

Weaknesses

- Sharing of the college premises with two other sister colleges results in shortage of time and space.
- Lack of adequate number full time teachers in the department.

Opportunities

- To instill a spirit of research among the students so as to encourage them to initiate independent studies.
- To ensure employability after the completion of the course for students who would not pursue higher studies.
- To instill social awareness so that they can play responsible role in their respective society.
- As per the objectives of Brahma Samaj Education Society the Department tries to promote the cause of Women empowerment through imparting liberal education.

Challenges

- Absenteeism of the students is a major challenge faced by the department. Lack of presence of students in class is noticed through all the three years, especially in the early morning classes.
- Due to the above mentioned challenge, the departmental faculty faces difficulty in time wise completion of the syllabus.

Future Plans:

- To open Post Graduate Course.
- To organise literary meets like Kobi Sammelan on a periodic basis.
- To encourage and develop creative writing mind set among the senior students.
- To formalise a discussion based career counselling forum within the department.

Evaluative Report of the Departments

1. Name of the department: Department of Botany

2. Year of Establishment: 1955

3. Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.): B.A. / B.Sc. (General) – 3 Year Degree Course -UG

4. Names of Interdisciplinary courses and the departments/units involved:
Nil

5. Annual/ semester/choice based credit system (programme wise): Annual

6. Participation of the department in the courses offered by other departments: Nil

7. Courses in collaboration with other universities, industries, foreign institutions, etc: Nil

8. Details of courses/programmes discontinued (if any) with reasons: Not applicable

9. Number of Teaching posts

	Sanctioned	Filled
Professors		
Associate Professors		1(CAS)
Asst. Professors	2	Nil
Laboratory Instructor	1	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc. /D.Litt. /Ph.D. / M. Phil. etc,)

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr. Usha Keshan	M.Sc., Ph.D.	Associate Professor	Plant Physiology & Biochemistry	18 years	Nil
Krishna Basu	M.Sc. Environment	Instructor		33 years	Nil
Papri Saha	M.Sc.	Part-time Lecturer	Plant Physiology & Biochemistry	6 years	Nil

11. List of senior visiting faculty: Nil

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: Papri Saha -Part time lecturer in Botany

Work load – 36%

Weekly %				
Year wise	Theory	%	practical	%
1 st year Botany	2	16.66%	2	16.66%
2 nd year Botany	2	16.66%	2	16.66%
3 rd year Botany	2	16.66%	-	
3 rd EVS including project work	2	16.66%		

13. Student -Teacher Ratio (programme wise)

- 1st year – 2:2
- 2nd year – 1:2
- 3rd year – 4:2

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled

Academic support staff (technical)	Sanctioned	Filled
Specimen Collector	1	Vacant
Departmental Attendant	1	1

15. Qualifications of teaching faculty with D.Sc. / D.Litt. / Ph.D. / MPhil / PG.

Ph.D. - one

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil

18. Research Centre /facility recognized by the University: Nil

19. Publications: Nil

Publication per faculty

- Number of papers published in peer reviewed journals (national / international) by faculty and students
- Number of publications listed in International Database (For e.g.: Web of Science, Scopus,
- Humanities International Complete, Dare Database-International Social Sciences Directory, EBSCO host, etc.)
- Monographs
- Chapter in Books
- Books Edited
- Books with ISBN/ISSN numbers with details of publishers
- Citation Index
- SNIP
- SJR
- Impact factor
- h-index

20. Areas of consultancy and income generated : Nil

21. Faculty as members in :

a) National committees

1. Life Member of Society of Toxicology, India (STOX –75L)
2. Life Member of National Botanical Society
3. Life Member of Probir Chatterjee Research Foundation
4. Life Member of Plant Physiology Forum

b) International Committees: Nil

c) Editorial Boards....: Nil

22. Student projects: Nil

a) Percentage of students who have done in-house projects including inter departmental / programme

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories /Industry /other agencies

23. Awards / Recognitions received by faculty and students:

Usha Keshan – Awarded a gold medal for the best paper in the year 1996, from XV Annual Conference of Society of Toxicology, India.

24. List of eminent academicians and scientists / visitors to the department: Nil

25. Seminars/ Conferences/Workshops organized & the source of funding:

a) **National** : UGC sponsored seminar entitled "Sunderbans-an endangered ecosystem" by the Depts. of Botany and Geography (Muralidhar Girls' College,P-411/14 Gariahat Road,Kol-29) in collaboration with Dept of Botany (Sivanath Sastri college) will be held in Muralidhar Girls' College premises, on 6th February, 2016.

b) **International:** Nil

26. Student profile programme/course wise: Not Available

27. Diversity of Students: Nil

Name of the Course	% of Students from the same state	% of students from other States	% of students From abroad
B.A. / B.Sc. (General) 3- year degree course	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defence services, etc.? : Nil

29. Student progression : Not applicable

Student progression	Against % enrolled
UG to PG	
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed • Campus selection • Other than campus recruitment	
Entrepreneurship/Self-employment	

30. Details of Infrastructural facilities

a) Library: Number of Books -1077 (till 02.02.2015) (College + UGC Grant)

b) Internet facilities for Staff & Students: BSNL Broadband/ Laptop given to each department for the use of the faculty

c) Class rooms with ICT facility: Audio enhancers are available in some rooms and facilities for the use of OHP are also available.

d) Laboratories: Botany Laboratory (LAB EQUIPMENT DETAILS)

- Computerized **Herbarium** according to Bentham and Hooker's system
- **Laptop, Two Computers** with Laser Printer, Scanner, DVD writer
- **Audiovisual/ visual facilities-**
 - Handy cam with coloured Television and tripod stand with video light: Nil
 - SLR Camera: 1
 - Digital Camera: 2
 - Slide Projector:1
 - Overhead Projector: 1
 - White Screen with stand: 1

Books in department Library with computerized author index, title index – 1077

Equipments –The laboratory is equipped with large number of different types of Instruments -

Item	No.
1. Autoclave	2
2. Incubator	1
3. Hot air oven	1
4. Hot plate	2
5. Pocket pH Meter	1
6. Centrifuge	1
7. Colorimeter	1
8. Electrophoresis Apparatus	1
9. UV-VIS Spectrophotometer with cuvettes	1
10. Inoculation Chamber with UV Tube (Laminar airflow)	1
11. Electric Balance	1
12. Chemical balance	1
13. Pan balance	2
14. Distillation plant	2
15. Refrigerator	1
16. Stop Watch	2
17. Water Bath	1
18. Slide Cabinet	1
19. Microtome	1
20. Simple Microscope	22
21. Compound Microscope	29
22. Stereoscopic Binocular Microscope	1
23. Pocket Binocular	1
24. Micro- microscope with TV connectivity	1
25. Photo trimmer	2
26. Paraffin Embedding Bath	1
27. Photo attachment for compound microscope	1
28. Micro-centrifuge	1
29. Micro- microscope	1
30. Eye- piece Pointer	9
31. Stage Micrometer	3
32. Ocular Micrometer	3
33. Olympus Binocular	1
34. Digital pH meter	1
35. Oil Immersion Lens	2

31. Number of students receiving financial assistance from college, university, government or other agencies:

- SC, ST,OBC, Minorities directly received financial assists from Govt. as per Govt. law
- College provide financial assistance to needy meritorious students in the form of concession

- Botany's students received financial assistance from Alumni association for excursion if needed.

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts: Nil

33. Teaching methods adopted to improve student learning:

- Excursion – college garden, local & long
- Class test – both theoretical & Practical regularly
- Power point presentation
- Roll reverse up

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

35. SWOC analysis of the department and Future plans:

Strengths:

- Well equipped lab with audio-visual aids
- Dedicated and qualified faculty
- Rich Departmental library resources
- The department is equipped to teach Honours course

Weakness:

- Lack of supporting Bio- science Elective Subjects
- Due to lack of elective Bio-science subject– Honours curriculum in Botany – could not be started in our Department
- Due to lack of combination – Roll strength of our Department has gradually fallen
- According to University norms, Botany Subject cannot be taken by the students who do not study the subject (Botany/Biology) in Higher secondary level
- Students with Botany & other humanities subject – cannot cope up. So quality of students is declining.

Opportunities:

- Students have an opportunities to study different courses like M.Sc. in environmental science
- Have an opportunity to study different small courses which related to agriculture like – Bonsai, tissue culture, horticulture, mushroom culture Medical representative, pathological laboratory etc.

- Have an opportunity to compete the different competitive examination, viz. SSC, WBCS, BANKING, RAILWAY etc.

Challenges:

Botany Department wishes to start Honours with other Bio-science combination as it has requisite well equipped laboratory. But overcoming the space problem is a major challenge in this respect and non-availability of other bio-science combinations should be solved.

Evaluative Report of the Departments

1. **Name of the Department: Department of Commerce**
2. **Year of Establishment:** January 6, 1955
3. **Name of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.):**
B. Com Honours- 3 years Degree Course- UG in Accounting and Finance
4. **Names of Interdisciplinary Courses and the departments/units involved:** Nil
5. **Annual/semester/choice based credit system (programme wise):** Annual
6. **Participation of the department in the courses offered by other departments:** Nil
7. **Courses in collaboration with other universities, industries, foreign institutions, etc. :** Nil
8. **Details of courses/programmes discontinued (if any) with reasons:** Nil
9. **Number of Teaching posts:**

	Sanctioned	Filled
Professors	-	-
Associate Professors		1 (By CAS)
Asst. Professors	02	-

10. **Faculty Profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./M.Phil. etc.)**

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Ratan Sen	M.com (gold Medalist-C.U.), CMA	Associate Professor and Head	Accounting and Finance	28 years	Nil

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Sushmita Saha	M.Com. M.Phil.	Contractual Whole-time Teacher	Accounting and Finance	9 years	Nil
Saheli Bhattarcharya	M.Com , C.S. (Inter Group 1), B.ED.	Contractual Whole-time Teacher	Accounting and Finance	4	Nil
Arpita Dey	M.Com.	Contractual Whole-time Teacher	Accounting and Finance	2 Years	Nil
Tilak Bhattarcharya	M.Com. , M.Phil., CMA	Part-time teacher	Accounting and Finance	26 years	Nil
Bidisha Sarkar Dutta	M.Com, Dip- in-Mgt, B.Ed	Part-time Teacher	Accounting and Finance	9 Years	Nil
Dr. Rabin Kanti Paul	M.Sc., Ph.D.	Guest Lecturer	Mathematics	30 Years	Nil
Dr. Himadrish Chatterjee	M.Com, Ph.D., CMA	Guest Lecturer	Accounting and Finance	21 Years	Nil
Dr. Ashish Mazumder	M.Sc., Ph.D.	Guest Lecturer	Mathematics	19 Years	Nil
Tarak Dey	M.Com, CMA, SAS,	Guest Lecturer	Accounting and Finance	18 Years	Nil
Anirban Ghosal	M.Com	Guest Lecturer	Accounting and Finance	15 years	Nil
Sibashish Dutta	M.Com	Guest Lecturer in Commerce	Accounting and Finance	12 Years	Nil
Sreetama Ghosh	M.Phil, M.Com, B.Ed.	Guest Lecturer	Accounting and Finance	10 years	Nil

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Arup Banik	M.Com, M.Phil.	Guest Lecturer	Accounting and Finance	9 Years	Nil
Aparna Banerjee	M.Sc.,	Guest Lecturer	Economics	6 years	Nil
Anandaraj Saha	M.com (Gold Medalist), M.Phil, ACA	Guest Lecturer	Accounting and Finance	5 Years	Nil
Madhumanti Ghosh	M.com	Guest Lecturer	Accounting and Finance	5 Years	Nil
Sujata Dutta	M.Com, B.Ed., PGDIRPM	Guest Lecturer	Accounting and Finance	2 years	Nil
Sourav Das	M.com	Guest Lecturer	Accounting and Finance	1 Year	Nil

11. List of senior visiting faculty: Nil

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:

Lectures delivered by temporary faculty (per week)

Course	Paper	Total no. of lectures delivered per week for each paper	No. of lectures delivered by Temporary Faculty per week	Percentage of lectures delivered
B.com Part-I	Financial Accounting-I	30	18	60
	BRF and PMBC	24	15	63
	Eco-I and Business Math and Stats	21	21	100
B.com Part-II	Audit and F.A. II	36	27	75
	DIT and CMA	42	36	86
	IT & PM & e-com	24	12	50

Course	Paper	Total no. of lectures delivered per week for each paper	No. of lectures delivered by Temporary Faculty per week	Percentage of lectures delivered
B.com Part-III	FA-III	30	24	80
	Eco-II and IFS	36	18	50
	FM and Project	35	27	77

No. of IT- Practical Classes:

Course	Subject	No. of Practical classes allotted	No. of Practical classes taken	Percentage of classes taken
B.com Part-II (Hons) Paper-2.1, Module-II	ITBG	7	7	100%

13. Student Teacher Ratio (programme wise):

Course	Teacher	Student	Student-teacher ratio
B.com. Part-I	15	478	32:1
B.com Part-II	15	448	30:1
B.com Part-III	15	436	29:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled:

The college has its Computer Lab for providing IT practical classes to B.com 2nd Year (Hons) students for their Information Technology and its Application in Business (ITBG) general paper of their Part-II Syllabus. In addition, to this the computer center also, offers short duration certified courses in accounting and office applications designed to fulfill the career academic as well as the career requirements of the students. The lab is assisted and run by one technical assistant and operator Mr. Provat Das (Lab-in-charge)

15. Qualifications of teaching faculty with DSC/D.Litt/Ph.D/M.Phil/PG:

Qualification	No. of Teachers
Ph.D.	3
M.Phil.	5
PG	19

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil

18. Research Centre / facility recognized by the University: Nil

19. Publications:

- a) Publication per faculty
- Number of papers published in peer reviewed journals (national/international) by faculty and students

Faculty of the Department	Publications in peer reviewed journals
Rabin Kanti Paul	National-7 International-2
Aparna Banerjee	National-6 International-1
Anandaraj Saha	National-12
Anirban Ghosal	National-1
Bidisha Sarkar Dutta	National-2 International -2

- Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Data - International Social Sciences Directory, EBSCO host, etc.)
- Monograph
- Chapter in Books
Equity Infrastructure Mutual Fund Schemes 2013, Bloomsbury, ISBN-9788192430201 by Bidisha Sarkar Dutta
- Books edited
- Books with ISBN/ ISSN numbers with details of publisher: The department of commerce has enriched its academic purview through publication of books under University of Calcutta syllabus. The departmental

faculties have published books according to B.Com (Hons and General) course structure under University of Calcutta syllabus and structure of the question paper. The books are available to the students in college library and also in the market. The details of the books written by two faculty members i) Sibashish Dutta and ii) Bidisha Sarkar Dutta are given as below;

- Basu. Amitava. and Datta.Sibashish., (September, 2014); “Indian Financial System”; the Elegant Publication; ISBN No. 978-93-83360-10-9.
 - Principles and Practice of Management and Business Communication, 2012, Pearson Education, ISBN: 9788131788103 by Bidisha Sarkar Dutta.
- Citation Index
 - SNIP
 - SJR
 - Impact factor
 - H-index

20. Areas of consultancy and income generated: Nil

21. Faculty as members in

- a) **National committees: Nil**
- b) **International Committees: Nil**
- c) **Editorial Boards**

The Department of Commerce has published one College Journal in the year 2015, which shows the academic upliftment of the teachers and the students on the different current issues of modern business and economic environment. The students have also written articles for publication in the journal on topics from their course structure, which reflects their interest on studies and expression of their ideas on their topics of interest. The Journal is reviewed by an Editorial Board comprising by two joint editors; Prof. Ratan Sen and Bidisha Sarkar Dutta. The “SNSC Journal of Accounting and Finance” is issued in 2015.

22. Student projects:

a) Percentage of students who have done in-house projects including inter departmental/ programme

Students of B.com Part-III (hons) have done in-house projects in Accounting and Finance as well as in inter-disciplinary topics under the supervision of departmental faculties. The Project Report is submitted in two copies which is evaluated by the external and internal experts in viva-voce organized by the college within the scheduled dates provided by the University

Course	In-house projects	Percentage
B.com Part-III (Hons.) (Preparation of Project Report-Paper 3.5)	Total 429 (four twenty nine) students prepared their own individual Project Report on varied topics in Accounting, Finance and Marketing under the supervision of supervisors of the department in 2015. Total 415 (four hundred and fifteen) students prepared their own individual Project Report on varied topics in Accounting, Finance and Marketing under the supervision of supervisors of the department in 2014.	100% students appearing for B.com (Hons) examination have submitted their project report for completion of 3 year degree course (Hons) under University of Calcutta for the two academic years 2015 and 2014

Students of B.com Part-II (Hons) have done projects on Information technology a part of their Paper-2.1, Information Technology and its Application in Business, Module-II, the practical portion carrying 50 marks under the syllabus of University of Calcutta. The students prepare their projects while undergoing their practical classes in Computer Lab.

Course	In-house projects	Percentage
B.com Part-II (Hons) I.T. Practical (Paper 2.1)	Total 438 students have submitted their projects on Information Technology, the practical paper, where project report carries total 10 marks out of 50 marks of their practical exam in Computer lab. These in-house projects are evaluated by the internal experts and submitted to the external expert during the occurrence of university exam	100% of the students appearing for the B.com Part-II (Hons) examination have completed and submitted their project report.

b) Percentage of students placed for projects in organizations outside the institution i.e. in Research Laboratories/ Industry/other agencies:

Since 2012 Tata Consultancy Services (TCS) have been organizing Employability Training and Recruitment Programme for B.Com Part-III (Hons) students of the college. TCS organizes the programme with a goal to select the new and developing brains and to recruit efficient students, having good academic results and successfully qualifying recruitment test of TCS-BPS. Ms. Sreemayee Chakraborty, CSR Manager of TCS Ltd. conducted Employability Training Programme to our students to make them employable to the corporate world. The Department which has an enriched base of students, works with a noble motive to give a successful and highly prospering bunch of students to industries, government, academic institutions and to society at large. TCS organizes this

programme through a training and interview round fully free of cost for the students. After a four days training on the 5th day they arrange a written test and provide a Participation Certificate for all the students who participated the programme. Students qualifying the written test are enlisted and are given a call for the interview. After the interview round the selected candidates are placed at the industrial sites along with their job description.

In the academic year 2014-15 TCS Ltd. arranged Employability Training Programme for the B.com (H) 3rd year, 2015 on 16th March (Monday) 2015 to 20th March (Friday) 2015 between 7.30 A.M. 11 A.M. After the training programme, TCS conducted a written test on 24th March, 2015 (Tuesday) after which the certificates of participation were distributed among the students. The students who will qualify the written test shall be offered jobs after personal interview in Rajarhat Campus of TCS.

The Department of Commerce has been arranging such campus recruitment by the TCS for B.com (H) 3rd year students since last four years (including the current year 2015), summary of which is given below:

Year	No. of Students Trained	No. of Students Placed in the Jobs	Percentage of Students Placed in Organizations
2012	135	46	34
2013	148	16	11
2014	162	35	22

In the current year 2015, 102 students enrolled for the programme (16th March to 24th March) despite the fact that the Final B.com (H) 3rd year exam was at the doorsteps.

As per the discussion between TCS officials and HOD, Department of Commerce, TCS conducted FDP, TTT training as part of their “Campus to Corporate Programme” on and from 1st December to 4th December, 2015 at their Rajarhat Campus. Two faculty members from the Department, Prof. Saheli Bhattacharyya and Prof. Arpita Dey attended in this programme. They will then train the students of this institute for direct recruitment.

23. Awards/Recognitions received by faculty and students:

Student Awards:

Students have secured ten out of the top 20 positions in B.com Part-III (Hons) examination of 2013 (C3AA-Accounting and Finance) in the merit list published by the University of Calcutta. (Details are given below):

Sl No.	Student's Name	Result/ Class	Percentage of marks	C.U. Rank
1.	Monalisa Chatterjee	1	81.78	1 st
2.	Indrani Sengupta	1	81.00	2 nd
3.	Komal Agarwal	1	80.22	4 th
4.	Prabhjot Kaur	1	79.56	6 th
5.	Divya Sekhar	1	77.89	9 th
6.	Nilima Agarwal	1	77.22	11 th
7.	Sristi Roy	1	77.11	12 th
8.	Puja Kumari Jha	1	76.89	14 th
9.	Puja Sarker	1	76.56	16 th
10.	Pooja Bhuwania	1	76.11	19 th

Our students have scored 3 positions in the Top 10 Rank List of B.com Part-III (Hons) Examination, 2012 published by the University of Calcutta

Sl No.	Student's Name	Result	Percentage of Marks	C.U. Rank
1.	Swati Agarwal	1 st class	84.00%	1 st
2.	Siddhi Ghelani	1 st class	80.88%	2 nd
3.	Trishalla Bhattacharya	1 st class	77.63%	9 th

24. List of eminent academicians and scientists/visitors to the department:

Dr. Kamal Ghosh Ray, Professor of Finance and Director, Vignana Jyothi Institute of Management, Hyderabad visited our college during March, 2015 and presented a seminar on the Prospects and Opportunities of the PGDM courses to the B.com 3rd year (Hons) students and student's strategic move to success in careers as well as in their life. Prof. Ghosh Ray has authored a 900-page book titled, 'Mergers and Acquisitions: Strategy, Valuation and Integration', which received international acclamation through various citations by researchers at foreign and Indian universities and also by M&A professionals.

Prof. (Dr.) Kanika Chaterjee, Director, IQAC, University of Calcutta

25. Seminars/Conferences/Workshops organized and the source of funding:

a) National: Nil

b) International: Nil

25. Student Profile programme/course wise:

The profile of the students admitted and undergoing to the 3-year under-graduate degree course for the 5 years term period can be summarized as below:

Name of the Course/ Programme	Year	Applications Received	Selected	Enrolled	Pass Percentage
B.com (Hons) in Accounting and Finance	2015-16	2613	480	480	
	2014-2015	1536	456	456	
	2013-2014	1741	443	443	
	2012-2013	1564	452	452	
B.com (Hons) Part-III	2012				94.97%
	2013				100%
	2014				90.97%
	2015				79.53%

The detailed sub-division of the B.com (Hons) Part-III result over the four years can be given as below:

Year	Total no. of students appeared in the Final exam	No. of students securing 1 st class	% of students securing 1 st class	Total % of successful students
2011-12	436	182	41.74%	94.97%
2012-13	449	218	48.55%	100.00%
2013-14	394	166	42.13%	90.07%
2014-15	423	109	25.77%	79.53%

26. Diversity of Students

Name of the Course	Year	% of Students from the same state	% of Students from other States	% of Students from abroad
B.com (hons.) in Accounting and Finance	2011-12	98.89%	4.11%	Nil
	2012-13	96.94%	3.06%	Nil
	2013-14	96.36%	3.64%	Nil
	2014-15	96.05%	3.95%	Nil

27. How many Students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ?

- 22.2% students in 2007 and 2008 have cleared the competitive exam.
- 89 students out of total 1266 students of 2009, 2010 and 2011 which equals to 7.03% of the total no. of students have cleared competitive examinations.

28. Student Progression: (for the years 2009, 2010 and 2011)

Student Progression	Against % enrolled
UG to PG	<ul style="list-style-type: none">• 116.4% students in 2007 and 2008• 87.05% = 1102 students in 2009, 2010 and 2011
PG to M.Phil.	<ul style="list-style-type: none">• 4.5% students in 2007 and 2008• 11.05% = 140 students in 2009, 2010 and 2011
PG to Ph.D.	7.03% = 89 students
Ph.D. to Post-Doctoral	-
Employed <ul style="list-style-type: none">• Campus Selection• Other than campus recruitment	74.01% = 937 students
Entrepreneurship/Self-employment	9.79% = 124 students

29. Details of Infrastructural facilities

a) Library

The college library is comprised of Central Library and Seminar Library for use of both students and teachers. The library has a good collection of books on all papers of commerce and other reference books for use and reference by teachers and students. There are free facilities for both teachers and students to access the books whenever needed. There are arrangements for home issue as well as reading hall facility for teachers and students. The students can place requisition for books and get books for their home issue for a time-span of 15 days. In addition to this, students have a facility of reading hall for taking references from different books and consulting more than one book. Apart from regular issue, the students can also avail the facility of long term loan from the UGC Book Bank. There is also a gift collection named 'Prafulla Chandra Ray Text Book Library'. The library has a provision of computer facilities for use of students too.

Similarly, the teachers also have facility for home issue, class issue and reading hall facility for making class notes and other references for student's use and need. The teachers can also access computer whenever needed. In addition to this, there is a staff-room library for teacher's class lectures and notes.

The library also subscribes for Journals/Periodicals. The library has subscribed for two journals:

- The Management Journal published by ICWAI and
- The Chartered Accountant published by the ICAI

In addition to this the college has it's own computer division which is accessible to the commerce students. The students can access computers for their project works and for other educational purposes.

The college library maintains records of stock of books using Library Database named 'KOHA'. The department has 11,180 (approx) stock of books which consist of 28.52% of total stock of books by all other departments. The summary of no. of books added in the library to the department of commerce is given as below:

No. of Books added during last 10 years

Session	College Grant	UGC Grant	PCR (Donated)	Total this session
2005-2006	100	0	0	100
2006-2007	58	370	0	428
2007-2008	54	19	0	73
2008-2009	43	56	0	99
2009-2010	5	241	0	246
2010-2011	65	182	4	251
2011-2012	99	0	0	99
2012-2013	110	0	0	110
2013-2014	9	226	4	239
2014-2015	25	139	0	164
Total	568	1233	8	1809

b) Internet facilities for Staff and Students:

The college for assisting the teachers in electronic technology has made arrangement for computer facility in the staff room. The computer in the staff-room has internet facility which the teachers can use for all academic purposes and for undergoing different administrative works. In addition to this, the department has its own laptop which is used for academic purposes, for doing all kinds of administrative works and also using it for student's need.

Students have access to the use of computer in the Computer Lab and in the library, where they can sit and do their studies and other academic works.

c) Class rooms with ICT facility

The class rooms of the commerce department are equipped with both audio as well as audio-visual means of communication. The class-rooms are facilitated with sound system and microphones to conduct and provide lectures to the class full with 150 and above students and to encourage students to participate in class lectures with their questions and queries. There are also arrangements of projector, departmental laptop and sound system to carry on an audio-visual aid to demonstrate lectures and arrange seminars for external experts.

d) Laboratories:

The college has its own Computer Lab in association with IT Point for providing I.T. practical classes to B.com 2nd year students and also to provide Certificate Courses in Computer Accounting and Office Applications by one technical assistant and operator. The lab contains 12 computers and the student machine ratio is 1:1. The class lecture continues for 2 hrs 11.30 a.m. to 1.30 p.m. Students are provided with practical materials and handouts. According to the classes done by students, a project report is prepared by them at the end which is submitted at the time of University practical exam in front of external and internal.

30. Number of students receiving financial assistance from college, university, government or other agencies

No. of students receiving financial assistance from college are:

Year	No. of students who received financial aid from the college
2013-2014	12
2014-2015	14

All Scheduled Caste and Scheduled Tribe students receive scholarships directly from the Government

31. Details on student enrichment programmes (special lectures/workshops/seminar) with external experts

The different enrichment programmes that have been organized by the college are enlisted below:

Sl. No.	Year	Programme	Speaker	Objective	Participants
1.	October, 2015	A seminar presentation by IBS Business School ICFAI Group	Mr. Subhash Mishra Asst. Manager IBS Marketing Team-Kolkata Campus	Interactive Seminar on 'Acquiring Live Skills through Management Education'	104 students of 3 rd year and 2 nd year
2.	October, 2015	A PPT Presentation on the 2-year full-time MBA-course for higher studies in Management at the Post-Graduate Level at Heritage Business School, in Eastern India	Dr. Sitangshu Khatua, and Mrs. Swagata Sengupta, Faculty-MEC	To Transfer information and knowledge on Career Counselling and Higher Studies in Management at the Post-graduate Level	102 students of B.com 3 rd year and 2 nd year
3.	October, 2015	ICICI Direct Center for Financial learning (ICFL)-Stock Mind Quest	Mr. Dipanjan Mukherjee Regional Manager ICICI Direct Center for Financial Learning	Lecture on stock market operations.	213 students from B.com (H) 1 st year and 19 students from 2 nd year.
4.	September, 2015	An aptitude test organized by Brainware Computer Centre	Faculties from the Brainware Computer Centre	Aptitude Test for awarding scholarships.	All B.com Students of first, second and third year
5.	September 2015	International Management Institute (IMI), RP Sanjiv Goenka Group	Experts from PGDM courses and Research Programmes	Equipping students with skills to lead national and global organizations	2 nd and 3 rd year students

Sl. No	Year	Programme	Speaker	Objective	Participants
6.	August, 2015	Seminar by IDP-Open your World Study in Australia, UK, Canada,USA, New Zealand	Experts from IDP	Counseling students regarding progress to higher education in foreign universities.	3rd Year and second year student participated in the program
7.	May, 2015	IQST organized a Seminar on B.P.O. Airlines and Hotel and Hospitality Sectors	Experts from IQST	Recruitment in Corporate, B.P.O. Airlines and Hotel and Hospitality Sectors	3 rd year students
8.	March, 2015	Seminar by Vignana Jyothi Institute of Management, Approved by AICTE, Ministry of HRD. Govt. of India Hyderabad	Dr. Kamal Ghosh Ray	Counseling for MBA Courses	B.Com Final Year Students
9.	February, 2015	TCS Ltd Campus Recruitment Programme	Sreemoyee Chakraborty, CSR Manager	Employability Training programme for Campus Recruitment	B.Com (Hons) 3 rd year student
10.	February, 2015	Demonstration on Career Counseling by Camellia College of Competitive Examinations.	Abhijit Gupta	Career Counseling	Students from all the 3 years

Sl. No	Year	Programme	Speaker	Objective	Participants
11.	February , 2015	Stock MIND Season 3, Quest for the Best Budding Investor by ICICI direct	Experts from ICICI	A nationwide competition for the students at college and post-graduate level aimed at creating awareness on investing in the Stock Market, using virtual money	Students of 1 st year Miss Sukanya Naskar of 1 st year was declared winner
12	February , 2015	Seminar by BML Munjal University (BMU), Hero Group	Riddhiman Sarkar, Sr. Counsellor	Encouraging Career Option on Forensic Accounting of the students	All 3 Year Students of B.Com
13	January, 2015	Presentation on “Higher Education in France” by Campus France Kolkata in association with French Embassy in India	Amitava Das, Campus France counselor in Kolkata	Promote Higher Education in France	B.com Final Year students

The college has been invited by Abhilash Sreedharan, HR TCS in September 2015 (TCS BPS Academic Interface Program, AIP) to participate in the “Campus to Corporate” (C2C), Programme. TCS trainers will conduct a five day Faculty Development Program (FDP) for faculties nominated by the College who in turn will train the students in their respective colleges. The C2C is a 70 hours (spread across 3-4 months) program that comprises of English communication, corporate etiquettes and grooming, interview preparation and handling etc. that enables students in college to be prepared for their transition to corporate life. The students undergoing training will be considered on priority for TCS Campus recruitment process.

32. Teaching methods adopted to improve student learning:

The student teacher relationship is the result of good, informative and knowledgeable teaching learning methods. An efficient teaching method helps to make the teaching learning process motivating, interesting and interactive so that students feel free to communicate their doubts to the teachers. The teaching methods adapted to improve student learning are;

- Class lectures are supported with written notes to the students, so that students can understand the lectures given and a brief summary of the topic discussed remains with them as reference note in their class note copy.
- Classrooms are equipped with audio as well as audio-video means of communication. The use of microphones and infrastructural arrangement of sound system helps the huge class of students to follow the lectures properly.
- A two- way communication is held between teacher and student, where, students feedback are welcomed.
- Teachers are available to the students for guidance in academic and other matters on one to one basis.
- Parent-teacher meetings are held regularly to discuss the academic performance, attendance of the students as well as any problems faced by the students. Parents are also invited for suggestions and recommendations regarding academic developments of their wards.

33. Participation in Institutional Social Responsibility (ISR) and Extension activities

Students of commerce have actively participated in the Social Responsibility Programmes organized by Cultural and Research Extension activities under the leadership of Dr. Mousumi Bandhopadhyay. On September, 3rd, 2015 Dr. Kanchan Mukherjee, Gynecologist, presented a seminar on Women Health Problems and Awareness Program organized by Sramajibi Udyog and delivered a lecture on common Women Health Problems and raised consciousness among the students regarding their health problems and also gave a proposal to hold up training on the different health and welfare issues.

Students of Commerce have participated in a “Diet” Programme on 28th September, 2015, an extension programme of “Women Health Awareness Programme” that was held on 3rd September, 2015, where a lecture followed by an interactive session was delivered by a dietician Ms. Srinwanti Datta , dietician from Woodland Multispeciality Hospitality Ltd. She delivered a lecture on “Nutritional Awareness for College Girls” and communicated useful messages on the necessity of different vitamins in a balanced diet, the symptoms of different deficiency, the balanced diet chart, the dos and don’ts of regular food habits and some consumption myths. The lecture delivered by her added valuable knowledge to not only the students but also to the teachers.

34. SWOC analysis of the department and Future plans

Strength:

- Rated among the top 50 commerce colleges in India
- Dedicated and efficient faculty
- Above average performance in university examinations

Weakness:

- Time-space constraint
- The unfavourable student-teacher ratio. The department is working with one full-time, three contractual and guest faculties. The proportion of teacher to student ratio needs to be improved.
- Infrequent use of audio-visual aids
- Poor attendance of students in the second year and third classes.

Opportunities:

- Arrange for tie up with external agencies for grooming in soft skills
- The department must take steps to arrange audio-visual classes more for the student's enrichment of knowledge.
- The department must take steps to arrange industrial visits for the students, so that the students get practical experiences of industrial work process and environment.
- Students' participations must be increased in the class through interesting teaching and learning techniques like, power-point presentation, project preparation, class seminars and presentation, writing of articles and essays for college journals etc.

Challenges:

- Shortage of permanent faculty
- Lack of smart classrooms
- Difficulty in completing the syllabus within stipulated time.

Future Plans:

- Introduce Marketing Honours in B.com (Hons) 3-year degree course.
- Introduce M.Com. PG Degree courses for students and enhancement of higher education among women
- Introduce B.B.A (Bachelor of Business Administration) 3 year course for enrichment of professional knowledge and skills among students willing to enter the corporate world.

Evaluative Report of the Department

1. **Name of the Department:** Department of **Economics**
2. **Year of Establishment:** 1961 (General Course)
2005 (Economics Honours Affiliation)
3. **Name of Programmes/Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.):**
B.A./B.Sc. Honours- 3 year Degree Course- UG in Economics Honours (As per C.U. norms)
B.A./ B.Sc. General -3 year Degree Course (As per C.U. norms)
4. **Names of Interdisciplinary Courses and the departments/units involved** : NIL
5. **Annual/semester/choice based credit system (programme wise):**
Annual
6. **Participation of the department in the courses offered by other departments** : Nil
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.:** Nil
8. **Details of courses/programmes discontinued (if any) with reasons:**
Nil
9. **Number of Teaching posts:** 2 Full Time Posts on Substantive Basis.

	Sanctioned	Filled
Professors	-	-
Associate Professors		1 (CAS)
Asst. Professors	2	1

10. **Faculty Profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./M.Phil. etc.,)**

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Sukhendu Sarker	M.A.	Associate Professor	1.Agricultural Economics 2.Economics of Marx	More than 25 years	Nil
Sudipta De	M.Sc., Ph.D.	Assistant Professor	1.Statistics and Econometrics 2.Economics of Planning	More than 13 years	Nil
Prof. Maitrayee Nag	M.A., B.Ed.	Guest Lecturer in Economics	1.Advanced Economic Theory 2.Agricultural Economics	More than 33 Years	Nil
Prof. Swastick Sen Chowdhury	M.Sc., M. Phil NET, SET	Guest Lecturer in Economics	1.Applied Econometrics 2. Advanced Financial Economics	More than 1 year	Nil

11. List of senior visiting faculty: Nil

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty:

Lectures delivered by temporary faculty

Course		Percentage of lectures delivered by temporary faculty
B.A./B.Sc Part-I	Honours	26.7%
	General	50%
B.A./ B.Sc. Part-II	HonoursI	33.3%
	General	66.7%
B.A./ B.Sc. Part-III	Honours	31.25%
	General	50%

13. Student Teacher Ratio (programme wise):

Course	Subject	Teacher	Student	Student-teacher ratio
Three years Honours Course	Economics (Hons.)	4	25	6.25 : 1
Three years General Course	Economics (Gen.)	4	106	26.5 : 1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: Nil

15. Qualifications of teaching faculty with DSC/D.Litt/Ph.D/M.Phil/PG:

Qualification	Teaching Faculty
Ph.D.	1
M.Phil.	1
PG	4

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received :

a) One full-time teacher (Dr. Sudipta De) has been pursuing UGC-Sponsored Minor Research Project entitled "IMPACT ASSESSMENT OF SHG BANK LINKAGE PROGRAMME : A CASE STUDY IN WEST BENGAL" since March , 2014. Rs. 1,34,000/- (Rupees One lakh thirty four thousand) only has been sanctioned for the minor research project by UGC (National Funding agency) and till now the amount received is Rs 1,07,000/- (Rupees One lakh Seven thousand) only.

b) Nil

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received: Nil

18. Research Centre / facility recognized by the University : Nil

19. Publications:

a) Publication per faculty

- **Number of papers published in peer reviewed journals (national/international) by faculty and students**

Faculty of the Department	Publications in peer reviewed journals (2010 onwards)
Dr. Sudipta De	National - 1 International – 1

- **Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Data - International Social Sciences Directory, EBSCO host, etc.) : one publication**

Faculty	Name of the Journal	Listed in the Database
Dr. Sudipta De	Journal of Global Analysis	EBSCO host

Monograph -Nil

Chapter in Books- Two articles published in book

(i) “Impact of Micro Credit on Women’s Decision Making Power:Case Study of Self Help Group Participation In West Bengal”(2013): **Sudipta De** in the book “Microfinance and Micro-entrepreneurship” Edited by Surender Mor, Vista International Publishing House, 2013 ,New Delhi. ISBN No. of the book : 978-93-81604-78-6

(ii) "Sustainability of Women Micro entrepreneurship under SHG-Bank Linkage Programme: A Case Study in West Bengal " by Debasish Joddar and Sudipta De,published in edited book, (Conference Volumes-I & II) *The Eleventh Biennial Conference on Entrepreneurship*; ISBN: 978-93-80574-78-3, Book well Publisher, New Delhi, 2015.

- **Books edited - Nil**
- **Books with ISBN/ ISSN numbers with details of publisher: Nil**
- **Citation Index**

Name of the Journal	Citation Index
Journal of Global Analysis	

- SNIP
- SJR
- Impact factor
- H-index

20. Areas of consultancy and income generated: Nil

21. Faculty as members in

- a) **National committees** : Prof. Sukhendu Sarkar is a life-member of 'Bangiya Arthaniti Parishad', which is associated with the renowned National Committee 'Indian Economic Association'.
- b) **International Committees** : Nil
- c) **Editorial Boards** : Nil

22. Student projects:

a) **Percentage of students who have done in-house projects including inter departmental/ programme**

All students (100 % students) of B.A. / B.Sc. Part-III (Hons.) have done in-house projects in Economics under the supervision of departmental faculties. The submission of project is mandatory for all Part-III students as it is the part of the syllabus. The topic is selected from the syllabus, as per C.U. norm. The Project Report is submitted in two copies which is evaluated by the external and internal experts in viva-voce organized by the college within the scheduled dates provided by the University of Calcutta.

As per rule of C. U. all students are required to join in a compulsory project work and preparation of project report as part of the examination on environmental studies in the B.A/ B.Sc. Part-III Examination.

b) **Percentage of students placed for projects in organizations outside the institution i.e. in Research Laboratories/ Industry/other agencies: Nil**

23. Awards/Recognitions received by faculty and students: Nil

24. List of eminent academicians and scientists/visitors to the department:

Nil

25. Seminars/Conferences/Workshops organized and the source of funding

: Nil

a. **National** : Nil

b. **International** : Nil

26. Student Profile programme/course wise:

The profile of the students admitted and undergoing to the 3-year under-graduate degree course (Economics Honours) for the 4 years term period can be summarized as below:

Name of the Course/Program me	Year	Applications Received	Selected	Enrolled	
				M	F
B.A./ B.Sc. Economics (Hons)	2015-16	120	16		16
	2014-15	83	06		06
	2013-14	79	11		11
	2012-13	78	08		08

The detail sub-division of the B.A. /B.Sc. (Hons) Part-III result over the four years can be given as below:

Year	% of students securing 1 st class	Total % of successful students
2011-12	14.3	83.33
2012-13	15.0	100
2013-14	11.1	100
2014-15	0	100

27. Diversity of Students

Name of the Course	% of Students from the same state	% of Students from other States	% of Students from abroad
B.A./ B.Sc. Economics Honours			
Part-I	100%	0	0
Part – II	100%	0	0
Part – III	100%	0	0

28. How many Students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.? NA

29. Student Progression

The following report is based on the progress of the students who have passed out from the college during 2010-15.

Student Progression	Against % enrolled				
	2011	2012	2013	2014	2015
UG to PG	33.33%	28%	58%	30%	25%
PG to M.Phil.	16.7%				
PG to Ph.D.					
Ph.D. to Post-Doctoral					
Employed <ul style="list-style-type: none"> • Campus Selection • Other than campus recruitment 	Data not available	5.55% recruited by campus selection	26.3% Only 5% student recruited by campus selection	10% recruited other than campus recruitment	25% recruited other than campus recruitment
Entrepreneurship/Self-employment	NA				

30. Details of Infrastructural facilities

a) Library

The college library maintains records of stock of books using Library Database named 'KOHA'. The department of Economics has 2860 (approx) stock of books which consist of 7.3% of total stock of books by all other departments. The summary of no. of books added in the library to the department of Economics is given as below :

No. of Books added during last 5 years

Session	College Grant	UGC Grant	PCR (Donated)	Total this session
2010-2011	6	53	1	60
2011-2012	2	0	0	2
2012-2013	0	0	0	0
2013-2014	0	18	0	18
2014-2015	0	29	0	29
Total	8	100	1	109

b) Internet facilities for Staff and Students: Not Available

c) Class rooms with ICT facility

The faculties as well as students of the department of Economics can use the overhead projector for presentation in seminar. Some classrooms are available which are fit for audio-visual presentation.

d) Laboratories: N.A.

31. Number of students receiving financial assistance from college, university, government or other agencies

The students belonging to SC/ST/OBC/ Minority Category receive financial grants awarded by Government of West Bengal . Beside that the College provides concessions to the needy meritorious students coming from lower income groups. No. of students receiving financial assistance from college are;

Year	No. of students (Economics Honours)received concession at college level
2013-2014	Nil
2014-2015	Nil

32. Details on student enrichment programmes (special lectures/workshops/seminar) with external experts

The college along with two sister concerns (Heramba Chandra College and Prafulla Chandra College) organized one inter–College programme, ‘JASHN’, 2014 in which a student of our department presented a paper. The experts included Prof . Arpita Banerjee and Prof. Amit Dasgupta, both of them are being the faculties under department of Economics, Heramba Chandra College.

Sl. No.	Year	Programme	Speaker	Objective	Participants
1.	January 29, 2015	JASHN, 14	Omni Chatlani, Student of Economics Honours, 2nd Year	Title “Reform and Education”.	Students and faculties of department of Economics of three colleges.

33. Teaching methods adopted to improve student learning:

Beyond the wide and extensive coverage of syllabus, the department adds some innovative methods to make the topics easily-understandable and interesting to the students.

- a) The role reversal session has been taken where the students have acted as teachers and vice-versa.
- b) Sometimes some assignments have been provided to the students.
- c) Power Point Presentations on various term papers have been done.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities :

The students of the department participated in the various 'Health and Awareness' Programmes conducted by the department of History under the initiative of Dr. Mousumi Bandopadhyay during the academic session of 2015-16.

One faculty member (Prof. Sukhendu Sarkar) has been engaged in providing medical services to the under-privileged people in the College-adjacent slum areas since 2012. Prof. Jayanti Dutta, Department of English is also engaged in the same programme.

35. SWOC analysis of the department and Future plans

Strength

Ours is a cosy department with enrolment not exceeding 30 in all and 4 faculty members, we can take almost individual care of the students.

- We have been able to arouse love for the subject among the students, steering clear of the initial fear.
- We have been able to make the students genuinely interested in taking up secondary data based work.
- Students, later, have been well established in various professional fields.

Weakness

- We are yet to introduce 'statistics' as a combination subject, which is invariably weakening the knowledge base of our students. However, very recently initiatives have been taken to introduce the subject from next academic session i.e. 2016-17.
- We have not yet been able to engage students in primary data based field works.
- We are lagging behind in terms of the organization of UGC- sponsored seminar or workshop.

Opportunity

- Motivate students to pursue higher studies and become successful professionals/academicians

Challenge

- Overcoming the initial reservations in the students and inspire interest in their chosen subject

Future Plan

- We can think of an inter-college eco-fest in the days to come.
- We can form an unofficial policy body to advise the appropriate government bodies at crucial junctures.
- Also we can think of open debates on socially relevant economic issues.
- We have also planned to hold UGC-sponsored seminar.

Evaluative Report of the Departments

1. **Name of the department:** Department of Education
2. **Year of Establishment:** Affiliated on November 1961.
3. **Names of Programmes / courses offered (UG; PG; M.Phil; Ph. D etc.)**
The department offers UG courses under the norm of University of Calcutta.
 - a. B.A Honours 3 year degree course (as per C U norms)
 - b. B.A general 3 year degree course (as per C U norms)
4. **Names of interdisciplinary courses and the department / units involved:** NA
5. **Annual /semester/choice based credit system (programme wise):** Annual
6. **Participation of the Department in the courses offered by other Departments:** NIL.
7. **Courses with collaboration with other Universities, industries, foreign institution, etc:** NA
8. **Details of courses /programme discontinued with reasons:** NA
9. **Number of teaching posts:**
4 FULL TIME POSTS on SUBSTANTIVE BASIS

	Sanctioned	Filled
Professors		
Associate Professor		2 (CAS)
Asst. Professor	4	1

10. Faculty profile with name, qualification, designation, specification (D.sc. /D .Lit. /Ph .D/M. Phil.etc)

Name	Qualification	Designation	Specialisation	Years of Experience	No.of Ph.D. Students guided for the last 4 yrs.
Dr. Seema Banerjee	M.A, ;B.Ed. Ph.D,	Associate Professor	Mental Hygiene	25yrs.	
Dr.Sonali Chakraborty	M.A, ;B.Ed. Ph.D,	Associate Professor	Educational Statistics	19yrs.	
Sumitra Poddar	M.A, ;B.Ed.	Assistant Professor	Mental Hygiene	16yrs	
Arinjita Chowdhury	M.A	Govt.approved Part time	Special education	6yrs	
Moumita Biswas	M.A;B.Ed.	Guest Lecturer.	Special education	4yrs	

11. List of senior visiting faculty: NA

12. Percentage of lectures delivered and practical classes handled (Programme wise) by temporary faculty;

25% theoretical classes are taken by temporary faculty. Practical classes are applicable only for 3rd year Honours. All the practical classes are taken by full time faculty.

13. Student-teacher ratio (programme wise)

Programme	Ratio
○ B.A (Honours)	10:1
○ B.A (General)	80:1

14. Number of Academic Support staff (technical) and administrative, sanctioned staff, filled: N A

15. Qualification of teaching faculty with D.Sc /D. Lit/PhD./M. Phil /PG

Teaching Faculty	Designation	PG	M. Phil	PhD/D Lit
Dr Seema Banerjee	Associate professor	yes		PhD
Dr. Sonali Chakrabarti	Associate Professor	yes		PhD
Mrs. Sumitra Poddar	Assistant Professor	yes		
Arinjita Choudhury	Govt. Part time	Yes	Yes	
Moumita Biswas	Guest	Yes		

16. Number of faculty with ongoing projects from a) National b) International c) International funding agencies and grants received: Nil.

17. Departmental projects funded by y DST-FICST; DBT; ICSSR; etc. And total grants received: NA

18. Research Center / facility recognized by the university: No

19. Publications: July 2006 – June2015

a. Publication per faculty

- i. Number of papers published in peer reviewed journals (national /international) by faculty and students
- ii. Number of publications listed in international database
- iii. Monographs
- iv. Chapter in books
- v. Books edited
- vi. Books with ISBN/ ISSN numbers with details of publishers
- vii. Citation Index
- viii. SNIP
- ix. SJR
- x. Impact factor
- xi. h-index

Faculty	i	ii	iii	iv	v	vi	vii	viii	ix
Dr. Sonali Chakrobarty				2		2			

Other publications:

- a) Publications in international seminar proceeding with ISBN number
- b) Publications in national seminar proceeding with ISBN number
- c) Other publications

Faculty	a	b	c	total
Dr.Sonali Chakrobarty	2	1	1	4
Sumitra Poddar		1		1
Arinjita Chowdhury			1	1

20. Areas of consultancy and income generated: Nil

21. Faculty as members in

- a) **National committees**
- b) **International committees**
- c) **Editorial Boards**

22. Student projects:

23. Awards / Recognitions received by faculty and students: Nil

a) **Percentage of students who have done in-house projects including inter departmental/ programme**

Students of 3rd year honours prepare in house project reports based on Calcutta University curricula in Education.

100% of the students also do inter-departmental projects as part of their compulsory paper on Environmental Studies.

To develop analytical thinking among students department encourage them to prepare group project.

Second year students of 2014 prepared a project on “RELEVANCE OF BASIC EDUCATION ON MODERN EDUCATION POLICY OF INDIA”. Second year students of 2015 are now doing project on “PROGRESS OF WOMEN EDUCATION IN NEIGHBOURING AREA”

b) **Percentage of students placed for projects in organizations outside the institution i.e. in Research Laboratories /Industry / other agencies: Nil**

24. List of eminent academicians and scientist / visitors

Name	Affiliation
Prof. Dulal Mukhopadhyay	Kalyani University
Prof Debasree Banerjee	Calcutta University
Prof. Madhumala Sengupta	Calcutta University
Dr.Habiba Hussain	NITTTR, Kolkata.

25. Seminars/ Conferences/ Workshops organized and the source of funding:

- a. **International:** Nil
- b. **National:** U.G.C. sponsored national seminar in collaboration with Ramakrishna Mission Institute of Culture, Golpark. Title –Swami Vivekanda- the Sole Embodiment of India on 6th and 7th August 2013.
- c. **State level** _ U.G.C. sponsored state level seminar Women Empowerment Enrollment in primary, Secondary, Technical and Integrated education in West Bengal with reference to its social context held on 12th April 2008.

26. Student profile/course wise

Name of the course / programme	Application received	selected	Enrolled	Pass percentage
2011-2014	176	61	61	
2012-2015	170	61	61	
2013-2016	170	58	58	
2014-2017	175*	46	46	Appearing
2015-2018	180	62	62	Appearing

27. Diversity of the students: 100% students are coming from same state

28. How many students have cleared national and state competitive examination such as NET, SET, GATE civil Services, etc? NA

29. Student progression

Student progression	Against % enrollment
UG to PG	42%
PG to M.Phil	
PG to Ph.D	
Ph.D to Post Doctoral	
Employment	10%
a. Campus selection	
b. other than campus recruitment	
Entrepreneurship/Self employment	

30. Details of Infrastructural facilities:

a) Library

The college library constitutes of a central and seminar library. Both the Libraries have a very rich collection of books. The student can use the spacious reading room in central library and can also borrow books from both the libraries. There is the section which comes under the system of U.G.C. Book Bank which allows the students borrow one book each for a long period. Periodically the stock is updated on the basis of U.G.C. grants and college grant. INFLIBNET connection is available to the faculties.

No of books added during last five years:

Session	College grant	UGC Grant	PCR (Donated)	Total
2010-2011	9	91	1	101
2011-2012	13	0	0	13
2012-2013	42	0	20	62
2013-2014	0	84	3	87
2014-2015	0	35	2	37
Total	64	210	26	300

- b) **Internet facilities for staff and students:** Internet facilities are available with limited access
- c) **Classrooms with ICT facility:** Laptop is provided to all departments as a teaching aid and other academic purpose

d) **Laboratories: NA**

31. Number of students receiving financial assistance from college, university government or other agencies:

Academic Session (2014-2015)

Source of financial assistance	Number of student beneficiaries
College	2+2= 4
Government scholarship for scheduled caste students*	
Other agencies	Nil

**Students belonging to Sc and St Categories receive scholarships directly from the Government*

32. Details on students enrichment programmes (special lectures, / workshops/ seminar with external experts.)

Date	Topic	Name of expert/organistion	No. of student participants
September, 2011	Curriculum Development	Dr. Dulal Mukhopadhyay, Kalyani University.	45
August, 2010	Perspectives of Psychology	Dr.Ranjita Dutta, Desbandhu College, Kolkata.	55
November 2011	Education system in Britain.	Dr.Devika Guha, Loreto College, Kolkata.	40
August 2013	Education in British India	Dr.Rakhi Roychowdhury, Dept. of History, Sivanath Sastri College.	45
October, 2013	Blooms' taxonomy of educational objectives	Dr.Habiba Hussain, NITTTR, Kolkata.	45
September, 2015	Educational implication of Buddhist and Jain philosophy.	Dr.Dola Chatterjee, Dept. of Philosophy, Sivanath Sastri college.	45
October, 2015	Constitutional provisions for education in India	Prof. Dipankar Bhattacharya, Dept of Political Science, Sivanath Sastri College, Kolkata.	45

33. Teaching methods adopted to improve student learning

- Traditional lectures
- Use of ICT.
- Student seminars and presentation
- Mentoring and tutoring through one to one interaction
- Regular assignments
- Process based teaching learning
- Project work to encourage team building.
- Excursion and study tour to supplement theoretical knowledge.
- Micro teaching by the students to clarify concepts .

34. Participation in institutional responsibility and extension activities

- Students and faculty participate in the institutional social responsibility and extension activities organized by Alumni and extension committee:-
 - Thalassmia walk to NRS hospital on 08.05.2015 on World Thalassmia Day.
 - Women health awareness programme in slum area by extension committee.

35. SWOC analysis of the Department and future plans

Strengths

- Good academic ambiance
- Dedicated and efficient faculty
- Disciplined students
- Well stocked library.
- Innovative teaching-learning process.
- Dissemination of information through a special page of social networking site .
- Regular parent-teacher meet are held to get feedback and valuable suggestions for improvement of the departmental activities.
- Student's feedback for both the department and the faculty are collected.

Weakness

- Shortage of time and space
- Non availability of open rack access in library

Opportunities

- Close teacher pupil relation
- Interaction and counseling beyond classroom situation.
- Bi-lingual teaching – learning.
- Inter-disciplinary approach.

Challenges

- To make optimal use of the time and space
- To open opportunities for new courses like B.ED and M.ED
- To gear up the spirit of enquiry among first generation learner.
- Lack of infrastructural facility for physically challenged person.

Future Plans

- The department is looking forward to open up B. Ed course and separate counseling unit once the second campus comes up near Garia.
- The department will inspire the spirit of enquiry and research among the students.
- To build a strong student community through varied extensional activities.

Evaluative Report of the Departments

1. **Name of the department:** Department of English
2. **Year of Establishment:** 1961
3. **Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters;Integrated Ph.D., etc.) :**
Three Year Bachelor of Arts (Hons.) and General Degree Course
4. **Names of Interdisciplinary courses and the departments/units involved:** Nil
5. **Annual/ semester/choice based credit system (programme wise):** Annual system.
6. **Participation of the department in the courses offered by other departments:**
Nil
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.** Nil
8. **Details of courses/programmes discontinued (if any) with reasons:** Nil
9. **Number of Teaching posts**

	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors		3 (By CAS)
Asst. Professors	05	1

10. Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D. / M. Phil. etc.)

Name	Qualification	Designation	Specialisation	No. Of Yrs of Experience	No. of Ph.D. students guided for the last 4 yrs.
Sri Sukanta Dutta	MA	Associate Professor	War poetry	24 Yrs	
Smt. Jayanti Dutta	MA	Associate Professor	Creative writing and Translation	30 Yrs	
Smt. Tilottama Roy Banerjee	MA, M.Phil	Associate Professor	Horror and Gothic Literature	21 Yrs	
Sri Subrata Halder	MA	Asst. Professor		1 Yr	
Smt. Sanchita Roy	MA. B.Ed	Guest Teacher	Ancient European Classics	10 Yrs	
Sri Tirthankar SenGupta	MA	Guest Teacher		01 Yr	

11. List of senior visiting faculty: Nil
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty: Approximately 20%
13. Student -Teacher Ratio (programme wise): a) Hons. – 30:1; b) General – 11:1
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: Nil
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG:

Name	Qualification
Sri Sukanta Dutta	MA
Smt. Jayanti Dutta	MA
Smt. Tilottama Roy Banerjee	MA, M.Phil.
Sri Subrata Halder	MA

Name	Qualification
Smt. Sanchita Roy	M.A., B.Ed
Sri Tirthankar SenGupta	MA

16. **Number of faculty with ongoing projects from a) National b) International funding agencies and grants received:** Nil

17. **Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received:** Nil

18. **Research Centre /facility recognized by the University:** NA

19. **Publications:**

a) Publication per faculty

i) Smt. Jayanti Dutta:

1) A Novel in English, Entitled "YEARNING" Published by Writer's Workshop

2) A Translation – from a Bengali Novel into English "THE ENEMY WITHIN" Published by Oriental Longman.

ii) Smt. Tilottama Roy Banerjee:

a) Books: i) "Aldous Huxley and Indian Thought"

Edited by: Sumita Roy, Annie Pothen, K.S.Sunita

Published by: Sterling Publishers Private Limited

ISBN 81 207 2465 8

ii) PEGASUS – June 2010, Pp 69-71

ISSN : 8975-8488 Pegasus

b) Papers: 'A Tale Told By An Idiot' : The Fool and his Folly,

Tilottama Roy Banerjee, Bulletin of the Department of English, August 2006

c) Others: Newsletter Editor: CSRL (Centre for Studies in Romantic Literature) - President: Prof. Malabika Sarkar

Number of papers published in peer reviewed journals (national /international) by faculty and students: 2

Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.)

Monographs

Chapter in Books - 2

Books Edited-1

Books with ISBN/ISSN numbers with details of publishers-
3(already given)

Citation Index

SNIP

SJR

Impact factor

h-index

20. Areas of consultancy and income generated:

Nil

21. Faculty as members in

a)National committees b) International Committees c) Editorial Boards.Nil

22. Student projects

**a) Percentage of students who have done in-house projects including
inter departmental/programme- NA**

**b) Percentage of students placed for projects in organizations outside the
institution i.e.in Research laboratories/Industry/ other agencies - NA**

23. Awards / Recognitions received by faculty and students: Nil

**24. List of eminent academicians and scientists / visitors to the
department :**

Besides formal seminars, eminent academicians have visited the department.
Prof. Chinmoy Guha and Prof. Sanjukta Dasgupta, both of University of
Calcutta have visited in the recent past.

25. Seminars/ Conferences/Workshops organized & the source of funding

a) National b) International

In the year 2011 the Department of English organized a one day State Level
UGC Seminar titled "Only Connect" .

26. Student profile programme/course wise:

Name of the Course/ Programme	Applications received	Selected	Enrolled		Pass Percentage
			Male	Female	
B.A. Honours in English Part I	569	75	00	75	
Part II	NA	61		61	
Part III	NA	48		48	100

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A. Honours in English	80	20	0

28. **How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?** On an average, 3 to 5 per year.

29. Student progression

Student progression	Against % enrolled
UG to PG	50%
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed • Campus selection • Other than campus recruitment	12%
Entrepreneurship/Self-employment	

30 Details of infra-structural facilities

- a. **Library:** The department has about 3165 books and details regarding books added during the last five years, are given below:

Session	College Grant	UGC Grant	PCR(Donated)	Total
2010-2011	9	67	7	83
2011-2012	0	0	0	0
2012-2013	0	0	0	0
2013-2014	0	116	3	119
2014-2015	8	11	2	21
TOTAL	17	194	12	223

- b. **Internet facilities for staff and students:** Internet facilities are available for the faculty in the staff room. The students have access to internet in the library.
- c. **Class rooms with ICT facility:** Nil
- d. **Laboratories** NA

31. Number of students receiving financial assistance from college, university, government or other agencies.

10% students approx. per year receive financial aid from the college which include fee concession and one –time grant for books. Students belonging to the Scheduled caste and scheduled tribe categories receive government scholarships directly.

32. Details on student enrichment programmes (special lectures / workshops /seminar) with external experts

Despite having limited time in the morning college, there is no compromise on the quality or expectations from the students. Each is expected to complete assignments which include Power Point presentations, group work, group-discussions.

The English Department incorporates the philosophy of holistic development. In order to facilitate the overall personality of the students, the English Department organizes , Orientations for the newly admitted FY students, Cultural Programmes, Inter-Class Competitions, Guest Lectures, Seminars, Remedial Coaching Classes, Subject specific Guest Lectures, Extra Lectures for the Third Year students, Soft Skills Development Workshops, English Speaking Camps, Programmes and many more extra-curricular activities. The students are encouraged to participate in various Inter-Collegiate Competitions and have done so with distinction and aplomb.

In the year 2014, the Department organized a students' Seminar on the topic " Alexander Pope's Rape of the Lock "

In the year 2015 the Department organized a student's Seminar on the topic "Shelley's the Skylark"

Interdepartmental lectures were delivered by Prof S. Biswas of the Women's Studies Department on Gender Relations and Prof Shyamalendu Majumdar of the Political Science Department on Drama and Political Intrigue.

A lecture was also arranged on Gender-sensitisation. It was delivered by an invited speaker: prof. Samata Biswas of Haldia Govt. College. The title of the lecture was 'Reading The Body Beautiful In Contemporary Popular Culture' .

33. Teaching methods adopted to improve student learning

- a. Chalk and Board.
- b. Power Point Presentation
- c. OHP Presentation
- d. Audio-Visual aids (Drama, films and videos on subject related topics)
- e. Case Study Method
- f. Group Discussion Method
- g. Co-operative Learning.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

Students and faculty participate in the institutional social responsibility and extension activities organized by the NSS unit and extension committee.

35. SWOC analysis of the department and Future plans

Strengths:

- Hard working nature of the students
- Dedicated faculty
- Participation of students in inter-college competitions

Weaknesses:

- Time constraint
- Limitations to conduct extension activities

Opportunities:

- To conduct cross faculty courses

Challenges:

- To increase enrolment of students from economically weaker sections of the society.

Future plans of the department:

- a. Organizing State and National Level Seminars sponsored by UGC.
- b. Conducting more guest lectures inviting experts from different institutes and domains.
- c. Giving students experience of small research projects and papers.

Evaluative Report of the Departments

1. **Name of the Department:** Department of **Geography**
2. **Year of Establishment:** 1955 (General Course)
November, 1963 (Honours affiliation)
3. **Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters: integrated Ph.D. etc)**
 - **B.A./B.Sc. (Honours) in Geography**
 - **B.A./B.Sc. (General)**
4. **Names of Interdisciplinary courses and the department units involved:**
Nil
5. **Annual/ semester/ choice based credit system (programme wise):**
Annual System
6. **Participation of the department in the courses offered by other departments:** Nil
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.** Nil
8. **Details of course programmes discontinued (if any) with reasons:** Nil
9. **Number of teaching posts**

	Sanctioned	Filled
Professors	Nil	
Associate Professors		01 (through CAS)
Assistant Professors	05	02

10. **Faculty profile with name, qualification, designation, specialization (D.Sc./ D.Litt./Ph.D. / M. Phil. etc)**

Name	Qualification	Designation	Specialization	Number of years of experience	Number of Ph.D. students for the last 4 years
Dr. Sriparna Bose	Ph. D.	Associate Professor	Cartography	25 years	
Dr. Bhaswati Ray	Ph.D.	Assistant Professor	Urban planning	14 years	
Dr. Hasibur Rahaman Mollah	Ph.D.	Assistant Professor	Fluvial Geomorphology	6 months	
Ms. Lopamudra Basu	M.Sc.	Contractual full time teacher (government approved)	Planning	9 years	
Dr. Bansari Guha	Ph.D.	Part-time teacher (Government approved)	Settlement	14 years	
Ms. Aratrika Mukherjee	M.Sc.	Guest lecturer	Planning	4 years	
Ms. Madhulika Ghosh	M.Sc.	Laboratory Instructor	Environmental Science		

11. List of senior visiting faculty: Nil

12. Percentage of lectures delivered and practical classes handled by temporary faculty:

Theory **10.71%**

Practical **7.55%**

13. Student-teacher ratio (programme wise):

Programme **Ratio**

B.A./B.Sc. Honours 14:1

B.A./B.Sc. General 11:1

14. Number of academic support staff (technical) and administrative staff, sanctioned and filled:

Academic support staff (technical) and administrative staff	Sanctioned	Filled
Laboratory instructor	01	01
Laboratory attendant/bearer	02	02

15. Qualifications of teaching faculty with D.Sc./D.Litt/ Ph.D./M.Phil./ PG

Name of teacher	Qualification
Dr. Sriparna Bose	M.Sc., Ph.D
Dr. Bhaswati Ray	M.A., Ph.D
Dr. Hasibur Rahaman Mollah	M.A., Ph.D.
Ms. Lopamudra Basu	M.Sc.
Dr. Bansari Guha	M.Sc., Ph.D.
Ms. Aratrika Mukherjee	M.Sc.

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received: Nil

17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR etc and total grants received:

Dr. Sriparna Bose, Associate Professor in Geography
Completed a Minor Research Project entitled "*Education and Gender Disparity: A Micro-level Analysis of Educational Dynamics with Reference to Discrimination against the Female Child in Rural Fringes of Kolkata*" sanctioned by the UGC.

Name of PI	Duration	Funding Agency	Amount Allocated	Amount Received	Status
Dr. Sriparna Bose	2006-08	UGC	Rs. 85,000	Rs. 85,000	Completed

18. Research centre/ facility recognized by the university: Nil

19. Publications : July 2006-June 2015

- a. Publication per faculty
 - i. Number of papers published in peer reviewed journals (national /international) by faculty and students
 - ii. Number of publications listed in International database (for example: Web of Science, Scopus, Humanities International Complete, Dare Database – International Social Sciences Directory, EBSCO host, etc.)
 - iii. Monographs
 - iv. Chapter in Books
 - v. Books edited
 - vi. Books with ISBN/ ISSN numbers with details of publishers
 - vii. Citation Index
 - viii. SNIP
 - ix. SJR
 - x. Impact Factor
 - xi. h-index

Faculty	A	I(a)	I(b)	ii	iii	iv	v	vi	vii	viii	ix	x	xi
Dr. Bhaswati Ray	2	1				1	1						
Ms. Lopamudra Basu	2					1						1	
Dr. Hasibur Rahaman Mollah	1			1									
Dr. Bansari Guha							2						
Dr. Sriparna Bose							1						

Other publications:

- a. Publications in international seminar proceedings with ISBN number
- b. Publications in national seminar proceedings with ISBN number
- c. Other publications

Faculty	a	b	c	Total
Dr. Bhaswati Ray	1	1	1	3
Ms. Lopamudra Basu	1		1	2
Dr. Hasibur Rahaman Mollah			9	9

20. **Areas of consultancy and income generated:** Nil

21. **Faculty as members in**

- a. **National committees** Nil
- b. **International committees** Nil
- c. **Editorial Boards** Nil

22. **Student projects:**

a. Percentage of students who have done in-house projects including inter departmental/ programme

100% of the students prepare in-house project reports based on field study as part of their Honours and General curricula in Geography.

100% of the students also do inter-departmental projects as part of their compulsory paper on Environmental Studies.

b. Percentage of students placed for projects in organizations outside the institution i.e. in Research Laboratories/Industry/other agencies: Nil

23. **Awards / Recognitions received by faculty and students: Nil**

24. **List of eminent academicians and scientists/ visitors to the department:**

	Name	Affiliation
1	Dr. Biswajit Bera	Rabindra Bharati University
2	Mr. Kaustuv Chaudhuri	Kolkata Astronomy Centre
3	Dr. Debiprasad Duari	Director, Birla Planetarium, Kolkata
4	Ms. Subrata. B. Datta	District Science Adviser & E.O. Senior Scientist, State Remote Sensing Centre, Department of Science and Technology
5	Dr. Tilak Ranjan Bera	Freelance author on Environment and Indology

25. **Seminars/ Conferences/ Workshops organized & the source of funding:**

- a. National: Nil
- b. International: Nil
- c. State level: UGC sponsored state level seminar on *Hazard Perception and Disaster Management with special reference to India* organized by the Department of Geography on 18.03.2006.

26. Student profile programme / course wise: (2012-13 to 2014-15)

Name of the Course/ Programme	Applications received	Selected	Enrolled		Pass Percentage	Passed with first class		
			M	F				
B.A./B.Sc. (Honours)	569	30		30	100.00	13.33		
B.A./B.Sc. Part I				30*			100.00	10.71
B.A./B.Sc. Part II				28**			100.00	22.22
B.A./B.Sc. Part III				27			100.00	

*Two students dropped out after Part I

** One student passed Part II without Honours

27. Diversity of students

Name of the course	% of students from same state	% of students from other States	% of students from abroad
B.A./B.Sc. (Honours)	100%	Nil	Nil
B.A./B.Sc (General)	100%	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defense services etc?

Details for the last three years are provided below:

Name	Examination	Year
Debarchana Biswas	NET (JRF)	2013
Debarpita Banerjee	NET	2014
Soumi Mitra	NET	2014
Nitu Mandal	NET, SLET	2014
Sraboni Paul	NET	2015

29. Student progression

Student Progression	Against % enrolled
UG to PG	50%
PG to M. Phil.	N.A.
PG to Ph.D.	N.A.
Ph.D. to Post Doctoral	N.A.
Employed • Campus selection • Other than campus recruitment	N.A.
Entrepreneurship/ Self-employed	N.A.

30. Details of infra-structural facilities

- a. **Library:** The department has a well stocked library which includes text books, reference books and a collection of rare books as well as various reports.

No. of books added during the last 5 years

Session	College Grant	UGC Grant	PCR	Total
2010-11	23	15	1	39
2011-12	9	0	0	9
2012-13	1	0	0	1
2013-14	0	22	0	22
2014-15	8	15	0	23
Total	41	52	1	94

Total collection of books **2279 (5.81%)**

- b. **Internet facilities for staff and students:** Internet facilities are available in the department for the staff. However students have limited access to internet.
- c. **Classrooms with ICT facility:** There are three class rooms fitted with projectors and visualisers which are regularly used by faculty and students.
- d. **Laboratories:** Class rooms of the department serve as laboratories for the practical classes and maps/charts, specimens of rocks/minerals and survey instruments are displayed / stored in them.
There is a well equipped GIS laboratory with computer facilities for the students.

31. Number of students receiving financial assistance from college, university, government or other agencies.

Students belonging to the scheduled caste/scheduled tribe and minority categories receive government scholarships directly. In addition college provides financial assistance for students from economically backward sections of the society.

The following table shows the number of students receiving financial assistance from different sources during the current academic session.

Source of financial assistance	Number of students beneficiaries
College	04
Government scholarships for Scheduled Caste students	21
Minorities Development Corporation	02
Other agencies	08

32. Details on student enrichment programmes (special lectures/workshops/ seminar with external experts

Student enrichment programmes organized by the department include lectures by external experts and faculty from other departments of the institution as well as workshops conducted by external agencies.

Date	Topic	Name of Expert/ Organization	Number of student participants
07.09.2007	Landslide Hazard	Dr. Biswajit Bera, Rabindra Bharati University	77
05.09.2008	Cosmic Voyage	Mr. Kaustuv Chaudhuri, Kolkata Astronomy Centre	87
17.09.2009	Ring of Fire and Eye Safety	Mr. Kaustuv Chaudhuri, Kolkata Astronomy Centre	62
10.12.2010 & 14.12.2010	Big Bang Theory	Dr. Debiprasad Duari, Birla Planetarium, Kolkata	57
05.10.2012	Workshop on Information Security Education and Awareness	Department of information Technology, Ministry of Communications Centre for Development of Advanced Computing (CDAC)	175
20.09.2014	Geo-informatics in Developmental Planning	Ms. Subrata. B. Datta, State Remote Sensing Centre, Government of West Bengal	55

Date	Topic	Name of Expert/ Organization	Number of student participants
28.08.2015	Andaman & Nicobar Islands	Dr. Tilak Ranjan Bera	68
04.09.2015	Green washing in Corporate Environment Reporting	Ms. Sushmita Saha, Department of Commerce, Sivanath Sastri College	18
15.12.2015	Empiricism and Positivism	Dr.Dola Chattopadhyay Department of Philosophy Sivanath Sastri College	14

33. Teaching methods adopted to improve student learning

- a. Traditional lectures
- b. Use of audio-visual aids
- c. Student-teacher interactions
- d. Encouraging students to ask questions
- e. Student seminars and presentations
- f. Remedial classes for slow learners
- g. Regular evaluation of assignments
- h. Tutorials and class tests
- i. Encouraging students to do reference work to encourage independent learning
- j. Project work to encourage team spirit
- k. Study tours to teach students the processes of field surveys and develop observational skills

34. Participation in Institutional Social Responsibility (ISR) and Extension activities

Students and faculty participate in the institutional social responsibility and extension activities organised by the NSS unit of the college which include the following:

- Thalassemia Walk to NRS Hospital on 08.05.2015 on World Thalassemia Day
- Rabindra Jayanti celebrations by the Calcutta University NSS cell on 09.05.2015
- Programme of carrying relief materials to flood affected people in Dhamakhali, North Twenty-four Parganas on 24.08.2015.
- Participation in the Special Camp at Gobardanga slum area in the neighbourhood.
- Participation in the Aids awareness walk.

35. SWOC analysis of the department and future plans

Strengths

- Excellent academic ambience
- Favourable student-teacher ratio
- Dedicated and efficient faculty
- Optimal use of the time and space available
- Availability of audio-visual facilities in the classrooms/laboratories
- Well equipped GIS lab
- Well stocked library
- High success rate of the Honours students in the University examinations

Weaknesses

- Lack of space has prevented expansion of the departmental library and provision of reading room facilities for the students as well as further up-gradation of the GIS lab.
- Constraint of time leads to a focus on completion of the university curricula and limits the number of student enrichment programmes with external experts/agencies that can be organized by the department.
- Student attendance in the Geography General classes as well as their performance in the final examinations has fallen noticeably.

Opportunities

- Increasing seat capacity for Geography Honours course.
- Department is equipped to begin postgraduate course in Geography
- Exploring the possibilities of the introduction of add-on courses

Challenges

- To make optimal use of the time and space available.
- To develop scientific temper in the students and generate an interest in pursuing higher education.
- To motivate and assist students who are first generation learners and/ or at risk of drop out.

Future Plans

- Organizing a national seminar on “Women empowerment: A Third World Perspective” followed by a publication.
- Preparing proposals for minor research projects
- Introduction of post-graduate course in Geography subject to approval by the parent university.

Evaluative Report of the Departments

1. **Name of the Department** : Department of **History**
2. **Year of Establishment**: Affiliated on September, 1961 (Honours and General)
3. **Names of Programs /Courses offered** (UG; PG; M..Phil.; Ph. D); Integrated Masters; Integrated Ph.D.; etc):
 1. B.A (HONOURS) 3 Year Degree Course (As per C.U Norms)
 2. B.A (General) 3 Year Degree Course (As per C.U Norms)
4. **Names of Interdisciplinary courses and the departments/ units involved**:
NA
5. **Annual / semester / choice based credit system (programme wise)** Annual
6. **Participation of the Department in the courses offered by other departments**: NA
7. **Courses with collaboration with other universities, industries, foreign institution, etc** : NA
8. **Details of courses/ programme discontinued (if any) with reasons** :NA
9. **Number of Teaching posts** :
4 FULL TIME POSTS on SUBSTANTIVE BASIS

	Sanctioned	Filled
Professors	-	-
Associate Professors	-	01(CAS)
Asst. Professors	4	-

10. **Faculty profile with name, qualification, designation, specialization, (D.Sc/ D.Litt. / Ph.D. / M.Phil. etc.)**

Name	Qualification	Designation	Specialization	Years of Experience	No. of Ph.D. students guided for the last 4 years
Dr. Mousumi Bandyopadhyay	M.A., M.Phil, Ph.D.	Associate Professor of History	History of Women & Medicine	18+ years as full time faculty	—
Ms. Debdatta Banerjee	M.A, Pursuing M.Phil from CU (2013-15)	Guest Lecturer	The role of “Swadhinata” Patrika in a mass movement (1945-64)	14 months	—
Mr.Rituparna Chattopadhyay	M.A., M.Phil, Pursuing Ph.D (CU)	Guest Lecturer	History of Religion & Arts	18 months	—
Mr. Rajesh Pandey	M.A	College Contractual full time faculty	History of Science	3 months	—
Ms. Sreya Ghatak	M.A, M.Phil. pursuing CU (2014-16)	Guest Lecturer	Power politics in the mother goddess cults, Pre-Colonial to Colonial Times	Newly appointed	—

11. List of senior visiting faculty : Nil

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : 75.9% of theoretical lectures

13. Student-Teacher ratio (programme wise):

Course	Subject	Teacher	Student	Student-Teacher Ratio
B.A. (Hist Hons.)	HISTORY	5	68	13.6:1
B.A. (Hist. General)	HISTORY	5	662	132.4:1

14. **Number of academic support staff (technical) and administrative staff, sanctioned and filled : NA**

15. **Qualification of teaching faculty with D.Sc/ D.Litt. / Ph.D./ M.Phil./ PG:**

TEACHING FACULTY	DESIGNATION	P.G	M.Phil.	Ph.D./ D.Litt.
Dr.Mousumi Bandyopadhyay	Associate Professor	Yes	Yes	Yes
Ms. Debdata Banerjee	Guest Lecturer	Yes	Pursuing	
Mr.Rituparna Chattopadhyay	Guest Lectureer	Yes	Yes	Pursuing
Mr. Rajesh Pandey	Guest Lecturer	Yes	Pursuing	
Ms. Sreya Ghatak	Guest Lecturer	Yes	Pursuing	

16. **Number of faculty with ongoing projects from a (a) National (b) International funding agencies and grants received:**

Dr. Mousumi Bandyopadhyay	Associate Professor	National Funding (UGC)	Sister Nivedita: The occidental Orientalist Her role in meeting the Challenges of the 21 st . Century, Duration : 2015-2017 Fund allocated: Rs 1.45 lakh, Received. 1.20 lakh Status : Ongoing
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17. **Departmental projects funded by DST-FICST; UGC; DBT; ICSSR; etc. and total grants received: AS STATED ABOVE, PT. NO. 16**

18. **Research Centre / facility recognized by the university : NO**

19. **Publications**

- Publications per faculty
- Number of papers published in peer reviewed journals (national / international) by faculty and students
Dr. Mousumi Bandyopadhyay (One publication)
- An article entitled "Sister Nivedita in Kolkata: A Nation Awakens" published in the Journal of Bengali studies (ISSN: 2277-9426) Vol. II,

Nov 1 , 2014. It is an academic interdisciplinary online peer reviewed journal published since 2012.

Rituparna Chattopadhyay

- i. "Chattishgarer mandir nagari Rajim: Ek oitihāsik o sanskritik parjalochona, published in Itihas o Sanskriti, Vol-I, 2015, ISBN: 978-81-926316-2-2
- ii. "Rajiv Lochon temple through different lenses" published in Pratna Samiksha, Vol VI, ISSN: 2230-7001
- iii. "The Panchakoshi tradition in Rajim" published in Gramin Puthi, 2015, ISSN: 2229-7979
- iv. "Kali: Ak Abrahmanya debir brahmanatva uttaran" published in Itikatha, July 2015, ISSN: 2320-3447

- Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International complete, Dare Database – International Social Sciences Directory, EBSCO host, etc.)

- Monographs
- Chapter in Books

Dr. Mousumi Bandyopadhyay

An article entitled "Swami Vivekananda-The soul of light" published in a book entitled "Swami Vivekananda- The Sole embodiment of India" edited by Rakhi Roychoudhuri in December 2014 having ISBN number 978-93-82623-40-3.

- Books Edited
- Books with ISBN/ISSN numbers with details of publishers

Dr. Mousumi Bandyopadhyay

- a. Kadambini Ganguly: The Archetypal Woman of Nineteenth Century Bengal; The Women Press, New Delhi, 2011, ISBN NO. 13:9788189110338
- b. Adhunik Purba Asia: Chin O Japan (Bengali), Pearson Education in South Asia, New Delhi, 2014, ISBN NO. 978-81-317-8551-5

- Citation Index
- SNIP
- SJR
- Impact factor
- H-index

20. Areas of consultancy and income generated :NA

21. Faculty as members in

- a. National committees: NA
- b. International committees: NA
- c. Editorial Boards: NA

22. Student projects

a. Percentage of students who have done in-house projects including inter departmental / programme:

All students are required to join in a compulsory project work and preparation of project report as part of the examination on environmental studies in the B.A part III examination.

b. Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/ other agencies: There is no provision for collaborating with other Research laboratories, Industry and other agencies for Project work for the students of the department of History. However for developing the analytical and research skills of the students, a few students selected from B.A. Part-II Honours in History combined with their counterparts from the Education department, have been given a Project of a qualitative and quantitative survey on five colleges for women in the vicinity which have been established before and after the independence. The objective of the project is to assess the contribution of these colleges towards the progress of female education.

23. Awards / Recognitions received by Faculty and students : Nil

24. List of eminent academicians and scientists / visitors to the department:

Year	Name	Affiliation
2015	Dr. Deepa Ghosh	East Calcutta Girls College
2015	Dr. Nilina Ghosh	South Calcutta Girls College

25. Seminars/ Conference/ Workshops organized & the source of funding

a) National: On the occasion of the 150th. Birth anniversary of Swami Vivekananda the departments of HISTORY along with EDUCATION & PHILOSOPHY departments of the college in collaboration with the Ramakrishna Institute of Culture organized an UGC sponsored 2 days National level seminar entitled “Vivekananda: The sole Embodiment of India” on 6-7 August 2013.

b) International : NA

26. Students profile program / course wise

Name of the Course/ Program (refer question no 4)	Application Received	Selected	Enrolled		Pass Percentage
			M	F	
2012-2013	138	49		49	84.62
2013-2014	103	26		26	92.86
2014-2015	119	39		39	100
2015-2016	124	40		40	Appearing

M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other states	% of students from abroad
B.A (HONS)			
2014-2015	100	Nil	Nil
2013-2014	100	Nil	Nil
2012-2013	100	Nil	Nil
2011-2012	100	Nil	Nil

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defense Services, etc.? NA

29. Student progression: The report is prepared on the basis of total number of students enrolled since 2014; 2015 and an average calculation is prepared in accordance to the data collected on progression to higher studies and employment records of the students.

Student progression	Against % enrolled
UG to PG	63.04
PG to M.Phil	NA
PG to Ph.D.	NA
Ph.D. to Post-Doctoral	NA
Employed Campus selection	NA
Other than campus recruitment	
Entrepreneurship / Self-employment	NA

30. Details of Infrastructural facilities

a. Library

The college library comprises a central and a seminar library. Both the libraries have a wide gamut of books. The students can make use of the spacious reading room in the central library and can also borrow books from both the libraries. There is a section which comes under the system of UGC Book Bank which allows the students to borrow one book each for a long period. Periodically there are additions in the stock of books on the basis of UGC grants and some funds allotted by the college. The faculties are also

individually provided with INFLIBNET connection enabling them to get access to the net libraries.

No. of Books added during last five years

Session	College Grant	UGC Grant	PCR (Donated)	Total
2010-2011	16	85	7	108
2011-2012	1	0	0	1
2012-2013	24	0	24	48
2013-2014	0	59	0	59
2014-2015	3	42	18	63
Total	44	186	49	279

- b. **Internet facilities for Staff & Students:** Department has been provided with one laptop without internet facility for the use of faculty members
- c. **Class rooms with ICT facility:** Periodically the faculties make use of overhead projectors to make visual projections of special lectures and Power Point presentations. The college has several rooms fitted with special audio systems for making audio-visual presentations.
- d. **Laboratories:** Not applicable

31. Number of students receiving financial assistance from college, university, government or other agencies : All SC ST and minority students receives financial grants directly from the governmental authority, though, separate record is not maintained by the college as relevant information is not made available to the college. However, the college has a provision for giving financial aids to needy and economically backward students. A recent figure of such financial aid is enumerated below:

Year	Number of Students who received financial assistance from the institution
2013-2014	NIL
2014-2015	03

32. Details on student enrichment program (special lectures / workshops / seminar) with external experts:

Some special inter-disciplinary lectures by faculty members of other departments in the college have been organized and some scheduled to be conducted by external faculty the details of which are furnished underneath

NAME OF THE SPEAKER	TOPIC OF DISSCUSSION
Prof. Sukhendu Sarkar from Economics department	“The Great Depression of 1929” on 1 st , September 2015
Dr. Sonali Chakraborty from Education dept.	“Education in Colonial India” on 18 th . September 2015
Prof. Dipankar Bhattacharya of Political Science dept.	“Indian National Congress-Nehru era-a trajectory of dwindling legitimacy” on 6 th October 2015
Dr. Bijoy Singha of Bengali department	“Bhaktibad Sri Chaitanya and Bengali Literature” scheduled in December 2015.
Prof. Samata Biswas of department of Women’s Studies	Scheduled in December 2015
BY EXTERNAL FACULTY	
Dr. Deepa Ghosh of Economics dept., East Calcutta Girls College	“Economy in Colonial India” scheduled in 12 th December 2015
Dr. Nilina Ghosh of Philosophy dept. , South Calcutta Girls College	“Relevance of Upanishads in the present day context and Vivekananda’s practical Vedanta” to be held in December 2015

33. Teaching methods adopted to improve student learning

In addition to the **conventional classroom** lectures, several other modes and methods are being adopted in the history department to develop a holistic approach to the learning of the subject. All students are made to participate in **class seminars** under the guidance of the teachers. After completion of a topic in class by faculty members, a student is asked teach the same to his class, “learning by teaching”. Students are regularly made to present **power point presentations** on chosen topics. **Educational tours** are also conducted to places of historical significance and that of social significance. **Audio-visual aids** are employed to make the classes more interesting. **Student teacher interactions** are regularly encouraged and **parent-teacher meets** are held at regular intervals. Additional **remedial classes** are conducted for slow learners. **Regular evaluation of assignments** is also done.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

The College indulges in several ISR initiatives from time to time in which students from all years of the History department participate very actively on a regular basis. Several awareness programs have been conducted on women's health issues and the Environment. Some of the students have also been groomed in basic primary healthcare and common maladies. These student health workers are equipped with the knowledge to impart their leanings to nearby downtrodden areas, with the objective of spreading awareness on health issues to the deprived mass, not having the bare minimum access to health care. They are also taken to old age homes and schools for autistic children to familiarize them with some of the challenges of the society, to sensitize their empathy, tolerance and compassion.

Some of the students of the department have also joined NSS which has been recently formed in the College and are participating in various programs.

35. SWOC analysis of the department and Future plans

Strength:

- The Department adopts several measures to continuously assess the level of intellectual development of the students. It conducts periodic class tests, class seminars, projects, student-teacher meetings and parent teacher meetings.
- Conducive academic ambience
- Favourable student-teacher ratio
- Dedicated and efficient faculty
- Regular Feedback is taken from the second and third year students and their parents regarding the department, academic curriculum, teachers, library facilities and general infrastructure of the College.
- Locational advantage of the College, easy accessibility by all modes of transport
- Very well equipped seminar library

Weaknesses:

- Though all the guest faculties are sincere and dedicated, there is a lack of adequate number of substantive faculty members to conduct the academic course comprehensively for the last one and half years after the retirement of three out of four full time permanent teachers.
- Shared college premises with other two sister colleges results in shortage of time and space.
- Non-availability of internet facility to the students hinders their accessibility to e-journals

Opportunities:

- To train students of history in other career oriented vocations for e,g. travel & tourism and journalism etc.
- To enhance the employability of the students after the completion of the course for those who would not pursue higher studies.
- To .enhance communication and presentation skills of the students .
- As per the objectives of Brahma Samaj Education Society the Department tries to promote the cause of Women's empowerment through imparting liberal education.
- After induction of all the substantive posts, Post Graduate courses may be initiated

Challenges:

- Absenteeism of the students is a major challenge faced by the department. Lack of presence of students in class is noticed through all the three years, especially in the early morning classes.
- Due to the above mentioned challenge, the departmental faculty faces difficulty in time wise completion of the syllabus.
- No facility for physically challenged students, no lifts, no ramp access.
- Some students come with Urdu & Hindi medium background and there is no provision of teaching in those languages in the College
- To make optimal use of the time and space available.
- Short duration of college hours owing to the non availability of the college building, as it is shared with other two sister colleges. Seriously impairs teacher student interactions beyond the classroom hours.
- To motivate and aid students who are first generation learners and/or at risk of dropout.

Future Plans

- Filling up the vacant substantive full-time posts of the department by the college ASAP.
- Endeavour to be more innovative with regard to the teaching methods so that the students can be groomed to be more analytical in their thoughts.

Evaluative Report of the Departments

1. **Name of the Department** : Department of **Mathematics**
2. **Year of Establishment:** The College is affiliated to Mathematics (General) since 2005.
3. **Name of Programmes /Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.):** B.A./ B.Sc. General -3 year Degree Course
4. **Names of Interdisciplinary Courses and the departments/units involved :**
Nil
5. **Annual/semester/choice based credit system (programme wise):** Annual
6. **Participation of the department in the courses offered by other departments :** N.A
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.:** N.A
8. **Details of courses/programmes discontinued (if any) with reasons:** Nil
9. **Number of Teaching posts :** Govt. approved College Full-Time Teacher (Contractual)

Faculty	Sanctioned	Filled
Professors	Nil	Nil
Associate Professors	Nil	Nil
Asst. Professors	Nil	Nil*

*Contractual Whole Time Teacher: 1

10. Faculty Profile with name, qualification, designation, specialization, (D.Sc./D.Litt./Ph.D./M.Phil. etc.):

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Sayan Mukherjee	M.Sc, M.Phil, P.hD	Assistant Professor (Gov. approved College Full-Time Teacher (Contractual)	Chaos theory and complexity	More than 8 years	Nil

11. List of senior visiting faculty : Nil

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : N.A

13. Student Teacher Ratio (programme wise):

Course	Subject	Teacher	Student	Student-teacher ratio
B.A/B.SC	General	1	33	33:1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled: Nil

15. Qualifications of teaching faculty with DSC/D.Litt/Ph.D/M.Phil/PG:

Teaching Faculty	Designation	Qualification
Dr. Sayan Mukherjee	Gov. approved College Full-Time Teacher (Contractual)	M. Phil, Ph. D

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received : a) Nil, b) Nil



17. Departmental projects funded by DST-FIST; UGC, DBT, ICSSR, etc. and total grants received : Nil

18. Research Centre / facility recognized by the University : Nil

19. Publications:

a) Publication per faculty

- **Number of papers published in peer reviewed journals (national/international) by faculty and students**

Faculty	Publications in peer reviewed journals (2010 onwards)
Dr. Sayan Mukherjee	National - Nil, International – 9

- **Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Data - International Social Sciences Directory, EBSCO host, etc.) : Six**

Name of the Journal	Number of articles	Listed in the Database
1. Applied Mathematics Computation (Elsevier Science) (ISSN-0096-3003)	3	Scopus
2. Neurocomputing (Elsevier Science) (ISSN-0925-2312)	1	Scopus
3. European Journal of Physics Special Topic (ISSN-1951-6355)	1	Scopus
4. Physica A: Statistical Mechanics and its Applications (ISSN: 0378-4371)	1	Scopus

- **Monograph - Nil**

- **Chapter in Books- Two**

a. Some Time-Delay Finding Measures and Attractor Reconstruction, Applications of Chaos and Nonlinear Dynamics in Science and Engineering-2015/Vol-4/Ch-7/Some Time-Delay Finding Measures and Attractor Reconstruction, Springer International Publishing (ISSN 1860-0832)
DOI: 10.1007/978-3-319-17037-4

b. A Comparative Study on Three Different Types of Music Based on Same Indian Raga and Their Effects on Human Autonomic Nervous Systems,

Springer International Publishing Switzerland 2015 (ISSN 2213-8684) DOI 10.1007/978-3-319-09710-7

- **Books edited - Nil**
- **Books with ISBN/ ISSN numbers with details of publisher:**

One [Fractals: Patterns in Nonlinear Dynamics and Applications - Scheduled to be publish in 2015, CRC Press (Taylor & Francis Group, Florida, U.S.A);

DOI: <http://www.crcpress.com/product/isbn/9781498741354>]

- **Citation Index:**

Name of the Journals and Book/ Book Chapters	Citation Index
1. New types of nonlinear auto-correlations of bivariate data and their applications, Applied Mathematics and Computation 218 (17), 8951–8967. (<i>Elsevier Science</i> , ISSN-0096-3003, 1.73 Impact Factor)	4
2. A new scientific study towards distinction of ECG signals of a normal healthy person and of a congestive heart failure patient, <i>Journal of International Academy of Physical Sciences</i> 15 (4) .(ISSN-0974-9373)	3
3. A high dimensional delay selection for the reconstruction of proper phase space with cross auto-correlation, Neurocomputing 113, 49-57. (<i>Elsevier Science</i> , ISSN-0925-2312), 2.08 Impact Factor)	2
4. Phase synchronization of instrumental music signals, The European Physical Journal Special Topics 223 (8), 1561-1577 (Springer, ISSN-1951-6355,), 1.4 Impact Factor)	1
5. Is one dimensional Poincaré map sufficient to describe the chaotic dynamics of a three dimensional system?, Applied Mathematics and Computation 219 (23), 11056–11064 (<i>Elsevier Science</i> , ISSN-0096-3003, 1.73 Impact Factor)	1

- **SNIP:** 7.853
- **SJR:** 5.303
- **Impact factor:** 9.87
- **H-index:** 2

20. **Areas of consultancy and income generated :** Nil

21. Faculty as members in

- a. **National committees** : Nil
- b. **International Committees** : International Academy of Physical Sciences
- c. **Editorial Boards** : Nil

22. Student projects:

- a. **Percentage of students who have done in-house projects including inter departmental/ programme:** Nil
- b. **Percentage of students placed for projects in organizations outside the institution i.e. in Research Laboratories/ Industry/other agencies:** Nil

23. Awards/Recognitions received by faculty and students:

Er. Vivek Mohan Memorial Young Scientist Award in CONIAPS-, 22–24 Dec 2011, SURAT, GUJARAT, India - recived by Dr. Sayan Mukherjee

24. List of eminent academicians and scientists/visitors to the department:

Nil

25. Seminars/Conferences/Workshops organized and the source of funding :

- c) **National** : Nil
- d) **International** : Nil

26. Student Profile programme/course wise:

The profile of the students admitted and undergoing to the 3-year undergraduate degree course (General) for the 4 years term period can be summarized as below:

Name of the Course/ Programme	Year	Applications Received	Selected	Enrolled	
				M	F
B.A./ B.Sc. (General)	2015-16	120	10		10
	2014-15	83	06		06
	2013-14	79	11		11
	2012-13	78	08		08

** It is t be noted that the set of all General students is a sub-set of the set of Honours Students.

27. Diversity of Students

Name of the Course	% of Students from the same state	% of Students from other States	% of Students from abroad
B.A./ B.Sc.General	100%	0	0

28. How many Students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. ? N.A

29. Student Progression

The following report is based on the progress of the students who have passed out from the college during 2010-15.

Student Progression	Against % enrolled				
	Graduated in 2011	Graduated in 2012	Graduated in 2013	Graduated in 2014	Graduated in 2015
UG to PG	33.33%	28%	58%	30%	25%
PG to M.Phil.	16.7%				
PG to Ph.D.					
Ph.D. to Post-Doctoral					
Employed Campus Selection Other than campus recruitment	Data not available	5.55% recruited by campus selection	26.3% Only 5% student recruited by campus selection	10% recruited other than campus recruitment	25% recruited other than campus recruitment
Entrepreneurship/Self-employment					

30. Details of Infrastructural facilities

a) **Library**

No. of Books added during last 5 years

Session	College Grant	UGC Grant	PCR (Donated)	Total
2010-2011	13	17	0	30
2011-2012	0	0	0	0
2012-2013	24	0	0	24
2013-2014	0	16	0	16
2014-2015	0	2	0	2
Total	37	35	0	72

b) Internet facilities for Staff and Students:

The teachers of all departments can avail the opportunity of computer facilities along with the internet facility in the staffroom.

c) Class rooms with ICT facility

Some classrooms are available which are fit for audio-visual presentation.

d) Laboratories: N.A.

31. Number of students receiving financial assistance from college, university, government or other agencies

The students belonging to SC/ST/OBC/ Minority Category receive financial grants awarded by Government of West Bengal. Beside that the College provides concessions to the needy meritorious students coming from lower income groups.

No. of students receiving financial assistance from college are:

Year	No. of students (Gen) received concession at college level
2013-2014	Nil
2014-2015	Nil

32. Details on student enrichment programmes (special lectures/workshops/seminar) with external experts: Nil

33. Teaching methods adopted to improve student learning:

Beyond the wide coverage of syllabus, the department adds some innovative methods to make the topics easily-understandable and interesting to the students.

1. The role reversal session has been taken where the students have acted as teachers and vice-versa.
2. Sometimes some assignments have been provided to the students.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: Nil

35. SWOC analysis of the department and Future plans

Strength

- Large collection of reference books is available in Central Library.

Weakness

- No Laptop is provided for academic and official work to the Department of Mathematics.
- Department has no Honours course.
- Only one faculty member exists in Department of Mathematics.

Opportunities

- The Department of Mathematics is the youngest Department in the College and considering the potential of Mathematics in academic and every day usages the faculty and the students are looking ahead for a bright future ahead.

Challenges

- Time and space constraints are the major hurdle for any future plan of expansion. However recently the College has purchased a big plot of land for its proposed second campus where Honours course in Mathematics may be started.

Future Plan

- Ñ We can think of interdisciplinary popular lectures for all related subjects, e.g; Economics, Geography, Education, Political Science, Botany.
- Ñ Also we can think of a national seminar of the interdisciplinary Mathematical topics,
- Ñ We can make a web site in which all graduate students can discuss about mathematics and its importance.

Evaluative Report of the Departments

- 1. Name of the department:** Department of **Philosophy**
- 2. Year of Establishment:** Affiliated on November 1961
- 3. Names of Programmes/ Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.):**

UG- B.A. General (3 year Degree Course as per CU norms)

- 4. Names of Interdisciplinary courses and the departments /units involved**
Nil
- 5. Annual based credit system (programme wise)**

Annual system

- 6. Participation of the department in the courses offered by other departments** NIL
- 7. Courses in collaboration with other universities, industries, foreign institutions, etc.** N.A.
- 8. Details of courses/ programmes discontinued (if any) with reasons**
N.A.

- 9. Number of Teaching Posts**

	Sanctioned	Filled
Professors		
Associate Professors		01 (CAS)
Asst. Professors	2	

- 10. Faculty profile with name, qualification, designation, specialization, (D.Sc./ D.Litt./ Ph.D./ M.Phil. etc.)**

Name	Qualification	Designation	Specialization	No. of Years of Experience	No. of Ph.D. Students guided for the last 4 years
Dr. Dola Chattopadhyay	Ph.D	Associate Professor	Master degree on 'Psychology' & Research Degree on 'Applied Ethics'	18 years	N.A.
Smt. Hiya Banerjee	M.A. M.Phil	Guest Lecturer	Feminist Philosophy	01 year	N.A.

11. List of senior visiting faculty: NIL
12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty
13. Student-Teacher Ratio (programme wise): 40:1 (Gen.)
14. Number of academic support staff (technical) and administrative staff; sanctioned and filled N.A.
15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil/ PG- Teaching faculty with Ph.D- 01 & teaching faculty with PG- 02, teaching faculty with M.Phil- 01
16. Number of faculty with ongoing projects from a) National, b) International funding agencies and grants received: Nil.
17. Departmental projects funded by DST- FIST; UGC; DBT; ICSSR, etc. and total grants received: Nil
18. Research Centre/ facility recognized by the University: N.A.
19. Publications: NIL
20. Areas of consultancy and income generated: NIL
21. Faculty as members in a) National committees b) International Committees c) Editorial Boards: NIL

22. Student projects

- a) Percentage of students who have done in-house projects including inter departmental/ programme: NIL
- b) Percentage of students placed for projects in organizations outside the institution i.e. in Research Laboratories/ Industry/ other agencies: Nil

23. Awards/ Recognitions received by faculty and students: Nil

24. List of eminent academicians and scientists/ visitors to the department: Nil

25. Seminars/ Conferences/ Workshops organized and the source of funding

- a) **National seminar (UGC Sponsored) on “Swami Vivekananda: The Sole Embodiment of India”** held on 6th and 7th August, 2013.
- b) International: NIL

26. Student profile programme/ course wise:

Name of the Course/ programme (refer question no. 4)	Applications received	Selected	Enrolled		Pass percentage
			*M	*F	
B.A. General (UG) 3 years Degree Course	As per CU Norms (direct admission)	Direct admission	*F-150	per class	

*M= Male *F= Female

27. Diversity of students

Name of the course	% of students from the state	% of students from other states	% of students from abroad
UG	100		Nil

28. **How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc.?- Record not available**



29. Student progression: B.A. 3 years Gen. course

Student progression	Against % enrolled
UG to PG	N.A.
PG to M.Phil	N.A.
PG to Ph.D	N.A.
Ph.D to Post-Doctoral	N.A.
Employed	N.A.
Campus selection	
Other than campus recruitment	
Entrepreneurship/ Self-employment	N.A.

30. Details of infrastructural facilities

- a. Library- Total no. of books of the department in the library(up to August: 2015)
- b. Central Library- 1640:1661 (approx.) + Seminar Library- 21
- c. Internet facilities for staff and students: N.A.
- d. Class rooms with ICT facility- Loudspeakers and audio-visual facilities are available in some classrooms
- e. Laboratories: N.A.

31. Number of students receiving financial assistance from college, university, government or other agencies:

Students belonging to SC and ST categories receive scholarships directly from the Government.

32. Details on student enrichment programmes (special lectures/ workshops/ seminar) with external experts-

Special lectures will be arranged for enrichment of students who lag behind in studies

33. Teaching methods adopted to improve student learning-

Apart from lecture method, the teacher uses non-traditional methods like quizzes, departmental seminars, assignments, class-room presentations, etc. and remedial classes are taken to weak general students and students belonging to SC and ST categories.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: Nil

35. SWOC analysis of the department and future plans:

Strength

- Philosophy enables a student to tackle the various problems of life properly.
- It enables the student to think analytically and critically.
- Every student of philosophy by his/her own efforts can develop a sense of tolerance, moral values, liberality, broadness of mind and a spiritual outlook. Also, it enables the students to regard for the views of the opponent.
- Moreover, it improves a number of skills among the students like arguing capacity with the help of logical reasoning, good writing skill, counseling and to solve a problem from different perspectives.
- Applied ethics/ Practical ethics also help to create environmental awareness among students.

Weakness

- Lack of interest and motivation among general students, since there is no Honours course in this discipline.
- It is very difficult for the teachers to let the students understand the abstract concepts of philosophy and students do not give enough importance to this subject and just learn it for passing the examination.
- Indian philosophy has been characterized by some thinkers as pessimistic as it emphasizes the cause of human sufferings.
- If it would be included as an Honours course, students would show much more interest and their overall performance and marks would be better.

Opportunity

- Arrangements of departmental seminars and inter-disciplinary lectures for the students for a better understanding of this subject.
- Arrangements of quiz contests and class seminars by the students to motivate their interests.
- Parent-teacher meetings in order to discuss the problems of the students and solving them accordingly.
- Moreover, the department has decided to conduct educational excursion to create the students' enthusiasm in this discipline.

Challenge

- We are continually trying to introduce Honours course so that the general students develop interest in this subject and in future they decide to take up Honours course in philosophy. Philosophy helps to develop a rational bent of mind and for a better understanding of some respective subjects like Education and literature.

Evaluative Report of the Department

1. **Name of the Department** : Department of **Political Science**
2. **Year of Establishment**: Affiliated on November 1961
3. **Names of Programs /Courses offered** (UG; PG; M.Phil.; Ph.D.; Integrated Masters; Integrated Ph.D.; etc) :
 - B.A (HONOURS) 3 Year Degree Course (As per C.U Norms)
 - B.A (General) 3 Year Degree Course (As per C.U Norms)
4. **Names of Interdisciplinary courses and the departments/ units involved**:
NA
5. **Annual / semester / choice based credit system (programme wise)** :
Annual system
6. **Participation of the Department in the courses offered by other departments**: NA
7. **Courses with collaboration with other universities, industries, foreign institution, etc Courses with collaboration with other universities, industries, foreign institution, etc**: NA
8. **Details of courses/ programme discontinued (if any) with reasons** :NA
9. **Number of Teaching posts** : 4 FULL TIME POSTS on SUBSTANTIVE BASIS

	Sanctioned	Filled
Professors	-	-
Associate Professors		2 (through CAS)
Asst. Professors	04	-

10. **Faculty profile with name, qualification, designation, specialization, (D.sc/ D.Litt. / Ph.D. / M.Phil. etc.)**

Name	Qualification	Designation	Specialization	Years of Experience	No. of Ph.D. students guided for the last 4 years
Mr. Shyamalendu Majumdar	M.A; M.Phil.	Associate Professor	Political Sociology	31	
Mr. Dipankar Bhattacharya	M.A	Associate Professor	International Relations	31	
Ms. Anwasha Dasgupta	M.A	Contractual Full Time	International Politics	1	
Mrs. Sreya Chatterjee	M.A	Guest Lecturer	Political Sociology	2	

11. List of senior visiting faculty : Nil

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty : 50%

13. Student-Teacher ratio (programme wise):

HONOURS COURSES - 13:1

GENERAL COURSES – 100:1

14. Number of academic support staff (technical) and administrative staff, sanctioned and filled : NA

15. Qualification of teaching faculty with D.Sc/ D.Lit. / Ph.D./ M.Phil./ PG:

Teaching Faculty	Designation	P.G	M.Phil.	Ph.D.
Mr. Shyamalendu Majumdar	Associate Professor	Yes	Yes	Pursuing
Mr. Dipankar Bhattacharya	Associate Professor	Yes		Pursuing
Ms. Anwasha Dasgupta	Contractual Full Time	Yes		Pursuing
Mrs. Sreya Chatterjee	Guest Lecturer	Yes		Pursuing

16. **Number of faculty with ongoing projects from a (a) National (b) International funding agencies and grants received: Nil**
17. **Departmental projects funded by DST-FICST; UGC; DBT; ICSSR; etc. and total grants received : N A**
18. **Research Centre / facility recognized by the university : NO**
19. **Publications**
 - Publications per faculty
 - Number of papers published in peer reviewed journals (national / international) by faculty and students
 - Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International complete, Dare Database – International Social Sciences Directory, EBSCO host, etc.)
 - Monographs
 - Chapter in Books
 - Books Edited
 - Books with ISBN/ISSN numbers with details of publishers
 - Citation Index
 - SNIP
 - SJR
 - Impact factor
 - H-index
20. **Areas of consultancy and income generated :NA**
21. **Faculty as members in**
 - a. National committees: Nil
 - b. International committees: Nil
 - c. Editorial Boards: Nil
22. **Student projects**
 - a. **Percentage of students who have done in-house projects including inter departmental / programme:**

As per University of Calcutta guidelines there is no provision for any project work under the curriculum. However to inculcate the spirit of research among the young students, the Department of Political Science has initiated in house projects involving the 1stYear and 2nd Year Honours students. The projects addressed emerging issues of the discipline and encourages them to conduct surveys for collecting quantitative as well as qualitative data.***

All students are required to carry out a compulsory project work and preparation of project report as part of the examination on environmental studies in the B.A part III examination.

Class	***In house Project Title
B.A. Part-I Honours	Participation of Girl Students in Politics
B.A. Part- II Honours	Content Analysis on recent impact of PM's U.S visit.

- b. Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/ other agencies: NA

23. Awards / Recognitions received by Faculty and students :

Faculty	Awards Received
Ms.Anwasha Dasgupta	Received Highest marks in Political Science Honours 2007-2010 in PRESIDENCY COLLEGE and UNIVERSITY OF CALCUTTA
Mrs. Sreya Chatterjee	Received Gold Medal from the Governor of the State for securing 1 st Class 1 st position in Post-Graduation from Presidency University.

24. List of eminent academicians and scientists / visitors to the department :

1	Dr. Sovanlal Dutta Gupta
2	Dr. Tapan Kumar Chattopadhyay
3	Dr. Abhijit Mitra
4	Dr. Shuvendu Dasgupta
5	Dr. Sibaji Pratim Basu
6	Dr. Satyabrata Chakraborty
7	Dr. Rajashree Basu

25. Seminars/ Conference/ Workshops organized & the source of funding

- a) National: UGC SEMINAR On New Social Movement: Retrospect and Prospect, 11th April, 2008.
- b) International : NA

26. Students profile program / course wise

Name of the Course/ Program (refer question no 4)	Application Received	Selected	Enrolled		Pass Percentage
			M	F	
Three Years B.A Honours Program in Political Science 2010- 2013	172	55			100
2011-2014	217	60			100
2012-2015	205	48			97.74
2013-2016	180	38			Appearing
2014-2017	110	48			Appearing
2015-2018	56	22			Appearing

M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other states	% of students from abroad
B.A (Political Science Hons)			
2014-2015	96.16	3.84	NA
2013-2014	98.48	1.52	NA
2012-2013	93.00	7.00	NA
2011-2012	97.6	2.4	NA
2010-2011	98.35	1.65	NA

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defense Services, etc.? NA

29. Student progression:

The report is prepared on the basis of total number of students enrolled since 2010-2013; 2011-2014; 2012-2015 and an average calculation is prepared in

accordance to the data collected on progression to higher studies and employment records of the students.

Student progression	Against % enrolled
UG to PG	14.63
PG to M.Phil	-
PG to Ph.D.	-
Ph.D. to Post-Doctoral	-
Employed Campus selection	16.46
Other than campus recruitment	12.19
Entrepreneurship / Self-employment	6.09

30. Details of Infrastructural facilities

a. Library

The college library constitutes of a central and seminar library. Both the libraries have a very rich collection of books. The students can use the spacious reading room in the central library and can also borrow books from both the libraries. There is a section which comes under the system of UGC Book Bank which allows the students to borrow one book each for a long period. Periodically the stock is updated on the basis of UGC grants and some allotted by the college. The faculties are also individually provided with INFLIBNET connection enabling them to get access to the net libraries.

No. of Books added during last five years

Session	College Grant	UGC Grant	PCR (Donated)	Total
2010-2011	29	48	0	77
2011-2012	4	0	0	4
2012-2013	0	0	0	0
2013-2014	0	28	0	28
2014-2015	0	16	1	17
Total	33	92	1	126

- b. Internet facilities for Staff & Students: Not available, but Library is fully computerized.
- c. Class rooms with ICT facility: Each Department is provided with a laptop and there is the facility of using overhead projectors to make visual projections of relevant documentaries and News features. The college has several rooms fitted with special audio systems for making audio-visual presentations.
- d. Laboratories: NA

31. Number of students receiving financial assistance from college, university, government or other agencies :

All SC ST and minority students receives financial grants directly from the governmental authority, though, separate record is not maintained by the college as relevant information is not made available to the college. However, the college has a provision for giving financial aids to needy and economically backward students. A recent figure of such financial aid is enumerated below:

Year	Number of Students receiving financial assistance
2013-2014	4
2014-2015	6

32. Details on student enrichment program (special lectures / workshops / seminar) with external experts:

Name Of The Speaker	Topic Of Discussion
Dr. Sivaji Pratim Basu	Changing phase of Indian Politics in the 1 st decade of 21 st century.
Dr. Rajashree Basu	Feminist Movements: Trends and Progress
Prof. Sukhendu Sarkar Dept. of Economics	Political Economy of Development
Prof. Samata Biswas	Emerging issues in Feminism
Dr. Sivaji Pratim Basu	Nationalism in the Third World
Dr. Dola Chatterjee Dept. of Philosophy	Scientific Socialism
Prof. Rajesh Pandey Dept of History	Forward Bloc and Subhas Bose

33. Teaching methods adopted to improve student learning

Cutting across the traditional lecture discussion method, the teachers of this department engages in dynamic methods of teaching to provide wholesome coverage of the subject. Adjusting with the current trends and dimensions of political science and international politics the department goes beyond the mode of conventional teaching and resort to electronic facilities such as demonstration lectures coupled with relevant political documentaries, power point presentations and projects entirely conducted by the students under the guidance of the teaching faculty. The department believes that educational tours are extremely helpful in exposing the students to living political stimuli. To live up to the spirit the department conducts educational tours to important political institutions, research organizations.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities: NA

35. SWOC analysis of the department and Future plans

Strength:

- The Department has taken a specific step in conducting admission tests for admission in 1st Year Honours course for preserving the standard of academic discourse under this department.
- The Department adopts several measures to continuously assess the level of intellectual development of the students. It conducts periodic class tests, class seminars, in-house projects, student-teacher meetings.
- Regular lectures by experts/academicians of various fields of political science from other Universities and organizations.
- Conducting career orientation programs by ex-students of the Department.
- Regular Parents-Teacher meetings are held for the Honours students studying under this Department. Through such meetings Parents are briefed about the progression of their wards. Their suggestions are also taken, so that the faculty members can respond to their specific academic needs.
- Student feedback is taken from the 2nd and 3rd year Honours and General course students. The feedback is taken for the overall performance of the Department and the individual performance of the Teacher. This is the most useful method for toning up the performance of the Department and responding to the academic needs of the students
- The department ensures that the relevant and recent books are purchased in the library to enable the students to familiarize themselves with the recent theoretical and real political developments within the country and the larger world outside. The students are encouraged to use the library to enrich their knowledge.

Weaknesses:

- Absence of adequate number of faculty members to conduct the academic course comprehensively.
- Shared college premises with other two sister colleges results in shortage of time and space.
- Non-availability of internet facility to the students hinders their accessibility to e-journals such as JStor and Sage, ProQuest.

Opportunities:

- To instil a spirit of research among the students so as to encourage them to initiate independent studies.
- To ensure employability after the completion of the course for students who would not pursue higher studies.
- To instil social awareness so that they can play responsible role in their respective society.
- As per the objectives of Brahma Samaj Education Society the Department tries to promote the cause of Women empowerment through imparting liberal education.

Challenges:

- Absentism of the students is a major challenge faced by the department. Lack of presence of students in class is noticed through all the three years, especially in the early morning classes.
- Due to the above mentioned challenge, the departmental faculty faces difficulty in time wise completion of the syllabus.
- Under performance in the University qualifying examinations. Failure of students to achieve qualifying Honours marks.
- Incapability of students in oratory and presentation skills.
- Short duration of college hours owing to the non availability of the college building, as it is shared with other two sister colleges. Seriously impairs teacher student interactions beyond the classroom.

Future Plans

- The department wants to inspire the students to go for higher studies and especially research, in relation to that we are conducting special seminars and lectures by eminent professors and research scholars from other universities and other research organisations.
- At the same time it aims at brightening the future employment prospects of all the political science students.
- The faculty members are keen to be innovative with regard to the teaching methods. They feel that regular exposure of the students to the updated

political knowledge through internet and journals would motivate the students to perform better.

- The department also has a plan to go for a short term student exchange programmes with a local college.
- The faculty members are pursuing their respective Doctoral Research and also plan to obtain Minor Research Project in their personal capacity.
- The department would initiate Teacher exchange programmes with neighbourhood colleges.

Evaluative Report of the Department

1. **Name of the department** – Department of **Sanskrit**
2. **Year of Establishment** – Affiliation in 1961
3. **Names of Programmes / Courses offered (UG, PG, M.Phil., Ph.D., Integrated Masters; Integrated Ph.D., etc.)** – Under Graduate, 3 Yrs General Course
4. **Names of Interdisciplinary courses and the departments/units involved** - NIL
5. **Annual/ semester/choice based credit system (programme wise);**
ANNUAL
6. **Participation of the department in the courses offered by other departments:** NIL
7. **Courses in collaboration with other universities, industries, foreign institutions, etc.** - NIL
8. **Details of courses/programmes discontinued (if any) with reasons** – NIL
9. **Number of Teaching posts**

	Sanctioned	Filled
Professors	-	-
Associate Professors		1 (by CAS)
Asst. Professors	02	-
Guest Lecturer	-	1

10. **Faculty profile with name, qualification, designation, specialization, (D.Sc./D.Litt. /Ph.D. / M. Phil. etc.)**

Name	Qualification	Designation	Specialization	No. of Year of Experience	No. of Ph.D Students guided for the last 4 years
Sutapa Bakshi	M.A., M.Phil	Associate Professor	Prakrit	21	Nil
Anjana Mallik	M.A., Ph.D	Guest Lecturer	Nyaya Philosophy	15	Nil

11. List of senior visiting faculty – NIL

12. Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty – 30%

13. Student -Teacher Ratio (programme wise) - 30.1

14. Number of academic support staff (technical) and administrative staff; sanctioned and filled– NIL

15. Qualifications of teaching faculty with DSc/ D.Litt/ Ph.D/ MPhil / PG.

	Name	Qualification	Designation
[1]	Sutapa Bakshi	M.A., M.Phil	Associate Professor
[2]	Anjana Mallik	M.A., Ph.D	Guest Lecturer

16. Number of faculty with ongoing projects from a) National b) International funding agencies and grants received – NIL

17. Departmental projects funded by DST - FIST; UGC, DBT, ICSSR, etc. and total grants received – NIL

18. Research Centre /facility recognized by the University – NIL

19. Publications:

a) Publication per faculty

Sutapa Bakshi —

- 1) Historical Evolution of Karaka Theory from Panini to Katyayana
- 2) Karpuramanjari (New Edition)

Number of papers published in peer reviewed journals (national / international) by faculty and students – NIL

- Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International Complete, Dare Database - International Social Sciences Directory, EBSCO host, etc.) – NIL
- Monographs
- Chapter in Books
- Books Edited
- Books with ISBN/ISSN numbers with details of publishers
- Citation Index
- SNIP
- SJR
- Impact factor
- h-index

20. Areas of consultancy and income generated - N.A

21. Faculty as members in

- a) National committees: NIL
- b) International Committees: NIL
- c) Editorial Boards: NIL

22. Student projects

- a) Percentage of students who have done in-house projects including inter departmental / programme – NIL
- b) Percentage of students placed for projects in organizations outside the institution i.e.in Research laboratories/Industry/ other agencies – NIL

23. Awards / Recognitions received by faculty and students – NIL

24. List of eminent academicians and scientists / visitors to the department – NIL

25. Seminars/ Conferences/Workshops organized & the source of funding

- a) National – NIL
- b) International – NIL

26. Student profile programme/course wise:

Name of the Course/programme (refer question no. 4)	Applications Received	Selected	Enrolled		Pass Percentage
			*M	*F	
B.A. (General)	60	60		F	80%

*Male *Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other States	% of students from abroad
B.A. (General)	100%	NIL	NIL

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil services, Defense services, etc. – NIL

29. Student progression

Student progression	Against % enrolled
UG to PG	10%
PG to M.Phil.	
PG to Ph.D.	
Ph.D. to Post-Doctoral	
Employed Campus selection • Other than campus recruitment	
Entrepreneurship/Self-employment	

30. Details of Infrastructural facilities

- Library — There are many text books, reference books in the library. The number of Sanskrit books - 624
- Internet facilities for Staff & Students - Limited internet facilities for students.
- Class rooms with ICT facility – Audio-visual presentation facilities & OHP Facilities are available in 11 rooms.
- Laboratories – NIL

31. Number of students receiving financial assistance from college, university, government or other agencies – The College provides financial assistance to many needy meritorious students. The students belonging to SC/ST and minority communities directly receives assistance from Government. NIL

32. Details on student enrichment programmes (special lectures / workshops / seminar) with external experts – NIL

33. Teaching methods adopted to improve student learning —

- General lectures
- Students - teacher interactions
- Departmental Seminars.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities – NIL

35. SWOC analysis of the department and Future plans –

Strength

- Dedicated faculty,
- optimum teacher student ratio,
- better prospect of personal care for the students

Weakness

- The college has no Honours course in Sanskrit. So the willing students are being deprived.
- There is space problem also in the college.
- Lack of sufficient time

Objectives:

- The Department will make efforts to open Honours Course in Sanskrit in future once the second Campus comes up.
- Sanskrit scholars may be invited to deliver lectures on rich repository of Sanskrit literature.

Challenges:

- In this age of job and career oriented education and courses it is difficult to attract students to study a classical language like Sanskrit. Yet the challenge is to sustain the enthusiasm of very limited number of students who come forward to study Sanskrit with serious time and space constraint.

Evaluative Report of the Department

1. **Name of the Department** : Department of Women's Studies
2. **Year of Establishment**: 2009
3. **Names of Programs /Courses offered**: B.A (General) 3 Year Degree Course
4. **Names of Interdisciplinary courses and the departments/ units involved**:
Nil
5. **Annual / semester / choice based credit system (programme wise)** Annual
6. **Participation of the Department in the courses offered by other departments**: Nil
7. **Courses with collaboration with other universities, industries, foreign institution, etc** : Nil
8. **Details of courses/ programme discontinued (if any) with reasons** :Nil
9. **Number of Teaching posts** :

	Sanctioned	Filled*
Professors	-	-
Associate Professors	-	-
Asst. Professors	-	-

*Contractual Whole-Time Teacher (Government Sanctioned): 1

10. **Faculty profile with name, qualification, designation, specialization, (D.sc/ D.Litt. / Ph.D. / M.Phil. etc.)**

Name	Qualification	Designation	Specialization	Years of Experience	No. of Ph.D. students guided for the last 4 years
Samata Biswas	M.A; M. Phil.	Contractual Whole-timer (Government Sanctioned)	Feminism, Psychology and Women, Stress and work.	6	

11. **List of senior visiting faculty** : Nil
12. **Percentage of lectures delivered and practical classes handled (programme wise) by temporary faculty**: NA
13. **Student-Teacher ratio (programme wise)**:

Course	Subject	Teacher	Student	Student-Teacher Ratio
B.A. Part-I, Part-II and Part III (Gen.)	Woman and Society	1	138	138:1

14. **Number of academic support staff (technical) and administrative staff, sanctioned and filled** : Not required

15. **Qualification of teaching faculty with D.sc/ D.Litt. / Ph.D./ M.Phil./ PG**:

Teaching Faculty	Designation	P.G	M.Phil.	Ph.D./ D.Litt.
Samata Biswas	Contractual Whole Time Teacher	Yes	Yes	Submitted

16. **Number of faculty with ongoing projects from a (a) National (b) International funding agencies and grants received**: None

17. **Departmental projects funded by DST-FICST; UGC; DBT; ICSSR; etc. and total grants received** : N A

18. **Research Centre / facility recognized by the university** : NO

19. **Publications**

a) Publications per faculty

- Number of papers published in peer reviewed journals (national / international) by faculty and students:
- Published paper titles “Disinterring New Woman in India: Equality and Tradition” in the Journal of Humanities and Social Sciences (ISSN 0973-87380)
- Number of publications listed in International Database (For Eg: Web of Science, Scopus, Humanities International complete, Dare Database – International Social Sciences Directory, EBSCO host, etc.)
- Monographs
- Chapter in Books
- Books Edited
- Books with ISBN/ISSN numbers with details of publishers
- Citation Index
- SNIP

- SJR
- Impact factor
- H-index

20. **Areas of consultancy and income generated** :NA

21. **Faculty as members in**

Ñ **National committees:** Indian Psychiatric Society

Ñ **International committees:** NA

Ñ **Editorial Boards:** Editor of College Academic Journal *Manan*

22. **Student projects**

- Percentage of students who have done in-house projects including inter departmental / programme: As per University of Calcutta guidelines there is no provision for any project work under the curriculum. However, to commence interest of research among the students, the Department has initiated in house projects involving the 2nd Year students. The project encourages them to conduct surveys for collecting quantitative as well as qualitative data.

B.A. Part- II General	Sexual Harassment at Work
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- Percentage of students placed for projects in organizations outside the institution i.e. in Research laboratories/Industry/ other agencies: NA

23. **Awards / Recognitions received by Faculty and students** : Nil

24. **List of eminent academicians and scientists / visitors to the department** :

None

25. **Seminars/Conference/Workshop organized & the source of funding**

- a. National: Nil
- b. International : Nil

26. Students profile program / course wise

Name of the Course/ Program (refer question no 4)	Applicati on Received	Selected	Enrolled		Pass Percentage
			M	F	
Three Years B.A Honours and General Program					
2009- 2011	35	30			100%
2010-2012	44	44			97.73%
2011-2013	61	61			95.08%
2012-2014	57	57			94.74%
2013-2015					Appearing
2014-2016					Appearing
2015-2017					Appearing

*M = Male *F = Female

27. Diversity of Students

Name of the Course	% of students from the same state	% of students from other states	% of students from abroad
B.A (GEN)			NA
2009- 2011	100%		
2010-2012	100%		
2011-2013	100%		
2012-2014	98.25%	1.75%	
2013-2015	100%		
2014-2016	98.21%	1.79%	
2015-2017	100%		

28. How many students have cleared national and state competitive examinations such as NET, SLET, GATE, Civil Services, Defense Services, etc.? NA

29. Student progression:

Because this subject is taught only as a General Course, there is no provisions for PG admission in Women's Studies under Calcutta University. Most of the students studying Honours in other departments are going for PG and other academic progression. Those reports will be available in the departmental evaluation of the other Honours departments. For this department the report is prepared on the basis of total number of students

who passed their UG programme until 2015 and an average is calculated in accordance with the data collected of the employment records of the students.

Student progression	Against % enrolled
UG to PG	-
PG to M.Phil	-
PG to Ph.D.	-
Ph.D. to Post-Doctoral	-
Employed Campus selection	-
Other than campus recruitment	12.19
Entrepreneurship / Self-employment	6.09

30. Details of Infrastructural facilities

a. Library:

No. of Books added during last five years

Session	College Grant	UGC Grant	PCR (Donated)	Total
2010-2011	29	48	0	77
2011-2012	4	0	0	4
2012-2013	0	0	0	0
2013-2014	0	28	0	28
2014-2015	0	16	1	17
Total	33	92	1	126

b. Internet facilities for Staff & Students: Limited Access Facility

c. Class rooms with ICT facility: Periodically the faculties make use of overhead projectors to make visual projections of politically relevant documentaries and News features. The college has several rooms fitted with special audio systems for making audio-visual presentations.

d. Laboratories: NA

31. Number of students receiving financial assistance from college, university, government or other agencies :

All SC/ST and minority students receives financial grants directly from the governmental authority, though, separate record is not maintained by the college as relevant information is not made available to the college. However, the college has a provision for giving financial aids to needy and economically backward students. A recent figure of such financial aid is enumerated below:

Year	Number of Students receiving financial assistance
2013-2014	Nil
2014-2015	Nil

32. Details on student enrichment program (special lectures / workshops / seminar) with external experts:

Name Of The Speaker	Topic Of Discussion
Dr. Seema Banerjee	Women's Education: Past and Present
Dr. Bijoy Sinha	Women and Poetry
Dr. Mousumi Bandopadhyay	Pandita Ramabai and Kadombini Ganguly: Contributions to Women's Empowerment
Dr. Bhaswati Ray	Women and Ecology
Dr. Sudipta De	Women and Labour

33. Teaching methods adopted to improve student learning

Cutting across the traditional lecture discussion method, the teachers of this department engages in dynamic methods of teaching to provide wholesome coverage of the subject. Adjusting with the current trends and dimensions of political science and international politics the department goes beyond the mode of conventional teaching and resort to electronic facilities such as demonstration lectures coupled with relevant political documentaries, power point presentations and projects entirely conducted by the students under the guidance of the teaching faculty. The department believes that educational tours are extremely helpful in exposing the students to living political stimuli. To live up to the spirit the department conducts educational tours to important political institutions, research organizations.

34. Participation in Institutional Social Responsibility (ISR) and Extension activities:

- Some of the students of this department have taken part in training programme arranged by Shromojibi Swastho Udyog. This training will help the students to provide para-medical help in the community.
- Few students also took part in educational programme in a slum area near our college. In the slum students gave lectures on nutrition and health of women to the women of the slum areas.

35. **SWOC analysis of the department and Future plans**

Strength:

- The Department adopts several measures to continuously assess the level of intellectual development of the students. It conducts periodic class tests, class seminars, student-teacher meetings and open discussion about several topics among the students.
- Regular lectures are organised with the help of the college faculties to open inter-disciplinary discussions.

Weaknesses:

- Absence of adequate number of faculty members to conduct the academic course comprehensively.
- Shared college premises with other two sister college results in shortage of time and space.
- Non-availability of internet facility to the students hinders their accessibility to e-journals such as JStor and Sage.
- Non-availability of adequate number of text books for students pursuing their studies in vernacular language.

Opportunities:

- To generate a spirit of research among the students so as to encourage them to initiate independent studies.
- To encourage employability after the completion of the course for students who would not pursue higher studies.
- To increase social awareness so that they can play responsible role in their respective society. Specially with the issues related to gender sensitivity and awareness.
- As per the objectives of Brahma Samaj Education Society the Department tries to promote the cause of Women empowerment through imparting liberal education.

Challenges:

- Absenteeism of the students is a major challenge faced by the department. Lack of presence of students in class is noticed through all the three years.
- Students give less importance to General courses, specially the Honours students: due to which failure to have qualifying marks in the University Examinations are observed.

- Short duration of college hours owing to the non availability of the college building, as it is shared with other to sister colleges. Seriously impairs teacher student interactions beyond the classroom.

Future Plans:

- The department is planning to open Honours course in the future as a big plot of land has been purchased recently which will provide the space for new departments.
- The department wants to inspire the students to go for higher studies and research and to take part in different educational projects.
- It also aims to brighten up the future employment prospects of all students.
- The department is planning to apply for Minor Research Project in the future.
- The department is planning to initiate Teacher exchange programmes with neighbourhood colleges.

Post-accreditation Initiatives

In view of the severe time and space constraint, it was not possible to introduce new subjects or add on courses as recommended by the Peer team. However affiliation was granted by the University of Calcutta for Economics Honours and Mathematics General Courses during 2005.

Therefore enrolment of students in Economics Honours and Mathematics General began from the academic session 2006-07.

The college also introduced Women's Studies as a general subject in 2009 on the basis of affiliation granted by the university.

Introduction of online admission is one of the most important changes implemented during this period. Online admission was introduced from the academic session 2013-14 to ensure a fair and transparent admission process.

On the basis of recommendations of the Peer team more computers have been added at all locations for the benefit of staff and students. Laptops have been provided to all Lab based and Honours Departments. The computers in the computer lab have been replaced by new ones with updated software.

The administrative offices were renovated in 2010-11 and an additional class room was created for the Geography Department. Larger class rooms are provided with audio-systems. Permanent audio-visual aids have been provided in three class rooms. Some of the larger classrooms are soon to be converted into smart classrooms.

Library catalogue digitization was started with WINISIS library management software in 2006. From March 2015, bar coding of library books began with Koha library management software. Offline library catalogue search facilities are available. Due to lack of space the library does not subscribe to journals. However 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.

Internet facilities are available in the Computer Lab, GIS Lab, Libraries, Staff room, Principal's room, Department of Botany and Administrative Offices for the benefit of staff and students.

The college received permission to start a NSS unit from the university in December 2014. Accordingly the NSS unit has started functioning.

In 2013, additional sports gear was purchased for the students. Students are undergoing training in self defence under a project sponsored by Kolkata Police.

Career guidance and counselling is done on a regular basis since 2011-12. A number of reputed organizations regularly visit the college for the purpose of training the students in professional skills and for progression to higher education.

As part of an initiative towards resource conservation a rain water harvesting unit has been installed in the college.

A green audit has been conducted by DNV.GL, Kolkata in 2015 and the college is in the process of implementing the recommendations made in the audit.

An academic audit has been conducted recently by the University of Calcutta

One National Level and six State Level UGC sponsored seminars have been organised by the college during 2006 to 2015 by different academic departments of the college.

In addition, an international interdisciplinary seminar on social sciences as part of a Fulbright-Hays Group Projects Abroad was organized by the college in January 2010. The participants included faculty members from State University of New York, New Paltz as well as faculty of the college. Speakers/ resource persons were experts/ eminent personalities from different fields such as History, Education, Political Science, Geography and Women's studies.

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.



श्रद्धावान् लभते ज्ञानम्

SIVANATH SASTRI COLLEGE

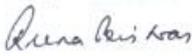
Formerly CITY COLLEGE COM. DEPT. SOUTH KOLKATA (Morning)
[City College South Kolkata Women's Branch]
[Accredited by NAAC]

Phone : 2460-1521
2461-2689

23/49, GARIAHAT ROAD
KOLKATA - 700 02

Declaration by The Head of The Institution

I certify that the data included in the Self-Study Report (SSR) are true to the best of my knowledge. This SSR is prepared by the institution after internal discussion, and no part thereof has been outsourced. I am aware that the NAAC Peer Team will validate the information provided by the SSR during the Peer Team visit.

Principal

(Dr. Runa Biswas)
Sivanath Sastri College
Kolkata 700029
Email: sivanathsastri.southcitycollege@gmail.com

Sivanath Sastri College

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SIVANATH SASTRI COLLEGE
Formerly CITY COLLEGE COM. DEPT. SOUTH KOLKATA (Morning)
[City College South Kolkata Women's Branch]
[Accredited by NAAC]

Phone : 2460-1521
2461-2689

23/49, GARIAHAT ROAD,
KOLKATA - 700 029

Certificate of Compliance

This is to certify that Sivanath Sastri College, Kolkata, West Bengal fulfils all norms:

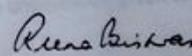
1. Stipulated by the University of Calcutta, Kolkata and/or
2. Regulatory Council/ Body (such as UGC, NCTE, AICTE, MCI, DCI, BCI etc.)
3. The affiliation and recognition are valid as on date.

In the case of affiliation and/or recognition are conditional, a detail enclosure with regard to the compliance of conditions by the institute will be send.

It is noted that NAAC's accreditations, if granted shall stand cancelled automatically, once the institution loses its University affiliation or recognition by the Regulatory Council (University Grants Commission) as the case may be.

In case the undertaking submitted by the institution is found to be false, the accreditation given by the NAAC is liable to be withdrawn. It is also agreed the undertaking given to NAAC will be displayed on the college website.

Date: February 1, 2015
Institution: Sivanath Sastri College
Kolkata, West Bengal
Place: Kolkata - 700029


(Dr. Runa Biswas)
PRINCIPAL

Annexure II
Certificate of Accreditation



**Annexure III
(Peer Team Report)**

PEER TEAM REPORT

ON

INSTITUTIONAL ACCREDITATION

OF

SIVANATH SASTRI COLLEGE , KOLKATA – 700 029

WEST BENGAL

Visit Dates

20th February – 21st February , 2006

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

DRAFT REPORT ON INSTITUTIONAL ACCREDITATION
OF
SIVANATH SASTRI COLLEGE, KOLKATA - 700 029, WEST BENGAL

SECTION - I: INTRODUCTION

The Sadharan Brahma Samaj Education Society of Kolkata established the City Group of Colleges, Kolkata. The Commerce Department of this group of colleges branched off into five colleges of which one college was named after Pandit Sivanath Sastri (1847 – 1919) a renowned scholar a dedicated teacher and founder of 'The Sadharan Brahma Samaj', Kolkata. Sivanath Sastri College was established in 1961 as a Grant-in-aid Women's college affiliated to University of Calcutta. The college got recognition under 2f / 12B of UGC in the year 1975. It is located in a residential locality in urban area of Kolkata on 0.69 acres of land. The plinth area of the college is 5620 sq. ft. There is very limited open space available around the college. The mission of the college is to promote liberal education for the empowerment of women.

The college is an under-graduate Womens' college, which started with B. com course and later UG Programmes in Humanities and Science were added. It offers seven honours programmes in Bengali, English, Education, History, Political Science, Geography and Accountancy and four general programmes in Botany, Economics Philosophy and Sanskrit. In addition three certificate courses in Computer Application are offered. There are 32 Permanent and 37 part-time teachers of whom, 17 have Ph. D. degree, 6 have M. Phil, degree and 46 have PG degree. The non-teaching staff strength is 46 of whom 36 are administrative and accounts staff and the rest are technical staff including Librarian.

The current strength of students is 2714 of whom 105 are from other States and 2 are overseas students. The unit cost of education including salary is Rs.5926/- and excluding salary is Rs.604 /-. The college has a Central Library and a Seminar Library. Number of books in both the libraries put together is 32503.

The college volunteered to be assessed by National Assessment and Accreditation Council Bangalore and submitted the self-study report in 2005. NAAC constituted a Peer team consisting of Prof. P. Geervani, former Vice Chancellor of Sri Padmavati Mahila Vishwavidyalayam, Andhra Pradesh as Chairperson, Prof. M. D. P. Rao as Member co-ordinator, Dr. (Mrs.) M.P.R. Lyngdoh Member. Dr. M. S. Shyamsundar, deputy advisor,

P. Geervani
21/02/06

NAAC, Bangalore co-ordinated the visit of the Peer team. The Peer team has gone through the Self-study Report and visited the college on 20th – 21st February, 2006. After the team has visited the college , departments , interacted with management , principal , staff , students and gone through the relevant documents , drafted this report presented in the following sections.

SECTION – 2: CRITERION WISE ANALYSIS

CRITERION - I: CURRICULAR ASPECTS

Sivanath Sastri College has the mission to impart liberal education in order to widen the intellectual programme of the girls and help them to face the challenges in their life and shape them as good citizens with a commitment for the society. The goals and objectives of the institution are made known to the stake holders through the college prospectus.

The college offers full time three years degree programmes in Bachelor of Commerce, Arts, and Science. The college offers honours courses in Geography, Bengali, English, Education, History, Political Science and Commerce and general courses in Botany, Economics, Philosophy and Sanskrit. Three self financing certificate courses in computer application have been introduced two years back. This college was among the first in Kolkata to introduce Commerce Education for girls, in the year 1955.

The components in programme options are more knowledge oriented. Students are allowed to change their subject combination for honours as well as pass courses within stipulated period as prescribed by the University. The elective options are according to the regulations of Calcutta University. However the options available for the students of Sivanath Sastri College are limited especially for students taking Botany and Geography.

Modular curriculum and multidisciplinary approach in teaching are yet to be introduced. However, environmental study which is a compulsory subject is taught by teachers of four departments. As an affiliated college the institution adopts the syllabus designed by Calcutta University. The syllabus of the Calcutta University is periodically reviewed through Boards of studies. Head of Department of Geography is the only faculty member serving as member of Board of studies of Calcutta University. It takes six months to one year for the college to obtain the affiliation of the university in introducing a new subject after the management of the college decides.

P. Ghose

CRITERION - II: TEACHING – LEARNING AND EVALUATION

Sivanath Sastri College has 240 working days out of which 225 are the teaching days. There are 32 full time permanent teachers and 37 part time teachers. In some subjects like Bengali, History, Philosophy and Sanskrit all classes are taught by only full time teachers while Commerce classes are mostly taught by part time teachers seventeen staff have Ph.D degree, six have M. Phil. degree and forty six have PG degree as the highest qualification. Full time teachers are recruited on the basis of West Bengal college service commission Act 1978. The college management appoints teachers recommended by West Bengal College service commission. The management appoints part time teachers having qualification prescribed by UGC on the basis of interviews conducted by staff selection committee. Preference is given to NET / S L E T qualified candidates.

The staff develops teaching plan and time table at the beginning of the academic year with the guidance of Head of the department and follow the same.

Admission of students is done on the basis of academic records strictly on merit basis in conformity with reservation policy of the government. The number of students admitted is limited to the sanctioned strength. Almost cent percent attendance of the students of all departments for classes as well as examinations is appreciated.

Evaluation methods are communicated to the students at the beginning of the year through the college prospectus. Half yearly examination is conducted after six months of admission to assess the students. Informal class tests are conducted only for honours students. Periodical tutorial classes are also arranged for first year students. Annual examination is conducted for the first year students for promotion to the second year. All the answer script are returned to the student to maintain transparency in evaluation.

Even though remedial classes are conducted for some weak students it is yet to be formalised. Some departments take extra classes during slack session for academically weak students. Teaching is supplemented by practical, field work and seminars in every department. It is observed that seminars are well organised, attended and documented. Even the topics covered in seminars are beyond curriculum. In addition, Departmental Seminars are conducted inviting experts from other colleges and Universities.

P. G. Choudhary

Both the science departments Botany and Geography have good Laboratory facilities and extensive practical training is imparted.

Though the traditional black board operation is the main tool for teaching, audio visual methods of teaching have been introduced by the departments of Geography, Botany, and Education. Facilities such as Overhead Projectors, Slide Projectors and LCD are available and are shared by the departments. Teachers organise group discussions for the students to improve their communicative skills. The students of the Commerce department have secured 1st and 3rd ranks in the University Examination of 2003. And a student of Geography Department secured first rank in 2001 which is commendable. The success rate is almost 99% with 40% of the students securing 1st Class in the department of Commerce. Even in the other departments the success rate is around 91%.

A number of teachers are found to participate in orientation and refresher courses seminars organised by different Universities. Six faculty members have attended seminars at national level and one acted as a resource person. One of the faculty members of Sanskrit Department attended an International Seminar. The faculty is seen to utilise available opportunities for the academic advancement in the respective subjects. The department of Geography has been sanctioned sixty thousand rupees for conducting a seminar in March, 2006.

Teachers use the self appraisal proforma recommended by UGC and the feed back is analysed and used to overcome their shortcomings. Students' appraisal of teachers is conducted in respective departments as per the guide lines of NAAC for improving the quality of teaching. Many departments have analysed the feed back and taken corrective measures. Students' evaluation on campus experience is also collected. Significant items of feed back have been identified to be with respect to common room, canteen, games facilities and cultural activities and remedial follow up action has been implemented.

CRITERION - III : RESEARCH, CONSULTANCY AND EXTENSION

The college is primarily a teaching institution for undergraduate students. However, the college encourages teachers to pursue research work by granting study leave and making adjustment in teaching schedule of the teachers pursuing research.

A good number of full time and part-time teachers are working for their Ph.D. degree. Teachers of the department of Education and Botany are engaged in UGC sponsored minor

P. Eswaran

research projects. The college has 3 on going minor research projects funded by UGC with an outlay of Rs. 2.7 lakhs. One teacher of history department was awarded Ph. D degree in 2003.

Good number of the faculty is associated with Netaji Subash Bose Open University in writing books and review articles in news papers. Faculty members of many departments have authored standard text books reference books and articles. Faculty of Commerce, Botany and Geography have good number of research publications in national journals. A few of the faculty members are fellows of national professional societies and have International Publications.

The college does not have a designated person for extension activities. However, the responsibility of organising extension activities is entrusted to a teacher in charge. The various activities under taken include Health and hygiene awareness, AIDS awareness, social work, medical camp, blood donation camp and environmental awareness. Besides the above, teaching street children was organised in collaboration with an NGO and blood group determination was organised in collaboration with Alumni association.

A comprehensive counselling and personality development course has been initiated by the college in collaboration with an NGO. The college has launched training programme in First aid and Home Nursing conducted by St. John's Ambulance. The college has taken up the activities with regard to the 'Rights for Deprived Children' in collaboration with 'Prayasam' an NGO sponsored by UNICEF.

CRITERION IV : INFRASTRUCTURE AND LEARNING RESOURCES

Sivanath Sastri College has prepared a master plan of the college for infrastructural development. The College intends to meet the academic growth by redesigning and restructuring the available space to make optimum use of its infrastructural facilities.

The Institution is under the ownership and supervision of the Brahma Samaj Education Society (BSES) which administers the city group of colleges. The Morning College, Day College and Evening College function in the same building at different timings. Sivanath Sastri College is a Women's college functioning in the morning from 6.15 a.m. to 11.30 a.m. The infrastructure utilised by all the three colleges includes class rooms, laboratories, auditorium and common facilities for students and staff.

P. Geemani

For the overall development and maintenance of the infrastructure, the South Calcutta Accommodation and Co-ordination Committee was formed and chaired by the Rector of the south Kolkata wing of city group of colleges. The members of the Committee include the Principals of the three Colleges, prominent members of the Brahma Samaj Education Society and representatives from the non teaching staff. The Committee looks after the maintenance, repair and renovation works required in the college which is being used for three sections. The Peer team observed the building and furniture to be well designed and maintained clean. The College ensures optimum use of its infrastructure facilities that are being shared by three Colleges. The time table is framed to ensure maximum utilisation of space, and if necessary, the College auditorium, museum and some laboratories are used as class rooms. It generates additional funds by giving the class rooms for conducting National and State level examinations on Sundays which includes entrance examination and recruitment examinations. The College makes an all out effort to keep the campus clean and pollution free to have a clean environment. Certain measures have been taken by the College like declaring the College Campus as no smoking zone.

There are two libraries namely a Central Library and a Seminar Library .The Central Library houses books of all the colleges but in different shelves under the control of separate Library staff. The seminar library is exclusively for honours students and teachers. The library has not been computerised. However, the College has made an effort in this regard and the process of computerisation is under progress. Though the library has no reprographic facilities, arrangements are made to get Xerox copies of references desired by the students. The total number of books in the Library is 32503, the College also subscribes for some journals and periodicals. The library working hours are same as college working hours.

The College has a Computer Lab with twelve computers and the computer Lab has the same working hours as in the College. Whenever it is necessary, the Computer Lab is kept open on holidays and Sundays. In addition, there are sixteen computers located in different department's .The department such as department of Botany, Geography, Library and Office and Principal's room.

Student facilities such as sports, canteen and common room need to be expanded. Very limited outdoor game facilities are available. The Sports' Meet is held annually and the Sports Sub Committee arranges and co-ordinates various sports activities, including their participation in Inter-College and other sports events. Ground facilities available outside the campus are utilised for conducting matches. The College has several incentives for outstanding sports persons. Special prizes, awards and certificates are given to the winners

P. E. S. S.

of various sports events of the College. Appointment of a teacher in physical education may be considered on priority basis. The College has no hostel facility.

CRITERION V : STUDENT SUPPORT AND PROGRESSION

The College has limited but well managed support services for the students. After the minimum period of study, about 94 to 98% of the students appear the qualifying examination of Part I and 83 to 86% in the Part II Examination. The drop out rate is between 4 to 13%. The progression to higher study is 30% to 40% on an average. Most of the alumni of the College are holding prominent positions in the different fields of life like Chartered Accountants, teachers, administrators lawyers and others. The college has developed a mechanism for collecting feed back from the students for quality enhancement since last two years. The data is analysed and communicated to the concerned teachers of all departments. This is commendable.

The College publishes its updated prospectus annually which provides relevant information to the students seeking admission. The contents consist of a brief profile of the College, aims and objectives, admission criteria, courses offered, rules of discipline, admission criteria, academic aspects, fees structure etc.

Financial aid in the form of scholarship and assistance are available to the students from the Central /State government. Some students receive financial aid from Matni Sangha Janakalyan Ashram , West Bengal , Labour Welfare Board , West Bengal etc. Besides, the College provides fee concession to deserving students. A student Aid Fund is also available which provides financial assistance to financially backward and under privileged students for purchasing books, other necessities and college and university fees.

The College has no formal employment cell or a placement officer. The college has arranged a campus interview in 2006 .However, the college faculty is engaged in giving counselling to the students regarding the career planning, job, and placement opportunities. The teachers of the College participate in academic and personal counselling in their individual capacity and also collectively by conducting seminars on career counselling to help and guide the students. Experts from outside are also invited to help and motivate the students on self employment and other avenues. Staff monitor the students progression and students maintain close contact with staff, a commendable feature. An elected non-political Students'

P. Suman

Union functions at the college which organises student activities with the guidance of the teachers and the principal.

The College has a registered Alumni Association which meets once a month. It has taken up various activities for the development of the College. The Alumni Association provides assistance for community activities of the students. It has also provided some printers for the college and it also proposed to facilitate academic exchange and linkages with industry.

CRITERION VI: ORGANISATION AND MANAGEMENT

The College has a duly constituted Governing Body, which is an overall policy making, administering and monitoring authority. The chairperson of the Governing Body and members are nominated by the Society. Academicians, management professionals, Bankers etc. represent as members. The present chair person of the Governing Body is an alumnus of the college and committed to take the college to greater heights in all respects. The Governing Body meets once a quarter regularly. A nominee of the Governing Body functions as Bursar and supervises the financial management of the college. The Principal of the college functions as the secretary. The College has an efficient internal co-ordinating and monitoring mechanism. The Principal is the Chief Executive Head of the College, being also the Secretary of the Governing Body; he is accountable to the same. In his day today administration, the Principal is assisted by the Vice Principal, office Superintendent and Heads of various departments. The functioning of the College is decentralised with clear demarcation and responsibility collectively. The College has various Committees with specific responsibilities for proper functioning of the College.

The teaching staff are of two categories i.e. aided staff and ad-hoc / part-time staff. The part-time staff is of two categories, some working for 6 hours a week and some for 12 hours a week. The ad-hoc staff is paid a consolidated pay as prescribed by state government. There are 27 aided and 18 temporary un-aided non-teaching staff. The College has an inbuilt mechanism of its own to check the work efficiency of the non-teaching staff. Regular discussion of non-teaching staff with the Head Clerk helps to maintain efficiency. The teacher in-charge and the head clerk distribute the works to the non-teaching staff. The head clerk supervises the works and tries to solve any problem faced by them. The accountant checks financial matters and daily expenditure which is further verified by the Bursar. The Principal monitors the work efficiency of the non-teaching staff. Students are also encouraged to provide feedback on the college administration. The peer team found the

P. Jeyaramani

administrative and accounting procedures to be systematic and up to date. However, the accounting system is yet to be computerised.

The College has an Advisory Committee for the library. The Committee consists of the Principal, the Librarian and some members of the teaching and non teaching staff. The Committee meets regularly to supervise and advise on the functioning of the library and up gradation of the library facilities. The Library has not yet been inter- connected with other libraries. However, the College has an institutional membership of the British Council Library. Most of the teachers are members of the different libraries like the National Library, USIS Library, the Ramakrishna Mission Library and the Asiatic Society. The Library has a book bank facility. The book bank has been built up by the UGC book grant for purchase of books as per the students' requirement. These books are issued regularly to the students and in addition, each student can have one book on a long term basis till the date of the University examination.

The Institution has no special Committee for preparing the academic calendar. The same is prepared by the Head of each department at the beginning of the session in consultation with other teachers in the department. The College has no professional development programme for the non-teaching staff. However, encouragement is made on this aspect by allowing the eligible non-teaching staff to attend short term computer training programme in the College Computer Centre. A Seminar on public relations has been arranged for the staff to improve the work environment.

During the last two years there has been no major change in the fee structure. Tuition fee was increased marginally in 2002-03. During the last two years the college has recorded some savings.

The permanent staff is covered by the state welfare programme such as leave, medical facility, loans, festival advance etc.

The College has no formal grievance redressal cell to address the grievances of the employees and students. However, the College encourages an open system of communication. If there is any grievance, it is discussed with the Principal directly, who tries to solve the matter. In case the matter cannot be solved at this level, it is referred to the Governing Body where the employees have their representatives also. The management looks into the matter and addresses the problems accordingly.

P. G. S. S. S.

CRITERION VII: HEALTHY PRACTICES

The peer team has observed the following healthy practices.

- ❖ There are various committees and sub committees in the college to ensure participation of senior faculty and efficient functioning of the college.
- ❖ A cordial atmosphere is present between faculty and students also between faculty and management.
- ❖ Every department publishes a journal once or twice in a year with the contribution of articles from students and staff.
- ❖ There is a system of teacher evaluation by the students and the feedback is used by the teachers to improve the quality of teaching.
- ❖ Academic review audit is conducted annually wherein the performance of the students at various examinations is reviewed.
- ❖ The College maintains students Health Insurance Schemes under which any student would be provided with an amount up to Rs.10,000/- for treatment for any accident within the campus or during an educational excursion.
- ❖ Some of the members of the teaching staff participate in the training programmes on First Aid and Home Nursing conducted by St. John's Ambulance.
- ❖ The College maintains a Staff Benevolent Fund that provides interest free loans to the non-teaching employees up to Rs. 4000/- for medical treatment of self or family members.

SECTION: III

OVER ALL ANALYSIS

After the Peer team visited the college, interacted with the stakeholders and gone through the records, the overall analysis of the institution is presented in this section.

- The college met its prime objective of providing liberal education for women envisaged by the founders five decades ago by serving the cause of Women's education, since 1961.

P. Geemani

- The introduction of humanities and science programmes at a later stage without expansion of space and also due to time sharing of available space , the newly created department are constrained with space and time for comfortable work in laboratories , library and class rooms . Some of the classes have a strength of 120 to 150 which is not conducive for effective teaching – learning process. Some departments have just managed to set up laboratories which have hardly any work space.
- The college has recorded steady growth in admission strength and success rate inspite of limitation, which is remarkable.
- The management has encouraged staff in pursuing research, attending seminars and refresher courses to strengthen academic competency.
- Optimal utilisation of available infrastructure facilities has been made.
- The parents and alumni recognise the college to be a reputed one with regard to academics as well as discipline.
- Both the science departments of the college have good potential and equipment for effective teaching. However the work space is limited and students have no appropriate choices in science related subjects in selecting electives. This aspect has been raised by the student in the interacting session also.
- The discipline of students , the work culture of staff and co-ordination of faculty are Commendable features.

Recommendations

After analysing the facilities and practices of the institutions the Peer team makes the Following recommendations for improvement.

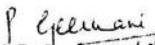
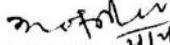
- In view of severe space and time constraint for growth and development it is recommended that the management may give top priority for expansion of physical facilities.
- More non-traditional and profession oriented courses such as BBA , Journalism , Computer Science and applications , Communication and Mass Media etc. may be introduced . The need for such courses has been felt by parents, students and alumni as well.
- Introduction of appropriate options in science subjects for students doing honours in science subjects is essentials.

T. Jeyanani

- More computers to be added to enrol all the students to computer based courses and have access to computer for students and staff.
- It is suggested to strengthen library facilities by additional titles of books, expand floor space of library and provide access to reprographic and Internet facilities to students in the library.
- Establish language laboratory to improve the communication skill.
- Introduction of NSS, NCC activities in the college.
- Create facilities for sports and games and also appoint a teacher in physical education. A Gym and Yoga centre may be established. These facilities may be added on a time sharing basis at the earliest possible.
- A career guidance and counselling centre may be established..
- Hostel facilities may be provided to the students coming from distant areas, in view of classes commencing from 6.15 a.m.

The Peer team sincerely acknowledges the co-operation received from the Principal, the Governing Body, the steering committee members, the teaching, non-teaching staff, parent, alumni and the students during its visit.

Names and signature of Peer Team

 Prof. P. Geervani 21/02/06 Chair person	 Prof. M.D.P. Rao 21/02/06 Member Co-ordinator	 Dr. (Mrs) M.P.R. Lyngdoh 21/02/06 Member
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I have gone through this report and I accept it



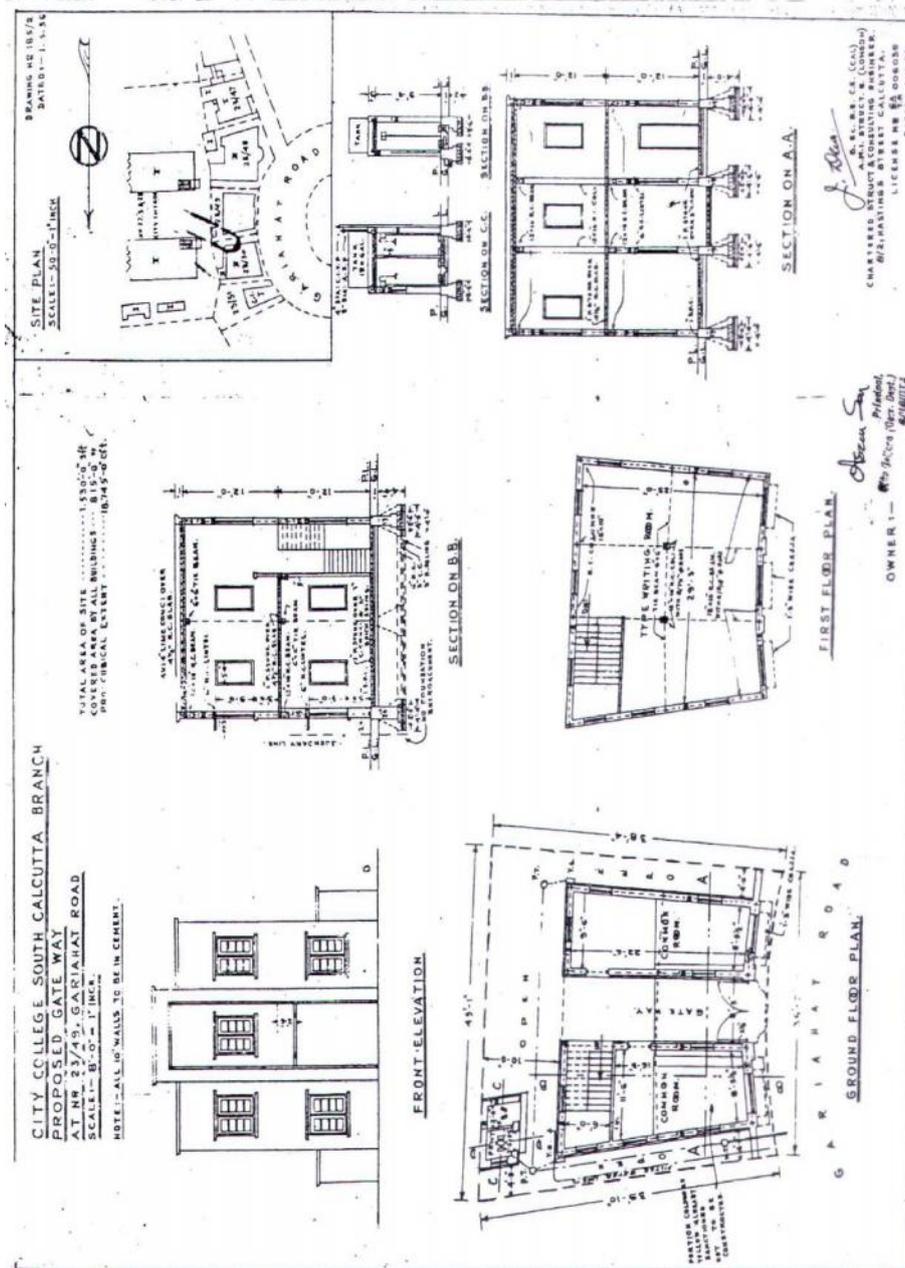


Shri Shyamalendu Majumdar
Teacher-in-charge
Sivanath Sastri College, Kolkata – 700 029 .
West Bengal

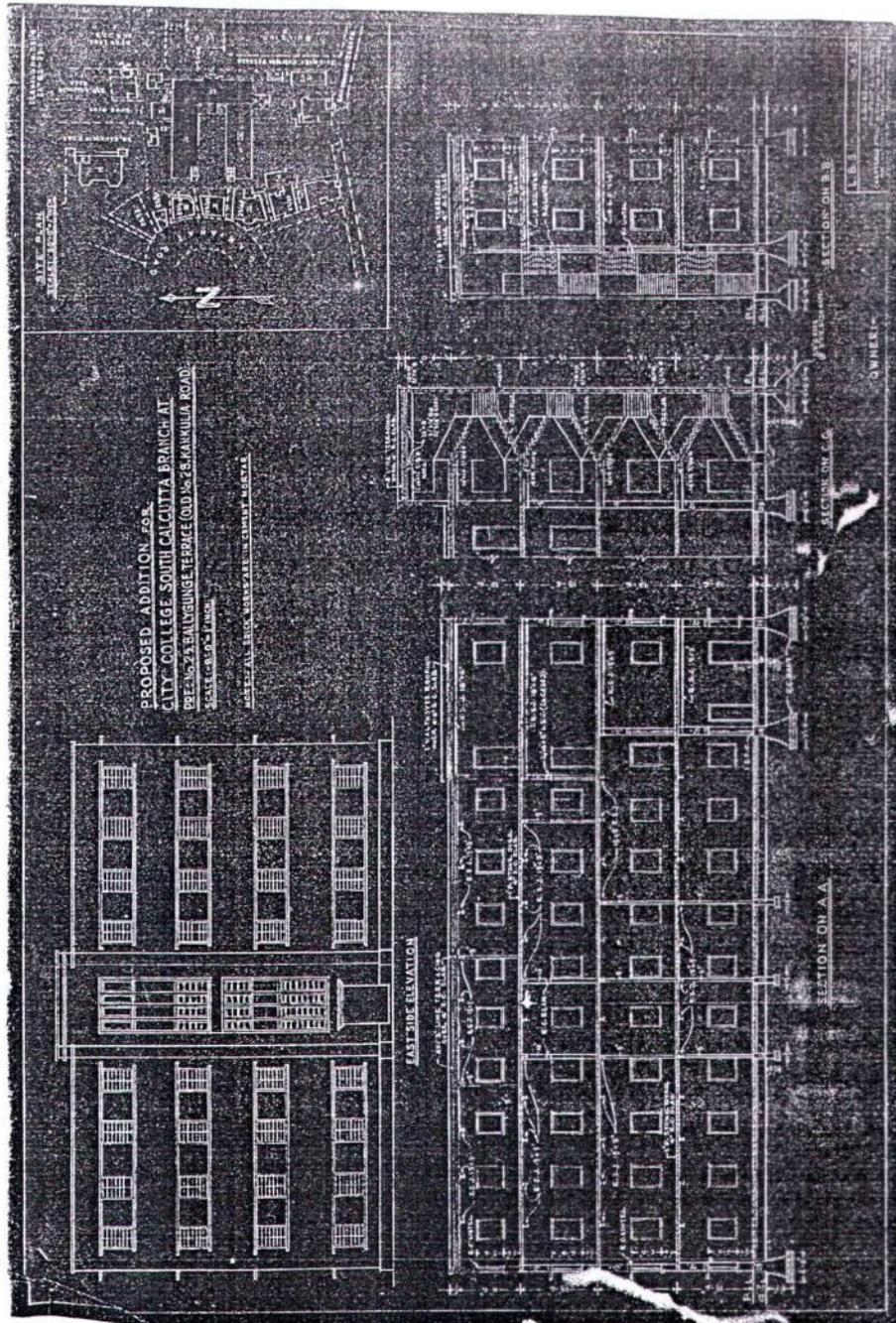
Date: 21.02.2006

Teacher-in-Charge
Sivanath Sastri College

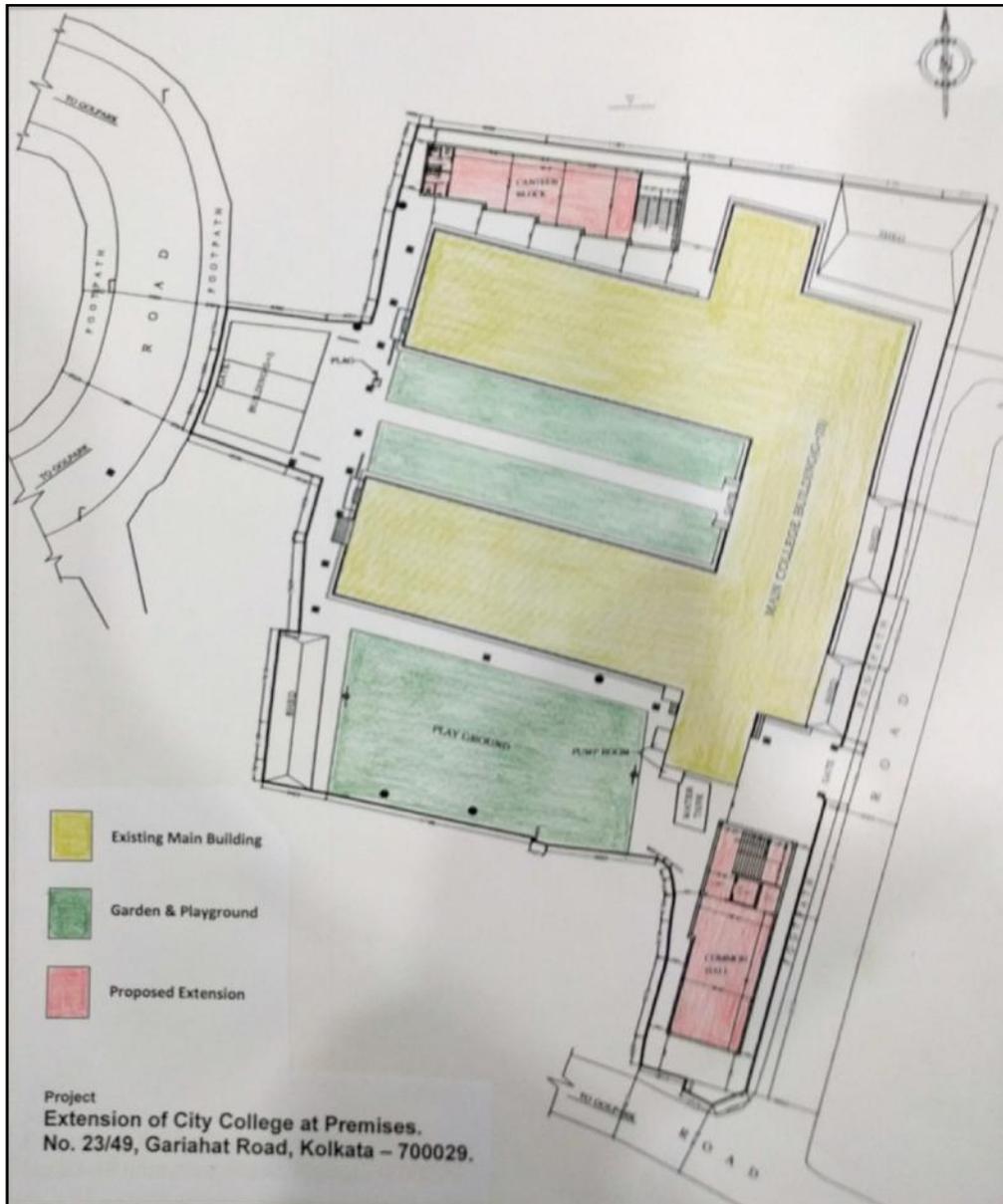
Annexure IV(a)
Master plan of the Institution



Annexure IV(b) Master plan of the Institution



Annexure V Proposed extension of the building



Annexure VI (a) Audited income and expenditure 2011-12

SIVANATH SASTRI COLLEGE 23/49, Gariahat Road, Kolkata - 700 029						
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31.03.2012						
PREVIOUS YEAR	EXPENDITURE	CURRENT YEAR	PREVIOUS YEAR	I N C O M E	CURRENT YEAR	
Rs.	P.	Rs.	P.	Rs.	P.	Rs.
193,353.31	To Electricity Charges	721,306.92		6,081,496.00		6,941,399.00
92,633.00	Telephone Charges	69,222.98		163,900.00		170,400.00
7,647.33	Rent, Rates & Taxes	6,775.95		889,100.00		1,168,300.00
72,369.00	Provident Fund Contribution	74,547.00		200,800.00		203,800.00
6,047,960.19	Salary (College)	6,688,874.65		79,950.00		65,050.00
668,605.33	Interim Relief (Puja)	691,066.96		1,183,840.00		1,164,000.00
78,102.14	Conveyance	62,749.98		1,184,400.00		1,454,800.00
83,937.00	Contingency	92,083.06		118,480.00		116,560.00
8,876.98	Journals & Periodicals	10,865.96		1,016,551.00		1,165,850.00
364.00	Postage & Telegram	795.00		45,000.00		37,400.00
10,246.10	Bank Charges	10,904.33		106,872.00		105,024.00
53,099.00	Advertisement	71,953.00		3,530.00		5,765.00
33,916.00	Medical Expenses	32,896.00		62,802.00		115,751.00
-	Gardening	54.53		7,900.00		6,800.00
35,000.00	Maintenance Grant for P.F.	22,000.00		51,700.00		16,100.00
99,316.38	Sundry Repairs & Maintenance	97,061.96		31,230.00		33,000.00
159,665.18	Printing & Stationery	67,772.86		89,350.00		88,110.00
5,875.00	Misc. Expenses	21,379.00		17,500.00		14,274.00
162,567.00	Depreciation	257,491.00		5,039.50		2,831.00
5,864.00	Website Maintenance Charges	-		37,000.00		39,295.00
-	Annual Membership Fee	5,500.00		638,000.00		622,500.00
18,067.00	Botany Contingency	9,658.00		4,289.00		1,119.00
22,818.00	Geography Contingency	35,319.00		12,060.00		15,570.00
8,711.00	Audit Fee	3,861.00		12,500.00		11,500.00
123,000.00	Exam / Tutorial Expenses	233,127.00		1,378,632.00		6,727,701.00
256,892.00	Sudry Allowances	259,750.00		-		-
59,449.69	Insurance (Building)	19,733.67		59,200.00		57,482.00
108,936.00	Library Book Purchase	40,512.00		385,180.00		310,700.00
26,432.00	Cost of Identity Card for Students	28,800.00		2,700.00		10,100.00
23,485.00	Univ. Exam. Centre Expenses	34,340.00		-		-
-	Subscription W.B.C.U.T.A.	1,000.00		-		-
242.00	Filing Fee (TDS)	332.00		-		-
250.00	Zonal Centre Expenses	3,100.00		-		-
61,242.00	Ceremonial Expenses	3,703.72		-		-
119,135.00	Computer Lab Running and Maintenance	124,963.00		-		-
24,000.00	Maintenance Grant for BSES	18,000.00		-		-
-	Seminar	25,500.00		-		-
11,208.00	Excursion	26,692.00		-		-
25,314.00	Prize	29,236.00		-		-
2,695.00	Legal Charges	13,510.00		-		-
5,149,067.87	Excess of Income over Expenditure transferred	-		-		-
-	Balance Sheet	9,873,551.36		-		-
13,878,201.50		19,770,981.00		13,878,201.50		19,770,981.00

NOTES ON ACCOUNT AS PER - Schedule 'G'

In terms of our separate report of even date annexed herewith

Dated: The 25 MAR 2013

Place: Kolkata

Aswini Mishra
Bursar
Sivanath Sastri College

Supriya
Teacher-in-Charge
Sivanath Sastri College

For Anju Kiran & Associates
Chartered Accountants



Annexure VI (b) Audited income and expenditure 2012-13

SIVANATH SASTRI COLLEGE 23/49, Gariahat Road, Kolkata - 700 029						
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31.03.2013						
PREVIOUS YEAR	EXPENDITURE	CURRENT YEAR	PREVIOUS YEAR	I N C O M E	CURRENT YEAR	
Rs. P.		Rs. P.	Rs. P.		Rs. P.	
721,306.62	To Electricity Charges	437,640.30	6,041,399.00	By Tution Fees	2,981,710.00	
69,222.98	Telephone Charges	40,867.98	170,400.00	Admission Fees	154,250.00	
6,775.66	Rent, Rates & Taxes	13,632.56	1,168,300.00	Development Fees	1,269,153.00	
74,547.00	Provident Fund Contribution	76,600.00	203,800.00	Special Development Fee	205,400.00	
6,688,874.85	Salary (College)	4,930,988.61	65,050.00	Practical Examination Fees	19,728.00	
661,098.66	Interim Relief (Puja)	764,246.32	1,164,000.00	College Examination Fees	1,120,800.00	
62,749.98	Conveyance	74,822.64	1,454,800.00	Collection for Electricity	1,399,500.00	
92,083.06	Contingency	86,652.25	116,560.00	Collection for Extra Curricular Activities	112,320.00	
10,985.96	Journals & Periodicals	7,048.15	1,165,850.00	Collection for Printing & Stationery	1,120,800.00	
795.00	Postage & Telegram	40.00	37,400.00	Laboratory Fees	32,000.00	
10,904.33	Bank Charges	28,570.00	105,024.00	Library Fees	100,900.00	
71,953.00	Advertisement	19,221.00	5,765.00	Transfer Fees	8,945.00	
32,866.00	Medical Expenses	32,500.00	115,751.00	Casual Fees	85,167.00	
54.53	Gardening	-	6,600.00	Cancellation Fees	900.00	
22,000.00	Maintenance Grant for P.F.	22,000.00	16,100.00	Collection from Students for Prospectus	7,200.00	
97,061.96	Sundry Repairs & Maintenance	77,236.86	33,000.00	Collection for Identity Card	29,520.00	
67,772.86	Printing & Stationery	129,761.65	88,110.00	Collection from Students for Fee Book	85,980.00	
21,379.00	Misc. Expenses	20,810.00	14,274.00	Income for conducting Seminar	17,000.00	
257,491.00	Depreciation	234,265.00	2,831.00	Collection from Photocopy work	2,456.00	
-	Website Maintenance Charges	55,150.00	39,295.00	Verification & Searching Fee	46,275.00	
6,500.00	Annual Membership Fee	-	622,500.00	Fees for Computer Lab. & Other Courses	672,500.00	
6,656.00	Bolany Contingency (Cost of Chemical)	6,075.00	1,119.00	Library & Other Fine & Realisation	183.00	
35,319.00	Geography Contingency	13,090.00	15,570.00	Sundry Certificates	13,220.00	
3,861.00	Audit Fee	13,438.00	11,500.00	GIS Lab. Fee	10,500.00	
233,127.00	Exam / Tutorial Expenses	101,805.00	6,727,701.00	Interest on Saving Bank Account and on other Fixed Deposit with Banks	8,220,000.91	
269,750.00	Sudry Allowances	254,916.66	-	Miscellaneous Fees	61,540.00	
19,733.67	Insurance (Building)	19,708.66	57,482.00	Sale of Application & Admission Form	491,550.00	
40,512.00	Library Book Purchase	57,969.00	310,700.00	Sale of old News Papers, Scraps of machinery etc.	77,200.00	
28,800.00	Cost of Identity Card for Students	25,740.00	10,100.00	Fine P.C.Roy Students' aid Fund	1,200.00	
34,340.00	Univ. Exam. Centre Expenses	139,631.00	-	Building Maintenance	958,740.33	
1,000.00	Subscription W.B.C.U.T.A.	-	-	Railway Concession	5.00	
332.00	Filing Fee (TDS)	309.00	-	Review Fee	100,550.00	
3,100.00	Zonal Centre Expenses	300.00	-	Special Aid Fee	53,265.00	
3,703.72	Ceremonial Expenses	26,156.00	-	Students Misc. Cult. Activities	560,400.00	
124,963.00	Computer Lab Running and Maintenance	140,942.00	-			
18,000.00	Maintenance Grant for BSES	18,000.00	-			
25,500.00	Seminar	-	-			
26,692.00	Excursion	18,200.00	-			
29,236.00	Prize	14,203.00	-			
13,510.00	Legal Charges	-	-			
-	Practical Exam Fee	52,959.00	-			
9,873,551.36	Excess of Income over Expenditure transferred	-	-			
	Balance Sheet	12054226.77	-			
19,770,981.00		20,019,968.21	19,770,981.00		20,019,968.21	

NOTES ON ACCOUNT AS PER - Schedule 'G'

Dated: The 4.01, 2014

Place: Kolkata



In terms of our separate report of even date annexed herewith

For K. K. Daruka & Co.
Chartered Accountants

For K. K. DARUKA & CO.
Chartered Accountants

KK Daruka (Proprietor)
Membership No.-037466
Firm Regn. No.-029506

Annexure VI (c) Audited income and expenditure 2013-14

23,49, Garihat Road, Kolkata - 700 042

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31.03.2014

PREVIOUS YEAR Rs.	EXPENDITURE	CURRENT YEAR		PREVIOUS YEAR		INCOME	CURRENT YEAR	
		Rs.	P.	Rs.	P.		Rs.	P.
		2,40,702.30		29,61,716.00			30,14,400.00	
4,37,649.30	To Electricity Charges	38,075.99		1,64,280.00		By Tuition Fees	1,61,700.00	
40,887.98	Telephone Charges	6,665.11		12,69,153.00		Admission Fees	14,78,450.00	
13,632.58	Rent	1,20,249.00		2,95,418.00		Development Fees	1,96,600.00	
76,600.00	President Fund Contribution			10,328.00		Special Development Fees		
49,40,988.51	Salary (College)	6,71,626.00		11,20,600.00		Practical Examination Fees	4,421,300.00	
7,64,246.32	Interim Relief (Puja)	1,015.89		13,96,600.00		College Examination Fees	17,03,800.00	
74,822.64	Conveyance	1,07,385.72		1,12,320.00		Collection for Electricity	1,13,880.00	
89,552.25	Contingency	22,176.15		11,20,800.00		Collection for Extra Curricular Activities	15,42,564.00	
7,348.15	Journals & Periodicals	65.00		32,000.00		Collection for Printing & Stationery	71,800.00	
40.00	Postage & Telegram	25,229.00		1,00,900.00		Laboratory Fees	1,62,568.00	
28,570.00	Bank Charges	27,874.00		3,045.00		Library Fees	11,200.00	
19,231.00	Advertisement	26,921.00		85,167.00		Transfer Fees	1,19,634.00	
32,500.00	Medical Expenses	-		900.00		Casual Fees		
22,000.00	Maintenance Grant for P.F.	1,76,594.66		7,200.00		Cancellation Fees	2,531.00	
77,230.66	Sundry Repairs & Maintenance	2,96,170.21		29,510.00		Collection from Students for Prospectus	30,600.00	
1,29,751.85	Printing & Stationery	56.66		65,000.00		Collection for Identity Card	86,300.00	
20,810.00	Misc. Expenses	1,70,360.00		17,000.00		Collection from Students for Fee Book		
2,14,265.00	Depreciation	22,472.00		2,464.00		Income for conducting Seminars	1,135.00	
52,150.00	Website Maintenance Charges	9,094.00		46,273.00		Collection from Photocopy work	37,865.00	
8,073.00	Botany Contingency (Cost of Chemical)	39,443.00		5,72,600.00		Venforation & Searchin Fee	6,271,940.00	
12,066.00	Geography Contingency	7,433.00		183.00		Fees for Computer Lab. & Other Courses	1,368.00	
13,438.00	Audit Fee	1,66,157.00		13,223.00		Library & Other Fine & Realisation	10,200.00	
1,01,805.00	Exam / Tutorial Expenses	2,85,891.40		10,500.00		Sundry Certificates	13,300.00	
2,54,916.66	Sundry Allowances	9,322.00		82,20,000.91		GAS Lab. Fee		
19,108.66	Insurance (Building)	77,536.00				Interest on Saving Bank Account and on other Fixed Deposit with Banks	65,69,256.75	
57,980.00	Library Book Purchase	24,146.00		61,540.00		Miscellaneous Fines	58,836.00	
25,740.00	Cost of Identity Card for Students	26,816.00		4,91,550.00		Sale of Application & Admission Form	4,73,330.00	
1,29,671.00	Univ. Exam. Centre Expenses	645.00		77,200.00		Sale of old News Papers, Scraps of machinery etc.	3,000.00	
309.00	Filing Fee (TDS)	600.00		1,200.00		Others Sundry collection from Students		
393.00	Zonal Co-the Expenses	27,398.30		16,72,960.00				
26,156.00	Ceremonial Expenses	62,461.00						
1,48,942.00	Computer Lab Running and Maintenance	23,000.00						
18,000.00	Maintenance Grant for BSES	2,300.00						
-	Accounting Charges	24,213.00						
-	Seminars	31,576.00						
10,200.00	Excursion	44,450.00						
14,203.00	Prize	2,000.00						
-	Legal Charges	20,084.00						
52,959.00	Practical Exam Fee	2,275.00						
-	Sadhan Brothers Samaj Relief							
1,05,426.77	Excess of Income over Expenditure transferred to Reserve Street	1,04,516.34						
				1,78,05,238.75				
		2,09,15,900.21		2,09,15,900.21				

NOTES ON ACCOUNTS PER - Schedule 'G'

Date: 19/12/2014
Place: Kolkata

Teacher-in-Charge
Sivanath Sastri College

In terms of our separate report of even date annexed herewith
T.K.K. DASGUPTA & CO.
Chartered Accountants
100, Gariahat, Kolkata - 700 042
Membership No. 4001882
C.A. Regn. No. - 372867E

Annexure VI (d) Audited income and expenditure 2014-15

SIVANATH SASTRI COLLEGE
23/49, Gariahat Road, Kolkata - 700 029

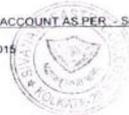
INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31.03.2015

PREVIOUS YEAR		EXPENDITURE		CURRENT YEAR		PREVIOUS YEAR		I. N. C. O. M. E.		CURRENT YEAR	
Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.
2,40,702.30		To Electricity Charges	2,93,586.00	30,14,400.00		By Tuition Fees		30,62,880.00			
38,075.99		Telephone Charges	48,216.00	1,61,700.00		Admission Fees		1,77,450.00			
6,665.33		Rent, Rates & Taxes	-	14,76,450.00		Development Fees		16,50,380.00			
1,20,249.00		Provident Fund Contribution	1,600.00	1,96,800.00		Special Development Fee		12,12,000.00			
44,36,350.28		Salary (College)	68,15,688.68	14,21,200.00		College Examination Fees		14,04,900.00			
6,71,625.00		Interim Relief (Puja)	6,64,572.00	17,03,800.00		Collection for Electricity		17,11,200.00			
57,019.99		Conveyance	1,63,598.32	1,13,880.00		Collection for Extra Curricular Activities		1,14,280.00			
1,07,385.72		Contingency	1,51,430.30	15,42,664.00		Collection for Printing & Stationery		14,26,000.00			
22,170.15		Journals & Periodicals	13,349.33	31,000.00		Laboratory Fees		33,800.00			
65.00		Postage & Telegram	9,076.00	1,02,368.00		Library Fees		1,02,690.00			
29,320.00		Bank Charges	29,291.33	11,200.00		Transfer Fees		10,840.00			
27,873.00		Advertisement	34,842.00	1,19,934.00		Casual Fees		1,21,208.00			
36,921.00		Medical Expenses	36,280.00	2,530.00		Collection from Students for Prospectus		1,735.00			
1,76,894.69		Sundry Repairs & Maintenance	2,25,535.68	30,600.00		Collection for Identity Card		32,620.00			
2,96,576.31		Printing & Stationery	1,67,300.67	86,100.00		Collection from Students for Fee Book		86,520.00			
36.66		Misc. Expenses	1,383.33	1,738.00		Collection from Photocopy work		954.00			
1,73,080.00		Depreciation	1,34,451.00	37,865.00		Verification & Searching Fee		45,500.00			
22,472.00		Website Maintenance Charges	22,472.00	6,22,040.00		Fees for Computer Lab. & Other Courses		6,62,500.00			
9,604.00		Botany Contingency (Cost of Chemical)	1,800.00	1,258.00		Library & Other Fine & Realisation		384.00			
39,445.00		Geography Contingency	17,757.00	10,280.00		Sundry Certificates		13,210.00			
7,433.00		Audit Fee	7,008.00	13,000.00		GIS Lab Fee		13,500.00			
1,66,187.60		Exam / Tutorial Expenses	2,26,037.00	65,69,256.76		Interest on Saving Bank Account and on other Fixed Deposit with Banks		75,07,426.16			
2,85,897.40		Sudry Allowances	3,88,481.00	58,835.00		Miscellaneous Fees		59,020.00			
9,322.00		Insurance (Building)	9,318.67	4,73,330.00		Sale of Application & Admission Form		6,92,017.00			
77,536.00		Library Book Purchase	6,527.00	3,000.00		Sale of old News, Papers, Scraps of machinery etc.		10,100.00			
34,140.00		Cost of Identity Card for Students	31,080.00								
26,816.00		Univ. Exam. Centre Expenses	21,865.00								
645.00		Filing Fee (TDS)	195.00								
600.00		Zonal Centre Expenses	830.00								
22,288.00		Ceremonial Expenses	1,07,411.00								
62,461.00		Computer Lab Running and Maintenance	1,18,232.00								
23,000.00		Maintenance Grant for BSES	-								
2,000.00		Accounting Charges	3,000.00								
24,223.00		Seminar	12,600.00								
31,576.00		Excursion	34,400.00								
44,456.00		Prize	56,500.00								
2,000.00		Legal Charges	-								
26,084.00		Practical Exam Fee	10,310.00								
2,275.00		Sadharan Brahma Samaj Relief	1,00,000.00								
-		Death Gratuity Claim	50,000.00								
-		Maintenance Grant for PF	1,06,872.00								
-		Sundry educational infrastructure Development	15,600.00								
-		Warm Clothing	-								
1,04,43,767.34		Excess of Income over Expenditure transferred	90,14,619.85								
		Balance Sheet									
<u>1,78,05,236.76</u>				<u>1,91,53,116.16</u>				<u>1,91,53,116.16</u>			

NOTES ON ACCOUNT AS PER - Schedule "G"

Dated The 14th December, 2015

Place Kolkata



Renua Biswas
Principal
Sivanath Sastri College

In terms of our separate report of the date annexed herewith

For K. K. Daruka & Co
Chartered Accountants

