



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		SIVANATH SASTRI COLLEGE
Name of the head of the Institution		Dr. Runa Biswas
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03324612689
Mobile no.		9433419072
Registered Email		iqacsivanathsastricollege@gmail.com
Alternate Email		runa.biswas@gmail.com
Address		23/49 Gariahat Road
City/Town		Kolkata
State/UT		West Bengal
Pincode		700029
<b>2. Institutional Status</b>		

Affiliated / Constituent	<b>Affiliated</b>
Type of Institution	<b>Women</b>
Location	<b>Urban</b>
Financial Status	<b>state</b>
Name of the IQAC co-ordinator/Director	<b>Ms. Jayanti Datta</b>
Phone no/Alternate Phone no.	<b>03324612689</b>
Mobile no.	<b>9163187537</b>
Registered Email	<b>iqacsivanathsastricollege@gmail.com</b>
Alternate Email	<b>runa.biswas@gmail.com</b>

### 3. Website Address

Web-link of the AQAR: (Previous Academic Year)	<a href="http://sivanathsastricollege.org/aqar-2017-18/">http://sivanathsastricollege.org/aqar-2017-18/</a>
<b>4. Whether Academic Calendar prepared during the year</b>	<b>Yes</b>
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://sivanathsastricollege.org/academic-calendar-2018-19/">http://sivanathsastricollege.org/academic-calendar-2018-19/</a>

### 5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
<b>1</b>	<b>B+</b>	<b>76</b>	<b>2006</b>	<b>21-May-2006</b>	<b>20-May-2011</b>
<b>2</b>	<b>B+</b>	<b>2.51</b>	<b>2016</b>	<b>05-Nov-2016</b>	<b>04-Nov-2021</b>

<b>6. Date of Establishment of IQAC</b>	<b>08-Feb-2014</b>
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### 7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
<b>Regular meetings of Internal Quality Assurance</b>	<b>18-Jun-2019</b> <b>1</b>	<b>16</b>

Cell (IQAC)		
Regular meetings of Internal Quality Assurance Cell (IQAC)	18-May-2019 1	12
Regular meetings of Internal Quality Assurance Cell (IQAC)	29-Jan-2019 1	14
Regular meetings of Internal Quality Assurance Cell (IQAC)	01-Oct-2018 1	14
<a href="#">View File</a>		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institution	RUSA 2.0	Central and State Government	2018 730	4000000
<a href="#">View File</a>				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

4

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

**11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**

No

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

- Organised a one day state level seminar entitled Sister Nivedita and Revitalization of Indian Culture on 12.09.2018.
- Organised a Faculty Development Workshop titled Identifying the credibility of a Journal publication on May 7, 2019
- Monitored the progress of a student cum faculty research project on medicinal plants funded by the college and carried out by the Departments of Botany, Philosophy and Sanskrit
- Organised 3 workshops on Jewellery Design, Comic Illustration and Graphic Design, and Cooking and Bakery as alternative career options for students on 30 April 2019
- A Wetland Conservation Awareness

Program was organised on 14 February 2019 which included a visit to East Kolkata Wetlands by a team of students and teachers.

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

Plan of Action	Achievements/Outcomes
Campus placement for students	Campus to Corporate Recruitment Program with Tata Consultancy Services (TCS) : 508 students registered and 190 students were selected. MOU signed by the college for Student Internship with Pricewaterhouse Coopers Service Delivery Centre (Kolkata) Private Ltd. 253 students participated and 12 students were selected
Upgradation of library resources and infrastructure	Library renovation and purchase of books was allocated Rupees 8 lakhs and 5 lakhs respectively under the grant received from RUSA 2.0
Provide assistance in the utilization of the procurement grant of Rs. 40 lakhs received by the institution under RUSA 2.0.	Out of the sanctioned total of Rs 2 crores, the amount released as procurement grant by the State Government was Rs. 40 lakhs. (Sanction order and list dated August 21, 2018 ). Regular meetings were held by the RUSA PMU (Project Monitoring Unit) and RUSA Tender Committee to allocate the grant under the appropriate heads and begin the tendering process as instructed in the various workshops held by the State Government for utilization of RUSA funds
Organising the seminar on Sister Nivedita by the Departments of Bengali, Education, Philosophy and Sanskrit which was approved by the Administration.	After obtaining the necessary approval and funds from the college administration the proposed one day state level seminar titled Sister Nivedita and Revitalization of Indian Culture was held on September 12, 2018 at the Ramakrishna Mission Institute of Culture. The proceedings of the seminar was published on March 2019, with ISSN: 2454-5318
Monitor the progress of the college funded student cum faculty research project on medicinal plants conducted jointly by the Departments of Botany, Philosophy and Sanskrit.	Primary data collection and fieldwork of the Student Research Project conducted by the Departments of Botany, Philosophy and Sanskrit entitled The Revolutionary Journey of Medicinal Plants from Ancient Days to the Present was completed. The report was being written and a seminar presentation was

	to be held soon.
Organising a faculty development workshop for teachers of B.A./B.Sc./B. Com Honours and General Departments	A faculty development workshop on Identifying the credibility of a journal publication was held on May 7, 2019. The resource person was Dr. Bidisha Datta Sarkar, faculty, Department of Commerce
Educational excursions were encouraged by the IQAC	Student excursions were organised by the Departments of Botany and Geography.
Evaluation through assignments and class tests were planned	Departmental meetings were held to review progress. Majority of the departments monitored the academic performance of the students through regular class tests and assignments.
The IQAC advised the various departments to prepare academic calendars, ensure active student participation through student presentations and seminars and widen their horizons through interdisciplinary lectures	Academic calendars were prepared by the departments. Interdisciplinary lectures were organised by most departments
Introduction of semesterised CBCS in the B.A./B.Sc. Programmes and encourage teachers to participate in CBCS related workshops on curriculum development and evaluation methods.	The semesterised CBCS was introduced in B.A. /BSc. Programmes from academic session 201819 Teachers from all B.A./B.Sc Departments participated in CBCS orientation workshops organised by the respective UGBOS Calcutta University in collaboration with different colleges.
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<b>14. Whether AQAR was placed before statutory body ?</b>	Yes				
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Governing Body</td> <td style="text-align: center;">26-Mar-2021</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	Governing Body	26-Mar-2021
Name of Statutory Body	Meeting Date				
Governing Body	26-Mar-2021				
<b>15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?</b>	No				
<b>16. Whether institutional data submitted to AISHE:</b>	Yes				
Year of Submission	2019				
Date of Submission	08-Feb-2019				
<b>17. Does the Institution have Management Information System ?</b>	Yes				

<p>If yes, give a brief description and a list of modules currently operational (maximum 500 words)</p>	<p><b>MIS [STUDENT DATABASE] 2018 to 2019:</b>  The college has in operation a customised MIS primarily set up with the objective of maintaining a student database as well as information regarding teaching and nonteaching employees of the institution. The MIS Platform/ operating system is Microsoft Windows and the system is programmed on Visual FoxPro. Presently the student information related modules are operational. The records maintained in the system include: • Student profile: Name, address, parent's/guardians' name, date of birth, religion, social category, family income level, results of Higher Secondary or equivalent examination and so on. • Academic records: year wise subject combinations, university registration details, performance in internal as well as university examinations • Transfers, cancellations and other information. Users: administrative level only. It is not accessible to students The following functions can be performed by the administration • Log in Module: for authentication of user accounts • Edit Module can edit student information in the database • Search Module can access all details regarding the students as well as search information for a specific student</p>
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**Part B**

**CRITERION I – CURRICULAR ASPECTS**

**1.1 – Curriculum Planning and Implementation**

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

A notable aspect of curriculum delivery for this year is the introduction of Choice Based Credit System for B.A/ B.Sc. Honours and General streams from 2018-2019 academic session by the University of Calcutta. The CBCS curriculum covers six semesters. Hence the College is confronted with the dual challenges of implementing a new curriculum and a semester system of examination. The college has coped very successfully with both challenges. Teachers from all departments have participated in CBCS orientation workshops where the structure and content of semester wise curriculum, teaching methods and necessary learning resources have been discussed in detail. The usual curriculum delivery methods generally followed such as the lecture method with emphasis on interactive teaching as well as periodic assessment of the academic advancement of the students by the faculty members have continued. But there is greater emphasis on use of ICT facilities. Thus faculty members organize class presentations by the students, conduct class tests and give the students assignments. Each department prepares an academic calendar which is closely followed and periodic departmental meetings are held to review and record the

progress in the syllabus. Almost all the academic departments in the college liberally use available audio-visual aid in the class rooms, conduct small scale survey studies, and motivate the students by organizing inter-departmental lectures on issues that ensure cross-cutting of interests of different disciplines. The method of learning by teaching is also adopted in this regard. Departments also advise the students to use internet and web portals of major Libraries, Research Bodies and different Government Agencies. The College Library uses KOHA software through which the students can browse the books and Journals available in the library. New titles on different subjects taught are added on a regular basis. The library also maintains an 'INFLIBNET' connection for the benefit of the faculty and the students. The Library also offers photocopying facility to the students. The Geography and Botany Departments of the college have well equipped laboratories and other electronic learning mediums and the laboratories are regularly updated by means of acquisition of latest equipment. Student's seminars are organized by each department. Inter-Faculty Exchange Lecture programs are regularly organized on topics which are linked to different subjects focusing on issues like gender sensitization, Human Rights, Environmental issues like climate change etc. Experts on different subjects are invited from other academic institutions to give lectures to the students. Some departments also conduct project work to be completed by the students. Based on academic calendar lesson plans are prepared and subjects are taught. There is an Academic Council in the college, which holds regular meetings to monitor all matters related to the curriculum and teaching as well as prepare and implement internal examinations, date of publication of the results. The College also encourages the teachers to upgrade their qualifications and skills and routinely participate in Refresher Courses and Orientation programs organized by different Universities.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NA	NA	Nil	00	NA	NA

**1.2 – Academic Flexibility**

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NA	Nil
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	ENGLISH (H), BENGALI (H), HISTORY (H), POLITICAL SCIENCE (H), EDUCATION (H)	02/07/2018
BA	ENGLISH (GEN), BENGALI (GEN), HISTORY (GEN), POLITICAL SCIENCE (GEN), EDUCATION (GEN), PHILOSOPHY (GEN) WOMEN STUDIES (GEN), SANSKRIT (GEN)	02/07/2018

BSc	GEOGRAPHY (H) , ECONOMICS (H)	02/07/2018
BSc	ECONOMICS (GEN) , BOTONY (GEN) , STATISTICS (GEN) , MATHEMATICS (GEN)	02/07/2018

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

### 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	Nil	Nil
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	B.COM PROJECT	488
BA	ENVS PROJECT	1631
BA	EDUCATION FIELD STUDY	25
BSc	GEOGRAPHY FIELD STUDY	29
BSc	ECONOMICS TERM PAPER	4
<a href="#">View File</a>		

### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	No
Parents	No

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

Feedback Obtained
<p>The College ensures accurate and effective curriculum delivery and imparting of participatory temperament among the students. In this respect, the college attaches importance to collecting feedback from different stakeholders like the students, teachers and parents on a regular basis. The College collected the feedback from the students through online mode. The students gave feedback upon various topics like- curriculum structure and content, teaching-learning, library facilities, students-teacher interactions, their opinion about administrative staffs and so on. After collecting the feedback, a detailed analysis is made regarding the view points of the students. The Principal meets the concerned departmental faculties on a regular basis in order to take appropriate remedial steps regarding the feedbacks collected. This enables the college to further improve the facilities available and instil a temperament of</p>



accountability among teachers and staff. The feedback of the teachers is also collected on a regular basis with respect to the curriculum structure. Here also the Principal sits with the concerned members in order to take appropriate measures to better the situation. In respect to Parent's opinion, Parent-Teacher meet is held on a regular basis, wherein the concerned faculty and the Principal of the college meets the Parents along with the students to discuss the problems faced by the students and their family. A detailed discussion is held and parents are informed about the academic progress of their daughters. At times parents are asked to come to college whenever they feel the need to do so in order to get detailed clarification about their wards. The College takes steps to create a proper value-oriented atmosphere for the all round development of the students and incorporate new skills to cater to the needs of the students.

## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	BENGALI HONOURS	88	84	38
BA	EDUCATION HONOURS	88	136	46
BA	ENGLISH HONOURS	88	285	70
BA	HISTORY HONOURS	88	79	28
BA	POLITICAL SCIENCE HONOURS	88	102	40
BSc	ECONOMICS HONOURS	30	64	11
BSc	GEOGRAPHY HONOURS	30	179	25
BCom	B.COM HONOURS	527	1551	446
BA	Philosophy Gen, Sanskrit Gen, Hindi Gen, Women Studies Gen., Music Gen.	283	413	129
BSc	Mathematics Gen., Botany Gen., Statistics Gen.	117	15	3

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### 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution	Number of students enrolled in the institution	Number of fulltime teachers available in the	Number of fulltime teachers available in the	Number of teachers teaching both UG

	(UG)	(PG)	institution teaching only UG courses	institution teaching only PG courses	and PG courses
2018	2719	Nil	43	Nil	Nil

## 2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
43	24	78	16	1	9

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

The teachers of the institution, Sivanath Sastri College, are always accessible to their beloved students. The teachers, being natural mentors, always take care of the holistic development of the students. As a mentor, teacher's responsibility is not confined only to four-wall guarded classroom teaching. Departmental teachers, not only guide the students in academic arena but also search for the difficulties they face and try to sort out even through personal interaction in college premises. Sometimes, teachers act as Counsellors and sometimes, the students are referred to formal registered counselling system. The feedback analysis provides the opportunity to the teachers for self-assessment and also self-modification that cater to the need of the students. Departmental teachers always provide guidance and counselling to the students for building their career too. Besides the routine based classroom teaching, teachers also have devoted time for taking extra class for the weak learners. The CBCS in B.Com (since this year) calls for acquiring higher mathematical and statistical skill to cope with the prescribed B.Com curriculum. Hence, with a view of strengthening the mathematical base of the students, the Department of Commerce has arranged for Orientation classes for Mathematics and Statistics. The newly introduced CBCS in B.A/ B.Sc programme demands for fast-learning as well as enhancement of skill in the stipulated time period and in this regard, every departmental teacher tries to sort out the problems in the tutorial classes. It is also important to mention that college has taken initiative to recruit additional teachers in several departments on a part time basis (taking classes three days a week) in order to bridge the gap generated due to lack of adequate sanctioned posts. The Part-time teachers have also revealed their sincerity for upgrading the students. Not only the departmental teachers but also the Principal meets all departments separately in a closed-door meeting to find out the problems they face in the classroom teaching.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2719	43	1 : 63

## 2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
46	43	3	3	17

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Gautam Das	Assistant Professor	Awarded Ph.D. from University of

[View File](#)**2.5 – Evaluation Process and Reforms**

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	11	Part-II (General, 2019)	26/06/2019	22/11/2019
BSc	9	Part-II (Honours, 2019)	11/06/2019	22/11/2019
BA	8	Part-II (Honours, 2019)	11/06/2019	22/11/2019
BCom	10	Part III (Honours, 2018)	25/04/2019	25/06/2019
BSc	12	Part -III (General, 2019)	30/05/2019	14/08/2019
BA	11	Part -III (General, 2019)	30/05/2019	14/08/2019
BSc	09	Part III (Honours, 2019)	25/04/2019	25/06/2019
BA	08	Part III (Honours, 2019)	25/04/2019	25/06/2019
BSc	12	Part-II (General, 2019)	26/06/2019	22/11/2019
BA	8	Semester- I (CBCS Honours, 2018)	02/01/2019	21/02/2019

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

Sivanath Sastri College, being affiliated to the University of Calcutta, follows the guidelines provided by the University. Since this year, CBCS has been introduced for B.A/B.Sc. course. Following the norms of CBCS, the college has arranged for Internal Assessment for Semester 1 and Semester 2 students in November, 2018 and May 2019 respectively under B.A/B.Sc. and B.Com stream. For Semester 3 and Semester 4, internal assessment has been arranged for B.Com students only. Mid-term tests and Selection Test are compulsory for B.A. / B.Sc. Part-II and Part-III students and for B.Com Part-III students. Besides this, class tests are conducted in every department so that the students can be acquainted with the university question pattern and can perform well in the university level examination. Some departments have also focused on assignments and some also have conducted group discussions in the classroom.

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

- At the beginning of each year, Academic Calendar is prepared by the college and also by each department. While preparing Academic Calendar, the college follows guidelines and Academic Calendar prepared by the University of

Calcutta. • As CBCS has been introduced for B.A./B.Sc in 2018-19 Academic year, all the departments have prepared their academic calendar accordingly. • Academic Calendar of B.A./B.Sc stream, relevant for Semester I and Semester II students, incorporates the tentative schedule of Internal Examination and Tutorial / Practical Examination for Semester 1 and 2 students along with the distribution of syllabus among the teachers. • Academic Calendar of B.Com stream, relevant for Semester 1 -IV students, incorporates the tentative schedule of Internal Examination for Semester I-IV students along with the distribution of syllabus among the teachers. • A part of Academic Calendar prepared by the B.A/B.Sc departments is also applicable for B.A./B.Sc Part II and Part -III Honours and General students under the existing Annual(111) system, whereas the part of Academic calendar for B.Com Honours Programme is only applicable for B.Com Part -III Honours students on 111 system. • All the Academic calendars under Annual system include the tentative schedule of Midterm test and Selection test along with the distribution of syllabus among departmental teachers.

## 2.6 – Student Performance and Learning Outcomes

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

<http://sivanathsastricollege.org/co-pso-po/>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
10	BCom	B. COM	454	344	76
09	BSc	Economics	4	3	75
08	BA	Political Science	9	9	100
08	BA	Bengali	23	18	78
08	BA	Education	25	19	76
08	BA	English	35	30	86
09	BSc	Geography	30	30	100
08	BA	History	22	21	96

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## 2.7 – Student Satisfaction Survey

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

<http://sivanathsastricollege.org/sss-feedback/#1629533927247-ce613f84-c34e>

## CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Projects sponsored by	365	SivanathSastri	100000	100000

the University	College
<a href="#">View File</a>	

### 3.2 – Innovation Ecosystem

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

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

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	Nil	NA
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NA	NA	NA	NA	NA	Nil
No file uploaded.					

### 3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

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

Name of the Department	Number of PhD's Awarded
NA	Nil

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Geography	3	0
National	Women's Studies	1	0
National	Economics	1	0
National	Commerce	3	0
International	Mathematics	3	1.42
<a href="#">View File</a>			

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

Department	Number of Publication
History	2
Commerce	1
Mathematics	1
Bengali	3
Philosophy	1

Education	1
Political Science	1
<a href="#">View File</a>	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
Dispersive graded entropy on computing dynamical complexity	Sayan Mukherjee	Physica A: Statistical Mechanics and its Applications	2018	10	Sivanath Sastri College	7
Predicting the effectiveness of drug interventions with HIV counseling testing on the spread of HIV/AIDS: A theoretical study	Shubhankar Saha	Advances in Difference Equations	2018	1	Sivanath Sastri College	1
Modeling monocytederived dendritic cells as a therapeutic vaccine against HIV	Shubhankar Saha	Journal of Biological Systems	2018	5	Sivanath Sastri College	4

[View File](#)

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
Predicting the effectiveness of drug interventions with HIV counseling	Shubhankar Saha	Advances in Difference Equations	2018	3	1	Sivanath Sastri College

testing on the spread of HIV/AIDS: A theoretical study.						
Modeling monocytel derived dendritic cells as a therapeutic vaccine against HIV.	Shubhankar Saha	Journal of Biological Systems	2018	3	4	Sivanath Sastri College

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	4	2	3
Presented papers	7	1	Nil	Nil
Resource persons	Nil	1	Nil	2

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### 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Thalassemia Screening Camp	NSS	2	29
Wetland Conservation Awareness Programme	NSS	7	34
Special Camp	NSS	2	111

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

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

No file uploaded.

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

Name of the scheme	Organising unit/Agency/collaborating	Name of the activity	Number of teachers participated in such	Number of students participated in such
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	agency		activites	activites
Extension Act ivity/Lecture with Non- Government Organization	Samya Foundation	Dance and Movement Therapy : A New Movement of the Era (Awareness Lecture and Workshop)	1	476
Extension Act ivity/Lecture with Non- Government Organization	Dr.Indrani Guha (Cardiologist)	Heart-to- Heart on Heartaches (Awareness Lecture and Workshop)	1	476
Extension Activity with Non-Government Organization	Kidney Care Society Kolkata	Renal Health Awareness Programme	1	260
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### 3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Faculty Exchange Programme	3	City College of Commerce and Business Administration, 13 Surya Sen Street, Kolkata, West Bengal - 700012.	3
<a href="#">View File</a>			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Internship and Placement	Internship and Placement	PriceWater HouseCoopers SDC Contact Details - Soumya Roy Choudhury Human Capita l-Assistant Manager Pric ewaterhouseC oopers Service Delivery	03/12/2018	03/12/2018	253



Center  
(Kolkata)  
Private  
Limited Plot  
No. X1-1  
Block EP |  
Sector V,  
Salt Lake |  
Kolkata  
India 700091  
Teleph

On the job training	On the job training	Tata Consultancy Services Contact Details - Sreetama Dutta, TAG (Campus), Tata Consultancy Services Unitech HiTech Structure Ltd. IT/ITES SEZ,Block A,5th,6th 7th Floor, Tower AI,AII,AIII, Plot No. DH1,DH2,DH3 DH 3/1,Action area 1,New Town, Ko	10/12/2018	20/01/2019	508
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

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

No file uploaded.

#### CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

##### 4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
736000	570000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Existing
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Existing
Seminar Halls	Existing
Laboratories	Existing
Class rooms	Existing
Campus Area	Existing
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#### 4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Koha	Partially	19.05	2005

##### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	39875	891366	153	37253	40028	928619
Journals	11	33434	Nil	16907	11	50341
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##### 4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NA	NA	Nil
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#### 4.3 – IT Infrastructure

##### 4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	50	1	1	0	0	13	51	50	0
Added	0	0	0	0	0	0	0	0	0
Total	50	1	1	0	0	13	51	50	0

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

50 MBPS/ GBPS
---------------

##### 4.3.3 – Facility for e-content

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

	recording facility
NA	Nil

#### 4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1847000	1973000	1742000	1581000

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

The college building was constructed in 1955 and its affiliation was received in 1961. The College has to share the building with two other sister colleges. Mode of the use of the building has been governed by the policy framed by South Calcutta Accommodation and Coordination Committee of the City Group of Commerce Colleges before it has been brought under administrative control of the Government of West Bengal. The USP of the college is well ventilated large and small class-rooms with adequate seating capacities, well equipped laboratories and libraries, and a sound administrative support system. Later some classrooms were provided with audio facilities as well as ICT support systems. With the approval of the Government of West Bengal a virtual class room was set up with high speed internet connection. During this period with the grant provided by P. C. Chandra Group of Industries reprographics facility was introduced in the Seminar library. A well equipped Computer Lab is in operation which conducts IT classes for Commerce students as well conducts low cost basic Computer courses for the students, faculty members and non-teaching staff. The college has a strong office. The college frames its class routine and work schedule in such a manner that ensures optimum utilization of available infrastructure for effective teaching and learning throughout the college hours. Laboratories, libraries, Geography Museum are helpful for the students to augment their academic exercises. The academic departments have full autonomy to arrange the academic exercises in such a manner that ensures rational use of teaching faculties according to the needs of the students. A plan is a foot 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. 1. Total Classrooms: 27 2. Technology enabled learning spaces: Computer, GIS, Botany and Geography Lab 3. Conference Room: for small Seminars and Workshops 4. Auditorium: conduct classes for large group of students seminars, conferences and cultural programmes 5. Tutorial Spaces: Geography Museum, Room No. 40A and classrooms during slack sessions 6. Laboratories: Botany, Geography, GIS, Computer 7. Libraries: a. Central , Seminar library b. Botany and Geography Seminar Library c. Staff Room Library - use by the Faculty members 8. Garden: • many plant species in front of the college building - used to acquaint the students • Lawn used by the students for physical activities and also for Geography Practical classes 9. Cheap stores: Text and Reference Books, Stationery items - available for the students and faculties 10. Specialized facilities for Teaching, Learning and Research: a. Larger classrooms - equipped with sound systems b. Laptops, Projectors and audio-visual equipments - available for use by all departments c. Principal's room, Geography and Botany Department - provided with Projectors d. GIS, well equipped Geography and Botany laboratory e. Well-equipped Computer Lab - for the use of the students and faculties f. WiFi connectivity installation is in consideration

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Students Aid Fund Half Tuition Fee Free Book Grant Exam Fees	26	147000
Financial Support from Other Sources			
a) National	National Scholarship, Post Matric Scholarship to SC/ST/OBC students, Kanyashree Scholarship, SVMCM	546	10743960
b) International	NA	Nil	0

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Personal Counselling	06/07/2018	98	Lolita Roy (formerly associated with SAMIKSHANEE)
Heart to Heart Talk about Heart Aches	09/03/2019	476	CONDUCTED BY THE EXTENSION COMMITTEE, SIVANATH SASTRI COLLEGE Dr. Indrani Guha- Cardiac Surgeon of Woodlands Multispecialty Hospital
Dance Movement Therapy – A New Movement Era	09/03/2019	476	Speaker: Odissi dancer eminent doctor- Dr. Aditi Bandopadhyay, founder of Samya Foundation.
Renal Health Awareness Workshop	09/02/2019	260	Kidney Care Society, West Bengal (Dr. P Sengupta)
Graphic design workshop	30/04/2019	61	Professor Priyanka Sen (Mobile No. 9874410666)

Workshop on Jewellery Design	30/04/2019	70	Monalisa Basu (Mobile No.9903430596)
Training for students :CCA (TALLY ERP)	01/08/2018	115	Sivanath Sastri College Computer Lab.
Cooking and Baking workshop	30/04/2019	90	Sukanya Maity (Mobile No.8902272442)
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	"Campus to Corporate" (C2C)	Nil	508	Nil	109
2018	PwC SDC	Nil	253	Nil	12
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
2	2	7

## 5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Tata Consultancy Service BPO, PwC SDC	761	202	NA	Nil	Nil
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2019	36	B.A (Hons. Gen), B.Sc. (Hons. Gen), B.Com	History, Geography, Commerce.	CU, JU, RMVERI, DHWU, BSC, ICAI, ICMAI,	M.A, MSc, B.Ed, M.Com, CA, CMA, CS, MBA, PGPBM.

(Hons.) -3  
Years degree  
course from  
University  
of Calcutta.

ICSI, GBS,  
ISCB, BBS,  
AUSBB,  
IBMU, CTTC

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

Items	Number of students selected/ qualifying
NET	Nil
SET	Nil
SLET	Nil
GATE	Nil
GMAT	Nil
CAT	Nil
GRE	Nil
TOFEL	Nil
Civil Services	Nil
Any Other	Nil
No file uploaded.	

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

Activity	Level	Number of Participants
Aalap- Bethune College - Best out of Waste No Gas Cooking UG 6	UG	6
Jogomaya Devi College - Recitation UG 1	UG	1
Udaan- Asutosh College - Group Dance UG 10	UG	10
Aalap- Goenka College - Solo Duet Dance UG 32	UG	32
Shyamaprasad College Fest - Classical Solo Duet Dance UG 3	UG	3
Bhawanipur Dance Championship - Bollywood Duet, Western Duet, Classical Duet Group Dance UG 32	UG	32
Anakhronos- Techno India Salt Lake- Solo Dance Duet Dance UG 4	UG	4
Publication of third issue of Student Edited Magazine IT'S ME, Product of Literary Club UG 15	UG	15

Annual Sports Meet 2017-18 UG 510	UG	510
Sivanath Sastri College Annual Prize Distribution UG 250	UG	250
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### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Second in UAMAI National Muay Thai Championship 2018	National	1	Nil	1175 B.A .(General)	2018 Second in UAMAI National Muay Thai Championship 2018 National 1 Nil 1175 B.A.(General) ROZINA KHATUN
<a href="#">View File</a>						

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

The College since its foundation believed and practiced the spirit of democratic participation of all stakeholders in decision-making process and its functioning. The students are the most important stakeholders in the college and hence they are involved in the key decision making and other exercises. The College has an elected body of students called the Chatri Samsad which is elected annually through a democratic process of election in which all bona-fide students take part. This Chatri Samsad helps the College Administration in matters pertaining to the smooth running of the College and at the same time represents the demands and grievances of the students to the College Authority. The Chatri Samsad is a non-political body which function without any external intervention. An important aspect of the student participation in College management is the inclusion of one students' representative in the College Governing Body and thus get an opportunity to take part in college policy making process and representing the views of the students. Representations of the students are also ensured in several committees such as in the Admission Committee, Sports Committee, Canteen Committee, Magazine Committee Cultural Committee, etc. where the students representative help the college authority to take important decisions. Such representation helps the students to play a more responsible collective role in organization management.

### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

The Sivanath Sastri College Alumni Association (SNSCAA) was formed on 1st May 2003. The association intends to work for the welfare of the college and for

the society. The objectives of the association are to promote fellowship and to establish regular connection among the ex-students, ex-teachers and the ex-non-teaching staffs of the college, to promote and encourage literary and cultural activities and social services, to carry on the advancement of education in all forms, to provide financial and medical relief for the poor and needy students, scholars and elderly alumni members, to undertake welfare projects. SNSCAA is associated with various pro-social activities. Every year a free camp to identify the blood group of students is organized by the association. Another significant program was held on Thalassaemia Testing, where 100 students of the institute were tested. Apart from health issues, association offers financial support to the departments of our college for organizing academic activities such as National and international seminars, debates and discussions and workshops. The alumni members have also been involved with the NSS project of SNSC and worked closely with the teacher-student team. We feel that the members are part of the institution. So, it is the duty of the association to participate in college ceremonies. Thus, every year alumni contributes in academic prizes for the successful students in the Annual Prize Distribution Ceremony. We commit, as an association, to take part in individual and social wellbeing. We are happy to be able to fulfil our commitment to stand by our students as well as neighbours and fellow countrymen in their need. We cordially invite all our members to join us actively, helping the association to reach its goal.

5.4.2 – No. of enrolled Alumni:

32

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

15500

5.4.4 – Meetings/activities organized by Alumni Association :

1. Alumni Association provided full support and help in arranging for a One Day Seminar named "Sister Nivedita and Revitalization of Indian culture" on 12.09.2018 at Sivananda Hall, Ramkrishna Mission Institute of Culture, Golpark
2. Alumni Association made a contribution of Rs. 5000 to the Seminar Committee regarding the same
3. Participation in Prize Distribution Ceremony – Cash Prize to meritorious students and Prize for Attendance was given.

## **CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT**

### **6.1 – Institutional Vision and Leadership**

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

Participation invites responsibilities. It also inspires democratic spirit. With a view to strengthening the bond between the college and the students they are made to realize that they are the part and parcel of this Institution. The Principal in her maiden speech addressing the fresh batch of students always tries to make them aware of their responsibilities and rights they are entitled to as an integral part of this famous academic institution. Formal and informal flow of information between the students and the College authority goes on round the year. Two closed door meetings in each year with students enable the Principal to remain aware of the students' opinion about the functioning of the college. Their suggestions are considered with utmost seriousness so the process becomes a participatory one. Each academic department takes their students into confidence when new teaching technique is introduced for the first time. Each year the Departments hold two parent-teacher meetings where their opinions are obtained as feedback. Their opinions are discussed in the Departmental Meetings because they are our precious stakeholders whose



suggestions are highly valued. The students of Sivanath Sastri College play a pivotal role in various types of activities apart from academics. The College Administration encourages the students to organise different types of cultural and related functions under the guidance of the Teachers and wherein the Students' Union take the leading role. The College Fest brings to the fore a host of highly talented students some of whom often take up the career of artists subsequently. The Annual sports are organised by the students under the supervision of the Sports Committee. Our students are given full autonomy when they decide to participate in different inter-college/university cultural and debate competitions. They do bring glories to our college by virtue of their outstanding performances. We do have different clubs like Literary Club, Photographic club and Cultural club. The Cultural Committee Convenor entrusts one teacher with the responsibility of co-ordinating the activities of each club. The Students have taken a leading role in organising two Drama Workshops under the guidance of two leading theatre personalities. They were supervised by the Convenor of the Cultural Committee of the Teachers' Council. The students are given full autonomy in organising different extra-curricular activities such socio-cultural programmes during Prize distribution ceremony or during the Holi festival. The students take an active part while Career Counselling Programmes by renowned companies are held in the College Campus. A significant number of students especially those from the B.Com Department have not only participated in such seminars but also have been appointed in such Companies. The students also incorporated in different Committees in order to enable them to play active role in the running of the college as the stakeholders. Some ex-students are often roped in by the Students' Union to organise some short-term vocational courses.

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

Partial

## 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	The procedure for online admissions was refined. Application forms for admission were issued online. Online mode was used for the filling up of University Registration and Examination Forms. The admission procedure involved all staff members in subsequent stages of Students' admission.
Industry Interaction / Collaboration	The college has attached highest importance to the need for a close and continuous interaction between the Industrial Houses and the college for widening the prospect of professional appointments of our students in such Institutes. The Tata Consultancy Service (BPO) had organised Seminar cum Workshop in our college where a large number of students participated and many of them were absorbed by the TCS. Price Water Group had also organised a similar Workshop and successful students professionally joined the Company.

<p>Human Resource Management</p>	<p>Principal is the Secretary of the Governing Body where all administrative and academic decisions are taken. Some suggestions are forwarded by the Teachers' Council and some from the Non-Teaching Council. Some suggestions emanate from the six meetings of the Academic Council and three meetings of Non-Teaching Staff Councils which are held annually. Several important committee meetings are held like Academic Sub-Committee meetings, Routine Committee meetings, Finance Committee meetings and Admission Committee meetings. The decisions are placed before the Governing Body. Principal takes an active role in filling up the vacant posts.</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>Enhancement of library, ICT and physical infrastructure is planned on the basis of the procurement grant of Rupees 40 lakhs released for the college under RUSA 2.0. Renovation of the library and acquirement of equipment to speed up the process of library digitalization will be given priority. The allotment of book purchase grant will be distributed among the academic departments. 12 computers will be added to the computer lab. The Geography and Botany Labs will be provided with required equipments. To enhance ICT facilities all departments will be provided with laptops. The tendering process has begun.</p>
<p>Research and Development</p>	<p>The Research Cell holds regular meetings and programmes and organises presentations to broaden the academic perspectives. The IQAC had urged the Governing Body of the College to take some measures for furthering Research in this College. The GB had sanctioned a grant of Rupees One lakh for student-cum-faculty research projects. The first such project is being carried out by Departments of Botany, Philosophy Sanskrit in collaboration with IQAC Sivanath Sastri College titled Revolutionary journey of medicinal Plants from ancient civilization to modern days</p>
<p>Examination and Evaluation</p>	<p>Semester Examinations are to be held ordinarily at the end of the concerned Semester, i.e., Semester-I, Semester-III, Semester-V in December-January and Semester-II, Semester-IV, Semester-VI</p>

in June-July. All year round evaluation through class tests, tutorials, student seminars/presentations keeps the students in touch with their subject. The College conducts the Internal Assessment Tests and Tutorials as well as Practical Examinations for General Programmes. The Theoretical tests and the Honours Practical Examinations are conducted by the University. The students can secure a maximum of 10 marks for regular attendance in each paper awarded by the College.

**Teaching and Learning**

The college authority is completely aware of the need for adopting the latest interactive teaching technique. Constant evaluative assessment of the students for measuring their progress is used here. However as the college is affiliated to the University of Calcutta it is imperative to follow the syllabus framed by the University. However the College gives full autonomy to the Departments for adopting their own teaching plan and method under the syllabus framed by the University. With the introduction of KOHA and INFLIBNET software the Faculty members and the students are enabled to browse academic resources beyond the college library.

**Curriculum Development**

The CBCS Curriculum has been developed by the Calcutta University. The UG Board of Studies for the different subjects held regular meeting before finalising the new curricula. Workshops were also organised for all subjects to acquaint the teachers with the new system. Tutorials and internal assessments were made a part of the end semester examinations. Senior faculty members were invited to share their views. Two faculty members (one from Geography and one from Women's Studies) are members of the Undergraduate Board of Studies. Both were actively involved in the process of curriculum development in their respective subjects.

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

E-governance area	Details
Student Admission and Support	Admission process for all undergraduate students is conducted through online mode. Submission of application forms, publication of master list or merit list are also done through online mode. The admitted

students' data are preserved in the Students Management software as it is used for registration process in Calcutta University. The libraries, both seminar and central, are run on KOHA, OPAC software. INFLIBNET- N-LIST programs are used for e-journals. The library uses integrated library management system. The college takes special initiative to refund the entire admission fee to the departing students through online transfer.

**Examination**

The final examinations are conducted by the University. The actual examination takes place in the physical mode with candidates sitting for examination in their respective allotted examination centres but all associated procedures such as form filling by students, submission of marks by examiners, verification and scrutiny, publication of results are done digitally through the examination portal in the university website.

**Planning and Development**

Financial transactions as well as accounts are done through Tally software. The library is run by KOHA software with digitalized bar coding system. Students Management software is used to maintain all students' records. Principal's office, staff room, three laboratories, two libraries and the office of the college are connected with LAN and Wi-Fi facility. The Honours Departments are provided with laptops. The library has separate computers with internet facility for students. The college plans to acquire a Management Information System (MIS) software and Learning Management System (LMS) software.

**Administration**

The college is in the process of drawing up/formulating an e-database for maintaining records covering each student from their admission to the date when they come to collect their final certificates. The college maintains manual self appraisal diaries for all teaching staff to record the daily activities conducted in the college and departments. Manual leave register and asset register are also maintained meticulously. But the college envisages to develop e-asset register, e-diaries and e-attendance record to make the entire administrative system transparent and

	error-free.
<b>Finance and Accounts</b>	The college maintains the salary of the Government pay packet staff through a software called POSA. Tax deduction of all staff is done digitally. The college uses e-billing for festival bonus, leave encashment, festival advance for all staff under the government pay packet scheme. e-PRADAN is used for disbursement of government payment to the beneficiaries like the pensioners and contractual teachers.

### 6.3 – Faculty Empowerment Strategies

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

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

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	NA	NA	Nil	Nil	Nil	Nil
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Programme	1	11/02/2019	09/03/2019	27
Workshop	1	19/02/2019	20/02/2019	2
Short term Course	1	14/11/2018	20/11/2018	7
Short term Course	1	13/01/2019	19/01/2019	7
Short term Course	1	17/10/2019	23/10/2019	7
Refresher course	1	02/01/2019	22/01/2019	21

Refresher course	1	18/09/2018	11/10/2018	21
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#### 6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	2	Nil	Nil

#### 6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>The teachers and non teaching staff of this college have been provided with their own Co-operative Credit Society. The members of the same can obtain loans against very low interest rate. Teachers are encouraged and provided with full pay for pursuing their MPhil and PhD degree and their provided on duty leave for national and international seminars and workshops. Interest free loans are given to the teaching staff.</p>	<p>The employees get festival advance which is repayable with equal instalments. There is also a Staff Benevolent Fund for them. A financial grant is given to lower subordinate staff for purchasing warm garments during winter once in every five years. Tour advance is given every three years. The Non-Teaching staff members on the college pay-roll are given various employment benefits like EPF, Gratuity (Rs. 1 lakh) etc. Periodic pay revision is also there. Medical and many special allowances are paid to the staff. The children of the Non-teaching staff are given financial concessions if they get admission to this institution.</p>	<p>Students coming from economically weaker sections of the society are given different types of concessions and college take initiatives for the students to obtain railway concession. Special educational scholarships are offered to meritorious but poor students.</p>

### 6.4 – Financial Management and Resource Mobilization

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

Process of the internal audit: All vouchers of the transactions are verified by the finance committee on a regular basis. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers. Internal audit is done by Shipra Sen (F.C.A.), DISA, Chartered Accountant, K. Ray and Associates (Partner) (Admin. Office- 20/6/1, Grahams Land (near Tollygunge Metro), Kolkata- 700040). The college also depute students from B.Com (Hons.) 3rd year in the internal audit team. Process of the external audit: The Annual Financial audit of the college is conducted by the Government empanelled auditors regularly as per the Government rules. Any queries, in the process of audit, are attended immediately along with the supporting documents within the prescribed time limit. External audit is done by Gourisaria Co, Chartered Accountants, FRN- 328494E (Mani Square IT Chamber Suite 7E 164/1 Manicktala

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NA	0	NA
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6.4.3 – Total corpus fund generated

00

### 6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	No	NA
Administrative	No	NA	No	NA

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

All the academic departments hold parent-teacher meetings at least twice annually in presence of the Principal as we believe the parents are important stakeholders and whose opinions are extremely important for both the college administration and the academic discourse. Their feedback enables teachers to assess the development of the students beyond the universe of the college campus. The Departments encourage the parents to keep in touch with the faculty members if they feel that the academic progresses of the students are not satisfactory. Some departments have parent-teacher feedback forms to maintain records.

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

- The Non-teaching staff members are encouraged to attend professional seminars for furthering their professional efficiency. The College sanctions leave with full pay in this regard.
- Non teaching staff members are also required to participate in various training workshops such as those organised by the State Government on HRMS and the University on conducting examination under CBCS.
- All the front desk workers are provided with separate computers for digitally enabling them.

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

- Expansion of research activities among students and teachers and allocation of funds for carrying out interdisciplinary research projects involving the students.
- Encouraging green initiatives to increase environment awareness among students such as the Wetland conservation programme held on February 14, 2019
- Publish a peer reviewed multidisciplinary academic journal annually. The editorial board which includes faculties as well as eminent external members has been formed and the call for papers has resulted in number of articles being received. A preliminary budget has been prepared and the GB has sanctioned Rs. 20,000 towards cost of publishing the journal.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No

c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Meeting of Internal Quality Assurance Cell	01/10/2018	01/10/2018	01/10/2018	14
2019	Meeting of Internal Quality Assurance Cell	29/01/2019	29/01/2019	29/01/2019	14
2019	Meeting of Internal Quality Assurance Cell	18/03/2019	18/03/2019	18/03/2019	12
2019	Meeting of Internal Quality Assurance Cell	18/06/2019	18/06/2019	18/06/2019	16
2019	Submission of institutional data to AISHE	08/02/2019	08/02/2019	08/02/2019	5
2018	State level seminar titled Sister Nivedita and Revitalization of Indian Culture	12/09/2019	12/09/2019	12/09/2019	390
2019	Wetland Conservation Awareness Programme	14/02/2019	14/02/2019	14/02/2019	46
2019	Student Research Project conducted by the Departments of Botany, Philosophy and Sanskrit entitled The Revolutionar	01/07/2018	01/07/2018	30/06/2019	10



	y Journey of Medicinal Plants from Ancient Days to the Present				
2019	Workshop on alternate career option: jewelry design	30/04/2019	30/04/2019	30/04/2019	70
2019	Workshop on alternate career option: Graphic Design	30/04/2019	30/04/2019	30/04/2019	61
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## CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

### 7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Workshop on child sexual abuse by RAHI FOUNDATION KOLKATA	25/08/2018	25/08/2018	60	Nil

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

Percentage of power requirement of the University met by the renewable energy sources
LED lights were installed for the reduction in power consumption

7.1.3 – Differently abled (Divyangjan) friendliness

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

facility

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	Nil	1	28/07/2018	1	Thalassaemia screening camp	Health awareness	105
2019	1	1	23/03/2019	1	NSS Special camp	Visit to Gobardanga slum area and discussion with residents	39
2019	1	1	24/03/2019	1	NSS Special camp	Eye check up camp by Dr Agarwal Eye Hospital	37
2019	1	1	25/03/2019	1	NSS Special Camp	Awareness about harmful effects of Drugs programme conducted by Collector of Excise Kolkata South	41
2019	1	1	26/03/2019	1	NSS Special Camp	Survey on socio-economic condition of the slum dwellers	41
2019	1	1	27/03/2019	1	NSS Special Camp	Analysis of survey data about the problem of basic facilities	41

						s like health, drinking Water and Education of the Slum dwellers	
2019	1	1	28/03/2019	1	NSS Special Camp	Sit and Draw competition for the children of the slum area	41
2019	1	Nil	18/04/2019	1	Preparation of Biodiversity register by students	Awareness of the need for conservation of biodiversity	16

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

Title	Date of publication	Follow up(max 100 words)
Prospectus	01/07/2018	Follow up actions are taken on the basis of particular instances of violation of prescribed rules

**7.1.6 – Activities conducted for promotion of universal Values and Ethics**

Activity	Duration From	Duration To	Number of participants
Independence day celebration	15/08/2018	15/08/2018	100
Teachers Day celebration	15/09/2018	15/09/2018	300
150th birth celebration of Sister Nivedita	12/09/2018	12/09/2018	390
Rangmanch ( Celebration of holi festival)	19/03/2019	19/03/2019	300

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

1. Plastic free Staff room 2. Awareness among students regarding waste management. 3. landscaped garden 4. Rainwater harvesting . 5. Declare college as " No Smoking Zone"

**7.2 – Best Practices**

## 7.2.1 – Describe at least two institutional best practices

**TITLE :** PROMOTION OF THE SPIRIT OF ENQUIRY AND CRITICAL THINKING. **OBJECTIVE :**  
1) Encouragement of the spirit of enquiry. 2) Development of research skill through Field work 2) Acquaintance with contemporary social thought process.

**CONTEXT:** Modern education demands life centricism. Actually practical experience and experiment not only motivates the students but also helps them to plan about future carrier in higher Education. So small projects of research will enhance their skill for critical thinking. **PRACTICE:** 1. Students of the college took part in and successfully completed a small research project on level of political awareness of the students. 2. Another small project on medicinal plant- Tulsi and Nayantara under the initiative of Botany department was done . It has also elicited interests of the students and facilitators.

**EVIDENCE OF SUCCESS:** This endeavour has helped promoting natural inclination among the students to develop an inquisitive mind , developing their accountability to larger society and realizing these potentials the governing body of the college approved a grant to inculcate the spirit of inquiry through small research project. **Best Practice II TITLE: ENVIRONMENT CONSERVATION AWARENESS INITIATIVES FOR STUDENTS OBJECTIVES:** Our college was established with

the vision of promoting enlightenment and empowerment of women. Hence a holistic development of the students is the primary objective of our college and this includes building awareness among them regarding the need for a sustainable use of the natural wealth that our planet offers and conservation of the fast disappearing resources due to man's unwise exploitation of them. Keeping this objective in view environment awareness programmes are organised for the students regularly so that in addition to acquiring academic knowledge in their respective courses, they develop as responsible citizens of the planet earth fully aware of the need to protect the resources of our planet for the well being of future generations. **CONTEXT** A sustainable use of natural

resources involves conservation of ecologically sensitive areas. The east Kolkata Wetlands declared a Ramsar (World Heritage) site is a prime example of how wetlands can be used in a sustainable way. These wetlands extend over an extensive area to the east of the city and consist of agricultural fields, salt marshes, and pools of sewage water. They act as a natural drainage /sewage outlet for Kolkata and are known for the sewage water based pisciculture that is practised there. A visit to the wetlands would give our students firsthand knowledge of how the waste water is utilised for fishing as well an insight into the methods of fishing and the perception of the local people regarding the wetlands. **PRACTICE** The visit to the wetlands was arranged on February 14, 2019 and a team of 39 students and 7 teachers participated in the programme. A questionnaire was prepared before the visit and the students were oriented on the ecological significance of the wetlands. The team visited two of the fisheries (Sardar Bheri and Boro Gopeswar Bheri) and was shown the different stages of water treatment and method of fish culture. Interviews of the owners, workers and other people were conducted with the questionnaires to assess their socio-economic conditions as well as perception regarding the role of the government and private realtors. **EVIDENCE OF SUCCESS** The students gained firsthand knowledge of a unique sewage water based pisciculture and also an experience of the way to conduct a primary survey with a questionnaire. Their findings indicated that the local people were totally unaware of the fact that the wetlands have been declared a Ramsar site and were unhappy about role of private realtors in conversion of wetlands into built up area. They were also determined to carry on with their traditional occupation against all odds.

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

<http://sivanathsastricollege.org/best-practice/#1629533927247-ce613f84-c34e>

### 7.3 – Institutional Distinctiveness

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

Sivanath Sastri College was set up as part of a vision to support, empower and ignite the women of India in every possible way. Historically speaking, it is an integral element of the forward looking, progressive Brahmo Movement in Bengal. That tradition believed in uniting all the wise insights nurtured by our ancient civilization, religion, culture and philosophy together with radical interventions from the West – a union of the Oriental and Occidental in the truest sense. This is the vision the institution tries to carry forward that is reflected in its activities and policies. The college commemorates days and events that are significant for our culture. One of the Best Practices of the college, as outlined on the Institutional Website, is the adoption of activities that will lead to self-awareness and creative expression rooted in contexts that are specific to India. There are regular Dance Workshops and Drama Workshops on issues such as corruption, feudal exploitation in rural areas, violence in contemporary urban life, the concerns of the youth addressed through dance forms, myths, symbols, dialogues that are relevant to our culture, both ancient and modern. Even while the institution believes in the current emphasis on scientific and commercial ventures, on digitalization, it still believes in retaining the core values of an Education System that can be called liberal, radical humanist and philosophical. To this effect, there are regular seminars, workshops that encourage discussion on any issue from all possible angles. Further, the institution was one of the first undergraduate colleges to offer commerce education for women and has retained its position as one of the top commerce colleges in the State. Sivanath Sastri College is situated in the heart of South Kolkata. However, if we turn into the by lanes of the locality, we will find that it is adjacent to the slums of Kankulia Road and Panchanantala. Proximity to a local railway station makes the college accessible to the suburban areas as well as the rural hinterland of the city. Therefore the college caters to students from socio-economically diverse backgrounds. Financial assistance is provided for students from economically constrained backgrounds. The NSS Unit of the college, the Extension Committee and the Alumni Association reach out regularly to the adjacent slum areas with medical camps and health awareness drives. Surveys are conducted by our students on the socio-economic conditions of the slums to assess their problems. These also help our girls to develop into good citizens of the society with humane values. Students coming from varied religious backgrounds participate in all cultural programmes with integrity and harmony. Culture of inclusion and harmony is the tradition of the college and it is planning to extend its service to rural areas of South 24 Parganas. A plot of land has been selected by the college to build its second campus which will help in the fulfillment of this objective.

Provide the weblink of the institution

<http://sivanathsastricollege.org/institutional-distinctiveness/#1625191159558-379ebe4b-ca90>

### 8.Future Plans of Actions for Next Academic Year

The University of Calcutta introduced the semester wise Choice Based Credit System (CBCS) in the B.A./B.Sc. (Honours and General) Programmes from the current academic session that is 2018-19. It has become urgently necessary to introduce measures of e-governance to streamline the internal mechanisms, teaching learning as well as administrative functions of the institution to effectively implement the changes that the new system requires. Accordingly the plans of action for the next year include the following:

- Organising an orientation workshop exclusively

