



## Yearly Status Report - 2017-2018

### 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	Affiliated																								
Type of Institution	Women																								
Location	Urban																								
Financial Status	state																								
Name of the IQAC co-ordinator/Director	Dr, Sriparna Bose																								
Phone no/Alternate Phone no.	03324170053																								
Mobile no.	9831386843																								
Registered Email	iqacsivanathsastricollege@gmail.com																								
Alternate Email	runa.biswas@gmail.com																								
<b>3. Website Address</b>																									
Web-link of the AQAR: (Previous Academic Year)	<a href="http://sivanathsastricollege.org/aqar-2016-17/">http://sivanathsastricollege.org/aqar-2016-17/</a>																								
<b>4. Whether Academic Calendar prepared during the year</b>	Yes																								
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="http://sivanathsastricollege.org/academic-calendar-2017-18/">http://sivanathsastricollege.org/academic-calendar-2017-18/</a>																								
<b>5. Accrediation Details</b>																									
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B+</td> <td>76</td> <td>2006</td> <td>21-May-2006</td> <td>20-May-2011</td> </tr> <tr> <td>2</td> <td>B+</td> <td>2.51</td> <td>2016</td> <td>05-Nov-2016</td> <td>04-Nov-2021</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B+	76	2006	21-May-2006	20-May-2011	2	B+	2.51	2016	05-Nov-2016	04-Nov-2021
Cycle	Grade	CGPA	Year of Accrediation	Validity																					
				Period From	Period To																				
1	B+	76	2006	21-May-2006	20-May-2011																				
2	B+	2.51	2016	05-Nov-2016	04-Nov-2021																				
<b>6. Date of Establishment of IQAC</b>	08-Feb-2014																								
<b>7. Internal Quality Assurance System</b>																									
<table border="1"> <thead> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <th>Item /Title of the quality initiative by IQAC</th> <th>Date &amp; Duration</th> <th>Number of participants/ beneficiaries</th> </tr> </thead> <tbody> <tr> <td>Regular meetings of Internal Quality</td> <td>29-Aug-2017 1</td> <td>42</td> </tr> </tbody> </table>						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	Regular meetings of Internal Quality	29-Aug-2017 1	42											
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Regular meetings of Internal Quality	29-Aug-2017 1	42																							

Assurance Cell (IQAC)		
Regular meetings of Internal Quality Assurance Cell (IQAC)	21-Dec-2017 1	14
Regular meetings of Internal Quality Assurance Cell (IQAC)	10-Apr-2018 1	14
Regular meetings of Internal Quality Assurance Cell (IQAC)	24-Jun-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
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

**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 an Inter College Workshop in collaboration with Heramba Chandra College on the Semesterised Choice Based Credit System (CBCS) to be introduced in the UG B.A./B.Sc. Programmes of the University of Calcutta from the Academic session 201819 on 03.05.2018 • Prepared the proposal submitted by the college for financial grant amounting to Rs. 40 lakhs under RUSA 2.0, Component 9 (Infrastructure Grant to Colleges) • Encouraged faculty from the Commerce Department to participate in the various workshops organised by UGBOS in Commerce (University of Calcutta) and different colleges. • Edited a book (ISBN 9789381037669) consisting of a collection of papers selected from those presented in the UGC sponsored National Seminar on Women Empowerment: A Third World

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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	Achivements/Outcomes
The IQAC recommended that statistics be introduced as a general subject to fulfil the requirements of the Economics Honours students since CU had already granted approval for the same	Statistics was offered as a general subject in combination with Economics Honours from the Academic Session 201718
IQAC also recommended that music should be reintroduced as a general subject	Music was also offered as a general subject on the basis of a tie up with Bengal Music College where the music classes would be held.
Introduction of semesterised CBCS in the Commerce stream and encourage teachers to participate in CBCS related workshops on curriculum development and evaluation methods	The semesterised CBCS was introduced in B.Com. course from academic session 201718. Two full time teachers of the commerce department attended CBCS orientation workshops organised by the UGBOS of Commerce, Calcutta University in collaboration with Bangabasi College on 29.07.2017 THK Jain College on 25.11.2017 and Council of Undergraduate Studies on 20.07.2017
The IQAC advised the various departments to prepare academic calendars, ensure active student participation through student B10presentations and seminars and widen their horizons through interdisciplinary lectures	Academic calendars were prepared by the departments. Interdisciplinary lectures were organised by most departments
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.
Educational excursions were encouraged by the IQAC	Student excursions were organised by the Departments of Botany and Geography.
To organise an orientation workshop on CBCS for teachers of B.A./B.Sc. Honours and General Departments	An inter college workshop was organised in collaboration with Heramba Chandra College on Choice Based Credit System due to be introduced by the Calcutta University in B.A./B.Sc. courses from the Academic session 2018-19 on May 3, 2018. Dr. Debasis Biswas, Inspector of Colleges, CU was the resource person. He presented the structure of the CBCS for B.A./B.Sc. Honours and General

	Courses for all the six semesters and explained the calculation of the credits. He also answered numerous questions regarding the system with great clarity and patience				
Expand Research Opportunities for Faculty and students and recommending that the college allocate funds for research projects	The college allocated a total amount of Rupees One Lakh for carrying out a Faculty cum student research project on medicinal plants jointly by the Departments of Botany, Philosophy and Sanskrit				
Enrich research activities through foreign collaborations	A MoU was signed between Sivanath Sastri College and University Pertahanan Nasional, Malayasia on 22.12.2017 for collaboration in organising research lectures and symposiums and exchange of research knowledge in mathematics				
Preparation of a proposal for a seminar on Sister Nivedita	The Departments of Bengali, Education, Philosophy and Sanskrit jointly prepared and submitted a proposal to the Principal for organising a seminar on Sister Nivedita and Revitalization of Indian Culture in collaboration with the Ramakrishna Mission Institute of Culture. It was planned that the date of the seminar would be decided upon once the necessary funds were sanctioned by the college				
<a href="#">View File</a>					
<b>14. Whether AQAR was placed before statutory body ?</b>	<b>Yes</b>				
<table border="1"> <tr> <th>Name of Statutory Body</th><th>Meeting Date</th></tr> <tr> <td>Governing Body</td><td>26-Mar-2021</td></tr> </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>	<b>No</b>				
<b>16. Whether institutional data submitted to AISHE:</b>	<b>Yes</b>				
Year of Submission	2018				
Date of Submission	12-Feb-2018				
<b>17. Does the Institution have Management Information System ?</b>	<b>Yes</b>				

<p>If yes, give a brief description and a list of modules currently operational (maximum 500 words)</p>	<p><b>MIS [STUDENT DATABASE] 2017 to 2018:</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: yearwise 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. Com Hons and General stream from 2017-2018 academic session by the University of Calcutta. The College has duly implemented this. The college generally follows the lecture method with emphasis on interactive teaching as well as periodic assessment of the academic advancement of the students by the faculty members. Here after delivering the lecture, frequently with the ICT implements, faculty members organize students' seminars, conducts class tests and give the students assignments. Each department prepares academic calendar which are closely followed and periodic departmental meetings are held to review 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. Such Departments also advised 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 and the barcoding of the books has been completed and uses KOHA software for online searching of books and periodicals. The Geography and Botany Department of the college have well equipped laboratories and have other electronic learning mediums and such 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 prepares and implements internal examination calendars, 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	0	NA	NA

### 1.2 – Academic Flexibility

#### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	MUSIC GENERAL	01/07/2017
BSc	STATISTICS GENERAL	01/07/2017
<a href="#">View File</a>		

#### 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
BCom	B.COM (HONOURS)	01/07/2017

#### 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
NA	Nil	Nil
No file uploaded.		

#### 1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BCom	B.COM PROJECT	453
BSc	ENVS PROJECT	753
BA	EDUCATION FIELD STUDY	33
BSc	GEOGRAPHY FIELD STUDY	28
BSc	ECONOMICS TERM PAPER	3
<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, 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 in the college and instil a temperament of 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 steps and take accurate measure to better the situation. In respect to Parent's opinion, Parent's Teacher meet is held on a regular basis, wherein the concerned faculty along with 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 proper measure is taken as at times the parents are asked to come to college whenever they feel so in order to get detailed clarification about their wards. The College take steps to create a proper value-oriented atmosphere. Always the college is taking valuable measure and incorporating new skills in order to cater to the need of the students.</p>

#### 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
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BSc	MATHEMATICS (GEN.), BOTANY (GEN.), STATISTICS (GEN.)	117	12	4
BA	PHILOSOPHY (GEN.), SANSKRIT (GEN.), HINDI (GEN.), WOMEN'S STUDIES (GEN.)	283	570	181
BCom	B.COM HONOURS	527	2070	527
BSc	GEOGRAPHY HONOURS	30	282	23
BSc	ECONOMICS HONOURS	30	99	28
BA	POLITICAL SCIENCE HONOURS	88	116	37
BA	HISTORY HONOURS	88	131	46
BA	ENGLISH HONOURS	88	605	65
BA	EDUCATION HONOURS	88	136	59
BA	BENGALI HONOURS	88	229	41

[View File](#)

## 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	2912	Nil	41	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
41	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 newly introduced 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. 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
2912	41	1 : 71

## 2.4 – Teacher Profile and Quality

### 2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
45	41	4	4	15

### 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
2017	Dr. Shyamalendu Majumdar	Associate Professor	Awarded Ph.D. from Rabindra Bharati University

[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	08	Part III (Honours, 2018)	19/04/2018	28/06/2018
BSc	09	Part III (Honours, 2018)	19/04/2018	28/06/2018
BCom	10	Part III (Honours, 2018)	23/04/2018	03/07/2018
BA	11	Part III (Honours, 2018)	26/04/2018	14/08/2018

BSc	12	Part III (Honours, 2018)	26/04/2018	14/08/2018
BA	08	Part II (Honours, 2018)	06/06/2018	20/09/2018
BSc	09	Part II (Honours, 2018)	06/06/2018	20/09/2018
BCom	10	Part II (Honours, 2018)	02/06/2018	28/09/2018
BA	11	Part II (Honours, 2018)	28/06/2018	14/12/2018
BSc	12	Part II (Honours, 2018)	28/06/2018	14/12/2018
<a href="#">View File</a>				

#### 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 University. Since this year, CBCS has been introduced for B.Com only, whereas the Annual system (111) prevails for B.A./ B.Sc. students. Following the norms of CBCS, Commerce department has taken Internal Assessment for Semester 1 and Semester 2 students in November, 2017 and May 2018 respectively. For B.A./ B.Sc. students, Mid-term tests and Selection Test are compulsory. 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 focussed on assignments 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.Com in 2017-18 Academic year, the department of Commerce has prepared their academic calendar accordingly. • Academic Calendar of B.Com. relevant for Semester 1 and Semester II students, incorporates the tentative schedule of Internal Examination for Semester 1 and 2 students along with the distribution of syllabus among the teachers. • A part of Academic Calendar prepared by the Department of Commerce is also applicable for B. Com Part II and Part -III Honours students under the existing Annual (111) system, whereas the entire Academic calendar for B.A. / B.Sc. Honours and General Programme is based 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	Number of students passed

in final year  
examination

Pass  
Percentage

			examination		
08	BA	Bengali	50	37	74
08	BA	Education	33	22	67
08	BA	English	56	50	89
08	BA	History	18	13	72
08	BA	Political Science	13	11	85
09	BSc	Economics	5	4	80
09	BSc	Geography	23	23	100
10	BCom	B.COM (HONOURS)	420	289	69
11	BA	BA (GENERAL)	185	37	20
12	BSc	BSc (GENERAL)	10	3	30
<a href="#">View File</a>					

## 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/wp-content/uploads/2021/07/SSS\\_Report\\_2017-18.pdf](http://sivanathsastricollege.org/wp-content/uploads/2021/07/SSS_Report_2017-18.pdf)

## 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
Any Other (Specify)	365	Sivanath Sastri College	100000	0
<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
No file uploaded.				

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
0	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
0	0	0

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

Name of the Department	Number of PhD's Awarded
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	HISTORY	1	0
International	MATHEMATICS	2	Nil
<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
Bengali	1
Geography	2
History	1
Commerce	3
<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
Communication scheme using a hyperchaotic semiconductor laser model: Chaos shift key revisited	Sayan Mukherjee	Eur. Phys. J. Spec. Top.	2017	13	Sivanath Sastri College	11
Complexity in synchronized and non-synchronized states: A	Sayan Mukherjee	Eur. Phys. J. Spec. Top.	2017	6	Sivanath Sastri College	6

comparative analysis and application						
RAMMOHUN AND THE DEBATE ON SATI: LOCATING THE PUBLIC SPHERE IN EARLY COLONIAL INDIA	Aritra Majumdar	Proceedings of the Indian History Congress	2017	0	Sivanath Sastri College	Nill
<a href="#">View File</a>						

### 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
Communication scheme using a hyperchaotic semiconductor laser model: Chaos shift key revisited	Sayan Mukherjee	Eur. Phys. J. Spec. Top.	2017	9	11	Sivanath Sastri College
Complexity in synchronized and non-synchronized states: A comparative analysis and application	Sayan Mukherjee	Eur. Phys. J. Spec. Top.	2017	9	6	Sivanath Sastri College
RAMMOHUN AND THE DEBATE ON SATI: LOCATING THE PUBLIC SPHERE IN EARLY COLONIAL INDIA	Aritra Majumdar	Proceedings of the Indian History Congress	2017	Nill	Nill	Sivanath Sastri College
<a href="#">View File</a>						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	4	9	1	5
Presented papers	6	2	Nill	Nill
Resource persons	Nill	Nill	Nill	Nill
<a href="#">View File</a>				

### 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 Awareness Programme	NSS	2	30
Special Camp	NSS	2	50
Students Mental Health - Psychological Counselling	NSS	3	12
AIDS Awareness Programme (AIDS Awareness Walk)	NSS	2	44
<a href="#">View File</a>			

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	Nill
No file uploaded.			

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
NA	NA	NA	Nill	Nill
No file uploaded.				

### 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
Student Exchange with Rollins College, Florida, USA	1	Tupperware Pvt. Ltd. Rollins College, Florida, USA.	365



[View File](#)

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NA	NA	NA	Nil	Nil	0
No file uploaded.					

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
UNIVERSITI PERTAHANAN NASIONAL MALAYASIA	22/12/2017	To collaborate in organizing research, lectures and symposiums and exchange of Research Knowledge in Mathematics	1
<a href="#">View File</a>			

## 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
953000	835000

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
<a href="#">View File</a>	

### 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
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Koha	Partially	19.05	2005
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#### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	39546	787180	329	104186	39875	891366
Journals	11	19061	Nil	14373	11	33434
<a href="#">View File</a>						

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
No file uploaded.			

#### 4.3 – IT Infrastructure

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

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	48	1	15	0	0	13	0	50	0
Added	2	0	0	0	0	0	0	0	0
Total	50	1	15	0	0	13	0	50	0

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

50 MBPS/ GBPS
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##### 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	<a href="#">NA</a>

#### 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
1572000	1384000	1403000	1410000

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

<http://sivanathsastricollege.org/maintenance-and-utilization-of-facilities-procedures-and-policy/>

## 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	23	137020
Financial Support from Other Sources			
a) National	National	363	6828600

Scholarship, Post  
Matric Scholarship

	to SC/ST/OBC students, Kanyashree Scholarship, SVMCM		
<b>b) International</b>	<b>NA</b>	<b>Nil</b>	<b>0</b>
<a href="#">View File</a>			

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
<b>Drama Workshops</b>	<b>01/11/2017</b>	<b>13</b>	<b>Chandan Sen (a noted Theatre Personality) of NATYAANAN</b>
<b>Dance Workshops</b>	<b>01/08/2017</b>	<b>19</b>	<b>Raktim Guha (founder of Anubhav Shilpi Dal)</b>
<b>Orientation class programme for Mathematics and Statistics under CBCS</b>	<b>01/08/2017</b>	<b>500</b>	<b>Classes conducted by Prof. Rabin Kanti Paul and Prof. Asish Majumdar</b>
<b>Training for students :CCA (TALLY ERP)</b>	<b>01/08/2017</b>	<b>95</b>	<b>Sivanath Sastri College Computer Lab.</b>
<a href="#">View File</a>			

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
<b>2017</b>	<b>NA</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>
<b>No file uploaded.</b>					

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
<b>2</b>	<b>2</b>	<b>7</b>

## 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
<b>NA</b>	<b>Nil</b>	<b>Nil</b>	<b>NA</b>	<b>Nil</b>	<b>Nil</b>

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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
2018	60	B.A (Hons. Gen), B.Sc. (Hons. Gen), B.Com (Hons.) -3 Years degree course from University of Calcutta	English, History, Geography, Economics, Commerce	SSC, IGNOU, CU, TSCAU, BDC, NSOU, VC, DHWU, UMPPTI, LARCTTC, AU, ICAI, ICSI, GBS, Christ University, IBM, JU, UWS	M.A., M.Sc, B. Ed, D.EL.ED., M.Com, CA,CS,MBA
<a href="#">View File</a>					

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
Program regarding Thalassemia Testing	UG	200
Publication of second issue of Student Edited Magazine IT'S ME, Product of Literary Club	UG	16
E Bhabhe Hoy Na, Play, Product of Drama Workshop	UG	13
Maati, Dance Drama, Product of Dance Workshop	UG	18
Annual Sports Meet 2017-18	UG	871

Sivanath Sastri College Annual Prize Distribution	UG	250
South Calcutta Girls College - Solo Dance Group Dance	UG	10
Xavotsav - Solo Dance Duet Dance	UG	3
Goenka Fest, Duet Dance Solo Dance	UG	4
Rangmanch for celebrating Holi	UG	300
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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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2017	44th – Junior National Aquatic Championships – 2017	National	1	Nill	735B.Com (Hons.)	ANISHA SHAH
2017	MBAI – INDIA National MUAYTHAI AND MUAY BORAN Championships – 2017	National	1	Nill	1175 B.A . (General)	ROZINA KHATUN

[View File](#)

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

The College 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 stake holders 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 Thalassemia 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:

35

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

23500

5.4.4 – Meetings/activities organized by Alumni Association :

1. Basanta Utsav to be arranged in the college premises 2. Alumni Association appoints M/S A.K.Mallick Co. Chartered Accountant to audit the accounts from 2006 - 2007 to 2016 - 2017 (11 Years) 3. Alumni Association to provide financial assistance to College Cultural Organization 'Ahona' - Rs. 5000 4. Alumni Association helped a needy student for her college academic excursion - Rs. 15000 5. Contribution in Prize Distribution Ceremony 2017 - 2018 - Cash Prizes to the meritorious students of different subjects. 6. Initiative to arrange for a Program regarding Thalassemia Testing to be sponsored by a group of experienced doctors from P.G Hospital on 07.05.2018.

### 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)



The first day the students are enrolled in this college they are made to understand that they become a part and parcel of this Institution. The

Principal addresses the fresh batch of students and informs the students about their rights and responsibilities as students and the opportunities they would be offered here. Apart of this the Principal holds two closed door meetings in annually with each batch of students where the students are invited to offer their suggestions and opinion about the running of the college. Each academic department of the college are required regular departmental meetings round the year. Each year the departments hold two parent-teacher meetings where their opinions are obtained as feedback. 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 also bring glories to our college by virtue of their remarkable performances in competitive cultural events beyond the college such as inter-college competitions. 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
Curriculum Development	The CBCS Curriculum has been set by the University which is followed by the college as per regulations in the CSIR. CBCS system has six semesters. For each semester students have tutorials and internal assessment system. Depending on the mandate of the University, each department has several forms of tutorial assessment. Different departments follow the instructions and they give different types of assignments for example, projects, MCQ, presentations etc.
Teaching and Learning	Along with the conventional Lecture Mode the college has introduced interactive teaching and periodic assessment. As the college is

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	<p>affiliated to the University of Calcutta, it is imperative to follow the syllabus framed by the University. The College gives full autonomy to the Departments for adopting their own teaching method under the syllabus framed by the University. The students get the opportunity to browse books and journals available in the library. The INFLIBNET helps the faculty members as well as the students to gain access to a wide range of academic resources online.</p>
Examination and Evaluation	<p>End Semester Examinations (both original and supplementary) 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 in June-July. Evaluation through class tests, tutorials, students' seminars keeps the students in touch with their subject. The College conducts the Internal Assessment Tests and Tutorials as well as Practical Examinations. The Theoretical tests are conducted by the University. The students can secure a maximum of 10 marks for regular attendance in each paper awarded by the College. Parent-teacher meetings are also conducted regularly.</p>
Research and Development	<p>The Research Cell holds regular meetings and programmes and organises presentations to broaden the academic perspectives. The Academic Council had urged the Governing Body of the College to take some measures for furthering Research in this College. And the GB had sanctioned a grant of Rupees one lakh for the purpose. The Departments of Botany Sanskrit and Philosophy had submitted a Research Proposal which was duly approved by the Administration and the three Departments are trying to complete the project. Students are asked to present their research projects in the class rooms.</p>
Library, ICT and Physical Infrastructure / Instrumentation	<p>With the approval of Government of West Bengal, a virtual classroom was set up with high speed internet connection. With the grant provided by PC Chandra Group of Industries, reprographics facilities were introduced in seminar library. Five important equipments were purchased (Printer- 9080/-, external hard disk-</p>

	<p>4550/-, Quick Heal 11800/-, KOHA-15500/-, Xerox machine- 74011/-). The college is planning to extend the existing infrastructure together with two other sister colleges for future extension of academic and co-curricular activities. The objective is to ensure that the students should be able to derive benefits from the changing socio-economic scenario.</p>
Human Resource Management	<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>
Industry Interaction / Collaboration	<p>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 (SDC) had also organised similar Workshop and successful students professionally joined the Company.</p>
Admission of Students	<p>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.</p>

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

E-governance area	Details
Planning and Development	<p>Initiatives have been taken to implement biometric system of</p>

	<p>attendance for all staff. Financial transactions as well as accounts are done through Tally software. The library is run by KOHA software with digitalized barcoding 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 would buy Management Information System (MIS) software and Learning Management System (LMS) software.</p>
Administration	<p>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.</p>
Finance and Accounts	<p>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.</p>
Student Admission and Support	<p>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</p>

	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 college is taking initiative to digitalize both internal and external examination system to make it an error-free and transparent mode and preserve data for future reference.

### 6.3 – Faculty Empowerment Strategies

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

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

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Methodological Approach to Research in Social Sciences and Languages, organized by Department of Education, Jadavpur University, Kolkata, West Bengal	2	11/10/2017	17/10/2017	7
<a href="#">View File</a>				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
3	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. Ex-gratia and interest free loan 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 Main Road, Kolkata 700054).

#### 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
No file uploaded.		

6.4.3 – Total corpus fund generated

108252656
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## 6.5 – Internal Quality Assurance System

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

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

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

<ul style="list-style-type: none"> <li>All the academic departments hold at least two parent-teacher meetings annually as it is believed the parents are important stakeholders of the institution and whose views are extremely valuable for enrichment of the teaching learning process as well as administration and governance.</li> <li>Some Departments ask the parents to fill up feed-back forms to maintain records. This feed-back enables teachers to assess the development of the students both within and outside the college campus.</li> <li>Departments also encourage parents to keep in touch with the faculty members so that they are continually informed about their daughter's academic progress.</li> </ul>
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6.5.3 – Development programmes for support staff (at least three)

<ul style="list-style-type: none"> <li>The Non-teaching staff members are encouraged to attend professional seminars for furthering their professional efficiency.</li> <li>The College sanctions leave with full pay in this regard.</li> <li>All the front desk office staff are provided with separate computers and are also provided with necessary training so that they are digitally enabled and able to make optimal use of the resources at their disposal.</li> </ul>
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6.5.4 – Post Accreditation initiative(s) (mention at least three)

<ul style="list-style-type: none"> <li>With the goal of expanding the research activities of the institution the Research Cell proposed that an inter-disciplinary research project involving both faculty and students could be initiated with funding provided by the college. The proposal was approved and an amount of rupees one lakh was sanctioned for the project. The project selected was to be carried out jointly by the departments of Botany, Philosophy and Sanskrit from the next academic session.</li> <li>Inter-college workshop on the Choice Based Credit System held on 03.05.2018. for orienting the teachers in the modalities of the system including curriculum structure and evaluation.</li> <li>Enhanced use of ICT by faculty in the teaching-learning process</li> </ul>
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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	Submission of proposal for financial grant under RUSA 2.0 (Component 9: Infrastructure Grants to Colleges)	07/05/2018	07/05/2018	07/05/2018	5
2017	Meeting of Internal Quality Assurance Cell	29/08/2017	29/08/2017	29/08/2017	14
2017	Meeting of Internal Quality Assurance Cell	21/12/2017	21/12/2017	21/12/2017	14
2018	Meeting of Internal Quality Assurance Cell	10/04/2018	10/04/2018	10/04/2018	14
2018	Meeting of Internal Quality Assurance Cell	24/06/2018	24/06/2018	24/06/2018	14
2018	Intercollege Faculty Orientation Workshop on Choice Based Credit System (CBCS) in collaboration with Heramba Chandra College	03/05/2018	03/05/2018	03/05/2018	146
2018	Submission of institutional data to AISHE	12/02/2018	05/02/2018	12/02/2018	5
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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
Legal awareness and Domestic Violence Act	26/08/2017	26/08/2017	180	120

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
College installed LED lights to reduce power consumption and enhance sustainability of environment.

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 facility	Yes	Nil

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
2017	Nil	1	17/07/2017	1	Awareness of mental Health and Psychological counselling	Mental health crisis and its social impact	15
2017	1	1	01/12/2017	1	AIDS AWARENESS	The nature of	47

					WALK	the disease and its precaution	
2018	1	1	20/02/2018	1	NSS Special Camp	Visit to Gobardanga slum and discussion on problems	52
2018	1	1	21/02/2018	1	NSS Special Camp	An eye check up camp conducted by Doctor Kanika Sil. was organised for the slum dwellers	50
2018	1	1	22/02/2018	1	NSS Special Camp	Awareness programme on Dengue, Malaria etc.	51
2018	1	1	23/02/2018	1	NSS Special Camp	Questionnaire survey on socio-economic conditions questionnaire survey by the NSS volunteers on the socio-economic condition of the people	52
2018	1	1	24/02/2018	1	NSS Special Camp	Cleaning programme in the slum area.	54
2018	1	1	25/02/2018	1	NSS Special Camp	Survey data analysis reveals sanitation	51

						as the main problem	
2018	1	1	26/02/2018	1	NSS Special Camp	Sit and Draw comp etition for slum children.	55

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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	01/07/2017	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	15/08/2017	15/08/2017	120
International mother language Day	21/02/2018	21/02/2018	60
Science Day	28/02/2018	28/02/2018	40
Environment day	05/06/2018	05/06/2018	40

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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 through posters
- 3.Landscapped garden maintained by botany Department.
4. Rainwater harvesting
5. College is declared as No Smoking Zone.

## 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

**Title:** The making of the self- towards self-Actualization through self Expression Objectives The college founded in memory of Pandit Sivanath Sastri aspires to promote humanistic emancipator ideals among its students so these empowered students can play constructive role in nation building and promoting social development. This would enable them to develop critical mind and rationalist views about life. Academic activities and classroom exercises alone cannot promote broader social awareness and thus will not help the students to form life experience. The college endeavours to promote the following 1. All round personality development. 2. Development of free self expression. 3. Encouragement in active participation 4. Soft skill training. 5. Enabling students to organize group activity through cooperation. Context Besides routine classroom academic exercises the development of self is encouraged by various departments. This is promoted through various creative activities in which the students participate and explore their qualities like creative writing, performing arts, participation in various social work etc. which helps the students to develop their self identity and self respect. The Practice The Drama and dance workshops were held under the aegis of the drama club and dance club in which many students took part enthusiastically. Eminent thespians

participated and trained students in acting and some of these students later joined in regular group theatre acting. An exclusively student's magazine "Its' Me" is published from the college. This Magazine is edited by the students and literary creativity of the students is thus given encouragement in a great way. Short stories, Poetry, Painting, article on contemporary social issues are being written by the students. Evidence of success a. The productions dealt with contemporary issues creating Social Awareness among the participants. b. A drama was staged at Aban Mahal on 29th January 2018 as a fund raiser for Sundarban Sramajibi hospital. c.

The programme has helped promoting a natural inclination for self actualization among the students d. The success of the endeavor inspired the Governing Body of the college to approve a grant for the publication of a journal.

**BEST PRACTICE II Title SELF ASSESSMENT OF FACULTY FOR ENHANCEMENT OF TEACHING LEARNING Objectives:-** It is the mission of our college to educate girls in the true sense of the word that is to impart knowledge for all round development which in turn will lead to self reliance, independence and awareness about their responsibility as compassionate human beings. To achieve this goal it is necessary that the teachers perform their functions to the utmost and continuously upgrade themselves in their respective spheres. Quality enhancement of the faculty is an integral part of the teaching learning process and self assessment by the teachers is a significant method for achievement of this goal. The process of self evaluation requires keeping records of the duties performed by the teachers as academicians including details of different aspects of the regular teaching learning process as well as research activities. Context Keeping in view the need for up-gradation of the faculty as well as record keeping for administrative purposes it was decided that these dual objectives could be best achieved if the teachers themselves maintained records of the different roles they have to play such as facilitator, learner, researcher, administrator, and examiner and so on. This individual self-appraisal will help the teachers record their activities systematically. In addition the administration will be able to track the continuous quality enhancement of the teachers. Practice In the beginning of every academic session each teacher is provided with a Self Appraisal Diary. Each teacher is expected to write a detailed account of the academic calendar prepared at the beginning of each session, daily records of number of classes taken, number of classes allotted, other duties performed, research activities including seminars attended and publications, research projects carried out, participation in corporate activities, innovations and contributions to teaching. Leave taken along with types of leave are also recorded. The records are checked and confirmed by the Principal at regular intervals. Evidence of success Introduction of the self appraisal diary as an instrument of record keeping as well as self assessment for the teachers has been an extremely successful practice. Not only has regular maintenance of the diary kept the administration aware of how successfully the teachers are performing their primary teaching functions, the diary also provides records of research activities, university assignments and other duties. In addition the teachers are also benefitting from the practice since regular record keeping facilitates their career advancement schemes and also aids other activities such as preparing research proposals, attending workshops and publishing regularly. It also helps them prepare lesson plans so that the entire syllabus is covered and students are prepared for their final examinations. Thus the teaching learning process is being monitored continuously.

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

### **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

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 - such as celebrating the lives of Rabindranath Tagore, Pundit Sivanath Sastri, Pundit Ishwarchandra Vidyasagar. 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.. Sivanath Sastri College is a Morning College 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 economically affluent families as well as those who are economically disadvantaged, or are first generation learners. Financial assistance is provided for students from economically constrained backgrounds The NSS Unit of the college as well as its Extension Committee and Alumni Association reach out regularly to the adjacent slum areas with its special camps. Medical camps and Health awareness drives. Surveys were conducted by our girls on the socio-economic conditions of the slums help to raise their sense of responsibility to their community. These also help them to be 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 bought 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 internal mechanisms, teaching-learning processes and administrative parameters of the college will be streamlined for the implementation of the Semester wise CBCS to be introduced by the University of Calcutta in the B.A./B.Sc. (Honours and General) Programmes from 2018-19. Workshops will be arranged to orient faculty members and office staff with the new system. Teachers will also be encouraged to participate in the workshops organised by the UG BOS of the different departments. IQAC activities will be focussed on the preparation



of NAAC Accreditation under 3rd cycle by holding regular meetings, chalking out Plan of Action, organizing seminars and workshops to improve the quality of

teaching learning activities. The departments will maintain student records digitally and prepare Academic calendars, hold meetings to improve on innovative teaching methodologies. All departments will be provided with laptops to facilitate academic activities. Extension and Invited lectures will be arranged on cross cultural relevant issues for holistic development of students. Initiatives will be taken to increase Faculty Exchange Programme besides continuing the existing ones. Faculty will be encouraged to pursue and complete MPhil, PhD. Programmes, join Orientation and Refresher Courses, Short Term Courses, workshops and publish regularly, to apply for Minor and Major Research Projects and take initiatives for Research Collaborations. The college also envisages developing a secure foundation for Research activities within the curricular structure. Allocation of funds has been approved by the Governing Body of the College to promote such research projects. As a part of this initiative the college funded faculty cum student research project on medicinal plants will be carried out by the faculty and students of the departments of Botany, Sanskrit and Philosophy. The college also plans to organise the proposed one day seminar on Sister Nivedita and Revitalization of Indian Culture in collaboration with Ramakrishna Mission Institute of Culture in September, 2018. Utilisation of the financial grant sanctioned under RUSA 2.0 will be given priority and it is expected that the much needed requirements for the up-gradation of the GIS lab, library resources and computer centre will be fulfilled successfully. With a view to acquiring further financial assistance, the institution plans to submit a proposal to the State Government for Rupees 3 crores as development grant by next year. The process of acquiring a suitable MIS for the institution will also be initiated. Introduction of MIS software will replace the existing customized student management software to combine the Administration, Academic and Financial accounting under one umbrella. Biometric system of attendance will be installed soon. Efforts will be taken to introduce mentoring system for needy and weak students and further activating the Placement Cell to ensure greater number of Campus Placement. The vision of the college is to go forward for physical expansion as well. Hence special efforts are being made to acquire another suitable plot of land for constructing a second campus and introduce new relevant career oriented courses in addition to the regular Under Graduate Programmes.