The Annual Quality Assurance Report (AQAR) of the IQAC
Session: July 1, 2018 to June 30, 2019

Part – A

Data of the Institution

1. Name of the Institution:

Name of the Institution:	**SOVARANI MEMORIAL COLLEGE**
Name of the Head of the Institution:	**DR. KALYAN KUMAR MONDAL**
Designation:	**PRINCIPAL**
Does the institution function from own campus:	**Yes**
Phone No./ Alternate Phone No.:	**03214-255038**
Mobile:	**+91 9679226106**
Registered e-mail:	**srmcollege.edu@gmail.com**
Alternate e-mail:	**iqac.srmcollege@gmail.com**
Address:	**JAGATBALLAVPUR, DIST.- HOWRAH**
City/ Town:	**HOWRAH**
State:	**WEST BENGAL**
PIN:	**711408**

2. Institutional Status:

Affiliated/ Constituent:	**Affiliated**
Type of Institution:	**Co-education**
Location:	**Rural**
Financial Status:	**Grants-in-aid, UGC 2(f) and 12(B)**
Name of the Affiliating University:	**University of Calcutta**
Name of the IQAC Co-ordinator:	**BISHAN SANYAL**
Mobile No.:	**+919883170128**
IQAC email address:	**iqac.srmcollege@gmail.com**

3. Website address:

www.smc.edu.in

Web-link of the AQAR:

www.smc.edu.in/IQAC/AQAR/AQAR_2018-19.pdf

4. Whether Academic Calendar prepared during the year?

Yes

If yes, whether it was uploaded in the Institutional website?

No

5. Accreditation Details:

Sl. No.	Cycle	Grade	Score/ CGPA	Year of Accreditation	Validity Period
1	1st Cycle	**B**	**73.30**	**2005**	**27.02.2010**
2	2nd Cycle	**A**	**3.02**	**2016**	**01.12.2021**

6. Date of Establishment of IQAC: DD/MM/YYYY **14.06.2008**

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
Regular meeting of IQAC		

Students' Feedback taken and analyzed		

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
NA	NA	NA	NA	NA

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

NO

10. No. of IQAC meetings held during the year:
The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website

2
Yes

11. Whether IQAC has received funding from any of the funding agencies to support its activities during this year?

Yes | No | √

12. Significant Activities and Contributions made by IQAC

a) **Maintained overall qualitative progress of the college by enhancing 1. Teaching-learning process, 2. Research work, 3. Library facility**
b) **Arranged publication of the teachers' journal "INSIGHT" and students' magazine 'ANKUR' in an improved form with valuable multi-disciplinary writings on 1st December 2018.**
c) **Assisted various Departments/Sections in organizing and participating in seminars, events etc.**

13. Plan of Action by IQAC/ Outcome
The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Publications: Students' Magazine	As planned, the annual students' magazine "ANKUR", containing writings from enthusiast students was successfully published on the foundation day (1st December) of our college.
Teachers' Journal	The annual, bilingual, multi-disciplinary journal "INSIGHT - Sovarani Memorial College Journal" (ISSN: 2321-6573), to which teachers from different colleges contributed on various matters relating to education, research and socio-economic problems, was published on the same day.
Publication of books and research papers by Teachers	Some of the Teachers published some books, book chapters and research papers. (Please vide the *Annexure II*)
Organizing Seminars	I. 2 day State Level Seminar on "Library Resources and users in 21st Century: Problems and Prospects" on 20-21.12.2018. II. Workshop on "Skill Development Course in Colleges for better employability, including self-employability" on 14.09.2018.
Organizing and participating in Games & Sports events	The students successful in Intra-college Athletics Meet, participated in the Howrah District Inter-college Athletic Competition and Football Tournament as well as Inter-college Athletic Meet and Football Tournament organized by Calcutta University. Some of them also participated in the Reliance State Meet and the women football team participated in IFA Women football League.

Enriching and spreading Library facility	Strengthened the Central Library as well as the departmental libraries with the addition of more books and spreading available facilities to students and teachers.
NCC and NSS	Students were motivated to participate in NCC and NSS.

14. Whether the AQAR was placed before statutory body? **Yes**

Name of the Statutory body: **Governing Body**   Date of meeting(s): **27.02.2020**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: **No**   Date : **NA**

16. Whether institutional data submitted to AISHE: **Yes**

Year: **2018**   Date of submission : **30.09.2018**

17. Does the Institution has a management Information System: **Yes**

If yes, give a brief description and a list of modules currently operational (Maximum 500 words)

Yes, the college has the following Management Information System:

Module-I: Students' Data Management Software
Module-II: Online Admission Data Management Software
Module-III: Accounts Management Software

The above software are operative in the college, by which all information regarding students, teachers and non-teaching staff, online admission, examination and college accounts is collected and disseminated. These are being upgraded to make all types of functioning of the college digital.

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

NA

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	Focus on employability/ entrepreneurship	Skill development
None	**None**	**NA**	**NA**	**NA**

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
None	**NA**	**Zoology (H)**	**01.07.2018**

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	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
B.A.	**√**		**01.07.2018**	**01.07.2018**	
B.Sc.	**√**		**01.07.2018**	**01.07.2018**	
Already adopted (mention the year)				**NA**	**NA**

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

	Certificate	Diploma Courses
No of Students	**12**	

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
None	**NA**	**NA**

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
None	**NA**

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

Students	Teachers	Employers	Alumni	Parents
Yes	**No**	**No**	**No**	**No**

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

Students' feedback is obtained majorly from senior students who have attended classes at least for two years. Due to lack of full time faculty in various departments, we have to appoint Guest Lecturers in various departments who are frequently changed because of casual nature of their job. We have collected feedback on ten point criteria, namely, 1) Punctuality in taking classes(Punctuality), 2) Ability to generate interest in subject(Interest), 3) Ability to relate subjects with real life(real life), 4) Efforts to teach and complete the curriculum(syllabus), 5) Ability to simplify hard topics(Simplification), 6) Efforts to clarify doubts(Doubts clarification), 7) Extent of using ICT in teaching-learning(ICT use), 8) Availability of teachers beyond class hours(Beyond class), 9) Rate your teacher in terms of examination orientation(Exam orientation), 10) Extent of job oriented discussion in class.

Students are asked to evaluate only those teachers whose classes, they have attended in different years. They have been asked to evaluate each and every teacher of their departments on five point scale. Feedback has been taken in qualitative form with five grades namely, A, B, C, D and E. It is converted numerically to analyze the feedback. Due to this, we get non-uniform data. We have calculated mean and coefficient of variation.

Studying the overall feedback, it can be concluded that in criteria like punctuality and generating interest among students about the subjects, our teachers are performing satisfactorily but regarding criteria like use of ICT, availability of teachers beyond class hours and teaching to help students in job oriented activities, our teachers are lagging behind. In respect of analyzing the feedback department-wise, we have decided to leave out the departments where number of respondents is less than nine such as Botany(7), Physical Education(4) and Arabic (3). Among the departments, Commerce (4.77), Political Science(4.55) and Economics(4.35) performed better but Chemistry (3.43) and English (3.50)are lagging far behind than all other departments. If we observe the number of full time faculties in various department, better performance of Commerce(4.77) and Political Science(4.55) as well poor performance of Chemistry and English can be predicted. Better performance of Economics is remarkable in students' feedback despite lack of adequate full time faculty. Students' feedback clearly suggests that

Teachers of our college faired well in terms of Punctuality in taking classes(4.72), Ability to generate interest in subject(4.56) and Ability to relate subjects with real life(4.46) but our college is lagging behind in Extent of using ICT in teaching-learning(3.59), Extent of job oriented discussion in class(3.77) and Rate your teacher in terms of examination orientation(3.90). Regarding ICT use, administration should encourage teachers regarding use of ICT in inculcating education and recently, our college has taken many initiatives regarding job-oriented programmes.

Teacherwise analysis of feedback shows that ParomitaSarkar(4.61) and PradyumnaBandyopadhyay(4.59) were leading among arts faculty and Debika Das(3.18) and ManabendraPramanick(3.19) from English are lagging behind. Feedback of MousumiChakraborty being full time faculty is alarmingly low(3.44). Here also, we left out departments having less than ten samples. In case of science and commerce, feedback of Goutam Jana is maximum (4.98) followed byMousumi Pal(4.84) and Suresh Mandal(4.81). Feedback of AtanuMaji of Chemistry is lowest among teachers (2.09). Feedback of LakshmikantaAdak(3.04) and Arnab Roy(3.13) in Economics are also lagging behind. Teachers having good feedback should be encouraged to improve their feedback further and teachers lagging behind should take care to bring their feedback at a permissible level.

Principal has seen the complete report and he has asked the teachers of various departments whose performance are not satisfactory, to improve their performance as far as practicable in future. He has also praised the teachers with extra-ordinary feedback to maintain their performance in the days to come.

CRITERION II - TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year1:2.309

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
B.A Honours	405	838	362
B.A General	450	908	452
B.Com Honours	55	147	53
B.Com General	190	53	37
B.Sc Honours	130	286	65
B.Sc General	100	146	61

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 full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017-18	1030	NA	26	NA	NA

2.3 Teaching - Learning Process

2.3.1 Percentage of teachers usingICT foreffective teaching with Learning Management Systems (LMS), E-learningresourcesetc. (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
26	8	Computers with Overhead projectors, smart boards, internet facility	1	1	PowerPoint Presentation, Video clips, Movies based on literature and historical events, N-list, INFLIBNET

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

No

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio

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
31	24	7	0	16

2.4.2 Honours and recognitions 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*

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
B.A Honours	8	Part- III	17.04.2019	25.06.2019
B.A General	11	Part- III	17.04.2019	14.08.2019
B.Com Honours	10	Part- III	16.04.2019	25.06.2019
B.Com General	13	Part- III	16.04.2019	14.08.2019
B.Sc Honours	9	Part- III	17.04.2019	25.06.2019
B.Sc General	12	Part- III	17.04.2019	14.08.2019

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

None

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

Yes

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)

NO

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
8	B.A Honours (Part- III)	147	113	76.87
11	B.A General (Part- III)	169	42	24.85
10	B.Com Honours (Part- III)	10	7	70.00
13	B.Com General (Part- III)	23	6	26.09
9	B.Sc Honours (Part- III)	22	11	50.00
12	B.Sc General (Part- III)	41	21	51.22

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)

Not Done

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 Academic year
Major projects	NA	NA	NA	NA
Minor Projects	NA	NA	NA	NA
Interdisciplinary Projects	NA	NA	NA	NA
Industry sponsored Projects	NA	NA	NA	NA
Projects sponsored by the University/ College	NA	NA	NA	NA
Students Research Projects *(other than compulsory by the College)*	NA	NA	NA	NA
International Projects	NA	NA	NA	NA
Any other(Specify)	NA	NA	NA	NA
Total	NA	NA	NA	NA

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(s)
None	**NA**	**NA**

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
None	**NA**	**NA**	**NA**	**NA**

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by
None	**NA**	**NA**
Name of the Start-up	Nature of Start-up	Date of commencement
None	**NA**	**NA**

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	No. of Ph. Ds Awarded
NA	**NA**

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

	Department	No. of Publication	Average Impact Factor, if any
National	**Bengali**	**1**	
	English	**2**	
	Philosophy	**2**	
	Economics	**1**	
	Physics	**1**	
	Zoology	**1**	
	Library	**1**	
International	**Mathematics**	**8**	

3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year	
Department	No. of publication
Library	**2**

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

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citations

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

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication

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

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	-	-	**4**	-
Presented papers	-	-	-	-
Resource Persons	-	-	-	-

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 **co-ordinated** such activities	Number of students participated in such activities

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	No. of Students benefited

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 **coordinated** such activities	Number of students participated in such activities

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

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-To)**	participant

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 and Activities	Number of students/teachers participated under MoUs

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

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	**3.15 Acres**	
Class rooms	**24**	**2**
Laboratories	**8**	**1**
Seminar Halls	**1**	
Classrooms with LCD facilities	**0**	
Classrooms with Wi-Fi/ LAN	**0**	
Seminar halls with ICT facilities	**1**	
Video Centre	**0**	
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	**98**	**4 PCs, 1 AC**
Value of the equipment purchased during the year (Rs. in Lakhs)	**6.46029**	
Others	**None**	

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
Soul 2.0	**Partially**	**2.0**	**2016**

4.2.2 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	**17808**	**2056071.88**	**500**	**138875**	**18308**	**2194946.88**
Reference Books	**709**	**207346.00**	**53**	**11701**	**762**	**219047.00**
e-Books	**29**	**0.00**	**0**	**0**	**29**	**0.00**
Journals	**44**	**129850.00**	**6**	**24376**	**30**	**111151.00**
e-Journals	**2**	**0.00**	**0**	**0**	**2**	**0.00**
Digital Database	**3**	**0.00**	**0**	**0**	**3**	**0.00**
CD & Video	**33**	**31269.00**	**0**	**0**	**33**	**31269.00**
Library automation	**1**	**131011.60**	**0**	**0**	**1**	**131011.60**
Weeding (Hard & Soft)			**0**	**0**		
Others (specify)	**2695**	**172479.48**	**0**	**0**	**2695**	**172479.48**
N-List Program e-Journal & BIB Database	**3828**	**17550.00**	**0**	**0**	**3828**	**17550.00**
N-List Program e-Book	**80409**		**0**		**80409**	

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (M/GBPS)	Others
Existing	**51**	**1**	**10**	**3**	**-**	**7**	**16**	**100 MBPS**	**1**
Added	**4**	**-**							
Total	**55**								

4.3.2 Bandwidth available of internet connection in the Institution (Leased line)
100 MBPS

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
None	**NA**

4.3.4 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
-	-	-	-

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

4.4.2 Procedures and policiesfor maintainingandutilizingphysical,academicand support facilities - laboratory, library, sportscomplex,computers,classrooms etc. *(maximum 500 words)* (information to be available in institutional Website, provide link)

Laboratory: There are, in total 6 laboratories namely Physics, Chemistry, Zoology, Botany, Mathematics and IT (Commerce) which are being run by Laboratory Attendants. It may be mentioned here that these are well equipped.

Library: Our Central Library is being run by a whole time permanent librarian, an assistant to the library and a library peon. There are more than 19050 books in the central library at present. Some journals, as suggested by various departments of the college are subscribed on regular basis. Entry of books is being done with the use of upgraded software SOUL 2.0.

Sports Complex: We do have a small sports complex within the college premises but this is not adequate to meet the requirements. That's why we have a plan of procuring the same if proper grant is received from any agency.

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	**SVMCM**	**49**	**1000/- per month**
Financial support from other sources			
	WBMDFC	**340**	**4900/- per year**
a) National	**Kanyashree**	**279**	**25000/- once**
b) International			

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
Self-grooming and Beautician Training Course	**13.01.2019**	**12**	**None**

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 by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
NA	**None**	**NA**	**NA**	**NA**	**NA**

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	No. of grievances redressed	Average number of days for grievance redressal
None	**None**	**None**

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
0	0	0	**None**	**NA**	**NA**

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
-	-	-	-	-	-

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	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	-	**NA**
SET	-	**NA**
SLET	-	**NA**
GATE	-	**NA**
GMAT	-	**NA**

CAT	-	NA	
GRE	-	NA	
TOFEL	-	NA	
Civil Services	-	NA	
State Government Services	-	NA	
Any Other	-	NA	

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

Activity	Level	Participants
Intercollege District Meet Athletics	District	19
Intercollege Football Tournament Howrah District Meet	District	22
Reliance State Meet	State	1
Intercollege State Meet Athletics	State	7
CU Intercollege Athletics	State	1
CU Intercollege Football Tournament	State	22
IFA Women football League	State	12
CATC-VI	State	4
CTC-VIII	State	5
CATC-IX	State	3
AAC	State	3
CATC-XI	State	3
CATC-XVI [IGC/RDC]	State	2
U.P. Ganga Trek-I	National	1
NIC	National	2
PRE-RDC-I	State	1
CATC-XV	State	14
LRDC-I	State	2
LRDC-II	State	25
LRDC-III	State	19
CATC-KB-I	State	9
CATC-KB-5	State	3
CATC-KB-7	State	5
CATC-KB-8	State	10
IBC	State	1
P-IGC-I	State	3
P-IGC-II	State	1
NIC-Trekking [Girl]	National	1
NIC	National	1
NIC [Girl]	National	1
LRDC-I	State	2
LRDC-II	State	20
LRDC-III	State	25

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	Sports	Cultural	Student ID number	Name of the student
2018-119	Silver Medal	National		NCC	WB16SWA/103143	SahinaKhatun

5.3.2 Activity of Student Council & representation of students on academic & administrative

bodies/committees of the institution (maximum 500 words)
NA
5.4 Alumni Engagement
5.4.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):
No
5.4.2 No. ofenrolled Alumni:
5.4.3 Alumni contribution during the year (in Rupees) **:**
5.4.4 Meetings/activities organized by Alumni Association **:**

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)

Vision: To impart equal opportunities for quality higher education and social development, to empower the rural youth, making them value based, positive, self-confident and employable through various curricular and extra-curricular programs so that they may compete with the advanced sections of the society.

Mission: To instill strong human values, to develop entrepreneurship skills, effective communication skills and problem solving abilities so that students may meet the challenges of the contemporary world and make constructive and valuable impact.

6.1.2 Does the institution have a Management Information System (MIS)?
Yes/No/Partial:

Yes

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**):**

❖ Curriculum Development:
1. **Participation in field work, visit to various industries as much as possible, involvement of most of the departments (in addition to those as per the syllabi) in educational excursions/ tours to various places relevant to the subjects.**
2. **In addition to the written examinations, in keeping with the examination systems of the university, it is required to lay stress on project work and to involve the students in seminar presentation for evaluation.**

❖ Teaching and Learning:
To impart teaching using (i) Audio-visual aids, (ii) Power-point Presentation, (iii) Smart classes etc.

Learning:
1. **To introduce online learning management resources by providing wider access to internet facility.**
2. **To provide e-book and e-journal facility.**
3. **To introduce learning through field work and visit to industries.**
4. **To motivate the students to take part in seminar-presentation in a bid to improve learning skill.**

❖ Examination and Evaluation:
Traditional written examination needs to be accompanied with project works, participation in seminar presentation, viva-voce, group discussion, debates etc. and evaluation needs to be done accordingly.

❖ Research and Development:
1. **A Teachers' journal named 'Insight' contributed by the teachers of our college and colleges outside is published on regular basis. The teachers are motivated to submit articles to this journal.**
2. **The teachers are inspired to apply for both Minor and Major Research Projects, funded by the UGC, DST and other funding agencies.**
3. **The younger teachers who join the college without Ph.D. are offered the opportunity for having leave under FDP to complete their doctoral works.**
4. **The teachers and the librarian are encouraged to publish research papers in various National and International journals. It may be mentioned that there is a teacher, namely NikhileshMetiya of Mathematics department who has already done More than 50 publications in various esteemed national and international journals.**
5. **They are also encouraged to take part in several seminars, workshops, symposia and conferences and to present papers either orally or through postering.**
6. **To motivate the teachers to take initiative for organizing state-level, national-level seminars in the college campus.**
7. **To encourage the teachers to act as the supervisors for M.Phil. / Ph.D.**

- ❖ Library, ICT and Physical Infrastructure / Instrumentation:
  1. **To provide Wi-Fi facility in the campuses for using the e-learning resources.**
  2. **To provide internet connection to all sections of the college namely the college-office, the Principal's Chamber, Bursar's Chamber, various departments, the library, the NCC room and the NSS room etc.**
  3. **To provide model class rooms and an auditorium to be constructed and are made well equipped out of various grants and college fund, if necessary.**
  4. **To procure adequate number of equipment, teaching aids and books and journals.**
  5. **To provide sufficient number of computers (desktops and laptops) out of various grants.**
  6. **To keep fire-extinguishers and to set up lightning arresters to save the college assets from burning and lightening.**

- ❖ Human Resource Management:
  1. **To motivate the teachers and the librarian to participate in Refresher Courses and Orientation programmes which are required for their promotion under CAS (Career Advancement Scheme) which will enrich them with knowledge and experience relative to diverse current affairs.**
  2. **To arrange for computer training programmes related to-**
     a) **Students' Management software**
     b) **Accounting package**
     c) **MS Office for the non-teaching staff.**
  3. **Self-appraisal of the teachers by maintaining academic diary which is very much needed for various reasons.**
  4. **To maintain with due care-**
     a) **Anti-ragging cell**
     b) **Grievance redressal cell**
     c) **Sexual harassment cell (Vishakha Panel)**

- ❖ Industry Interaction / Collaboration :

  College has to go for interaction with various industries as much as possible. Students, teachers need to be involved in this exercise so that their real life experiences are broadened. The industries may be TCS, CTS. These industrial organizations take part in the campus-hiring drive to be organized by the college authority on regular basis. Eminent members from the industries may be invited to act as the visiting faculties/ experts.

- ❖ Admission of Students:
  1. **Applications are submitted online by the UG students, nominal fees are paid online also.**
  2. **Merit lists are published online.**
  3. **The students take admission online on payment of requisite fees deposited online.**
  4. **These online systems of application, admission and payment of fees are college wise but this needs to be done centrally tom avoid many complications.**
  5. **Admission of students is held strictly following the schedules fixed up by the university and the State Govt. in some cases.**
  6. **The Govt. rules of reserved categories are followed strictly.**

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

- ❖ Planning and Development:
  1. **Information is sent to the students, teachers and other stake holders through SMS on various occasions.**
  2. **Setting up of virtual learning system.**

- ❖ Administration:
  1. **Notices are displayed in the notice board and the college website for both students and other stake holders.**
  2. **E-tendering processes through Govt. Portal are carried out for constructions funded by various agencies of amounts more than 5 lacs.**

- ❖ Finance and Accounts:
  1. **Fully computerized college office and accounts section.**

2. **Receiving of salary funds and arrears from the State Govt, through e-bantan& submission of salary bills to the treasury through HRMS portal.**	
❖ Student Admission and Support:	
1. **Online admission with online payment system.**	
2. **Maintenance of students' database through Students' Management Software.**	
3. **Online CBCS semester information system for B.Com. (Honours and General).**	
❖ Examination **Semesterised system (CBCS) for B.Com (H & G) was introduced by the University of Calcutta in the session 2017-18. The concerned department of the college conducts internal assessment examinations of both Semester I and II (H & G) students and later on upload marks of respective students online using the concerned portal. At the same time, marks for attendance is also uploaded online.**	

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

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	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)

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	Date and Duration (from – to)

6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
None	**None**	**None**	**None**

6.3.5 Welfare schemes for

Teaching	**None**
Non teaching	**None**
Students	**None**

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly(within 100 words each**)**
External audits have been done by Govt. Auditors up to FY 2015-16. The same for the FY 2016-17 is in progress and is being expected to be completed since the account section of the college is understaffed in real sense. Decision has been taken to go for auditing (external) through outsourcing for the FYs 2017-18 and 2018-19.

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/ Grants received in Rs.	Purpose
None	**NA**	**NA**

6.4.2 Total corpus fund generated

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			**Yes**	**Respective department**
Administrative			**Yes**	**Rabi kumar Shaw (CF)**

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

The semester system (CBCS) for B.Com (H & G) is introduced by the University of Calcutta in the session 2017-18. In a bid to make both the students and their parents aware of the rules and regulations relating to attendance and eligibility for appearing at the semester exams some guardians' meetings are convened by the Principal. In these meetings, in presence of the departmental teachers along with the Heads, the Principal described elaborately all the rules and regulations of the newly introduced system of learning. Though, the college doesn't have any registered parent-teacher association, yet guardians' meetings are convened on various occasions. The outcomes of these meetings may be interpreted as interaction between the parents and the teachers are the following-

1. **Different effective suggestions for all-round development of the college are received.**
2. **The shortcomings of the college and related departments are also pointed out.**

Different views which the students hesitate to communicate directly to the teachers, are communicated.

6.5.3 Development programmes for support staff (at least three)

1. **Some staff of the college are trained how to do (a) Online admission (b) Registration of the students by some representatives of some software company [Students' Management]**
2. **E-pradan and e-billing**
3. **HRMS and IFMS**

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

1. **To apply for receiving grants from RUSA 2.0 towards infrastructural development of the college.**
2. **To utilize the funds received under RUSA 2.0**
   i. **Creation of facilities**
   ii. **Renovation/ repairing of existing facilities**
   iii. **E-procurement of sports equipment, lab equipment, books and furniture.**
3. **To introduce new subjects in keeping with the changing scenario and needs of the hour.**

6.5.5

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 activity	Duration (from-----to------)	Number of participants
	Regular meeting of IQAC			
	Students' Feedback taken and analysed			

CRITERIONVII –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-to)	Participants	
		Female	Male

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources

Some programmes are conducted by the NSS unit of the college to improve environmental awareness from time to time. Right now there is no renewable energy sources but attempts have been made to install solar power grid in the college with the assistance of the State Govt.

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	**No**	**None**
Provision for lift	**No**	**None**
Ramp/ Rails	**No**	**None**
Braille Software/facilities	**No**	**None**
Rest Rooms	**No**	**None**
Scribes for examination	**No**	**None**
Special skill development for differently abled students	**No**	**None**
Any other similar facility	**No**	**None**

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
None	**None**	**None**

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-------to-------)	Number of participants

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)
1. **College Authority announced our campus Plastic Free.**
2. **Currently, 4 gardens are maintained, one of which is a medicinal plants garden. The green zone is being increasing gradually by acquiring barren lands within the campus.**
3. **A green chimney has been installed in the chemistry laboratory.**
4. **Environmental awareness is generated through various programmes.**
5. **College takes initiatives to extend the green zone outside the campus in order to fulfil its community service.**

6. **Students and staff engaged in making the campus healthy and green by organizing tree plantation programmes.**

7.2 Best Practices

1. **Plantation and Beautification**
2. **Skill Development Courses in Colleges for Better Employability including Self-employment through Self-Financing** (Please vide *Annexure IV*)

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust

Provide the weblink of the institution in not more than 500 words

Upliftment of Students via Sports, NCC

Our college is a rural one. The students enrolled here consist mainly of first generation learnersand coming from financially weak background majorly belonging to Scheduled Tribe and minority sections of the society. During admission they are encouraged to participate in NCC for a better future. Our NCC unit is also performing well in State and National Level.
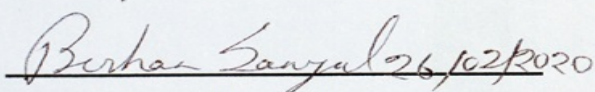
Students of our college are performing consistently well in Howrah District Inter-College Athletics Meet. They are promoted to higher level after receiving accolade in district level.In co-operation with the NCC Unit and our non-teaching staff of physics department Mr.Kanailal Adak, our college has formed a women's football team recently. Mr. Adak also has FIFA certification in football coaching, so, he has been handed over the charge to train them properly. This year we made some progress in this regard, as the team successfully qualified to play in the IFA Women Football tournament. We are hoping to get success in near future.

Currently our college has a small playground inside the campus which is insufficient for the accommodation of all the players with versatile talents. The Physical Education department also lacks whole time permanent teachers. But the enthusiasm, encouragement and support of few teaching and non-teaching faculty are behind all the progress and success of these students.

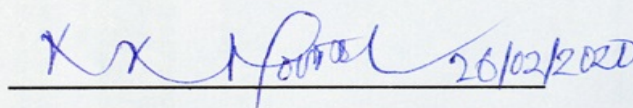8. **Future Plans of Action for next academic year (500 words)**

1. **Attempts will be made to introduce 2-3 new subjects namely a) Computer Science General b) Geography General and c) Honours in Botany**
2. **To try to improve attendance of the students by regular interaction with the students, their guardians/parents.**
3. **To take initiatives for filling up the vacant teaching and non-teaching posts as much as possible by keeping constant touch with the State Government and WBCSC.**
4. **To try to go for creation of both teaching and non-teaching posts as per the requirements and following the Government norms.**
5. **To try to submit proposals to various funding agencies like state Government, UGC, MP-LAD, BEUP etc.**

Name: Dr. Bishan Sanyal

Name: Dr. Kalyan Kumar Mondal

Bishan Sanyal 26/02/2020

K K Mondal 26/02/2020

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

Principal
Sovarani Memorial College
Jagatballavpur
Howrah

Annexure-I
Academic Calendar 2018-19

Academic Calendar for the B.A./ B.Sc./ B.Com. (Honours /General) Courses of Studies (under CBCS with Semester-wise Examinations) for the Academic Session 2018-2019

COURSE OF STUDIES	COMMENCEMENT OF CLASSES	FILLING UP OF FORM FOR UNIVERSITY EXAMINATION	INTERNAL ASSESSMENT (EXAMINATION) [BY THE COLLEGE]	COMMENCEMENT OF EXAMINATIONS (TENTATIVE)		PUBLICATION OF RESULT (TENTATIVE)
				PRACTICAL/ TUTORIAL	THEORETICAL	
Semester-I	1st week of July, 2018	November, 2018	3rd week of November, 2018	4th week of November, 2018	2nd week of December, 2018	Within 45 days from the last date of Exam.
Semester-II	Within 7 days from the completion of 1st Semester Exam.	May, 2019	3rd week of May, 2019	4th week of May, 2019	2nd week of June, 2019	Within 45 days from the last date of Exam.
Semester-III (For B.Com. H/G only)	Within 7 days from the completion of 2nd Semester Exam.	November, 2018	3rd week of November, 2018	4th week of November, 2018	2nd week of December, 2018	Within 45 days from the last date of Exam.
Semester-IV (For B.Com. H/G only)	Within 7 days from the completion of 3rd Semester Exam.	May, 2019	3rd week of May, 2019	-	2nd week of June, 2019	Within 45 days from the last date of Exam.

Academic Calendar for the B.A./ B.Sc./B.Com. Courses of Studies (under 1+1+1 System of Examinations) for the Academic Session 2018-2019

CORSE OF STUDIES	COMMENCEMENT OF CLASSES	MID-TERM EXAMINATION	COLLEGE TEST	RESULT OF COLLEGE TEST	FILLING UP OF FORMS FOR UNIVERSITY	COMMENCEMENT OF EXAMINATIONS (TENTATIVE)		PUBLICATION OF RESULT (TENTATIVE)
						THEORETICAL	PRACTICAL	
Part-I (Only for old candidates)	NA	NA	NA	NA	1st week of April, 2019	B.Com. (H+G) 3rd week of June, 2019 B.A./ B.Sc. (H+G) 4th week of July, 2019	B.A./ B.Sc. (H) 2nd week of August, 2019	Within 90 days from the last date of Exam.
Part-II	Within 7 days from the completion of Part-I Exam.	October, 2018	1st week of February, 2019	3rd week of February, 2019	1st week of March, 2019	B.Com. 4th week of April, 2019 (H) 2nd week of May, 2019 (G) B.A./ B.Sc. 3rd week of May, 2019 (H) 4th week of May, 2019 (G)	B.Com. (H+G) 4th week of March, 2019 B.A./ B.Sc. 4th week of April, 2019 (H) 4th week of June, 2019 (G)	Within 90 days from the last date of Exam.
Part-III	Within 7 days from the completion of Part-II Exam.	October, 2018	1st week of January, 2019	3rd week of January, 2019	1st week of February, 2019	B.A./B.Com./B.Sc. 1st week of April, 2019 (H) 2nd week of April, 2019 (G)	B.A./B.Com./B.Sc. 1st week of March, 2019 (H) 4th week of March, 2019 (G)	Within June, 2019
Part-I & II Supplementary Examination, 2018					January, 2019	February, 2019	March, 2019	May, 2019

Annexure-II
Publications

Book/ Chapters:

1. Anup Kumar Routh&AbhijitPramanik (Ed.) (2019). Library resources and users in 21st Century: problems and prospects. Publisher: Sovarani Memorial College, ISBN: 978-93-5351-347-4.
2. Anup Kumar Routh (2019). Classification and formation of call number for library resources. Publisher: Sovarani Memorial College, ISBN: 978-93-5351-347-4.

Journals:
International:

1. Binayak S. Choudhury, PranatiMaity, NikhileshMetiya, MihaiPostolache, simultaneous determination of distance between sets by multivalued kannan type coupling, International Journal of Analysis and Applications 16 (5) (2018), 712-732.
2. Binayak S. Choudhury, NikhileshMetiya, PranatiMaity, C. Bandyopadhyay, Fixed points of multivalued mappings satisfying hybrid rational Pata-type inequalities, The Journal of Analysis 27(3) (2019), 813–828.
3. Binayak S. Choudhury, NikhileshMetiya, SunirmalKundu, Fixed point sets of multivalued contractions and stability analysis, Communications in Advanced Mathematical Sciences I (2) (2018), 163-171.
4. Binayak S. Choudhury, N. Metiya, Multivalued coincidence point results in partially ordered metric spaces, Thai J. Math. 16 (3) (2018), 745 - 756.
5. Binayak S. Choudhury, D. Khatua, N. Metiya, P. Saha, End point results of generalized setvalued almost contractions in metric spaces endowed with a graph, Bol. Soc. Mat. Mex. (2019), DOI: 10.1007/s40590-018-00230-2.
6. Binayak S. Choudhury, PulakKonar, NikhileshMetiya, Coupled coincidence point results with mappings satisfying rational inequality in partially ordered metric spaces, J. Appl. Math. & Informatics 37 (1-2) (2019), 1-11.
7. Binayak S. Choudhury, ZoranKadelburg, NikhileshMetiya, StojanRadenovi´c, A survey of fixed point theorems under pata-type conditions, Bull. Malays. Math. Sci. Soc. (2019), DOI: 10.1007/s40840-019-00742-8.
8. Binayak S. Choudhury, NikhileshMetiya, SunirmalKundu, DebashisKhatua, Fixed points of multivalue mappings in metric spaces, Surveys in Mathematics and its Applications 14 (2019), 1-16.

National:

1. Bijan Kumar Gangopadhyay (2018). An Article on Stellar Evolution with an Emphasis to white Dwarf and Neutron Star in Relation with Black Hole. Insight, Vol X, ISSN: 2321-6573, pp. 07-18.
2. SangitaHajraBalial (2018). Diversity, Dilemma & Destiny of Non-Chordates Conservation. Insight, Vol X, ISSN: 2321-6573, pp. 27-31.
3. ParomitaSengupta (2018). The Linguistic Landscape of Advertisements: Intent, Content, Audience. Insight, Vol X, ISSN: 2321-6573, pp. 32-37.
4. Swati Ghosh&BishanSanyal (2018). Goods and Service Tax in India: An Overview. Insight, Vol X, ISSN: 2321-6573, pp. 38-45.
5. Sanjoy Malik (2018). সত্তরদশকের প্রেক্ষাপটেমহাশ্বেতা দেবীরগল্পভাবনা. Insight, Vol X, ISSN: 2321-6573, pp. 46-51.
6. KoyelKoley (2018). 'WHEN LOVE IS A CRIME' – A Third Gender Societal Tolerance and the Human Rights Violation Against LGBT People in India. Insight, Vol X, ISSN: 2321-6573, pp. 52-59.
7. Anup Kumar Routh (2018). তথ্যসূত্রের বিবরণ সংক্রান্ত বিধি ও মানক. Insight, Vol X, ISSN: 2321-6573, pp. 60-75.
8. MadhabiMallick (2018). বিবর্তনেপ্রকৃতি চেতনা. Insight, Vol X, ISSN: 2321-6573, pp. 76-79.
9. SubhajitPandit (2018). Problems of Writing Autobiography in India. Insight, Vol X, ISSN: 2321-6573, pp. 80-
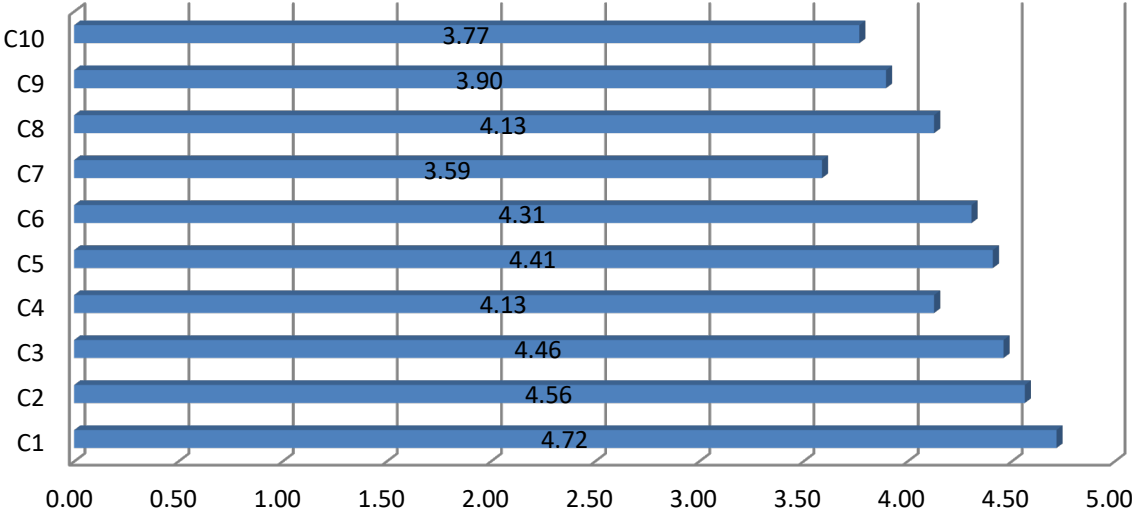
Seminars/ Workshops

State Level:

Attended:

1. Anup Kumar Routh organized and attended 2 day State Level Seminar on "Library Resources and Users in 21st Century: Problems and Prospects" organized by Library Division & IQAC, Sovarani Memorial College in collaboration with Library Division, BagnanCollge, held on 20-21.12.2018.

2. Anup Kumar Routh attended the XXXI Annual General Meeting and Conference of WBCLA, on 17.03.2019.

3. Anup Kumar Routh attended 1 day State Level Seminar-cum-awareness programme on "Cancer Awareness and Prevention" jointly organized by IQAC, Bagnan College and Ramkrishna Mission Saradapitha, held on 31.03.2019.

4. TabasumAkhtar attended 1 day State Level Seminar on "In connection with the bicentennial birth celebration of Iswar Chandra Vidyasagar and Karl Marx" organized by Department of Philosophy, University of Calcutta, held on 26.03.2019.

Annexure-III

Students' Feedback

Department wise overall chart

Teacher wise feedback chart for Science and Commerce

Teacher wise feedback chart for Arts

Criteria wise overall feedback

Criteria	Value
C10	3.77
C9	3.90
C8	4.13
C7	3.59
C6	4.31
C5	4.41
C4	4.13
C3	4.46
C2	4.56
C1	4.72

Annexure-IV

Best Practice 1

Title of the Best Practice: Plantation and Beautification (2018-2019).

The Goal: The objective of this project is to clean and beautify the campus and its adjacent areas.

The Context:
 Due to continuous construction works, our college gets strewn with debris. Pieces of discarded planks, broken bricks, concrete chunks, plastic bags, torn tarps and sundry had turned the premises quite dirty. The garden we have within the walls of the main college building was quite affected by the dirt and debris. The NSS unit along with our library staff had taken the initiative to clean and beautify the campus.

The Practice:
 The NSS unit along with the library staff issued a notice seeking help from the students to clean the campus and dispose of the garbage properly. A group of 10 students along with 17 students from the NSS unit gathered at the college garden at 12 PM. They started by separating the constructional debris and the plastic waste in two heaps. Then some of them took the torn out tarps and sacks to fill them up with the garbage and disposed of them behind the college in the dump yard. Then they planted saplings, under the supervision of the NSS nodal officer and our librarian, in the garden. NCC unit of our college has also extended their helping hands time and again to clean the campus.

 After they were done in the garden, the group approached the cycle shed and planted some saplings there, then they planted some more in front of Rajat Jayanti Bhaban.

Evidence of Success:
 The garden and its adjacent areas look prim and proper, hygienic, and, most importantly, plastic free. The targeted areas are free of debris. This sets an example for the rest of the students and hopefully, in the near future, we will be able to make our campus plastic free.

Limitations:
 In order to execute this project on a larger scale, adequate funds are required. Although the saplings are cheap and with a little monetary help can be grown in the college premises, the fences, in comparison, cost five or six times more than that. If a larger scale project is ever undertaken where we decide to take the students on the levees of the main river, we need to provide with their travel expenses as well as refreshments. Since there is no financial support for such social works, the project might come to a standstill in near future.

 The only matter that requires immediate attention is issuing a ban on single use plastic goods. The students must be given instructions to avoid using plastic bags and containers. To spread awareness, a workshop has to be organised and more such programmes must be held. A proper funding system needs to be set up for this very purpose.

Best Practice 2

Title of the Best Practice: Skill Development Courses in Colleges for Better Employability including Self-Employment through Self Financing. *Speakers: Dr. Subir Moitra, Associate Professor-in-Economics, Heramba Chandra College, and Rabisankar Dasgupta, NABARD.*

The Context and the Practice:

The Employability Issue in Higher Education in India

- For decades, lack of employment opportunities and underemployment of educated masses has been an important issue in Indian labour market.
- Interestingly, during contemporary times it is also being reported that industry/service is not finding 'employable workforce'.

Three types of qualities considered important for the employability of a job seeker:

1. Key technical and academic skills specific to the job which is obtained from academic curriculum mainly.
2. Process skills including problem solving capacity, decision making, planning and delegating, ethical sensitivity, understanding business and its commercial interests, ability to work with persons from different regional, cultural and religion backgrounds, prioritizing, team work, and negotiating.
3. Personal qualities like self-confidence, self-control, self- esteem, social skills, honesty, integrity, adaptability, flexibility, willingness to learn, emotional intelligence, stress tolerance, punctuality, efficiency and reflectiveness.

As per Quality Mandate issued by UGC on 4th June, 2018 approved by the Commission in its 532nd meeting held on 24.05.18, all Higher Educational Institutions(HEIs) shall strive to achieve the following objectives by 2022:

1. "Improve the graduate outcomes for the students, so that at least 50% of them secure access to employment/self-employment or engage themselves in pursuit of higher education."
2. "Promote link of the students with the society/industry such that at least 2/3rd of the students engage in socially productive activities during their period of study in the institutions."

Keeping this in mind, need of the hour for HEIs are to:

- To introduce certain career-oriented/job-oriented courses to supplement university prescribed academic courses without or with the financial support of the Government.
- These courses may range from certificate to diploma, short-term to long-term courses and totally knowledge-based to completely skill oriented courses.
- Even courses of preparatory nature for facilitating entry of students to higher level courses as well as job can also be introduced.

He mentioned self-financed Courses for which no Government Funding is available:

- Certificate/Diploma Course in Photo Editing
- Certificate/Diploma Course in Video Editing
- Certificate/Diploma Course in Web Design
- Certificate/Diploma Course in Cyber Bangla
- Certificate/Diploma Course in Income Tax and GST
- Certificate/Diploma Course in Costume Design and Fashion
- Certificate/Diploma Course in Beautician Training
- Certificate/Diploma Course in Fashion Jewellery
- Certificate/Diploma Course in Customer Relationship Management
- Certificate/Diploma Course in Tally and Investment Management
- Certificate/Diploma Course in Tourism and Travel Management
- Certificate/Diploma Course in Logistics and Supply-Chain Management
- Certificate/Diploma Course in Retail Management
- Certificate/Diploma Course in Foreign Trade Practices and Management (FTM)
- Certificate/Diploma Course in Entrepreneurship Development

- Certificate/Preparatory Course in Mathematics for Competitive Examination
- Certificate/Preparatory Course in English for Competitive Examination
- Certificate/Preparatory Course in English Writing
- Preparatory Course for School Services Examination (S.S.C/Kendriya Vidyalaya)
- Preparatory Course in Civil Services Examination (P.S.C)

He suggested that to develop infrastructure for these courses, RUSA Fund can be used. Moreover, he mentioned some courses if a third party is involved for conducting the courses, the college may also get a part of the revenue (revenue-sharing).For some courses, he opined that limited government assistance may be available from central/state governments, banks etc.

As per his suggestion, courses for which Government Funding may be available are Courses may be so designed that funds may be available under:
- National Skills Qualification Framework: Deen Dayal Upadhyay Centres for Knowledge Acquisition and Upgradation of Skilled Human Abilities and Livelihood (KAUSHAL)
- Coaching for Entry into Services/NET/SET for SC/ST/OBC(NCL) and Minority Community Students
- Swami Vivekananda Swanirbhar Karmasangsthan Prakalpa (SVSKP). Chairman of this SVSKP is from our Howrah district.
- Commercial Banks
- Rural Infrastructure Development Fund (RIDF)
- National Medicinal Plants Board (NMPB) under AYUSH.

Session ended with interaction with students. Few students clarified about the difference between normal University courses and job-oriented courses.

Few of them asked about the details of specific courses. Speaker clarified all queries of each student satisfactorily. This workshop is very enriching for a rural college like ours. Two hundred thirty two students participated in the Skill Development seminar.

Rabisankar Dasgupta from NABARD, then, elucidated the idea of self financing to the students, showing them exactly how many ways one can sustain their vocational and diploma courses by carefully investing their money in the bank and figuring out alternate sources of income.

Evidence of Success:
During the programme, feedback sheets were handed out to the participants. We were extremely pleased to see that almost all the feedback was positive and the participants were thrilled to have taken part in this interactive session.

Limitations:
Lack of infrastructure is our main constraint. We could not, in time, install the necessary devices for a powerpoint presentation. Also we don't have ample space to accommodate such large scale participation. Budgetary restraints come next. Providing the participants with some refreshments may turn out to be expensive.