

SUNDARBAN HAZI DESARAT COLLEGE

P.O-Pathankhali, District-24 Parganas (South), West Bengal, Pin-743611

www.hazidesaratcollege.org, E-mail: shdcollege1961@gmail.com

The Annual Quality Assurance Report (AQAR) of the IQAC Session-2016-17

Part – A

1.Details of the Institution

1.1 Name of the Institution	Sundarban Hazi Desarat College
1.2 Address Line 1	Vill. & P.O. – Pathankhali P.S.: Gosaba Dist :South 24 Parganas Pin :743611 State: West Bengal
Address Line 2	NA
City/Town	N.A
State	West Bengal
Pin Code	743611
Institution e-mail address	shdcollege1961@gmail.com
Contact Nos.	91-7584906541
Name of the Head of the Institution:	Mr.SanjoyGhosh, Teacher-in-Charge
Tel. No. with STD Code:	NIL
Mobile	91-9748126472, 91-9433745762

Name of the IQAC Co-ordinator:

Dr.SumantaKalyan Pal

Mobile:

09674456040

IQAC e-mail address:

shdcqiqac2015@gmail.com

1.3 NAAC Track Id

WBCOGN24536

1.4 NAAC Executive Committee No. &Date:

EC(SC)/18/A&A/38.1
dated 05.11.2016

1.5 Website address:

www.hazidesaratcollege.org

Web-link of the AQAR:

http://www.haziesaratcollege.org/aqar_2016-17.pdf

1.6 Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B+	2.51	2016	Next five years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

03.02.2015

1.8 AQAR for the year:

2016-2017

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC :

NA

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

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

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

The college offers PG Programmes in Bengali, Education and History under Directorate of Distance Education, Rabindra Bharati University in its Distance Education Centre in the college premises.

1.12 Name of the Affiliating University (*for the Colleges*)

University of Calcutta

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

Autonomy by State/Central Govt. / University

University with Potential for Excellence	<input type="text"/>	UGC-CPE	<input type="text"/>
DST Star Scheme	<input type="text"/>	UGC-CE	<input type="text"/>
UGC-Special Assistance Programme	<input type="text"/>	DST-FIST	<input type="text"/>
UGC-Innovative PG programmes	<input type="text"/>	Any other (<i>Specify</i>)	<input type="text"/>
UGC-COP Programmes	<input type="text"/>		

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="4"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="0"/>
2.3 No. of students	<input type="text" value="1"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="1"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="0"/>
2.8 No. of other External Experts	<input type="text" value="2"/>
2.9 Total No. of members	<input type="text" value="10"/>
2.10 No. of IQAC meetings held	5
2.11 No. of meetings with various stakeholders:	No. <input type="text" value="4"/> Faculty <input type="text" value="2"/>
	Non-Teaching Staff <input type="text" value="1"/> Students <input type="text" value="1"/> Alumni <input type="text" value="1"/> Others <input type="text" value="0"/>

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.: International National State Institution Level

(ii) Themes **List of Seminar organized by the Institution**

Sl. No.	Topic and Speaker(s) and Participants	Date	Department
1.	Biodiversity Conservation: a major concerning issue <i>Speaker:</i> Dr.ManasiMandal, Assistant Professor & Head of the Department of Botany	18.11.2016	Botany
2.	International Day For The Elimination of Violence Against Women <i>Speakers:</i> Smt Ishita Ray, Head, Dept. of Zoology	25.11.2016	Visaka Committee
3.	Ganitik Kobi BonoyMajumdar <i>Speaker:</i> Mr PijushKantiAdhikary, Assistant Professor in Bengali	10.12.2016	Bengali
4.	Effect of Arsenic on Human Body <i>Speaker:</i> Dr. Sanjay Kr Mandal, Head, Department of Chemistry	16.01.2017	Chemistry
5.	GST: Some Political and Economic Questions <i>Speaker:</i> Dr DebottamChakraborty, Assistant Professor, Department of Economics	17.01.2017	Economics
6.	The Role of Hindu and Muslim Leaders in the Partition of Bengal <i>Speaker:</i> Mr.RupakGhosal, Head, Department of History	19.01.2017	History
7.	Importance of various coping strategies for stress reduction of the Students <i>Speaker:</i> Mrs.ChayanikaDatta, Head, Department of Education and students	28.02.2017	Education

List of Debate organized by the Institution

Sl. No.	Topic and Speaker(s) and Participants	Date	Department
1.	Panel discussion on ‘Demonetization: Merits & Demerits’ Participants: Students and Teachers	06.12.2016	Commerce and Economics
2.	Debate on West Bengal Education (higher) Bill, 2017. Participants: All Teachers	07.02.2017	Teachers’ Council

2.14 Significant Activities and contributions made by IQAC

1. Enhancement of ICT resources
2. Establishment of Virtual Classroom
3. Proposal submission for introduction of Hons in English as recommended by NAAC
4. Enrichment of Online library repository for students
5. 360 degree performance appraisal of teachers based on a model designed by IQAC, Sundarban Hazi Desarat College
6. Need oriented modification of already existing Teaching-Aid-Software
7. Online Profile mapping of students
8. Online feedback collection
9. Publication of Second Issue of College Journal – Journal of Economy, Environment and Society (JEES)
10. IQAC has verified documents for promotion of two (2) faculties under career advancement scheme (CAS).
11. IQAC encourages the members of the faculty to upgrade themselves, engage in conducting research work, associate themselves with UGC, CSIR, DST, etc, undertake major and minor research projects, publication of articles in national / international journals.
12. Increasing interaction of the students and their guardian through feedback and post examination meetings.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
<ol style="list-style-type: none"> 1. Enhancement of ICT resources 2. Introduction of the teachers' assessment by students 3. Innovation in teaching learning procedure 	<ol style="list-style-type: none"> 1. Enhancement achieved 2. 360 degree teachers' performance appraisal has been done and analysed 3. <ol style="list-style-type: none"> i) Teachers can make use of a self-developed Teaching-aid software (TAS) www.hazidesaratcollege.org/tas to fulfil the needs of documentation of teaching-learning & evaluation schedules which contain: <ol style="list-style-type: none"> a) Paper-wise & year-wise question bank in the form of <ol style="list-style-type: none"> 1. MCQs 2. Short question-answers 3. True/ False questions ii) Academic Plan - a platform where teachers can provide <ol style="list-style-type: none"> 1. Individual and Departmental academic plan 2. Instruction Materials 3. Results 4. Attendance Report iii) Introduction of Continuous Internal Assessment iv) Teachers make regular use of power point presentations to make the learning more interesting v) Encouraging students to attend regular classes vi) SMS gateway – enabling instant connectivity with students on a regular basis

<p>4. Generating environment consciousness</p> <p>5. 360 degree teachers' performance appraisal</p>	<p>vii) The College has also launched the following web-based platform www.hazidesaratcollege.org/spm to know the students' profile as a whole</p> <p>4. Programmes round the year comprise–</p> <ol style="list-style-type: none"> a. <i>Briksharopan Utsav</i> -Planting of trees b. Awareness programme regarding sustainable utilization of medicinal plant <p>5. 360 degree teachers' performance appraisal was carried out for all full time teachers from four angles.</p> <ol style="list-style-type: none"> 1. Self-Appraisal 0 - 90⁰ 2. Students' Feedback 90⁰-180⁰ 3. Career score (on the basis of their academic achievements and performances) 180⁰ - 270⁰ 4. External Appraisal 270⁰ - 360⁰
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* Attach the Academic Calendar of the year as Annexure. **Please see Annexure-I**

2.15 Whether the AQAR was placed in Statutory Body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The AQAR has been approved by the IQAC and recommended by the Governing Body for onward submission.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	17	NIL	NIL	1
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others	1			
Total	18	NIL	NIL	1
Interdisciplinary				
Innovative				

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

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	-
Trimester	-
Annual	√

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

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

***Please provide an analysis of the feedback in the Annexure: Please see Annexure-IIa & IIb**

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

NA

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

NO

CRITERIA-II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	26	17	4	0	LIBRARIAN-1 PTT- 4

2.2 No. of permanent faculty with Ph.D.	6
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2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
5	6	NA	NA	NA	NA	1	NIL	6	6

2.4 No. of Guest and Visiting faculty and Temporary faculty: Guest Faculty-13

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	-	-	-
Presented papers	4	10	2
Resource Persons	-	-	-

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

- Use of Teaching Aid Software for academic planning
- Provision of instructions and study materials to students for their ready reference
- Class lectures through PPT
- Virtual class room
- Study/Field tours practical based subjects (Botany, Zoology, Anthropology, Geography)
- OPAC
- Free internet access for students in the library
- Photocopy facility for the students at a cheap rate
- Micro Teaching by the Students
- Publication of Wall Magazine by the Students

2.7 Total No. of actual teaching days during this academic year 203 days

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

- To show students evaluated answer scripts before result publication
- Discuss results with guardians at the PTM
- Class tests based on short questions.
- Supplementary examination for absentee students is arranged after the selection test

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

N.A.

2.10 Average percentage of attendance of students

75

2.11 Course/Programme-wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.A.(HONS)	144		2.08	70.13	NA	95.08
B.A.(GEN)	219				NA	42.18
B.Com(HONS)	3				NA	0
B.Sc (GEN)	2				NA	0

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

- IQAC collects online feedback from students regarding teaching-learning processes, analyses them and takes necessary measures for qualitative improvement
- IQAC collects annual reports from each department and conducts review meetings
- Meetings for discussion of examination and evaluation process are conducted regularly
- IQAC motivates students by initiating Micro-Teaching by students, Seminar participation and wall magazine publication and by conducting quiz and debate on concerned subjects and general knowledge.
- Computer class on Basics of Computers at a minimum cost.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	3

UGC – Faculty Improvement Programme	NA
HRD programmes	NA
Orientation programmes	1
Faculty exchange programme	NA
Staff training conducted by the university	NA
Staff training conducted by other institutions	NA
Summer / Winter schools, Workshops, etc.	2
Others	NA

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	4	3	NIL	NIL
Technical Staff	8	3	NIL	NIL

Criterion – III

3. Research, Consultancy and Extension

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

IQAC has already proposed for providing a seed fund of Rs. One lakh for research and set up a criterion for accessing the grant.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1			
Outlay in Rs. Lakhs	18,72,852/-			

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	1			
Outlay in Rs. Lakhs	4,55,000/-			

3.4 Details on research publications

	International	National	Others
Peer Review Journals	9	4	
Non-Peer Review Journals			
e-Journals	2		
Conference proceedings			

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	Dec, 2014-September,2016	SERB	18,72,852/-	
Minor Projects	17 th July,2014-16 th July,2016	UGC	4,55,000/-	
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published: NA i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS -FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution	Level	International	National	State	University	College
	Number	NIL	NIL	NIL	NIL	NIL
	Sponsoring agencies	NIL	NIL	NIL	NIL	NIL

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs: 1 Lakh

From Funding agency

From Management of University/✓College

Total

3.16 No. of patents received this year : NIL

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

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

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph.D. Guides

and students registered under them

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

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

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

College level	<input type="text" value="100"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.22 No. of students participated in NCC events: NA

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.23 No. of Awards won in NSS: NIL

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.24 No. of Awards won in NCC: NA

University level	<input type="text"/>	State level	<input type="text"/>
National level	<input type="text"/>	International level	<input type="text"/>

3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text" value="1"/>
NCC	<input type="text"/>	NSS	<input type="text" value="2"/>
		Any other	<input type="text"/>

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

- Thalassemia Camp organised by NSS
- Social survey at Tentultali village in Pathankhali Gram Panchayet
- Coaching Camp for English Language Teaching for 17 (seventeen) Underprivileged School Children by the Students of Communicative English

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	45256sqmt	Nil		45256sqmt

Class rooms	20	Nil		20
Laboratories	7	Nil		7
Seminar Halls	1	Nil		1
No. of important equipment purchased (\geq 1-0 lakh) during the current year.		3	UGC & College Fund	3
Value of the equipment purchased during the year (Rs. in Lakhs)		1.14		1.14
Others (Establishment of Virtual Class Room)	Nil	1(Rs3.0 lakh)	Govt of West Bengal	1(Rs3.0 lakh)

4.2 Computerization of administration and library

- Online Admission system
- Office Automation updated
- Wi-Fi access
- OPAC Facility in Library
- Online Repository
- Use of INFLIBNET in the library

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	12605	644973	249	77634	12854	722607
Reference Books	5137	220452	89	53053	5226	273505
e-Books	337	0	350	0	687	0
Journals	16	12336	0	0	16	12336
e-Journals	NLIST	11457	NLIST	5750	NLIST	17225
Digital Database	477	0	20	0	497	0
CD & Video	7	0	2	0	9	0
Others (specify Maps,Atlas)	26+2	10000	0	0	28	10000

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	42 (31 laptops and 11 desktops)	1	20	6	4	9	17	
Added	NIL	NIL	NIL	NIL	NIL	NIL	NIL	
Total								

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

- 8 Projectors in Departments and one in virtual class room and seminar hall
- Compulsory basic computer classes for Part I students
- Teachers' training conducted for operating the Teaching Aid Software
- The college has the NLIST-Inflibnet facility for the faculty members.

4.6 Amount spent on maintenance in lakhs:

i) ICT

Rs 1.37

ii) Campus Infrastructure and facilities

Rs 57.54

iii) Equipments

Rs 1.14

iv) Others

Rs 3.00

Total :

Rs 63.05

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Time to time information given to Students about available support services

- Through regular notice on Board and Website
- During Student-Principal meeting
- Orientation Programme and Freshers' Welcome
- Through SMS gateway

During 2016-17, the number of students availed different support services are given below

- Student Aid Fund -40
- Medical Facility-68
- Psychological Counselling- 45
- Computer training- 26
- Xerox Facility- 106
- Central Library- 1
- Borrowed books from Central Library- 7943

5.2 Efforts made by the institution for tracking the progression

- Conducting Regular Examinations, evaluation and discussion about the performance with the student
- Through Parent-Teacher meeting

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1801	NA	NA	NA

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	827	45.91		974	54.08

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
238	1264	157	340	-	1999	276	104	146	332	2	1801
							5				

Demand ratio 59.25%

Dropout 54.69%

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

- Students are encouraged to consult various job oriented Magazines(*Karma Sansthan*, *Karmakhetra*, *Competition Success Review* etc. and books kept in the college library)
- Teachers personally guided them for competitive examinations

No. of students beneficiaries

32

5.5 No. of students qualified in these examinations: NA

NET	<input type="text"/>	SET/SLET	<input type="text"/>	GATE	<input type="text"/>	CAT	<input type="text"/>
IAS/IPS etc	<input type="text"/>	State PSC	<input type="text"/>	UPSC	<input type="text"/>	Others	<input type="text"/>

5.6 Details of student counselling and career guidance

General Counselling: Students are provided counselling by teachers inside as well as outside the classrooms on academic, financial, career-related, health related and personal matters. Teachers try to instil value education and awareness on specific social issues whenever they deem necessary.

No. of students benefitted

NA

5.7 Details of campus placement: NA

	<i>On campus</i>		<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed

5.8 Details of gender sensitization programmes

- Gender Audit of the college has been conducted to assess representation and performance of girls vis-à-vis boys in higher education.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events -83

National level International level College level

5.9.2 No. of medals /awards won by students in Sports, Games and other events: 3

Sports : District level National level local level
 Cultural: Nil- State/ University level National level International level

5.10 Scholarships and Financial Supports:

	Number of students	Amount
Financial support from institution	35	600/-1320/- per head/year
Financial support from government	a)146 from <i>Kanniyasree Prakalpa</i> b)77 receives Minorit scholarship c) 1112 received Post matric scholarship	a)25,000/- per head/year b)2900-3200/- per head/year c)3200-9700/- per head/year
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

5.11 Student organised / initiatives: NA

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

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

- i) Geography lab has been upgraded
- ii) Faculty need has been fulfilled by the recruitment of one full time faculty in Education and one guest faculty has been recruited in the department of zoology.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision: Extension of higher education and inculcation of moral and ethical values amongst the young generation of socially and economically disadvantaged communities of the remote villages of Sundarbans to transform and uplift their own lives and communities, so as to attain equity with the advantaged groups

Mission: To reach out to the remote villages of Sundarbans with the determination to make at least a graduate in each family

6.2 Does the Institution has a management Information System

1. Regular feedback from both students and teachers alike.
2. Communication to students through SMS gateway.
3. Online provision for Grievance and redressal.
4. Upgradation of the college website on a regular basis detailing all matters regarding the college management

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

6.3.1 Curriculum Development

The curriculum is developed by the affiliating university, but the college ensures proper implementation of the same with co-curricular additions as decided and suggested by the various sub-committees.

6.3.2 Teaching and Learning

1. Preparation of Academic Plan and Calendar at the beginning of the session
2. Use of ICT based teaching methods in most of the cases involving LCD projectors and smart board
3. Regular internal assessments
4. Arrangements of Parent-teacher meetings to make them aware of their wards' performance
5. Organization of seminars and invited talks by eminent academicians
6. Encouragement to students for participating in students' seminar and contributing in wall magazines
7. Access of students to computers with free internet facility
8. Photocopy facility within the college at subsidized cost
9. Upgradation of laboratories with modern equipments and necessary chemicals
10. Organisation of study tour to complement classroom teaching
11. Arrangement for remedial/special classes for back-learners

6.3.3 Examination and Evaluation

- Class Test
- Mid-term evaluation
- Mark sheet distribution and emphasis on attendance

6.3.4 Research and Development

1. Encouragement to teachers for pursuing research/projects
2. Timely disbursement of funds allocated for research projects
3. Feasible arrangements in library and laboratory as required by teachers for pursuing research
4. Grant of leave for paper presentation in seminars
5. Grant of permission and leave for refresher, orientation and other faculty development programmes
6. Access to e-journals and e-books
7. The IQAC regularly publish a research journal to disseminate research papers of teachers

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. N-List service to teachers (INFLIBNET) for online access
2. OPAC facility in library
3. Online Repository
4. Browsing Facility
5. Information Section for the students
6. Separate Journals Section
7. Separate Reading areas for the students and teachers alike
8. Facilities of photocopying for students at a cheap rate

6.3.6 Human Resource Management

1. Guest lecturers are appointed from the college fund in departments that suffer from shortage of full-time faculty.
2. Due to faculty inadequacy, various electronic facilities are provided to the teachers so as to empower them to cater to the students to the fullest extent.
3. Teachers are encouraged and motivated to share some administrative and official work, when needed, for which necessary training programmes are arranged.
4. Training programmes are arranged for non-teaching staff (mostly Group D) to enable them to perform multiple tasks in the office.

6.3.7 Faculty and Staff recruitment

1. Faculty: As per recommendations by the West Bengal College Service Commission
 2. Staff: Through Government

6.3.8 Industry Interaction / Collaboration

There is no interaction with industry right now due to remoteness of the college and insufficient staff.

6.3.9 Admission of Students

Admission of Students through Online system

6.4 Welfare schemes for

Teaching	Provident Fund, Group Insurance Scheme
Non teaching	Provident Fund, Group Insurance Scheme Welfare Fund for hostel staff
Students	Students Health Home, Zero balance A/c

6.5 Total corpus fund generated

Rs 3.8 lakh(Approx)

6.6 Whether annual financial audit has been done Yes

No

6.7 Whether Academic and Administrative Audit (AAA) has been done? No

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

6.8 Does the University/ Autonomous College declares results within 30 days? **N.A.**

For UG Programmes Yes No

For PG Programmes Yes No

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

NA

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

NA

6.11 Activities and support from the Alumni Association

- The existing Alumni Association meets and provides suggestions for quality enhancement of the college
- The Alumni provides online/ offline feedback on various issues whenever they feel necessary

6.12 Activities and support from the Parent – Teacher Association

Meetings with parents are held frequently where they share their views and suggestions

6.13 Development programmes for support staff

- Computer training programme

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

- a)Energy conservation –**
 1. The college makes extensive use of CFL lights.
 2. While constructing the buildings, the college authority takes care so as to facilitate adequate natural illumination and ventilation of each room to save energy.
- b)Use of renewable energy –**
 - 1.The college uses solar power for pumping underground water, used for sanitation and drinking purpose, and for partly supporting power supply in the office
- c)Water harvesting –**
 1. The college stores rain water in the ponds within it campus, which meets the requirement of water for maintaining the plantations and gardens of the college and also provides water to some villagers with cultivable land in the vicinity of the college for irrigation in summer.
- d)Efforts for Carbon neutrality**
- e)Plantation –**
 1. There is a huge plantation of trees within the college campus, which is properly maintained. In case of felling of old trees for purposes of fuel and making furniture, new plantations are regularly made.
 - Apart from flower gardens, the Department of Botany maintains several rare and medicinal plants in Departmental Garden
- f)Waste management:** The college has a well-managed waste disposal system.

Criterion – VII

7. Innovations and Best Practices

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

1. Introduction of Teaching Aid Software to make teachers more e-efficient and ensure more efficiency
2. Introduction of Communicative English, Computer training
- 3 Students' Feedback taken.

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

Plan:

1. To ensure fast and transparent admission process and maintain a comprehensive students' database.
2. To ensure methodical and transparent electronic record-keeping in accounts and finance, office, library and hostel administration.
3. To maintain a single system database linking all the functions of the college viz. office, library, hostel and finance.
4. To use ICT based teaching methods including PPT, White Board, virtual classroom etc.
5. To provide and receive electronic information service to and from all through web-based technology.
6. To use web based feedback to facilitate all stake-holders to communicate their grievances and suggestions.

Action:

1. The automation process has led to capture of data at its source point, maintenance of single shared database to be used for different purposes, and supply and access of information from anywhere, which has been convenient to students and the office staff.
2. Auto-flow of financial records from collection from students to reflection in balance sheet has led to greater financial control and transparency.
3. Library automation has made easier access to library.

4. ICT based teaching-learning has not only improved the quality of teaching but also been able to attract students.
5. Web based feedback mechanism enabled the institution to gather grievances and suggestions of all stake holders.

7.3 Two Best Practices of the institution

Details in Annexure- **III**

7.4 Contribution to environmental awareness / protection

1. The college has an internal Green Audit cell that regularly monitors the greenness and cleanliness of the college campus.
2. The Committee is responsible for maintaining the green campus with plantations including rare medicinal plants and ponds, facilitating waste management and taking measures for energy conservation. The Committee tries to create environmental awareness among students by involving the NSS and the hostel boarders in its activities.
3. The Committee organizes seminars on environmental awareness and sustainable development and encourages both students and local community for environmental conservation of the Sundarbans.
4. Made the campus plastic free.

7.5 Whether environmental audit was conducted? Yes No

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

Strengths:

- The College stands on 11.2 acres of land, having an eco-friendly campus and three ponds, three large hostel (boys and girls) campuses, restrooms for teaching and non-teaching staff, separate Science and Humanities blocks, administrative block, library, seminar hall, open dais and canteen.
- The College has a large playground, with different sports and games amenities.
- The fully computerized library has a large reading room with good collection of learning resources and reprographic facilities, along with computers for accessing e-resources.
- There is a separate computer lab for students and teachers, with internet and printing facilities.
- In spite of geographical and infrastructural constraints, the college has adopted modern technologies/methods and is gradually moving towards full automation
- The College is governed on principles of participatory and dynamic management
The college provides autonomy to the respective departments for effective implementation of curriculum.
- The teachers design academic calendar and web based month-wise teaching plans and maintain records of their teaching progress.
- Regular assessment and interaction with parents are held regarding students' performance.

Weakness:

- The college is experiencing shortage of full-time Teaching and Non-teaching staff due to slow recruitment policy of the Government
Insufficient demand for some subjects coupled with excessive demand for a few other ones due to lack of knowledge of the first generation learners
- Low voltage and frequent power cut
- 96% students are first generation learner

Opportunities:

- Though limited in number, the staff is however mostly technology inclined and hence the college authority can go for adopting new innovations in teaching-learning process
 - The UGC assistance for vocational courses provides new vista for the college curriculum. As a result the college may introduce new location-specific courses.

Threats:

- Geographical location with poor transport facilities
- Socio-economic backwardness of the students
- The new government policy of discontinuation of recruitment of substantive hostel employees may hinder the hostel service to the needy students
- In spite of best endeavour by the college authority the high dropout rate is still an alarming fact

8.Plans of institution for next year

Academic:

- Introduction of new Honours course in English, Math, Botany and Chemistry
- For the academic improvement arrangement of tutorial classes in regular basis
- Proposal submission for Major and Minor research project and organisation for UGC sponsored national seminar
- Measures will be taken to prevent the high dropout rate of the students
- Introduction of career oriented courses and placement cell
- Enrichment of library repository
- To encourage the faculty members to undertake local area specific research studies for the benefit of the society as a whole.

Development:

- To execute the plan submitted in DPR for RUSA

Administrative:

- Steps will be taken for the filling up the vacant post

Name Dr.SumantaKalyan Paul



Signature of the Coordinator, IQAC
Co-ordinator
IQAC
Sundarban Hazi Desarat College
Pathankhali, South 24 Parganas

Name Mr.Sanjoy Ghosh



Signature of the Chairperson, IQAC

Teacher-in-Charge
Sundarban Hazi Desarat College
Pathankhali 24 Parganas (South)

Annexure-I (Please see point 2.14)

Academic Calendar 2016-17

<u>Month</u>	<u>Tentative dates</u>	<u>Events</u>
July	First week	B.Com/B.A./B.Sc.Part I counselling and admission continues
	Second week	B.A/B.Sc. Part III admission starts
	28/7/2016	Commencement of Classes for B.Com/B.A./B.Sc Part I with orientation programme Special session on Anti-ragging Policy
		Commencement of Classes for B.A./B.Sc Part III
August	4/8/2016	Last day of Part I admission
	Second week	Celebration of <i>Baishe Shrabon</i>
		Publication of wall magazine by respective Departments
8/8/2016	Seminar on Womens' Health by Visakha Committee Class Test for Part I students	

	<u>9th to 23rd Aug</u>	Celebration of “Independence Seventy”
	12/8/2016	Essay competition on <i>Swachh Bharat</i>
	14/8/2016	College Foundation Day
	15/8/2016	Independence Day
	Third week	Micro-teaching by different Departments
	23/8/2016	<i>Alpana</i> competition among female students
	24/8/2016	Last date of subject change for Part-I students as per university norm
	Fourth week	Commencement of B.com Part-II admission
	Fifth week	Commencement of classes for B.com Part-II, PTM for Part-I students
	29/8/2016	National Sports Day-organized by NSS
September	First week	B.A/ B.Sc Part-II Admission
	5/9/2016	Teachers’ day Celebration, micro-teaching by students, interactive session with students on their grievances
	<u>Second week</u>	Commencement of Classes for B.A./B.Sc Part II
	26/9/2015	Vidyasagar’s birthday
October	<u>2/10/2016</u>	Gandhi’s birthday
	6/10/2016 -2/11/2016	Puja vacation

November	8/11/2016	Publication of wall magazine by respective Departments
	10/11/2016	Part-I Mid-Term Test
	25/11/2016	International Day for the elimination of violence against women seminar by Visakha Committee
	First week	Publication of result of Part-I Mid-term test Panel discussion on 'Demonetization: Merits & Demerits' Participants: Students and Teachers
	<u>Second week</u>	PTM for Part-I students Interdepartmental quiz for Part-I & Part II students Seminar on 'Ganitik kobi Binoy Majumdar' by the Dept of Bengali
December	Third week	Part-III (Hons) Test Examination
	Fourth week	Winter recess
January	First week	Part-III (Gen) Test Examination
	Second week	Seminar on 'Effect of arsenic on human body' by the dept. of Chemistry Part-II (Hons) College Test
	<u>Third week</u>	Seminar on GST: 'Some political and economic questions' by Department of Economics&

		<p>Political science</p> <p>Seminar on ‘The Role of Hindu and Muslim leaders in the partition of Bengal’ by the Department of History</p> <p>Publication of Part-III (Hons) Results</p>
	Fourth week	Publication of Part-II (Hons) College Test Results
February	First week	PTM Part III students
	Second week	<p>Debate on West Bengal Education (Higher) Bill, 2017.</p> <p>Participants: All Teachers</p>
	Third week	Part-II (General) College Test
	Fourth week	Seminar on ‘Importance of various coping strategies for stress reductions of the students’ by the Department of Education
March	First week	Compulsory University Examination for Part-I Students
	Second week	<p>Publication of Wall Magazine by respective Departments</p> <p>PTM for Part I Students</p>
	Third week	<p>Part-I Test Exam</p> <p>Publication of Part-II (Gen) results</p>

April	7/4/2017	World Health Day
	Second week	Publication of Part-I (Hons & Gen) Results
	22/4/2017	Earth day
	25/4/2017	Supplementary Test Exam for Part-I students
	28/3/2017	Publication of Results of Supplementary examinations
May	9/5/2017	<i>Rabindra Jayanti</i>
June		Summer Recess

Annexure-IIa (Please see point 1.3)

FEED BACK REPORT

The IQAC is very happy to inform that our institution has successfully implemented the on-line 360 degree feedback system for all its stakeholders as advised by the IQAC.

Through this feedback system the institution can get an idea about the overall opinion of the students about their institution.

Out of 476 number of Part-III students of the academic session 2016-17, 150 students have uploaded their feedback. 52 students out of 150 have expressed their grievances about various aspects of the institution.

8.5% has expressed their grievances about academic affairs.

46.8% has expressed their dissatisfaction about developmental affairs,

And 21.27 % has uploaded their grievances regarding library facilities

55.31% are not happy with their present hostel conditions.

The grievances have been categorised by the IQAC in its meeting dated 20/01/2017 and has been referred to the respective Committees for taking necessary steps.

The IQAC had forwarded the following grievances to the Development Sub-Committee:

- 1) Up gradation of the common rooms
- 2) Urgent requirement of toilet for Girls' Common Room
- 3) Need for college boundary wall
- 4) Need for more class rooms
- 5) Up gradation of science laboratories
- 6) Up gradation of hostel rooms

The Development Sub-Committee reported that

In the meeting it has been decided that the grievances of the students will be looked upon after the receipt of grant from RUSA.

The IQAC had forwarded the following grievances to the Academic Sub-Committee:

- 1) Class routine is not always followed
- 2) Geography practical lab needs to be up graded.
- 3) More Honours classes for Part-III students
- 4) Need for faculty in Physical Education department
- 5) Need for faculty in Education department

The following reports have been submitted to IQAC by Academic Sub-Committee:

- 1) Due to lack of availability of faculty members it is not always possible to follow the class routine and provide more classes for Part-III students.

- 2) The Committee requested the IQAC for up gradation of the laboratory in the Department of Geography.
- 3) A Full Time faculty member has joined the department of Education on 16/01/2017 through WBCSC.
- 4) Academic Sub-Committee has requested the Governing Body for recruitment of faculty for Physical Education department.

The IQAC had forwarded the following grievances to the Library Sub-Committee

- 1) Inadequate number of books according to the revised syllabus of mother university
- 2) Complicated process of lending the books
- 3) High caution money
- 4) The students asked for refund of caution money on annual basis

The Library Sub-Committee reported that

- a) The Committee has introduced library automation process to simplify the process of searching and lending books
- b) The committee reported that new books according to the revised syllabus will be purchased with the help of RUSA assistance
- c) For the interim period the Finance Committee will provide assistance for purchase of few books on priority basis.
- d) The monetary matter is totally an administrative decision. The Committee has nothing to do with it.

The IQAC had forwarded the following grievances to the Hostel Sub-Committee

- 1) Need for a good study room
- 2) Need for installation of fans in each and every room
- 3) Need for an extra night guard for girls' hostel

The Hostel Sub- Committee reported that:

- a) Necessary action has already been taken to upgrade the study room facility.
- b) At present it is not possible to finance the installation of fans in each and every room
- c) The college authority has assured the committee for the arrangement for an extra night guard for girls' hostel.

The IQAC is thankful to the respective Committees for their submission of reports within due time.

After analysing the reports of the Committees, the cell is looking forward to the progress of the respective Committees.

Annexure-IIb (Please see Point 1.3)

Sundarban Hazi Desarat College

● Pathankhali



● Pin. - 743611

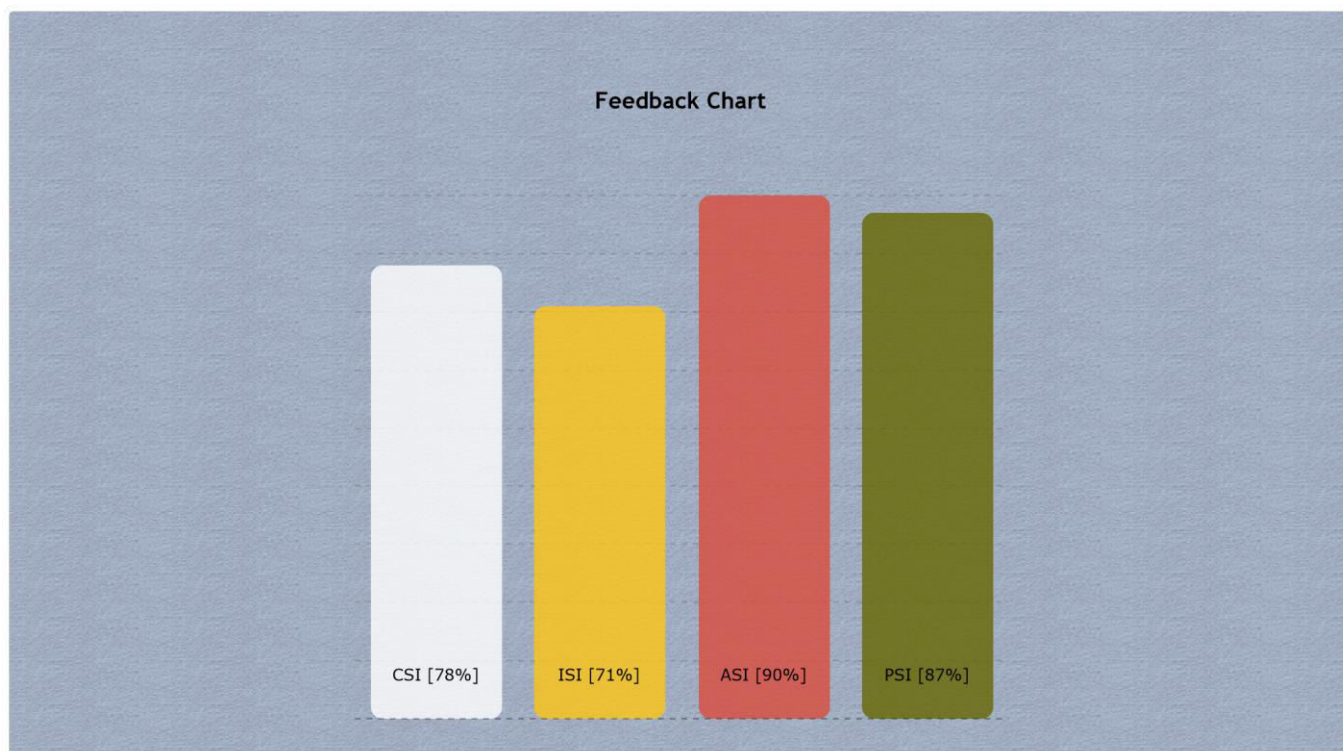
● Ph. : (03218)214970

Parganas

FEEDBACK REPORT :-

Session : 2016-17

SL NO	FEEDBACK INDEX	INDEX SCORE(IN %)
1	CURRICULAM SATISFACTION INDEX (CSI)	78
2	INSTITUTIONAL SATISFACTION INDEX (ISI)	71
3	ALUMNI SATISFACTION INDEX (ASI)	90
4	PARENTS SATISFACTION INDEX (PSI)	87



Annexure-III (Please see point 7.3)

Two Best practices

Title of the Practice:

1. “Extensive Hostel Facilities for disadvantaged and girl students”

Goal

1. To make higher education accessible to the needy students who are financially, culturally and socially backward, residing in remotest areas having poor transportation facilities, and cannot pursue their education without hostel accommodation.

2. More importantly, to reach out to female students belonging mostly to conservative families having reservations to go outside the locality for higher education due to cultural and security reasons.

3. To provide comprehensive support to the boarders in all respects viz. counselling by the faculty and other staff beyond office hours, financial support

2. “SMS Gateway”

Goal

1. To ensure greater and faster communication with all students and faculty.