

# **Annual Quality Assurance Report (2011 – 2012)**



**Submitted by  
Internal Quality Assurance Cell  
Syamsundar College (Govt. Sponsored)  
Shyamsundar; Burdwan  
West Bengal – 713424**

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**A.Y. 2011 - 2012**

**Part – A**

**I. Details of the Institution**

1.1 Name of the Institution

1.2 Address Line 1

Address Line 2

City/Town

State

Pin Code

Institution e-mail address

Contact Nos.

Name of the Head of the Institution:

Tel. No. with STD Code:

Mobile:

## AQAR of Syamsundar College; Shyamsundar; Burdwan

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Name of the IQAC Co-ordinator:

Dr.Gouri Sankar Bandyopadhyay

Mobile:

9434014440

IQAC e-mail address:

iqacsscawn@gmail.com

1.3 **NAAC Track ID** (For ex. MHCOGN 18879) NA

1.4 Website address:

www.syamsundarcollege.ac.in

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR201213.doc>

### 1.5 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B+	77.0	2005	2010
2	2 <sup>nd</sup> Cycle				
3	3 <sup>rd</sup> Cycle				
4	4 <sup>th</sup> Cycle				

1.6 Date of Establishment of IQAC : DD/MM/YYYY

23/09/2008

1.7 AQAR for the year (*for example 2010-11*)

2011-12

## AQAR of Syamsundar College; Shyamsundar; Burdwan

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1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC ((for example AQAR 2010-11 submitted to NAAC on 12-10-2011))

- i. AQAR \_\_\_\_\_ (DD/MM/YYYY)4
- ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)
- iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

### 1.9 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

### 1.10 Type of Faculty/Programme

Arts     Science     Commerce     Law     PEI (PhysEdu)

TEI (Edu)     Engineering     Health Science     Management

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

**The University of Burdwan**

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

**2. IQAC Composition and Activities**

2.1 No. of Teachers	06
2.2 No. of Administrative/Technical staff	03
2.3 No. of students	01
2.4 No. of Management representatives	01
2.5 No. of Alumni	
2.6 No. of any other stakeholder and community representatives	
2.7 No. of Employers/ Industrialists	
2.8 No. of other External Experts	
2.9 Total No. of members	11
2.10 No. of IQAC meetings held	04

## AQAR of Syamsundar College; Shyamsundar; Burdwan

2.11 No. of meetings with various stakeholders: No.  Faculty

Non-Teaching Staff  Students  Alumni  Others

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

If yes, mention the amount

NA

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

- ✓ Monitoring overall academic atmosphere and infrastructural development
  - ✓ Overall designing and implementation of periodical evaluation system of the college
  - ✓ Guiding students in different extracurricular events by
  - ✓ Evaluation of previous year's activities.

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
Review the progress of construction work of women's' hostel.	Significant work progression obtained after regular supervision.
Emphasis on regular classes.	Special initiatives taken to manage more and more classes for our students.



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 G.B. reminded the TIC of the college to complete the work of women's hostel as early as possible and prepare the UC for the allocated fund from UGC.

## Part – B

### Criterion – I

#### I. 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	Hons	13	NIL	NIL
	General	03	NIL	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
<b>Total</b>	16	NIL		
Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	NA
Trimester	NA

Annual	All Programmes are annual
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1.3 Feedback from stakeholders\*Alumni  Parents  Employers  Students

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

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

Being an affiliated college it has to strictly restrict itself within the syllabus as framed by affiliating University.

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

NIL

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Others
67	13	15	34+02+03=39 (Govt. Approved PTTs, CWTs& GLs)

2.2 No. of permanent faculty with Ph.D.

11

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
NIL	07	NIL	NIL	NIL	NIL	NIL	NIL	NIL	07

2.4 No. of Guest and Visiting faculty and Temporary faculty

16

NIL

NIL



2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended Seminars/ Workshops	02	08	01
Presented papers	02	07	01
Resource Persons			

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

- ✓ Continuous evaluation through class tests
  - ✓ Introduction of LCD projector for class room teaching

2.7 Total No. of actual teaching days during this academic year 198

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

2.9 No. of faculty members involved in curriculum restructuring /revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop 02 02 02

2.10 Average percentage of attendance of students 58%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
BNGH	33	NA	01	32	00	100
ENGH	28	NA	01	21	00	78.6
SNSH	42	NA	03	31	00	80.9
EDCH	20	NA	02	13	00	75.0
HISH	30	NA	00	24	00	80.0
GEOH	18	NA	01	11	00	66.7
PLSH	22	NA	01	11	00	54.5
ACYH	10	NA	00	03	00	30.0
BOTH	09	NA	01	06	00	77.8
ZOOH	12	NA	01	03	00	33.3
PHSH	10	NA	04	04	00	80.0

## AQAR of Syamsundar College; Shyamsundar; Burdwan

CEMH	13	NA	06	05	00	84.6
MTMH	18	NA	02	06	00	44.4
B.A. (GEN)	533	NA	01	100	181	52.9
B.Sc-BIO (GEN)	00	NA	00	00	00	00
B.Sc-PURE (GEN)	06	NA	00	00	02	33.3
B.Com (GEN)	11	NA	00	00	01	9.09

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

- ✓ The usual practice was the IQAC members attended the academic-sub-committee meetings and ensured that the policy framed by the University in implementing syllabus is maintained.
- ✓ Motivates other faculty members to attend workshops and faculty improvement programmes so that the students get up-to-date knowledge.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	02
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	02
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	03
Others	

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	10	02	00	00
Technical Staff	27	07	00	06

### Criterion – III

### 3. Research, Consultancy and Extension

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

- ✓ IQAC motivates and monitors the Minor/Major research project submission by faculty members
- ✓ As IQAC deals with the promotion of incumbents it periodically informs the faculty members about their short-comings in this category through meetings.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals			
Non-Peer Review Journals			
e-Journals			
Conference proceedings	02		03

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				
Minor Projects				
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 i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-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				02	08
Sponsoring agencies				UGC	College fund

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:

From funding agency  Management of University/College

Total

3.16 No. of patents received this year

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

## AQAR of Syamsundar College; Shyamsundar; Burdwan

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

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:

University level       State level

National level       International level

3.22 No. of students participated in NCC events:

University level       State level

National level       International level

3.23 No. of Awards won in NSS:

University level       State level

National level       International level

3.24 No. of Awards won in NCC:

University level       State level

National level                      International level

3.25 No. of Extension activities organized

University forum       College forum   
 NCC       NSS       Any other

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

### 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	8607 Sq.Mt	NIL	UGC	8607 Sq.Mt
Class rooms	18	In Progress	UGC	
Laboratories	14	NIL	NIL	NIL
Seminar Halls				
No. of important equipments purchased (≥ 1-0 lakh) during the current year.	01		UGC	
Value of the equipment purchased during the year (Rs. in Lakhs)	4,70,000/-		UGC	
Others				

4.2 Computerization of administration and library

The library is automated through KOHA: Open Source Software (version 2.8). Server computer is connected with four client computers through LAN. At present 19296 copies of books are catalogued under MARC 21 format through this automated system. Users (Teaching, non-teaching and students) can search and reserve their demanded books through OPAC. Circulation and report generation are done under the system. User can access the internet facility from library. We are trying to improve our services to the users.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	27467	1293706	34	3490	27501	1297196
Reference Books	6794	843785	103	22383	6897	866168
e- Books	NIL	x	NIL	x	NIL	x
Journals	4	17400	Continue +2 (Gift)	6000 x	6	23400
e-Journals	NIL	x	NIL	x	NIL	x
Digital Database	18950	x	346	x	19296	x
CD & Video	155	x	NIL	x	155	x
Others (specify) Pamphlets	58	x	NIL	X	58	x
Manuscript	314	x	NIL	x	314	x

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	12	02	10 Broad Band connection	01 (Library)	01	01	04	
Added	00	NIL	NIL	NIL	NIL	NIL	02	
Total	12	02	10	01	01	01	06	

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

The college subscribed 10 Broad Band Connections from BSNL under NME scheme. The connections were provided to College office, Library and 08 other departments.

4.6 Amount spent on maintenance in lakhs :

i) ICT

1,68,045/-

1,51,670/-

ii) Campus Infrastructure and facilities

iii) Equipments

NIL

iv) Others

4,37,752/-

**Total :**

7,08,754/-

## Criterion – V

### 5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Through continuous monitoring and evaluations from time to time.

5.2 Efforts made by the institution for tracking the progression

- Meeting from time to time with stakeholders in different levels.  
➤ Through verbal feedbacks from important stakeholders of the college.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3896	NA	NA	NA

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men	No	%	Women	No	%
	2326	60		1570	40

Last Year						This Year					
General	SC	ST	OBC	PWD	Total	General	SC	ST	OBC	PWD	Total
1428	711	120	1174	NA	3433	1878	682	106	1230	NA	3896

Demand ratio : 1: 3\*

Dropout % :08% #



## AQAR of Syamsundar College; Shyamsundar; Burdwan

[\*Varies with the subject on offer; # Many students are not actual dropout but they change college without intimating in a proper manner.]

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

- Remedial coaching and regular Career counselling classes arranged under UGC sponsored schemes.
- College has a career counselling cell, and students used to get active assistances from the members of the cell as and when required.

No. of students beneficiaries

Mostly outgoing students get maximum benefits from this practice.

### 5.5 No. of students qualified in these examinations

NET 01 SET/SLET NA GATE NA CAT NA  
 IAS/IPS etc NA State PSC 03 UPSC NA Others 05

### 5.6 Details of student counselling and career guidance

Through Career Counselling classes and one to one interaction basis (need based)

No. of students benefitted

A fair number of students benefitted from this venture.

### 5.7 Details of campus placement

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

### 5.8 Details of gender sensitization programmes

College often organizes the seminars and other programs on this issue and in parallel promotes the policies and principles relating to gender equality inside the college and also in our greater society.

5.9 Students Activities

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

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

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

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	NA	NA
Financial support from government	1188 (SC,ST, OBC & Minority)	5,772,000/-
Financial support from other sources	43 (Sitaram Jindal Trust)	1,29,600/-
Number of students who received International/ National recognitions	NA	NA

5.11 Student organised / initiatives

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: \_\_\_\_\_

**Criterion – VI**

## **6. Governance, Leadership and Management**

### 6.1 State the Vision and Mission of the institution

- The primary objective of the institution is to educate the local students (majority of whom are first generation learners)
- To enlighten the future of majority of SC,ST, Minority students residing locally by the light of proper education and guidance
- To groom our pupils as the responsible future citizen of our country.
- To educate local farmers and daily earning people about the responsibilities towards society and environment through organising rally or seminars/workshops.

### 6.2 Does the Institution has a management Information System

NA

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

#### 6.3.1 Curriculum Development

College is bound to follow the curriculum prepared by mother University in every inch and therefore enjoys very little liberties in this field.

#### 6.3.2 Teaching and Learning

- Introduction and continuation of LCD projection system in teaching along with the conventional chalk & talk method.
- Introduction of Internet facility.

#### 6.3.3 Examination and Evaluation

- Apart from University examinations the college arranges for class tests (Department wise) in regular way.
- Students are bound to sit all the tests/examinations arranged by the college otherwise they are usually barred from university examinations.

#### 6.3.4 Research and Development

- College management along with the IQAC cell motivate its faculties to give emphasis on research activities in parallel with their regular activities.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- Digitization initiative of library is an important step towards preservation and maintenances of valuable existing resources of the library.
- To monitor the initiative and valuable constructive suggestions a committee comprising senior faculty members has been formed.

6.3.6 Human Resource Management

- The college authority always tries to maintain a cordial relationship with all stakeholders of the college.
- In all circumstances all stakeholders gets adequate support from college authority.

6.3.7 Faculty and Staff recruitment

- Through Government recommendations in proper channel
- In case of casual staff (Non-teaching; Gr.-D Category) recruitment or Guest Lecturer recruitment the college follows affiliating University guidelines.

6.3.8 Industry Interaction / Collaboration

NA

6.3.9 Admission of Students

- Strictly on the basis of Merit List preparation (based on 10+2 marks) and counselling basis.

Teaching	<ul style="list-style-type: none"> <li>➤ “Employees Co-operative Credit Society” is available for emergency requirements.</li> <li>➤ The society also does some extension activities like sponsoring scholarship/award to meritorious students every year.</li> <li>➤ A MOU exists between Shyamsundar Nursing Home and the college for emergency requirement of medical attention.</li> </ul>
Non teaching	
Students	<ul style="list-style-type: none"> <li>➤ The college authority considers the prayer of poor students and often arrange for half/full fees waiver based on the merit of the prayer.</li> </ul>

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6.4 Welfare schemes for

6.5 Total corpus fund generated

9,21,169/-
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6.6 Whether annual financial audit has been done Yes  No

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

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

6.8 Does the University/ Autonomous College declares results within 30 days?

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

NIL
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6.11 Activities and support from the Alumni Association

- |                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>➤ The alumni association is Known as “Chirantani”</li> <li>➤ It helps the institution not only by arranging funding in crisis situations but also through their valuable suggestions and opinions time to time.</li> </ul> |
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6.12 Activities and support from the Parent – Teacher Association

- Through annual Parent-Teacher interactions (often department wise) the authority updates student's progress to the parents.
- If the student fails to achieve adequate attendance the college has a custom of guardian call.

6.13 Development programmes for support staff

NA

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

- With the help of NSS unit regular campus cleaning programmes taken up particularly on each Saturday of the week.
- The campus has been declared as plastic free zone

## 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.

- An initiative was introduced to replace the full fledged Test examination by evaluation from time to time to save teaching days.

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

NA

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- Initiatives taken to enhance teaching days.
- Clean campus activities.

7.4 Contribution to environmental awareness / protection

- Tree plantation programme by NSS
- Initiative towards Plastic free campus
- Regular campus cleaning by NSS – students on each Saturday of the week

7.5 Whether environmental audit was conducted? Yes  No

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

- Adequate funding urgently required for up-gradation of campus facilities.
- A lot space required to accommodate ever increasing student admission

**8. Plans of institution for next year**

- Completion of Women's Hostel
- Up-gradation and modification of existing campus infrastructure.

Name Prof. S. K. Barik

Name Dr. G. S. Bandyopadhyay

\_\_\_\_\_  
Signature of the Coordinator, IQAC

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Signature of the Chairperson, IQAC

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