

Annual Quality Assurance Report (2012 – 2013)



सा विद्या या विमुक्तये

**Submitted by
Internal Quality Assurance Cell
Syamsundar College (Govt. Sponsored)
Shyamsundar; Burdwan
West Bengal – 713103**

A.Y. 2012 - 2013

Part – A

I. Details of the Institution

1.1 Name of the Institution	SYAMSUNDAR COLLEGE
1.2 Address Line 1	SHYAMSUNDAR
Address Line 2	POST+ VILL - SHYAMSUNDAR
City/Town	BURDWAN
State	WEST BENGAL
Pin Code	713424
Institution e-mail address	syamsundarcollegebwn@gmail.com
Contact Nos.	03451-260016, 8001177370
Name of the Head of the Institution:	Dr. Debapriya Gangopadhyay, Prof. D.K.Hazra (w.e.f 01.02.13)
Tel. No. with STD Code:	03451-260016
Mobile:	9434707878/9434526722

AQAR – Syamsundar College; Shyamsundar; Burdwan

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 st Cycle	B+	77.0	2005	2010
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

23/09/2008

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

2012-13

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	02
2.3 No. of students	01
2.4 No. of Management representatives	
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	09
2.10 No. of IQAC meetings held	02

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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

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

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
In absence of Principal since February 2013 the IQAC closely monitored the functioning of college authority and helped the administration through valuable suggestions and active co-	With the active co-operation the college authority could achieve healthy academic atmosphere.

operations to maintain the overall quality of education in the institution	
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2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate other body

Provide the details of the action taken

The administration appreciated the existence of cordial atmosphere amongst the stakeholders of the college in maintaining a healthy academic atmosphere.

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	01	NIL	NIL
	General	03	NIL		
PG Diploma					
Advanced Diploma					
Diploma					
Certificate					
Others					
Total		16	01		
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	All Programmes are annual

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

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.

01

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Others
66	13	15	34+02+03=39 (Govt. Approved PTTs, CWTs& GLIs)

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

14	NIL	NIL
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level

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Attended Seminars/ Workshops		05	04
Presented papers	01	08	
Resource Persons			03

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

- | |
|--|
| <ul style="list-style-type: none"> ✓ 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

199

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	NIL	02
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2.10 Average percentage of attendance of students

62%

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	36	NA	03	30	00	91.7
ENGH	26	NA	00	20	00	76.9
SNSH	29	NA	03	25	00	96.6
EDCH	16	NA	00	13	00	81.3
HISH	29	NA	00	24	00	82.6
GEOH	18	NA	01	14	00	83.3
PLSH	12	NA	00	09	00	75.0
ACYH	29	NA	06	15	00	72.4
BOTH	15	NA	04	08	00	80.0
ZOOH	09	NA	00	03	00	33.3
ENVSH	1 st Year	NA	00	00	00	00
PHSH	07	NA	04	03	00	100
CEMH	17	NA	04	06	00	58.8

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MTMH	17	NA	04	08	00	70.6
B.A. (GEN)	455	NA	00	45	169	47.0
B.Sc-BIO (GEN)	05	NA	00	01	00	20.0
B.Sc-PURE (GEN)	05	NA	00	01	01	40.0
B.Com (GEN)	06	NA	00	00	04	66.7

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

- ✓ IQAC cell members remain present in all academic-sub-committee meetings and observe that the policy framed by the University in implementing syllabus is maintained.
- ✓ Motivates other faculty members to attain 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	03
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	04
Faculty exchange programme	
Staff training conducted by the university	
Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	04
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 through periodical meetings and discussions.
- ✓ As IQAC deals with the promotion of incumbents it periodically informs the faculty members about their lacunas and scopes for further improvements

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	01		02

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				

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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					
Sponsoring agencies					

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 from 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	
	Granted	

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:

National level International level
 University level State 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			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.	04		UGC	
Value of the equipment purchased during the year (Rs. in Lakhs)	6,40,953/-		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 22027 copies of books are catalogue under MARC 21 format through this automated system. During this year 1890 users (Teaching, non-teaching and students) access library facilities and they search and reserve their demanded books through OPAC. Circulation and report generation are done under the system. Library is fully computerized during this year. User can access the internet facility from library. We are trying better services to the users.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	27501	1297196	559	97377	28060	1394573
Reference Books	6897	866168	227	98783	7124	964951
e- Books	NIL	x	NIL	x	NIL	x
Journals	6	23400	Continue +1 (Gift)	4700 x	7	28100
e-Journals	NIL	x	NIL	x	NIL	x
Digital Database	19296	x	2731	x	22027	x
CD & Video	155	x	5	x	160	x
Others (specify) Pamphlets	58	x	9	X	67	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	10	02			01	01	Computer-6	
Added	02	NIL	10 Broad Band connecti on	01 (Library)	NIL	NIL	Computer-5 LCD Project	

							or-3 HP LAPTO P- 13	
Total	12	02	10	01	01	01	Compu ter-11 LCD Project or-3 HP LAPTO P- 13	

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 as previous years. The connections were provided to College office, Library and 08 other departments.

4.6 Amount spent on maintenance in lakhs:

i) ICT	8, 60,434/-
ii) Campus Infrastructure and facilities	1, 36,475/-
iii) Equipments	16,200/-
iv) Others	89,400/-
Total:	1,102,509/

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

➤ Through continuous monitoring and periodical evaluations.

5.2 Efforts made by the institution for tracking the progression

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

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
4630	NA	NA	NA

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

	No	%		No	%
Men	2670	58	Women	1960	42

Last Year						This Year					
General	SC	ST	OBC	PWD	Total	General	SC	ST	OBC	PWD	Total
1878	682	106	1230	NA	3896	2268	801	138	1423	NA	4630

Demand ratio: 1: 3* Dropout % :04% #

[*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 dedicated career counselling cell and students actively interacts with the members of the cell as and when required.

No. of students beneficiaries

Most of the outgoing students of third year students are mainly helped through this mechanism.

5.5 No. of students qualified in these examinations

NET	02	SET/SLET	NA	GATE	NA	CAT	NA
IAS/IPS etc	NA	State PSC	01	UPSC	NA	Others	02

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 get benefitted from this practice.

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	10

5.8 Details of gender sensitization programmes

College often organized the seminars and other programs on this issue and promoted the policies and principles relating to gender equality inside the college and in 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	1317 (SC,ST, OBC & Minority)	5,323,550/-
Financial support from other sources	38 (Sitaram Jindal Trust)	1,21,800/-
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

- | |
|--|
| <ul style="list-style-type: none"> ➤ 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 help students learn something in excess beyond the boundary of syllabus ➤ 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

Beyond the capacity of the college. Being affiliated to the University of Burdwan it has to follow the syllabus framed by the University.

6.3.2 Teaching and Learning

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

6.3.3 Examination and Evaluation

- Apart for University examinations the college arrange for periodical class tests (Department wise)
- A full- fledged Test examination is conducted by the college and students are held up (temporarily) from sitting in University exam, if they fail to qualify the said examination or not have adequate attendance.

6.3.4 Research and Development

- The whole administration particularly the IQAC motivates and guides all faculty members to take up research activities along 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.

- The authority also assigns suitable nature of assignment to the person according his/her capabilities.

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.

6.4 Welfare schemes for

Teaching	<ul style="list-style-type: none"> ➤ An “Employees Co-operative Society” exists which is very helpful in case of emergency requirements of funding. ➤ The society also does some beneficial activities like sponsoring scholarship/award to meritorious students. ➤ By the way of associating with the nearby privately run hospitals the college staffs gets urgent attention in case of medical emergency.
Non teaching	
Students	<ul style="list-style-type: none"> ➤ The college authority considers the prayer of poor students and often arrange for half/full fees waiver based on the merit of the prayer.

6.5 Total corpus fund generated

12, 31,540/-

6.6 Whether annual financial audit has been done Yes No

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

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

Administrative	NO	NO	NO	NO
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6.8 Does the University/ Autonomous College declare 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

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

NIL

6.11 Activities and support from the Alumni Association

- The alumni association is Known as “Chirantani”
- It helps the institution through their valuable suggestions and opinions time to time.

6.12 Activities and support from the Parent – Teacher Association

- Through Parent-Teacher interactions from time to time (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 periodical evaluation 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.
- Improvement in overall academic atmosphere of the college
- Ensure adequate attendance of students in regular classes.

Name Prof. S. K. Barik

Name Dr. G. S. Bandyopadhyay

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC

