

Sambhu Nath College
Labpur, Birbhum 731303
West Bengal



Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR)
2015-2016



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

1. Details of the Institution

1.1 Name of the Institution	Sambhu Nath College, Labpur, Birbhum
1.2 Address Line 1	Labpur
Address Line 2	Birbhum
City/Town	Labpur
State	West Bengal
Pin Code	731303
Institution e-mail address	sambhunathcollege@rediffmail.com
Contact Nos.	03463-266225
Name of the Head of the Institution:	Dr. Nisith Nath Chakraborty
Tel. No. with STD Code:	03463-266225

Mobile:

+91-9434432772

Name of the IQAC Co-ordinator:

Dr. Koushik Dhara

Mobile:

+91-9433125327

IQAC e-mail address:

iqacsnc2013@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

WBCOGN14033

1.4 NAAC Executive Committee No. & Date:

EC/52/A & A/03 dated 28th March 2010

(For Example EC/32/A&A/143 dated 3-5-2004.

This EC no. is available in the right corner- bottom of your institution's Accreditation Certificate)

1.5 Website address:

www.sambhunathcollege.ac.in

Web-link of the AQAR:

www.sambhunathcollege.ac.in/AQAR2015_16.doc

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.23	2010	5 years
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

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

21/02/2013

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

2015-2016

1.9 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 2010-2011 submitted to NAAC on (16/09/2015)
- ii. AQAR 2011-2012 submitted to NAAC on (16/09/2015)
- iii. AQAR 2012-2013 submitted to NAAC on (16/09/2015)
- iv. AQAR 2013-2014 submitted to NAAC on (16/09/2015)
- v. AQAR 2014-2015 submitted to NAAC on (16/07/2016)
- vi. AQAR 2015-2016 submitted to NAAC on (07/08/2016)

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)

1.12 Name of the Affiliating University (for the Colleges)

The University of Burdwan,
Burdwan, West Bengal

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

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

2. IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="06"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="04"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2. 6 No. of any other stakeholder and Community representatives	<input type="text" value="00"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="00"/>
2.9 Total No. of members	<input type="text" value="14"/>
2.10 No. of IQAC meetings held	<input type="text" value="04"/>
2.11 No. of meetings with various stakeholders:	No. <input type="text"/> Faculty <input type="text"/>

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

a) Encouraging faculty members to attain courses on quality improvement, b) Motivates to arrange seminar/conference/symposium to grow research based work culture, c) Improve the relationship between teachers and students.

2.15 Plan of Action by IQAC/Outcome advice

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
a) Teaching Quality enhancement	a) Teachers are using Power Point as a modern mode of teaching. Smart Class room was structured to take classes. Geography department organised educational tours along with students and faculty members.
b) Recommendation to faculty members to submit research project for financial support	b) Minor research projects (UGC) have already been applied by the faculty members to UGC. These are now under consideration of UGC decision for final recommendation.
c) Advice to the faculties to participate in conferences/seminar/symposium to improve research activities	c) Adequate number of faculties participated and/or presented their research work in this session
d) Proposal submission to UGC to organize seminars in this college	d) Already three seminar proposals are being sanctioned by UGC
e) To arrange social work programme.	e) A blood donation camp has been organized by NSS.

* Attach the Academic Calendar of the year as Annexure.

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 following actions were taken to improve the internal quality of the institution:

- a) Teaching Quality enhancement by introducing Smart classroom and teachers are giving lecture along with power point presentation.
- b) Faculty members submitted their research project/plan to UGC for financial support.
- c) Faculty members are presenting their research work in conferences/seminar/symposium.
- d) Achieved three UGC sponsored seminar proposals.
- e) Geography department organised educational tours along with students and faculty members.
- f) Blood donation camp have been organized by NSS.

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	03			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	03			

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 02

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

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

*Please provide an analysis of the feedback in the Annexure

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

No

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

No

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
25	21	02	01	-

2.2 No. of permanent faculty with Ph.D.

17

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
21	14	--	--	--	--	--	--	21	14

2.4 No. of Guest and Visiting faculty and Temporary faculty

06

00

11(ppt)

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	0	01	0
Presented papers	01	06	0
Resource Persons	0	0	01

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

<ul style="list-style-type: none"> · Overhead projector equipped in Smart classroom · Teachers are providing study materials to students
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2.7 Total No. of actual teaching days during this academic year 182

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

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

0	01	0
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2.10 Average percentage of attendance of students 82%

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.Sc.(Honours)	29	-	16.0	84.0	-	86.2
B.A .(Honours)	161	-	16.2	83.8	-	65.2
B.Com. (Honours)	0	-	-	-	-	-

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

Monitoring the curriculum aspects, quality teaching, result etc. regarding the improvement of the internal quality.

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	
Faculty exchange programme	
Staff training conducted by the university	

Staff training conducted by other institutions	
Summer / Winter schools, Workshops, etc.	
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	9	16	-	-
Technical Staff	5	2	-	-

Criterion – III

3. Research, Consultancy and Extension

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

1. Faculty members are encouraged to submit research project proposal to UGC, DST etc. for financial support
2. Recommendation was made on the behalf of Research Expert committee for the submitting proposals.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number		02		
Outlay in Rs. Lakhs		25,20,000/- + 7,60,000/-		

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number		01		03
Outlay in Rs. Lakhs		4,10,000/-		

3.4 Details on research publications

	International	National	Others
Peer Review Journals	04	11	
Non-Peer Review Journals			
e-Journals			
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 (Rs)	Received (Rs)
Major projects	2014-17 2015-18	DST-SERB UGC	25,20,000/- 7,60,000/-	21,40,000/- 4,60,000/-
Minor Projects	2015-17	UGC	4,10,000/-	2,92,500/-
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			36,90,000/-	28,92,500/-

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 9 State level -
National level - International level -

3.22 No. of students participated in NCC events:

University level 6 State level 9
National level 11 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 5 State level 2
National level 4 International level -

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any others

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

Blood donation camp and students' health check up

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	26 Acres			
Class rooms	30			30
Laboratories	07			07
Seminar Halls				
No. of important equipments purchased ($\geq 1-0$ lakh) during the current year				
Value of the equipment purchased during the year (Rs. in Lakhs)				
Others				

4.2 Computerization of administration and library

Asministration and Library were computerized

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	17352	3,92,176.00	734	165640.00	18086	557816.00
Reference Books	11547	2,61,451.00	489	110427.00	12036	371878.00
e-Books						
Journals	15	8,825.00	N-LIST			
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	28	09	28	-	-	08	-	-
Added	05	00	00	-	-	00	-	-
Total	33	09	28	-	-	08	-	-

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

<p>1) Computers with broadband internet access are used by the teachers for any teaching and/or learning purpose. Students are provided internet access through the computers (PC) under the guidance of teachers. Although free Wi-Fi internet facility through out the campus was provided for the students.</p> <p>2) Technical hands are hired for learning the e-Governance through COSA.</p> <p>3) Introduced snclms software for library</p>

4.6 Amount spent on maintenance in lakhs :

i) ICT	-
ii) Campus Infrastructure and facilities	20.60
iii) Equipments	-
iv) Others	-
Total :	20.60

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

1. IQAC act as internal communication between student and their department
2. Encouraging eco-consciousness among students
3. Grievances Redressal Cell is working for students support.

5.2 Efforts made by the institution for tracking the progression

1. Regular observation
2. Regular meetings/monitoring
3. Faculty involvement through counselling system
4. Regular feedback from students

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3289	-	-	-

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	1917	58.28		1372	41.72

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
2069	772	92	445	Nil	3378	1907	755	102	525	Nil	3289

Demand ratio % : 82.0

Dropout % 3.1

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

Career Counselling

No. of student's beneficiaries

5.5 No. of students qualified in these examinations

NET	<input type="text" value="-"/>	SET/SLET	<input type="text" value="-"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="24"/>

5.6 Details of student counselling and career guidance

Established mechanisms like *Entry-in-service*, *Career Counselling Course* are in vogue to make aware the students about the different govt and private sector jobs after graduation. Teachers from within and outside take care of the counselling section. Similarly students are nourished to appear the competitive exams of different categories. College allows the former students to take part in those classes.

No. of students benefited

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
-	-	-	-

5.8 Details of gender sensitization programmes

Anti- ragging committee and Sub-committee against Sexual Harassment are there to sensitize the students. Regular monitoring is done and committees take firm action in this regard if problems arise.

5.9 Students Activities

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

State/ University level	<input type="text" value="13"/>	National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>
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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 (Rs.)
Financial support from institution	453	1,62,425.00
Financial support from government	291	72,75,000.00
Financial support from other sources	Nil	-
Number of students who received International/ National recognitions	Nil	-

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: None

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

The main vision was to have wide publicity and advancement of higher learning by which the young generation of the locality would develop themselves in culture, education, health, games, sports and above all they would be attracted to the development of the society as well as of the country. Labpur was culturally very much in the forward line of the district where eminent author like Tarasankar Bandyopadhyay composed the Ganadevata to create the consciousness of the people.

Mission at a glance:

Sambhu Nath College established in the year 1963 in a remote educationally backward area in the district of Birbhum with the mission of advancement of learning and to fulfil the dream of the younger generation towards attracting them for higher education by which the country would be enlightened from East to West. Dr. Sambhu Nath Bandyopadhyay, honourable Ex-Vice Chancellor and Justice of the Calcutta High Court had been kind enough to initiate the establishment of the college with some distinguished educationists in the district. It's a pleasure to inform to all concerned that eminent Sudhendu Ranjan Das, former Hon'ble Justice, Supreme Court of India, Dr. Satkari Mukhopadhyay former Adhyaksha of Naba-Nalanda Mahabihar, who all were present on August 16, 1963 on the occasion of its establishment.

6.2 Does the Institution has a management Information System

The system was maintained manually.

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

6.3.1 Curriculum Development

Specialized facilities for teaching learning and research work/upgradation of laboratories for students assistance.

6.3.2 Teaching and Learning

Introduced Smart Class room to enhance teaching-learning process. Educational tour organized by departments apart from syllabus based projects to make teaching more

6.3.3 Examination and Evaluation

Apart from University level final examination, the institution framed an internal examination policy like Test Examination, continuous class test-based on short question and open discussion with students regarding their queries.

6.3.4 Research and Development

Encouragement of individual teachers to build up external linkage with other institution/ research laboratories/ centre within the country and abroad.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Upgraded Library

6.3.6 Human Resource Management

Time and attendance
Performance Appraisal (UGC-PBAS)

6.3.7 Faculty and Staff recruitment

Permanent staffs are required by the Govt. rule.

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

Through on-line admission process

6.4 Welfare schemes for

Teaching	18
Non teaching	11
Students	272

6.5 Total corpus fund generated

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	Yes	Govt.	Yes	Govt.
Administrative	Yes	Govt.	Yes	Govt.

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?

Although the college does not have autonomy for examination reforms yet the institution has developed an internal examination system like class test, monthly test, departmental evaluation etc.

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

The institution has not developed the curriculum other than the courses under purview of the university.

6.11 Activities and support from the Alumni Association

The Alumni helps the students in different manner by joining in career counseling, participating in social activities, cultural programs etc.

6.12 Activities and support from the Parent – Teacher Association

Nil

6.13 Development programmes for support staff

Computer training provided to support staff

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

Providing sufficient litterbins all over the campus to keep the college clean and healthy

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.

- Use of Smart class room in teaching-learning process; • Infrastructural Innovations; • Website- To meet all the requirement the institution has launched its new website: www.sambhunathcollege.ac.in
- Computerization of the Administrative Work; • Computerization of Library; • eminent recourse persons; • On-line Admission, • Laboratory upgradation • Gender Audit • Environmental audit • Academic audit • Academic diary by the faculty members

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

Action Taken Report (ATR)

- a) Installed software for online admission, academic purpose, feedback system & other academic work.
- b) Introduced Smart class room for teaching learning process
- c) General practical laboratory upgradated
- e) Faculty members are presenting their research work in conferences/seminar/symposium.
- f) Faculty members submitted their research project/plan to UGC for financial support.
- g) Received funds to organise UGC sponsored National Seminar in three discipline.
- h) Blood donation camp and social work programme have been organized by NSS.
- i) Geography department organised educational tours along with students and faculty members.

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

Practice 1

Title: E-Administration

Objective: Efficient and fast disposal of work

Context: Sambhu Nath College is delivering services to large number of students, around 3500 in number. The college is spread over 1490.7 square meters of land with different teaching blocks accommodating 15 Departments, offices of NSS, College Library, Laboratories, two Hostels, two big playgrounds, two big Forests and three flower Gardens. Clerical staff working in the college falls short of the actual requirement. To process admission, fee collection, examination and other works of students are tremendous task, which can hardly be efficiently coped by existing clerical staff. There are so many other demands on account of reporting, accounting and managing diverse affairs of the college. Under the circumstances, it was planned to implement the scheme of e-administration. However, the college has to face a major challenge of popularizing the new technology among employees accustomed to old manual practice. Another challenge is to train all the clerical staff to handle their work through e-administration technology.

The Practice: E-administration is being implemented in gradual manner; Management & Admission System Software (CAMS) is specially designed to cover the various administrative and financial tasks of the college as per University Statutes, circulars and directives of the State Government. Admission, Pay roll, fees collection and accounting reports generation, audit report generation are implemented in the first stage. Staff working in these sections were motivated and trained with some incentives. Now, these sections are fully computerized and managed by a small number of clerical staff. In the second stage, College Library has been linked to the Server with specially designed software SCLMS which controls accession of books, cataloguing, issue and return of the book and finally generates no dues report to each and every student through a digitized process. This process of bar coding for all the books has been completed. Besides this, the library has a segment of an e-recourses containing e-books and journals. Thus the College Library has been turned into a Digitized OPAC Library.

Evidences of Success: Implementation of e-administration has eased the whole office administration. Admission process has become easy and user friendly, by using this admission software (CAMS). The process of selection on the merit basis under various categories has become more transparent. Fees collection and timely deposit of cash have been ensured. Daily accounts register, audit and other reports are automatically generated. Salary reports are generated without any error in time by using of our own software and the COSA, the software provided by the State Government for financial management. This has eased the workload of the college administration. Despite shortage of clerical staff in comparison to the huge structure and diversity of jobs, administration and governance has been working effectively.

Problems encountered and resources required: First and foremost a problem was the reorientation of mindset of our staff members who were accustomed to the old practice. Second challenge was to make them prepare by means of training to handle the college administration software (CAMS). One strategic problem was to check errors during transaction of different

activities by our staff. The college implemented e-administration in different stages. In the first stage, important transaction was preserved manually. To overcome any error during handling of new software, some professionals from the software company are hired to assist and train our staff.

Practice 2

Title of the Practice: Environmental Awareness

Objective: To create awareness about the environment among the Student community.

The Context: Due to the socio-economic background of our students, we have observed a general lack of awareness about the environment. The local topographic features create an arid hostile geoenvironmental feature. Within the scenario we can find many varieties of local flora and fauna. To protect and preserve those bio-diverse features through many awareness campaigns should be the main objective.

The Practice: We try to create a general awareness on how important it is to preserve the environment by having a plastic free zone in and around the campus. We also encourage students to plant trees so that we have a greener and a cleaner tomorrow through CDM. We have also conducted workshops in the college to create general awareness about the environmental biodiversity. The NSS Unit functioning under the supervision of the Programme Officer often organizes tree-plantation & maintenance programmes in and outside the campus. These planted trees are also maintained carefully by the college authorities. All major species are properly identified with their scientific name on individual name plate by the Department of Botany. The College at its own level has taken up certain preventive measure to check the emission of carbon Dioxide. The College developed the system for outside visitors, students and staff to park their vehicles' on a separate side adjoining to the entrance. This helps a lot in keeping the campus clean. In order to reduce pollution and unnecessary wastage of vehicle fuel the College does not allow two wheelers by students on campus. The campus is also smoke free. The dead leaves and waste papers are not allowed to be put on fire. The Eco-club which is named after the renowned ornithologist Dr. Selim Ali, practicing few steps for creating biodiversity equilibrium. The members of Eco-club put some water bowls in different places for birds, squirrels and other living creatures. Some mud vessels are used in different parts in the campus as nest for the birds. Eco-club members are trying to make a catalogue of the local and migratory birds in the college and nearby locality with the help of the few teachers and local people. The Eco-club organizes some awareness programmes for the students such as water conservation, soil erosion, deforestation, green house effect, carbon foot print measurement etc.

Evidences of Success: Today we can gladly say that we are able to keep our campus clean. We have successfully also been able to create a plastic free zone. Not only that a general awareness or environmental consciousness is developed among the students regarding the use of plastic, conservation of water, plantation etc.

Problems encountered and resources required: The College does not have enough resources to organize workshops and invite external advisors. We still try to work with our limited resources and bring the best out of it.

7.4 Contribution to environmental awareness / protection

- Responsive to the cause of sensitising staff & students of the institution on the issue of environment.
- Creation of plastic free zone

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:-

- (i) The college runs on a non-profit basis (which is an important aspect of modern day teaching to cater to the needs of the rural society).
- (ii) Students are disciplined, obedient and cordial with the teachers.
- (iii) One of the pioneer co-educational colleges situated in a rural area with well defined goals, mission and vision.
- (iv) The students' result in the University Examination is very satisfactory and drop out rate is strictly decreasing.
- (v) There was no loss of working day due to students hazards.
- (vi) The academic quality of the faculty members is noteworthy and many of them are research oriented.
- (vii) The college has a huge campus surrounded by a boundary wall and can expand horizontally in future.
- (viii) The method of teaching is strengthened by ICT based Wi-Fi connectivity, introducing of Smart Classroom, computerized and digital library, well equipped laboratories that co-exist with a clean and green campus with a deep forest and three flower gardens.

Weakness:-

- (i) Shortage of non-teaching and teaching staffs in relation to the total student strength.
- (ii) Lack of formal industry-institute collaboration.
- (iv) Scarcity of fund to construct new building, purchasing of modern equipment and maintenance of infrastructure is a major problem of the college.

Opportunities:-

- (i) Since a part of the college students belongs to the scheduled tribes a Tribal research centre may be established.
- (ii) More major/minor research projects may be applied for further research.
- (iii) The college has a vast area and can expand both academic space and sports facilities.
- (iv) The college is yet to establish a new professional/job-oriented technical course.
- (v) To introduce Honours course in Chemistry and a general courses on Statistics and Physical Education.
- (vi) To introduce PG programme in Bengali, Sanskrit, English and History.

8. Plans of institution for next year

- (i) Construction of girls' hostel
- (ii) To arrange UGC level National seminar
- (iii) To construct an auditorium
- (iv) To introduce Statistics as a subject in the General course
- (v) To install solar-system to generate power

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