Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**SHRI SHIKSHAYATAN COLLEGE**
Name of the head of the Institution	**Dr. ADITI DEY**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03322826033**
Mobile no.	**9830639872**
Registered Email	**shikshayatan@shrishikshayatancollege.org**
Alternate Email	**principal@shrishikshayatancollege.org**
Address	**11, Lord Sinha Road, Kolkata-700071.**
City/Town	**Kolkata**
State/UT	**West Bengal**
Pincode	**700071**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Women**
Location	**Urban**
Financial Status	**private**
Name of the IQAC co-ordinator/Director	**Dr. SUCHHANDA GHOSH**
Phone no/Alternate Phone no.	**03322826033**
Mobile no.	**9831029820**
Registered Email	**shikshayatan@shrishikshayatancollege.org**
Alternate Email	**iqac@shrishikshayatancollege.org**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://shrishikshayatancollege.org/wp-content/uploads/2019/08/WBCOGN10410-Shri-Shikshayatan-CollegeWest-Bengal-2017-18-converted.pdf

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://shrishikshayatancollege.org/wp-content/uploads/2019/08/CAC-2019-20.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity Period From	Validity Period To
2	**A**	**3.16**	**2010**	**01-Jan-2009**	**31-Dec-2014**
3	**A**	**3.24**	**2016**	**05-Nov-2016**	**04-Nov-2021**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**08-Apr-2004**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture

Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Interactive seminar on Gender Sensitization held for students	16-Nov-2018 2	100
Workshop on Mental Health and Wellbeing	23-Apr-2019 1	50
Stress and depression management	15-Jun-2019 1	25

8. Provide the list of Special Status conferred by Central/ State Government-UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	15
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	No
Upload the minutes of meeting and action taken report	No Files Uploaded !!!
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

- Preparations are on for participation in NIRF

- Initiated Gender Sensitization for students through an interactive seminar

- Workshops on mental health and mental well being for students and workshops on stress management for staff members

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
• Faculty exchange program	Talks are on with two colleges in neighbourhood
• Gender sensitization, soft skill development and value education workshops	Several workshops and interactive seminars were held all round the year organized by the IQAC as well as by other committees of the institution
• To organize more seminars and workshops	Syllabus workshop on Semesters III and IV of CBCS held in the Department of Geography in collaboration with BOS, Department of Geography, University of Calcutta- R-STAT workshop in the Department of Geography in collaboration with CEED, Kolkata Chap.- Bangla Bhasae Bigyan Charcha, a National level seminar organized jointly by the departments of Bengali and Chemistry funded by West Bengal DST
• Enhanced activities of the Entrepreneurship Cell- Shri Vriddhi	In 2018-19 Shri Vridhhi, Shikshayatan College organised 9 webinars in collaboration with the Wadhwani Foundation, where 4 faculty members participated. 40 students participated in a workshop. An ongoing course on class room teaching for aspiring entrepreneurs has been organised by Shri Vridhhi, Shikshayatan College in collaboration with the Wadhwani Foundation
• Enhanced environmental consciousness through increased collaboration with Wild Roots, a well known NGO	A week long media training program was held where participants had training on wild life photography, documentary film making, editing and other aligned fields
No Files Uploaded !!!	

14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019

Date of Submission	11-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	The administration, finance and academic activities in Shri Shikshayatan College have been MIS driven. With the exhaustive computerization and centralization of all processes with the aim of optimal utilization of resources in terms of man hours, and infrastructure. The installation and use of IRP (Institutional Resource Planning) software has enabled multiple operations on a single data base. The different modules in use are as follows: 1) Finance 2) Payroll /human resource management 3) Student Management Module 4) Library module 5) Asset Management Various reports are generated under each module which help in monitoring/management/administration. 1) Finance The most important reports to assess the fund position and financial health is Income Expenditure Account, Balance Sheet and receipts Payments account. These MIS help the stakeholders to assess the fund position and plan the fund flow appropriately. With IRP in place these reports are available REALTIME from various locations and by various stakeholders. Cash availability reports, fixed deposit movement reports and asset reports help in the operations and decision making. 2) Payroll /human resource management Right from appointment to resignation/retirement/terminationall records are maintained in the data base. The salary, increments and promotions are recorded. Hence all reports to assess and review individual's performance and employment history of an employee. The various MIS help in taking decision and assessing performance of employees. Decisions regarding vacancies and creation of new posts are taken based on Payroll MIS. The various salary reports like individual yearly salary and cumulative salary reports help in deciding the yearly CTC. They also enable tax

| | calculation and tax projection. 3) Student Management Module Right from application to admission, registration, fees payment, internal assessment, university marks entry—all the processes are done through IRP. The ID created at the time of admission will remain valid for all operation for a student -from fees payment to application for Character Certificate, Bonafide Certificate, loss of ID card etc. Student logs into the portal and accesses all options. The moment these transactions are done, the generation and preparation of MIS is enabled. 4) Library module Library operations are completely computerized and web based. Students log in to the portal with the UID created at the time of admission for all transactions. OPAC facility is available. The library processes like cataloging and book entry for circulation are done from various location by different stakeholders. Various reports like subject wise books /department wise books available/new entries/ articles like journals etc are available for review and decision making. Entry exit reports help the authorities to monitor the footfalls at different parts of the day. Budgetary functions for allocation of funds -department wise is done on the basis of MIS available. 5) Asset Management Assets are recorded in the system. The list of assets location wise is available .The list of assets for insurance along with value is available. | |

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The Institution adheres to the curriculum laid down by the affiliating University and prepares a well planned month wise year planner at the beginning of each academic session for all the subjects in the under graduate courses. These planners are distributed to all the students at the beginning of each academic session. For the Post Graduate departments there is Board of Studies who designs the curriculum. The panel comprises of some senior in-house faculties along with some eminent academicians in the relevant area. Year planners are also prepared in this case after the framing of the syllabus and are distributed to all the students at the beginning of each academic session. The Principal takes feedback of the departmental meetings about the even

> **distribution of syllabi amongst all the faculty members and ensures timely completion of the assigned syllabus.**

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BSc	**Honours in Chemistry (CEMA)**	**02/07/2018**

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BSc	**UG**	**02/07/2018**
BA	**UG**	**02/07/2018**

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

	Certificate	Diploma Course
No Data Entered/Not Applicable !!!		

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Advanced GIS and IP Training Conducted by Opsis System Pvt. Ltd.	**21/05/2019**	**11**

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	**Geography**	**67**
BSc	**Botany**	**51**
BSc	**Zoology**	**29**
BEd		**141**
BA	**Political Science**	**24**
BA	**Bengali and Hindi**	**28**
BA	**Sociology**	**20**

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes

Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
All the feedbacks obtained from the various stakeholders are analysed by the IQAC of the college and the outcome is communicated to the College Management. The outcome is henceforth considered in framing as well as restructuring policies pertaining to quality enhancement and sustenance measures of the Institution.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom		1040	2382	898
BA		368	2279	295
BSc		161	766	145
BBA		73	166	58
MA		60	180	60
MCom		60	149	60
BEd		100	219	100

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	3722	208	93	20	19

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Toolsand resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
75	70	4	42	42	1

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

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
No Data Entered/Not Applicable !!!		

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
50	47	3	0	29

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	Dr. Aditi Dey	Principal	Times Knowledge Icon Educationist, 2018, given by Times Group

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				

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

No Data Entered/Not Applicable !!!

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

The institution follows the prescribed syllabus of the affiliating university, University of Calcutta. The academic calendar is published in the college prospectus at the beginning of each academic session with all the detailed of the examination pattern and schedule monthwise as directed by the affiliating university. Teachers of the individual departments also give an orientation to the new students in the related issues and clear subject specific queries of the students at the beginning of each academic session, as well as during the course.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

No Data Entered/Not Applicable !!!

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage

No Data Entered/Not Applicable !!!

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

No Data Entered/Not Applicable !!!

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
R Stat Software Workshop	Dept. of Geography with CEED (Kolkata Chapter) under NITI AAYOG	20/07/2018
Workshop on SPSS	Dept. of M.Com	07/05/2018

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Chemistry	1	1.7
National	Zoology	1	1.61

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference

Proceedings per Teacher during the year

Department	Number of Publication
Geography	2
Chemistry	1
Maths	1
B.Com (Morning)	2
Bengali	3
Education	2
English	4
Political Science	2
Philosophy	1

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	13	21	52	5
Presented papers	21	16	2	0
Resource persons	4	1	3	6

3.4 – Extension Activities

 3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Orientation session for blood donation	NSS and blood connect (NGO)	10	63
Dengue eradication	NSS	10	22

drive on Lord Sinha Road			
Visit to the little sisters of the poor	NSS	10	44
Monthly birthday celebration at the little sisters of the poor	NSS	10	17
Leaflet distribution for dengue awareness	NSS	10	6
Gifting new clothes to the street children of SICW	NSS	10	8
Gifting new clothes to the street children of Lord Sinha Road	NSS	10	6
Interactive session on sexual harassment of women and steps towards a safer city	NSS and Swayam (NGO)	10	54
Putting up a stall in the fete at little sisters of the poor for fund raising	NSS and Little Sisters Of The Poor	10	12
SPECIAL CAMP	NSS and TILJALA SHED(NGO) Also with the participation of Green for life foundation (NGO), Lions Club (NGO) and AG Girls	10	50
Citizens Science Programme	Dept. of Botany Geography with NGO Wild Roots	8	12

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Special	SWC	Visit to	10	15

VisitSpecial Visit		Navanir Old Age Home		
Special Visit	SWC in collaboration with Allergy and Asthma Research Centre	Medical Camp at K .L. Sen KG School, Sealdah	10	15
Special Visit	SWC	Visit to Nirmala Shishu Bhavan	10	15
Special Visit	SWC	Regular visits to Little Sisters of the Poor	10	15
World Forest Week Celebration	LTS	Planting Saplings	1	2
Raising of funds for charitable purpose	LTS with 33 schools and 3 Colleges	IGNITE editionVIII (Student initiated nonsponsored eco friendly winter carnival	1	73
Celebration of World Sparrow Day, Water Day and Tree Day	LTS	E Panorama	1	5
Earthusiasm	LTS	Environmental Awareness	1	2

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
35	30.67

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
IRP – BOOK MALL	Fully	2.20	2014

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Journals	47	47423	10	5461	57	52884
Others(specify)	41	40027	13	13984	54	54011

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platformon which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MGBPS)	Others
Existing	598	8	2	4		19	119	10	
Added								20	
Total	598	8	2	4	0	19	119	30	0

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

30 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
No Data Entered/Not Applicable !!!			

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

No Data Entered/Not Applicable !!!

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
No Data Entered/Not Applicable !!!			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Yoga/ Aerobics	20/01/2019	16	B.ed Dept.
Academic Counselling Enrichment Programme	06/08/2018	48	Geography Dept.
Career Counselling	17/08/2018	17	Chemistry Dept

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
No Data Entered/Not Applicable !!!					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal

| 5 | 5 | 30 |

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
1. IDBI FEDERAL LIFE INSURANCE 1. GST DOST 2. DCB BANK 3. EWARDS 4. TEJAS VIDYUT LLP 5. CONCENTRIX 6. NETSCIBES INDIA 7. MANYAVAR 8. TRUSTKLUB 9. PEPOLEMINT 10. OMNIFIN SOLUTIONS 11. KIROS CONSULTING 12. MOHIT EDUCOMP 13. DECATHLON 14. TOPPER 15. GAN	143	96			

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	

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

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)						
Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The proactive Student Councils of the college separately for the B.A./B.Sc., B.Com, B.B.A. and B.Ed. sections of the college are elected from among the students of each section. The student members organize several programs held in the college, they also act as a liaison between the students and the other members of the college. There is an annual students' journal where editorial section is composed exclusively of the students. They are also a part of a number of college committees and societies like the Library Advisory Committee, College Magazine Committee, Debate Society, Bengali Literary Soceity, Nature Club etc.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No Data Entered/Not Applicable !!!

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

5.4.3 – Alumni contribution during the year (in Rupees) :

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

No Data Entered/Not Applicable !!!

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The institution has inculcated the practice of participative management from long time. Various responsibilities are duly distributed among its various stakeholders wherever applicable. All the college activities and events are conducted and managed by different teams with representatives from the faculty members, nonteaching staff members as well as the student community. All the university examinations are conducted under separate teams with a senior teacher acting as the coordinator. Headship in all the academic departments is rotational among the fulltime faculty members.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Teaching and Learning	The faculty members participate in the syllabus workshops as and when organized by the university and share their views on the various aspects of the prescribed curriculum. The institution has also organized several workshops based on implementation of the present curriculum in its campus where experts from the affiliating university as well as the coherent academic fraternity have participated.
Examination and Evaluation	The Coordinators of the various examinations monitor the smooth functioning of same. The Principal along with the faculty members coordinate and ensure timely distribution of the answer scripts among the examiners, they also take care for timely tabulation of the marks ensuring prompt and correct declaration of the results.
Research and Development	The institution grants seed money annually for students' research projects. The projects are conducted by small groups of students under the guidance of the faculty members and are published in the Institutional Research Magazine: Impact, annually. Various addon courses and workshops on advanced techniques are also conducted by different departments to ensure promotion of research among the students and faculty. The Central Research Committee of the college monitors and coordinates all research related activities of the institution.
Library, ICT and Physical Infrastructure / Instrumentation	There is a dedicated team of nonteaching staff members monitoring all the physical infrastructure and ICT facilities in the institution, timely repair and up gradation is executed under their supervision. The departments take care of the laboratory instruments and all necessary repairs or up gradation are done promptly. The Librarians of the two libraries along with their team members
Human Resource Management	The IQAC of the institution organizes various seminars and workshops on life skill.
Industry Interaction / Collaboration	The B.Com. and B.B.A. departments sent their students for internships as a part of their curriculum. Apart from that different departments organize

E-governace area	Details
	seminars with experts from the industry.
Admission of Students	The entire process of admission is online ensuring prompt and paperless execution.

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

E-governace area	Details
Administration	Central server and computing unit enables multiple operations on single data base – Staff attendance through biometric device. Payroll operations , library functions , student progressions, placement services all are done centrally through IRP software
Finance and Accounts	Online fees collection, MIS for collection. Reports of fund position, Online audit of fees receipts. Monthly audit of system generated financial statements
Student Admission and Support	Online applications, online admissions, online payment of fees. Online registration and document uploads .Student's history, both academic and fees are available for review. Applications can be made online by students for character certificate, transfer certificate and bonafide certificate can be made through student portal. Interactive portal and updated website for access and support
Examination	• Online examinations are conducted to assess and evaluate the students. The students log in using their UID to the portal and appear in the exam. • Installation of OMR software and scannersTests are conducted for students on OMR sheets and are scanned using scanners to get the results. The students get a feel of the university exam and also get accustomed to the rules of exam.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
No Data Entered/Not Applicable !!!			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Seed Money for Research, TeaCoffee 3 (three) times a day.	ESI, PF, Uniform (2 pair), Winter Uniform, Shoes, Umbrella, TeaCoffee free of cost 3 (three) times a day, tieup with Nightingale Hospital.	Freeship, Earn while Learn, tieup with a local hospital.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

No Data Entered/Not Applicable !!!

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		

6.4.3 – Total corpus fund generated

61500000

6.5 – Internal Quality Assurance System

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

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

Academic	No		Yes	Principal
Administrative	Yes	Suresh Surana Associates	Yes	Accounts Section

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

No Data Entered/Not Applicable !!!

6.5.3 – Development programmes for support staff (at least three)

No Data Entered/Not Applicable !!!

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

* Gender Sensitization programs for students • Mental Health related programs for students as well as support staff • Organization of Syllabus related workshops • Increased offcampus outreach activities

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Interactive seminar on Gender Sensitization held for students	03/10/2018	16/11/2018	16/11/2018	100
2019	Workshop on Mental Health and Wellbeing " Thermometer to Thermostat"	29/03/2019	23/04/2019	23/04/2019	50
2019	Stress and depression management	29/05/2019	15/06/2019	15/06/2019	25

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
No Data Entered/Not Applicable !!!				

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
The college has an installed and operative solar panel in the terrace and the entire building is provided with power efficient electric devices The NSS unit of the college in collaboration with the Green for Life Foundation organized workshops on environmental consciousness ad waste recycling

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	**Yes**	**0**
Provision for lift	**Yes**	**0**
Ramp/Rails	**Yes**	**0**
Braille Software/facilities	**Yes**	**0**
Scribes for examination	**Yes**	**0**

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

• The college campus is a plastic free zone • Vital Waste, the waste management partner of the college works to recycle and reduce the generation of ewaste in the campus • The entire campus is fitted with power efficient electrical gadgets • The solar panel fitted in the college terrace provides alternate energy source • Annual Green Audit is done in collaboration with the WWF, Kolkata • The institution is introducing more and more online examinations and feedback systems to reduce the use of paper

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Enhanced use of ICT Social Outreach activities

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://shrishikshayatancollege.org/wp-content/uploads/2019/08/Institutional-Best-Practice.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The Institution strives to empower today's' women and uphold universal moral and social values along with a number of other visions. This year too, the Institution has worked and achieved some milestones as a part of their social outreach activities. The four social outreach units have worked in coordination to try and touch lives in different strata of the society. ? NSS unit of the college has organized a workshop on Women's Empowerment and Gender Sensitization, a health camp on Menstrual Hygiene was organized for the slum girl children. The Special camp held at Ektara, a NGO at Topsia, needs to be mentioned specially as it was a week long interaction with the slum children where the students train them about various life skills, health and hygiene etc. ? Community Outreach Service Unit worked in collaboration with Pratibandhi Kalyan Kendra, Sharehouse Charitable Trust, Lions Club and Khelaghar for helping the socially and physically challenged people of the society ? LTS unit of the college undertook several programmes like Ductus, Ignite, Potluck, Escortia, Feminisia, EPanorama etc. Touching various spheres of social life like environmental consciousness, leadership training, social welfare, women empowerment etc. ? Social Welfare Committee undertook initiatives to serve different sections of people in need. The Wish Tree Project in collaboration with the NGO Sanchar, Organization of Medical Camps for school children, visits to old age homes and children's home for cultural activities and spending of quality time, as well as collection of funds for several social causes is a few of their endeavors round the year.

Provide the weblink of the institution
http://shrishikshayatancollege.org/?page_id=14115

8.Future Plans of Actions for Next Academic Year

• Annual Orientation Session with faculty members on quality enhancement • More sponsored seminars • Enhanced collaboration with industries and organizations • Regular sessions on gender sensitization and mental wellbeing for students and staff members • Application for NIRF • Updation of the infrastructure to cater to the needs of the physicallychallenged members in a better way • To organize more programs on value education and publish a hand book on universal values and ethics