



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		SARSUNA COLLEGE
Name of the head of the Institution		DR. SUBHANKAR TRIPATHI
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03324523699
Mobile no.		9433110055
Registered Email		naac.sarsuna@gmail.com
Alternate Email		sarsuna.college@rediffmail.com
Address		4/HB/A, Ho-Chi-Minh Sarani
City/Town		Kolkata
State/UT		West Bengal
Pincode		700061
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Semi-urban
Financial Status	state
Name of the IQAC co-ordinator/Director	DR. SUPARNA PAUL
Phone no/Alternate Phone no.	03324523699
Mobile no.	9433937025
Registered Email	iqacsarsuna074@gmail.com
Alternate Email	palsuparna.001@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://sarsunacollege.ac.in/WebPages/Downloads/NAAC/AQAR_SARSUNA_COLLEGE1819.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	http://sarsunacollege.ac.in/WebPages/Downloads/Academics/1920/ACADEMIC%20CALENDER%202019-2020.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	B	2.41	2016	19-Feb-2016	18-Feb-2021

6. Date of Establishment of IQAC

30-Mar-2014

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
Theatre Workshop	27-Feb-2020	46

	1	
Gender sensitization Seminar	07-Jan-2020 1	45
Inter-college Poster Competition	28-Jan-2020 1	70
Library book fair and Exhibition	28-Aug-2019 2	850
Seminar on Environment Consciousness	25-Sep-2019 1	53
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8. Provide the list of funds 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
Dr. Indraneel Saha	Educational	Dept. of Science & Technology	2020 1095	1010800
Dr Abul Hassain Sardar	Educational	Science & Engineering Project	2020 1095	175000
College	BOOST	DST	2019 1095	2500000
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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 :

6

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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)

1 Encouraging use of email id and online messages for sharing notices and other information among colleagues and students in order to reduce use of papers and

fast dissemination of information.

2 Environmental consciousness is developed among students by regularly engaging them in ecofriendly activities like plastic free campus, tree plantation, etc.

3 Encouraging inhouse cultural programmes and cocurricular activities by staff members to develop a healthy work relationship among colleagues.

4 IQAC, jointly with Sarsuna College library facilitated a library orientation for new students.

5 There was also an initiative to mention the names of the Best Library User of the Month and put it on display on the library notice board.

[View File](#)

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
The IQAC suggested proper activity of women's cell and counselling cells for students. Wooden boxes with lock and key was set up for students to drop their complaints without any	Setting up of wooden boxes was proposed with the intention of gaining trust among students. There was an increase in faith in the system, particularly among girl students.
The library along with IQAC planned to put up a list of best library user of the month in the library notice board and a book fair was planned.	"Implementation of this system visibly increased the number of library visitors among students. This inculcated a healthy academic habit of reading and research in the campus. "
"The IQAC has focussed on the prioritising of e-resources and use of ICT in teaching -learning process	"E-resources help in providing the students as well as teachers with better knowledge database. With the prioritization of e-resources and ITC, the students and teachers have gained access to world class learning resources. "
A number of library initiatives were planned in consultation with the IQAC. A library website has been conceptualised and work was in progress in this regard.	It was considered that a library website with complete information including number of holdings, book status and other relevant data would make the library more user friendly and encourage more readers to use it. The work is still in progress though the website is now active.
Planning of internal and end semester examination schedule in advance, keeping in mind the structure of CBCS courses.	In spite of the CBCS system being just one year old, smooth running of the course could be ensured by such timely planning. "
Intimation of yearly schedule of the college to the teaching nonteaching	Well planned academic calendar helped in the smooth running of the academic

staff. and students of the college at the beginning of the year through distribution of academic calendar.

activities of the college and ensured timely completion of all the proposed activities.

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body

Meeting Date

GOVERNING BODY

24-Aug-2020

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

30-Sep-2019

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief description and a list of modules currently operational (maximum 500 words)

Management Information Systems is partially operative in the college. The MIS pervades the following areas of institutional activities: 1. Activation and integration of the college website with all administrative functions, University, State Govt Higher Education Dept. and Finance Dept. 2. Special importance is given to online admission and student data base management. 2. Communication of important information to general public and students in particular through website is in effect. 3. Regular exercise of tendering for any financial project is allied with Govt. Portal through college website 4. All student record is maintained in cloud server 5. Taking UG/PG Admission is integrated with the University through college admission.

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 IQAC in consultation with the Academic Sub-committee of the college draws up the annual academic calendar of the college. There is a routine subcommittee in the college which plans and makes the weekly routine of classes and places it in the academic sub-committee meetings. The academic sub-committee consists of all departmental heads with the Teachers' Council Secretary as the convener and the Principal as its president. The departments are expected to adhere to that calendar and routine while planning their departmental events. IQAC promotes intra-departmental meetings for better synchronization among the departmental teaching members. Each department organizes regular departmental meetings to check the course completion progression. Regular academic sub-committee meetings are held in which academic matters are discussed. In case any department faces issues related to delivery of curriculum, it can be discussed in the academic sub-committee meetings. The minutes of the academic meetings are diligently recorded, circulated and even referred to time to time. The routine, as placed by the routine sub-committee is discussed in the academic meeting, and once passed, it is distributed among the departments as well as the students. The departments take out the departmental routine and put it on display on the departmental notice board. The department teachers plan a detailed syllabus distribution. The units are divided among the teachers, by the head of the department after consultation with the entire department. Division is done according to the specialization areas of departmental members and number classes per week per semester.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	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
No Data Entered/Not Applicable !!!		
No file uploaded.		

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
No Data Entered/Not Applicable !!!		

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
No Data Entered/Not Applicable !!!		
No file uploaded.		

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	BOTANY HONOURS	12
BSc	CHEMISTRY HONOURS	15
BSc	GEOGRAPHY HONOURS	69
BSc	MICROBIOLOGY HONOURS	37
BSc	ZOOLOGY HONOURS	30
MSc	GEOGRAPHY	20
BSc	ZOOLOGY GENERAL	25
BSc	GEOGRAPHY GENERAL	19
BSc	BOTANY GENERAL	28
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
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
<p>The feedback subcommittee of the college decided to conduct feedback from three stakeholders namely, the students, parents and alumni. Questionnaires were prepared accordingly. The feedback report for three stakeholders, i.e. students, alumni and the parents have already been completed for the session. The questionnaires with opinions are collected and the result is arrived at through statistical method. After this the result is presented in the simplest form of pie chart for each question so that they are understandable to all. All the questions for each stakeholder has been analysed in a similar manner and the reports are uploaded in the college website. The analysis report has been presented in the governing body so that the decisions may be taken considering the issues that have come out from feedback analysis. The analysis report has also been shared with the respective departments. While the governing body takes decisions regarding infrastructural feedbacks, the departments concern themselves with the feedback on teaching-learning process and teachers interactions. The departments hold meetings in which all the teachers of the department participate and discuss the strengths and weaknesses as reflected in the feedback forms. The reports of these departmental meetings are also placed in the academic sub-committee meetings to formulate an overall academic developmental plan for the institution.</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the	Programme	Number of seats	Number of	Students Enrolled
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Programme	Specialization	available	Application received	
BCom	COMMERCE	240	377	240
BSc	MICROBIOLOGY	45	166	39
BSc	ZOOLOGY	40	191	28
BSc	GEOGRAPHY	70	129	69
BA	GENERAL	515	1012	496
BA	POLITICAL SCIENCE	62	116	45
BA	HISTORY	62	141	52
BA	ENGLISH	62	231	54
BA	EDUCATION	45	112	34
BA	BENGALI	72	161	64

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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
2019	1421	28	89	Nil	16

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 Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
105	105	16	2	2	24

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Every department organizes regular parent teacher meeting. The meetings are held in two ways - one in a general form where all students and parents are present to discuss the general problems of the department. In case of particular issues pertaining to individual students, meetings are arranged on a one to one basis where the problems of individual students are discussed. The privacy of the discussions are maintained to safeguard the well being of the students. Students are also encouraged to meet the teachers for their specific academic problems. After class hours are utilized to deal with the academically weaker students. Individual attention is given to the students by encouraging them to submit written assignments to the departmental teachers. The concerned teachers give a detailed review of the said assignments. Group discussions and extempore are organized by the departments where students are encouraged to develop soft skills along with their academic curriculum. Students with psychological concerns and other health issues are given special attention. Differently abled students are also encouraged to speak about their problems to their departmental teachers which are then taken up by the respective sub-committees and the IQAC.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
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1421

105

1:14

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
39	39	Nil	1	16

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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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
BCom	Hons Gen	PART 3	09/10/2020	23/10/2020
BSc	Hons Gen	PART 3	09/10/2020	23/10/2020
BA	Hons Gen	PART 3	09/10/2020	23/10/2020
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college follows a system of continuous Internal Evaluation strictly in keeping with the CBCS norms in all the three streams of Arts, Commerce and Science. All the Arts departments take Tutorial classes and the Science departments have practical classes where the students are tested for their awareness of their respective disciplines by engaging them in various activities as prescribed by the University and even beyond. Regular quizzes, MCQ tests and power point based presentations by students on various topics are held by the departmental teachers to evaluate students understanding and engagement with the curriculum. At the end of each semester Internal examination and Tutorials are held and those marks are sent to the university and become a part of the overall gradation of the students. In the end semester tutorials, projects are assigned to the students which had already been discussed in the class. The projects are a test of lateral learning as the students are expected to implement their knowledge of the subjects and apply them to solve a given problem. The end semester internal examinations are a test based on the students understanding of the curriculum and it helps to prepare the students for the final semester examinations.

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

Academic Calendar is prepared including University specified tentative schedule of admission, registration and examination. Our calendar mentions all national and state holidays, days of celebration and days of national importance which

are celebrated here. We also mention college events, meetings as much as possible and try to adhere to those dates.

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)

<http://sarsunacollege.ac.in/WebPages/PublicPages/Academics/OutComesAndSyllabi.aspx>

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
5	BSc	ECO A	3	3	100
4	BSc	CMSA	21	21	100
3	BSc	CEMA	5	5	100
2	BSc	BOTA	21	21	100
1	BSc	BCMA	12	12	100
6	BSc	GEOA	52	52	100
7	BSc	MCBA	22	22	100
8	BSc	MTMA	12	12	100
9	BSc	PHSA	13	13	100
10	BSc	ZOOA	22	22	100

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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)

<http://sarsunacollege.ac.in/WebPages/PublicPages/Academics/OutComesAndSyllabi.aspx>

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
Minor Projects	730	UGC	1.2	0.75
Major Projects	1095	WB-DST	24.02	10.1
Major Projects	1095	DST-SERB	18.3	2
Interdisciplinary Projects	1095	Department of Science Technology and Biotechnology, Govt. of West	25	25

Bengal

[View File](#)**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
No Data Entered/Not Applicable !!!		

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
Scientific Poster	Dr. Ujjwal Das	Diamond Harbour Womens University	10/01/2020	Best Poster Award
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

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)
International	COMMERCE	2	2.73
International	BOTANY	1	1.86
International	CHEMISTRY	3	1.9
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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
ECONOMICS	1
HISTORY	1
COMMERCE	2
EDUCATION	2
View File	

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
Assessing Water and Soil Quality and Impact of Uncontrolled Urbanisation of Selected Wetland Areas of Kolkata and Howrah	P.BHATTA CHARYYA	One Health and Ecosystem Services	Nil	Nil	SARSUNA COLLEGE	Nil
Landslide Susceptibility Analysis: A Case Study of Nainital Municipal Area	P. BHATTACHARYYA	International Seminar on Sustainable Development and Inclusive Growth, Methods to Methodology	2020	Nil	SARSUNA COLLEGE	Nil
Urban Encroachment and its Impact on Indigenous Agricultural Practices - An Overview of the Apatani Tribe, Arunachal Pradesh	SASWATI ROY	Sustainable Urbanisation in East India: Present Trends and Future Concerns	2020	Nil	SARSUNA COLLEGE	Nil
Developmental Facets within Little Andaman Island of India - An Overview	SASWATI ROY	Khoai	2020	Nil	SARSUNA COLLEGE	Nil

from the Social Front						
A Brief Assessment of Coastal Vulnerability of Gopalpur and Surrounding Coast of Orissa	P. BHATT ACHARYYA	International Seminar on Global Environmental Challenges : Environment, Society and Development in the Anthropocene	2020	Nil	SARSUNA COLLEGE	Nil
OWNERSHIP STRUCTURE AND FIRM PERFORMANCE : AN EMPIRICAL STUDY OF SELECT COMPANIES IN THE PRIVATE SECTOR OF INDIA	SANJIB MITRA	International Journal on Recent Trends in Business and Tourism	2020	Nil	SARSUNA COLLEGE	1
Enhancement of secondary metabolites in Bacop amonnieri(L.) Pennell plants treated with copper-based nanoparticles in vivo. https://doi.org/10.1049/iet-nbt.2019.0124 (Print ISSN:1751-8741, eISSN :1751-875X)	SANCHAIYA LALA	IET Nano biotechnology	2019	Nil	SARSUNA COLLEGE	1
Effect of main versus	UJJWAL DAS	J. Phys. Chem. A	2020	Nil	UNIVERSITY OF	1

Ancillary ligand Substitution on the Photophysical properties of a series of Ir(III) Complexes: A Detailed Theoretical investigation					CALCUTTA	
Entner-Doudoroff glycolysis pathway as quadratic-cubic mixed autocatalytic network: A kinetic assay	SHARMISTHA DHATT	CHEM PHYS	2020	Null	UNIVERSITY OF CALCUTTA	2
Substrate inhibition versus product feedback inhibition: In the perspective of single molecule enzyme kinetics	SHARMISTA DHATT	Int. J. Chem.Kin	2020	Null	UNIVERSITY OF CALCUTTA	2

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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
Enhancement of secondary metabolites in Bacop amonnieri(L.) Pennell plants treated with coppe	SANCHAIYA LALA	IET Nano biotechnol ogy	2019	7	1	SARSUNA COLLEGE

r-based nanoparticles in vivo.
<https://doi.org/10.1049/iet-nbt.2019.0124> (Print ISSN:1751-8741, eISSN:1751-875X)

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	42	37	39	7
Presented papers	18	16	5	2
Resource persons	Nil	1	Nil	Nil

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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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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 !!!			
No file uploaded.			

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 activities	Number of students participated in such activities
HEALTH AWARENESS PROGRAMME	Department of Botany and IQAC, Sarsuna College	State Level Virtual Poster Competition on "New Normal Lifestyle During the COVID-19	3	43

Pandemic"

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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
Invited talk (in our college)	SANJIB KUMAR GUPTA	N/A	180
SPECIAL TALK	TANMAY BISWAS	SARSUNA COLLEGE	90
SPECIAL LECTURE	DR. MALAY MUKHOPADHYAY, VISWABHARATI	SARSUNA COLLEGE	1

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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
Study visit and hands on training	Study visit and hands on training	GCC Biotech India PVT LTD JoychandipurBakrahat , 24 Parganas (South), Pin-743377. West Bengal, India. Contact No:91-33-24951044	07/02/2020	07/02/2020	45
Internship	Live Project	Softa Geotechnical Pvt. Ltd	16/01/2020	20/03/2020	12

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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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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
49	50

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Newly Added
Seminar Halls	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Classrooms with Wi-Fi OR LAN	Existing
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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 partially)	Version	Year of automation
KOHA	Partially	3.16.04	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	22419	4279525	306	82769	22725	4362294
Reference Books	655	372645	14	16386	669	389031
e-Books	2135000	5900	Nil	5900	2135000	11800
Journals	22	58351	2	188	24	58539
e-Journals	6000	Nil	Nil	Nil	6000	Nil
View File						

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	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co	Computer	Internet	Browsing	Computer	Office	Departme	Available	Others
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	computers	Lab		centers	Centers		nts	Bandwidth (MBPS/GBPS)	
Existing	93	6	2	1	0	2	22	120	0
Added	5	0	0	0	0	0	0	0	0
Total	98	6	2	1	0	2	22	120	0

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

120 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 incurred on maintenance of physical facilities
4	4.54	45	45.48

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)

Facilities pertaining to overall academic support, specific laboratories, library and sports are upgraded in each academic year, keeping in mind the requirements of students well being and growth. The existing facilities of the college such as the auditorium, audio-visual equipped classrooms and other related supports are maintained regularly in their proper condition. With the introduction of CBCS, the laboratories have been upgraded keeping in mind the requirement of the courses. The departments have their workstations equipped with a PC connected to a printer, a phone (for internal use only) and a high speed internet connection. These computers are also facilitated to access the library catalogue of the college. Library facilities are also upgraded annually to cater to the needs of the students as well as the teachers. At the beginning of each academic year, the departments are allotted a fixed budget to buy books and other related items as required by the curriculum and even beyond. In the recent years, stress has been given on e-resources and the library maintains a regular access to the INFLIBNET. The students are also encouraged to access the e-resources. The college has user rights to the adjoining field owned by the municipal corporation. Field events of the Annual College Sports take place there. The sports equipment are purchased from time to time. The student Common rooms have facilities for indoor games such as carrom, table tennis, etc. The annual budget of the college keeps a portion allocated each year for the maintenance, supervision and upgradation of all the support facilities. There are regular AMCs maintained for facilities such as computers, certain lab equipment and other relevant items.

<http://sarsunacollege.ac.in/WebPages/PublicPages/Academics/RecourseUpgradation.aspx>

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
Financial Support from institution	Student Insurance Premium, Students Welfare Expense	194	61866
Financial Support from Other Sources			
a) National	Kanyashri, Swami Vivekananda Merit come Means Scholarship, , National Scholarship Portal	96	1380000
b)International	Nil	Nil	Nil
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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
No Data Entered/Not Applicable !!!			
No file uploaded.			

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 !!!					
No file uploaded.					

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
3	3	3

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
Nil	Nil	Nil	Aecom Asia Pvt. Ltd. PCI Software Pvt. Ltd	2	2
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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
2020	7	B Sc	ZOOLOGY	BALLYGUNG SCIENCE COLLEGE, LADY BRABOURNE COLLEGE, ASUTOSH COLLEGE, BETHUNE COLLEGE, THAKURPUKUR VIVEKANANDA COLLEGE	M Sc
2020	2	B Sc	ECONOMICS	CALCUTTA UNIVERSITY, BENGAL INSTITUTE OF BUSINESS STUDIES	M A, PGPFB
2020	3	B Sc	MATHEMATICSS	NIT ROURKELA, JADAVPUR UNIVERSITY, LADY BRABOURNE COLLEGE	M Sc
2020	3	B Sc	PHYSICS	KALYANI UNIVERSITY, CALCUTTA UNIVERSITY	MSc
2020	6	B A	HISTORY	CALCUTTA UNIVERSITY, THAKURPUKUR VIVEKANANDA COLLEGE	M A
2020	1	B Sc	BIOCHEMISTRY	BALLYGUNG SCIENCE COLLEGE	M Sc
2020	5	B A	ENGLISH	VU (DDE)	M A
2020	1	B Com	COMMERCE	CALCUTTA UNIVERSITY	M Com
2020	13	B Sc	GEOGRAPHY	SARSUNA COLLEGE, BALLYGUNG SCIENCE COLLEGE, ASHUTOSH COLLEGE,	M Sc

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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
NET	5
SET	1
GATE	2
Any Other	1

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

Activity	Level	Number of Participants
TABLE TENNIS	COLLEGE	28
CHESS	COLLEGE	12
CARROM BOARD	COLLEGE	20
100MTS RUN	COLLEGE	38
200MTS RUN	COLLEGE	46
400MTS RUN	COLLEGE	8
HITTING THE POT	COLLEGE	27
SKIPPING	COLLEGE	33
MUSICAL CHAIR	COLLEGE	41
OBSERVATION TEST	COLLEGE	29

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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
2019	CompetitionNew-normal Lifestyle	National	Nil	1	Nil	Ashmita Chakraborty
2019	Competition'New-normal Lifestyle'	National	Nil	1	Nil	Subhojit Ganguly
2019	W.B Youth State Student Youth Science	National	Nil	1	Nil	Subhra Kamal Ghosh

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

The students council is headed by the student council secretary and has various office bearers like cultural secretary, magazine secretary,. The Student Council looks after the needs of students and engages in various activities. It observes important days and festivals like Independence Day, Republic Day, Saraswati Puja, etc. The Student Council also organised blood donation camp in the college and recommends economically weaker students for financial benefits from the institution. They undertook relief ventures after Amphan cyclone and organised several programmes to assist poor children and handicapped elderly people. Students are represented in the Governing body, IQAC, College Magazine sub-committee through the representation of the students council secretary.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

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)

1. The IQAC cell has decentralized its responsibilities by constituting a number of sub-committees to perform its various functions. One teaching member was appointed as head of the sub-committees and other members worked under their guidance. 2. The IQAC convener, Teachers Council Secretary, Governing body members from teaching staff act in the participative management of the college under the able leadership of the principal.

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

Partial

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
Admission of Students	Online admission process has been incorporated by the college. There are helpline numbers for the applicants to solve their problems related to admission.
Industry Interaction / Collaboration	Existing collaborations were

	continued and scope for newer ones were explored.
Human Resource Management	Teaching members of the college are encouraged to participate in various seminars, workshops, short term courses and other Faculty Development Programmes in accordance to the UGC guidelines.
Library, ICT and Physical Infrastructure / Instrumentation	E-resource facilities was augmented in the college. INFLIBNET subscription was taken. Each department was asked to book a slot in advance for using existing ICT resources to help all the departments avail resources.
Curriculum Development	Being an affiliated college of the University of Calcutta, Sarsuna College follows the syllabus as set by the University for both UG and PG departments.
Teaching and Learning	Teaching members are encouraged to keep themselves updated about the development in the teaching learning process. Use of ICT is encouraged. With the onset of pandemic teachers were asked to explore various online platforms and classes were taken in zoom and google meet.
Examination and Evaluation	The college follows the academic calendar as given by the University of Calcutta for examination and evaluation. The internal assessment dates are also finalised in keeping with the schedule suggested by the University of Calcutta. With the beginning of pandemic, internal assessments and tutorial projects were also submitted, evaluated and archived in online mode.
Research and Development	Teachers who do not have PHD degree are encouraged to pursue doctoral programmes from reputed universities. The college extends all possible support to enable the teachers continue with their research. Post doctoral projects are also encouraged. Apart from this, teachers are also encouraged to participate in various research based seminars and workshops.

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

E-governance area	Details
Administration	The administrative records of the college is uploaded in the AISHE portal in keeping with the UGC recommendation. The college website is used for

	publication and archiving of the administrative notices. Regular exercises of PFMS portal to upload expenditure related to both state and national Government Funds is followed
Planning and Development	Academic calendar is uploaded in the college website. All important academic and administrative notices are uploaded in the college website.
Student Admission and Support	The process of admission is conducted online as per the directive of the Department of Higher Education, West Bengal. Selection of candidates is based on the merit list. Data required by the University for registration was sent online based on the information drawn from the application forms. All fees: college, university examinations are deposited online.
Finance and Accounts	All government grants are facilitated through PFMS. Salary of the staff members are disbursed through the West Bengal government portal WBIFMS. E-tendering is facilitated through college website
Examination	Marks uploading is done online through the University of Calcutta portal. The result is also published in the University of Calcutta website which the students can access by providing their roll nos. Due to onset of pandemic, the internal examination and tutorial projects were done online.

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
2019	ABUL HASSAN SARDAR	FIRST GLOBAL CONGRESS ON BIOTECHNOLOGY CROP SCIENCE	PURNIA UNIVERSITY, BIHAR	20000
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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	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
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staff

No Data Entered/Not Applicable !!!

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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
FACULTY DEVELOPMENT PROGRAMME	1	24/09/2020	28/09/2020	5
FACULTY DEVELOPMENT PROGRAMME	1	03/10/2020	31/10/2020	28
FACULTY DEVELOPMENT	1	01/07/2020	28/12/2020	28
ORIENTATION	1	18/11/2020	07/12/2020	21
ORIENTATION	1	22/11/2020	07/12/2020	16
REFRESHER	1	08/09/2020	21/09/2020	14
REFRESHER	1	15/12/2020	28/12/2020	14

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	Nil	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
0	PUJA BONUS	STUDENTS SCHOLARSHIP

6.4 – Financial Management and Resource Mobilization

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

The finance of the college is looked after by the bursar who is one of the substantial post holding teacher of the college. The bursar asks for a departmental budget from each department at the beginning of each financial year. Once the department provides the provisional budget. the bursar plans the institutional budget. There is no provision for the internal audit but the checks and balance is maintained by the college accountant under the supervision of bursar and finally overseen by the college principal. As an aided college, the annual External Audit which is also the government audit, is done by auditor appointed by Bikash Bhavan, Govt. of West Bengal.

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 !!!		

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6.4.3 – Total corpus fund generated

25593525

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	Null	Yes	PRINCIPAL, IQAC COORDINATOR, TCS
Administrative	No	Null	Yes	PRINCIPAL, BURSAR, HEAD CLERK

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

1. Regular parents teachers meetings are held to get feedback from parents. These feedbacks are then analyzed and incorporated as much as possible. 2. Parents support the college in all new developmental activities. 3. Parents fill up feedback forms in all seriousness and submit on time.

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)

1. Library website developed 2. Best reader of the months recognition in library notice board to encourage student readers. 3. Departmental webinars encouraged.

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
2020	National Webinar on Literature in times of Pandemic	10/03/2020	30/05/2020	30/05/2020	120
2019	Seminar on Gender Sensitization for faculty members	10/12/2019	07/01/2020	07/01/2020	45

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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
A workshop conducted on Gender Sensitization . Speaker: Hardik brata Biswas, Assistant Prof Jadavpur University .	07/01/2020	07/01/2020	45	35

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
A) Strict ban of plastic utensils in college canteen. B) Installation of ample number of Power Saving LED lights in Campus C) Environmental awareness Programmes arranged in college in order to spread awareness. Topic- "Our duty to save our earth from Plastic pollution, water scarcity and other environmental pollution" Speaker-Prof. Anupam Debsarkar, Department of Environmental Engineering, Jadavpur University, Associated with Pachimbanga Vigyan Mancha. Faculties, staffs and students of our college have been very much benefitted by such programme.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	1
Scribes for examination	Yes	1

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
2020	1	1	28/01/2020	1	Inter College poster Competition (Organized by NSS unit of Sarsuna College)	Theme of the competition :- "Effect of mobile phone in our society"	90
2019	2	2	01/07/2019	365	Green Drive	Eco friendly	15

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

Title	Date of publication	Follow up(max 100 words)
1.College Prospectus	01/07/2019	1.The college prospectus contains all the dos and don'ts regarding college discipline along with other information. All the stakeholders have an access to it and can consult it as required.
2.College Wall Magazine	Nil	Almost all the departments participated add value to their respective departmental wall through wall magazine on the current topic.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of Independence Day	15/08/2019	15/08/2019	58
World AIDS Day	01/12/2019	01/12/2019	215
Celebration of Republic Day,	26/01/2020	26/01/2020	61
Theatre Workshop organized by NSS unit	27/02/2020	27/02/2020	45

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

1. Reduction of paper usage both for notices and academic purposes and shifting to e-resources to save usage of paper. 2. Plantation of trees to provide a green cover to the campus. 3. We are thriving to create a plastic-less campus by promoting usage of alternating materials. 4. Use of organic manures and fertilizers in the college garden 5. Installation of ample number of Power Saving LED lights in both Campus 6. Replaced the plastic and thermocol paper and plastic cups with paper cups and plates. 7. Use of indoor plants to keep air freshening environment in our college campus. 9. Emphasise students, teachers and non teaching staff to come to college either by cycle or by sharing vehicles for minimal use of non renewable energy resources.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE 1: Celebrate Republic Day and Independence Day with full devotion. Head of the institution hoisted our National Flag with full adoration. Students have been involved with the observation right from ironing our national flag, arrange pictures of our freedom fighters, arranging flowers

and sweets. BEST PRACTICE- 2: - Setting up of Medicinal Garden. Institution motto is to inculcate the values of plants in our daily life. Also the college campus has a lot of perennial and seasonal plant species. The college regularly maintains these plants species. Students of our college also involve in plantation program in the surrounding area of our college. Outside our college campus, we maintain a waste decompose. Students also learn the recycling process in 3 R's through the process. BEST PRACTICE -3 : The college also maintains precaution in segregating wastes and its disposal. We follow all the norms as per our local councilor while disposing. BEST PRACTICE- 4: Every year Bengali Department Observe International Mother Language Day (21st Feb) to inculcate the awareness of indigenous languages and mother tongue among the students. BEST PRACTICE-5: Each year, at least one department undertakes an extended activity in one local rural area and engage with the local population and physical environment for detailed understanding, awareness and overall well being. BEST PRACTICE - 6: Students are encouraged for Power Point Presentation for developing Speaking Skills among them. Students with Geography as a subject and also other interested students are trained with GIS and its applicability in monitoring real time issues and hazards beyond lecture hours. BEST PRACTICE - 7: Students are in practice to make our college surrounding a Plastic Free Zone. In the process, students are made aware of the drawback of using plastics. BEST PRACTICE - 8: Students frequently made a visit to the senior citizens residing in the area of our surrounding college. Frequent visit becomes a habit among the students. They also came to know the problems they are facing like physical ailments, social evils, etc. In the practice students being grown up in a nuclear family understand the need of joint family.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://sarsunacollege.ac.in/WebPages/Downloads/Academics/1920/Best%20Practice%202019-20.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 motto of the college is to serve the humanity by spreading light of education. In the current academic year, the thrust was placed on the development of the college library. Since library is the heart of any educational institution, it is imperative to promote a proper development of this infrastructure. Keeping this in mind, this academic year, library started with a number of initiatives to upgrade its resources as well as to promote library usage among the students more aggressively. Some of the initiatives undertaken by the library was to organise book exhibition and book selling by involving publishers and book distributors, rewarding the students for library usage by introducing displaying of the Best Library User of the Month on the library website, upgrading and subscription of e-resources, and some more reforms. Since a large number of students taking admission in the college belong to economically weaker section of the society, library forms the mainstay of their education. Though there has been a regular buying and weeding of books in the library in keeping with the curricular changes, this year has been dedicated primarily to the betterment of library resources, along with the routine developmental activities in all the different aspects of college infrastructure.

Provide the weblink of the institution

<http://sarsunacollege.ac.in/Default.aspx>

8.Future Plans of Actions for Next Academic Year

Future Planning (19-20) In order to maintain the academic standards of the college the IQAC has decided to take following steps in future: • Steps will be taken to open more Post Graduate departments in the college. • The college will also work towards increase in the number of seats in the existing PG departments in order to provide higher educational opportunities to the students in the nearby locality. • Plans for infrastructural betterment will be prioritised. • College has plans to purchase new land in order to extend its campus.