

Sambhu Nath College
Labpur, Birbhum 731303
West Bengal



Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR)
2012-2013



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

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

The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

I. Details of the Institution

1.1 Name of the Institution

Sambhu Nath College, Labpur, Birbhum

1.2 Address Line 1

Labpur

Address Line 2

Birbhum

City/Town

Labpur

State

West Bengal

Pin Code

731303

Institution e-mail address

sambhunathcollege@rediffmail.com

Contact Nos.

03463-266225

Name of the Head of the Institution:

Dr. Nisith Nath Chakravorty

Tel. No. with STD Code:

03463-266225

Mobile:

+91-9434432772

Name of the IQAC Co-ordinator:

Dr. Koushik Dhara

Mobile:

+91-9433125327

IQAC e-mail address:

iqacsnc2013@gmail.com

1.3 NAAC Track ID (For ex. MHCOCN 18879)

EC/52/A & A/03

1.4 NAAC Executive Committee No. & Date:

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

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

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

1.5 Website address:

www.sambhunathcollege.org

Web-link of the AQAR:

www.sambhunathcollege.org/AQAR2012_13.doc

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

1.6 Accreditation Details

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

1.7 Date of Establishment of IQAC:

21/02/2013

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

2012-2013

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

- i. AQAR 2010-2011 submitted to NAAC on (18/09/2015)
- ii. AQAR 2011-2012 submitted to NAAC on (18/09/2015)
- iii. AQAR 2012-2013 submitted to NAAC on (18/09/2015)
- iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University (for the Colleges)

The University of Burdwan,
Burdwan, West Bengal

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

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

2. IQAC Composition and Activities

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

Non-Teaching Staff Students Alumni Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos. International National State Institution Level

(ii) Themes

2.14 Significant Activities and contributions made by IQAC

IQAC has been encouraging teachers on quality improvement and motivating them towards research based work culture. It also recommends student centric core procedures.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
Comprehensive Teaching Quality enhancement Programme	Teacher used modern strategies for teaching i.e. Power Point Presentation.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

Demerits of the Institution was identified and IQAC suggested to overcome such demerits

Part – B

Criterion – I

I. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG				
UG	03			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	03			
Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	-
Trimester	-
Annual	02

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

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

**Please provide an analysis of the feedback in the Annexure*

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

No

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

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
28	21	07	---	---

2.2 No. of permanent faculty with Ph.D.

10

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
--	09	--	--	--	--	--	--	--	09

2.4 No. of Guest and Visiting faculty and Temporary faculty

03	00	11(ppt)
----	----	---------

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended			
Presented papers	02	22	
Resource Persons			

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

Unique Teaching Methodology "Two way teaching method"

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

183

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

Photocopy

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

0	0	0
---	---	---

2.10 Average percentage of attendance of students

81%

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
B.Sc. (Honours)	48		16.67	72.92		89.58
B.A. (Honours)	222		3.60	73.87		77.48
B.Com. (Honours)	02		01	01		100.00

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

1. All the teaching staff members submitted Test Examination questions paper before Final Examination of the University to conduct theoretical and practical Test.
2. Quarterly reports are collected from the teaching staff where in teachers give information regarding coverage of syllabus during that particular period. Teachers were accordingly advised in case where the syllabus was not covered properly.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	07
UGC – Faculty Improvement Programme	0
HRD programmes	0
Orientation programmes	06
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	0
Others	0

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	17	01	---	---
Technical Staff	05	02	---	---

Criterion – III

3. Research, Consultancy and Extension

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

1. Faculty members are encouraged to publish research papers in various journals.
2. Infrastructural facilities to do research work are developing.
3. Research Expert committee was developed to facilitate to apply Research project in various funding agencies.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number				01
Outlay in Rs. Lakhs				26 Lakhs

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	05	09	NIL
Non-Peer Review Journals	NIL	07	NIL
e-Journals	NIL	07	NIL
Conference proceedings	NIL	04	NIL

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant Sanctioned (Rs)	Received (Rs)
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects <i>(other than compulsory by the University)</i>	-	-	-	-
Any other(Specify)	-	-	-	-
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	-	-	-	-	-
Sponsoring agencies	-	-	-	-	-

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From funding agency From Management of University/College

Total

3.16 No. of patents received this year

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

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

Total	International	National	State	University	Dist	College
-	-	-	-	-	-	-

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
 National level International level

3.22 No. of students participated in NCC events:

University level State level
 National level International level

3.23 No. of Awards won in NSS:

University level State level
 National level International level

3.24 No. of Awards won in NCC:

University level State level
 National level International level

3.25 No. of Extension activities organized

University forum College forum
 NCC NSS Any others

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

1. Awareness programme on Environmental issues
2. Blood donation camp and students' health checkup
3. Awareness programme on Womens' right

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	26 Acres			
Class rooms	30			30
Laboratories	06	01		07
Seminar Halls				
No. of important equipments purchased (1-0 lakh) during the current year.		05	UGC	1.22350
Value of the equipment purchased during the year (Rs. in Lakhs)			UGC	1.27824
Others				

4.2 Computerization of administration and library

- Development of College Website
- Scanner, Printer, Photocopy machines were purchased

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	16778	2,89,653.00	123	11,150.00	16901	3,00,803.00
Reference Books	11184	1,93,103.00	81	7,432.00	11265	2,00,535.00
e-Books						
Journals						
e-Journals						
Digital Database						
CD & Video						
Others (specify)						

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	14	01	12	-	-	-	-	-
Added	06	01	00	-	-	-	-	-
Total	20	02	12	-	-	-	-	-

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

Internet facilities are made available to teachers and students. Teachers who have expertise in computer handling help others to overcome the problem. Students are allowed to use internet under the supervision of a teacher. College hires technical hands to upgrade the technology and install new software.

4.6 Amount spent on maintenance in lakhs :

i) ICT	0.25625 Lakh
ii) Campus Infrastructure and facilities	5.60931 Lakh
iii) Equipments	-
iv) Others	NIL
Total :	5.86556

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC arrange regular meetings with students accordingly to make them aware of the facilities available within the college.

5.2 Efforts made by the institution for tracking the progression

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

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
3013	-	-	-

(b) No. of students outside the state

Nil

(c) No. of international students

Nil

Men	No	%	Women	No	%
	1955	64.88		1058	35.12

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
1507	512	63	750	Nil	2832	1597	554	70	792	Nil	3013

Demand ratio % 87.30

Dropout % 19.80

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

Support is provided at informal level for entry to services. IQAC discussed about providing a formal course for guiding students for competitive examinations.

No. of students beneficiaries

5.5 No. of students qualified in these examinations

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

5.6 Details of student counseling and career guidance

Mode - Telephonic and Personal Meeting
Personal problem, Grievances and Motivation for better performance

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
NIL	NIL	NIL	0

5.8 Details of gender sensitization programmes

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

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount (Rs.)
Financial support from institution	Nil	-
Financial support from government	450	2,59,000.00
Financial support from other sources	Nil	-
Number of students who received International/ National recognitions	Nil	-

5.11 Student organised / initiatives

Fairs	: State/ University level	<input type="text" value="01"/>	National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>
Exhibition:	State/ University level	<input type="text" value="-"/>	National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:

Lack of adequate drinking water facilities in college which was redressed by management by installing drinking water purifiers

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

Vision:

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

Mission at a glance:

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

6.2 Does the Institution has a management Information System

The system was maintained manually.

6.3 Quality improvement strategies adopted by the institution for each of the following:**6.3.1 Curriculum Development**

Faculty of every department designed their curriculum as per University syllabi.

6.3.2 Teaching and Learning

Special initiatives were organized by departments regularly for making students more interested in regular curriculum.

6.3.3 Examination and Evaluation

Apart from University Examination, College follows an evaluation process like class test.
Result consideration meeting is held after each examination.

6.3.4 Research and Development

The research conducted till now has covered area of Chemical Sciences under the supervision of Dr. Koushik Dhara, faculty member of this College

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library: Reading facilities, Internet facility, computerised by library software
ICT: LCD projector, Internet, power generator, application softwares

6.3.6 Human Resource Management

Time and attendance
Performance Appraisal (UGC-PBAS)

6.3.7 Faculty and Staff recruitment

Permanent staffs are required by the Govt. rule, procedures and examinations.

6.3.8 Industry Interaction / Collaboration

Nil

6.3.9 Admission of Students

Through centrally controlled online system adopted by The University of Burdwan.

6.4 Welfare schemes for

Teaching	12
Non teaching	10
Students	273

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Govt.	Yes	Govt.
Administrative	Yes	Govt.	Yes	Govt.

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

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

The college does not have the autonomy for examination reforms.

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

Nil

6.11 Activities and support from the Alumni Association

The members of the Alumni association assisted the present students in activities like games, social and cultural programmes.

6.12 Activities and support from the Parent – Teacher Association

The IQAC however feels the need to form a parent –teacher association to work for the development of the college.

6.13 Development programmes for support staff

Nil

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

Dengue awareness camp

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.

Strengthen the teacher-student relationship, Innovative teaching learning ideas and easily acceptable techniques.

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

IQAC planned the objectives for current year and its progress was monitored through action taken report from all concerned persons. In its meeting these action taken reports were discussed and correction was done appropriately whenever it was required.

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

Practice 1#

➤ **Title: Identification of trees inside the campus.**

Objective: To make students, teachers and staffs aware of green environment by naming the trees existing within the campus.

Context: Both Botany Department along with the Secretary, Teachers' Council took initiative in naming (Both botanical name and common name in bilingual form) and numbering the trees.

Evidence of success: Head of the Institution, other stake holders were very much pleased for this venture.

Problem encountered: No such problem was encountered.

Contact Details:

- **Name of the Principal:** Dr. Nisith Nath Chakrovorty
- **Name of the Institution:** Sambhu Nath College
- **Village:** Labpur.
- **Pin Code:** 731303
- **Accredited Status:** 1st Cycle- B
- **Work Phone:** (03463) 266225/9434432772
- **Website:** [www. Sambhunathcollege.org](http://www.Sambhunathcollege.org)
- **E-mail:** sambhunathcollege@rediffmail.com

Practice 2#

- **Title: Making teachers & students IT conscious through Computer Literacy Programme**

Objective: To empowers teachers for e-resource .To make students computer literate.

Context: Students in the rural areas are mostly computer illiterate and teachers are reluctant to use IT resources.

Evidence of Success: Both teachers & students (Hons) are satisfactorily using e-resources.

Problem encountered: Poor level in IT consciousness .

Contact Details:

- **Name of the Principal:** Dr. Nisith Nath Chakrovorty
- **Name of the Institution:** Sambhu Nath College
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- **Website:** [www. Sambhunathcollege.org](http://www.Sambhunathcollege.org)
- **E-mail:** sambhunathcollege@rediffmail.com

**Provide the details in annexure (annexure need to be numbered as i, ii,iii)*

7.4 Contribution to environmental awareness / protection

1. Every years 50-100 trees are planed in the campus
2. Purchase environmentally friendly products

7.5 Whether environmental audit was conducted?

Yes No

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

Strength: Scholarships for meritorious students.

Weakness: Absence of placement cell.

Opportunity: Enough space for outdoor games.

Constraints: Opening of more new subjects.

8. Plans of institution for next year

More focus on computerization of administrative work.

Name : Dr. Koushik Dhara

Signature of the Coordinator, IQAC



Name : Dr. Nisith Nath Chakravorty

Signature of the Chairperson, IQAC
