



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

SANTIPUR COLLEGE

**N.S. ROAD, P.O. SANTIPUR, DISTRICT NADIA
741404**

www.santipurcollege.in

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NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Santipur College established in the year 1948, is UGC-recognised (under Section 2(f) and 12B) and accredited by NAAC with a B+ Grade in the first cycle. The college located in Nadia, West Bengal was established by the then Member of Parliament and legendary social reformer Pandit Lakshmikanta Maitra, who represented Nabadwip, West Bengal (1952-57). The college was initially affiliated to the University of Calcutta but since 2000 the affiliating university has shifted to the University of Kalyani.

This is the only college in Santipur, a renowned center for producing hand-woven fabrics sold throughout the country. It is a co-educational college, with an area of 3.3943 acres, that caters to the academic need of 4797 students (in 2018-2019 session) most of whom come from adjacent villages and some from far flung areas and belong to various income groups and sections of society. The college is located beside the National Highway 34 and is well connected to EMU railway services and bus service.

The college has three faculties viz. Science, Arts and Commerce and there are 37 permanent teachers, 24 of them are holding Ph.Ds; and there are 24 guest teachers of which two of them have done a PhD. The faculty members are actively engaged in research and academic publishing.

The college has a huge and well-maintained Playground and a Firing range (for NCC cadets).

Though a sizeable section of the students are first generation learners the college has been producing good results in every academic session.

The college has beautiful garden, an eco-friendly and plastic free environment.

Vision

To encourage independent rational thinking and help students become socially responsible and law abiding citizen of India irrespective of the diverse socio-economic status, religion, caste, creed. Our dream and vision are the absolute and well-rounded advancement of the college and making it meaningfully pertinent in the academic map of India and thus an integral part of the global educational society. We believe in ourselves, our confidence and our constant toil towards achieving our ultimate goals of imparting quality education through proper and systematic teaching. We believe in Swami Vivekananda's energizing call : "Arise! Awake! and stop not until the goal is reached."

Mission

Our mission is to make optimum use of human and natural resources and to impart knowledge to students. Our mission is to help students to step outside their comfort zone in order to make them self-reliant, confident and competitive. Our goal is to inspire students with new thoughts and elicit the creative self, hidden in them.

Our mission is to foster in the students the sense of self-discipline and make them aware about social commitments and to alert them about protecting the environment with a goal towards sustainable development.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Faculty is enriched by a large number of permanent teaching staff (65% Ph.D holders). Students benefit from their knowledge and experience.

Teachers have access to online journals and articles through NLIST facility for upgradation. Most of the teachers are actively engaged in research and academic publishing.

Teacher – student relation is very harmonious.

Boys' and girls' NCC wing of the college as well as NSS unit carry out regular social and cultural, awareness activities within and outside the college campus.

Students benefit from periodic departmental seminars.

PG course have been introduced in the college under DODL.

Currently there are 487 students studying under NSOU.

The college has a huge playground for holding sports and other cultural activities.

There is an open-air theatre/classroom where classes and cultural activities are occasionally held.

Add on courses on tailoring, music, Yoga have been introduced.

Students get help from departmental library apart from a digitized Central library.

Students enthusiastically contribute in college and departmental magazines.

Breaking the conventional constricted form, the Department of English offers an ever-spreading wall-magazine catering a stimulating treat to the curious and creative minds.

Frequent discussions on topics on social issues that teachers engage in within class help students immensely.

College has a gymnasium that benefits students towards body building.

The result of the college is quite satisfactory.

Students show talents in multifarious extra-curricular activities like painting, games and sports, yoga etc. Recently a student represented India and became world champion in yoga in Indonesia Yoga meet.

College has smart class room where programmes, seminars, demonstration classes are held regularly.

College has well maintained beautiful gardens.

The college has installed drinking water facility at multiple locations, sanitary napkin vending machine in girls' common room, ramp and wheel chair for divyagan students.

College Office is computerized. Office, library and departments have internet/ Wi-Fi facility.

Eligible students get Kannayasree, Aikyashree, Vivekananda Merit-cum-means scholarships and inspire fellowships.

Institutional Weakness

No Honours courses in subjects like Zoology and Economics.

No direct scope of revision or up gradation of curricula/syllabus.

Large section of the students, being first generation learners and educationally backward, leads to initial problems of comprehension and communication.

There are many students on whom their family depends for livelihood and so cannot devote full time to their faculty development.

The college needs more space for classrooms, library and Gymnasium.

Shortage of full time non-teaching staff and over dependence on casual non-teaching staff is a major problem.

Absence of a full-fledged canteen for students.

Institutional Opportunity

Honours course in Zoology and Economics can be opened.

The college has a vast playground and through optimum use of it the college can do much better in sports and games, in particular in team games like football, volleyball, kabadi, kho kho etc.

There is enough space in the college for extending the existing building or create new ones.

PG courses in some subjects can be opened.

Institutional Challenge

Introducing Honours for all subjects like Economics, Geography, Physical education, Zoology.

Introducing vocational courses or some job oriented courses.

Full automation of the college Library (central as well as departmental).

To overcome excessive reliance on Government grants for developmental works.

It is challenging to smoothly run the college due to shortage of full time non-teaching staff.

Infrastructural Constraints in terms of Space for classrooms, library and Gymnasium is a challenge that has to be overcome.

Challenge to increase the student to computer ratio, overcoming fund crunch.

Running a full-fledged canteen.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The college mandatorily follows the UGC-CBCS curricula prescribed by the affiliating university i.e. the University of Kalyani.

The college website prominently displays the mission and vision of the college.

Students come from various backgrounds and a sizeable section is first generation learners. They feel the absence of quality text books in their mother tongue. The problem of medium of instruction however is gradually overcome with time and help from teachers.

Large hoardings are placed close to the entrance of the college main gate that displays the master routine. Also each department displays notices and routines in respective notice boards for students.

The institution maintains a well-planned and transparent on-line admission process through the college web-site where details of programmes offered, date of publication of online forms, merit list, date of admission along with every other minute details are furnished. The same notices are also displayed in college noticeboard.

Over and above the traditional lecture- based class, the faculties give more stress on an interactive mode of teaching with increasing emphasis on ICT.

The college library has been digitized and this makes searching of books immensely easy. It also has also internet facility both for students and teachers.

Academic calendars, teaching modules are framed to ensure completion of syllabus in time and also for maintaining the standard of teaching.

Teaching-learning and Evaluation

The institution admits students through on-line counseling which is a well-planned, transparent and effective process carried out as per the norms and outline laid by the affiliating University of Kalyani. The details of programmes offered, date of publication of online forms, date of admission and every other relevant details are published in the college website & college notice board.

Teachers' Council of the college monitors and evaluates the quality of teaching and Learning and IQAC ensures the proper implementation of suggestions by forwarding them to the authority and pursuing relevant matters. All programmes and schedules are prepared looking at the Academic calendar.

The current success rate of students in university exam is around over-all 75%; however the success rate of honours courses students is 80% and above.

More stress and encouragement is given to interactive mode of teaching and using of ICT materials and the students are given free space to ask questions and share/express their views on any particular topic.

Efforts are taken to supplement classroom learning, by co-curricular activities, NCC and NSS activities. Accordingly cleanliness and beautification drives are taken periodically and programmes involving sensitizing students on gender harassment, societal issues, organ donation, eye donation etc are under taken.

Students are encouraged by mentors to activities like painting, writing in wall magazines, perform plays, debates and engage in Seminar presentations etc.

Necessary support is extended to differently-abled (Divyangjan) students also as far as practicable.

The college library has presently nearly 27,800 books that are useful for both students and teachers. It also has internet facility both for students and teachers. There is a spacious Reading Room in the Library which is used by students and teachers for reading books or preparing notes as well as engaging in stimulating discussions on current topics. All these keep alive the academic fervor of the college.

Research, Innovations and Extension

Though primarily an undergraduate institution this institute has been a centre of active research. AS many as 26 teachers of college, including Associate Professors and Assistant Professors, possess Ph.D. degree. A considerable number of teachers are engaged in active individual research. One teacher of the college has been guiding research scholars. More than 60 research peer-reviewed publications have been done by the faculties in the last 5 years. Two of the teachers of the college act as peer-reviewer of international journals relating to their subjects.

Teachers are also encouraged to participate in conferences and publishing research papers in reputed journals. One teacher has participated in FPS scheme to complete his doctoral theses.

The college is now a member of NLIST enabling teachers to access journals and periodicals as and when required.

A section of teachers are also associated with publishing text and reference books which benefit the student community in general.

Some of the teachers in the college deliver Extension lectures in and outside the college as per the norms of faculty-exchange programme.

The volunteers of NSS and NCC (Boys & Girls) organize special camps, blood donation programmes, cleaning drive, literacy mission and other social activities under the supervision of the NSS Program Officer of college.

Infrastructure and Learning Resources

There are 20 classrooms, 14 laboratories, 1 smart room and 1 virtual ICT enabled class room.

The Central Library is computerized with 27,706 (as on 31.01.2020) printed (text and reference) books, regular printed journals, magazines, periodicals and other learning resources. The Library is a member of N - LIST through which teachers can access and upgrade.

Office, library and departments have internet/ wi-fi facility.

Tutorial and remedial classes are regularly held for students.

Seminars are periodically held – some with invited guests and others with students as speakers.

Students are enriched by prescribed curricula of the affiliating University and also through team work like NSS, NCC in programmes on cleanliness and beautification of campus, sensitization programmes on gender equality and inclusivity.

Teachers act as mentors to students in various departments addressing their concerns and academic problems. Class level interaction, informal interaction beyond classroom, internal examinations as well as university examinations are tools to check student progress. Students who are not satisfied with the marks they get in an examination are given the scope of review in addition to the RTI.

The IQAC plays a continuous pivotal role in monitoring the teaching- learning process, implementation of the Teaching Plan, analyzing the inputs from the feedback system and using these for improvement in respective fields or recommending the same to the authority running the college.

The college has, as per Government rules, seriously maintained the representation (SC 22%, ST 6%, OBA 10%, OBC B 7%, PH 3%) from reserved categories. Special care is given to ensure that eligible students get scholarship.

The average percentage of fulltime teachers acquiring Ph. D during last five years is 65%.

Student Support and Progression

The college has multiple playgrounds and students have scope of playing and practicing kabaddi, football, cricket, Kho kho, volleyball and other games.

The college has an active Grievance Redressal Cell (as per Vishaka guidelines) that takes first hand care of the grievances of students and employees.

There is also an anti ragging cell that acts as per UGC guidelines.

The college has a garden that is decked with plants and flowers so that the campus looks attractive and vibrant.

The Institution has a research committee (formed under the IQAC in April 2015) that keeps track of research activities in the college.

Educational excursions are organised at regular intervals.

The NSS (National Service Scheme) unit of the college is engaged in various social works like Thalassemia Awareness camp, Blood-donation camp, Stem-cell donation camp, digital lesson for villagers and camp on/with the school drop-outs etc at periodic intervals in which as many as hundred students actively participate and work together for the betterment of society.

All SC/ST/OBC and minorities communities have been benefited by scholarships provided by the Govt.; some of the meritorious students avail Swami Vivekananda Merit-cum-means and Inspiring fellowships (DST) provided by the State and the Central Govt. respectively. The female students avail Kanyashree scholarship and the below-the-poverty-level students avail scholarships from the poor fund provided by the college.

A significant percentage of students have qualified NET, SET, GATE and other similar examinations. For the last five years a notable number of students have joined and serving as Assistant Professors in different colleges and Universities and in Government and non-government sectors. Some of the students have won national and international recognition in sports. One of the students of the college recently won a gold medal in the international Yoga championship. The Students' Union of the college organizes competitions in sports with great enthusiasm and fervor.

Governance, Leadership and Management

The Governing Body is the highest administrative body of the college, with the Principal as secretary and representatives from Teaching and Non-Teaching faculty. The statute of the affiliating university and rules of Government of West Bengal are followed. There are 02 Govt. nominees and 01 university nominees. All major decisions regarding development, infrastructure, financial management, academic affairs, admission, governance, grievance are taken by the Governing Body.

The IQAC makes recommendations to the Principal that is put for consideration before the Governing/administrative Body and followed, if implementable.

There is a Finance committee which is a statutory committee. There is a bursar who looks into the financial matters of college.

For smooth running of the college there are a few non-statutory committees like Library committee, Leave committee, Grievance Redressal committee, Gender Harassment committee, Seminar committee, academic Committee, Cultural Committee, Infrastructure and Development committee, Tender and Purchase committee, CAS committee and the like.

Currently the college is run by the Administrator. The SDO of Ranaghat sub division has been appointed as Administrator by the Government of West Bengal since 2017.

The institution conducts various internal and external (Government) audits each year.

The Teachers' Council and Academic Sub-Committee meet regularly to implement important decisions regarding academic and co-curricular activities of the college.

Teachers are encouraged to take up Major / Minor research Projects and to attend seminars and symposium, as well as to present academic views and engage in academic publishing as well as presenting papers in seminars and symposiums.

College website is regularly updated to provide exhaustive information regarding the overall functioning of the college.

All staff assists the Principal in running the administration of college.

Institutional Values and Best Practices

Online-Admission ensures transparency and clarity.

Some teachers take classes in other universities also.

College has beautiful gardens contributing to the local ecosystem.

Campus kept plastic free, clean and tidy.

NSS unit organizes various drives on social issues. They organized camps on Thalassaemia awareness, Blood donation camp (in 2015); Awareness programme amongst BPL residents; survey to identify school drop outs; distribution of books to the poor students; cleanliness drives amongst villagers.

Sri Kinkar Mondal, Department of Political Science received best program officer award from University of Kalyani in 2014.

Periodic seminars are held in college by various departments for invited talks . in which students can interact with established personalities.

Various Departments run Wall Magazines by students.

College is made a non- smoking zone.

Some of the faculties have travelled abroad for paper presentation as well as research/ post doc activities. Dr.

Anirban Bhattacharjee of the department of English attended / presented papers/ gave invited talk in the South Asian Literary Association (SALA) Conference in New York City, USA in 2018. Dr. Biman Samaddar and Sri Aloke Biswas presented paper as invited resource person in Bangladesh.

Some of the faculties have published standard text books like Dr. Jyotirmoy Guha, Dr. Palash Das, Dr. Dibyendu Biswas of the Department of Physics, Dr. Subrata Roy, Department of History. Further Dr. Jyotirmoy Guha and Dr. Dipankar Bhattacharyya (of Department of Physics) have been entrusted by IOP (Institute of Physics Publishing) to publish for them.

Some NCC cadet participated in the Delhi Republic day parade recently.

Some of the students of the college recently joined the State and Central Universities (Dr. Nantu Sarkar and Dr. Uttam Ghosh in Calcutta University, Dr. Bipul Pal in Sikkim Central University, Dr. Brajeswar Pal in Burdwan University, Vidyasagar, Dr. Maharshi Sarkar in Vidyasagar University, Dr. Shyamashree Biswas in Kalyani University) as Assistant Professors in recent times. Ms. Sima Basak won the Gold medal in the 7th International Yoga Championship 2020 held in Bali, Indonesia.

The Department of English organized NEIC-Sponsored Two-day National Seminar in February, 2019.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SANTIPUR COLLEGE
Address	N.S. Road, P.O. Santipur, District Nadia
City	Santipur
State	West Bengal
Pin	741404
Website	www.santipurcollege.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Chandrima Bhattacharya	03472-278028	9433552174	-	sc.iqac.coordinator@gmail.com
Associate Professor	Dipankar Bhattacharyya	033-25144741	9474481975	-	bh.dipankar@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	22-07-1948

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
West Bengal	University of Kalyani	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	01-01-1957	View Document
12B of UGC	01-01-1957	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	N.S. Road, P.O. Santipur, District Nadia	Semi-urban	3.394343	3016.93

2.2 ACADEMIC INFORMATION

NAAC

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,English	36	XII	English	118	96
UG	BSc,Physics	36	XII	English + Bengali	190	93
UG	BA,Bengali	36	XII	Bengali	1758	1305
UG	BA,History	36	XII	English + Bengali	1762	1752
UG	BSc,Mathematics	36	XII	English + Bengali	293	199
UG	BA,Philosophy	36	XII	English + Bengali	181	74
UG	BA,Political Science	36	XII	English + Bengali	465	436
UG	BA,Economics	36	XII	English + Bengali	28	1
UG	BA,Physical Education	36	XII	Bengali	72	51
UG	BSc,Botany	36	XII	English + Bengali	68	59
UG	BSc,Zoology	36	XII	English + Bengali	49	49
UG	BA,Sanskrit	36	XII	Sanskrit	523	251
UG	BSc,Chemistry	36	XII	English + Bengali	186	73
UG	BCom,Commerce	36	XII	English + Bengali	374	7

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				13				44			
Recruited	0	1	0	1	10	3	0	13	18	6	0	24
Yet to Recruit	0				0				20			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				24			
Recruited	0	0	0	0	0	0	0	0	14	10	0	24
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				23
Recruited	6	1	0	7
Yet to Recruit				16
Sanctioned by the Management/Society or Other Authorized Bodies				20
Recruited	17	3	0	20
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	1	0	7	3	0	7	4	0	22
M.Phil.	0	0	0	0	0	0	0	1	0	1
PG	0	0	0	3	0	0	11	1	0	15

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	1	0	2
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	13	9	0	22

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	2326	0	0	0	2326
	Female	2471	0	0	0	2471
	Others	0	0	0	0	0
Certificate / Awareness	Male	19	0	0	0	19
	Female	96	0	0	0	96
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	358	380	442	499
	Female	363	359	406	323
	Others	0	0	0	0
ST	Male	15	22	26	10
	Female	9	21	10	6
	Others	0	0	0	0
OBC	Male	256	357	316	261
	Female	317	351	269	164
	Others	0	0	0	0
General	Male	598	646	672	854
	Female	661	578	717	692
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		2577	2714	2858	2809

3. Extended Profile

3.1 Program

Number of courses offered by the institution across all programs during the last five years

Response: 14

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of programs offered year-wise for last five years

2018-19	2017-18	2016-17	2015-16	2014-15
14	14	15	15	15

3.2 Students

Number of students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
4797	4887	5297	5996	4672

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1602	1602	1602	1602	1602

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of outgoing / final year students year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1026	918	1233	1035	936

File Description	Document
Institutional Data in Prescribed Format	View Document

3.3 Teachers

Number of full time teachers year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
37	33	35	39	37

File Description	Document
Institutional Data in Prescribed Format	View Document

Number of sanctioned posts year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
58	58	58	58	58

File Description	Document
Institutional Data in Prescribed Format	View Document

3.4 Institution

Total number of classrooms and seminar halls

Response: 23

Number of computers

Response: 63

Total Expenditure excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
161.84276	164.21235	210.87211	181.96156	359.60537

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

Response:

Academic Calendar:

Santipur College ensures effective curriculum delivery through a well planned and documented process.

The curriculum it follows is that prescribed by the University of Kalyani. Based upon the University Academic Calendar the college IQAC prepares the Annual Academic Calendar prior to the commencement of the academic year (July to June).

Distribution of Syllabus:

Departments, in general, hold meetings at the end of the academic year to discuss the course distribution for the next academic session taking in mind the credit according to CBCS system as well as experiences of the previous academic year. Based on the expertise of individual Professor, the syllabus is allotted by the Head of the Department and the name of the respective teachers is duly inserted in the departmental routine.

Teaching Process/Methods:

Theory & Practical classes are held according to the Routine. However, as the course nears completion often teachers take additional unscheduled classes based on the request of students as well as depending on the urgency to complete the allotted syllabus. Further students are benefitted from tutorial / remedial classes as well as teacher-student interaction on topics mentioned in the syllabus and on associated topics.

The curriculum is divided into various sections/ units which teachers follow as a guideline to impart lessons. Teachers plan their teaching methodology keeping in mind different levels of the students like advanced learners, average learners, slow learners, etc.

Along with the conventional teaching of the curriculum by chalk and talk method, classroom teaching is also blended with the use of ICT, Youtube assisted learning to make the teaching-learning process more learner-centric, attractive and effective.

Classroom teaching is supplemented with seminars either by invited resource persons or by students themselves.

Some departments arrange educational tours, field trips for effective delivery of curriculum, which are done in a planned manner.

Mentors are assigned to the students to address the personal needs as well as academic needs of the students.

Every department keeps a record of the theory and practical classes taken by various teachers.

The College Central Library provides necessary learning resources. In addition to the general library, departmental Library has been set up in many departments in order to enhance the in-depth knowledge of the students.

Evaluation of the students' progress:

Internal Examinations like the class test, Mid-term test, Test-Examination, are conducted to check whether the students have acquired knowledge. Also, regular parent-teacher meetings are held which gives teachers inkling about the general perception about the parents regarding the teaching-learning process pursued and gives us a chance to rectify, improve and upgrade.

The IQAC monitors the feedback of students regarding curriculum implementation for the overall development of all the students.

Teaching Process/Methods:

Theory & Practical classes are held according to the Routine. However as the course nears completion often teachers take additional unscheduled classes based on the request of students as well as depending on the urgency to complete the allotted syllabus. Further students are benefitted from tutorial / remedial classes as well as teacher-student interaction on

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

1.1.2 Number of certificate/diploma program introduced during the last five years

Response: 9

1.1.2.1 Number of certificate/diploma programs introduced year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3	3	2	1	0

File Description	Document
Minutes of relevant Academic Council/BOS meetings	View Document
Details of the certificate/Diploma programs	View Document
Any additional information	View Document

1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

Response: 33.15

1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	2	2	3	3

File Description	Document
Details of participation of teachers in various bodies	View Document
Any additional information	View Document

1.2 Academic Flexibility

1.2.1 Percentage of new Courses introduced out of the total number of courses across all Programs offered during last five years

Response: 0

1.2.1.1 How many new courses are introduced within the last five years

File Description	Document
Details of the new courses introduced	View Document

1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented

Response: 100

1.2.2.1 Number of programmes in which CBCS/ Elective course system implemented.

Response: 14

File Description	Document
Name of the programs in which CBCS is implemented	View Document
Minutes of relevant Academic Council/BOS meetings.	View Document
Any additional information	View Document

1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years

Response: 1.06

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
115	50	70	33	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates cross- cutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics into the Curriculum

Response:

The faculty of Santipur College is sensitive to the various social issues and makes every effort to sensitize the students in this regard. Specific committees such as the Woman Cell, Eco-friend Club make a collective effort to enhance awareness of the students on areas like gender equality, human rights, environmental issues, etc.

IQAC organizes seminars to sensitise students and promote gender equality on a regular basis. The Legal Officers regularly visit the college; awareness programs are organized in which students can freely articulate their ideas on gender justice and equality.

The curricula of different humanities departments like Philosophy, English, Bengali focus on and cover a large area of women related issues like women empowerment, gender sensitization, policies on gender justice, gender development and violence against women. Topics on human rights and professional ethics are taught as a part of the curriculum of Political Science syllabus.

Environmental education is a part of the curriculum of Environmental Studies for undergraduate students – it being a compulsory subject of 100 marks for inculcating Environmental awareness, Climate Change, Nature and natural processes, Ecosystem, Population and environment, Land and water use of the Earth, Air pollution, Energy source, Environment and public health, Waste management, Environmental policies.

The college NSS Unit offers platform for awareness regarding Climate Change and Environmental Education. For serving the community and the nation, the NSS volunteers of college participate in various social welfare activities. Extension lectures are also organized for community orientation. In special camps undertaken by NSS various activities like cleaning college campus and a neighboring village are carried out. Other activities of NSS and NCC include campaign against the use of plastic, attempts towards development of model villages.

Seats are reserved for SC, ST, & OBC candidates according to standard norms laid down by the Government of India serves the cause of social justice, ensuring equality and cement the rights of backward class students to gain access to higher education.

Deputation of the faculty members to orientation/refresher courses/ workshops on environment matters is encouraged by IQAC.

The college strives for all-round development of the character and quality of rural and semi urban students who take admission in the college.

The college is well on its way in achieving a healthy gender balance, thanks to increased access and inclusion of girl students who repose faith in the college to get a glimpse of higher education as reflected from their increasingly good performance in exams as well as their euphoric participation in various activities of the college, be it seminar ,NCC or NSS activities.

The college can boast of the fact that gender harassment is not an issue here due to strict vigil by the faculty and their ability to create a congenial environment where we show zero tolerance towards any prejudiced view, bias or sexism on campuses by students and professors alike. Special attention is given to protect self esteem of girl students and care taken so that they get equal and all opportunities as their male counterparts.

File Description	Document
Any Additional Information	View Document
Link for Additional Information	View Document

1.3.2 Number of value added courses imparting transferable and life skills offered during the last five years**Response:** 2**1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years****Response:** 2

File Description	Document
Details of the value-added courses imparting transferable and life skills	View Document
Brochure or any other document relating to value added courses.	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking field projects / internships**Response:** 1.73**1.3.3.1 Number of students undertaking field projects or internships****Response:** 83

File Description	Document
List of students enrolled	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System**1.4.1 Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni and 5) Parents for design and review of syllabus-Semester wise/ year-wise****A. Any 4 of the above****B. Any 3 of the above****C. Any 2 of the above****D. Any 1 of the above****Response:** A. Any 4 of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback processes of the institution may be classified as follows:

A. Feedback collected, analysed and action taken and feedback available on website

B. Feedback collected, analysed and action has been taken

C. Feedback collected and analysed

D. Feedback collected

Response: B. Feedback collected, analysed and action has been taken

File Description	Document
Any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average percentage of students from other States and Countries during the last five years

Response: 0

2.1.1.1 Number of students from other states and countries year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List of students (other states and countries)	View Document
Institutional data in prescribed format	View Document

2.1.2 Average Enrollment percentage (Average of last five years)

Response: 76.77

2.1.2.1 Number of students admitted year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2577	2714	2858	2809	2821

2.1.2.2 Number of sanctioned seats year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
3554	3598	3598	3598	3598

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.3 Average percentage of seats filled against seats reserved for various categories as per

applicable reservation policy during the last five years**Response:** 78.3

2.1.3.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1318	1490	1469	1263	732

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.2 Catering to Student Diversity**2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners****Response:**

As class progresses the learning levels of the admitted students becomes evident through various modes of teacher-student interaction.

1. At the very outset special effort is taken to explain the syllabus, elucidate its scope and future prospects. Detailed briefing is given regarding the course structure, books to be consulted and the evaluation system to be followed. This makes the students aware and helps them in preparing a road map.

2. In the middle of course teachers ask for a response from students to know their progress. Also, question-answer sessions reveal the interest hitherto generated or lacking in students' minds.

3. Feedback is taken from students for the purpose.

4. Parent-teacher meetings are organized in every department that gives a scope to know the mind of students including grievances.

Students are broadly categorized into 3 types.

Slow first generation learners, who often have to work to look after their family. Advanced, fast learners who are from well-to-do families. The third category consists of students who fall in between.

The disparity between the various category of learners is narrowed through various measures:

1. Students of any category are encouraged to interact with any teacher of their choice or their mentors at any time in the college for academic assistance. Outside college hours any student can interact with teachers over the mobile phone or through WhatsApp group. This helps students to overcome any doubt through direct interaction at any period of time.
2. Tutorial classes are held for students where critical aspects relating to the course are discussed and questions asked by all types of students are addressed.
3. Remedial classes are arranged for students of slow learners.
4. Students of all categories are encouraged to attend seminars organized by the department or college.
5. Student seminars are organized by some departments which are well participated and creates a lot of interest and passion among all section of students. Such events increase cohesion and interaction among the students and help to bridge the gap to a great extent between slow and advanced learners. These events also help a teacher to assess the performance of students and suggest ways and means to improve further.
6. Educational tours are arranged by many departments that have similar benefits.
7. Some teachers of some departments use ICT, power point presentations and You tube videos for imparting lessons that have an encouraging effect on the learners of all categories. This also eggs the learners to prepare similar type of lessons themselves which are vigorously encouraged.
8. Some departments encourage the students in extra-curricular activities to know their potential.
9. Students are provided reference books from departmental library in addition to central library.
10. Students can use the computers of some departments free of cost at any time within college hours for academic purpose like preparation of lessons, web-surfing etc.
11. Students needing financial help are often helped by teachers of some departments.
12. All students are encouraged to attend spoken English lessons often organised by English department from time to time.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.2.2 Student - Full time teacher ratio**Response:** 129.65

File Description	Document
Any additional information	View Document

2.2.3 Percentage of differently abled students (Divyangjan) on rolls**Response:** 0.29**2.2.3.1 Number of differently abled students on rolls****Response:** 14

File Description	Document
List of students(differently abled)	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.3 Teaching- Learning Process**2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences****Response:**

Various techniques are followed to enhance learning processes:

Student centric methods:

Routine is prepared by each department at the start of each session and followed.

Teachers try their utmost to make topics they teach interesting, simple and relevant to modern times. Entire syllabus is divided into units/modules that ensure syllabus completion.

Students are given address of relevant web sites and useful links for ready reference.

In addition to the chalk and talk technique many teachers use ICT, power point presentations, You tube videos.

Students get books from central Library as well as most of departmental libraries.

Students are encouraged to prepare projects / seminar presentations in power point. Help is extended in this regard by the teachers and some departments provide computer.

Teachers encourage special class room discussion on recent trends and progresses in fields associated with their course.

Experiential learning methods:

In science departments students are given experimental assignments based upon their course along with essential instruments / devices. The teachers explain to them the purpose of the experiment and the procedure that they can adopt. Students also take help of standard text books for the purpose. In the laboratory students are offered help as and when necessary. After satisfactory completion of the experiment, students are encouraged to note down the experimental findings along with the purpose and procedure of the experiment. Experiments are also repeated by changing set ups and parameters.

Some departments take students to scientific / research institutes situated in the neighborhood as well as in Kolkata in an educational tour. Students then get good exposure of various experiments that are conducted in advanced laboratories.

Participative learning:

Some departments arrange seminars where speakers are exclusively students.

Also students participate in seminars arranged by department inviting resource persons.

Some departments arrange workshops and seminars where students and teachers of various colleges and universities in and outside West Bengal attend.

Students of many departments take part with great zest in educational trips often arranged by various departments.

Enrolled students participate with immense enthusiasm in camps arranged by NCC, NSS where they are exposed to learn about ground realities.

One of the strongest ways of participative learning is through taking part in cultural programs held in the college regularly.

Extra-curricular activities like painting, dance, singing, recitation, drama, mimicry etc are encouraged by the teachers who act as mentors.

Teachers also encourage students to take part in games and sports.

Some departments give assignments/ mini projects that students complete within a time frame.

Problem solving methods :

1. Tutorial classes are arranged over and above the normal classes with an aim of focusing attention to problem solving, addressing critical issues pertaining to the course followed and facing questions from students over topics related to their syllabus or fringe topics.

2. Science departments arrange classes on computer based language which Honours and General students

eagerly attend and learn with great enthusiasm. Computers are provided to the learners to run various programs to check effectiveness of the programmed language.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.

Response: 78.38

2.3.2.1 Number of teachers using ICT

Response: 29

File Description	Document
List of teachers (using ICT for teaching)	View Document
Any additional information	View Document
Provide link for webpage describing the " LMS/ Academic management system"	View Document

2.3.3 Ratio of students to mentor for academic and stress related issues

Response: 129.65

2.3.3.1 Number of mentors

Response: 37

File Description	Document
Any additional information	View Document

2.3.4 Innovation and creativity in teaching-learning

Response:

Santipur College has taken measures to promote innovative teaching learning:

The college has a smart room where important seminars and lectures are held. The ambience that the room has is quite encouraging and is conducive for generation of innovative ideas and new thoughts. Motivational speakers find it easy to pump in new ideas to an inquisitive mind.

Use of ICTs is gaining popularity among students.

Teachers who use power point presentations to communicate with students find pupils less distracted and least disrupting. Further such classes generate a new urge in them to themselves create such power point presentations. Teachers then help them learn the technique of preparing slides for presentation, or dissertation, teach them how to give an interesting talk as well as how to defend a thesis.

Innovative ideas and creative flair is boosted through You tube videos that are sometimes arranged by departments.

Also teachers help students by furnishing them suitable web-links relating to a particular topic of interest.

Some humanities classes are held in open air theatre of the college. This reduces stress and restores depleted attention to a marked degree. Students appreciate the Santiniketan style of imparting lessons (first proposed by Tagore) by being extremely close to nature.

Other innovative methods include setting up of WhatsApp groups where ideas are exchanged between various students as well as teachers. Such sharing of knowledge helps all participants of the group.

Other avenues to interact and share knowledge are through Facebook and email.

Also some departments allow students to web-surf and prepare academic matter/note in power point or otherwise by giving free internet access within college hours.

Santipur College has taken measures to promote creative teaching learning:

Students are encouraged to participate in cultural programs to demonstrate as well as acquire creative talents like recitation, drama, debate, anchoring.

Teachers and mentors encourage students to learn about the life and contributions of eminent personalities and pay tribute by organizing talks on their achievements and portrayals like paintings.

Programs like Freshers' welcome, farewell, teachers' day, Social function, song and music programs are organized by students at the behest of teachers.

Students of some departments organize seminars, workshops that help develop their innovative skills and hidden talents.

Students are sometimes given project work / assignment.

College has introduced course on sewing.

College has introduced course on singing.

College has introduced course on Yoga.

Students in various departments bring out wall magazines which they design and prepare.

The various activities of students' union foster leadership qualities amongst students.

The institution instills scientific temper among the students by organising practical sessions and hands on experiments in labs.

There is a good electronics and optics lab in the department of Physics that help students to perform critical experiments.

There is a computer lab with internet facility in the department of Mathematics and Physics for the benefit of students.

Educational tour is conducted regularly by various departments.

Interested students take help of Communicative English classes conducted in the department of English every week.

File Description	Document
Any additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 62.41

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	View Document
List of the faculty members authenticated by the Head of HEI	View Document

2.4.2 Average percentage of full time teachers with Ph.D. during the last five years

Response: 50.26

2.4.2.1 Number of full time teachers with Ph.D. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
24	16	15	16	20

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	View Document
Any additional information	View Document

2.4.3 Teaching experience per full time teacher in number of years

Response: 19.38

2.4.3.1 Total experience of full-time teachers

Response: 717

2.4.4 Percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years

Response: 13.81

2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	0	2	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters (scanned or soft copy)	View Document

2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

Response: 0

2.4.5.1 Number of full time teachers from other states year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	View Document

2.5 Evaluation Process and Reforms

2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

Response:

The college continuously evaluates students to judge their performance and make them aware of their drawbacks and strengths.

Currently the U.G. level has two types of internal evaluation system.

1. Non-CBCS type
2. CBCS type (introduced in the U.G. section from 2017-18 academic session)

Non-CBCS students are evaluated through the following techniques:

(a) Class performance:

Performance in the class is judged by the response of students in the class. Informal discussions and unscheduled question - answer sessions help a teacher in judging the status of a student.

(b) Mid term examination and annual examination:

Mid term examination is held in the middle of the session while annual examination is held at the end of the session on the basis of questions that are carefully prepared by teachers. Students can judge their preparedness and level of knowledge while attempting such questions. The teachers evaluate and show the students their scripts for rectifying their mistakes. The advanced students and the slow learners are identified and separately taken care of.

(c) Final university examination:

(Part- I , Part II, Part III examinations (away-center) held at the end of 1st year, 2nd year, and 3rd respectively)

Kalyani University holds examination over the entire syllabus that evaluates students and promotes them to the next level.

(d) Parent – teacher discussion:

Parent teacher discussion also helps teachers to evaluate the students. In these meeting the guardians spell out how much focused a student is with his/her studies at home or if he/she is shirking responsibilities. The

teachers accordingly take reformative measures like counseling or taking special classes.

(e) Assignment / Project work :

All students mandatorily submit project paper on Environmental science and present themselves for evaluation.

CBCS students are evaluated through the following techniques:

(a) Class performance:

Response of students in the class is a faithful indicator of the progress of a student. Informal discussions and unscheduled question and answer sessions help a teacher in assessing the status of a student.

(b) Class Test

Internal assessments examination or class tests are held by all departments for internal evaluation of students.

(c) Assignment / Project work

All students have to mandatorily submit a project paper on Environmental science and present themselves for evaluation. Further some departments give assignments/project works and evaluate them on its basis.

(d) Student seminar performance

Students in some departments have to give 20 to 30 minute seminar presentation. They are assessed on the basis of their talk which is generally a power point presentation.

(c) Final university examination:

Kalyani University holds semester end examination (compilation of objective, short type, descriptive questions) over the entire semester syllabus (held in away centre).

(d) Parent – teacher discussion:

Internal evaluation of students can be done based on inputs received in Parent teacher interaction where the guardians inform about the attentiveness of a student at home. The teachers accordingly counsel or arrange special classes.

The schedule for examination is given in the Academic Calendar that is displayed on notice boards and on the college website.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

Response:

The college has installed a mechanism of internal assessment that is transparent and robust in terms of frequency and variety.

Variety

There are variety of modes of assessing students as evidenced from various types of exams taken such as:

(a) written exam in the form of class test, surprise test, mid term examination, annual examination, final examination, internal examination in semester system, end-semester examination.

(b) question answer sessions in the class

(c) project work/ assignment :

(d) student seminar presentation:

Also there is variety in the pattern of questions set in the examinations such as MCQ (Multiple Choice Question), short answer type questions and broad or descriptive type questions.

(e) Practical examination: science departments change parameter/ specimen/ concentration etc while assigning an experiment to a student.

Robustness

Each of the modes of interaction and assessment process is robust and care is taken so that it concludes with benefit of students.

Each exam schedule is intimated well beforehand through notices in notice boards and tentative dates of final exams are displayed in the academic calendar. For all written examination the teachers' Council prepares examination schedule as well as a duty roster / invigilation chart.

The scripts are evaluated and the results are submitted to the Principal. After checking of the scripts by the teachers they are shown to the students and suggestions for further improvement given.

Each and every step of the final examination or end-semester examination is well documented.

Many of the teachers set papers, moderate questions papers and evaluate the answer scripts both in the capacity of Head Examiners and Examiners. Some of the teachers are also members of the Board of

Studies of their respective departments in the university; they attend the Board of Studies (both UG and PG) meetings and offer their suggestions on matters of evaluation reforms.

Seminar presentation improves communication skills among the students which is very essential to face the interviews. This practice adds robustness to the internal assessment practice.

Transparency

Students are informed of class test well ahead of time.

The College has in place a very sincere invigilation mechanism and sound evaluation system. Scripts are evaluated properly and shown to all the students that help them identify their strength and weakness.

They can identify and rectify their mistakes.

The division of students into advanced and lagging is thus not biased and not made arbitrarily but on the basis of internal test. Students who get poor marks in internal assessment and are irregular in their attendance are personally counseled. The college administration has given free hand to teachers regarding the internal assessment of students.

Frequency

The internal tests are held regularly as per the academic calendar by departments separately.

Mid- term examination is held in the middle of the session.

Test exams are held annually.

In CBCS framework students appear in pre-scheduled internal tests on a regular basis.

The final examination held once a year.

The end semester examinations are held twice a year.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

Response:

The college has an in-built mechanism to deal with examination related grievances that is transparent, time

bound and efficient.

Transparency

Grievances related to internal evaluation are sorted out departmentally. Answer scripts are given back to the students with necessary comments either by the Head of the department or by the respective teachers. After checking their scripts the students understand their drawbacks, if any. In case of grievance, they report the same to the respective teachers if they so desire or to the Head of the department for necessary redressal.

If a student is dissatisfied with the department or the steps taken / not taken by the Head of the concerned department then the college Principal can be approached who addresses such grievance.

Anyone who is not satisfied with his / her performance in an university examination can avail of the mechanism to check or ask for re evaluation. This is an inherent feature of the system of examination currently in vogue.

The students can ask for the photo copies of their answer sheets by depositing the required fees with the university under the provision of RTI (Right to Information) act. Also a student aggrieved with his / her result can ask for entire review of the answer script.

In case of University examinations most of the issues are addressed by the Controller of Examination of University of Kalyani.

Time bound grievance redressal

Grievances regarding any incident in the examination hall in any examination – be it an internal evaluation or a university examination – is promptly addressed by the Head of the concerned department and / or the Principal of the institution.

If an examinee, after declaration of university result is not satisfied with the marks awarded he/she can apply either for review or for RTI within a stipulated period of time as set by the university—generally within a month from the declaration of the result of the concerned examination.

Efficient grievance redressal

In assessing the performance of the students in examinations each semester consists of continuous evaluation process through class performance, seminar (power point presentation), extra-curricular activities as well as semester end examination. During grievance redressal the weak points of examinees are also pointed out by the concerned teachers so that they can improve their performance in future. In case, a student fails to appear at any of the internal tests the concerned head of the department conducts his / her test separately.

The grievance redressal mechanism involves the aggrieved as well as his / her mentor. Always efforts are taken so that the process is impartial and as per currently existing rules.

In case of university examination if the Review / Scrutiny results show change (decrease / increase) of the marks, then such marks are conveyed to the students promptly and fresh mark sheet issued within a

reasonable period of time. Any communication for the students (either from college or from university) is properly displayed in the college notice boards for easy reading of the students.

File Description	Document
Link for Additional Information	View Document

2.5.4 The institution adheres to the academic calendar for the conduct of CIE

Response:

The college takes care to prepare Academic Calendar at the start of each academic session (viz. July to June every year). The college, being affiliated to the University of Kalyani has to keep its Academic Calendar in harmony with the Academic Calendar of the affiliating University. The Academic Calendar is prepared by a committee of heads of various departments, and the Principal with the help of IQAC.

The Academic Calendar is prominently displayed in the college notice boards and the college website for the benefit of students at onset of a session. Various information and updates regarding college activities are provided in the college website. The institution circulates it among the students just during the start of every academic session so that students, parents and teachers get sufficient time and space to plan schedules of academic activity throughout the year.

This calendar includes the mission and vision of the college, details about faculty and staff, various committees and subcommittees, college rules and regulations, and other details, list of Holidays etc. The Academic Calendar specifies tentative dates of various examinations such as examinations that would be conducted by the university as well as the concurrent internal examinations held by the college.

The institution completes admission process by the end of June every year in general so that the session can start in the first day of July. In the first few days after the start of a new session the teachers try to educate students to make them aware about the broad contents of the syllabus and the evaluation system that they would be subjected to in due course of time.

The CBCS syllabus adopted by the university and followed by the college splits the syllabus into semesters and the syllabus of each semester has been divided into small parts. The teachers, on the basis of the syllabus / curriculum further subdivide it into units or modules. This is necessary for effective impartation of knowledge to the pupils.

In CBCS mode of study that is presently followed every department takes internal class tests / assessments / seminar presentations (in power point) strictly as mentioned in the syllabus. The students are informed well in advance for formal conduction of internal class tests / assessments / seminar presentations (in power point).

In the non CBCS mode (students admitted before 2017-18 session) the college organizes Test Examination for the students of First Year, Second Year and Third Year prior to their pre-scheduled university examinations. Students of Honours and General courses who qualify in the Test Examination conducted by college appear in the university examinations.

Teachers leave no stone unturned in trying to adhere to the academic calendar and complete the curriculum in time to ensure that the continuous internal evaluation system runs smoothly.

Any circular or notification sent by the university regarding emergency changes in the dates of examinations is promptly relayed to the students through college websites and WhatsApp groups maintained by some departments as well as prominent display through notice boards.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

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 on website and communicated to teachers and students

Response:

Programme outcomes, programme specific outcomes and course outcomes for all programmes that the institution offers are stated and displayed in the website of the college.

The college website, maintained and regularly updated / upgraded by competent IT professionals, makes mention of the courses / programmes offered along with its fee structure and the mode or method of payment of fees. The rules and regulations are also posted in the website. Any change (addition/ alteration) so far as any programme is concerned is mentioned in the website and followed by students. The names of faculty members, who are responsible for running a course / programme are mentioned along with their designation or faculty position and their communication address (email id and / or mobile number).

Minimum qualifying marks that a student should garner to successfully pass the examination of a specified programme is mentioned in the concerned syllabus, the link of which is specified in the college website.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

Response:

A mechanism is set up in the college to evaluate the programme outcome, programme specific outcome

course outcome in every academic session/ semester.

This is mainly done based on the students' feedback that is taken at regular intervals through which students express their well thought out opinions and help us in analyzing the programme performance and throws open multifarious scopes of upgradation and improvement.

Generally at the end of each semester / year students' feedback, parents' feedback as well as faculties' feedback are taken to assess and subsequently improve the teaching learning methodology, support facilities to the students like library, laboratories, internet connectivity, smart room facility, ICT facility etc.

Feedback of students is analysed by each department and sent to IQAC for consideration, deliberation and subsequent recommendation to the college authority for all round improvement of the institution. Analysis of students' feedback identifies drawbacks in the system and gives us a scope to take appropriate measure, along with necessary strategic modifications and consequent planning for overall progress.

Departmental meetings are occasions where strengths and weaknesses, as revealed from feedback analysis, are discussed. Mentors spell out their experiences (both good and bad) with the mentees and accordingly measures are thought of for better and smooth coordination and cohesion from the next interaction.

The university results appearing in the relevant website are also analysed by individual teachers and the performance of students noted. It is an indicator of the student performance and achievement. Students are instructed and helped accordingly so that they do better in the examinations that follow one after the other.

File Description	Document
Link for Additional Information	View Document

2.6.3 Average pass percentage of Students

Response: 70.88

2.6.3.1 Total number of final year students who passed the examination conducted by Institution.

Response: 796

2.6.3.2 Total number of final year students who appeared for the examination conducted by the institution

Response: 1123

File Description	Document
Institutional data in prescribed format	View Document

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response:

NAAC

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years (INR in Lakhs)

Response: 30.65

3.1.1.1 Total Grants for research projects sponsored by the non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
18.3	.07	1.28	0	11.

File Description	Document
List of project and grant details	View Document
e-copies of the grant award letters for research projects sponsored by non-government	View Document
Any additional information	View Document

3.1.2 Number of research projects per teacher funded, by government and non-government agencies, during the last five year

Response: 0.12

3.1.2.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 6

3.1.2.2 Number of full time teachers worked in the institution during the last 5 years

Response: 51

File Description	Document
Supporting document from Funding Agency	View Document
Any additional information	View Document
Funding agency website URL	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

Response:

Our institution has constituted a research committee to facilitate, monitor and promote research activities in the college. Necessary guidance and relevant information is supplied to the faculties over and above the unflinching support and encouragement that is constantly given in this regard. The committee, at the behest of IQAC asks faculty members to submit research proposals to University Grants Commission and other funding agencies like Department of Science and Technology etc as well as publish research papers in reputed and esteemed journals or present papers in seminars arranged by eminent institutions.

During the last five years IQAC was immensely elated to sanction some major and minor projects related to the UGC. Further, inspired and constantly egged on by the IQAC, many faculty members have attained their Ph.D degree after successful contribution in their respective areas of interest that earned them significant recognition and accolades.

Presently the institution cannot provide funds for research purpose and faculty members, who are engaged in research activity, have to depend on eminent institutions for assistance.

However the central Library houses some books in a few subjects that partially deals with research topics as well as delves deep into interesting areas of prospective research.

Computer and internet connectivity is provided to the faculty members. Students can also avail of internet facility in some departments.

File Description	Document
Link for Additional Information	View Document

3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years

Response: 0

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
List of workshops/seminars during the last 5 years	View Document

3.3 Research Publications and Awards

3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research

Response: Yes

File Description	Document
Institutional data in prescribed format	View Document

3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards

Response: No

File Description	Document
e- copies of the letters of awards	View Document

3.3.3 Number of research papers per teacher in the Journals notified on UGC website during the last five years

Response: 0.24

3.3.3.1 Number of research papers in the Journals notified on UGC website during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
11	8	4	11	10

File Description	Document
List of research papers by title, author, department, name and year of publication	View Document
Any additional information	View Document

3.3.4 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years

Response: 0.58

3.3.4.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
6	5	2	5	3

File Description	Document
List books and chapters in edited volumes / books published	View Document
Any additional information	View Document

3.4 Extension Activities

3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years

Response:

Extension Activities in the neighbourhood community and sensitizing students to social issues.

The college subscribes to the view that that overall development can be brought effectively through community services and extension activities. Such involvement enables students in understanding social problems and improves their capacity to solve such problems using local resources and cultivates positive traits in character. Extension activities that the college has are for instance National Service Scheme (NSS) and National Cadet Corps (NCC).

Every year students are admitted as volunteers and NCC cadets.

The NSS unit of the college organizes both on-campus programmes as well as off-campus programmes.

The on-campus programmes like awareness building on various social issues, environment programmes, campus cleaning activities (Swachh Bharath Abhiyan), first aid training, blood donation camps and so on, are held with great enthusiasm, commitment and involvement.

The off-campus programmes include the programmes / drives adopted in nearby villages such as cleanliness, traffic safety (save life safe drive mission), AIDS, Hepatitis B awareness programmes, community mobilization drive such as pulse polio immunization, how to carry out essential bank transactions etc.

Further students participate in tree plantation programme, anti tobacco day celebration Teachers' day programmes, observation of women's day, youth day , yoga day with huge zeal and fervor. Multiple drives have been successfully engineered to study the problem of school drop outs and identify specific reasons for the unfortunate trend in some areas. Measures to arrest such drop outs were earmarked. Camps have been organized in villages adjoining the college for the purpose , which have been widely reported in newspapers and earned public acclaim. The focus of such camps organized by the NSS unit of the college is mainly to carry out survey of the social, economical and environmental conditions of the concerned locality. Seminars are held on a regular basis to sensitise students and people of the locality on burning social issues like Thalassaemia consciousness, gender sensitization, consumer awareness. We had arranged well attended seminars on eye donation, organ donation where the process and mechanism along with the need for it was discussed at length. Also the various superstitions plaguing the society were addressed and clarion call given to wipe out such nasty mind set.

Currently the college has 2 units of NCC one for boys and the other for girls belonging to the 3rd Bengal battalion. Regular NCC classes and parades are held and the cadets are sent to various state and national level camps for participation. The NCC teacher in charge has also participated in multiple trainings and holds the prestigious position of Captain. Our NCC students participate in various state and national level programmes such as Yoga day celebration, environment day, Youth day, Independence day, Republic day and so on.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

3.4.2 Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years

Response: 1

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	1	0

File Description	Document
Number of awards for extension activities in last 5 years	View Document
e-copy of the award letters	View Document

3.4.3 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the last five years

Response: 19

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with Industry, Community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	9	6	3	0

File Description	Document
Reports of the event organized	View Document
Number of extension and outreach programs conducted with industry,community etc for the last five years	View Document

3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

Response: 13.74

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
435	2355	125	545	0

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	View Document

3.5 Collaboration

3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

Response: 18

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
5	4	3	3	3

File Description	Document
Number of Collaborative activities for research, faculty etc.	View Document
Copies of collaboration	View Document
Any additional information	View Document

3.5.2 Number of functional MoUs with institutions of National/ International importance, Other Institutions, Industries, Corporate houses etc., during the last five years (only functional MoUs with ongoing activities to be considered)

Response: 0

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years (only functional MoUs with ongoing activities to be considered)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	View Document

NAAC

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.

Response:

The college has a student strength of around 4700 who are offered as many as 14 programmes.

The Principal, Academic committee and IQAC are always active and meet regularly, both formally as well as informally to chalk out plans to facilitate the process of teaching and learning and plans to raise a few more buildings availing most of the modern facilities.

Efforts are taken to keep classrooms clean and tidy to maintain an environment conducive to smooth and effective class teaching. Students are always passionate and demonstrate extra eagerness for classes in the Lakshmi Kunja and Haritaki Kunja – namely in the open-air theatre.

The classes of Distant Education Program of Netaji Subhas Open University (NSOU) are held at Santipur College Study Centre on Saturday and Sunday. Students from adjoining areas as well as remote places take admission in the course.

Classes of Distance Open D learning affiliated to the University of Kalyani are held in the study centre.

Certificate courses for imparting computer skills are undertaken by the computer department with a reasonable fee structure.

To supplement the teaching-learning process we have the Yoga classes, sewing classes, Song and Tabla classes besides activity of NSS and NCC units.

Sanitary napkin vending machine has been installed in the ladies common room to ensure hygienic practices of girl students. This has brought down absenteeism during their menstrual periods also.

The college has a huge playground and students can play in their off periods or leisure times.

The college has a central library where there is a spacious reading room. Inquisitive students from various departments, as well as teachers, come to this room for study. The Library houses 33333 books and there is a lending section also. The Koha software has been installed in the Library and the functioning of the library has thus been upgraded significantly.

Computer facilities are extended by some departments and students can come and get their job done or do some brief net surfing.

To keep the teaching-learning process proceeding smoothly and undisturbed during power cuts the college has a 0000 kV-A Kirloskar generator.

To help the teaching-learning process hassles free the chalk and talk method is assisted by computer-aided

digital earning. To store, manipulate, transmit or receive data/information electronically in digital form ICTs are used. A great many teachers make a powerpoint presentation to elucidate contents of their unit/module.

Science departments have furnished laboratories where students perform necessary experiments based on the guidance of teachers.

To prevent students from unnecessary loitering during their off period's common room for boys and girls have been earmarked.

The college has a smart room and a room with video conferencing facility where special classes, seminars, conference are held.

Steps have been taken to ensure that the physically challenged or differently-abled students are not inconvenienced. Suitable inclines have been set up at some places as well as an accessible toilet facility installed.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.1.2 The institution has adequate facilities for sports, games (indoor, outdoor), gymnasium, yoga centre etc., and cultural activities

Response:

The Institution has adequate facilities for sports and games, yoga centre etc. and cultural activities.

Outdoor games

The college has a huge playground where annual sports is held every year. The college has a football team, Kho kho team, volley ball team and they participate in different tournaments, including inter college competition organized by the affiliating university. The teams have won distinctions numerous times and the Physical Education department, currently in charge of the games and sports section, proudly displays the concerned medals.

Indoor Games

The college has positioned the table tennis board in the common room – a game favourite to many a student. Also there are many students who are fond of badminton played in the badminton court. Besides many boys and girls spend their time enjoying the game of Carom.

NSS

The college has an NSS unit that engages itself in organizing most of the extension activities of the college such as various awareness programmes, cleaning drives, medical camps, visit to villages, increasing financial awareness campaign etc.

NCC

The college has two NCC units , one for boys and one for girls who organize and participate in different programmes involving parade, yoga, firing practice etc.

Yoga

The college has set up a Yoga committee which successfully conducts all yoga training programmes in the college campus. The college commemorates International Yoga day (21st June every year) with good participation from NCC and NSS units. The Yoga committee successfully conducted yoga courses in the college auditorium in regular intervals. A Yoga Centre is under construction for running up the courses quite smoothly.

Gymnasium

A gymnasium is there within the campus where several instruments and fitness equipment like pulling /flying /chest press machine, dumbbells and barbells, air bike, manual Quantico etc are almost regularly used.

Cultural activities

Cultural programmes are regularly organized by various departments with great enthusiasm and keenness. The Rabindra Jyanti , Sarod festival (Praak Durga Puja) etc are organized by Bengali department with great verve and fanfare. These festivities are places to show and flourish hidden talents of students.

The English department organizes programmes involving hosting of drama that are well participated not only by students of the college but by teachers and students of various colleges spread over West Bengal.

Seminar (departmental plus centrally organized)

Various departments like Sanskrit, English, Physics, Bengali etc organizes seminars over different issues, popular topics involving hotly debated current subjects. They are open programmes and attended by teachers and students from different colleges and universities. The speakers are eminent personalities from various universities in general. Besides the college also organizes seminars centrally from time to time on different topics like gender sensitization, AIDS awareness, Hepatitis B awareness, Organ donation drive etc.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc

Response: 30.43

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 7

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	View Document
any additional information	View Document

4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

Response: 0.45

4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
.29950	1.0258	3	0	0

File Description	Document
Details of budget allocation, excluding salary during the last five years	View Document
Audited utilization statements	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)

Response:

The college has taken a decision to automate the college central Library using Integrated Library Management System (ILMS). **The name of the ILMS software is KOHA and work for its installation has been done and in operation from January 2020. The version of the software is 19.05.**

The college has a library housing as many as 27,700 books that cater to the demands of students and teachers, besides daily newspapers and magazines. There is a spacious reading room in the Library where several students and teachers come to quench their academic thirst each day.

The Library has Broadband internet connectivity, 3 computers, a server, a printer cum xerox machine. A separate setting has been there for the teachers for doing academic work.

Library books are purchased every year using grants of UGC and college fund based on the demand placed by students and teachers for the same.

The Library has an advisory committee which looks after the function of the Library under the able guidance and advice of the full-time Librarian. The recommendations of the Library committee, are sent to the IQAC which in turn is forwarded and taken up by the college authority for discussion / sanction.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

Response:

The central library houses a number of Rare Books which is of much importance as far as serious researching is concerned. A few manuscripts and rare local magazines are there in the library though they not in a very good condition.

In Rare Book collection we have following books:

- Four volumes of Veda
- English version of Siddhanta Koumudi
- Vishnu Purana: a system of Hindu Mythology and Tradition by H.H.Wilson in 1961.
- Upanishada
- Ramayana by Kaliprasanna Singha.
- Mahabharata by Vedabyas in 27 volumes.
- Chaitanya Charitamrita by Krishnadas Kabiraj
- Agnipuranam by Vedabyas.
- We have a book compiled by Netaji Research Institute, which is most important and comprehensive single volume of Netaji's work yet published. Title of the book is The Indian Struggle: 1920-1942, published by Asia Publishing House, Year: 1964

- Collection of Mythology of various countries.
- The English Writings of Rabindranath Tagore, Edited by Sisir Kumar Das
- Collection of Sri Aurobindo in 30 volumes.
- The Golden book of Saratchandra: a centenary commemorative volume
- The Golden Book of Tagore
- The Origin And Development of Bengali Language written by SriSuniti Kumar Chatterji
- We have also some old Bengali Periodicals.
- We have books about Santipur on historical and cultural perspectives.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: A. Any 4 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc	View Document
Any additional information	View Document

4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in Lakhs)**Response:** 0.29**4.2.4.1 Annual expenditure for purchase of books and journals year-wise during the last five years (INR in Lakhs)**

2018-19	2017-18	2016-17	2015-16	2014-15
0.1046	0.16	0.056	0.056	1.07

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	View Document
Audited statements of accounts	View Document

4.2.5 Availability of remote access to e-resources of the library**Response:** Yes

File Description	Document
Any additional information	View Document

4.2.6 Percentage per day usage of library by teachers and students**Response:** 1.55**4.2.6.1 Average number of teachers and students using library per day over last one year****Response:** 75

File Description	Document
Any additional information	View Document

4.3 IT Infrastructure**4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:****Updation of IT facilities of the college**

The college has created adequate IT facilities within the campus. The connections are provided by Railware. There are as many as 6 separate Wi-Fi zones namely for the Office, for DODL, for Science block, for the Teaching staff, for IQAC and for library building.

Passwords are maintained by designated persons in the respective blocks.

Different power point presentations and links for You tube lectures have been uploaded on the college website. The college website is maintained by the Creativemart, Ranaghat.

Anti virus software is updated regularly for the computers.

The Library software KOHA is being installed by Avior Technology, Kolkata. AMC has also been arranged with them.

The science departments have sufficient number of computers and internet connectivity is extended to the departments. Frequent inspections are done and the bandwidth / software is regularly updated according to the demand of the departments and other units of the college.

The college office has also gone digital and nearly all functions are performed using computers / software.

The language lab of the English department was done and courses are happening regularly. The English Department uploads seminar talks, special lectures on the YouTube for dissemination and circulation among knowledge-seekers.

Departments that use ICT take special care in their maintenance and upgradation.

For regular maintenance of IT infrastructure local vendors are consulted for saving time and complication.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

4.3.2 Student - Computer ratio

Response: 76.14

4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

>=50 MBPS

35-50 MBPS

20-35 MBPS

5-20 MBPS

Response: 35-50 MBPS	
File Description	Document
Any additional information	View Document

4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)

Response: Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	View Document
Link to photographs	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years

Response: 14.9

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
30.27	30.65	26.14	32.37	25.03

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	View Document
Audited statements of accounts.	View Document

4.4.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Response:

The college authority puts great emphasis on optimal utilization of all the available infrastructures at its disposal to ensure better teaching learning facility.

There are classrooms in the main building which are not earmarked for a particular department but can be used by all the departments. The class rooms are fit with blackboards and are furnished with sufficient number of tables and benches for the students to be seated. Further the huge hall-like classrooms are also used often to organize seminar or functions in case the college smart room is pre occupied by some other department for hosting its own programme.

In addition to the class rooms of the main building there are additional small classrooms for taking classes in respective departments earmarked for departmental classes. In these classes teachers can use modern gadgets and devices for taking classes such as LCD projectors, computers etc. Teachers of other department can also hold classes on prior permission from respective Heads.

Classes are also held in the smart room, if available where we have permanently fixed LCD projectors and computers.

The institution houses adequate teaching-learning resources which have been gradually augmented year wise, in order to meet the needs of the growing number of students. Within a vast campus area of 3.39434333 Acre, the college houses 20 class rooms (many of them can accommodate as many as 80 students), a few of them (5) furnished with LCD projectors and display screen installation points, boards, teacher's table and student's desks, spanning ground, to run theoretical classes of all subjects simultaneously. This is done following a weekly routine which has extended the class hours to disperse the B.A General and Honours Courses (of remaining streams) so as to diffuse the present load of around 4000 students for most effective and balanced utilization of resources.

Fourteen well-equipped and fully functional laboratories support the undergraduate Honours and general practical courses of the following Departments: Chemistry (03), Physics (06), Mathematics (01), Computer Science (01), Botany (02) and Zoology (01). The facilities are enriched with several regular-use and sophisticated scientific instruments like Spectrometer, Oscilloscope, Function generator, Platinum Resistance Thermometer, Thermo Couple, UV-Vis Spectrophotometer, Colorimeter, Trans-illuminator, Fume hood, Laminar hood, Cold centrifuge, Incubators, Shaker, Fine weighing balance, Autoclave, Water bath, Ultra-low freezers and refrigerators for storage of reagents, several binocular microscope, light compound microscopes, Camera Lucida, Hot plate, Hot air oven, Distillation plant and Stage micrometer etc, to name a few. The labs have a steady supply of reagents and lab-wares. Dedicated lab attendants take care of each lab. As mentioned earlier, the college houses a Virtual Classroom and a Smart Room for organizing Special Talks and Seminars.

In terms of computing equipments, 66 desktop computers, 5 LCD projectors and 20 printers (some equipped with scanners) adequately address the day to day requirement of power-point presentation, demonstration and documentation which also includes providing lecture hand-outs to students in addition to generation of official departmental reports. We are gradually trying to move towards a paperless and more environment-friendly method for dispersal of teaching material by distributing the study materials over email via college WiFi network.

Laboratories of different science departments are used for holding practical classes of undergraduate students. University every year chooses these laboratories to hold final examinations. Laboratories have been properly set up / upgraded to meet the challenges of the newly introduced CBCS syllabus.

There are separate block /rooms for carrying out necessary works pertaining to the Netaji Subhas Open University (NSOU) regarding receiving, stacking and distribution of study materials to students and for

office work like admission, enquiry, meeting grievances etc.

There is separate control room for DODL in the college from which official work is done.

Classes of Netaji open and DODL are held in college classrooms.

The smart room is witness to numerous programmes organized by the college as well as by various departments from time to time.

The library is currently being upgraded with the installation of KOHA software and work of data entry, catalogue preparation etc are going on in full swing.

The authority renovates/ repairs class rooms, laboratories, library from time to time and due care is taken to ensure safety and security. Fire extinguishers are also kept at proper places to meet with any eventuality

The college has a huge play ground and a giant sized garden. These are maintained by the authority. Steps are always taken to keep them clean and safe.

The college has a firing range also which it maintains properly.

The computers of the college, servers, printers, LCD projectors, CCTV cameras, generator, aquaguard are kept functional. They are checked and repaired instantly in case of reports of malfunction.

The college has good amount of furniture and does not depend on outside for it in view of possessing a marvelous teak plantation in the college garden.

The budget allocation to plan expenditure of various departments and units of the college is done by the Principal. To ensure financial transparency there is system of internal and external audit to have a double check on all expenditures.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

Response: 27.29

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1596	1480	1360	1290	1200

File Description

Document

Upload self attested letter with the list of students sanctioned scholarships

[View Document](#)

Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

[View Document](#)

5.1.2 Average percentage of students benefited by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

Response: 4.06

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
210	220	210	190	200

File Description

Document

Number of students benefited by scholarships and freeships besides government schemes in last 5 years

[View Document](#)

5.1.3 Number of capability enhancement and development schemes –

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

Response: C. Any 5 of the above

File Description	Document
Details of capability enhancement and development schemes	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of student benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years

Response: 1.18

5.1.4.1 Number of students benefited by guidance for competitive examinations and career counselling offered by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
70	55	60	55	60

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 Average percentage of students benefited by Vocational Education and Training (VET) during the last five years**Response:** 0.73**5.1.5.1 Number of students attending VET year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
11	16	39	49	71

File Description	Document
Details of the students benefitted by VET	View Document

5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**Response:** Yes

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document
Any additional information	View Document

5.2 Student Progression**5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 0.48**5.2.1.1 Number of outgoing students placed year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
9	7	3	4	1

File Description	Document
Self attested list of students placed	View Document
Details of student placement during the last five years	View Document

5.2.2 Percentage of student progression to higher education (previous graduating batch)

Response: 37.52

5.2.2.1 Number of outgoing students progressing to higher education

Response: 385

File Description	Document
Upload supporting data for student/alumni	View Document
Details of student progression to higher education	View Document

5.2.3 Average percentage of students qualifying in State/ National/ International level examinations during the last five years (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 18

5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/ SLET/ GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil services/ State government examinations) year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
9	7	4	4	3

5.2.3.2 Number of students who have appeared for the exams year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
30	30	30	30	30

File Description	Document
Upload supporting data for the same	View Document
Number of students qualifying in state/ national/ international level examinations during the last five years	View Document

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) during the last five years.

Response: 1

5.3.1.1 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-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	0	0	0	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	View Document
e-copies of award letters and certificates	View Document

5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

Response:

Student representation in academic and administrative bodies

There is the provision of having a Students' Union, elected on popular votes by college students. Presently the college has no Students' Union because no election was held in the last two years as per the directive of the Government of West Bengal.

The elected students' representatives elect /select

office-bearers among themselves to constitute the Cabinet of the Students' Union as follows:

- (1) The President – Principal (ex-officio)
- (2) The Vice-President – elected from the elected students’ representatives
- (3) The Pro Vice-President - do
- (4) The General Secretary - do
- (5) The Assistant General Secretary - do
- (6) The Secretary, Study Circle - do
- (7) The Secretary, Social Section- do
- (8) The Secretary, Magazine Section - do
- (9) The Secretary, Sports Section - do
- (10) The Secretary, Common Room Section (Boys)- elected among the boy students.
- (11) The Secretary, Common Room Section (Girls) – elected among girl students

The Students’ Union performs several activities all round the year. They organize various cultural programs like Freshers’ Welcome, Annual Sports, Annual Social, Independence day celebration, Republic day celebration, Felicitation programs, organizing Blood donation camp, Farewell ceremony, Magazine publication etc.

Students’ Union helps the Principal in day to day activities by helping to maintain discipline in the campus and prevent any untoward incident.

A representative of the Students’ Union is kept in the Development Committee that caters to the need of the students. Also, the students union is consulted by the Principal while taking major decisions particularly relating to the students’ welfare, routine, holding seminars, programmes, internal examinations, Midterm and Annual examinations etc..

In a nutshell, the Students’ Union acts as an inseparable unit of the college.

File Description	Document
Link for Additional Information	View Document

5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

Response: 10

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
10	10	10	10	10

File Description	Document
Report of the event	View Document
Number of sports and cultural activities / competitions organised per year	View Document

5.4 Alumni Engagement

5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

Response:

An **Alumni Association** or an Association of Graduates of Santipur College is being built up to foster a spirit of loyalty and to promote the general welfare of the college and its surroundings.

The Association is supposed to often organize social events, publish newsletters or magazines, and raise funds for the benefit and betterment of the college. There has been (non-registered) *Alumni Association of individual Departments like Bengali, History, Physics and English and also of the college itself to support the institution's goals and objectives as well as to strengthen the ties between former and the present students of the college.*

There has been enthusiasm and willingness of several former graduates who are willing to take on the organizational initiatives and sustain it. The interest of a reasonable nucleus of alumni focuses on to motivate the mates, who have been working in Government, public and private sectors or doing research works/teaching in State and Central universities and colleges to join in and participate in the association's activities.

Notices are regularly circulated and individual Departments arrange annual meet-ups or Reunions in which a significant number of the alumni group participate and contribute in various ways. WhatsApp, Facebook, social media groups are there to promote and sustain the association's activities. The proposal and initiatives for getting the Alumni Association of the college/ individual Departments registered have been duly taken and **in the process** now.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

5.4.2 Alumni contribution during the last five years(INR in Lakhs)**? 5 Lakhs****4 Lakhs - 5 Lakhs****3 Lakhs - 4 Lakhs****1 Lakh - 3 Lakhs****Response: <1 Lakh**

File Description	Document
Alumni association audited statements	View Document

5.4.3 Number of Alumni Association / Chapters meetings held during the last five years**Response: 0****5.4.3.1 Number of Alumni Association /Chapters meetings held year-wise during the last five years**

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Number of Alumni Association / Chapters meetings conducted during the last five years.	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

Response:

The governance of the institution is in harmony with the vision and mission of the institution.

Vision

To develop the desire within the learner to think independently and rationally -- based upon the lessons learnt and the experiences they go through in their college life.

Mission

To make optimum use of human and natural resources

To foster in students the need of becoming socially responsible, law abiding citizen.

Governance

The college is governed by the Governing Body which comprises of members elected by college teaching and non teaching staff. However presently the college is run by Administrator, the SDO, Ranaghat as per the directive of the Government of West Bengal.

The Governing Body includes representatives from the Government, affiliating university, elected representatives from the present teaching community and elected representative from non teaching community as well as Chairman, Santipur Municipality and one eminent member of the locality, if any.

The Governing Body generally meets within the college premises and chalks out plans, provides roadmap to implement any scheme, takes suitable decision to uphold the mission and vision of the college.

The teachers' Council and non-teaching Council always extend help to the authority for the purpose.

File Description	Document
Link for Additional Information	View Document

6.1.2 The institution practices decentralization and participative management

Response:

Participative management

Without active but voluntary participation of students, teachers, non teaching staff and the Principal the Governing Body will never be able to govern the institution.

In every work -- be it admission, examination or conduction of students' election it is the teachers Council and non teaching body that suggests ways to tide over any crisis. Besides there are several committees that look after different wings of the institution.

The Principal who runs the college appoints a convener of the Admission committee who looks after the admission process.

During exam time the Principal appoints teachers as examination- in- charge who shoulders the responsibility of conducting the examination process.

During students' union election time the Principal appoints one election commissioner from among the teachers for smooth conduction of the election process.

The Governing Body of the college consists of representative from teaching community as well as representation from non teaching folk. The students' union is represented by the General secretary who is often invited in the meeting to make observation regarding student affairs and problems if any.

Financial matters are also checked and verified by one Bursar, appointed from the teaching community and then any matter regarding development, purchase is discussed in the finance committee. Resolutions of the threadbare discussions in the Finance committee are forwarded to the Governing Body for consideration.

Generally there is no scope of enforcing or thrusting a decision directly on the college staff, without any discussion at any level.

Dates of Seminars, dates / schedules of various programmes , dates of examinations etc are, under normal circumstances, discussed with the teachers' Council before final decision.

In a nutshell the smooth running of the college is ensured due to participative management on various fronts.

File Description	Document
Link for Additional Information	View Document

6.2 Strategy Development and Deployment

6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

Response:

Perspective/Strategic plan

To generate and maintain an exemplary ambience conducive to good academic exercises the college

authority is continuously trying to develop infrastructural facilities.

The main building , science block and the library building were renovated and also there are plans to build more class rooms as well as a new building. Plans are afoot for construction of an auditorium also.

Efforts are being taken to make virtual class rooms accessible to all the departments.

The college plans to build one smart room for each block in the future.

The process of digitization of the college Library is in full swing and would be complete very soon.

The college has plans to set up a solar power plant in the college campus.

The college has replaced all the traditional lights (tube light and filament bulbs) with LED lamps to reduce energy consumption.'

The libraries – both central as well as the departmental ones would be further enriched in due course.

A well-equipped and furnished gymnasium will be developed in the college in future.

The college frequently embarks on tree plantation drives.

File Description	Document
Any additional information	View Document
Strategic Plan and deployment documents on the website	View Document
Link for Additional Information	View Document

6.2.2 Organizational structure of the institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism

Response:

The administrative hierarchy of the institution is as follows:

Department of Higher Education, Govt. of West Bengal.

Governing Body, santipur College.

Teachers' Council

Academic Council

Finance Committee

Internal Quality Assurance Cell (IQAC)

Other Committees that participate in smooth functioning of the college

- 1) Admission Committee: (Handles all admission related issues)
- 2) Library Committee: (Monitoring library related issues).
- 3) Routine Committee: (This committee formulates the routine of science, arts and commerce faculties).
- 4) Anti-ragging Cell: (This committee addresses ragging incidents, if any)
- 7) Women Cell: (The College has established a Women Cell in the college campus for the women faculty, staff and girl students to enhance understanding of issues related to women and to make the college campus a safe place for them.)
- 8) Grievance Cell: (Objective of this Cell is to support those students who have been deprived of the services offered by the College for which he/she is entitled.)
- 9) Cultural Cell: (This cell regularly plans and organizes various cultural activities of the college).
- 4) Sports Committee: (Various sports activities are planned and executed by this committee).
- 11) Service Book and Leave Committee: (This cell helps the college office in updating service book of teaching and non-teaching staff of college).
- 14) Magazine Committee: (This committee publishes college magazine with the help of students' union) holders of college.
- 15) Research Cell: (This cell reviews proposals of various projects, seminar symposia etc) proposals and approves before submission to various funding agencies.
- 10) Alumni Association: (This cell has been formed and is awaiting registration).

2. Recruitment procedure:

Recruitment of the teachers is done by the West Bengal College Service Commission, Govt. of West Bengal, an autonomous body following the guidelines of the University Grants Commission.

Non-teaching staff is recruited by the Governing Body of the college subject to approval of the Department of Higher Education, Govt. of West Bengal.

3. Promotion:

Promotion of teachers is implemented by the Department of Higher Education, Govt. of West Bengal following the procedures adopted by the state complying UGC regulations.

4. Grievance redressal mechanism:

Grievances of students, staff are attended by the Grievance Cell.

File Description	Document
Link for Additional Information	View Document

6.2.3 Implementation of e-governance in areas of operation

- 1.Planning and Development
- 2.Administration
- 3.Finance and Accounts
- 4.Student Admission and Support
- 5.Examination

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

Response: B. Any 4 of the above

File Description	Document
Screen shots of user interfaces	View Document
ERP Document	View Document
Details of implementation of e-governance in areas of operation Planning and Development, Administration etc	View Document

6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

Response:

A case study of the effectiveness of various committee as evident through minutes of meetings and implementation of their resolutions

The urgent need for installing a fully featured, scalable library management system was in the pipeline for quite a sufficient period of time.

The Library sub-committee resolved in its meeting that the KOHA software should be installed in the Library. Reminders were given to the Principal several times.

The IQAC also recommended in favour of the installation in its meeting and urged the Principal for taking necessary steps for installation of the software.

After deliberations, the authority resolved to install the software and invite the tender in its meeting dated 07.05.2019 and the process for the same started.

The college website gave advertisement inviting open tender to this effect. 4 quotations were submitted.

After proper scrutiny and comparison M/s Avior Technologies Pvt. Ltd, Kolkata, West Bengal won the bid.

M/s Avior Technologies Pvt. Ltd was given the work order on 01.07.2019 and the company began its work of installing KOHA software in the Santipur College Library on 3rd Sept. 2019 and they have completed the work on 02/01/2020.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3 Faculty Empowerment Strategies

6.3.1 The institution has effective welfare measures for teaching and non-teaching staff**Response:**

Adequate measures are adopted for the welfare of the teaching and non-teaching members of the college which can be looked upon as a family unit.

The college authority implements the welfare policies and measures of the state government.

Provident fund facility is ensured for all the full time employees of the college.

Loan facilities are available from Santipur College Employees' **Cooperative Credit society** for the employees.

The female staff members enjoy maternity leave of eight months as per Government rule. In addition, the female members of the staff are provided with Child Care Leave as per rule and as per their requirement.

The faculty members are also provided with special leave for completing Ph D thesis / post doc work.

The college never imposes any barrier for participation in Refresher Course/ orientation programme/ short term Courses to the faculty members.

The college always plays its part sincerely and as per rules for ensuring timely promotion of its faculty members.

Formal and informal attempts are made for developing the soft skills of the staff.

Health checkup programmes are arranged. Health awareness programmes on prevention of cancer, AIDS, etc. are some measures taken by the college authority.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**Response: 0**

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of teachers provided with financial support to attend conferences, workshops etc. during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	View Document

6.3.4 Average percentage of teachers attending professional development programs viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Program during the last five years

Response: 12.36

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
7	1	1	6	8

File Description	Document
Reports of the Human Resource Development Centres (UGC ASC or other relevant centers).	View Document
IQAC report summary	View Document
Details of teachers attending professional development programs during the last five years	View Document

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

Response:

A Performance Based Appraisal System (PBAS) for the

Teaching staff of college, proposed by the Department of Higher Education, Govt. of West Bengal is in vogue.

Every regular teaching staff awaiting promotion has to fill up and submit his/her PBAS for a stipulated period to the IQAC of the college. The coordinator of the IQAC forwards it to the Principal which is sent to the Director of Public Instruction, Department of Higher Education, Govt. of West Bengal for consideration. Presently there is no system of performance appraisal system for non-teaching staff.

There exists a well planned student feedback system where the students anonymously judge the performance of the faculty members as well as comment on the facilities they are entitled to in the college.

File Description	Document
Any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Internal and external financial audits are conducted on a regular basis. The accounts of the institution are maintained regularly.

The Governing Body appoints a competent auditor for internal audit work.

The external / statutory audit is carried out by a Government auditor appointed by the DPI (The Director of Public Instructions) under Department of Higher Education, Government of West Bengal.

Details of visits of the departmental audit teams and their audit reports are available in the college Office.

6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropists during the last five years (not covered in Criterion III) (INR in Lakhs)**Response:** 0

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropists year-wise during the last five years (INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
0	0	0	0	0

File Description**Document**

Details of Funds / Grants received from non-government bodies during the last five years

[View Document](#)**6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources****Response:**

The chief sources of funds for the college are routine Government and UGC grants which is used for salary purpose and for purchase of equipment in the bulk.

The college received funds from MP LAD which have been used for the following purposes or resources:

1. Drinking Water Machine unit
2. Sanitary Napkin Vending machine

The college generates its resources from tuition fees collected from students with the help of which remuneration of guest lecturers are paid. Some self-financing courses are run on the basis of tuition fees collected from students.

File Description**Document**

Any additional information

[View Document](#)**6.5 Internal Quality Assurance System**

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

The IQAC of the college in our Institution always strives hard for the development of the academic environment of the college through enhancement of the quality assurance strategies.

The IQAC always motivates teaching staff to participate and present paper in national and international Conferences and Seminars.

The IQAC inspires teachers to publish research

articles in reputed national and international journals. Most of the faculty members have doctorate degrees.

A few faculty members are pursuing their research work aiming to attain Ph. D. Degree in their respective subjects.

The IQAC encourages teachers to undertake Major and Minor Research Projects. At present there are 00 UGC sanctioned Major and Minor project works conducted by teachers of this college.

Some of the faculty members are guiding research scholars.

The IQAC has increased quality assurance by introducing the system of student feedback and its analysis. Also periodic parent teacher meeting helps improve quality.

The IQAC has also appreciated the effort of some departments to introduce the practice of seminar presentation by students in power point.

Introduction of certain Add-on courses like sewing, yoga, song etc had increased the quality of performance of the college.

File Description	Document
Link for Additional Information	View Document

6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

Response:

The institution reviews its teaching-learning process and learning outcomes at periodic intervals through set up as per norms. These are the following:

a) The college conducts Unit tests, Mid-term examinations, paper presentations and the like at a regular interval and assesses the papers and discusses with the guardians regularly

- b) The students present papers in students' seminars and the teachers evaluates and encourages the students concerned
- c) The students are instructed and encouraged to engage and participate in skill enhancement courses and they are evaluated as per university norms
- d) The teachers are encouraged to teach using ICT facilities
- e) For upgradation of the teachers, they are encouraged to take part in RC and OC courses as per UGC CAS scheme
- f) The teachers are encouraged by the IQCA committee to take up research projects and participate in national and international conferences in and outside India
- g) students are counselled and suggestions are given to them for preparing for competitive examinations and campus interviews
- h) Special lectures are arranged regularly in which faculties from different institutions interact with the students regarding texts, teaching techniques and methodologies
- i) The IQAC committee of the college encourages teachers to submit research proposals and publish papers in peer-reviewed journals of respected disciplines.
- j) The ex-students of the college who are now holding posts in different colleges and universities are invited to give a talk and interact with the students at a periodic intervals.

File Description	Document
Link for Additional Information	View Document

6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 8.4

6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
14	7	10	8	3

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	View Document
IQAC link	View Document

6.5.4 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
- 2.Academic Administrative Audit (AAA) and initiation of follow up action
- 3.Participation in NIRF
- 4.ISO Certification
- 5.NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

Response: D. Any 1 of the above

File Description	Document
Details of Quality assurance initiatives of the institution	View Document
Annual reports of institution	View Document

6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

Response:

Post accreditation quality enhancement (2nd cycle)

During previous NAAC visit on 31/03/2007 the college had Honours in only 5 subjects viz. History, Bengali, Physics, Mathematics, Accountancy.

Presently the college has Honours in 11 subjects viz. Sanskrit (from 2008), Political Science(from 2008), Philosophy(from 2008), Botany(from 2008), Chemistry(form 2008) in addition to the previous five.

Also B.A in Physical Education has been running since 2008

Chemistry laboratory renovation has been done as suggested by previous NAAC peer team.

The library is revamped with the introduction of KOHA software in 2019- 2020, Add-on courses have been introduced in Sewing (from 0000), Music(from 2015), Yoga (from 2017), Tabla (from 2019).

Erection of Drinking water facility, TV installation, Sanitary napkin vending machine have being installed.

Smart room, Virtual classroom built.

College is now digitized to a large extent (College Office, Library, Admission).

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Number of gender equity promotion programs organized by the institution during the last five years

Response: 7

7.1.1.1 Number of gender equity promotion programs organized by the institution year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
2	1	1	1	2

File Description	Document
Report of the event	View Document
List of gender equity promotion programs organized by the institution	View Document

7.1.2

1. Institution shows gender sensitivity in providing facilities such as:

1. Safety and Security
2. Counselling
3. Common Room

Response:

Safety and Security

The IQAC organizes seminars on gender sensitization to make girl students aware of their rights and responsibilities. The boy students are also sensitized to follow rules and learn to treat women and girls with due respect. Efforts are taken to make pupils (both girls and boys) aware of the guidelines promulgated by the Supreme Court to curb sexual harassment of women [Vishakha Guidelines, 1997; later superseded by the Sexual harassment of Women at Workplace (Prevention, Prohibition and Redressal Act, 2013)].

Counselling

There is a women's cell that addresses women issues. It operates as per Vishakha Guidelines to deal with complaints of sexual harassment. Any complaint of misconduct involving girls is dealt with by this committee promptly and effectively. The motto of this committee is to offer free counselling to girls in need of it and bring them back to the mainstream in case of any untoward incident that a girl might face within or outside the college.

Common Room

There is a common room for girl students where they can spend time and relax during off periods. The common room also houses a table tennis board, carom board.

File Description	Document
Any additional information	View Document

7.1.3 Alternate Energy initiatives such as:**1. Percentage of annual power requirement of the Institution met by the renewable energy sources**

Response: 0

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

7.1.3.2 Total annual power requirement (in KWH)

Response: 36380

File Description	Document
Details of power requirement of the Institution met by renewable energy sources	View Document

7.1.4 Percentage of annual lighting power requirements met through LED bulbs

Response: 5.85

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 893

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 15268

File Description	Document
Details of lighting power requirements met through LED bulbs	View Document

7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management

- **E-waste management**

Response:**Solid Waste:**

Santipur College has an established protocol for managing the disposal of solid waste in

the environment and health-friendly manner. The solid waste is divided into three groups namely Biodegradable

waste, Non-biodegradable waste, and Biohazards/Toxic waste. Three separately colour-coded bins with proper labelling have been supplied to the laboratories and other parts of the college campus. No infectious or hospital-borne waste/biohazards is generated in our institution. The college has done adequate campaigning through banners and awareness manual for all.

The college has installed incinerators in ladies toilet to provide a healthy waste disposal environment and has made students aware to use the same.

Liquid waste:

The college uses and properly maintains the rainwater, stores and recycles it for sprinkling on the greeneries and the growing garden-plants.

E-waste

All e-garbage is being handed over to the respective municipal authority at regular interval.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.6 Rain water harvesting structures and utilization in the campus**Response:**

The college uses and properly maintains the rainwater, stores and recycles it for sprinkling on the greeneries and the growing garden-plants.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.7 Green Practices

- Students, staff using
 - a) Bicycles
 - b) Public Transport
 - c) Pedestrian friendly roads
- Plastic-free campus
- Paperless office
- Green landscaping with trees and plants

Response:

The college authority is hell bent to keep the college campus clean and tidy. The NSS volunteers help the authority in this regard.

The college has a well spread out garden that has significant number of teak and mango trees.

The NSS and NCC units take tree plantation drives to create awareness among general students as well as the local population.

There are flower gardens as well as garden for medicinal plants.

To discourage littering of rubbish, paper, cans, bottles, half eaten food NSS has placed baskets (with 'USE ME' inscription) at various places. The NSS volunteers have put up several placards for public display at key positions.

The campus is declared 'no smoking zone' – an appeal generally obeyed by all and sundry.

The college plans to make the interior of the college plastic free and endeavor for the purpose is on in full swing..

The college has cycle stand as majority of the students studying in this college come on bicycle – an eco-friendly and pollution free means of transport.

Use of computers and LAN in Office have significantly reduced use of paper.

File Description	Document
Any additional information	View Document
Link for Additional Information	View Document

7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years**Response:** 0.53

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year-wise during the last five years(INR in Lakhs)

2018-19	2017-18	2016-17	2015-16	2014-15
.08	.6	2.56	1.78	.22

File Description	Document
Green audit report	View Document
Details of expenditure on green initiatives and waste management during the last five years	View Document

7.1.9 Differently abled (Divyangjan) Friendliness Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above**B. At least 6 of the above****C. At least 4 of the above****D. At least 2 of the above****Response:** C. At least 4 of the above

File Description	Document
Resources available in the institution for Divyangjan	View Document
link to photos and videos of facilities for Divyangjan	View Document

7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

Response: 5

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
1	2	1	1	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	View Document
Any additional information	View Document

7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

Response: 16

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
5	4	3	2	2

File Description	Document
Report of the event	View Document
Any additional information	View Document

7.1.12

Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff

Response: Yes

File Description	Document
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	View Document

7.1.13 Display of core values in the institution and on its website

Response: Yes

File Description	Document
Provide URL of website that displays core values	View Document

7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations

Response: Yes

File Description	Document
Details of activities organized to increase consciousness about national identities and symbols	View Document
Any additional information	View Document

7.1.15 The institution offers a course on Human Values and professional ethics

Response: No

7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions

Response: Yes

File Description	Document
Provide URL of supporting documents to prove institution functions as per professional code	View Document

7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct,

Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years

Response: 30

7.1.17.1 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties year-wise during the last five years

2018-19	2017-18	2016-17	2015-16	2014-15
6	7	6	6	5

File Description	Document
List of activities conducted for promotion of universal values	View Document

7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

Response:

The college celebrates with great fervor and enthusiasm national festivals, birth anniversaries of luminaries and personalities of eminence.

Every year the NSS unit and the NCC cadets celebrate Independence day (15th August) and Republic day (26 January) with great pomp and splendor. Ordinary students also take part in the festivities that are held in the morning on these auspicious days.

International Yoga day is organised by the Yoga committee and many students voluntarily take part in it.

All students and members of teaching and non-teaching staff participate actively in different programmes like Rabindra Jyanti, Nazrul Jyanti etc to make them a great success.

Through cleanliness drive or Swaach Bhaarat Avijyan the NSS volunteers and NCC cadets open up major avenues to raise awareness on the importance of *cleanliness* in one's surrounding.

Vivekananda Jyanti is celebrated as Youth day.

Special importance is attached to the International Yoga day which is observed with great keenness.

The birth anniversary of Dr. Radhakrishnan is celebrated as Teacher's Day by the students of all departments enthusiastically.

Volunteers celebrate NSS day and NCC day with eagerness and immense zeal every year.

Netaji's birthday on 23rd January every year is celebrated also in true spirit.

File Description	Document
Any additional information	View Document

7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

Response:

Functional Transparency in financial, academic and administrative practices

The college authority puts emphasis in transparency in every sphere of its activity.

There is an established practice of internal financial audit done by competent agency followed by external financial audit that is performed by government agency, where bills and vouchers for the day to day transactions are checked and verified.

The college has a finance committee where external members and Governing body representative are present. Any development project, purchase proposal, opening of tender etc are discussed threadbare and decisions taken by the finance committee. The decisions are then referred to the highest body i.e. the Governing Body for consideration. Only after positive recommendation of the Governing Body work is taken up.

Regarding academic function the authority generally implements all of the decisions taken by the teachers' council. In case of any vexed issue Principal calls a joint meeting of teachers, non teaching staff and sometimes student representatives are present also. Decision of that joint meeting is communicated to the Governing Body for consideration or placed in the Governing Body meeting as an agenda for discussion and debate.

The admission process is made online and candidates wishing to get enrolled do not have to stand in queues or face harassments of any nature.

All activities of the college are pre-notified and nothing done instantly or on the spur of the moment. Any programme, seminar, steps in admission process, examination, meeting, camp organization, visit to neighbouring locality, excursion, inspection by higher authority, purchase, developmental work are well informed to all and sundry through notices displayed in the notice board.

7.2 Best Practices

7.2.1 Describe at least two institutional best practices (as per NAAC Format)

Response:

2014-15

Best Practices:

• **Introduction of online admission** Online admission ensures transparency and with its introduction admission in the college has become fair and beyond reproach, as it can be checked by anyone within or outside the college. Also, the staff and teachers are always helpful to students who might feel a bit puzzled initially. The online payment facility has made the admission a best practice that the college is determined to follow in the years to come.

• **Research work and academic activity** A significant section of teachers are involved in active research in their topic of interest and hope to be awarded doctoral degree in the near future. Some of the teachers of the faculty who already hold doctoral degree from earlier research in universities have engaged themselves in furthering their research career. Many teachers take classes in nearby universities and keep themselves abreast of latest developments and recent trends. Some of the faculty are engaged in preparing manuscripts with the lofty intention to write books for the student community in different fields.

• **Maintaining the college Garden** Our college has plenty of space and there are persons in the college who love to sweat under the sun planting, watering and weeding the college gardens. The flowers in the gardens provide the college campus with more than just nourishment. Teachers and students take an active interest in the gardens, located at multiple places and the multitude of multi-coloured brilliant flowers that dazzle in the garden brings positive changes in the student- attitudes as it has a scintillating effect on the surrounding atmosphere that at once gets warm and lively. The flowers along with the natural bugs and birds contribute to the local ecosystem. The students recognize the importance of maintaining plant health and are automatically reminded of fostering good health habits. They also imbibe the culture of keeping the environment clean, beautiful and pollution-free.

2015-16

Best Practices

• **Organisation of Social camp on Thalassaemia awareness and Blood camp** A four day Social camp on Thalassaemia awareness and Blood camp was organised by the NSS unit of Santipur College on 4/12/2015, 8/12/2015, 16/12/2015 and 22/12/2015. The programme was a grand success as around 500 students enthusiastically participated in it. Doctors of Ranaghat Hospital delivered lectures discussing ways and means to increase awareness on Thalassaemia. Other distinguished persons and delegates also addressed the event. Mr. Kinkar Mondal has received best program officer award from the University of Kalyani.

• **Research work and academic activity** A significant section of teachers are involved in active research in their topic of interest. Some of the teachers of the faculty take classes in nearby universities and keep themselves abreast of latest developments and recent trends.

- **Holding Seminars** Apart from student seminars the college arranges seminars by inviting eminent personalities from universities and other institutes for delivering talks. The seminars are well attended and the students and teachers are greatly benefitted from listening to the speeches. They also get the rare opportunity of interaction with established personalities.

- **Wall Magazine** Various Departments run Wall Magazines by students of their Department.

- **On line admission** To ensure transparency and clarity the college introduced online admission. The college is determined to follow them in the years to come.

- **Cleanliness of college campus** Our college has plenty of space and efforts are taken to keep the campus clean, beautiful and pollution free.

- **Smoking free zone** The college is made a non- smoking zone and students are made aware of the deleterious effects of smoking.

2016-17

Best Practices

- **Organisation of digital lessons for villagers** The NSS unit of the college launched a 10 day awareness programme amongst residents, mostly labourers belonging to the BPL category living 5 villages under Babla gram panchayat area , around 10 k from the college. They were made aware of proper use of debit cards, the process of checking bank accounts and how to make digital transaction. This effort of spreading financial literacy has been highly acclaimed and well covered in newspapers.

- **Honest efforts to reduce school drop-outs** A group of 40 college students surveyed and consequently identified school drop outs of 6 high schools last year from the school authorities in the Santipur rural area. A camp was subsequently organised in June and students went to the concerned homes and tried to convince the families of school drop outs about the ill effects of turning away from the main stream. The varied reasons of the drop outs and discontinuance of studies were identified and brought to the notice of the relevant authorities. The effort of the NSS unit of the college was highly appreciated by all and sundry including the Sarva Siksha Mission in Nadia as well as the university of Kalyani. The initiative taken was well covered by the news papers also. We have succeeded in bringing back 4 of the 12 high school drop outs as per record.

- **Research work and academic activity** A significant section of teachers are involved in active research in their topic of interest. Some of the teachers of the faculty take classes in nearby universities and keep themselves abreast of latest developments and recent trends.

- **Holding Seminars** Apart from student seminars the college arranges seminars by inviting eminent personalities from universities and other institutes for delivering talks. The seminars are well attended and the students and teachers are greatly benefitted from listening to the speeches. They also get the rare opportunity of interaction with established personalities.

- **Wall Magazine** Various Departments run Wall Magazines by students of their Department.

- On line admission To ensure transparency and clarity the college introduced online admission. The college is determined to follow them in the years to come.

- Cleanliness of college campus Our college has plenty of space and efforts are taken to keep the campus clean, beautiful and pollution free.

2017-18

Best Practices

- **Our faculty Dr. Anirban Bhattacharjee of the department of English attended the South Asian Literary Association (SALA) Conference and Modern Language Association (MLA) Conference held in New York City, USA in the period 4 to 9 January 2018. Dr. Bhattacharjee presented paper in the said conference, which was attended by luminaries in the field.**

- **Dr. Jyotirmoy Guha of the Department of Physics published a text book entitled "Solid State Physics – Theory, Problems and Solution" in March 2018.**

- Honest efforts by NSS unit to reduce school drop-outs as well as distribution of books to the poor and the needy students. · Efforts by NSS unit to increase the awareness amongst villagers to keep the surroundings clean and tidy.

- Research work and academic activity A significant section of teachers are involved in active research in their topic of interest. Some of the teachers of the faculty take classes in nearby universities and keep themselves abreast of latest developments and recent trends.

- Holding Seminars Apart from student seminars the college arranges seminars by inviting eminent personalities from universities and other institutes for delivering talks. The seminars are well attended and the students and teachers are greatly benefitted from listening to the speeches. They also get the rare opportunity of interaction with established personalities.

- Wall Magazine Various Departments run Wall Magazines by students of their Department.

- On line admission To ensure transparency and clarity the college introduced online admission. The college is determined to follow them in the years to come.

- Cleanliness of college campus Our college has plenty of space and efforts are taken to keep the campus clean, beautiful and pollution free.

- Smoking free zone The college is made a non- smoking zone and students are made aware of the deleterious effects of smoking.

2018-19

Best Practices

- Two teachers of Santipur College has been given a contract by the world famed IOP (Institute of Physics Publishing , UK) namely Dr. JyotirmoyGuha & Dr. Dipankar Bhattacharya, Associate Professors of the Department of Physics to write a book on a recent Science topic viz. Quantum Optics and Quantum Computation – an Introduction.
 - 2 day National seminar, “Home and Beyond: Belonging, Unbelonging, Nostalgia” was organised by the Department of English in collaboration with North East India Company, Silchar, Assam supported by Iravati grants, in which a number of internationally reputed academicians and scholars presented their research works and interact with the students of the college.
 - Two students (Ankan Biswas and Kushal Debnath) participated in Nadia district level Science fair and won 3rd position to qualify as a participant of State level Youth Science fair under the able guidance of Dr. Dipankar Bhattacharyya, Associate Professors of the Department of Physics.
- Research work and academic activity:**
- Dr Dipankar Bhattacharya received major project from SERB.**
 - Dr Dipankar Bhattacharya acted as reviewer of 2 International Journal of physics.
 - Dr.Dipankar Bhattacharya received invitation from SERB for review of projects.
 - Publication of two text Books (revised and enlarged editions incorporating CBCS specifications) by Dr. Jyotirmoy Guha of the department of Physics.
 - Two books on CBCS syllabus written by Dr. Jyotirmoy Guha of the department of Physics is in press.
 - Dr Anirban Bhattacharya acted as Reviewer of Journal of South Asia Studies.
 - Under faculty exchange programme Dr Anirban Bhattacharya visited Chakdah college to give a talk on a relevant subject (English literature).
 - As seminar of 10 days duration was held in the college successfully by department of Sanskrit on script-writing and reading / recital of Sanskrit Lipi (language).
 - 1 day seminar was organised by the Department of Physics in collaboration with Anuranan, VECC (Variable Energy Cyclotron Centre, Bhaba Centre Kolkata).
 - Various Departments run Wall Magazines by students of their Department.
 - Cleanliness of college campus
 - Our college has plenty of space and efforts are taken to keep the campus clean, beautiful and pollution free.
 - The college is made a non- smoking zone and students are made aware of the deleterious effects of smoking.
 - College has been made plastic free zone.

File Description	Document
Link for Additional Information	View Document

7.3 Institutional Distinctiveness

7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

Response:

Institutional distinctiveness

Santipur College started its journey in 1948 introducing a distinctive blend of Santineketani style of teaching with the classroom mode of teaching. Open air theatre was built up in a serene atmosphere of mango grove in the name of its founder, the then Member of Parliament Pandit Lakshmi Kanta Moitra along with some more altars Hartaki Kunja etc. Debates, lectures and speeches used to be held on a regular basis. Presently however classroom teaching is widely in vogue, thanks to the huge number of students and pressure of syllabus, though open air theatre classes, even today, are a treat to watch and something to admire and cherish for its uniqueness' and distinctiveness.

Santipur College stands as the lone college in an area of about 25 km radius and it caters to the academic need of students in this widely extended area – which is a distinctive feature.

One of the main components of the college is the girl students from the weaver community who depend entirely on the college for their academic need. Santipur is dominated by people of the unregulated sector namely the weaving class who generally do not venture out to send girls of their family to faraway places for higher education and depends on the college for the purpose.

Santipur is an area which sees a large section of population who are first generation learners having less money, no formal education, having fewer advantages, privileges and opportunities – poor and disadvantaged. The college feels proud that it stands by their side and tries to help them by imparting education, making them aware of their rights and responsibilities, as the mission and vision of the college states.

Teacher student relation in this college has a unique and distinctive feature as it is always cordial and supportive from both ends. The result of students in various exams is, on the whole encouraging and satisfactory though the input talent is in general mediocre.

File Description	Document
Link for Additional Information	View Document

5. CONCLUSION

Additional Information :

Departmental teachers keep contact with old students through whatsapp and mobile. Some departments have created whatsapp group for the purpose of perpetual communication and these groups serve as Alumni association for respective departments.

The college might install a public address system to achieve greater control in daily activities of the college some time in the near future.

There is pressure on the college to open Honours course in Zoology, Economics, Geography and physical education.

More add-on courses are being contemplated.

Presently the college is run by an administrator, the SDO ,Ranaghat who was appointed by the Government of West Bengal in 2017. The college will, sometime in the near future have a full fledged Governing Body.

In the absence of a full fledged Governing Body the college, at present faces serious problems to make expenditure as that involves lengthy and complicated procedure.

Concluding Remarks :

Founded in 1948 , accredited by NAAC in 2007 in the B+ category, the college has served the people in this part of the district and has produced many a scholar, educationist, philanthropist, social worker, activist, politician and a host of persons working at high places in the country as well as abroad.

The college, blessed with a highly qualified and dedicated faculty-- all being extremely liberal, student friendly and possessing a broad outlook never discriminates among sexes, socio-economic backgrounds, family education and etiquette of students. All are treated equally with honor, dignity and care.

The college continues with its effort of disseminating knowledge and is well aware of the expectations of the people in the locality as well as students and guardians in general.

The college needs to improve its infrastructure, for which it has to depend on Government help. Also the college requires a full-fledged canteen of its own, though there are plenty of vendors just outside the college who supplies food and eatables to teachers and students as and when necessary. Further modernization of conventional classrooms with ICT facility is also the need of the hour.