



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	SYAMAPRASAD COLLEGE, KOLKATA
Name of the head of the Institution	Susmita Mukherjee
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	+913324863914
Mobile no.	9830339460
Registered Email	sysmaprasadcollege@gmail.com
Alternate Email	syamaprasadcollege@gmail.com
Address	1. 92, S.P. MUKHERJEE ROAD 2. ANNEXE BUILDING, 5/B R. DASGUPTA RD
City/Town	Kolkata
State/UT	West Bengal
Pincode	700026

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Urban
Financial Status	state
Name of the IQAC co-ordinator/Director	Nivedita Bhattacharya
Phone no/Alternate Phone no.	+913324551738
Mobile no.	9830230792
Registered Email	syamaprasadcollege@gmail.com
Alternate Email	bhattacharyanivedita@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://www.syamaprasadcollege.in/wp-content/uploads/2020/03/AOAR-2017-2018-COMPLETED.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.syamaprasadcollege.in/academic-calender/

5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.07	2013	08-Jul-2013	07-Jul-2018

6. Date of Establishment of IQAC	01-Oct-2012
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries

Implementation of CBCS Humanities and Science Stream	09-Jul-2018 190	560
Encouragement of Extra Curricular activities amongst students	10-Jul-2018 300	400
AISHE Upload	26-Feb-2018 30	30
Completion of environmental audit	15-Mar-2018 15	15
ICT use enhancement	22-Sep-2018 1	40
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
SYAMAPRASAD COLLEGE	SALARY ALLOWANCES AND RETIREMENT BENEFITS	STATE GOVERNMENT	2018 365	33011385
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

4

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

Implementation of CBCS Humanities and Science Stream. 560 students enrolled in the system at and most of them successfully completed two semesters

Organisation of Spoken English and Personality Development course. 7 students successfully completed the course

Environmental audit was successfully completed with the help of teachers of Environmental science, members of environment club and office staff. Poster competition on environment was organised for the students.

The IQAC encouraged the use of ICT in teaching learning through the organisation of a seminar/workshop on the use of ICT in teaching learning and administration

[View File](#)

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

Plan of Action	Achievements/Outcomes
Encouragement of Extra Curricular activities amongst students	The college this year organised blood donation camp with the help of students on International Mother tongue day. All national festivals were celebrated. Students have won competitions in various cultural events like debates, essay writing. The college was runners up in University level football and cricket tournaments
Strengthening of the use of ICT in teaching learning and Admission	IQAC organised a workshop on ICT use in teaching learning and administration
Strengthening of environmental consciousness in the campus	Environmental audit was successfully completed with the help of teachers of Environmental science, members of environment club and office staff More posters of environment consciousness were put up to improve environmental consciousness and poster competition was organised
Strengthening of anti-ragging cell and its activities	Anti-ragging talk was organised and new posters were put up all over the campus to prevent ragging
Student feedback	Students' feedback was collected
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
GOVERNING BODY	11-Mar-2020

15. Whether NAAC/or any other accredited

No

body(s) visited IQAC or interacted with it to assess the functioning ?	
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	26-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	Students online admission and registrations. This helps to maintain a complete data base of students profile regarding choice of subjects and social and religious categories. Data is maintained in a way that any information regarding a student, marks, division, year etc from the time he joins to the time he leaves can be obtained by departments as and when they require.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The institution gives complete responsibility to the Academic Committee and IQAC to oversee the implementation of the semester system which the University had already introduced in the commerce department and in the Humanities and the Science Section. This is a mammoth task. The college has a routine committee for each section which successfully makes a routine to accommodate the required number of classes for the delivery of the curriculum. The Commerce department as well as the Humanities and Science Sections successfully implemented the CBCS by changing departmental routine, introducing internal exams in the format of the University curriculum and helping students to get used to the MCQ type pattern of examination. For Humanities and Science section the academic committee along with the Routine committee got together to change the entire routine to ensure that students get the required number of credit hours as stipulated by the University rules. Workload by individual departments and a new system of documentation was prepared by the IQAC and Academic committee together. It was ensured by the IQAC, Academic Committee, routine committee and Examination committee that transition to the new CBCS system be smooth. At the beginning of the session the students were explained the new system. They were explained the system of attendance and credits as well as the learning outcome of the courses. Each department keeps records of the performance of students, the number of students appearing in the final exams and number of students passing out is carefully documented. The college also has a system of storing all academic data in a data management system.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
NIL	NIL	01/07/2018	0	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	NIL	02/07/2018
No file uploaded.		

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

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	English Hons	09/07/2018
BA	Bengali Hons	09/07/2018
BA	French Honours	09/07/2018
BA	History Honours	10/07/2018
BA	Philosophy Honours	09/07/2018
BA	Political Science Honours	09/07/2018
BA	Education Honours	09/07/2018
BSc	Geography Honours	09/07/2018
BSc	Economics Honours	09/07/2018
BSc	Mathematics Honours	09/07/2018
BSc	Computer Science Major	09/07/2018
BSc	Electronics Honours	09/07/2018
BA	B.A. General	09/07/2018
BSc	B.Sc General	09/07/2018
BCom	Accounting and Finance and Marketing Honours and Genral	09/07/2018

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	02/07/2018	Nil
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Geography Honours	65
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nil
Alumni	Nil
Parents	Nil

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

Feedback Obtained
<p>A well organised, well designed and well analysed feedback system is one of the pillars of an institution. Keeping this in mind the IQAC organised a Students and for the first time a Teachers feedback system. The students feedback form has a bengali, English and a Hindi version. The questions are marked on a likert type scale and they cover a whole range of aspects from the ir opinion on the delivery of curriculum , to their opinion on the supportiveness of teachers as well as the availability of teachers outside class hours, ability of teachers to generate interest and . After the students fill it up anonymously the questions are analysed through excel sheet. The results are then submitted to individual departments so that they are able to act upon it and if required improve upon the shortcomings. The teacher feedback for was given online where teachers were asked to fill up the forms. They were asked for their opinions on two broad aspects: Infrastructure and Work Environment. They were asked to give their opinions on drinking water, canteen facility, library, support of administration etc. The response was analysed and submitted to the authority for necessary actions and improvements</p>

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	B.Com (Hons) Accounting & Finance	550	1500	466
BCom	B.Com (Hons) Marketing	50	500	42
BCom	B.Com (Gen)	300	1800	297
BA	B.A. (Hons) Bengali	30	30	30
BA	B.A. (Hons) English	100	200	100
BA	B.A. (Hons) Education	30	40	16

BA	B.A. (Hons) French	15	7	2
BA	B.A. (Hons) History	30	35	26
BA	B.A. (Hons) Philosophy	30	7	3
BA	B.A. (Hons) Political Science	30	40	29
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	3000	Nil	29	Nil	Nil

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
72	20	4	5	1	1

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

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

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

The faculty of Syamaprasad College understand the importance of student mentoring. The students of this college sometimes come from challenging economic conditions. Since this is an evening college a lot of the students are also working during the day which makes it difficult for them to coordinate class and work. So the real need is to be able to mentor them. A strong student mentoring system exists in the college where students are required to submit projects. There are tutorials available in other departments as well as special classes. Academic mentoring is done and teachers are available for students with other difficulties such as social and financial. Students can freely talk to teachers. Since number of full time teacher is low, part-time and contractual teachers also actively participate in the mentoring process. Every session individual departments hold orientation program to talk about the syllabus, the prospects and also rules of college and University. Departments maintain records of extra classes, remedial classes and additional tutoring for weaker students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
3205	29	1:111

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D

29	29	Nil	3	15
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2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	NIL	Lecturer	NIL
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	NIL	NIL	02/07/2018	02/07/2018
No file uploaded.				

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

Choice Based Credit System has been put into place by the Commerce Department as well as the Humanities and Science Sections as per University norms. All department carry out internal examinations system. They also hold tutorial exams and projects. The students are evaluated on the MCQ system (in subjects where the University system so demands) of examination to put them at ease with the CBCS system. All sections also hold regular evaluations which ultimately culminate in Internal examinations and tutorial examinationsto as mandated by the Univeristy under the CBCS system. Departments hold regular meeting to discuss the progress of students and strategies of helping weaker students to improve. The college also recruits guest lecturers for helping out with teaching and evaluation. There is a continuous evaluation system which may take the form of quizz, presentation, class discussion and tests. The teachers then give a feedback to the students.

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

The college follows the academic calendar of the Calcutta University as regards end semester and end year examinations. It also follows University directives as regards Internal assessment and tutorial examinations as required under the CBCS system for Commerce, Humanities and Science sections. the college adheres to the time frame given by the University for Internal and Tutorial examinations. Projects are taken on time and compulsory language examinations are also connducted in time frame and dates set by University. Apart from University directed examinations, the college conducts its own assessment departmental wise to assess students for their weaknesses. For such class assessments the college prepares its academic calendars and adheres to it. The college also prepares it own academic calendar and routine for the particular academic year and uploads it on the college website. As far as possible teh college tries to adhere to the prepared academic college.

2.6 – Student Performance and Learning Outcomes

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

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
B.SC GENERAL	BSc	B.SC GENERAL	122	64	52
B.COM HONS	BCom	B.COM HONS	492	480	97
B.COM GENERAL	BCom	B.COM GENERAL	844	837	99
B.A. GEN	BA	B.A. GENERAL	164	87	63
HISA	BA	HISTORY HONOURS	4	3	5
POLA	BA	POLITICAL SCIENCE HONOURS	Nil	Nil	0
PHIA	BA	PHILOSOPHY HONOURS	Nil	Nil	0
ENGA	BA	ENGLISH HONOURS	19	12	63
EDNA	BA	EDUCATION HONOURS	9	6	67
BNGA	BA	BENGALI HONOURS (BNGA)	13	10	77

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2.7 – Student Satisfaction Survey

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

NIL

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	0	NIL	0	0

No file uploaded.

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date

NIL	NIL	02/07/2018
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3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Home Automation and UGVControl using IOT Techniques	Sreemita Dey Shukrity Chakraborty	FOSETs All India Inter-Engineering College Academic Meet	27/02/2019	COMPUTER SCIENCE
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	02/07/2018
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
NIL	Nil

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	History	2	0
National	History	1	0
International	Economics	3	0
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
ECONOMICS	2
HINDI	1
BENGALI	1
HISTORY	2
View File	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
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NIL	NIL	NIL	2018	0	NIL	Nil
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	2018	Nil	Nil	NIL
No file uploaded.						

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

Number of Faculty	International	National	State	Local
Presented papers	9	5	2	4
Presented papers	3	Nil	2	2
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
GIRL CHILD	NSS and IQAC	3	50
SEVEN DAYS NSS CAMP	NSS	6	50
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	Nil
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat	NSS	Cleaning Area outside Collge to create awareness of cleanliness in the locality	10	25
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NIL	0	NIL	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	02/07/2018	30/06/2019	0
No file uploaded.					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	02/07/2018	NIL	Nil
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
14	13

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Seminar halls with ICT facilities	Existing
Laboratories	Newly Added
Others	Newly Added
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
NIL	Partially	NIL	2020

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	14894	170060	108	8927	15002	178987

Reference Books	4116	Nil	Nil	Nil	4116	Nil
CD & Video	31	Nil	Nil	Nil	31	Nil
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	02/07/2018
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	102	18	102	11	25	20	18	100	10
Added	12	0	0	0	0	0	9	0	3
Total	114	18	102	11	25	20	27	100	13

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NIL

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
3	2.19	7	6.5

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

The policy of the college is to provide students with maximum facilities and for that it ensures that it maintains a well chalked out policy for maintaining and utilizing its infrastructure. The college has two libraries - one is the central library and the other serves exclusively as the library for the science faculty. There is a group of well trained library staff and an efficient librarian to look after the maintenance and the utilisation of the library. The college is in the process of digitisation of the library through KOHA software

installation. There are a large number of computers being utilised both at the computer centre and the computer laboratories. They are maintained by teaching as well as efficient non-teaching staff. The college has a Biological Sciences Laboratory shared by the three streams of Biological Science- Botany, Zoology and Physiology. The labs are maintained by non-teaching staff. The college hires a cricket and a football coach from time to time to train its cricket and football team which win University level competition. The college has a dynamic website which is maintained by teachers and website designer.

<https://www.syamaprasadcollege.in/institutional-practices-and-policies/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	FEE CONCESSION FROM INSTITUTIONS	43	132260
Financial Support from Other Sources			
a) National	NATIONAL SCHOLARSHIP PORTAL FOR MINORITIES	6	36000
b) International	NONE	Nil	0

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Spoken English and Personality Development	15/03/2019	10	GEORGE TELEGRAPH

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

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	NIL	Nil	Nil	Nil	Nil

No file uploaded.

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

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

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	Nil	Nil	NIL	Nil	Nil
No file uploaded.					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	6	B.SC	GEOGRAPHY	CALCUTTA UNIVERSITY	M.SC
2018	2	B.A.	EDUCATION	CALCUTTA UNIVERSITY	M.A.
2018	1	B.A.	EDUCATION	CALCUTTA UNIVERSITY	DL.ED
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Civil Services	2
Any Other	4
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
INTERNATIONAL MOTHER TONGUE DAY AND BLOOD DONATION	INTERCOLLEGE	300
SARASWATI PUJA	INTRACOLLEGE	300
COLLEGE FEST SPARDHA	INTERCOLLEGE STUDENT	500
IFTAR PARTY	COLLEGE STUDENTS AND OUTSIDE INVITEES	400
COLLEGE SPORTS	COLLEGE LEVEL	500
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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	NIL	National	Nil	Nil	0	NIL
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

SYAMAPRASAD College has an elected Students' Union. The Syamaprasad College Students Union actively takes part and organises various cultural and sports events along with the help of college teaching and non-teaching staff. Throughout the year the students organised several events, both cultural and sports. Thus students with the support of the college authority and teaching and non-teaching staff organised the annual sports, Saraswati Puja which is always based on a theme, an Iftaar party during the month of Ramadan, the International Mother tongue day when a huge blood donation camp is organised where students, teachers and non-teaching staff donate blood. They organised a welcome ceremony for the freshers. In this all staff of college and new students participate. The college Fest Spardha was also organised by them. This was a three day festival which included cultural activities like debates, music competition, quiz, making alpana and Rangoli etc. The three days extravaganza ended with a cultural programme by a renowned singer.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

NIL

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The college provides functional autonomy to various levels of administration and personnel. The Vice-principal now heads the institution, with the Principal being on lien. The Vice-Principal is the secretary of the Governing body and has the independence to appoint various committees. The college has several committees to look after various aspects of academic and cultural fields. The committees include Academic sub-committee, Library committee, Service book committee, Teacher welfare, Routine committee etc. For all academic activities each academic department is given responsibility and the independence to finalize strategies for student progress and teaching schedules. The department is allowed draw up its internal schedules while keeping in compliance with the college central schedule. The administration has also decentralized work through the creation of committees which hold their own meetings and decide on strategies for the particular area. The college thus has an Academic Committee to look after all aspects of academics and curriculum. There is also a routine committee to prepare the routine and academic calendar, an examination committee to conduct examinations. Each of these committees has a convener and members from the teaching and non-teaching staff. The committee convenors are decided by the IQAC and the head of the Institution. The convener is then free to select the members of the committee and form the committee. Moreover the

IQAC, as per the latest NAAC guidelines inducts a regular student as part of the committee who then participates in IQAC meetings and gives his suggestions. Every year the composition of the committees is changed in order to allow all teachers to perform different functions. The Teachers' Council also has a lot of autonomous powers to address issues and take decisions. The students union is actively engaged in organising College Fests and sportive events importance throughout the year. Members of the college football team and cricket team are chosen through a process of selection. The college also has cells and clubs like the Environment Club and the NSS who come together to organise various activities and events. There are also the anti-ragging committee, the Internal Complaints Committee.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Research and Development	The college encourages teachers to attend seminars, apply for projects and present papers as well as publish in journals. The college has published its own e-book on environmental issues which is available on its website
Examination and Evaluation	The college has a standing examination committee which holds and conducts both University examination according to the schedule set up by the University as well as tutorial and Internal assessment examinations. Besides University exams each department holds evaluative exercises which may be oral, written or presentations on topics.
Curriculum Development	The institution follows the curriculum set up by the affiliating University which is the Calcutta University. However there is a well defined routine and departments draw up their own academic calendar and ensure that curriculum delivery is done on time.
Teaching and Learning	All the classrooms are equipped with basic amenities such as blackboard/white board. There are smart boards, projectors and internet available for learning through youtube. IQAC organised a workshop on the use of ICT in teaching learning and Administration. The college encourages its faculty members to organised talks, lectures seminars etc for the enrichment of students. The college also spent a substantial amount on the setting up of laboratories for the bio-science stream .

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

E-governance area	Details
Student Admission and Support	The admission process is completely online. The college has a dynamic websites through which candidates can access the admission portal. Both new admissions and semesterwise admission are done through the college portal. All data is maintained through excel files and can be easily accessed for upload or any other purpose
Administration	All receipt of admission fees is done online. all announcements regarding commencement of session, admission generation of roll sheets is done through website.
Examination	All marks for Internal assessment and tutorial examinations is uploaded online. All announcements regarding examinations are also made through the website.
Finance and Accounts	All admissions related payments are made online, The college also maintains soft copies of excel files of all financial data.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2019	NIL	NIL	NIL	Nil
2018	NIL	NIL	NIL	Nil
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Workshop on use of ICT in teaching, learnign and Admini stration	Workshop on use of ICT in teaching, learnign and Admini stration	22/09/2018	22/09/2018	30	10

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
REFRESHER COURSE	1	05/06/2019	27/06/2019	22
REFRESHER COURSE	1	04/01/2019	17/01/2019	22
REFRESHER COURSE	1	04/09/2018	25/09/2018	22
WORKSHOP	1	22/09/2018	22/09/2018	1
WORKSHOP	1	04/06/2019	04/06/2019	1
WORKSHOP	1	02/05/2019	02/05/2019	1
WORKSHOP	1	31/07/2018	04/08/2018	6

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	1	Nil	Nil

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
NIL	NIL	NIL

6.4 – Financial Management and Resource Mobilization

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

The institution has conducted both internal and external audit upto 2016--2017. The internal audits for the years 2017-18, 2018-19 is underway.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL

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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

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

Academic	No	Nil	No	Nil
Administrative	No	Nil	No	Nil

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

NIL

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

NIL

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

<p>1. The college has undertaken the initiative to expand the campus. It has bought a building which is in the process of renovation in order to generate space for new courses. 2. The college has also undertaken the initiative to move towards e-governance. Online admission has been put successfully into place. 3. The college has also completed its environmental audit and taken steps towards creation of environmental awareness through the strengthening of environmental cell and club</p>
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6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	ICT use enhancement	22/09/2018	22/09/2018	22/09/2018	40
2019	AISHE UPLOAD	26/02/2019	26/02/2019	26/02/2019	30
2018	DAY OF GIRL CHILD.	11/10/2018	11/10/2018	11/10/2018	50
2018	Implementation of CBCS Humanities and Science Stream	09/07/2018	09/07/2018	30/06/2019	560
2019	Completion of Environment audit	15/03/2019	15/02/2019	15/03/2019	20

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants

			Female	Male
GIRL CHILD AWARENESS DAY	11/10/2018	11/10/2018	30	20

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

Percentage of power requirement of the University met by the renewable energy sources
Environmental audit was done by external agency. The campus also undertook plantation of tree. A number of bulbs were replaced by LED bulbs. The college has put up signages such as plastic-free campus, go-green, save-water to create environmental consciousness. The college also organised a poster competition on environmental awareness. As part of their curriculum students undertake projects on environmental aspects for their Environmental Science curriculum.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Provision for lift	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	Nil	1	21/01/2019	7	Seven Days Camp	Health, HIV awareness, Survey of locality,	50
2018	Nil	1	11/10/2018	1	DAY OF GIRL CHILD	Awareness Camp for local people about importance and safety of girl child. Campaign carried out in campus for women's empowerment	50

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

Title	Date of publication	Follow up(max 100 words)
NIL	02/07/2018	NIL

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
GIRL CHILD AWARENESS DAY	11/10/2018	11/10/2018	50
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

The college constantly strives to create environmental awareness amongst all its stake holders. In doing so it has declared its annexe campus to be a plastic free zone. It is also progressively replacing its existing lights by LED lights and presently there are 47 LED bulbs in use. The college has also organised a poster competition on environment. The college also undertakes cleanliness drive to create environmental consciousness. As part of their curriculum of Environmental Science Course students prepare projects on various issues on environment

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICES OF OUR INSTITUTION 1. NATIONAL SERVICE SCHEME AND COMMUNITY INVOLVEMENT Syamaprasad College is always striving to achieve an all round development of students and involvement with local community. Our involvement with local community is facilitated by a very strong NSS which is led by an efficient NSS program officer selected from amongst our teachers and a troop of enthusiastic volunteers. Syamaprasad College is one of the 146 Units recognised by Calcutta University which organises various orientation programmes as well as meetings for general students to make them aware about Aims and Objectives of NSS and motivate them to partake in events for the welfare of society. We have an effervescent NSS unit which had been initially established with a rudimentary objective of providing a dais for the interested students to partake in social work during their free time. From this rudimentary objective the NSS members have taken up a responsible program in the local community. The report of the activities of the unit for the academic year 2018-2019 has been a record of accomplishments and triumphs. **NSS AIMS AND OBJECTIVE** The NSS wing of the college tries to abide by and fulfil the objectives laid down by the NSS which are

- o Understand the community in which they work.
- o Understand themselves in relation to their community.
- o Identify the needs and problems of the community and involve them in problem solving process.
- o Develop among themselves a sense of social and civic responsibility.
- o Utilize their knowledge in finding practical solutions to individual and community problems.
- o Develop competence required for group living and sharing of responsibilities.
- o Gain skills in mobilizing community participation.
- o Acquire leadership qualities and democratic attitude.
- o Develop capacity to meet emergencies and natural disasters
- o Practice national integration and social harmony.

PROGRAM OF NSS Thus NSS with its volunteers and co-operation of enthusiastic teachers have been rendering great community service and involving its volunteers in community outreach services. Ever since its inception in 2013/2014 NSS has been visiting various low income localities and conducting survey along with awareness programs. The awareness program consists of creating awareness regarding health and hygiene, organising health camps, creating HIV awareness, and conducting Yoga camps. Prevention of water wastage is another important aspect of these camps. The organisers also organise sit and draw competition for the children of the locality and it has been observed that children participate with great enthusiasm. Besides awareness of low income locality the NSS also conducts programs on important national days like organising programs on Republic Day and Independence Day. Throughout the year NSS volunteers

participate in programs of World Yoga Day and World Environment Day. On World Yoga Day NSS volunteers took part in a Yoga camp and performed Yogasana and Pranayam. 2. Green Campus Syammaprasad College takes issue of Environment very seriously. Every year a green audit is done. An environmental cell has been created with teachers who recruit students every year as members of Environment Club. The cell organises environmental awareness program like poster competition and making a plastic free campus. The college also published a peer review e-book on environmental issues. Keeping in mind the saving of trees the college has decided not to publish hard copies of the book. Saraswati Puja is celebrated in the campus by students. This year the theme was plastic free campus and 'go green'. The inter-college fest as well as the Freshers' Welcome organised by the students' body had "GO GREEN" as this year's theme. The college has put up signage on environmental issues such as 'save water' go green, 'save power'. The college intends to undertake planting of medicinal plants this year in pots in the campus as well as start practice of 'plogging'. Future plans of college to raise consciousness on environmental issues will include taking out awareness marches, taking students on environmental walks and working in local community to end use of one time plastic and holding more seminars and talks.

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

<https://www.syamaprasadcollege.in/institutional-practices-and-policies/>

7.3 – Institutional Distinctiveness

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

Syamaprasad College, Kolkata has always had as its motto, the pursuit of excellence and an all round development of its students. Keeping this in mind the college has a policy of encouraging students to participate in extra-curricular activities such as sporting events and cultural events. The college Students' Union along with the management of the college has a rich tradition of celebrating all cultural events whether religious or national. In keeping with this tradition and practice, the college celebrates Saraswati Puja, Holi, International Mother-tongue Day, hosting Iftar party, celebrating Republic Day and Independence Day. In keeping with the mission of the IQAC of the college of identifying, encouraging and cultivating talent and extra-curricular activities the college has a very strong University level football and cricket team. The college team has won several cups, shields and medals in various sporting events like football, cricket and Kabaddi. Thus students have made to it the University cricket team between 2013 and 2015. They have also been Hockey champions of the Marine Inter College Hockey tournament. They have been runners up in Calcutta University Polo team runners up in 2015. The college in fact excels most in Football. From being runners up in 2016-2017 they went onto win the Inter-College university level Football championship. Three of our students have made it to the University football team in the year 2018-2019. One of our students has also played for CAB level cricket. Sporting and Cultural activities are not the only aspects which contribute to an all round development of our students. The college also ensures that students develop into socially conscious and responsible individuals. The students organise a blood donation camp every year in which students, teachers and non-teaching donate blood. They also engage in community development work through NSS and the environmental club.

Provide the weblink of the institution

<https://www.syamaprasadcollege.in/institutional-practices-and-policies/>

8.Future Plans of Actions for Next Academic Year

1. Gender sensitization: The College will particularly focus on gender sensitization by holding more seminars and workshops to bring about awareness. Separate sensitization programs will be held for students and teachers. The Internal complaints committee will be made stronger and there will be opportunity for all aggrieved to make complaints online if required or meet the member of Internal Complaints Committee in person. 2. The college plans to hold more seminars and increase departmental activities which will range from faculty exchange programs to talks and departmental seminars for students. 3. There will also be a thrust towards complete digitisation of library and an online cataloguing system where students and teachers of the college will be able to access the call numbers. The college plans to substantially increase the number of books available to students and teachers particularly in keeping with the requirement under the Choice Based Credit System. 4. The college also plans to hold parent-teacher meetings to get feedback from parents. There will also be an online Student Satisfaction Data collection 5. Certain other facilities like a strong RTI cell will be the planned feature for the academic session 2019-2020 6. The college also hopes to increase Environmental awareness through water-testing, planting of medicinal plants, campus cleaning and holding of seminars and workshops.