

## The Annual Quality Assurance Report (AQAR) of the IQAC

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

### Part – A

**AQAR for the Year:**

**2018 – 2019**

#### I. Details of the Institution

1.1 Name of the Institution

Sailajananda Falguni Smriti Mahavidyalaya

1.2 Address Line 1

Khayrasole

Address Line 2

Birbhum

City/Town

Khayrasole

State

West Bengal

Pin Code

731125

Institution e-mail address

sfsmahavidyalaya@gmail.com

Contact Nos.

+919434581802

Name of the Head of the Institution:

Prof. Nirmal Kumar Sahoo

Tel. No. with STD Code:

N.A.

Mobile:

+919434581802

Name of the IQAC Co-ordinator:

Prof. Ajoy Saha

Mobile:

7909617550

IQAC e-mail address:

iqac.sfsmv@gmail.com

**1.3 NAAC Track ID** (*For ex. MHCOGN 18879*)

WBCOGN22982

**1.4 NAAC Executive Committee No. & Date:**

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

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

F.19.26/EC (SC-18)/DO/2016/138.1

**1.5 Website address:**

www.sfsmahavidyalaya.ac.in

**Web-link of the AQAR:**

<http://www.sfsmahavidyalaya.ac.in/AQAR2018-19.doc>

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

**1.6 Accreditation Details**

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	C	1.72	2016	2021(4 <sup>th</sup> November)
2	2 <sup>nd</sup> Cycle	--	--	--	--
3	3 <sup>rd</sup> Cycle	--	--	--	--
4	4 <sup>th</sup> Cycle	--	--	--	--

**1.7 Date of Establishment of IQAC:**

DD/MM/YYYY

30.04.2013

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

- i. AQAR 2016-17 Submitted to NAAC on 21.12.2018  
 ii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
 iii. AQAR \_\_\_\_\_ (DD/MM/YYYY)  
 iv. AQAR \_\_\_\_\_ (DD/MM/YYYY)

1.9 Institutional Status

University State ☐ Central ☐ Deemed ☐ Private ☐

Affiliated College Yes ☒ No ☐

Constituent College Yes ☐ No ☒

Autonomous college of UGC Yes ☐ No ☒

Regulatory Agency approved Institution Yes ☐ No ☒

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

Type of Institution Co-education ☒ Men ☐ Women ☐  
 Urban ☐ Rural ☒ Tribal ☐

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

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

1.10 Type of Faculty/Programme

Arts ☒ Science ☐ Commerce ☐ Law ☐ PEI (Phys Edu) ☐

TEI (Edu) ☐ Engineering ☐ Health Science ☐ Management ☐

Others (Specify)

1.11 Name of the Affiliating University (for the Colleges)

The University of Burdwan

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc: **NA**

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme

DST-FIST

UGC-Innovative PG programmes

Any other (*Specify*)

UGC-COP Programmes

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

05

2.2 No. of Administrative/Technical staff

01

2.3 No. of students

01

2.4 No. of Management representatives

Nil

2.5 No. of Alumni

01

2.6 No. of any other stakeholder and  
community representatives

Nil

2.7 No. of Employers/ Industrialists

Nil

2.8 No. of other External Experts

02

2.9 Total No. of members

10

2.10 No. of IQAC meetings held

02

2.11 No. of meetings with various stakeholders: No.  Faculty   
 Non-Teaching Staff  Students  Alumni  Others

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

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

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

Total Nos.  International  National  State  Institution Level

(ii) Themes

E-Learning: Challenges & Prospects

2.14 Significant Activities and contributions made by IQAC

Computer literacy program for teachers and other staff members.

2.15 Plan of Action by IQAC/Outcome

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

Plan of Action	Achievements
Construction of computer lab and digital library	Work in progress

\* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes ☒ No ☐

Management ☒ Syndicate ☐ Any other body ☐

Provide the details of the action taken

Approved by management Committee/ Governing Body for submission

## Criterion – I

### I. Curricular Aspects

#### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	0	---	---	---
PG	0	---	---	---
UG	7	---	---	---
PG Diploma	0	---	---	---
Advanced Diploma	0	---	---	---
Diploma	0	---	---	---
Certificate	0	---	---	---
Others	0	---	---	---
<b>Total</b>	7	---	---	---
Interdisciplinary	---	---	---	---
Innovative	---	---	---	---

#### 1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / **Open options**

##### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	√
Trimester	x
Annual	√

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

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

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

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

NA

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

No

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Asst. Professors	Associate Professors	Professors	Others
	30	12	1	0	17(APTT)

2.2 No. of permanent faculty with Ph.D.

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
--	2	--	--	--	--	--	--	--	--

2.4 No. of Guest and Visiting faculty and Temporary faculty

05(Guest)	--	--
-----------	----	----

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	Nil	Nil	Nil
Presented papers	<b>16</b>	<b>11</b>	Nil
Resource Persons	1	Nil	Nil

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

Computerized class teaching, Seminar presentation, Group discussion, open book exam system

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

236

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

Open Book Examination

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

Nil

2.10 Average percentage of attendance of students

75%

2.11 Course / Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction	I	II	III	Pass %
<b>Honours Course</b>	<b>76</b>	<b>N.A</b>	<b>5</b>	<b>62</b>		<b>88.15</b>
<b>General Course</b>	<b>167</b>	<b>N.A</b>	<b>--</b>	<b>41</b>	<b>52</b>	<b>55.67</b>

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

IQAC provide inspiration to the faculties of the respective departments to innovate new methods and use of modern equipments to ensure quality teaching.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	1
UGC – Faculty Improvement Programme	0
HRD programmes	1
Orientation programmes	0
Faculty exchange programme	0
Staff training conducted by the university	0
Staff training conducted by other institutions	0
Summer / Winter schools, Workshops, etc.	0
Others	2

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	Nil		Nil	
Technical Staff	Nil		Nil	



## Criterion – III

### 3. Research, Consultancy and Extension

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

The IQAC has encouraged teachers to take part in different Faculty Inuction Programmes, Refresher Courses, Seminars and Conferences. It has also motivated the stakeholders to publish their writings in different journals or books.

#### 3.2 Details regarding major projects :

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	---	---	---	---

#### 3.3 Details regarding minor projects :

	Completed	Ongoing	Sanctioned	Submitted
Number	0	0	0	0
Outlay in Rs. Lakhs	---	---	---	---

#### 3.4 Details on research publications:

	International	National	Others
Peer Review Journals		12	---
Non-Peer Review Journals	---		---
e-Journals	1	---	---
Conference proceedings	---	---	---

#### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

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

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

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from : **NA**

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences	Level	International	National	State	University	College
organized by the Institution	Number	---	---	---	---	
	Sponsoring agencies	---	---	---	---	

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

3.13 No. of collaborations International  National  Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs: **NA**

From Funding agency  From Management of University/College   
Total

3.16 No. of patents received this year

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

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

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

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

Nil

Nil

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

Nil

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

JRF

Nil

SRF

Nil

Project Fellows

Nil

Any other

Nil

3.21 No. of students Participated in NSS events:

University level

State level

Nil

National level

Nil

International level

Nil

3.22 No. of students participated in NCC events:

University level

56

State level

22

National level

06

International level

Nil

3.23 No. of Awards won in NSS:

University level

Nil

State level

Nil

National level

Nil

International level

Nil

3.24 No. of Awards won in NCC:

University level

02

State level

Nil

National level

Nil

International level

Nil

### 3.25 No. of Extension activities organized

University forum	<input type="text"/>	College forum	<input type="text"/>
NCC	<input type="text"/>	NSS	<input type="text"/>
		Any other	<input type="text"/>

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

- International Literacy Day (Pre-Schooling of Children \Programme): 08/09/2018
- NSS Day: Adopted Village Rally : 24/09/2018
- NSS Special Camping Programme held from 18/03/19 – 24/03/19.
- AIDS Awareness programme: Seminar on AIDS Education: 01/12/2018
- National Youth Day Observation: 12/01/2019
- International Women's Day Observation: 08/03/2019
- Blood Donation and Health Check-up Camp: 23/11/2018
- Poster-making competition by cadets: 07/12/2018
- Social Awareness Programme on Cashless Transactions and Uses of Toilet: 15/03/2019
- Tree Plantation Ceremony: 18/08/2018

## Criterion – IV

## 4. Infrastructure and Learning Resources

### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	27559.21sq..m	NA	Own	
Class rooms	15	Nil	MP LAD, Higher Education (Govt. Of West Bengal )	15
Laboratories	1	Nil	Higher Education, Govt. Of West Bengal	1
Seminar Halls	1	Nil	Higher Education, Govt. Of West Bengal	1
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	05	Nil	UGC	
Value of the equipment purchased during the year (Rs. in Lakhs)	----	Nil	UGC, Higher Education, Govt. Of West Bengal	
Others	---	---	---	---

#### 4.2 Computerization of administration and library

Computerization of administration and library has been done and the process is going on for further improvement

#### 4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	13144	920000.00	07	1450	13151	921450.00
Reference Books	1272	194735.00	--	--	1272	194735.00
e-Books	--	--	--	--	--	--
Journals	04	723.00	04	1306	04	2029.00
e-Journals	N-List	5900.00	N-List	5900	NLIST Services	5900
Digital Database	--	--	--	--	--	--
CD & Video	--	--	--	--	--	--
Others (specify)	01 (Career 360)	300.00		300.00	01 (Career 360)	600.00

#### 4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	17	3	5	--	--	6	4	4
Added								
Total								

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

Nil

#### 4.6 Amount spent on maintenance in lakhs:

i) ICT

84500

ii) Campus Infrastructure and facilities

164447

iii) Equipments

iv) Others

89587

**Total:**

338534

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- \* Planning & designing development programs & implementation of such programs
- \* Wide publicity for plastic free zone, afforestation program
- \* IQAC has developed a system of giving wide publicity to student support services through notification (online & offline)
- \* Separate support service tab in the Website for students' admission

#### 5.2 Efforts made by the institution for tracking the progression

Continuous evaluation and counselling of the students

Universal enrolment as alumni

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
1113	---	---	---

#### (b) No. of students outside the state

Nil

#### (c) No. of international students

Nil

#### (d) Demand ratio %

Drop out %

Men	No	%	Women	No	%

Last Year (2017-18)						This Year (2018-19)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
524	195	3	356	----		552	208	12	341	----	1130

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

Personal counselling by the faculty

Career counselling by the cell concerned

No. of student beneficiaries

### 5.5 No. of students qualified in these examinations

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

### 5.6 Details of student counselling and career guidance

Student counselling and career guidance done weekly

No. of students benefitted

### 5.7 Details of campus placement: NA

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

### 5.8 Details of gender sensitization programmes

Nil

### 5.9 Students Activities

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

State/ University level  Nil National level  Nil International level  Nil

#### No. of students participated in cultural events

State/ University level  Nil National level  Nil International level  Nil

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

Sports: State/ University level  Nil National level  Nil International level  Nil

Cultural: State/ University level  Nil National level  Nil International level  Nil

### 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	157	52100
Financial support from government	902	Direct transfer to the account of beneficiary
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	Nil

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: Drinking Water, Canteen facilities

## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 State the Vision and Mission of the Institution

S.F.S. Mahavidyalaya is highly committed to the noble cause of enlightening the poor and backward students both academically and socially. As most of the students are first generation learners, the teachers of this college adopt a liberal dynamic and student-friendly mode of teaching. The students are provided with Smart Class Room, Reading Room facilities and they are constantly under the careful monitoring of the teachers. The backward students are coached with special care through the Remedial Coaching and Career & Counselling Classes. The Career & Counselling cell of this college not only provide constant guidance to students regarding their better career opportunities but also takes care to mould the all round personality of them. Overall, the institution tries to develop the all round personality of the students. .

#### 6.2 Does the Institution has a management Information System

No, however, all the information is made available to the management at the time of G.B. Meeting.



6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

NA

6.3.2 Teaching and Learning

Smart class room teaching  
Students' feedback  
Career counselling  
Distribution of study materials

6.3.3 Examination and Evaluation

Regular Class Test  
Seminar Presentation on selected topics by students  
Open Book Examination

6.3.4 Research and Development

Publication of different articles and chapters in  
reputed Journals and books from time to time.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Installation of local library management software  
Purchasing of iron book rack for shelving  
Purchasing of periodicals, magazines and journals

6.3.6 Human Resource Management

Motivational Sessions, Extension of welfare services  
and activities.

6.3.7 Faculty and Staff recruitment

6.3.8 Industry Interaction / Collaboration

NO

6.3.9 Admission of Students

On-line admission according to merit.

6.4 Welfare schemes for

Teaching	
Non teaching	
Students	Financial & academic support to financially weak students through concession of tuition fees

6.5 Total corpus fund generated

Nil

6.6 Whether annual financial audit has been done

Yes

☒

No

☐

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

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

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

For UG Programmes

Yes

☐

No

☒

For PG Programmes

Yes

☐ NA

No

☐ NA

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

NA

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

No effort has been taken so far

6.11 Activities and support from the Alumni Association

Organization of social awareness programmes like literacy campaigning, environmental awareness programme etc.

6.12 Activities and support from the Parent – Teacher Association

Parent-Teacher meeting has been organised. Parents are informed about the performance of their wards (mainly attendance of the classes and percentage of marks obtained in the class tests). Parents also pointed out the problems of their wards.

#### 6.13 Development programmes for support staff

- Annual enhancement of monthly allowance
- Involvement in academic works like admission, library work examination etc.

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

- Plantation
- Periodic cleaning up of the college campus
- Banning of plastic substances in the institution

## Criterion – VII

### 7. Innovations and Best Practices

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

- Literary & Cultural Competition among the students
- Felicitation ceremony and distribution of prizes for meritorious students securing highest marks in every Department, particularly in Honours Courses

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

<b>Planned for</b>	<b>Action</b>
* Uploading teaching modulus	Executed
* Smart classes with PPT presentation	Executed
* Uploading teachers' profile	Executed

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

- Enrichment of cultural activities among students through different literary and cultural competitions
- Environmental and Social awareness programs

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

7.4 Contribution to environmental awareness / protection

Various Social Awareness Programmes like Cleaning up of the college campus, Plantation, Literacy, Health & Hygienic, Yoga etc. By N.S.S. & N.C.C. of this college.

7.5 Whether environmental audit was conducted? Yes ☐ No ☒

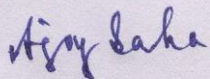
7.6 Any other relevant information the institution wishes to add. (For example SWOT Analysis)

The institution is established in a rural & remote area. Most of the students come from financially backward family & from minority community and belong to the generation of first learners.

## 8. **Plans of institution for next year**

- Starting the construction of separate department for Sanskrit and Philosophy
- Initiative for academic audit
- Initiative for environmental audit

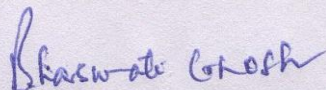
Name Dr. Ajoy Saha



Signature of the Coordinator, IQAC  
Co-ordinator, IQAC  
S.F.S. Mahavidyalaya  
Khayrasole, Birbhum

Signature of the Coordinator, IQAC

Name Dr. Bhaswati Ghosh



Signature of the Chairperson, IQAC  
Principal  
S.F.S. Mahavidyalaya  
Khayrasole, Birbhum

Signature of the Chairperson, IQAC

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**Abbreviations:**

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

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