

# Annual Quality Assurance Report (AQAR) of the IQAC for 2014 to 2015

**Name of the College** : SEVAYATAN SIKSHAN MAHAVIDYALAYA

**Name of the Affiliating University:** B.Ed-- Vidyasagar University

M.A.-- Vidyasagar University

**Year of Report** : 2014-15

## Section A: Plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement (attach separate sheet if required).

Sl.No.	Plan of Action	Achievements
1.	To conduct the meeting of IQAC	Conducted 04 meeting of IQAC in a year.
2.	Organization of Orientation Programme	Help the students in developing knowledge and understanding towards B.Ed & M.A. Curriculum.
3.	Organization of seminar	Three seminars at institutional level were organized on different themes.
4.	Organization of Workshop	Two workshop at institutional level were organized on different themes.
5.	Organization of special lectures/Slide show	Five special lecture at institutional level were organized on different themes.
6.	To Enrich Library	Purchased new Library Books as per revised curriculum.
7.	To Cater the needs of slow learners through remedial classes.	Remedial classes were conducted to improve the academic performance of Slow learners.
8.	To conduct academic audit of all subjects.	Two meetings in each subject between academic audit committee and faculty members were held to discuss academic achievement and ways to improve the performance of students.
9.	Procuring Students Feedback	Feedback about the college and teachers was taken from students.
10.	To solve the adjustment problems of different socio- economic status and sensitization of gender issues through guidance and counseling.	<p>*A Guidance and counseling cell comprising of two senior male and female faculty members and IQAC coordinator was constituted in the month of august 2014.</p> <p>*Extension lectures on gender sensitization was organized.</p> <p>*Every month an Open house discussion was organized with students.</p> <p>*Students are also encouraged to interact individually with committee members, if they have any problem of adjustment.</p> <p>*Suggestion and dignity boxes were also placed in the college.</p>

\* Academic Calendar for the year (2014-15) is attached as Annexure 1 (Page no. to )

## **Section B: Details in respect of the following (attach separate sheet).**

### **1. Activities reflecting the goals and objectives of the college:**

- i) To meet the growing demand for trained teachers in qualitative development of Secondary Schools in West Bengal.
- ii) Sevayatan is committed to build an abode of service in respect of body, mind and soul.
- iii) Harmonization of the three aspects (Cognitive, Affective and Psychomotor) of human being is sought to be fulfilled mainly through education.
- iv) The special feature of educational activities of Sevayatan lies in so far as it tries to vitalize some of the educational ideals of ancient India fusing them with the requirements of modern times.
- v) With the same end in view government entrusted to the board of trustees a great duty of organizing various types of institutions into an uniform educational edifice.
- vi) The Authority, therefore, liked to see that its special features are reproduced and its ideals of man making is maintained in its educational entities. Sevayatan conforms to an ashram type and it comprises a number of institutions of which the Sevayatan Sikshan Mahavidyalaya is to form the Vanguard.

### **2. New academic Programmes initiated (UG and PG)**

- i) Coaching for NET/SET.
- ii) Soft skills development programmed also organized.

### **3. Innovations in curricular design and transaction**

This is the first venue where M.A. in Education was introduced under affiliation of Vidyasagar University. A curriculum was designed under supervision of Vidyasagar University. Accordingly it was transacted.

### **4. Inter- disciplinary programmes started**

- i) Inter-disciplinary programmes like different types co curricular activity was carried out in regular intervals.

### **5. Examination reforms implemented**

- i) After the academic session 2014 one year's course having 2 semester system was introduced.
- ii) Quiz on pedagogical subjects.
- iii) Seminars in teaching and core subjects.

iv) Internal test and Remedial test.

### **6. Candidates qualified: NET/SET/GATE etc.**

Four candidate qualify NET in Education

### **7. Initiative towards faculty development programme**

Faculties were always encouraged to participate in various development programmes. During seminar and conferences faculty members render their services as Chairpersons or Resource persons. Faculty members encouraged to present in the seminars and conferences for their professional development.

Name	Seminar	Workshop	Short Term Course	R.C./O.P.
Prof. Prosun Dhar				
Prof. Ram Hari Barik				
Prof. Ananda Nanda Bera				R.C. in Environmental Studies at B.U (28.11.2014-18.12.2014)

## 8. Total number of seminars/workshops conducted

Three Seminars and Two workshop was conducted

Sl.No	Date	Name of the Presenter	Seminars/Workshop Theme	Level
1.	11-12-2014	Dr. Samiranjan Adhikari	Seminar on Constructivism in Education	Institutional
2.	12-08-2014		Workshop on Thalassemia awareness programme	Institutional

## 9. Research project a) Ongoing b) Completed

One minor research project under the supervision of Prof. Ram Hari Barik Ongoing.

## 10. Patents generated, if any

No

## 11. New collaborative research programmes

No

## 12. Research grants received from various agencies

Grant received from MRP under UGC.

## 13. Details of research scholars

No

## 14. Citation index of faculty members and impact factor

Title of the Book/Paper	Author/Editor	National/International	Published in and Year	ISBN/ISSN No.

## 15. Honors/Awards to the faculty: National and International

No

## 16. Internal resources generated

## 17. Details of departments getting assistance/recognition under SAP, COSIST (ASSIST)/DST, FIST, and other programmes

No

## 18. Community Services

Sl.No	Name of the Programme	Date
1.	Skill development programme	01.04.2014 to 02.04.2014
2.	Skill development programme	19.02.2015
3.	Annual sports	02.12.2014 to 03.12.2014
4.	Legal Awareness	04.05.2017
5.	Educational Tour	25.11.2014
6.	Reunion	20.09.2014

## 19. Teachers and officers newly recruited

i) The College authority has appointed teaches in contractual regular basis.

Sl.No	Name of the Teacher	Qualification
1.	Udayan Mondal	M.A in Education, B.Ed
2.	Sabuj Sau	M.A in Education, B.Ed
3.	Sanjay Sarkar	M.A in Education, B.Ed
4.	Ashok Patra	M.A in English, B.Ed

## 20. Teaching- Non-teaching staff ratio

Teaching	:	Non- Teaching
15	:	8

## 21. Improvements in the library services

- i) Reframing Library Committee.
- ii) Purchasing new Books.
- iii) Subscribe new Journals and Magazines.

## 22. New books/journals subscribed and their value

Session	No. of Books	Values(Rs.)	No. of Journal	Values(Rs.)
2014-2015	436	68,100	10	10,000

### 23. Courses in which student's assessment of teachers is introduced and the action taken on student feedback

- The Internal Quality Assurance Cell (IQAC) of Sevayatan Sikshan Mahavidyalaya promote quality enhancement of all aspects of College functioning. Over the years it has evolved mechanisms and procedures to ensure efficient, effective and progressive performance of academic and administrative tasks and to maintain relevance and quality of the academic programs.

The College has adopted the following mechanisms / processes for internal quality checks.

- Self appraisal reports submitted by teachers every year.
- Students' feedback on various academic programmes is received to understand and evaluate their impact on and usefulness to students.
- Evaluation of teachers by students at the end of every semester.
- Organization of workshops of Quality Assurance and Management at regular intervals to sensitize the faculty on these issues.

### 24. Feedback from stakeholders

The institution collects feedback on different aspects and courses from different stakeholders such as students, alumni, faculty, and employers. Once the feedback is analyzed and valuable suggestions given were considered and necessary actions were executed.

Feedback	Action taken
Faculty-student interaction may be enhanced. Smart class programmes may be made effective.	Learning Management System through interactive activities which enables the mutual interaction between faculty and student was encouraged. Smart Class rooms, Video conferencing etc was made effective by use of ICT
Well Equipped laboratories equipped with advanced instruments can be made available.	Research outcomes of the institution were enhanced by establishment of Laboratories, State of the art Laboratories Many sophisticated equipment were purchased to carry out practical activities.
Student suggested for Competitive Examination training and facing interview.	NET/SET/RET/TET coaching classes were given and extra class has been provided for the development of soft skills and communication ability.
Security for the Hostel students	One Contractual Guard and Civic Police has been arranged.
Use of Non Conventional energy	Solar lighting system introduced.
Gardening and Cleanliness	Many Dustbin Bucket were purchased and

three contractual full time sweeper appointed.
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## **25. Unit cost of education**

Rs. 35427/Per Student(Approx) with salary.

## **26. Computerization of administration and the process of admissions and examination results, issue of certificates**

Administration of process of admission and examination result issue of certificate was fully computerized.

## **27. Increase in the infrastructural facilities**

Infrastructural facilities have been increased such as

- I. Three storied Golden Jubilee building constructed
- II. Boundary wall constructed
- III. Renovation of Boys and Girls Hostel.
- IV. New Girl Hostel constructed.
- V. More than two hundred desk prepare.
- VI. Renovation of Boys and Girls toilet.
- VII. New Boys and Girls toilet constructed.
- VIII. Canteen being established.
- IX. Renovation of Class room and Cycle stand.
- X. Gymnasium and open stage constructed.
- XI. Footpath constructed around the campus.
- XII. Huge free plantation has been done in the campus.
- XIII. Library, Staff room, Principal room and Office furniture has been renovated.
- XIV. Modernization and renovation of Hostel kitchen.
- XV. Total electrical renovation of College and Hostel building.
- XVI. Green- Generator introduced.
- XVII. Total purified and cool drinking water facilities provided.
- XVIII. Statue of Swami Satyanananda Giri Maharaj (Founder of Our College) and Statue of Swami Vivekananda was established.
- XIX. Renovation of play ground.
- XX. Installation of A.C in Principal room and Sarver room.

## **28. Technology up gradation**

Separate Computer set with Internet Connectivity had been allotted to the Non-teaching staff member of the college. Computer lab is connected with Internet connectivity and other

equipment as Scanner and Printer. The college has Four Smart class room. All the trainees were imparted training throughout the year and were encouraged to prepare E-plan, Seminar paper etc.

### **29. Computer and Internet access and training to teachers, non-teaching staff and students**

Sensing to the importance of Information Technology and Computer Education in today's world. All the trainees were motivated and trained for maximizing the use of Information and Communication Technology. Teaching and Non-teaching staff member were also encouraged to utilize Computer. The College has also conducted a workshop on Information Technology in Education and the usages of Smart class room. The College maintains a Broad band Internet facility and free Wi-Fi for the Trainees and staff members of the College.

### **30. Financial aid to students**

The Following is the details of the financial aid provided to students through the college in this year

<b>Sl.No.</b>	<b>Head of Financial Aid</b>	<b>No. of Students</b>	<b>Total Amount</b>
1.	SC	35	As per Govt.
2.	ST	07	As per Govt.
3.	OBC	04	As per Govt.
4.	Minority	06	As per Govt.
5.	PH	01	As per Govt.
8.	Others		

### **31. Activities and support from the Alumni Association.**

Alumni association offered valuable suggestions for further activities of the college. The member of alumni association participated actively in different activities throughout the year. The alumni association meeting was held regularly for planning of programmes to be carried out during the year. All the members contributed significantly in the organization and implementation of various programmes for betterment of our College.

### **32. Activities and support from the Parent-Teacher Association**

Parent Teacher association has not yet been formed, but the head of the Institute Communicate with the parents and their queries explained and feasible queries were resolved.

### **33. Health Services**

For health awareness dietician was invited and the faculty member and the students were benefited. To sensitize student teacher towards burning issues like 'Aids' and 'Save girl Child' awareness programme were organized. Special counseling session was organized for health service.



### **Following Health related were organized in college and hostel during the academic year**

- Special Programme on Diet.
- Yoga Education and Training.
- Kitchen staff wear clean uniforms, aprons and hats when handling food.
- Thoughtful kitchen designed for good health.
- Blood donation camp.
- Thalassemia Test.

### **34. Performance in sports activities**

Sport is an integral part of education during this academic year following Sports activity were organized

- 100m Race.
- 200m Race.
- 400m Race.
- Long Jump
- High Jump
- Javelin Throw.
- Musical Chair.
- Shot-put Throw.
- Discuss Throw.
- Spoon Race.
- Volley.
- Foot-Ball.
- Cricket.
- Kho-Kho.
- Badminton.
- Table Tennis.

The students also participated activity organized by the University and the State and made remarkable performance.

### **35. Incentives to outstanding sportspersons**

The winner of various events was awarded with appreciation Certificate and Medal.

### **36. Student achievements and awards**

The students with outstanding performance in academic achievement were felicitated with Certificate of appreciation. Students with 100% presents were also awarded with Certificate of appreciation.

### **37. Activities of the Guidance and Counseling unit**

The orientation programme was arranged in the very first week of this academic session. All the faculty members of the college participated and counseled the students for their future endeavor. The faculty members provided guidance and counseling all throughout the year to needy students. The college also conducted many guest lecturers and workshop from faculty members of different University.

### **38. Placement services provided to students**

The college encourages students to apply for the post of teaching and other discipline. The college has collaboration with Kharagpur I.I.T to organized Skills development programme.

### **39. Development programmes for non-teaching staff**

The Non-teaching staff was regularly sent to different forums and meeting for interaction with other officials. The Non-teaching staffs were regularly provided computer training.

### **40. Good practices of the institution**

The college has many good practices that are followed all throughout the academic year. Some of the best practices are as follows:

- The college campus is No Tobacco, No Gutka, No Pan-Masala and No Smoking Zone. Any members of students found to break the law then they have to pay penalty.
- The college brings out Magazine by name 'Patraput'. The Contents and Articles of the Magazine are written by students and teachers.
- Suggestions from the school Head-Master/Mistress are always accepted in open minded during internship.
- Suggestions are always accepted with open mind from all students.
- Financial support was provided to the needy students in every year.
- New ideas were used for the conduct of examination.
- The college put emphasis on the use of ICT in Teaching-Learning process.
- The college conducted all round development programmes for the students.
- The college celebrated 'Basanta Utsab', 'Saradiya Utsab', 'Rakhi Bandhan', 'Birth Anniversary of Great Indians' for nurturing the Indian culture.
- Free Internet facility was provided to the staff and students of the college.
- Use of alternative Energy such as 'Solar Light'.
- Use of alternative fuel in Hostel kitchen.

- Gardening and Cleaning.
- Morning Assembly.
- Compulsory Yoga practices.
- Compulsory Computer class for every student.
- Engagement of students in Sports and Gymnasium in regular basis.
- Formation of Eco-Club.
- Educational Excursion.
- Wall Magazine and Printed Magazine.
- Cultural Programme.
- Soft Skills Training.
- Art and Craft Training.
- NET/SET Guidance.
- Music Training.

**41. Linkages developed with National/International, academic/research bodies**

Sorry to state that the college has not developed any National/ International linkage in the last academic year.

**42. Action Taken Report on the AQAR of the previous year**

No action taken on the AQAR of the previous year.

**43. Any other relevant information the institution wishes to add.**

- The faculty members also rendering their services as visiting faculties in various distance learning centers.
- The Principal of the Institute of the associated with various committee of University.
- The students are motivated and guided to participate in various curricular and co-curricular activities in State and National level.
- The college has selected as a study centre by West Bengal Board of Primary Education for open distance learning programme of untrained Primary Teacher.

**Section C: Outcomes achieved by the end of the year (attach separate sheet if required).**

- I. Twenty students employed in West Bengal School Service Commission.
- II. Three students qualified UGC NET/SET.
- III. Two students employed in Banking Sector.

IV. More than Ten students received Vivekananda Scholarship in the previous year.

### **Section D: Plans of the college for the next year**

The following are the future plans thought of by the college keeping in view of the Guideline of NAAC and NCTE:

- I. The Staff members of the college will be encourage submitting research projects.
- II. The Staff members who are not Ph.D's will be encouraged to pursuing the same.
- III. Faculty members will be encouraged for publication of research articles and research papers in the National and International Journals.
- IV. UGC Financially assisted seminar will be planned out in the college.
- V. Soft Skills development training programme.
- VI. NET/SET/TET coaching.
- VII. Completion of Bio Manure project.
- VIII. Increasing number of Smart class room.
- IX. Improvement of Lab as NCTE Regulation 2014.
- X. Increasing number of Computers and Internet facilities.
- XI. Enhancing scope for reading in Library.
- XII. Increasing number of books and Journals.
- XIII. Enhancing use of alternative source of Energy.

Name & Signature of the  
Director/Coordinator, IQAC

Name & Signature of the  
Chairperson, IQAC