EDUCATION COLLEGE

Memo No. EC/NAAC/36/432   **Date: 10-01-2012**

To
Dr. Ganesh Hedge
Assistant Adviser, NAAC
P.O. BOX No. 1075,
Opposite to National Law School
Of India University, Nagarbhavi,
Bengalore-560072

Sub: Submission of SAR in respect of Education College.

Ref: Your letter No. NAAC-E&NER/GH/14983-16IEQA-TEI/11-12 Dated 19-12-2011.

Sir,

I beg leave to convey our heart-felt gratitude for finding our institution eligible for processing for Assessment and Accreditation by NAAC and dispatching the necessary papers in this connection.

All the papers sent by you have been duly filled in and the SAR, complete in all respects, in 5 hard copies and 5 soft copies, are being submitted herewith for your perusal and further action at your end.

DD No 519248 Dated 06-01-2012 of SBI, Dumkal Branch (Code No 02055), District Murshidabad, West Bengal for Rs 50,000 (Rupees fifty thousand) only, in favour of the Director, NAAC payable at CCPC, Bangalore (Code No 10390) is enclosed herewith.

Following are the three time slots for planning Peer Team Visit to our Education College:

1. 30 & 31 January 2012;
2. 13 & 14 February 2012;
3. 28 & 29 February 2012.

Yours faithfully,

Dated 10-01-2012
Basantapur -742406, Dt Murshidabad, WB

(Dr P K Mondal)
Principal & Chairman Steering Committee.

Enclosures: Followings are enclosed herewith:
SAR of Education College, PO Basantapur-742406, District Murshidabad, West Bengal

1. Preface
2. SAR, which includes

    Part I: Institutional Data, which consists of

        A. Profile of the College

        B. Criteria-wise Inputs

    Part II: The Evaluative Report, which consists of

        1. Executive Summary

        2. Criteria-wise Analysis

        3. Mapping of the Academic Activities of the Institution

        4. Declaration of the Head of the Institution

3. Documents annexed with the Self-appraisal Report, which includes

    i) A brief note on teacher education scenario in the state,

    ii) Institutional academic calendar and timetable.

    iii) A copy of the syllabus.

    iv) Master plan of the institution

    v) Sample of student feedback on curriculum and faculty

    vi) Audited income-expenditure statement for the previous financial year

    vii) A copy of the latest recognition order issued by NCTE

    viii) University results for previous academic year

    ix) Sample of feedback on Practice Teaching by Teacher-Educators, by Peers and Staff of Practice teaching Schools

    x) Details of 1 Best Practice

4. Annexure I-IV
5. Magazine
6. Prospectus
7. DD of Rs 50,000

<u>Nearest Airport & Railway Station</u>

1.Nearest Airport: Netaji Subhash International Airport, Kolkata; 225 kms from the college.

2.Nearest Railway Station: Berhampore Court of ER, 38 Kms from the college;

        Khagra Ghat Road of ER, 41 Kms from college.

Sl. No	Contents	Page No.
1	Formal letter with DD of Rs 50,000	1-2
2	Content	3-4
3	Preface	5-6
4	**Self-appraisal Report**	7-161
	Part I: Institutional Data	9-38
	A) Profile of the institution	9-12
	B) Criterion-wise inputs	12-38
	Criterion I: Curricular Aspects	12-14
	Criterion II: Teaching-learning and Evaluation	15-19
	Criterion III: Research, Consultancy and Extension	19-22
	Criterion IV: Infrastructure and Learning Resources	22-27
	Criterion V: Student Support and Progression	28-32
	Criterion VI: Governance and Leadership	33-37
	Criterion VII: Innovative Practices	37-38
	Part II: The Evaluative Report	39-161
	1. Executive Summary	39-40
	2. Criterion-wise Analysis	41-156
	Criterion I: Curricular Aspects	41-52
	Criterion II: Teaching-learning and Evaluation	52-79
	Criterion III: Research, Consultancy and Extension	80-94
	Criterion I V: Infrastructure and Learning Resources	95-109
	Criterion V: Student Support and Progression	109-123
	Criterion VI: Governance and Leadership	123-146
	Criterion VII: Innovative Practices	147-156
	3. Mapping of Academic Activities of the Institution	157-160
	4. Declaration by the Head of the Institution	161
5	**Documents annexed as per Manual of SAR of TEI**	
	i) A brief note on teacher education scenario in the state,	162-163
	ii) Institutional academic calendar and timetable.	164-171
	iii) A copy of the B Ed syllabus.	172-242
	iv) A copy of the M Ed syllabus	243-286
	v) Master plan of the institution	287
	vi) Sample of student feedback on curriculum and faculty	288-297

__Preface__

Background history of the region

Education College is situated at a Village & Post Office Basantapur-742406, District Murshidabad of West Bengal.

Murshidabad District is very backward in education. For example, there is only one Primary School for 1851 persons, (whereas there is a Primary School per 852 persons in Purulia District, which is also backward in education). What I want to impress upon is that, Murshidabad is very backward in education. The number of Secondary Schools, Higher Secondary Schools, and colleges are much less than required. There is no University in the district.

This district has the distinction of housing the maximum number of Muslims a district has in India. No other district has more Muslims than Murshidabad. Their percentage is 63.7. In Dumkal Block, their percentage is 88. In Basantapur, their percentage is 100. Almost all of them are backward – both educationally and economically.

Dr Nazrul Islam, B Sc, M A, M B A, Ph D, D Litt, I P S, is from such a poor family of the village. Both his parents were illiterate.

Basantapur Education Society

Dr Islam established the Basantapur Education Society (BES) in 1995, for the development of the area through education and allied activities. The initial seed money was the cash component of Rs 1 lakh of his literary award and the royalty of Rs 1,5 lakh of his published books.

For the development of the area through education, the BES has established the following educational institutions:
1. Basantapur Primary School 1996;
2. Dumkal College, Basantapur 1999;
3. Dumkal STVT 2000;
4. Dumkal Institute for Engineering & Technology 2001,
5. Dumkal Polytechnic 2002;
6. Model School 2002;
7. Model Nursery & Primary School 2003;
8. Model PPTI 2003
9. School of Language 2004
10. Career Guidance Circle 2005
11. Education College 2007.

In 2007, BES procured land and submitted prayer to the Government for the establishment of a University. It has also procured land for the establishment of a Medical College.

Education College

The establishment and management of the schools and colleges convinced the management of the BES, the urgent necessity of the Teacher Education. Hence Education College was established in 2007.

It was immediately felt that, it was more difficult to find Teacher-Educators, who are very less in number in the State, and almost absent in the region. Hence the management of the institution wanted to start M Ed.

With Permission from NCTE and Affiliation of University of Kalyani, M Ed programme was started in 2009. Though situated in such a remote village, the student-teachers of this college topped the list of University M Ed result in 2011. The 4th position was also occupied by a student-teacher of this college.
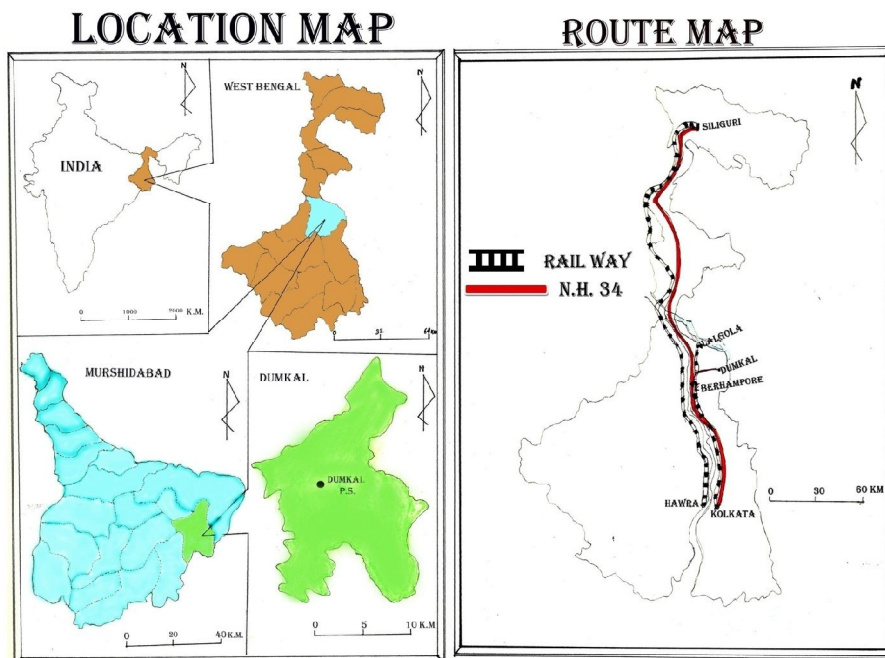
Disadvantage of the location

The main disadvantage of the institution is that, it is situated in a backward village, far from Kolkata. All the educational institutions of the State are concentrated in and around Kolkata. All the resource persons reside there. They do not want to forgo the advantages of Kolkata life. If somebody wants to come, he demands pay higher than that in Kolkata. But the people of the village are poorer than Kolkata. They can not pay more. They can not get good teachers. The regulatory bodies prescribe the same norms and standards. The institution in the backward region can not cope with that. They continue to remain backward. The regional imbalance increases. The institution suffers.

Location & Route Map

The College is situated in the Educational Complex of Basantapur Education society, 2 kms away from the Dumkal Sub-Division town on the Berhampore-Jalangi Main Road. There are direct state and private luxury bus services to Dumkal from Kolkata, Berhampore, Durgapur, Karimpur, Malda, Suri, Bolpur and Sainthia. The nearest railway station is Berhampore Court of Sealdah-Lalgola line and Khagra Ghat Road of Howrah-Malda line. The private bus and trekker services to Dumkal from Berhampore, Jalangi etc are frequent.

Map of the region/ Location of the institution

Map and route are, as follows:

EDUCATION COLLEGE

Section B
The Self-appraisal Report

[Abbreviation used:
EC: Education College
BES: Basantapur Education Society
KU: University of Kalyani
NCTE: National Council for Teacher Education
IQAC: Internal Quality Assurance Cell]

Part I: Institutional Data

A) Profile of the Institution

1. Name and address of the institution:
   Education College, PO Basantapur-742406, Dt Murshidabad, WB

2. Website URL: www.b-e-s.net/edu_home.htm

3. For communication: Dr B G Chand, Self-appraisal Co-ordinator.

Office

Name	Telephone Number with STD Code	Fax No	E-Mail Address
Head/Principal Dr P K Mondal	9732400544	03481-231188	bes_edu@yahoo.co.in
Vice-Principal	NA	NA	NA
Self-appraisal Co-ordinator: Dr B G Chand	9475038709	03481-231188	bes_edu@yahoo.co.in

Residence

Name	Telephone Number with STD Code	Mobile Number
Head/Principal Dr P K Mondal	Nil	9732400544
Vice-Principal	NA	NA
Self-appraisal Co-ordinator Dr B G Chand	Nil	9475038709

4. Location of the Institution:

   Urban ☐   Semi-urban ☐   Rural ✔   Tribal ☐

   Any other (specify and indicate) ☐

5. Campus area in acres: 1.2134

6. Is it a recognized minority institution?   Yes ☐   No ✔

7. Date of establishment of the institution:
   Month & Year

MM	YYYY
06	2007

8. University/Board to which the institution is affiliated:

University of Kalyani

9. Details of UGC recognition under sections 2(f) and 12(B) of the UGC Act.
                                        Month & Year

2f
MM	YYYY
NA	NA

                                        Month & Year

12B
MM	YYYY
NA	NA

10.   Type of Institution

    a. By funding   i. Government   ☐
                         ii. Grant-in-aid   ☐
                         iii. Constituent   ☐
                         iv. Self-financed   ✔
                         v. Any other (specify and indicate)   ☐

    b. By Gender   i. Only for Men   ☐
                         ii. Only for Women   ☐
                         iii. Co-education   ✔

    c. By Nature   i. University Dept.   ☐
                         ii. IASE   ☐
                         iii. Autonomous College   ☐
                         iv. Affiliated College   ✔
                         v. Constituent College   ☐
                         vi. Dept. of Education of Composite   ☐
                             College
                         vii. CTE   ☐
                         Viii. Any other (specify and indicate) ☐

11. Does the University/ State Education Act have provision for autonomy?

Yes ☐   No ☑

If yes, has the institution applied for autonomy?

Yes ☐   No ☐

12. Details of Teacher Education programmes offered by the institution:

Sl. No.	Level	Programme/ Course	Entry Qualification	Nature of Award	Duration	Medium of instruction
i)	Pre-primary			Certificate		
				Diploma		
				Degree		
ii)	Primary/ Elementary			Certificate		
				Diploma		
				Degree		
iii)	Secondary/ Sr. secondary			Certificate		
				Diploma		
		B Ed	Graduation	Degree	1 Year	Bengali/ English
iv.				Diploma		
	Post Graduate	M Ed	PG followed by regular Hons & B Ed	Degree	1 Year	Bengali/ English
v.	Other (specify)			Certificate		
				Diploma		
				Degree		

(Additional rows may be inserted as per requirement)

13. Give details of NCTE recognition (for each programme mentioned in Q.12 above)

Level	Programme	Order No. & Date	Valid up to	Sanctioned Intake
Pre-primary				
Primary/Elementary				
Secondary/ Sr.secondary	B Ed	ERC/7-74.7(1).6/2007/6801(1) Dt. 05-03-2007	Permanent	100
Post Graduate	M Ed	File No. WB-SO/N-48/ 2008/ 2106(1) Dt 20-11-2009	Permanent	35 (Increased from 25 to 35 by ERC NCTE 111th Meeting
Other (specify)				

(Additional rows may be inserted as per requirement)

B) Criterion-wise inputs

Criterion I: Curricular Aspects

1. Does the Institution have a stated
    Vision   Yes ✔ No
    Mission   Yes ✔ No
    Values   Yes ✔ No
    Objectives   Yes ✔ No

2. a) Does the institution offer self-financed programme(s)?   Yes ✔ No

    If yes,

    a) How many programmes?   2

    b) Fee charged per programme   40,000; 50,000

3. Are there programmes with semester system   No

4. Is the institution representing/participating in the curriculum development/ revision processes of the regulatory bodies?

| Yes | ✔ | No | |

If yes, how many faculty are on the various curriculum development/vision committees/boards of universities/regulating authority.

| 2 |

5. Number of methods/elective options (programme wise)

D.Ed.

B.Ed.

M.Ed. (Full Time)

M.Ed. (Part Time)

Any other (specify and indicate)

8/4
NA/4

6. Are there Programmes offered in modular form

| Yes | | No | √ |

| Number | |

7. Are there Programmes where assessment of teachers by the students has been introduced

| Yes | ✔ | No | |

| Number | 02 |

8. Are there Programmes with faculty exchange/visiting faculty

| Yes | ✔ | No | |

| Number | 02 |

9. Is there any mechanism to obtain feedback on the curricular aspects from the

- Heads of practice teaching schools   Yes ✔ No ☐

- Academic peers   Yes ✔ No ☐

- Alumni   Yes ✔ No ☐

- Students   Yes ✔ No ☐

- Employers   Yes ✔ No ☐

10. How long does it take for the institution to introduce a new programme within the existing system?

    | 1 Year |

11. Has the institution introduced any new courses in teacher education during the last three years?

Yes	✔	No	
Number	1		

12. Are there courses in which major syllabus revision was done during the last five years?

Yes		No	✔
Number			

13. Does the institution develop and deploy action plans for effective implementation of the curriculum?

    Yes ✔   No ☐

14. Does the institution encourage the faculty to prepare course outlines?

    Yes ✔   No ☐

Criterion II: Teaching-Learning and Evaluation

1. How are students selected for admission into various courses?

   a) Through an entrance test developed by the institution ☐

   b) Common entrance test conducted by the
      University/Government ☐

   c) Through an interview ☐

   d) Entrance test and interview ☐

   e) Merit at the qualifying examination ☑

   f) Any other (specify and indicate) ☐

   (If more than one method is followed, kindly specify the weightages) ☐

2. Furnish the following information (for the previous academic year):
   a) Date of start of the academic year: 1 July 2010 (B Ed), 16 August 2010 (M Ed)
   b) Date of last admission: 22 May, 2010 (B Ed), 14 August 2010 (M Ed)
   c) Date of closing of the academic year: 30 June 2011
   d) Total teaching days: 204 days (B Ed), 202 days (M Ed)
   e) Total working days: 234 days (B Ed) 239 days (M Ed)

   [Academic calendars enclosed.]

3. Total number of students admitted

Programme	Number of students			Reserved			Open		
	M	F	Total	M	F	Total	M	F	Total
D.Ed.									
B.Ed.	74	26	100	10	1	11	64	25	89
M.Ed. (Full Time)	25	10	35	02	00	02	23	10	33
M.Ed. (Part Time)									

4. Are there any overseas students?

   If yes, how many?

   | Yes | | No | ☑ |

5. What is the 'unit cost' of teacher education programme? (Unit cost = total annual recurring expenditure divided by the number of students/ trainees enrolled).

   a) Unit cost excluding salary component

   b) Unit cost including salary component

   | B Ed 9,930, M Ed 14,295 |

   | B Ed 24,619, M Ed 41,739 |

   *(Please provide the unit cost for each of the programme offered by the institution as detailed at **Question 12** of profile of the institution)*

6. Highest and Lowest percentage of marks at the qualifying examination considered for admission during the previous academic session

Programmes	Open		Reserved	
	Highest (%)	Lowest (%)	Highest (%)	Lowest (%)
D.Ed.				
B.Ed.	77.90	50.75	75.17	52.55
M.Ed. (Full Time)	73.60	57.3	64.7	58.90
M.Ed. (Part Time)				

7. Is there a provision for assessing students' knowledge and skills for the programme (after admission)?

   Yes ✔   No ☐

8. Does the institution develop its academic calendar?

   Yes ✔   No ☐

9. Time allotted (in percentage)

Programmes	Theory	Practice Teaching	Practicum
D.Ed.			
B.Ed.	60%	20%	20%
M.Ed. (Full Time)	60%	20%	20%
M.Ed. (Part Time)			

10. Pre-practice teaching at the institution

    a) Number of pre-practice teaching days | 3 | 0 |

    b) Minimum number of pre-practice teaching lessons given by each student | 2 | 0 |

11. Practice Teaching at School

    a) Number of schools identified for practice teaching | 1 | 3 |

    b) Total number of practice teaching days | 4 | 5 |

    c) Minimum number of practice teaching lessons given by each student | 4 | 5 |

12. How many lessons are given by the student teachers in simulation and pre-practice teaching in classroom situations?

No. of Lessons In simulation	No. 30	No. of Lessons Pre-practice teaching	No. 20

13. Is the scheme of evaluation made known to students at the beginning of the academic session?

    Yes ✔   No ☐

14. Does the institution provide for continuous evaluation?

    Yes ✔   No ☐

15. Weightage (in percentage) given to internal and external evaluation

Programmes	Internal	External
D.Ed.		
B.Ed.	5%	95%
M.Ed. (Full Time)	21.875%	78.125%
M.Ed. (Part Time)		

16. Examinations

      a) Number of sessional tests held for each paper | 0 | 2 |

      b) Number of assignments for each paper | 0 | 4 |

17. Access to ICT (Information and Communication Technology) and technology.

	Yes	No
Computers	✔	
Intranet	✔	
Internet	✔	
Software / courseware (CDs)	✔	
Audio resources	✔	
Video resources	✔	
Teaching Aids and other related materials	✔	
Any other (specify and indicate) Language laboratory	✔	

18. Are there courses with ICT enabled teaching-learning process?

Yes	✔	No	

Number	2

19. Does the institution offer computer science as a subject?

Yes	✔	No	

If yes, is it offered as a compulsory or optional paper?

Compulsory | √ for M Ed | Optional | √ for B Ed |

Criterion III: Research, Consultancy and Extension

1. Number of teachers with Ph. D and their percentage to the total faculty strength

Number	06	%	37.5

2. Does the Institution have ongoing research projects?

Yes	✔	No	

If yes, provide the following details on the ongoing research projects:

Funding agency	Amount (Rs)	Duration (years)	Collaboration, if any
BES	Rs.1,00,000	2 Years	Dr J Mete, Associate Professor, Department of Education University of Kalyani

(Additional rows/columns may be inserted as per the requirement)

3. Number of completed research projects during last three years.

1

4. How does the institution motivate its teachers to take up research in education? (Mark ✔ for positive response and X for negative response)
    - ○ Teachers are given study leave — ✔
    - ○ Teachers are provided with seed money — ✔
    - ○ Adjustment in teaching schedule — ✔
    - ○ Providing secretarial support and other facilities — ✔
    - ○ Any other specify and indicate — ✔
      Support of the staff of the society provided for research

5. Does the institution provide financial support to research scholars?

Yes | ✔ | No | |

6. Number of research degrees awarded during the last 5 years.   NA
   a.   Ph.D.   ☐

   b.   M.Phil.   ☐

7. Does the institution support student research projects (UG & PG)?

   Yes   ☐✔   No   ☐

8. Details of the Publications by the faculty (Last five years)

	Yes	No	Number
International journals	✔		7
National journals – referred papers Non referred papers	✔		1
Academic articles in reputed magazines/news papers			
Books	✔		2
Any other (specify and indicate)			

9. Are there awards, recognition, patents etc received by the faculty?

Yes	✔	No	

Number	1

10. Number of papers presented by the faculty and students (during last five years):

	Faculty	Students
National seminars	1	
International seminars		
Any other academic forum		

11. What types of instructional materials have been developed by the institution?
(Mark `✓' for yes and `X' for No.)

Self-instructional materials	✓
Print materials	✓
Non-print materials (e.g. teaching	✓
Aids/audio-visual, multimedia, etc.)	✓
Digitalized (Computer aided instructional materials)	✓
Question bank	✓
Any other (specify and indicate):	

Transparency sheets

12. Does the institution have a designated person for extension activities?

Yes ✓   No ☐

If yes, indicate the nature of the post.

Full-time ☐   Part-time ☐   Additional charge ✓

13. Are there NSS and NCC programmes in the institution?

Yes ✓   No ☐

14. Are there any other outreach programmes provided by the institution?

Yes ✓   No ☐

15. Number of other curricular/co-curricular meets organized by other academic agencies/NGOs on Campus

1

16. Does the institution provide consultancy services?

Yes ✓   No ☐

In case of paid consultancy what is the net amount generated during last three years.

NA

17. Does the institution have networking/linkage with other institutions/ organizations?

Local level	✔
State level	✔
National level	✔
International level	✔

Criterion IV: Infrastructure and Learning Resources

1. Built-up Area (in sq. mts.)

    3,000

2. Are the following laboratories been established as per NCTE Norms?

    a) Methods lab   Yes ✔   No ☐

    b) Psychology lab   Yes ✔   No ☐

    c) Science Lab(s)   Yes ✔   No ☐

    d) Education Technology lab   Yes ✔   No ☐

    e) Computer lab   Yes ✔   No ☐

    f) Workshop for preparing
        teaching aids   Yes ✔   No ☐

3. How many Computer terminals are available with the institution?

    31

4. What is the Budget allotted for computers (purchase and maintenance) during the previous academic year?

    4,000 (only maintenance)

5. What is the Amount spent on maintenance of computer facilities during the previous academic year?

    4,261

6. What is the Amount spent on maintenance and upgrading of laboratory facilities during the previous academic year?

    3,772+15,086

7. What is the Budget allocated for campus expansion (building) and upkeep for the current academic session/financial year?

    3,00,000

8. Has the institution developed computer-aided learning packages?

Yes ✔ No ☐

9. Total number of posts sanctioned

Open   Reserved

	M	F	M	F
Teaching	11	5	0	0
Non-teaching	9	2	0	0

10. Total number of posts vacant

Open   Reserved

	M	F	M	F
Teaching	0	0		
Non-teaching	0	0		

11. a. Number of regular and permanent teachers   Open   Reserved(Gender-wise)

	M	F	M	F
Lecturers				
	M	F	M	F
Readers	0	1	0	0
	M	F	M	F
Professors	1	0	1	0

b. Number of temporary/ad-hoc/part-time teachers (Gender-wise)

	Open		Reserved	
	M	F	M	F
Lecturers	2	0	0	0

	M	F	M	F
Readers	0	0	0	0

	M	F	M	F
Professors	0	0	0	0

c. Number of teachers from   Same state

16

Other states

0

12. Teacher student ratio (program-wise)

Programme	Teacher student ratio
D.Ed.	
B.Ed.	1:10
M.Ed. (Full Time)	1:6
M.Ed. (Part Time)	

13. a. Non-teaching staff

	Open		Reserved	
	M	F	M	F
Permanent	7	2	0	0
	M	F	M	F
Temporary	0	0	0	0

b. Technical Assistants

	M	F	M	F
Permanent	2	0	0	0
	M	F	M	F
Temporary	0	0	0	0

14. Ratio of Teaching – non-teaching staff

16:11

15. Amount spent on the salaries of teaching faculty during the previous academic session (% of total expenditure)

49.54

16. Is there an advisory committee for the library?

Yes [✔]   No [ ]

17. Working hours of the Library

On working days | 8
On holidays | If necessary
During examinations | 8

18. Does the library have an Open access facility

Yes [ ]   No [✔]

19. Total collection of the following in the library

a. Books | 5087
  - Textbooks | 4936
  - Reference books | 151
b. Magazines | 11
e. Journals subscribed
  - Indian journals | 15
  - Foreign journals | 1
f. Peer reviewed journals | 16
g. Back volumes of journals | 448
h. E-information resources
  - Online journals/e-journals | 1
  - CDs/ DVDs | 54
  - Databases | 2
  - Video Cassettes | 0
  - Audio Cassettes | 20

20. Mention the

Total carpet area of the Library (in sq. mts.) | 120
Seating capacity of the Reading room | 60

21. Status of automation of Library

> Yet to initiate

> Partially automated ☐

> Fully automated ✔

22. Which of the following services/facilities are provided in the library?

> Circulation ✔

> Clipping ✔

> Bibliographic compilation ✔

> Reference ✔

> Information display and notification ✔

> Book Bank ✔

> Photocopying ✔

> Computer and Printer ✔

> Internet ✔

> Online access facility ✔

> Inter-library borrowing ✔

> Power back up ✔

> User orientation /information literacy ✔

> Any other (please specify and indicate) ✔

> Requisition for new book

23. Are students allowed to retain books for examinations?

| Yes | ✔ | No | |

24. Furnish information on the following

| 37 |

> Average number of books issued/returned per day

> Maximum number of days books are permitted to be retained

>> by students

>> by faculty

> Maximum number of books permitted for issue

>> for students

| 15 Days |
| 180 Days |
| 03 |

	for faculty	10

Average number of users who visited/consulted per month
2200

Ratio of library books (excluding textbooks and book bank facility) to the number of students enrolled
38:01

25. What is the percentage of library budget in relation to total budget of the institution

3.33

26. Provide the number of books/ journals/ periodicals that have been added to the library during the last three years and their cost.

	I		II		III	
	Number	**Total cost (in Rs.)**	**Number**	**Total cost (in Rs.)**	**Number**	**Total cost (in Rs.)**
Text books	**300**	**92316**	**301**	**75287**	**439**	**143933**
Other books	**12**	**3,394**	**8**	**2,465**	**18**	**3,000**
Journals/ Periodicals	**20**	**2135**	**25**	**1790**	41	1100
Any others specify and indicate Newspapers	**1095**	**3894**	**1095**	**4208**	1095	4320
(Additional rows/columns may be inserted as per requirement)						

Criterion V: Student Support and Progression

1. Programme wise "dropout rate" for the last three batches

Programmes	Year 1	Year 2	Year 3
D.Ed.			
B.Ed.	5	5	1
M.Ed. (Full Time)	NA	0	0
M.Ed. (Part Time)			

2. Does the Institution have the tutor-ward/or any similar mentoring system?

Yes	✔	No	

    If yes, how many students are under the care of a mentor/tutor?

16

3. Does the institution offer Remedial instruction?

Yes	✔	No	

4. Does the institution offer Bridge courses?

Yes		No	✔

5. Examination Results during past three years (provide year wise data)

	UG			PG			M. Phil		
	I	II	III	I	II	III	I	II	III
Pass percentage	98	92	100	NA	88	97			
Number of first classes	79	65	93	NA	20	34			
Number of distinctions	91	87	98	NA	22	34			
Exemplary performances (Gold Medal and university ranks)						Univ 1st, 4th rank			

6. Number of students who have passed competitive examinations during the last three years (provide year wise data)

	I	II	III
NET	0	0	0
SLET/SET	0	01	0
Any other (specify and indicate)	15	20	18

Succeeded in School Service Commission Examination, WB

7. Mention the number of students who have received financial aid during the past three years.

Financial Aid	I (08-09)	II (09-10)	III (10-11)
Merit Scholarship	0	0	0
Merit-cum-means scholarship	0	0	16
Fee concession	1	2	0
Loan facilities	0	1	1
Any other specify and indicate: PH	0	0	1

(Additional rows may be inserted as per requirement)

8. Is there a Health Centre available in the campus of the institution?

Yes | ✔ | No |

9. Does the institution provide Residential accommodation for:

Faculty   Yes | ✔ | No |

Non-teaching staff   Yes | ✔ | No |

10. Does the institution provide Hostel facility for its students?

Yes | ✔ | No |

If yes, number of students residing in hostels

Men   0

Women   0

11. Does the institution provide indoor and outdoor sports facilities?

Sports fields   Yes | ✔ | No |

Indoor sports facilities   Yes ✔   No ☐

Gymnasium   Yes ✔   No ☐

12. Availability of rest rooms for Women

   Yes ✔   No ☐

13. Availability of rest rooms for men

   Yes ✔   No ☐

14. Is there transport facility available?   Yes ✔   No ☐

15. Does the Institution obtain feedback from students on their campus experience?

   Yes ✔   No ☐

16. Give information on the Cultural Events (Last year data) in which the institution participated/organised.

	Organised			Participated		
	Yes	No	Number	Yes	No	Number
Inter-collegiate	✔		1			
Inter-university						
National						
Any other (specify and indicate) Debating, Ex-tempore, Drama, Quiz etc	✔		7	✔		7

(Excluding college day celebration)

17. Give details of the participation of students during the past year at the university, state, regional, national and international sports meets.

	Participation of students (Numbers)	Outcome (Medal achievers)
State	Nil	
Regional	Nil	
National	Nil	
International	Nil	

18. Does the institution have an active Alumni Association?

Yes ✔ No

If yes, give the year of establishment

2008

19. Does the institution have a Student Association/Council?

Yes ✔ No

20. Does the institution regularly publish a college magazine?

Yes ✔ No

21. Does the institution publish its updated prospectus annually?

Yes ✔ No

22. Give the details on the progression of the students to employment/further study (Give percentage) for last three years

	Year 1(08-09) (%)	Year 2(09-10) (%)	Year 3(10-11) (%)
Higher studies	2	3	1
Employment (Total)	25	38	40
Teaching	25	38	40
Non teaching	0	0	0

23. Is there a placement cell in the institution?

Yes ✔   No ☐

If yes, how many students were employed through placement cell during the past three years.

1	2	3
1	2	1

24. Does the institution provide the following guidance and counselling services to students?

Yes   No

- Academic guidance and Counselling ✔ ☐
- Personal Counselling ✔ ☐
- Career Counselling ✔ ☐

Criterion VI: Governance and Leadership

1. Does the institution have a functional Internal Quality Assurance Cell (IQAC) or any other similar body/committee

    Yes   ✔   No   ☐

2. Frequency of meetings of Academic and Administrative Bodies: (last year)

Governing Body/management	Quarterly
Staff council	As and when required
IQAC/or any other similar body/committee	Six
Internal Administrative Bodies contributing to quality improvement of the institutional processes. (mention only for three most important bodies) Examination Committee, Research-Consultation-Publication Committee, Co-curricular Committee	As and when required.

3. What are the Welfare Schemes available for the teaching and non-teaching staff of the institution?

Loan facility	Yes ✔	No	
Medical assistance	Yes ✔	No	
Insurance	Yes ✔	No	
Other (specify and indicate):	Yes ✔	No	

    EPF

4. Number of career development programmes made available for non-teaching staff during the last three years

2	2	3

5. Furnish the following details for the past three years

    a. Number of teachers who have availed the Faculty Improvement Program of the UGC/NCTE or any other recognized organisation

3

b. Number of teachers who were sponsored for professional development programmes by the institution

National

0	0	0

International

0	0	0

c. Number of faculty development programmes organized by the Institution:

1	1	3

d. Number of Seminars/ workshops/symposia on Curricular development, Teaching- learning, Assessment, etc. organised by the institution

1	1	2

e. Research development programmes attended by the faculty

0	0	1

f. Invited/endowment lectures at the institution

1	1	1

Any other area (specify the programme and indicate):

1	1	2

Excursion/Education fair

6. How does the institution monitor the performance of the teaching and non-teaching staff?

a. Self-appraisal

Yes	✔	No	

b. Student assessment of faculty performance

Yes	✔	No	

c. Expert assessment of faculty performance

Yes		No	✔

d. Combination of one or more of the above

Yes	✔	No	

e. Any other (specify and indicate)

Yes	✔	No	

7. Are the faculty assigned additional administrative work?

Yes	✔	No	

If yes, give the number of hours spent by the faculty per week

10

8. Provide the income received under various heads of the account by the institution for previous academic session

Grant-in-aid	0
Fees	56, 09, 560
Donation	0
Self-funded courses	0
Any other (specifies and indicates) Bank Interest	17,473

9. Expenditure statement (for last two years)

	Year 1	Year2
Total sanctioned Budget	4593600	5015000
% spent on the salary of faculty	23.94	39.10
% spent on the salary of non-teaching employees	9.09	13.72
% spent on books and journals	1.62	3.37
% spent on developmental activities (expansion of building)	34.65	11.02
% spent on telephone, electricity and water	5.34	5.09
% spent on maintenance of building, sports facilities, hostels, residential complex and student amenities, etc.	3.84	4.52
% spent on maintenance of equipment, teaching aids, contingency etc.	2.30	3.23
% spent on research and scholarship (seminars, conferences, faculty development programs, faculty exchange, etc.)	3.06	4
% spent on travel	1.03	1.008
Any other (specify and indicate) Depreciation etc	15.08	14.93
Total expenditure incurred	4593600	4556737

10. Specify the institutions surplus/deficit budget during the last three years? (specify the amount in the applicable boxes given below)

Surplus in Rs.	Deficit in Rs.
4,99,819	
	4,90,102
10,23,937	

11. Is there an internal financial audit mechanism?

Yes ✔   No ☐

12. Is there an external financial audit mechanism?

Yes ✔   No ☐

13. ICT/Technology supported activities/units of the institution:

Activity	Yes	No
Administration	✔	
Finance	✔	
Student Records	✔	
Career Counselling	✔	
Aptitude Testing	✔	
Examinations/Evaluation/	✔	
Assessment	✔	
Any other (specify and indicate): Prospectus, Magazine	✔	

14. Does the institution have an efficient internal co-ordinating and monitoring mechanism?

Yes ✔   No ☐

15. Does the institution have an inbuilt mechanism to check the work efficiency of the non-teaching staff?   Yes ☑   No ☐

16. Are all the decisions taken by the institution during the last three years approved by a competent authority?   Yes ☑   No ☐

17. Does the institution have the freedom and the resources to appoint and pay temporary/ ad hoc / guest teaching staff?   Yes ☑   No ☐

18. Is a grievance redressal mechanism in vogue in the institution?
    a) for teachers   ☑
    b) for students   ☑
    c) for non - teaching staff ☑

19. Are there any ongoing legal disputes pertaining to the institution?

    Yes ☐   No ☑

20. Has the institution adopted any mechanism/process for internal academic audit/quality checks?

    Yes ☑   No ☐

21. Is the institution sensitised to modern managerial concepts such as strategic planning, teamwork, decision-making, computerisation and TQM?

    Yes ☑   No ☐

Criterion VII: Innovative Practices

1. Does the institution has an established Internal Quality Assurance Mechanisms ?

    Yes ☑   No ☐

2. Do students participate in the Quality Enhancement of the Institution?

    Yes ☑   No ☐

3.   What is the percentage of the following student categories in the institution?

SAR of Education College, PO Basantapur-742406, District Murshidabad, West Bengal

	Category	Men	%	Women	%
a	SC	19	14	4	3
b	ST	1	0.74		
c	OBC	1	0.74		
d	Physically challenged	1	0.74		
e	General Category	71	53	38	28
f	Rural	77	57	21	15.5
g	Urban	16	12	21	15.5
h	Any other (specify)	NA	NA	NA	NA

4. What is the percentage of the staff in the following category ?

	Category	Teaching staff	%	Non-teaching staff	%
a	SC	1	6.25	0	0
b	ST	0	0	0	0
c	OBC	1	6.25	0	0
d	Women	5	31.25	2	20
e	Physically challenged	0	0	0	0
f	General Category	14	87.50	8	80%
g	Any other (specify)	NA	NA	NA	NA

5. What is the percentage incremental academic growth of the students for the last two batches?

Category	At Admission		On completion of the course	
	Batch I (09-10)	Batch II (10-11)	Batch I	Batch II
SC	2.4	-13.5	3.4	-8.9
ST	-1	0	-1	0
OBC	-1	0.74	-1	0.74
Physically challenged	-2	0.74	-2	0.74
General Category	0.6	12	0.6	15.3
Rural	-6.2	10.6	-5.66	10.41
Urban	6.2	-10.6	5.66	-10.41
Any other (specify)	Nil	Nil	Nil	Nil