



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1. Name of the Institution

SANTAL BIDROHA SARDHA
SATABARSHIKI MAHAVIDYALAYA

- Name of the Head of the institution **Dr. Sankar Kumar Dey**
- Designation **Teacher-in-Charge**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **03227288063**
- Mobile No: **9800634952**
- Registered e-mail **sbssm.goaltore@gmail.com**
- Alternate e-mail **sbssm_goaltore@rediffmail.com**
- Address **Vill-Goaltore, P.O.- Goaltore
Dist.- Paschim Medinipur**
- City/Town **Goaltore**
- State/UT **West Bengal**
- Pin Code **721128**

2. Institutional status

- Type of Institution **Co-education**
- Location **Rural**
- Financial Status **Grants-in aid**

- Name of the Affiliating University **Vidyasagar University**
- Name of the IQAC Coordinator **Dr. Krushnapada Das Adhikary**
- Phone No. **03227288063**
- Alternate phone No. **9732944721**
- Mobile **7679354229**
- IQAC e-mail address **iqac.sbssm@gmail.com**
- Alternate e-mail address **iqac@sbssmahavidyalaya.ac.in**

3. Website address (Web link of the AQAR (Previous Academic Year))

<https://www.sbssmahavidyalaya.ac.in/Sites/SBSS/Page?details=AQAR>

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://sbssmahavidyalaya.ac.in/Sites/SBSS/Page?details=Academic%20Calendar>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.55	2017	02/05/2017	01/05/2022

6. Date of Establishment of IQAC

09/12/2013

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr. Koushik Dey (Physics)	DST Inspire Faculty	DST-Inspire	Year: 2018, Duration: 1825 Days	700000
Dr. Koushik Dey (Physics)	UGC-DAE CSR	UGC-DAE CSR	Year: 2022, Duration: 1095 Days	45000
Dr. Suparna Chaudhury	R&D Project	DSTBT, Government of West Bengal	Year 2022-2023	80000

8. Whether composition of IQAC as per latest NAAC guidelines **Yes**

- Upload latest notification of formation of IQAC [View File](#)

9. No. of IQAC meetings held during the year **7**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

10. Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

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

IQAC of our college is successful to motivate the faculties to organize various academic programs as per its Academic Calendar even in the pandemic situation. The college has organized 8 webinars out of which 3 are national.

IQAC has inspired faculties to organize classes and Internal Assessments (IA) of students through both online and offline mode very successfully. The Students' Seminars as a part of continuous Assessment (IA) have also been organized by all departments very smoothly. Students have been assigned with various project works in their own subjects along with Environmental Project (in written form) during the academic session 2021-2022. Field Works of some departments have also been done as per their syllabus.

All official works including fees collection from students and receive-payment to various agencies have been done through online mode very smoothly and systematically. The work has been done to expose transparency in administrative work for the sake of better accreditation by NAAC in future. This work has always been guided by the cell.

IQAC has motivated the faculties towards the Career Advancement Scheme (CAS). One of the faculties (from the department of English) is promoted to the rank of Associate Professor. IQAC team has scrutinized CAS files of 8 teachers in its last meeting and recommended them to the Teacher-in-Charge for making them passed in the Governing Body meeting.

The Cell has been very active to maintain contact with the students to enhance the quality of students life in off campus. Online Computer literacy of each department is among the primary initiatives of IQAC so that the departmental data can be archived in the database format. Moreover, computer literacy can initiate improved teaching processes and research techniques for each department.

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

Plan of Action	Achievements/Outcomes
Allocation of membership of G Suite (Google workspace) to the teachers of our college.	The Principal has implemented the decision of IQAC in subscribing the institutional membership from G Suite (new name i.e., 'Google workspace') within a short period of time.
Preparation of a proposal with respect to the reformation of all sub committees for smooth running of the college, also for the purpose of NAAC, 2nd cycle.	Proposal was prepared and placed in the Teachers' Council meeting with respect to the reformation of all sub committees. The Governing Body has also approved the Sub Committees as per the recommendation of IQAC and Teachers' Council.
Introduction of Academic Calendar (2021-2022).	The Academic Calendar 2021-2022 was prepared by IQAC and the Governing Body endorsed the same on the recommendation of IQAC. It is published in the college Website also.
Conducting a Feedback System for the AQAR 2021-2022.	Feedback System for students was conducted and analysed.

13. Whether the AQAR was placed before statutory body? **Yes**

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	29/11/2022

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	SANTAL BIDROHA SARDHA SATABARSHIKI MAHAVIDYALAYA
• Name of the Head of the institution	Dr. Sankar Kumar Dey
• Designation	Teacher-in-Charge
• Does the institution function from its own campus?	Yes
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• Address	Vill-Goaltore, P.O.- Goaltore Dist.- Paschim Medinipur
• City/Town	Goaltore
• State/UT	West Bengal
• Pin Code	721128
2.Institutional status	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	Grants-in aid
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• Name of the IQAC Coordinator	Dr. Krushnapada Das Adhikary
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• if yes, whether it is uploaded in the Institutional website Web link:	https://sbssmahavidyalaya.ac.in/Sites/SBSS/Page?details=Academic%20Calendar				
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Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
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<p>IQAC has inspired faculties to organize classes and Internal Assessments (IA) of students through both online and offline mode very successfully. The Students' Seminars as a part of continuous Assessment (IA) have also been organized by all departments very smoothly. Students have been assigned with various project works in their own subjects along with Environmental Project (in written form) during the academic session 2021-2022. Field Works of some departments have also been done as per their syllabus.</p>	
<p>All official works including fees collection from students and receive-payment to various agencies have been done through online mode very smoothly and systematically. The work has been done to expose transparency in administrative work for the sake of better accreditation by NAAC in future. This work has always been guided by the cell.</p>	
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Name	Date of meeting(s)
Governing Body	29/11/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021	23/03/2022

15. Multidisciplinary / interdisciplinary

The college has been offering the program on multidisciplinary and interdisciplinary subjects to the students since the introduction of the CBCS pattern with the Semester system in the year 2017 by the affiliating university. In the year 2017 the CBCS pattern was introduced to the program of Science and the following year (2018) the same program was introduced to all Arts subjects.

16. Academic bank of credits (ABC):

ABC of the students of our college is maintained not virtual or digitally but it is maintained by documented records. The information on credits earned by individual students can be availed from our college office through hardcopy. Students are also advised to create an account on Google to preserve their academic credits, certificates and other such records. They are also advised to visit the website of the National Academic Depository (NAD) which is a 24X7 online storehouse of all academic awards viz. certificates, diplomas, degrees, mark sheets etc.

17. Skill development:

The college has been effortlessly trying to identify various skills rest in the students, teachers and non teaching staff of the college. Suppose a student has eloquent power of speaking, then he/she is selected for Youth Parliament program, Cultural Meet of the college and University etc. The college also takes care of such skills like computer, accounting, management etc. found in other stakeholders, the authority entrusts him/her with the extra duties/responsibilities.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The college does not offer an online course on "Integration of Indian Knowledge system (teaching in Indian Language & Culture) separately. But as part of the syllabus of Sanskrit, such courses are studied through offline mode. In 2nd semester of the Sanskrit Department, the course called GE-2 (Indian Culture and Social Issues) is studied. Indian culture and civilization, multi-cultural society, Indo-Islamic tradition, *Dharma* as an ever-evolving phenomenon, classical law of India, Identity of women, etc. are the salient features of the course. The Department also tenders the course called GE-4 (Nationalism and Indian Literature). The prominent characteristics of the course are the Definition & meaning of Indian nation & nationality, Constituent elements of Nation, Essential factors of Nationality, National integration, Patriotism, Freedom, Religious Tolerance, National Pride, National Consciousness, Citizenship, National symbols, emblem & flag of India, National Anthem, Origin, development and concept of 'Rastra' etc.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The college tries to focus on "Outcome-based Education (OBE)" among the students by assigning Mentorship to experienced teachers. The mentors along with the Head of departments look after classes in the college, inform oppertunities in the respective subjects and finally evaluate the progress in OBE. The Head of departments under the leadership of Mentors incorporates (1) a theory of education, (2) a systematic structure for education, and (3) a specific approach to instructional practice. They organize the entire system of teaching-learning & practices toward what are considered essential for the learners to be successful at the end of each semester. The team of OBE focuses on (1) life skills, (2) basic skills, (3) professional and vocational skills, (4) intellectual skills, and (5) interpersonal and personal skills. In the OBE system, students are given grades and rankings compared to each other. Other faculties are instructed to provide study materials through this system also. Finally, it is observed that the students are attracted to the classroom. It is also observed that the students are feeling responsible for their own learning.

20.Distance education/online education:

The college does not offer Distance education or online education.

Extended Profile

1.Programme	
1.1	19
Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	View File
2.Student	
2.1	2474
Number of students during the year	
File Description	Documents
Data Template	View File
2.2	601
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	440
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	49
Number of full time teachers during the year	
File Description	Documents
Data Template	View File

3.2	0
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	No File Uploaded
4.Institution	
4.1	20
Total number of Classrooms and Seminar halls	
4.2	4346479
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	62
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

- The college has followed the curriculum of the affiliating university which is based on UGC's uniform syllabus.
- To ensure an effective curriculum the college has introduced a Lesson Plan of each teacher and published Academic Calendar from the very beginning of the academic session.
- The Academic Calendar of the college and the Vidyasagar University are uploaded in the college website.
- The Departments were successful to cover syllabus within the time frame.
- Internal Assessments in various forms like Assignments, ClassTest and Seminar presentations are held properly.
- The Chair has monitored the effective implementation of the Academic Calendar throughout the year.
- The faculties have provided study materials to the students in each Unit of the syllabus and taken feedback from them from time to time.
- Study tours, Educational field visits, industrial visits etc. have also been conducted as soon as the lockdown is

uplifted by the Government in the month of November 2021.

- The college has started offline mode classes from November 2021.
- The guest lectures, Expert lectures, and Special lectures are done in the college campus.
- The college has encouraged the faculties to participate in Orientation and Refresher courses.
- The college has collected the feedback from the faculties, students, alumni and parents.
- The college has organized a competition in publishing Wall Magazines of the college.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

- The college has introduced continuous assessments (CA) of students in terms of Assignments, Seminar and Class-Test (CT).
- Each student of each Semester had to appear internal assessments of 10 marks each for every Honours and General paper either in the form of Assignment or CT or Seminar, besides, 5 marks more from class present.
- The affiliating university has taken End Semester Exam for 60 marks on each theoretical paper of Honours/General course. The total marks 75 are allocated for CC, DSE and GE.
- There are two more papers namely, AECC in English/MIL/ENVS and SEC which carries 50 marks.
- The faculties are involved in continuous assessment and evaluation.
- The Internal Assessment Committee has prepared schedule of all such examinations.
- The Departmental Heads are entrusted with the charge of paper setting and assigning the duty of invigilation and evaluations.
- The college website and the Google Services were utilized to implement the following activities, generating study material, student assignments and online MCQ. Google meet were also one of the platforms for seminar presentation of few papers.

- The schedule for CT/Assignments is notified to the students in advance and uploaded on the respective department portals of the college website.
- WhatsApp groups are used for updating all the exam notices to each of the students.
- Examination Committee has assigned the respective teacher for the question setter, Paper Examiner and evaluator by online appointment letter.
- The HOI has monitored the effective implementation of the work.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

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

- The college believes in integrating cross cutting issues

relevant to professional ethics, gender, human values, environment and sustainability with a view to ensure holistic development of the students. Cross cutting issues relevant to Gender, Human Values and Professional Ethics are covered in the prescribed syllabi of the university in various subjects in the form of topics, chapters and co-curricular activities.

- The college imparts moral ethics, gender, human values, environment and sustainability as extra curriculum and implements these issues among the students during NSS and Cultural programs.
- At the beginning of the academic session, the college organizes induction program for the students. Moral and human values are discussed with the students in the induction programme and their importance is explained to the students.
- As an integral part of student engagement in social activities during their program of study, college also mandates all the students to enroll as NSS volunteers. It aims at inculcating values, ethics and socially responsible qualities.
- Students organize awareness campaigns, debates etc.
- In view of community services like blood donation camps, health checkup camps, hygiene and health workshops, environment awareness camps, river cleanliness drive, gender issues etc. National Webinar on Gender Equality was organised by the Teachers' Council and IQAC.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

2

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1379

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

438

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

- Usually the college assesses the learning levels of the students, after admission and organizes a special program for advanced learners and slow learners. But, until half of the session it could not be possible due to Pandemic of COVID-19. The college was opened on the month of Nov'21 and as soon as the classes were started through offline mode the assessments were made.
- As per the instruction of the Principal the Routine Sub Committee for this purpose was made in which a specific hour/class per week was allotted for the slow learners. The routine was provided to those students whom were identified by the teachers of the respective department. The slow learners are identified on the basis of their performance during continuous internal evaluation, assignments/tutorials and performance in the End Semester Examination.
- The advanced learners were provided several opportunities to develop their knowledge and skills. They were encouraged to participate and present papers in Students' Seminars, Inter College Competitions and various co-curricular activities such as debates, problem solving, design competitions etc.
- The meritorious students who had obtained very good marks in the 6th Semester exam were trained in selecting PG colleges/Universities for PG courses through counseling.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2474	49

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

- The college has been practicing a teaching methodology which focuses on tendering education through a student centric approach.
- In addition to the traditional teaching-learning methods, the institute is highly interested in providing innovative methods for enriching the learning experiences. In the present pandemic situation, when no classes could be held through offline mode, methodologies such as webinars, special lectures, case-studies, project-based-methods are used.
- Lectures by eminent experts are organised to supplement the teaching process and provide experiential learning.
- As soon as the lock down for COVID 19 is lifted by the Government in the month of Nov 21 the ICT enabled teaching methods have been made available.
- The faculty members have fostered learning environment by engaging in rich experiential content of teaching through experience, demonstration, visual aids, presenting papers and analysing case studies.
- The Student Seminars are organized in which the papers are presented by the students on various relevant topics.
- Teachers have made classes as an interactive as much as possible and encourage innovative thought. The Field Work and Projects are some of the means utilized by them.

File Description	Documents
Upload any additional information	View File
Link for additional information	www.youtube.com/watch?v=KmSa_94tj58

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

It is necessary for the students to learn the latest technologies for ready to compete. To overcome the situation, teachers have used to combining technology and traditional methods during

teaching. Due to the effect of COVID-19 pandemic situation, classes are held through online mode and teachers have used power point presentation for teaching until Oct 2021. But as soon as the lock down for COVID-19 is lifted by the State Government in the month of Nov 2021 the use of ICT enabled tools for effective teaching learning process was normal.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

27

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

49

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

12

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college has followed a standard, transparent and robust evaluation system. At the very beginning of the session. The schedule of Internal Assessment (IA) is communicated with the students in the college website. The Principal has conducted meetings of the faculty members and directed them to ensure effective implementation of the evaluation process. The students who are admitted for the concerned course as per merit are assessed continuously through the processes as follows:

- Unit Tests,

- Assignments Submission,
- Field Visit / Field Work,
- Seminars Presentation.

After the completion of the IA, the performance of the students is communicated through WhatsApp Groups. The personal guidance is given to the poor performing students after their assessments. For transparent and robust IA, the following mechanisms are conducted:

- Internal Examination Committee.
- Question Paper Setting.
- Conduct of Examination.
- Result display
- Interaction with students regarding their performance.

The IA is an effective tool to evaluate the students in an appropriate manner. IA increases the interest of the student towards learning and attending the classes. The seminar presentation improves the communication skills of the students which is very essential to face the interviews in future. Thus in a transparent and robust manner IA is conducted in our college.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	www.youtube.com/watch?v=xow4E23Vzb4

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

- The Examination Committee collects the grievances and sends them to the Head of respective department. The grievances which are addressed to the External Examination conducted by the university are also solved by the Exam Center Committee. This committee is formed as per the direction of VU. Two Supervisors among the faculty members are mainly overcome the problems.
- The college has a well organized mechanism for redressing grievances. Student can approach to the teachers and the Principal to redress the examination related grievance within a stipulated time period.
- Internal examination committee itself looks after the complaints or grievances related to internal examination and takes necessary steps to redress them.
- The grievances related to the end semester examination are

forwarded to the University Grievances Cell.

- Students who were dissatisfied with their result of university examinations can apply for Revaluation/Reassessment to the University.
- For students whose marks are not entered or incorrectly entered due to oversight in the University mark list, the college sends a photocopy of the mark list as prepared by the teacher with an application to rectify the error at the university level.
- The norms regarding grievances are displayed on University website.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students.

1. Hard copy of syllabi and lesson plan of each teacher are made available in the respective department.
2. The importance of the learning outcomes has been communicated to the teachers in every IQAC meeting and other related meetings of the Sub Committees.
3. The students are also made aware of the same through Tutorial Classes.
4. Workshops are conducted for developing the educational objectives and learning outcomes.
5. Students go through a well defined study program for all-round development.
6. Students from science department use technology for experimental design and implementation, analysis of experimental data and numerical methods in problem solving at the Common Research Lab.
7. Students of Chemistry Department gain an understanding of methods of analysis related to chemical analysis such as detection of elements at their labs.
8. Students of Zoology Department analyze relationship among animals, plants, microbes and environment at their lab.

9. Students of Mathematics understand the foundation of Mathematics and perform basic computation in higher Mathematics.
10. Students of Nutrition are trained with scientific knowledge about food and nutrition at their lab.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

- At the beginning of the academic session Induction meeting is called. The Principal explains objectives of the course to the students in this meeting with help of experienced faculties.
- Each Program has a defined set of course outcomes and corresponding evaluation criteria. The course outcomes are mapped to the program outcomes which are used to provide the quantitative measurement of how well the program outcomes are achieved.
- The performance of the students in the examinations during the semester in each Program is used to compute the level of attainment of the students.
- A regular assessment and evaluation of the students are done. Attendance of the students is given priority as it leads to punctuality.
- Written tests are conducted for the development of written skill and clear expression of thought. Regular tests and assessments are held to enhance their knowledge of subjects to attain a particular level.
- All teachers assess semester-wise evaluation reports. The objective and outcomes are properly planned for the testing and evaluation of students.
- Assessment methods include direct and indirect methods. The process of course outcome assessment by direct method is based on mid examinations, semester end examination and questionnaire.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

441

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://sbssmahavidyalaya.ac.in/>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

825000

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

2

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

8

File Description	Documents
Report of the event	No File Uploaded
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

7

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

3

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Usually the NSS Units (4 in number) of the college extend activities to the neighborhood communities of the locality, sensitizing students to social issues for their holistic development and impact thereof every year. But due to the Pandemic of COVID-19 the activities could not be carried out except sensitizing students to social issues in the year 2021-2022.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

2

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

0

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	No File Uploaded

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

- The college provides infrastructural facilities to both teachers and students for the purpose of teaching & learning.
- We have adequate classrooms with LCD projectors.
- All lab-based Departments have their own laboratories with a Language Lab separately.
- The college also provides a Central Research Lab for both the communities.
- There is a Computer Centre of 62 devices with LAN with 24 hours internet facility.
- The campus is fully made with Wi-Fi service.
- We have also a Seminar hall, Smart Classroom and Language Lab with ICT and internet facility.
- Each Department has their own departmental room with library facility apart from the Central Library.
- The college facilitates a vast playground named Sanak Stadium and a beautiful Garden in front of the college.
- 4 NSS Units and Students' Health Home.
- The college has a Health Care Centre.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

- The college provides adequate facilities for Cultural activities and encourages students to participate in University/Zonal/State/National Level competitions. As a part of regular practice, the college organizes Cultural Meet every year by inviting experts of nearby localities, other colleges, concerned BDO office etc. This year it is organized through online mode.
- As per our academic calendar we organize Hool Diwas, World Sanskrit Day, Vidyasagar Jayanti, Rabindra Jayanti, Yuva Diwas, International Yoga Day, Freshers' Welcome, Socio-cultural Meet etc.
- The NSS Units of our college has organized International Yoga Day in presence of Professor Tapan Kumar De, Coordinator NSS of Vidyasagar University through online. The NSS Units are

very much enthusiastic in observing all programmes as per the instructions and guidelines provided by the affiliating university VU in time.

- The college has a vast Playground named Sanaka Stadium, where the Annual Sports is organized. Students are also facilitated indoor games in their Commonrooms of Boys and Girls separately. Since the college has the Department of Physical Education, hence, gymnasium for all stakeholders has been made available from the very beginning of the introduction of the subject. More and more sport equipment for the Department of Physical Education have been procured on behalf of the RUSA 2.0.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

20

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

17

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

368000

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

- The college facilitates Integrated Library Management System (ILMS) in the central Library.
- The central library of the college is well equipped with modern facilities.
- The library resources are available in various format (print and non-print).
- The library is partially automated using library management software SOUL version.
- The OPAC (Online Public Access Catalogue) service for library users in the college campus has been made available.
- The college also has subscribed N-LIST (National Library and Information Services Infrastructure for Scholarly content) program for library users. The N-LIST covered for more than 6000 journals, 199500 e-books and 600000 e-books through NDL.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources C. Any 2 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

58

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

- The Institution has different types of IT facilities, like laptops, desktops, printers, smartboards, projectors, etc.
- All the academic buildings have Wi-Fi and Lan internet facilities.
- Few rooms have the audio and video monitoring system also.

- The Institute has won a server to operate the whole office work.
- The Institute has intercom facilities, digital notice boards, a dedicated computer lab etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

62

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

4346479

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

- **Maintenance of Library Facilities:**The books and journals are maintained against disfiguring. Book binding is carried out on regular basis for damaged books to avoid further damage. Stock verification is done as a part of regular monitoring and control. Pest control is done on regular basis for maintaining books safe from termites. Library Committee has been constituted for co-ordination in respect of Library management and learning resources.
- **Computers:**The institute has almost adequate number of computers (62 no.) with internet/Wi-Fi connections and utility softwares. Computer systems, UPS, Softwares and Servers are maintained by outsourced technicians, Lab Assistants and Lab-In Charges.
- **Classrooms, Conference Hall:**Classrooms and International Conference hall are provided with enough seating capacity and LCD projectors. Cleanliness of classrooms, Conference Hall, Smart Classroom is maintained on regular basis. Working condition of audio system, LCD projector etc. are done on regular basis.
- **Laboratory:**Laboratories are regularly maintained by the Laboratory attendants. Records of equipment are maintained in Dead-stock Register (DSR) as per the process. Equipment are maintained properly, calibrated and serviced periodically.
- **Maintenance of other support systems:**Housekeeping for regular cleanliness of corridors, washroom, classrooms, laboratories and premises is done by external agencies.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1099

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

1099

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

E. none of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

12

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

12

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

D. Any 1 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

12

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

90

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

1

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Our college facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities like Cultural Committee, Celebration Committee, NSS, Students' Seminar, National Webinars, Career Council etc., which were held through online mode this year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

24

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Not applicable.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

- The college practices decentralization and participativemanagement mode of administration. Every faculty member is incharge (IC) of one or more than one activities with few exceptions.
- The HOI interactswith the ICs time to time or calls meetings of the concerned sub committee. These meetingsusually take policy decisions and devise operationalprocedures. This reduces the considerable workload of theoffice and generates valuable experience among faculty membersto tackle day to day problems and handle unforeseenchallenges.
- The college also tries to modify or apply correction on the basis of pastexperiences. Each departmentfunctions as an autonomous unit in teaching and learnings. As a result, it is seen that departmental seminars, special lectures, students seminars and such other academic activities are successfully organised.
- IQAC meetings are conducted more than 5 times during the academic year. There is a senior member of the staff who is appointed as the coordinator who initiates discussions and arranges various programmes for the college's academic staff. Other members namely, management, HOI, Librarian and some senior staff members are included in the body as per the guidelines of IQAC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

- The Governing Body of the college comprises of representatives from two nominees of DPI, two nominees of

West Bengal State Council of Higher Education, two nominees of Affiliating University, three nominees of Teachers' Council and one nominee of Non-Teaching Staff.

- The IQAC comprises of representatives from Industry Experts, Eminent Educationists, other senior Faculty of the own college as well as nearby colleges for planning and policy development, institutional budget, academic and research growth of the college and other extensional activities.
- All HOD and Coordinators represent Academic Sub Committeewhich plans teaching-learning, assessment and evaluation system of the institution.
- The HOI consolidates requirements of all the departments and forwards it to the management for approval. The sanctioned budget from the management is received by the college. For the acquisition of goods and services, including requisition preparation, funds approval, payments to suppliers, and follow-up inquiries, the college practices decentralization by creating Finance and Purchase Committee.
- The college has more than 30 Sub Committees for decentralization and participative management among the human resources of the college with well-defined functions that give academic and administrative leadership to the institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- Admission Committee ensures a justified and proper admission system in the college strictly on the basis of merit.
- Online process of monetary transaction of the college is transparent, efficient and user friendly.
- The institution sincerely works to prepare the students for their higher studies. Apart from the teaching and learning, classes, the students are also exposed to sports and seminar.
- Basic laboratory facilities, necessary equipments, are provided as far as possible to the faculty members to carry out the research projects. Students of UG courses prepare science projects in their final year.

- Institution adheres to the norms of evolution pattern set by the affiliating university. Internal marks are given on the basis of home assignment, projects, class test, term exam etc.
- CBCS has been introduced in the years 2018 and 2019.
- Teachers are actively using laptops and LCD projectors in the classrooms to make the teaching learning process more interactive.
- Internet access is provided to students under the supervision of teachers.
- The learning process is further enriched by Departmental seminars, projects etc.
- The Institution implements the syllabus and curriculum of Vidyasagar University, Midnapore.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

- The functioning of the various bodies of the college in policy making, administrative setup, appointment, service rules and procedures is effective and efficient.
- Any appointment of the college may it be a Guest Faculty or a Cusual Staff is made through an Expert Committee.
- The Governing Body approves the planning and development plans approved by the IQAC and the Finance Committee.
- The institution is under the administrative control of Department of Higher Education, Govt. of West Bengal.
- The college administration runs as per the policies and direction of the State Government, Vidyasagar University and UGC.
- The website displays notices before admission, and reports of recent events written by students.
- Most of the Accounts documentation is digitally maintained
- Administrative feedback from students is taken online separately.
- Taking the help of e-transactions, online salary of the staff, arrear bills, PF etc., are done through HRMS and IFMS

portal. The cash books, daily collection registers and other registers like stock registers are maintained and updated regularly.

- The college expenditures are audited by the authorized audit team of the Govt. of West Bengal.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The Institute has the following measures for teaching and Non Teaching Staff (NTS): Provides loans to NTS only for severe health treatment without any rate of interest. Teachers in UGC Scale and Non Teaching Staff when join the college in a substantial post are paid refundable advance salary (partially) from the college fund until the Pay Fixation by DPI, Government of West Bengal. Cares for health through Health Care Centre as and when they need. Encourages to take COVID 19 Vaccination. There is a full fledged canteen in the campus which caters food and snacks at reasonable price to the staff and students. Non-teaching staff Association

represents their grievances to the management and seek redressal.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

9

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

A self-appraisal is prepared by each teacher. The HOI intervenes and addresses possible areas of improvement. The HOI evaluates these with each teacher, motivating her/him to look at specific areas where growth is needed. Efforts are made to motivate parents

to process feedback forms on the college. Accordingly, continuous review of infrastructure and learning resources is carried out by respective committees and the recommendations are integrated for upgrading, maintaining and utilizing physical, academic and support facilities. The HOI directly interacts with the Non-Teaching staff and verify the performance of them by calling meeting every fortnight. Spoken English, Draft writings etc., are taught to them by the teachers of English Department. The NTS are encouraged to visit library and participate in games and sports as well as in cultural program. Every year in winter season tour and picnic with Faculties and NTS are organized.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

- **Internal Financial Audit:** The Institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. Internal audit is conducted half yearly. The college has its own mechanism to cross check the financial activities through several means like finance committee in which government nominated member and university nominated members are included. The expenses incurred under different heads are checked by verifying the bills vouchers.
- **External Financial Audit:** The accounts of the college are audited by chartered accountant regularly as per the government rules. The auditor ensures that all payments are duly authorized after the audit, the report is sent to the government. Any queries, in the process of audit would be attended immediately along with the supporting documents within the prescribed time limits. The institution did not come across with any audit objection during the preceding years. The audited statement is duly signed by the authorities of the management and chartered accountant.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

- The main source for generating fund of the college is students' fees and Government (State & Central) aids. The fund which is collected from students are utilized in favour of various welfare of the college pertaining to teaching learning like payment to Guest Teachers, Examination, Laboratories, Books and Sports equipment. Also a few funds are utilized for Socio-Cultural programs, Community service, students' free-ship, Civil & repairing works, electricity etc. The fund which is received from Govt. is utilized properly in a time-bound manner and the Utilization Certificate is also prepared and submitted to the concerned Govt. Department.
- Funds towards Research Project are released on topmost priority. The college has a Finance Committee and Purchase Committee to mobilize funds in rational manner.
- Funds of RUSA 2.0 are mobilized and utilized properly as per rules and regulations of State Office of RUSA, Bikash Bhavan, Salt Lake.
- The Alumni, who have also provided financial and non-

financial support for various activities to the college.

- The receive-payment system of the college is made online from the year 2020.
- The bank interest of a concerned fund is also credited to the same account and utilized for the same purpose.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

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

- IQAC has been encouraging teachers to prepare files for CAS.
- The cell has been able to mobilize Departments to organize webinars of national and international repute. A Bulletin of the academic activities has been published in an electronic form.
- The cell is very much active to maintain contact with the students to enhance the quality of student life through creating WhatsApp groups of each Department.
- It also encourages teachers to form a Mentor group against each department.
- IQAC provides suggestions to library committee to introduce e-books/e-journals learning system in each department. It inspires authority to publish college magazine, wall magazine, prospectus, bulletin, book with ISBN etc., as a part of regular activity of the college.
- In brief, the cell (1) aims to promote quality culture as the prime concern of Higher Education Institutions through institutionalizing and internalizing all the quality-enhancing and sustaining initiatives taken with internal and external support, (2) to develop a mechanism to promote conscious, consistent and catalytic action plans to improve the academic and administrative performance of the institution, (3) to promote institutional quality enhancement and sustenance through the internalization of quality culture and institutionalization of the best practices.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

- The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities. Basically, it is performed through Feedback and analyzing the same. For efficient working of the institution a regular feedback from the student is obtained through a well-structured feedback Performa, suggestions put in suggestion box and interaction in tutorial classes. The feedback is further analyzed through committee discussion consisting of principal and faculty. The requisite problems are further put forward before the managing committee of the college and necessary solution is sought.
- The feedback is also obtained from the students and the remaining stakeholders, viz. students, parents, teachers and alumni and their views are considered to bring in the appropriate timely changes in the system.
- Feedbacks are analyzed at upper management and the action taken once the feedback is received. Accordingly, continuous review of infrastructure and learning resources is carried out by respective committees and the recommendations are integrated for upgrading, maintaining and utilizing physical, academic and support facilities. Observations on general trends are also made.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC);

D. Any 1 of the above

Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

- The college has Women's Cell and Anti Ragging Cell to measure the promotion of gender equity.
- The committee organizes activities on the issue of 'Gender Sensitization', 'Violence against Women' and legal provisions under 'Sexual Harassment of Women' at Workplace (Prevention, Prohibition and Redressal) Act, 2013'
- It promotes the staff and students to take participation in various programs organized by the Women Cell.
- The cell organizes seminars on women and Indian culture, festivals and traditions.
- It creates awareness about self-employment of girls students.
- It monitors students and ensures that no ragging activity happens in the campus.
- The cell ensures compliance with the provision of UGC regulation 2009 at the institute level as well as the provisions of any law for the time being in force concerning ragging.
- It makes surveillance on ragging and makes surprise raids on hostels, canteen and other places vulnerable to incidents and having the potential for ragging and shall be empowered

to inspect such places.

- It takes decisions and actions related to ragging activities of the students in the college as and when required.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

- In our college, mainly three types of waste materials are produced like solid, liquid and e-wastes. Some solid wastes are degradable and some of them are non-degradable.
- The solid wastes are produced mainly from papers and used plastics buckets, mug etc. The degradable plant product wastes are re-used as Vermi composting method in Vermi Compost Zones in the campus to produce the organic compost and non-degradable wastes are sold to the local vendors for recycling or compost in a rectangular brick tank with aeration holes. Liquid wastes are managed through proper sanitary pipes which are connected to safety tank in underground.
- Safety tanks are designed at the corner of our college. Mainly e-wastes are produced from discarded electronic

wastes which are generated from phones, desktops laptops, hard disks, batteries, circuit boards, laboratory equipment and all types of electronic equipment refrigerators and tube lights. Those substances are sent to industry for authorized Treatment, Storage and Disposal Facilities.

- Biomedical wastes and hazardous chemicals and radioactive wastes are not produced in this campus. Waste recycling system is not exist in this campus.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: B. Any 3 of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

- Our college provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities.
- Various games, sports and cultural activities organized inside and outside the college campus to promote harmony towards the community members.
- Memorable days like Republic day, Independence Day, Women's day, International Yoga Day, Cancer Day, AIIDS Awareness Program, Cyber Security Awareness Program and many regional festivals like Hool, Poush Sankranti, Karama, Basantotsav, Saaradutsab etc., are celebrated in the college.
- There are different grievance redressal cells in the institute like, Student Grievance Redressal Cell, Women Grievance Redressal Cell which deal with grievances without considering anyone's racial or cultural background.
- The college has code of ethics for students and a separate code of ethics for teachers and other employees. All are followed irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities.
- For the patients also, the institute reaches out to community for providing better oral health care. All types of facility to the patients are provided irrespective of their caste, creed, colour, sex or socioeconomic backgrounds.
- The NSS units have organized many awareness programs and seminars throughout the year.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

- The students are inspired by participating in various online programs on culture, traditions, values, duties, and responsibilities by inviting experts and prominent people. The institute conducted awareness programs on the ban on plastics, cleanliness, Swachha Bharat, etc. involving students by NSS Units.
- The college has concerned sub committees to the conduct various programs through online and offline mode.
- Four NSS units of our college have started exclusively to encourage the students and the units are successfully conducting activities to serve the society of nearby localities called 'Adopted Village'.
- Guest lectures, special lectures and workshops are arranged by eminent personalities of national repute. They deliver lectures on ethics, values, duties, and responsibilities emphasizing on environment. Ethical Values, rights, duties, and responsibilities of citizens are some of the topics that are enlisted in elocution, debates, and class presentation.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for

B. Any 3 of the above

students, teachers, administrators
and other staff 4. Annual awareness
programmes on Code of Conduct are
organized

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

- The college celebrates and organizes national and international commemorative days, events and festivals like World Sanskrit Day, World AIDS Day, Cancer Day, International Yoga Day etc. as a part of its regular practice. To execute the programs the college has formed various Sub-Committees. The schedule of the programs is decided in the Committees. The Sub Committees provides feedback on all aspects of the program and respective course.
- Cultural and Sports Committees also organize such programs with the help of students. Students have representations in all cultural and sports and games.
- The Girls' Hostel within the campus also organizes various events like, Cultural & Sports. Students manage the entire functioning of the cooperative mess and organize extracurricular events and competitions throughout the year.
- Organization of Special Events like the celebration of Teachers' Day, on Sept. 5 and International Language Day on 21st Feb every year by honoring teachers and mother tongues.
- The College Foundation Day is also celebrated on 1st July. National celebrations that include, Independence Day, Republic Day, National Science Day, National Sports Day, National Youth Day performed on regular basis. This year almost all are organized through online & offline mode.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

- Receiving of DST-Inspire and UGC-DAE CSR projects by the Department of Physics of Rs. 7,45,000/- as well as DSTBT, Government of West Bengal by the Department of Geography.
- 8 Webinars are organized out of which three are National and five are State Level.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Not Applicable.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

- The college has followed the curriculum of the affiliating university which is based on UGC's uniform syllabus.
- To ensure an effective curriculum the college has introduced a Lesson Plan of each teacher and published Academic Calendar from the very beginning of the academic session.
- The Academic Calendar of the college and the Vidyasagar University are uploaded in the college website.
- The Departments were successful to cover syllabus within the time frame.
- Internal Assessments in various forms like Assignments, ClassTest and Seminar presentations are held properly.
- The Chair has monitored the effective implementation of the Academic Calendar throughout the year.
- The faculties have provided study materials to the students in each Unit of the syllabus and taken feedback from them from time to time.
- Study tours, Educational field visits, industrial visits etc. have also been conducted as soon as the lockdown is uplifted by the Government in the month of November 2021.
- The college has started offline mode classes from November 2021.
- The guest lectures, Expert lectures, and Special lectures are done in the college campus.
- The college has encouraged the faculties to participate in Orientation and Refresher courses.
- The college has collected the feedback from the faculties, students, alumni and parents.
- The college has organized a competition in publishing Wall Magazines of the college.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

- The college has introduced continuous assessments (CA) of students in terms of Assignments, Seminar and Class-Test (CT).
- Each student of each Semester had to appear internal assessments of 10 marks each for every Honours and General paper either in the form of Assignment or CT or Seminar, besides, 5 marks more from class present.
- The affiliating university has taken End Semester Exam for 60 marks on each theoretical paper of Honours/General course. The total marks 75 are allocated for CC, DSE and GE.
- There are two more papers namely, AECC in English/MIL/ENVS and SEC which carries 50 marks.
- The faculties are involved in continuous assessment and evaluation.
- The Internal Assessment Committee has prepared schedule of all such examinations.
- The Departmental Heads are entrusted with the charge of paper setting and assigning the duty of invigilation and evaluations.
- The college website and the Google Services were utilized to implement the following activities, generating study material, student assignments and online MCQ. Google meet were also one of the platforms for seminar presentation of few papers.
- The schedule for CT/Assignments is notified to the students in advance and uploaded on the respective department portals of the college website.
- WhatsApp groups are used for updating all the exam notices to each of the students.
- Examination Committee has assigned the respective teacher for the question setter, Paper Examiner and evaluator by online appointment letter.
- The HOI has monitored the effective implementation of the work.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

<p>1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University</p>	<p>C. Any 2 of the above</p>								
<table border="1"> <thead> <tr> <th data-bbox="97 692 531 757">File Description</th> <th data-bbox="531 692 1394 757">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="97 757 531 936">Details of participation of teachers in various bodies/activities provided as a response to the metric</td> <td data-bbox="531 757 1394 936" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="97 936 531 1003">Any additional information</td> <td data-bbox="531 936 1394 1003" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Details of participation of teachers in various bodies/activities provided as a response to the metric	View File	Any additional information	No File Uploaded			
File Description	Documents								
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File								
Any additional information	No File Uploaded								
<p>1.2 - Academic Flexibility</p>									
<p>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</p>									
<p>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</p>									
<p>19</p>									
<table border="1"> <thead> <tr> <th data-bbox="97 1339 531 1404">File Description</th> <th data-bbox="531 1339 1394 1404">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="97 1404 531 1471">Any additional information</td> <td data-bbox="531 1404 1394 1471" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="97 1471 531 1583">Minutes of relevant Academic Council/ BOS meetings</td> <td data-bbox="531 1471 1394 1583" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="97 1583 531 1686">Institutional data in prescribed format (Data Template)</td> <td data-bbox="531 1583 1394 1686" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Any additional information	No File Uploaded	Minutes of relevant Academic Council/ BOS meetings	No File Uploaded	Institutional data in prescribed format (Data Template)	View File	
File Description	Documents								
Any additional information	No File Uploaded								
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded								
Institutional data in prescribed format (Data Template)	View File								
<p>1.2.2 - Number of Add on /Certificate programs offered during the year</p>									
<p>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</p>									
<p>0</p>									

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

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

- The college believes in integrating cross cutting issues relevant to professional ethics, gender, human values, environment and sustainability with a view to ensure holistic development of the students. Cross cutting issues relevant to Gender, Human Values and Professional Ethics are covered in the prescribed syllabi of the university in various subjects in the form of topics, chapters and co-curricular activities.
- The college imparts moral ethics, gender, human values, environment and sustainability as extra curriculum and implements these issues among the students during NSS and Cultural programs.
- At the beginning of the academic session, the college organizes induction program for the students. Moral and human values are discussed with the students in the induction programme and their importance is explained to

the students.

- As an integral part of student engagement in social activities during their program of study, college also mandates all the students to enroll as NSS volunteers. It aims at inculcating values, ethics and socially responsible qualities.
- Students organize awareness campaigns, debates etc.
- In view of community services like blood donation camps, health checkup camps, hygiene and health workshops, environment awareness camps, river cleanliness drive, gender issues etc. National Webinar on Gender Equality was organised by the Teachers' Council and IQAC.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

2

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships	
0	
File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded
1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	C. Any 2 of the above
File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded
1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed
File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil
TEACHING-LEARNING AND EVALUATION	
2.1 - Student Enrollment and Profile	

2.1.1 - Enrolment Number Number of students admitted during the year**2.1.1.1 - Number of sanctioned seats during the year**

1379

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

438

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity**2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners**

- Usually the college assesses the learning levels of the students, after admission and organizes a special program for advanced learners and slow learners. But, until half of the session it could not be possible due to Pandemic of COVID-19. The college was opened on the month of Nov'21 and as soon as the classes were started through offline mode the assessments were made.
- As per the instruction of the Principal the Routine Sub Committee for this purpose was made in which a specific hour/class per week was allotted for the slow learners. The routine was provided to those students whom were identified by the teachers of the respective department. The slow learners are identified on the basis of their performance during continuous internal evaluation, assignments/tutorials and performance in the End Semester Examination.
- The advanced learners were provided several opportunities

to develop their knowledge and skills. They were encouraged to participate and present papers in Students' Seminars, Inter College Competitions and various co-curricular activities such as debates, problem solving, design competitions etc.

- The meritorious students who had obtained very good marks in the 6th Semester exam were trained in selecting PG colleges/Universities for PG courses through counseling.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2474	49

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

- The college has been practicing a teaching methodology which focuses on tendering education through a student centric approach.
- In addition to the traditional teaching-learning methods, the institute is highly interested in providing innovative methods for enriching the learning experiences. In the present pandemic situation, when no classes could be held through offline mode, methodologies such as webinars, special lectures, case-studies, project-based-methods are used.
- Lectures by eminent experts are organised to supplement the teaching process and provide experiential learning.
- As soon as the lock down for COVID 19 is lifted by the Government in the month of Nov 21 the ICT enabled teaching methods have been made available.
- The faculty members have fostered learning environment by

engaging in rich experiential content of teaching through experience, demonstration, visual aids, presenting papers and analysing case studies.

- The Student Seminars are organized in which the papers are presented by the students on various relevant topics.
- Teachers have made classes as an interactive as much as possible and encourage innovative thought. The Field Work and Projects are some of the means utilized by them.

File Description	Documents
Upload any additional information	View File
Link for additional information	www.youtube.com/watch?v=KmSa_94tj58

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

It is necessary for the students to learn the latest technologies for ready to compete. To overcome the situation, teachers have used to combining technology and traditional methods during teaching. Due to the effect of COVID-19 pandemic situation, classes are held through online mode and teachers have used power point presentation for teaching until Oct 2021. But as soon as the lock down for COVID-19 is lifted by the State Government in the month of Nov 2021 the use of ICT enabled tools for effective teaching learning process was normal.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

27

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

49

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

12

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

The college has followed a standard, transparent and robust evaluation system. At the very beginning of the session. The schedule of Internal Assessment (IA) is communicated with the students in the college website. The Principal has conducted meetings of the faculty members and directed them to ensure effective implementation of the evaluation process. The students who are admitted for the concerned course as per merit are assessed continuously through the processes as follows:

- Unit Tests,
- Assignments Submission,
- Field Visit / Field Work,
- Seminars Presentation.

After the completion of the IA, the performance of the students is communicated through WhatsApp Groups. The personal guidance is given to the poor performing students after their assessments. For transparent and robust IA, the following mechanisms are conducted:

- Internal Examination Committee.
- Question Paper Setting.
- Conduct of Examination.
- Result display
- Interaction with students regarding their performance.

The IA is an effective tool to evaluate the students in an appropriate manner. IA increases the interest of the student towards learning and attending the classes. The seminar presentation improves the communication skills of the students which is very essential to face the interviews in future. Thus in a transparent and robust manner IA is conducted in our

college.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	www.youtube.com/watch?v=xow4E23Vzb4

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

- The Examination Committee collects the grievances and sends them to the Head of respective department. The grievances which are addressed to the External Examination conducted by the university are also solved by the Exam Center Committee. This committee is formed as per the direction of VU. Two Supervisors among the faculty members are mainly overcome the problems.
- The college has a well organized mechanism for redressing grievances. Student can approach to the teachers and the Principal to redress the examination related grievance within a stipulated time period.
- Internal examination committee itself looks after the complaints or grievances related to internal examination and takes necessary steps to redress them.
- The grievances related to the end semester examination are forwarded to the University Grievances Cell.
- Students who were dissatisfied with their result of university examinations can apply for Revaluation/Reassessment to the University.
- For students whose marks are not entered or incorrectly entered due to oversight in the University mark list, the college sends a photocopy of the mark list as prepared by the teacher with an application to rectify the error at the university level.
- The norms regarding grievances are displayed on University website.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students.

1. Hard copy of syllabi and lesson plan of each teacher are made available in the respective department.
2. The importance of the learning outcomes has been communicated to the teachers in every IQAC meeting and other related meetings of the Sub Committees.
3. The students are also made aware of the same through Tutorial Classes.
4. Workshops are conducted for developing the educational objectives and learning outcomes.
5. Students go through a well defined study program for all-round development.
6. Students from science department use technology for experimental design and implementation, analysis of experimental data and numerical methods in problem solving at the Common Research Lab.
7. Students of Chemistry Department gain an understanding of methods of analysis related to chemical analysis such as detection of elements at their labs.
8. Students of Zoology Department analyze relationship among animals, plants, microbes and environment at their lab.
9. Students of Mathematics understand the foundation of Mathematics and perform basic computation in higher Mathematics.
10. Students of Nutrition are trained with scientific knowledge about food and nutrition at their lab.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

- At the beginning of the academic session Induction meeting is called. The Principal explains objectives of

the course to the students in this meeting with help of experienced faculties.

- Each Program has a defined set of course outcomes and corresponding evaluation criteria. The course outcomes are mapped to the program outcomes which are used to provide the quantitative measurement of how well the program outcomes are achieved.
- The performance of the students in the examinations during the semester in each Program is used to compute the level of attainment of the students.
- A regular assessment and evaluation of the students are done. Attendance of the students is given priority as it leads to punctuality.
- Written tests are conducted for the development of written skill and clear expression of thought. Regular tests and assessments are held to enhance their knowledge of subjects to attain a particular level.
- All teachers assess semester-wise evaluation reports. The objective and outcomes are properly planned for the testing and evaluation of students.
- Assessment methods include direct and indirect methods. The process of course outcome assessment by direct method is based on mid examinations, semester end examination and questionnaire.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

441

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://sbssmahavidyalaya.ac.in/>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

825000

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

2

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

8

File Description	Documents
Report of the event	No File Uploaded
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

7

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers

published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

3

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Usually the NSS Units (4 in number) of the college extend activities to the neighborhood communities of the locality, sensitizing students to social issues for their holistic development and impact thereof every year. But due to the Pandemic of COVID-19 the activities could not be carried out except sensitizing students to social issues in the year 2021-2022.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

2

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

0

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	No File Uploaded

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

- The college provides infrastructural facilitates to both tachers and students for the purpose of teaching & learning.
- We have adequate classrooms with LCD projectors.
- All lab-based Departments have their own laboratories with aLanguage Lab separately.

- The college also provides a Central Research Lab for both the communities.
- There is a Computer Centre of 62 devices with LAN with 24 hours internet facility.
- The campus is fully made with Wi-Fi service.
- We have also a Seminar hall, Smart Classroom and Language Lab with ICT and internet facility.
- Each Department has their own departmental room with library facility apart from the Central Library.
- The college facilitates a vast playground named Sanak Stadium and a beautiful Garden in front of the college.
- 4 NSS Units and Students' Health Home.
- The college has a Health Care Centre.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

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

- The college provides adequate facilities for Cultural activities and encourages students to participate in University/Zonal/State/National Level competitions. As a part of regular practice, the college organizes Cultural Meet every year by inviting experts of nearby localities, other colleges, concerned BDO office etc. This year it is organized through online mode.
- As per our academic calendar we organize Hool Diwas, World Sanskrit Day, Vidyasagar Jayanti, Rabindra Jayanti, Yuva Diwas, International Yoga Day, Freshers' Welcome, Socio-cultural Meet etc.
- The NSS Units of our college has organized International Yoga Day in presence of Professor Tapan Kumar De, Coordinator NSS of Vidyasagar University through online. The NSS Units are very much enthusiastic in observing all programmes as per the instructions and guidelines provided by the affiliating university VU in time.
- The college has a vast Playground named Sanaka Stadium, where the Annual Sports is organized. Students are also facilitated indoor games in their Commonrooms of Boys and Girls separately. Since the college has the Department of Physical Education, hence, gymnasium for all stakeholders

has been made available from the very beginning of the introduction of the subject. More and more sport equipment for the Department of Physical Education have been procured on behalf of the RUSA 2.0.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

20

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

17

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

368000

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

- The college facilitates Integrated Library Management System (ILMS) in the central Library.
- The central library of the college is well equipped with modern facilities.
- The library resources are available in various format (print and non-print).
- The library is partially automated using library management software SOUL version.
- The OPAC (Online Public Access Catalogue) service for library users in the college campus has been made available.
- The college also has subscribed N-LIST (National Library and Information Services Infrastructure for Scholarly content) program for library users. The N-LIST covered for more than 6000 journals, 199500 e-books and 600000 e-books through NDL.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

C. Any 2 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	No File Uploaded

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

58

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

- The Institution has different types of IT facilities, like laptops, desktops, printers, smartboards, projectors, etc.
- All the academic buildings have Wi-Fi and Lan internet facilities.

- Few rooms have the audio and video monitoring system also.
- The Institute has won a server to operate the whole office work.
- The Institute has intercom facilities, digital notice boards, a dedicated computer lab etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

62

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

4346479

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

- **Maintenance of Library Facilities:**The books and journals are maintained against disfiguring. Book binding is carried out on regular basis for damaged books to avoid further damage. Stock verification is done as a part of regular monitoring and control. Pest control is done on regular basis for maintaining books safe from termites. Library Committee has been constituted for coordination in respect of Library management and learning resources.
- **Computers:**The institute has almost adequate number of computers (62 no.) with internet/Wi-Fi connections and utility softwares. Computer systems, UPS, Softwares and Servers are maintained by outsourced technicians, Lab Assistants and Lab-In Charges.
- **Classrooms, Conference Hall:**Classrooms and International Conference hall are provided with enough seating capacity and LCD projectors. Cleanliness of classrooms, Conference Hall, Smart Classroom is maintained on regular basis. Working condition of audio system, LCD projector etc. are done on regular basis.
- **Laboratory:**Laboratories are regularly maintained by the Laboratory attendants. Records of equipment are maintained in Dead-stock Register (DSR) as per the process. Equipment are maintained properly, calibrated and serviced periodically.
- **Maintenance of other support systems:**Housekeeping for regular cleanliness of corridors, washroom, classrooms, laboratories and premises is done by external agencies.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1099

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

1099

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	E. none of the above
File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
12	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
12	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	D. Any 1 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

12

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

90

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

government examinations) during the year

1

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

Our college facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities like Cultural Committee, Celebration Committee, NSS, Students' Seminar, National Webinars, Career Council etc., which were held through online mode this year.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

24

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Not applicable.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

- The college practices decentralization and participativemanagement mode of administration. Every faculty member is incharge (IC) of one or more than one activities with few exceptions.
- The HOI interactswith the ICs time to time or calls meetings of the concerned sub committee. These meetingsusually take policy decisions and devise operationalprocedures. This reduces the considerable workload of theoffice and generates valuable experience among faculty membersto tackle day to day problems and handle unforeseenchallenges.
- The college also tries to modify or apply correction on the basis of pastexperiences. Each departmentfunctions as an autonomous unit in teaching and learnings. As a result, it is seen that departmental seminars, special lectures, students seminars and such other academic activities are successfully organised.
- IQAC meetings are conducted more than 5 times during the academic year. There is a senior member of the staff who is appointed as the coordinator who initiates discussions and arranges various programmes for the college's academic staff. Other members namely, management, HOI, Librarian and some senior staff members are included in the body as per the guidelines of IQAC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

- The Governing Body of the college comprises of

representatives from two nominees of DPI, two nominees of West Bengal State Council of Higher Education, two nominees of Affiliating University, three nominees of Teachers' Council and one nominee of Non-Teaching Staff.

- The IQAC comprises of representatives from Industry Experts, Eminent Educationists, other senior Faculty of the own college as well as nearby colleges for planning and policy development, institutional budget, academic and research growth of the college and other extensional activities.
- All HOD and Coordinators represent Academic Sub Committeewhich plans teaching-learning, assessment and evaluation system of the institution.
- The HOI consolidates requirements of all the departments and forwards it to the management for approval. The sanctioned budget from the management is received by the college. For the acquisition of goods and services, including requisition preparation, funds approval, payments to suppliers, and follow-up inquiries, the college practices decentralization by creating Finance and Purchase Committee.
- The college has more than 30 Sub Committees for decentralization and participative management among the human resources of the college with well-defined functions that give academic and administrative leadership to the institution.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

- Admission Committee ensures a justified and proper admission system in the college strictly on the basis of merit.
- Online process of monetary transaction of the college is transparent, efficient and user friendly.
- The institution sincerely works to prepare the students for their higher studies. Apart from the teaching and learning, classes, the students are also exposed to sports and seminar.

- Basic laboratory facilities, necessary equipments, are provided as far as possible to the faculty members to carry out the research projects. Students of UG courses prepare science projects in their final year.
- Institution adheres to the norms of evolution pattern set by the affiliating university. Internal marks are given on the basis of home assignment, projects, class test, term exam etc.
- CBCS has been introduced in the years 2018 and 2019.
- Teachers are actively using laptops and LCD projectors in the classrooms to make the teaching learning process more interactive.
- Internet access is provided to students under the supervision of teachers.
- The learning process is further enriched by Departmental seminars, projects etc.
- The Institution implements the syllabus and curriculum of Vidyasagar University, Midnapore.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

- The functioning of the various bodies of the college in policy making, administrative setup, appointment, service rules and procedures is effective and efficient.
- Any appointment of the college may it be a Guest Faculty or a Cusual Staff is made through an Expert Committee.
- The Governing Body approves the planning and development plans approved by the IQAC and the Finance Committee.
- The institution is under the administrative control of Department of Higher Education, Govt. of West Bengal.
- The college administration runs as per the policies and direction of the State Government, Vidyasagar University and UGC.
- The website displays notices before admission, and reports of recent events written by students.
- Most of the Accounts documentation is digitally

maintained

- Administrative feedback from students is taken online separately.
- Taking the help of e-transactions, online salary of the staff, arrear bills, PF etc., are done through HRMS and IFMS portal. The cash books, daily collection registers and other registers like stock registers are maintained and updated regularly.
- The college expenditures are audited by the authorized audit team of the Govt. of West Bengal.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The Institute has the following measures for teaching and Non Teaching Staff (NTS): Provides loans to NTS only for severe health treatment without any rate of interest. Teachers in UGC Scale and Non Teaching Staff when join the college in a substantial post are paid refundable advance salary (partially)

from the college fund until the Pay Fixation by DPI, Government of West Bengal. Cares for health through Health Care Centre as and when they need. Encourages to take COVID 19 Vaccination. There is a full fledged canteen in the campus which caters food and snacks at reasonable price to the staff and students. Non-teaching staff Association represents their grievances to the management and seek redressal.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

9

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

A self-appraisal is prepared by each teacher. The HOI intervenes and addresses possible areas of improvement. The HOI evaluates these with each teacher, motivating her/him to look

at specific areas where growth is needed. Efforts are made to motivate parents to process feedback forms on the college. Accordingly, continuous review of infrastructure and learning resources is carried out by respective committees and the recommendations are integrated for upgrading, maintaining and utilizing physical, academic and support facilities. The HOI directly interacts with the Non-Teaching staff and verify the performance of them by calling meeting every fortnight. Spoken English, Draft writings etc., are taught to them by the teachers of English Department. The NTS are encouraged to visit library and participate in games and sports as well as in cultural program. Every year in winter season tour and picnic with Faculties and NTS are organized.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

- **Internal Financial Audit:** The Institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. Internal audit is conducted half yearly. The college has its own mechanism to cross check the financial activities through several means like finance committee in which government nominated member and university nominated members are included. The expenses incurred under different heads are checked by verifying the bills vouchers.
- **External Financial Audit:** The accounts of the college are audited by chartered accountant regularly as per the government rules. The auditor ensures that all payments are duly authorized after the audit, the report is sent to the government. Any queries, in the process of audit would be attended immediately along with the supporting documents within the prescribed time limits. The institution did not come across with any audit objection during the preceding years. The audited statement is duly signed by the authorities of the management and chartered

accountant.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

- The main source for generating fund of the college is students' fees and Government (State & Central) aids. The fund which is collected from students are utilized in favour of various welfare of the college pertaining to teaching learning like payment to Guest Teachers, Examination, Laboratories, Books and Sports equipment. Also a few funds are utilized for Socio-Cultural programs, Community service, students' free-ship, Civil & repairing works, electricity etc. The fund which is received from Govt. is utilized properly in a time-bound manner and the Utilization Certificate is also prepared and submitted to the concerned Govt. Department.
- Funds towards Research Project are released on topmost priority. The college has a Finance Committee and Purchase Committee to mobilize funds in rational manner.
- Funds of RUSA 2.0 are mobilized and utilized properly as per rules and regulations of State Office of RUSA, Bikaner

Bhavan, Salt Lake.

- The Alumni, who have also provided financial and non-financial support for various activities to the college.
- The receive-payment system of the college is made online from the year 2020.
- The bank interest of a concerned fund is also credited to the same account and utilized for the same purpose.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5 - Internal Quality Assurance System

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

- IQAC has been encouraging teachers to prepare files for CAS.
- The cell has been able to mobilize Departments to organize webinars of national and international repute. A Bulletin of the academic activities has been published in an electronic form.
- The cell is very much active to maintain contact with the students to enhance the quality of student life through creating WhatsApp groups of each Department.
- It also encourages teachers to form a Mentor group against each department.
- IQAC provides suggestions to library committee to introduce e-books/e-journals learning system in each department. It inspires authority to publish college magazine, wall magazine, prospectus, bulletin, book with ISBN etc., as a part of regular activity of the college.
- In brief, the cell (1) aims to promote quality culture as the prime concern of Higher Education Institutions through institutionalizing and internalizing all the quality-enhancing and sustaining initiatives taken with internal and external support, (2) to develop a mechanism to promote conscious, consistent and catalytic action plans to improve the academic and administrative performance of the institution, (3) to promote institutional quality enhancement and sustenance through the internalization of quality culture and institutionalization of the best practices.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

- The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities. Basically, it is performed through Feedback and analyzing the same. For efficient working of the institution a regular feedback from the student is obtained through a well-structured feedback Performa, suggestions put in suggestion box and interaction in tutorial classes. The feedback is further analyzed through committee discussion consisting of principal and faculty. The requisite problems are further put forward before the managing committee of the college and necessary solution is sought.
- The feedback is also obtained from the students and the remaining stakeholders, viz. students, parents, teachers and alumni and their views are considered to bring in the appropriate timely changes in the system.
- Feedbacks are analyzed at upper management and the action taken once the feedback is received. Accordingly, continuous review of infrastructure and learning resources is carried out by respective committees and the recommendations are integrated for upgrading, maintaining and utilizing physical, academic and support facilities. Observations on general trends are also made.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of

D. Any 1 of the above

**Internal Quality Assurance Cell (IQAC);
Feedback collected, analyzed and used for
improvements Collaborative quality
initiatives with other institution(s)
Participation in NIRF any other quality
audit recognized by state, national or
international agencies (ISO Certification,
NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

- The college has Women's Cell and Anti Ragging Cell to measure the promotion of gender equity.
- The committee organizes activities on the issue of 'Gender Sensitization', 'Violence against Women' and legal provisions under 'Sexual Harassment of Women' at Workplace (Prevention, Prohibition and Redressal) Act, 2013'
- It promotes the staff and students to take participation in various programs organized by the Women Cell.
- The cell organizes seminars on women and Indian culture, festivals and traditions.
- It creates awareness about self-employment of girls students.
- It monitors students and ensures that no ragging activity happens in the campus.
- The cell ensures compliance with the provision of UGC regulation 2009 at the institute level as well as the provisions of any law for the time being in force

concerning ragging.

- It makes surveillance on ragging and makes surprise raids on hostels, canteen and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.
- It takes decisions and actions related to ragging activities of the students in the college as and when required.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

- In our college, mainly three types of waste materials are produced like solid, liquid and e-wastes. Some solid wastes are degradable and some of them are non-degradable.
- The solid wastes are produced mainly from papers and used plastics buckets, mug etc. The degradable plant product wastes are re-used as Vermi composting method in Vermi Compost Zones in the campus to produce the organic

compost and non-degradable wastes are sold to the local vendors for recycling or compost in a rectangular brick tank with aeration holes. Liquid wastes are managed through proper sanitary pipes which are connected to safety tank in underground.

- Safety tanks are designed at the corner of our college. Mainly e-wastes are produced from discarded electronic wastes which are generated from phones, desktops laptops, hard disks, batteries, circuit boards, laboratory equipment and all types of electronic equipment refrigerators and tube lights. Those substances are sent to industry for authorized Treatment, Storage and Disposal Facilities.
- Biomedical wastes and hazardous chemicals and radioactive wastes are not produced in this campus. Waste recycling system is not exist in this campus.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

B. Any 3 of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human

B. Any 3 of the above

assistance, reader, scribe, soft copies of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

- Our college provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities.
- Various games, sports and cultural activities organized inside and outside the college campus to promote harmony towards the community members.
- Memorable days like Republic day, Independence Day, Women's day, International Yoga Day, Cancer Day, AIIDS Awareness Program, Cyber Security Awareness Program and many regional festivals like Hool, Poush Sankranti, Karama, Basantotsav, Saaradutsab etc., are celebrated in the college.
- There are different grievance redressal cells in the institute like, Student Grievance Redressal Cell, Women Grievance Redressal Cell which deal with grievances without considering anyone's racial or cultural background.
- The college has code of ethics for students and a separate code of ethics for teachers and other employees. All are followed irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities.
- For the patients also, the institute reaches out to community for providing better oral health care. All types of facility to the patients are provided irrespective of their caste, creed, colour, sex or

socioeconomic backgrounds.

- The NSS units have organized many awareness programs and seminars throughout the year.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

- The students are inspired by participating in various online programs on culture, traditions, values, duties, and responsibilities by inviting experts and prominent people. The institute conducted awareness programs on the ban on plastics, cleanliness, Swachha Bharat, etc. involving students by NSS Units.
- The college has concerned sub committees to the conduct various programs through online and offline mode.
- Four NSS units of our college have started exclusively to encourage the students and the units are successfully conducting activities to serve the society of nearby localities called 'Adopted Village'.
- Guest lectures, special lectures and workshops are arranged by eminent personalities of national repute. They deliver lectures on ethics, values, duties, and responsibilities emphasizing on environment. Ethical Values, rights, duties, and responsibilities of citizens are some of the topics that are enlisted in elocution, debates, and class presentation.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and

B. Any 3 of the above

conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

- The college celebrates and organizes national and international commemorative days, events and festivals like World Sanskrit Day, World AIDS Day, Cancer Day, International Yoga Day etc. as a part of its regular practice. To execute the programs the college has formed various Sub-Committees. The schedule of the programs is decided in the Committees. The Sub Committees provides feedback on all aspects of the program and respective course.
- Cultural and Sports Committees also organize such programs with the help of students. Students have representations in all cultural and sports and games.
- The Girls' Hostel within the campus also organizes various events like, Cultural & Sports. Students manage the entire functioning of the cooperative mess and organize extracurricular events and competitions throughout the year.
- Organization of Special Events like the celebration of Teachers' Day, on Sept. 5 and International Language Day

on 21st Feb every year by honoring teachers and mother tongues.

- The College Foundation Day is also celebrated on 1st July. National celebrations that include, Independence Day, Republic Day, National Science Day, National Sports Day, National Youth Day performed on regular basis. This year almost all are organized through online & offline mode.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

- Receiving of DST-Inspire and UGC-DAE CSR projects by the Department of Physics of Rs. 7,45,000/- as well as DSTBT, Government of West Bengal by the Department of Geography.
- 8 Webinars are organized out of which three are National and five are State Level.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Not Applicable.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

As the college is going to appear the NAAC visit for 2nd cycle in the next year 2023, therefore, we have proposed a Plan of Action for scoring a better marks than earlier as follows:

- Completion of RUSA 2.0 activities.
- Organization of National and International Level Seminars/Conferences/Special Lectures/Workshop.
- Preparation of a Master Plan for the campus development.
- Teachers will be inspired to apply for Major/Minor Research Projects to Government/non Government agencies.
- Up-gradation of Library, Laboratories and other academic infrastructures for improving the teaching-learning research of the college.
- Purchase of e-books/books/e-journals for the Library.
- Collaborative works with other colleges/institutions as MOU (memorandum of understanding) will be done.
- Alumni Association's Registration.
- Creation of Mentorship.
- Creation of Common Research Lab.
- Engagement of Guest Teachers and skilled casual staff.
- CAS promotion of the teachers in UGC scale.
- New set up of IQAC room and equipment.
- Creation of more classrooms.
- Introduction of PG courses.