



YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	SANTAL BIDROHA SARDHA SATABARSHIKI MAHAVIDYALAYA
• Name of the Head of the institution	Dr. Mantu Kumar Das
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03227288063
• Mobile No:	9434414296
• 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				
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	2018 1825	700000	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC					
9.No. of IQAC meetings held during the year			5		

<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> • 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	
<ul style="list-style-type: none"> • If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>IQAC has been successful to motivate the faculties to organize various academic programs even in the situation of pandemic of COVID 19. The college has organized 16 webinars out of which 3 are international and which are the record in the history of the college till date. Health awareness programs also have been arranged by inviting experts of national repute.</p>		
<p>IQAC has enabled faculties, students and non teaching staff to learn how to work on online platform through organizing programmes, meetings etc. Class and Internal Assessments of students are done through online very successfully.</p>		
<p>Fees collection, bill payment, Pay Fixation etc., all official works have been done through online very smoothly and systematically.</p>		
<p>IQAC has motivated faculties towards the career advancement scheme (CAS) by organizing extended meetings with the Cell and also emphasized on the authentication of the data provided by the incumbent applying for CAS.</p>		
<p>IQAC has been very active to maintain contact with the students to enhance the quality of student 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.</p>		
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
Online teaching learning processes	Due to the pandemic of CORONA virus all Online classes/Internal Assessments/students' Seminar etc. are successfully implemented.
Academic and Administrative Audits	Development of activities in curriculum, teaching-learning process, student learning assessment process and student engagement programs are done very smoothly. Each Department/Section has prepared a Self Appraisal Report and submitted it through Google Form to IQAC.
Improvement of research technique	Teachers have prepared Research Proposals (RP) in their own area/domain.
Academic Co Curricular Activities	In spite of the pandemic 16 webinars are successfully organized, out of which 3 are international level.
University Exam and Evaluation	All teachers are engaged in University's End Semester's exam and could help the affiliating university to publish the result in time very smoothly.

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	20/11/2021

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020	03/02/2020
Extended Profile	
1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	19
2.Student	
2.1 Number of students during the year	1729
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	384
2.3 Number of outgoing/ final year students during the year	363
3.Academic	
3.1 Number of full time teachers during the year	52
3.2 Number of Sanctioned posts during the year	59
4.Institution	
4.1 Total number of Classrooms and Seminar halls	20
4.2 Total expenditure excluding salary during the year (INR in lakhs)	37,87,209
4.3 Total number of computers on campus for academic purposes	62

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 ensures an effective curriculum delivery through a well planned and documented process. It follows the curriculum of the affiliating university which is based on UGC's uniform syllabus. The Teachers' Council and IQAC, both the sub committees substantially contribute to the curriculum development by introducing Lesson Plan of each teacher and publishing Academic Calendar from the very beginning of the commencement of academic session. Academic Calendar is

uploaded in the college website every year.

- The college follows the Academic calendar issued by the University and executes it rigorously. The Head of Departments conducts departmental meetings to distribute lesson plan among the teachers emphasizing on their specialization. The Departmental Committees also look after the workload of the syllabus and plan accordingly as well as suggest Principal to hire lectures of experienced teachers from outsource. The main activity of the Department is to cover the syllabus within the time frame.
- Internal Assessment in various forms like Assignment, Class Test and Seminar presentation are executed properly. From the last year 2020 the each Department has created WhatsApp group for each course and publish last years' questions in the Group for better preparation of the students for final exam.
- The Principal monitors the effective implementation of the Academic Calendar through formal meetings with Head of Departments and if necessary informal discussions with faculty.
- The online class routine is prepared by respective departments and placed before Teachers' Council. It is uploaded on the college website.
- Continuous assessment of students is conducted by each department. The faculties are advised by the IQAC to provide study materials to the students in each Unit of the syllabus and take feedback from them time to time.
- There is an optimum utilization of well-equipped laboratories for curriculum delivery for practical classes. The students maintain the practical journals and the results are certified by the faculty along with HOD. Study tour, Educational field visits, industrial visits, tours etc. are postponed this year for the Pandemic situation.
- The faculty uses charts, maps, models and specimens along with chalk. They also use smart board & ICT projectors. Methods like seminar, group discussion, assignments, case study for effective delivery of curriculum are organized through online.
- Guest lectures, Expert lectures and guidance are done online.
- The college encourages the faculty to participate in Orientation and Refresher courses to update their knowledge of subject. The college encourages the faculty to attend the meetings of BOS and syllabus restructuring workshops. The college takes initiative and encourages staff to attend workshops organised by the University for effectively implementing the CBCS method of imparting curriculum.
- The college collects the feedback from the faculty, students, alumni and parents. The collected feedback is analysed using

different parameters and the performance of the students, faculty and institution is assessed. Any discrepancies identified are considered for correction and suggestions are taken for improvement.

- The college has organized 13 Webinars out of which 3 are international during the pandemic situation and has been able to publish its college magazine in time.

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 Internal Assessment through online mode for the academic year 2020-2021 due to the pandemic of COVID 19. Each student of each Semester has to appear internal assessments of 10 marks each for every Honours and General paper either in the form of Assignment or Class Test or Seminar Presentation. Besides, a student can achieve 5 marks more from his/her 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 marks of Internal assessment out of 10 are sent to the university by college in time.
- The faculties are involved in continuous assessment and evaluation through online mode. The Internal Assessment Committee has prepared schedule of all such examinations like Class Test, Students' Seminar and Assignments. The Departmental Heads are entrusted with the charge of paper setting and assigning the duty of invigilation and evaluation to the other teachers of their department. During the lockdown following Covid-19 Pandemic, Online Assignments were taken from the students.
- The ICT Sub Committee has supported to the college to design the college website for managing the continuous internal assessments through online mode. 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 the platform for seminar

presentation of few papers. It is worth reporting that despite the several problems that some of the students faced with regard to Wi-Fi or internet connection or not having Laptops, the submission of assignments.

- The schedule for Class Tests/Assignments is notified to the students in advance and uploaded on the respective department portals of the college website. We have used different WhatsApp groups for updating all the exam notices to each of the students. Examination Committee assigned the respective teacher for the question setter, Paper Examiner and evaluator by online appointment letter. The Principal through the Academic Standards Committee of the college monitors the effective implementation of the schedule.

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

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

19

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)

00

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

00

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

00

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

- Santal Bidroha Sardha Satabarshiki Mahavidyalaya 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 University in various subjects in the form of topics, chapters and co-curricular activities. The college imparts professional ethics, gender, human values, environment and sustainability into the curriculum and the college implements these issues among the students. At the beginning of the academic session, the college organises induction programme for the students and the principal attends the induction programme. Moral values, human values & professional ethics are discussed with the students in the induction programme and their importance is explained to the students. Induction programme related to values and ethics is an integral part of the curriculum of the first year.
- As an integral part of student engagement in social activities during their programme of study, college also mandates all the students to enrol as NSS/NCC Volunteers. It aims at inculcating values, ethics and socially responsible qualities. Students organize street plays, awareness campaigns, debates etc. Human values activities by students are being conducted since inception. In view of social development activities like working in NGOs, organizing blood donation camps, health check-up camps, hygiene and health workshops, environment awareness camps, river cleanliness drive, workshops on social issues, public health, gender issues. State Level Webinar on "Physical and Mental Health at the Background of COVID 19 Pandemic" was organised by the Teachers' Council on 18.09.2020. National Webinar on "Importance of Yoga in Pandemic Covid-19" was organised by National Service Scheme on 25.09.2020. National Webinar on the Role of Biological Sciences to Protect Biodiversity: A Multidisciplinary Study was jointly organised by the department of Botany, department of Zoology and the department of Nutrition on 15.10.2020.
- As part of the Ethics and Values course, students are required to address the issues related to women empowerment, female foeticide prevention, child abuse, rallies and street plays, involving students, address gender related issues. Gender sensitivity and gender sensitization is accomplished through amalgamation of theory and practice. Women Cell organised a National level webinar- "Violence against Women and Girls;

during Covis-19 Pandemic" on 28.11.2020.

- Environment studies is compulsory for all students in the semester-II course. In order to sensitize students about the environment and sustainability issues, a number of activities such as seminars, workshops, guest lectures and field excursions were organized for students of all programmes. Environment Day, Earth Day, Water Day are celebrated every year, where students actively participate. Workshops and seminars on various aspects of environment sustainability are organized periodically.

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

1

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

00

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

E. None of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
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

E. Feedback not collected

File Description	Documents
Upload any additional information	No File Uploaded
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

1729

2.1.1.1 - Number of sanctioned seats during the year

1368

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

382

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

Couldn't be organized due to the pandemic situation.

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
1729	52

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

- Santal Bidroha Sardha Satabarshiki Mahavidyalaya practices a teaching methodology which focuses on imparting education through a student centric approach. This methodology helps to transform students from being relegated to the role of passive recipients to active and involved stake holders, apart from boosting their confidence and encouraging independence. In addition to traditional teaching-learning methods, the institute is highly interested in providing innovative methods for enriching the learning experience. In the present pandemic situation, when no classes could be held offline, methodologies such as webinars, special lectures, case-studies, project-based methods are used for enhancing learning experiences of the students. Lecture by eminent experts from academics from other institutions and universities are organised to supplement the teaching process and provide experiential learning.
- The students are given with specific assignment which enriches their learning. Information and Communication Technology (ICT) Enabled Teaching: ICT enabled teaching methods have been made available in the institute. The faculty members make learning interactive with students by motivating student participation in group discussion, role-play, subject quiz, news analysis, educational games, discussion and questions and answers on current affairs. The faculty members foster learning environment by engaging in rich experiential content of teaching through experience, Teaching through demonstration, visual aids, presenting papers, analysing case studies and Participating and conducting quiz on theory topics. The Student seminars are organized where in the papers are presented by students on various relevant topics to enrich their learning experience.
- Group Discussion plays a major role. It is a method used for testing the potential and the behavioural aspects of the students. The students learn the importance of punctuality and come to know various things, like- be prepared, be polite but firm, be confident, get ready, listen carefully, be fluent and be precise.
- Teachers make classes as interactive as possible and encourage innovative thought and novel interpretations. Audio- Visual methodology, Language Lab, Google Classroom, Field Work and Projects are some of the means utilized by the Departments to provide experiential and participative learning. Internal assessments are so planned so as to encourage students to work independently. Seminars, which form a component of internal assessment, help students present their assignments before the

entire class helping them overcome stage fear and develop oratory skill.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	https://www.youtube.com/watch?v=XqAnK_J0l-0h https://www.youtube.com/watch?v=Ru-vh_Gbobcht https://www.youtube.com/watch?v=bH6hmR4Y800 https://www.youtube.com/watch?v=b9pW_mlfjwI

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

The college has attempted to use ICT enabled tools for effective teaching-learning process (TLP) as a regular practice. But, due to the pandemic of COVID 19 the process was held through online mode on the laptop, wordpad, mobile etc. of their own at home. It is of course very much essential for the students to learn and master the latest technologies for compete with the corporate world. The details of the resources which are available at the college are given as follows:

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

52

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
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

52

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

14

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

52

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

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.

- Our college has followed a standard, transparent and robust evaluation system in terms of frequency and variety. At the very beginning of the session, the schedule of internal assessment is communicated with the students in the form of Academic Calendar. In due time, the Principal conducts meetings of the faculty members and directs them to ensure effective implementation of the evaluation process. Students who are admitted for the concerned course as per merit are assessed continuously through various evaluation processes at college. The followings are the modes of Internal Assessment:

1. Unit Tests,
2. Assignments Submission,
3. Field Visit / Field Work,
4. Seminars Presentation.

- After the completion of the Internal assessment, the performance of the students is displayed on the Notice board and communicated to the students. Personal guidance is given to the poor performing the students after their assessment.
- For transparent and robust for internal assessment, the following mechanisms are conducted:

1. Internal Examination Committee.
2. Question Paper Setting.
3. Conduct of Examination.
4. Result display
5. Interaction with students regarding their performance.

- The internal assessment is an effective tool to evaluate the students in an appropriate manner. Internal assessment 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 internal assessment is conducted in our college.

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

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

- Internal/External examination related grievances are taken care of in a transparent, time- bound and efficient manner. Internal Examination is conducted in various modes like unit-test, assignment submission ,seminar presentation etc. To conduct the examination smoothly an examination committee is formed, comprising of a senior Faculty member as Center superintendent, other teaching faculty and non teaching staff as member. The end semester examination is conducted by university, and the students appear at center allotted by the university.
- The college authority strictly follows the rules and regulations issued by the affiliating university while conducting internal and end semester examinations.
- The college has a well organized mechanism for Redressal of examination related grievances. The student can approach to the Teachers, College Examination Officer and 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 students have the freedom to go to the concerned department and lodge the note of dissatisfaction with the internal examination process. The principal and the examination coordinator keep a close eye on the overall procedure.
- Grievances related to end semester university examination are forwarded to the University Grievances Cell. Students can obtain photocopy of the answer sheets from university by paying necessary fees. Students who were dissatisfied with their marks at the University examinations can apply for Revaluation/ Reassessment to the University. The students are notified about the same in due course. 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. The Institution follows the University policy. The entire mechanism to deal with examination related grievances is time bound as per University rule and regulations.

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 college has clearly stated learning outcomes of the Programs and Courses. The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students.

1. Hard Copy of syllabi and Learning Outcomes are available in the departments for ready reference to the teachers and students
2. The importance of the learning outcomes has been communicated to the teachers in every IQAC meeting and College Committee meeting
3. The students are also made aware of the same through Tutorial meetings
4. Workshops have also been conducted for developing the Programme Educational Objectives and Learning outcomes at college level

Programme: B.A.

Programme Outcomes

The College offers degree in Bachelor of Arts (B.A) with different combinations. Students have the option to choose between English and Bengali (MIL) as a linguistic course. The students go through a well-defined study programme for their all-round development. Following the successful accomplishment of BA, students can look for jobs or go for higher education such as postgraduate degree in any of the areas after graduation has been completed.

Following are the major outcomes of this programme:

1. Students can go for a career option in various areas following successful accomplishment of their Bachelor of Arts degree. Employment opportunities include Historian, Economist, Educationist, Political Scientist, Social Activist, Personnel Manager, Public Relation Executive, Lawyer, Journalist and so on.
2. This course also offers opportunities to undergraduates in Banking jobs, SSC, Railway and even Civil services. They can appear for almost every exam where science is not the basic eligibility.
3. After completion of this course students can go for M.A, M.Ed, or PhD and choose teaching as career either in school or in university.
4. Study of Humanities makes students socially aware. They know the problems of society. Thus many choose to work in NGOs and some open their own.

Programme B. Sc.

Department of Physics Programme Outcome :

1. The students will demonstrate a scientific knowledge of the core physics principles in Mechanics, Electromagnetism, Modern Physics and Optics
2. The student will determine the appropriate level of technology for use in experimental design and implementation, analysis of experimental data and numerical and mathematical methods in problem solutions
3. The students will effectively communicate their knowledge of physics from basic concepts to specific detailed presentations through a variety of oral, written and computational modalities To acquire the basic knowledge of mechanics, properties of matter and gravitation.

Department of Chemistry Programme Outcome :

1. Students will gain an understanding of methods of analysis related to chemical analysis goals such as detection of elements.
2. After completing this course, students must have a basic knowledge of textile chemistry for an understanding of the chemical structure and properties of textile fibers and the properties of textile precursors and dyes.
3. To understand the principles of radio activity

4. To study the magnetic properties of molecules, chemical kinetics and photo

Department of Zoology Programme Outcome

1. To understand the nature and basic concepts of Zoology. To understand the analysis of relationship among animals, plants, microbes and environment.
2. It provides insight into how "Life" works and consequently, how we work. The concept of students is cleared in the laboratory of Bio- Science.
3. Students will be able to demonstrate the ability to read, understand and critically review scientific information
4. Students will be able to demonstrate ethical conduct in scientific activities.

Department of Mathematics Programme Outcomes

1. Students can understand the foundation of Mathematics.
2. They are able to perform basic computation in higher Mathematics.
3. Students are able to develop problem solving skill. They are able to communicate Mathematical ideas with others

Department of Nutrition Programme Outcomes

1. To understand scientific knowledge about Nutrition
2. They are able to perform as dietitian.

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 in each year the students attend the induction meeting chaired by the Principal of Santal Bidroha Sardha Satabarshiki Mahavidyalaya. The programme objectives and the course objectives are explained to the students in this meeting. At the beginning of every semester, the departmental teachers elucidate the programme

objectives and the course objectives to the students. Each course 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 course is used to compute the level of attainment of the students.

- A regular assessment and evaluation of the students are done as per the academic timetable by the teachers. First of all, attendance of the students are 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. Written and practical tests and group assessment are the basis of evaluation to find out individual and leadership & team work talent of the students. Practical skill assessments of the students are also done for better understanding of the subject.
- The college follow the Academic Calendar of our affiliated university. All subject teachers maintain academic diary in every academic year. All the subject teachers assess semester-wise evaluation reports. Santal Bidroha Sardha Satabarshiki Mahavidyalaya has implemented outcome based education tool to ensure the fulfilment of program outcomes and course outcomes. The objective and outcomes are properly planned for the testing and evaluation of students. The Departments adopt both direct and indirect methods of assessment to ensure attainments of program outcomes and course outcomes.
- 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. Direct Assessment methods like Internal Test, Group discussion, Laboratory performance, Student projects, Assignments, Semester Test, End term Result are taken into account for evaluation course outcomes.
- Indirect Assessment Methods like Survey, Co-curricular activities are used to improve teaching learning process in outcome based education. Internal assessment is the requirement of the continuous assessment and is essential for the fulfilment of the programme outcomes and course outcomes. There is an internal examination committee that deals with the effective implementation of the evaluation reforms regarding the attainment of programme outcomes and course

outcomes. The committee initiates a few steps such as Unit Tests, Field Survey, Study Tours, Practical Work, Seminars and Webinars. Besides, the college tries to attain the programme outcomes and course outcomes by conducting the activities such as cultural activities, National Service Schemes, Career Counselling and Personality Development Programmes.

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

321

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)

[Nill](#)

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)

7

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.online-inspire.gov.in/

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

26

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
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

14

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

6

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

Nil

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

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)	View File

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

1321

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

Null

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 and 24 hours internet facility.
- The campus is fully made with Wi-Fi service.
- We have also a Seminar hall and Smart Classroom 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.
- On 21/06/2021 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 Unints 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. This year it is postponed due to lockdown for COVID 19.
- Students are also facilitated indoor games in their Common rooms 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 sports 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)

0

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)	No File Uploaded

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 2.0 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)

7,06,058

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

89

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 wifi and Lan internet facilities. Few rooms have the audio and video monitoring system also. Institute has won a server to operate the whole office work. 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)

18,85,741

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.
- Followings are the salient features of our Library Committee:
 - Preparation annual Budget for the Library.
 - Procurement of new books & renew of journals and recommendation for additional books.
 - Updating and maintaining of all library records.
 - Addressing issues and grievances of users
 - Update and upgrade the library contents, periodically as per update of curriculum

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. IT infrastructure is maintained by the head, IT Coordinator along with Departmental Head/coordinators.

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 projectors 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. Major breakdown maintenance if required, is carried out by external agencies.

Maintenance of other support systems:

Housekeeping for regular cleanliness of corridors, washroom, classrooms, laboratories and premises is done by external agencies. Sanitizing of washrooms is done on regular basis. Followings are the salient features of the system:

- Greenery is maintained by the gardeners of external agencies.
- Power backup facilities like Generators are maintained by Internal Electrical maintenance department.
- Clean and hygienic drinking water is available in the Institute. Water coolers are maintained and cleaned on regular basis. Overhead water tanks and water coolers are cleaned periodically. Quality of drinking water is checked by measures pH and Hardness.
- Sports facilities are maintained by the sports committee and the internal staff.

The below mentioned points are inspected before start of every semester.

1. Classroom facilities such as lights and fans, LCD projector and sound system, availability of internet connections are inspected before start of every semester.
2. Working condition of computers, devices, and equipments is ensured.
3. Working condition of machines in the workshop is ensured.
4. Stock checking activity is done prior to start of new semester.
5. House-keeping committee of the institute inspects the facilities like toilets, classrooms, corridors.
6. Food committee supervises the cleanliness and hygiene in the canteen and monitors the food quality.
7. Library committee collects specific needs of the students and staff.
8. Sports committee ensures the availability of sports equipments and monitors the usage of the ground, courts and indoor games facilities.

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

1090

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

1090

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

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

E. None 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	No File Uploaded

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

1

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

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

55

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.

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

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)	No File Uploaded

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

No

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)

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

- College practices decentralization and participative management mode of administration. Every faculty member is in charge of one or other activities with few exceptions where a person is holding dual charges. The Principal time to interact with in charge or call full committee meetings. These meetings usually take policy decisions and devise operational

procedures. This reduces the considerable workload of the office and generates valuable experience among faculty members to tackle day to day problems and handle unforeseen challenges.

- We also try to modify or apply correction on the basis of past experiences e.g., CBCS program offers varieties of courses as it is devised on pan India basis but when applied on ground, colleges come across many hurdles and even in a very good institution all options cannot be implemented. Each department functions as an autonomous unit with each department head / faculty coordinator given the freedom to arrange activities and administer the department wise keeping the college vision in mind. It is in this context that seminars, conferences and workshops are successfully organised.
- IQAC meetings are conducted 4/5 times during an 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 academic staff. Other members include the management, the Principal, industrialists and some senior staff members besides students representatives both current and alumni and a representative from the non teaching staff.

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.

Administrative Decentralization

- 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, one nominee of Non-Teaching Staff and one nominee of Students' Union.
- 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 represents Academic Sub Committee

which plans teaching-learning, assessment and evaluation system of the institution. An HOD conducts a meeting with all the faculty members of the department and asks them to submit requirements along with relevant quotations, depending upon the need of the syllabus and current industry trends. The Principal 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.

Academic Decentralization:

- 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.
- The activities of sub committees are mentioned herewith the Word file as an additional information.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Admission of Students: Admission committee of the institution ensures a justified and proper admission system in the college strictly on the basis of merit. The seat capacity, admission procedure and eligibility criteria are displayed in college website and notice boards well in advance of the date of admission. Online application process is quite transparent, efficient and userfriendly. However, the college arranges for official helpdesks for the applicants. The admitted students are registered under Vidyasagar University, Midnapore.

Preparation for Students: The institution sincerely works to prepare the students for their higher studies. The foundation is made at the UG level. Apart from the routine academic classes, the students

are also given exposure to sports and seminar. Faculties of this institution are provided a healthy research atmosphere to enrich their academic career. Moreover, they are also opted in different college committees which provide administrative experience to them.

Research and Development: 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 which are generally related to research studies.

Examination and Evaluation: 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. Annual examination pattern is followed. CBCS System has been introduced in last years in all streams.

Teaching and Learning: Although chalk and talk method is the most conventional method used in the classrooms for teaching, especially in Humanities and Commerce Departments, presently teachers are actively using laptops and LCD projectors in the classrooms to make the teaching learning process more interactive.

Classroom experiments are also demonstrated for the students for better understanding. Some departments use different academic software's ensure advanced learning process. Internet access is provided to students under the supervision of teachers. Students are encouraged to follow several educational videos available online for better understanding. The learning process is further enriched by Departmental seminars, projects, quizcompetitions, debate etc. by each department through online mode.

Curriculum Development: The Institution implements the syllabus and curriculum of Vidyasagar University, Midnapore. Since the college is affiliated to this University, there is no scope of development of curriculum by its own capacity.

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. It is visibly effective for reflecting different administrative sections as specified in University Statute and Government Manuals. The college maintains service books of all permanent incumbents with early update mostly in the month of July. Any appointment of the college may it be a Guest Faculty or a Cusual staff is made through an Expert Committee and on purely merit and interview basis. All kinds of receive-payment of the college is made through online mode, which is one of the big success.
- Some salient features of the functioning are mentioned below:
 - Perspective Plans and yearly budgets are prepared based on online inputs received from students and faculty. The Governing Body of the college approves the planning and development plans approved by the IQAC and the Finance Committee. The IQAC and the Finance Committee comprising teachers, nonteaching staff, discusses financial matters regarding grants received, needs of departments so as to plan and budget. Apart from this the college has undertaken a number of developmental works by utilizing college development funds. Planning and development has been done on infrastructure both physical and academic. Faculty and department Time table is updated in the department website in every semester.
 - The institution is under the administrative control of Dept. of Higher Education, Govt. of West Bengal. The college administration runs as per the policies and direction of the Govt. Since it is a Govt. aided institution most of its administrative work has been done adherence to Govt. guidelines as provided through E-mode. The college follows an e-dispatch system for online transaction of official letters Administration is adequately computerized. Latest softwares is used for smooth operation of the administration. The website displays notices before admission, and reports of recent events written by students. Most of the Accounts documentation is digitally maintained, student information likewise.
 - Latest softwares is used in maintaining accounting and transference. Maximum administrative functions are now digitized using office software.

Administrative feedback from students is taken online separately. Taking the help of e-transactions, online salary of the staff, arrear bills, NPS, GPF, EPF 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

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

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

18

File Description	Documents
IQAC report summary	No File Uploaded
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 Principal intervenes and addresses possible areas of improvement. He 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 Principal of our college directly interact 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.

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. The external audit for the financial year 2019-2020 was done in proper time the audit report of the auditor was satisfactory.

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)

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' freeship, 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.
- e-Tenders are invited if the budget amount exceeds more than 5 lakh as per Government rules.
- 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 is highly solicited.
- The receive-payment system of the college is made online from the year 2020, which is highly appreciable.
- 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 of the college has motivated to opening of new courses such as Anthropology, Computer Science and Honours in Education & Physics.
- The Cell has been encouraging teachers to prepare files for Career Advancement Scheme. It has been successful to organize Webinars for the same this year. It also pays sincere attention for the authentication of the data provided by the incumbent applying for CAS.
- In this year, in spite of pandemic COVID 19, the cell has been able to mobilize Departments to organize webinars of national and international repute. A beautiful 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.

- The cell has been able to upload the backlog AQARs to the NAAC portal in time.
- IQAC always inspires Website and ICT sub-committee to regularly assess and design of the website and make recommendations for improvement as well as takes a proactive role in promoting the integration of the website into the academic and administrative work.
- The cell encourages different NSS programmes and provides its complete support and initiative to engage yearly special camps for these activities.
- 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. There is a formal mechanism to obtain feedback from students on a regular basis. 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. Then the feedback is analyzed at upper management and the action taken once the feedback is received. Feedback of stakeholders is sought regularly about infrastructure and learning resources for ensuring their satisfaction. 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 feedback forms received are statistically analyzed and tabulated, clarifying, if need be, for quality enhancement in teaching methodology. 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); 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)

C. Any 2 of the above

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 committees functions are mentioned below:

- To organize activities particularly on issues pertaining to 'Gender Sensitization', 'Violence Against Women' and legal provisions under 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013' for general awareness and make their campuses adequately gender sensitive.
- Promote the Staff and students to take participation in various programmes organised by Women Cell include Women's Day celebrations.
- Provide a forum for discussion and interaction with eminent ladies.
- Organize Seminars on women and Indian culture in matters of dressing, festivals, and traditions.
- Organize classes for training on recipes, interior decoration other interests among women.
- To organize various types of training programmes and create awareness about self-employment schemes for the encouragement of self-reliance among women.
- It monitors the students and ensures that no ragging activity happens. Also, in the event of any indiscipline activities, action is taken by this committee.
- Ensure 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.
- Monitor and oversee the performance of anti-ragging squad in

prevention of ragging in the institution.

- It shall be the duty of the Anti-Ragging Squad to be called upon to make 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. Take 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

E. None 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 this Institution, mainly three types of waste material 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 Vermicomposting method in Vermi Compost Zones in the campus to produce the organic compost and non- degradable wastes are sell 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: A. Any 4 or All 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

E. None 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, Yoga day, Cancer Day, AIIDS Awareness Programme, Cyber Security Awareness Programme & many regional festivals like Hool, Poush Sankranti, Karam, Basantotsav etc., are celebrated in the college. This establishes positive interaction among people of different racial and cultural backgrounds.
- 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.
- Institute has code of ethics for students and a separate code of ethics for teachers and other employees which has to be followed by each one of them 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.
- The NSS units of our college have organized many awareness programme and seminars throughout the year to spread awareness among the stakeholders and the community members.
- Tobacco cessation cell has been established for the purpose of spreading awareness and providing necessary treatment and referrals wherever necessary to the needy. All these facilities to the patients are provided irrespective of their

caste, creed, colour, sex or socioeconomic background.

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

Arup

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 students, teachers, administrators and other staff 4. **B. Any 3 of the above**

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 Class Committees among the students. The schedule of the programs is decided in the Class Committees as well as concerned Sub Committees. The Class Committees provide 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 strong representations in all cultural and sports and games committees and help in organization and management of events.
- The Girls' Hostel which in the campus also organize various events like Cultural & Sports. Students manage the entire functioning of the cooperative mess and organize extra-curricular events and competitions throughout the year.
- Organization of Special Events like the celebration of the National Teachers Day, on Sept. 5, every year by honoring teachers and presenting cultural program.
- 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, International Language Day are performed on regular basis. This year almost all are organized through online 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.

- Introduction of all kinds of receive-payment system in the college through online mode.
- Internal Assessment & Evaluation are done through online mode.

- Receiving of Patent in Science by a teacher of our college.
- 18 Webinars are organized out of which three are international and ten are national level in this year and an e-Bulletin of the same has been published.
- The college magazine *Aranyak* in both electronic and hard form is published in spite of the COVID 19 Pandemic.
- CAS Promotion of a teacher to the rank of Associate Professor has been done.
- Social service like transporting COVID 19 patients of the locality of Goaltore to the hospital by a Non Teaching Staff of our college during the year.
- Teaching-Learning-Evaluation and Office Management are done through online mode very successfully, which is one the best practices of our college.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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

Arup

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 ensures an effective curriculum delivery through a well planned and documented process. It follows the curriculum of the affiliating university which is based on UGC's uniform syllabus. The Teachers' Council and IQAC, both the sub committees substantially contribute to the curriculum development by introducing Lesson Plan of each teacher and publishing Academic Calendar from the very beginning of the commencement of academic session. Academic Calendar is uploaded in the college website every year.
- The college follows the Academic calendar issued by the University and executes it rigorously. The Head of Departments conducts departmental meetings to distribute lesson plan among the teachers emphasizing on their specialization. The Departmental Committees also look after the workload of the syllabus and plan accordingly as well as suggest Principal to hire lectures of experienced teachers from outsource. The main activity of the Department is to cover the syllabus within the time frame.
- Internal Assessment in various forms like Assignment, Class Test and Seminar presentation are executed properly. From the last year 2020 the each Department has created WhatsApp group for each course and publish last years' questions in the Group for better preparation of the students for final exam.
- The Principal monitors the effective implementation of the Academic Calendar through formal meetings with Head of Departments and if necessary informal discussions with faculty.
- The online class routine is prepared by respective departments and placed before Teachers' Council. It is uploaded on the college website.
- Continuous assessment of students is conducted by each department. The faculties are advised by the IQAC to provide study materials to the students in each Unit of the syllabus and take feedback from them time to time.
- There is an optimum utilization of well-equipped laboratories for curriculum delivery for practical classes. The students maintain the practical journals and the

results are certified by the faculty along with HOD. Study tour, Educational field visits, industrial visits, tours etc. are postponed this year for the Pandemic situation.

- The faculty uses charts, maps, models and specimens along with chalk. They also use smart board & ICT projectors. Methods like seminar, group discussion, assignments, case study for effective delivery of curriculum are organized through online.
- Guest lectures, Expert lectures and guidance are done online.
- The college encourages the faculty to participate in Orientation and Refresher courses to update their knowledge of subject. The college encourages the faculty to attend the meetings of BOS and syllabus restructuring workshops. The college takes initiative and encourages staff to attend workshops organised by the University for effectively implementing the CBCS method of imparting curriculum.
- The college collects the feedback from the faculty, students, alumni and parents. The collected feedback is analysed using different parameters and the performance of the students, faculty and institution is assessed. Any discrepancies identified are considered for correction and suggestions are taken for improvement.
- The college has organized 13 Webinars out of which 3 are international during the pandemic situation and has been able to publish its college magazine in time.

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 Internal Assessment through online mode for the academic year 2020-2021 due to the pandemic of COVID 19. Each student of each Semester has to appear internal assessments of 10 marks each for every Honours and General paper either in the form of Assignment or Class Test or Seminar Presentation. Besides, a student can achieve 5 marks more from his/her 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 marks of Internal assessment out of 10 are sent to the university by college in time.

- The faculties are involved in continuous assessment and evaluation through online mode. The Internal Assessment Committee has prepared schedule of all such examinations like Class Test, Students' Seminar and Assignments. The Departmental Heads are entrusted with the charge of paper setting and assigning the duty of invigilation and evaluation to the other teachers of their department. During the lockdown following Covid-19 Pandemic, Online Assignments were taken from the students.
- The ICT Sub Committee has supported to the college to design the college website for managing the continuous internal assessments through online mode. 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 the platform for seminar presentation of few papers. It is worth reporting that despite the several problems that some of the students faced with regard to Wi-Fi or internet connection or not having Laptops, the submission of assignments.
- The schedule for Class Tests/Assignments is notified to the students in advance and uploaded on the respective department portals of the college website. We have used different WhatsApp groups for updating all the exam notices to each of the students. Examination Committee assigned the respective teacher for the question setter, Paper Examiner and evaluator by online appointment letter. The Principal through the Academic Standards Committee of the college monitors the effective implementation of the schedule.

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

C. Any 2 of the above

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

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

19

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)

00

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

00

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

00

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

- Santal Bidroha Sardha Satabarshiki Mahavidyalaya 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 University in various subjects in the form of topics, chapters and co-curricular activities. The college imparts professional ethics, gender, human values, environment and sustainability into the curriculum and the college implements these issues among the students. At the beginning of the academic session, the college organises induction programme for the students and the principal attends the induction programme. Moral values, human values & professional ethics are discussed with the students in the induction programme and

their importance is explained to the students. Induction programme related to values and ethics is an integral part of the curriculum of the first year.

- As an integral part of student engagement in social activities during their programme of study, college also mandates all the students to enrol as NSS/NCC Volunteers. It aims at inculcating values, ethics and socially responsible qualities. Students organize street plays, awareness campaigns, debates etc. Human values activities by students are being conducted since inception. In view of Social development activities like working in NGOs, organizing blood donation camps, health check-up camps, hygiene and health workshops, environment awareness camps, river cleanliness drive, workshops on social issues, public health, gender issues. State Level Webinar on "Physical and Mental Health at the Background of COVID 19 Pandemic" was organised by the Teachers' Council on 18.09.2020. National Webinar on "Importance of Yoga in Pandemic Covid-19" was organised by National Service Scheme on 25.09.2020. National Webinar on the Role of Biological Sciences to Protect Biodiversity: A Multidisciplinary Study was jointly organised by the department of Botany, department of Zoology and the department of Nutrition on 15.10.2020.
- As part of the Ethics and Values course, students are required to address the issues related to women empowerment, female foeticide prevention, child abuse, rallies and street plays, involving students, address gender related issues. Gender sensitivity and gender sensitization is accomplished through amalgamation of theory and practice. Women Cell organised a National level webinar- "Violence against Women and Girls; during Covid-19 Pandemic" on 28.11.2020.
- Environment studies is compulsory for all students in the semester-II course. In order to sensitize students about the environment and sustainability issues, a number of activities such as seminars, workshops, guest lectures and field excursions were organized for students of all programmes. Environment Day, Earth Day, Water Day are celebrated every year, where students actively participate. Workshops and seminars on various aspects of environment sustainability are organized periodically.

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

1

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

00

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	E. None of the above
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File Description	Documents
URL for stakeholder feedback report	No File Uploaded
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	E. Feedback not collected
---	----------------------------------

File Description	Documents
Upload any additional information	No File Uploaded
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

1729

2.1.1.1 - Number of sanctioned seats during the year

1368

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

382

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

Couldn't be organized due to the pandemic situation.

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
1729	52

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

- Santal Bidroha Sardha Satabarshiki Mahavidyalaya practices a teaching methodology which focuses on imparting education through a student centric approach. This methodology helps to transform students from being relegated to the role of passive recipients to active and involved stake holders, apart from boosting their confidence and encouraging independence. In addition to traditional teaching-learning methods, the institute is highly interested in providing innovative methods for enriching the learning experience.

In the present pandemic situation, when no classes could be held offline, methodologies such as webinars, special lectures, case-studies, project-based-methods are used for enhancing learning experiences of the students. Lecture by eminent experts from academics from other institutions and universities are organised to supplement the teaching process and provide experiential learning.

- The students are given with specific assignment which enriches their learning. Information and Communication Technology (ICT) Enabled Teaching: ICT enabled teaching methods have been made available in the institute. The faculty members make learning interactive with students by motivating student participation in group discussion, role-play, subject quiz, news analysis, educational games, discussion and questions and answers on current affairs. The faculty members foster learning environment by engaging in rich experiential content of teaching through experience, Teaching through demonstration, visual aids, presenting papers, analysing case studies and Participating and conducting quiz on theory topics. The Student seminars are organized where in the papers are presented by students on various relevant topics to enrich their learning experience.
- Group Discussion plays a major role. It is a method used for testing the potential and the behavioural aspects of the students. The students learn the importance of punctuality and come to know various things, like- be prepared, be polite but firm, be confident, get ready, listen carefully, be fluent and be precise.
- Teachers make classes as interactive as possible and encourage innovative thought and novel interpretations. Audio- Visual methodology, Language Lab, Google Classroom, Field Work and Projects are some of the means utilized by the Departments to provide experiential and participative learning. Internal assessments are so planned so as to encourage students to work independently. Seminars, which form a component of internal assessment, help students present their assignments before the entire class helping them overcome stage fear and develop oratory skill.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	https://www.youtube.com/watch?v=XqAnK_J0l-0 https://www.youtube.com/watch?v=Ru-vh_Gbo https://www.youtube.com/watch?v=bH6hmR4Y800 https://www.youtube.com/watch?v=b9pW_mlfjwI

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

The college has attempted to use ICT enabled tools for effective teaching-learning process (TLP) as a regular practice. But, due to the pandemic of COVID 19 the process was held through online mode on the laptop, wordpad, mobile etc. of their own at home. It is of course very much essential for the students to learn and master the latest technologies for compete with the corporate world. The details of the resources which are available at the college are given as follows:

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

52

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
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

52

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

14

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

52

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

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.

- Our college has followed a standard, transparent and robust evaluation system in terms of frequency and variety. At the very beginning of the session, the schedule of internal assessment is communicated with the students in the form of Academic Calendar. In due time, the Principal conducts meetings of the faculty members and directs them to ensure effective implementation of the evaluation process. Students who are admitted for the concerned course as per merit are assessed continuously through various evaluation processes at college. The followings are the modes of Internal Assessment:

1. Unit Tests,
2. Assignments Submission,
3. Field Visit / Field Work,
4. Seminars Presentation.

- After the completion of the Internal assessment, the performance of the students is displayed on the Notice board and communicated to the students. Personal guidance is given to the poor performing the students after their assessment.
- For transparent and robust for internal assessment, the following mechanisms are conducted:

1. Internal Examination Committee.
2. Question Paper Setting.
3. Conduct of Examination.
4. Result display
5. Interaction with students regarding their performance.

- The internal assessment is an effective tool to evaluate

the students in an appropriate manner. Internal assessment 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 internal assessment is conducted in our college.

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

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

- Internal/External examination related grievances are taken care of in a transparent, time- bound and efficient manner. Internal Examination is conducted in various modes like unit-test, assignment submission ,seminar presentation etc. To conduct the examination smoothly an examination committee is formed, comprising of a senior Faculty member as Center superintendent, other teaching faculty and non teaching staff as member. The end semester examination is conducted by university, and the students appear at center allotted by the university.
- The college authority strictly follows the rules and regulations issued by the affiliating university while conducting internal and end semester examinations.
- The college has a well organized mechanism for Redressal of examination related grievances. The student can approach to the Teachers, College Examination Officer and 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 students have the freedom to go to the concerned department and lodge the note of dissatisfaction with the internal examination process. The principal and the examination coordinator keep a close eye on the overall procedure.
- Grievances related to end semester university examination are forwarded to the University Grievances Cell. Students can obtain photocopy of the answer sheets from university by paying necessary fees. Students who were dissatisfied

with their marks at the University examinations can apply for Revaluation/ Reassessment to the University. The students are notified about the same in due course. 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. The Institution follows the University policy. The entire mechanism to deal with examination related grievances is time bound as per University rule and regulations.

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 college has clearly stated learning outcomes of the Programs and Courses. The following mechanism is followed by the institution to communicate the learning outcomes to the teachers and students.

1. Hard Copy of syllabi and Learning Outcomes are available in the departments for ready reference to the teachers and students
2. The importance of the learning outcomes has been communicated to the teachers in every IQAC meeting and College Committee meeting
3. The students are also made aware of the same through Tutorial meetings
4. Workshops have also been conducted for developing the Programme Educational Objectives and Learning outcomes at college level

Programme: B.A.

Programme Outcomes

The College offers degree in Bachelor of Arts (B.A) with different combinations. Students have the option to choose between English and Bengali (MIL) as a linguistic course. The students go through a well-defined study programme for their all-round development. Following the successful accomplishment of BA, students can look for jobs or go for higher education such as postgraduate degree in any of the areas after graduation has been completed.

Following are the major outcomes of this programme:

1. Students can go for a career option in various areas following successful accomplishment of their Bachelor of Arts degree. Employment opportunities include Historian, Economist, Educationist, Political Scientist, Social Activist, Personnel Manager, Public Relation Executive, Lawyer, Journalist and so on.
2. This course also offers opportunities to undergraduates in Banking jobs, SSC, Railway and even Civil services. They can appear for almost every exam where science is not the basic eligibility.
3. After completion of this course students can go for M.A, M.Ed, or PhD and choose teaching as career either in school or in university.
4. Study of Humanities makes students socially aware. They know the problems of society. Thus many choose to work in NGOs and some open their own.

Programme B. Sc.

Department of Physics Programme Outcome :

1. The students will demonstrate a scientific knowledge of the core physics principles in Mechanics, Electromagnetism, Modern Physics and Optics
2. The student will determine the appropriate level of technology for use in experimental design and implementation, analysis of experimental data and numerical and mathematical methods in problem solutions
3. The students will effectively communicate their knowledge of physics from basic concepts to specific detailed presentations through a variety of oral, written and computational modalities To acquire the basic knowledge of mechanics, properties of matter and gravitation.

Department of Chemistry Programme Outcome :

1. Students will gain an understanding of methods of analysis related to chemical analysis goals such as detection of elements.
2. After completing this course, students must have a basic knowledge of textile chemistry for an understanding of the chemical structure and properties of textile fibers and the properties of textile percipients and dyes.
3. To understand the principles of radio activity
4. To study the magnetic properties of molecules, chemical kinetics and photo

Department of Zoology Programme Outcome

1. To understand the nature and basic concepts of Zoology. To understand the analysis of relationship among animals, plants, microbes and environment.
2. It provides insight into how "Life" works and consequently, how we work. The concept of students is cleared in the laboratory of Bio- Science.
3. Students will be able to demonstrate the ability to read, understand and critically review scientific information
4. Students will be able to demonstrate ethical conduct in scientific activitie.

Department of Mathematics Programme Outcomes

1. Students can understand the foundation of Mathematics.
2. They are able to perform basic computation in higher Mathematics.
3. Students are able to develop problem solving skill. They are able to communicate Mathematical ideas with others

Department of Nutrition Programme Outcomes

1. To understand scientific knowledge about Nutritino
2. They are able to perfom as dietitian.

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 in each year the students attend the induction meeting chaired by the Principal of Santal Bidroha Sardha Satabarshiki Mahavidyalaya. The programme objectives and the course objectives are explained to the students in this meeting. At the beginning of every semester, the departmental teachers elucidate the programme objectives and the course objectives to the students. Each course 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 course is used to compute the level of attainment of the students.
- A regular assessment and evaluation of the students are done as per the academic timetable by the teachers. First of all, attendance of the students are 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. Written and practical tests and group assessment are the basis of evaluation to find out individual and leadership & team work talent of the students. Practical skill assessments of the students are also done for better understanding of the subject.
- The college follow the Academic Calendar of our affiliated university. All subject teachers maintain academic diary in every academic year. All the subject teachers assess semester-wise evaluation reports. Santal Bidroha Sardha Satabarshiki Mahavidyalaya has implemented outcome based education tool to ensure the fulfilment of program outcomes

and course outcomes. The objective and outcomes are properly planned for the testing and evaluation of students. The Departments adopt both direct and indirect methods of assessment to ensure attainments of program outcomes and course outcomes.

- 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. Direct Assessment methods like Internal Test, Group discussion, Laboratory performance, Student projects, Assignments, Semester Test, End term Result are taken into account for evaluation course outcomes.
- Indirect Assessment Methods like Survey, Co-curricular activities are used to improve teaching learning process in outcome based education. Internal assessment is the requirement of the continuous assessment and is essential for the fulfilment of the programme outcomes and course outcomes. There is an internal examination committee that deals with the effective implementation of the evaluation reforms regarding the attainment of programme outcomes and course outcomes. The committee initiates a few steps such as Unit Tests, Field Survey, Study Tours, Practical Work, Seminars and Webinars. Besides, the college tries to attain the programme outcomes and course outcomes by conducting the activities such as cultural activities, National Service Schemes ,Career Counselling and Personality Development Programmes.

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

321

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)

[Nil](#)

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)

7

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.online-inspire.gov.in/

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

26

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
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

14

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

6

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

Nil

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

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)	View File

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

1321

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

Nil

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 a Language Lab separately.
- The college also provides a Central Research Lab for both the communities.
- There is a Computer Centre of 62 divices with LAN and 24 hours internet facility.
- The campus is fully made with Wi-Fi service.
- We have also a Seminar hall and Smart Classroom 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.
- On 21/06/2021 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. This year it is postponed due to lockdown for COVID 19.
- Students are also facilitated indoor games in their Common rooms 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 sports 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)	
0	
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)	No File Uploaded
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 2.0 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)

7,06,058

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

89

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 wifi and Lan internet facilities. Few rooms have the audio and video monitoring system also. Institute has won a server to operate the whole office work. 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)

18,85,741

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

termite.

- Library Committee has been constituted for co-ordination in respect of Library management and learning resources.
- Followings are the salient features of our Library Committee:
 - Preparation annual Budget for the Library.
 - Procurement of new books & renew of journals and recommendation for additional books.
 - Updating and maintaining of all library records.
 - Addressing issues and grievances of users
 - Update and upgrade the library contents, periodically as per update of curriculum

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. IT infrastructure is maintained by the head, IT Coordinator along with Departmental Head/coordinators.

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 projectors 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. Major breakdown

maintenance if required, is carried out by external agencies.

Maintenance of other support systems:

Housekeeping for regular cleanliness of corridors, washroom, classrooms, laboratories and premises is done by external agencies. Sanitizing of washrooms is done on regular basis. Followings are the salient features of the system:

- Greenery is maintained by the gardeners of external agencies.
- Power backup facilities like Generators are maintained by Internal Electrical maintenance department.
- Clean and hygienic drinking water is available in the Institute. Water coolers are maintained and cleaned on regular basis. Overhead water tanks and water coolers are cleaned periodically. Quality of drinking water is checked by measures pH and Hardness.
- Sports facilities are maintained by the sports committee and the internal staff.

The below mentioned points are inspected before start of every semester.

1. Classroom facilities such as lights and fans, LCD projector and sound system, availability of internet connections are inspected before start of every semester.
2. Working condition of computers, devices, and equipments is ensured.
3. Working condition of machines in the workshop is ensured.
4. Stock checking activity is done prior to start of new semester.
5. House-keeping committee of the institute inspects the facilities like toilets, classrooms, corridors.
6. Food committee supervises the cleanliness and hygiene in the canteen and monitors the food quality.
7. Library committee collects specific needs of the students

and staff.

8. Sports committee ensures the availability of sports equipments and monitors the usage of the ground, courts and indoor games facilities.

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

1090

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

1090

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

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited 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'

E. None of the above

grievances Timely redressal of the grievances through appropriate committees

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	No File Uploaded

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

1

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

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

55

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.

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

9

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)	No File Uploaded

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

No

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)

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

- College practices decentralization and participative management mode of administration. Every faculty member is in charge of one or other activities with few exceptions where a person is holding dual charges. The Principal time to interact with in charge or call full committee meetings. These meetings usually take policy decisions and devise operational procedures. This reduces the considerable workload of the office and generates valuable experience among faculty members to tackle day to day problems and handle unforeseen challenges.
- We also try to modify or apply correction on the basis of past experiences e.g., CBCS program offers varieties of courses as it is devised on pan India basis but when applied on ground, colleges come across many hurdles and even in a very good institution all options cannot be implemented. Each department functions as an autonomous unit with each department head / faculty coordinator given the freedom to arrange activities and administer the department wise keeping the college vision in mind. It is in this context that seminars, conferences and workshops are successfully organised.
- IQAC meetings are conducted 4/5 times during an 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 academic staff. Other members include the management, the Principal, industrialists and some senior staff members besides students representatives both current and alumni and a representative from the non teaching staff.

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.

Administrative Decentralization

- 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, one nominee of Non-Teaching Staff and one nominee of Students' Union.
- 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 represents Academic Sub Committee which plans teaching-learning, assessment and evaluation system of the institution. An HOD conducts a meeting with all the faculty members of the department and asks them to submit requirements along with relevant quotations, depending upon the need of the syllabus and current industry trends. The Principal 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.

Academic Decentralization:

- 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.

- The activities of sub committees are mentioned herewith the Word file as an additional information.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Admission of Students: Admission committee of the institution ensures a justified and proper admission system in the college strictly on the basis of merit. The seat capacity, admission procedure and eligibility criteria are displayed in college website and notice boards well in advance of the date of admission. Online application process is quite transparent, efficient and userfriendly. However, the college arranges for official helpdesks for the applicants. The admitted students are registered under Vidyasagar University, Midnapore.

Preparation for Students: The institution sincerely works to prepare the students for their higher studies. The foundation is made at the UG level. Apart from the routine academic classes, the students are also given exposure to sports and seminar. Faculties of this institution are provided a healthy research atmosphere to enrich their academic career. Moreover, they are also opted in different college committees which provide administrative experience to them.

Research and Development: 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 which are generally related to research studies.

Examination and Evaluation: 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. Annual examination pattern is followed. CBCS System has been introduced in last years in all streams.

Teaching and Learning: Although chalk and talk method is the most

conventional method used in the classrooms for teaching, especially in Humanities and Commerce Departments, presently teachers are actively using laptops and LCD projectors in the classrooms to make the teaching learning process more interactive. Classroom experiments are also demonstrated for the students for better understanding. Some departments use different academic software's ensure advanced learning process. Internet access is provided to students under the supervision of teachers. Students are encouraged to follow several educational videos available online for better understanding. The learning process is further enriched by Departmental seminars, projects, quizcompetitions, debate etc. by each department through online mode.

Curriculum Development: The Institution implements the syllabus and curriculum of Vidyasagar University, Midnapore. Since the college is affiliated to this University, there is no scope of development of curriculum by its own capacity.

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. It is visibly effective for reflecting different administrative sections as specified in University Statute and Government Manuals. The college maintains service books of all permanent incumbents with early update mostly in the month of July. Any appointment of the college may it be a Guest Faculty or a Cusual staff is made through an Expert Committee and on purely merit and interview basis. All kinds of receive-payment of the college is made through online mode, which is one of the big success.
- Some salient features of the functioning are mentioned below:
 - Perspective Plans and yearly budgets are prepared

based on online inputs received from students and faculty. The Governing Body of the college approves the planning and development plans approved by the IQAC and the Finance Committee. The IQAC and the Finance Committee comprising teachers, nonteaching staff, discusses financial matters regarding grants received, needs of departments so as to plan and budget. Apart from this the college has undertaken a number of developmental works by utilizing college development funds. Planning and development has been done on infrastructure both physical and academic. Faculty and department Time table is updated in the department website in every semester.

- The institution is under the administrative control of Dept. of Higher Education, Govt. of West Bengal. The college administration runs as per the policies and direction of the Govt. Since it is a Govt. aided institution most of its administrative work has been done adherence to Govt. guidelines as provided through E-mode. The college follows an e-dispatch system for online transaction of official letters Administration is adequately computerized. Latest softwares is used for smooth operation of the administration. The website displays notices before admission, and reports of recent events written by students. Most of the Accounts documentation is digitally maintained, student information likewise.
- Latest softwares is used in maintaining accounting and transference. Maximum administrative functions are now digitized using office software. Administrative feedback from students is taken online separately. Taking the help of e-transactions, online salary of the staff, arrear bills, NPS, GPF, EPF etc., are done through HRMS and IFMS portal. The cash books, daily collection registers and other registers like stock registers are maintained are 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

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

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

18

File Description	Documents
IQAC report summary	No File Uploaded
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 Principal intervenes and addresses possible areas of improvement. He 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 Principal of our college directly interact 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.

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. The external audit for the financial year 2019-2020 was done in proper time the audit report of the auditor was satisfactory.

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)

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' freeship, 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.
- e-Tenders are invited if the budget amount exceeds more than 5 lakh as per Government rules.
- 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 is highly solicited.
- The receive-payment system of the college is made online from the year 2020, which is highly appreciable.
- 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 of the college has motivated to opening of new courses such as Anthropology, Computer Science and Honours in Education & Physics.
- The Cell has been encouraging teachers to prepare files for Career Advancement Scheme. It has been successful to organize Webinars for the same this year. It also pays sincere attention for the authentication of the data provided by the incumbent applying for CAS.
- In this year, in spite of pandemic COVID 19, the cell has been able to mobilize Departments to organize webinars of national and international repute. A beautiful 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.
- The cell has been able to upload the backlog AQARs to the NAAC portal in time.
- IQAC always inspires Website and ICT sub-committee to regularly assess and design of the website and make recommendations for improvement as well as takes a proactive role in promoting the integration of the website into the academic and administrative work.
- The cell encourages different NSS programmes and provides its complete support and initiative to engage yearly special camps for these activities.
- 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. There is a formal mechanism to obtain feedback from students on a regular basis. 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. Then the feedback is analyzed at upper management and the action taken once the feedback is received. Feedback of stakeholders is sought regularly about infrastructure and learning resources for ensuring their satisfaction. 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 feedback forms received are statistically analyzed and tabulated, clarifying, if need be, for quality enhancement in teaching methodology. 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); 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)

C. Any 2 of the above

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 committees functions are mentioned below:

- To organize activities particularly on issues pertaining to 'Gender Sensitization', 'Violence Against Women' and legal provisions under 'The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013' for general awareness and make their campuses adequately gender sensitive.
- Promote the Staff and students to take participation in various programmes organised by Women Cell include Women's Day celebrations.
- Provide a forum for discussion and interaction with eminent ladies.
- Organize Seminars on women and Indian culture in matters of dressing, festivals, and traditions.
- Organize classes for training on recipes, interior decoration other interests among women.
- To organize various types of training programmes and create awareness about self-employment schemes for the encouragement of self-reliance among women.
- It monitors the students and ensures that no ragging activity happens. Also, in the event of any indiscipline activities, action is taken by this committee.
- Ensure 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.

- Monitor and oversee the performance of anti-ragging squad in prevention of ragging in the institution.
- It shall be the duty of the Anti-Ragging Squad to be called upon to make 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. Take 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

E. None 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 this Institution, mainly three types of waste material 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 Vermicomposting method in Vermi Compost Zones in the campus to produce the organic compost and non- degradable wastes are sell 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:

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

A. Any 4 or All of the above

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

E. None 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, Yoga day, Cancer Day, AIIDS Awareness Programme, Cyber Security Awareness Programme & many regional festivals like Hool, Poush Sankranti, Karam, Basantotsav etc., are celebrated in the college. This establishes positive interaction among people of different racial and cultural backgrounds.
- 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.
- Institute has code of ethics for students and a separate code of ethics for teachers and other employees which has to be followed by each one of them 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.
- The NSS units of our college have organized many awareness programme and seminars throughout the year to spread awareness among the stakeholders and the community members.
- Tobacco cessation cell has been established for the purpose

of spreading awareness and providing necessary treatment and referrals wherever necessary to the needy. All these facilities to the patients are provided irrespective of their caste, creed, colour, sex or socioeconomic background.

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

Arup

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

B. Any 3 of the above

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 Class Committees among the students. The schedule of the programs is decided in the Class Committees as well as concerned Sub Committees. The Class Committees provide 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 strong representations in all cultural and sports and games committees and help in organization and management of events.
- The Girls' Hostel which in the campus also organize various events like Cultural & Sports. Students manage the entire functioning of the cooperative mess and organize extra-curricular events and competitions throughout the year.
- Organization of Special Events like the celebration of the National Teachers Day, on Sept. 5, every year by honoring teachers and presenting cultural program.
- 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, International Language Day are performed on regular basis. This year almost all are organized through online 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.

- Introduction of all kinds of receive-payment system in the college through online mode.
- Internal Assessment & Evaluation are done through online mode.
- Receiving of Patent in Science by a teacher of our college.
- 18 Webinars are organized out of which three are international and ten are national level in this year and an e-Bulletin of the same has been published.
- The college magazine Aranyak in both electronic and hard form is published in spite of the COVID 19 Pandemic.
- CAS Promotion of a teacher to the rank of Associate Professor has been done.
- Social service like transporting COVID 19 patients of the locality of Goaltore to the hospital by a Non Teaching Staff of our college during the year.
- Teaching-Learning-Evaluation and Office Management are done through online mode very successfully, which is one the best practices of our college.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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

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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 2022 therefore, we have proposed a Plan of Action for scoring a better marks then earlier as follows:

- Completion of RUSA 2.0 activities.
- Opening of MA/MSc courses in some subjects which is the demand of the locality.
- Publication of two books in Science and Humanities each with ISBN.
- Organization of Webinars/Seminars/Conferences/Special Lectures/Workshop like the last years.
- Preparation of a Master Plan for the campus development.
- Proposal will be sent to the State Government for renovation of Sanaka Stadium and construction of a Gallery in order to promote sports facility of the college.
- Also a proposal will be submitted to the State Government for generation of funds to construct a mini-Indore stadium.
- 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.