Yearly Status Report - 2017-2018

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 own campus	**Yes**
Phone no/Alternate Phone no.	**03227288063**
Mobile no.	**9330704628**
Registered Email	**sbssm.goaltore@gmail.com**
Alternate Email	**sbssm_goaltore@rediffmail.com**
Address	**Vill-Goaltore, P.O.- Goaltore Dist.- Paschim Medinipur**
City/Town	**Goaltore**
State/UT	**West Bengal**
Pincode	**721128**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**Dr. Manas Kumar Ghosh**
Phone no/Alternate Phone no.	**03227288063**
Mobile no.	**9732623087**
Registered Email	**iqac.sbssm@gmail.com**
Alternate Email	**iqac@sbssmahavidyalaya.ac.in**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://www.sbssmahavidyalaya.ac.in/index.php?option=com_content&view=article&id=23&Itemid=0

4. Whether Academic Calendar prepared during the year

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.sbssmahavidyalaya.ac.in/index.php?option=com_content&view=article&id=41&Itemid=0

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
1	**B+**	**2.55**	**2017**	**02-May-2017**	**01-May-2022**

6. Date of Establishment of IQAC

6. Date of Establishment of IQAC	**09-Dec-2013**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by	Date & Duration	Number of participants/ beneficiaries

IQAC		
Planning for submission of Project on behalf of RUSA	03-Jul-2017 15	12
Planning of Research Committee for receiving projects from various sources	08-Aug-2017 7	16

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
SANTAL BIDROHA SARDHA SATABARSHIKI MAHAVIDYALAYA	RUSA 2.0	RUSA	2018 730	20000000
Dr. Koushik Dey	DST Inspire Faculty	DST-Inspire	2018 1825	3500000
Dr. Suparna Choudhury	DST	DST -State	2018 1095	190000
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9. Whether composition of IQAC as per latest NAAC guidelines:	**No**
Upload latest notification of formation of IQAC	**No Files Uploaded !!!**
10. Number of IQAC meetings held during the year :	3
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**No**
Upload the minutes of meeting and action taken report	**No Files Uploaded !!!**
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

1. The Internal Quality Assurance Cell (IQAC) in conjunction with the Principal and other administrative bodies of the college, work continuously in upholding

and maintaining the academic excellence in the college. It devotes time in encouraging and extending its complete support for the academic and administrative improvement of the college. Members of IQAC hold regular formal meetings and even informally they meet with each other in regular interval to especially monitor the teaching quality and research based work culture of the college. Moreover, the Coordinator along with other faculty members visit the Departments on regular basis and also as and when required by the respective departments. The external members, eminent persons from different spheres of society and alumni of the college keep in touch with the faculty members and all members meet in formal meeting as and when required. 2. IQAC further motivates the opening of advanced learning courses such as post graduate and career oriented courses in the college. IQAC has been recognized as the internal sanctioning authority of the career advancement scheme (CAS) for the faculties. IQAC of this college pays sincere attention for the authentication of the data provided by the incumbent applying for CAS. IQAC is very active to maintain contact with the students to enhance the quality of student life in the campus. 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. IQAC encourages different NSS programmes and provides its complete support and initiative to engage yearly special camps for these activities. 3. All the major committees of the college are represented in the IQAC. IQAC and TCS (Secretary, Teacher's Council) work together to monitor the mode of functioning of each internal committee of the college. IQAC provides suggestions to library committee to introduce ebook learning system in each department.

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

Plan of Action	Achivements/Outcomes
5. Environmental awareness and sustainable activities.	Planting of trees in the nearby locality and celebration of World Earth Day and World Environment day by the NSS Units. How to make our Environment more cleaner and sustainable for humanity
4. ICT based workshop	To use computer in day to day teaching in the college. How to prepare result, store information, and prepare power point and slides.
3. Introduction of Placement Cell	To make under the CBCS students a brief knowledge about new CBCS syllabus
2. Communicative English Program by the language lab	To develop fluency in English and get good placement
1. Valuebased education	We emphasis on value based education to create human resources with modern view and to the needs foresight who can contribute to the national development by way of creating of economy, society and the country as a whole

14. Whether AQAR was placed before statutory body ?	**No**
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	**No**
16. Whether institutional data submitted to AISHE:	**Yes**
Year of Submission	**2019**
Date of Submission	**14-Jan-2019**
17. Does the Institution have Management Information System ?	**Yes**
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	**The College Management and IQAC took initiatives for the automation of college office and library. Some of the practices maintained for this purpose include: ? The College has procured Smart College Software and installed the same. ? The State Government has also provided the college Computerization of Salary Account (COSA) software and requisite training for the smooth functioning of the Accounts Section. ? The College Library has gone for automation through the installation of SOUL software. ? To accustom the Office Staff and Library Staff with computers and new technology, the College has arranged for the training of Non Teaching Staff. A good number of Office Staff and Library Staff have been imparted Basic Computer training and Computer Hardware/Software training. ? For the training of these staff, the College has the provision for financial grants from its miscellaneous fund. ? A few staff have been trained in the the college by the faculty members of the Department of Sciences. ? Training is also being imparted for the operation of the Xerox machine and Reprography. ? Computerization has been introduced in fields like Fees Collection, Pay Roll, Accounts, Examinations, Admission, Scholarship, Book Search in Library, Maintenance of Correspondence and**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

? The college has followed the curriculum of the affiliating university. ? To ensure effective curriculum the college has introduced Lesson Plan of each teacher and publishing Academic Calendar from the very beginning of the academic session. ? The Academic Calendar of the college and the Vidyasagar University are uploaded in the college website. ? The Departments were successful to cover syllabus within the time frame. ? Internal Assessment in various forms like Assignment and Class Test are held properly. ? The HOI has monitored the effective implementation of the Academic Calendar throughout the year.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
NIL	NIL	Nil	0	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	NIL	Nill
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BSc	Mathematics	01/07/2017
BSc	Chemistry	01/07/2017
BSc	Nutrition	01/07/2017
BSc	Geography	01/07/2017
BSc	Zoology	01/07/2017

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled

NIL	Nill	0
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1.3.2 – Field Projects / Internships under taken during the year		

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	ENVS	985
BSc	ENVS	89
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained

Feedback was taken manually. It was noticed that, majority of student i.e. 83 of the students have responded that, the syllabus in creating interest in them. There is a scope for the teachers to create interest among the students about the syllabus, as around 15 students were not seen interested. It was observed that, 75 of the students have said availability of the reference books is good. It was found around 32 students were not satisfied with availability of reference books in the college. Therefore, it is recommended to buy more reference books in the college. It was found that, over 92 students feel that, the teacher's regularity to class was good. Therefore, it was recommended to the teachers that, they should maintain the regularity. Overall effectiveness Very Good. Average Acceptable Poor Student Feedback Analysis Report (2017-2018) by IQAC of our college was noticed that, over 96 students have said that, the teacher's preparation to class was good. It was recommended to the teachers should continue in preparing to classes on regular basis. It was observed that, around 98 students have said that, the teacher's presentation and communication skills were good. It was recommended to the teachers should continue maintaining and improving effectiveness of presentation and communication skills in classes.It was found that, over 88 students have said that, the teacher's knowledge on usage of ICT was good. But 12 students feel that, improvements are required in enhancing knowledge on usage of ICT of the teacher. The reason behind this may be the unavailability of the ICT tools. Hence, it is recommended to the college, to provide necessary ICT tools to the teachers as and when required to improve the ICT enabled learning in the college. Time allotment for the interaction of students to get clarified their doubts and to boost their confidence. It was observed that, over 94 of students feel that the teachers have given good time for interactions. It is recommended to the teachers to enhance their overall effectiveness.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Honors	516	1558	314
BA	General	550	745	478
BSc	Honors	202	346	96
BSc	General	70	134	14
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	1961	0	45	0	0

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
45	32	110	8	1	18
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

A 'mentor' meaning the 'trusted guide'. A mentor of the educational institution may share the information as well as provide guidance, motivation, and emotional support to the mentee students. A mentor may help to exploring careers of students. Santal Bidroha Sardha Satabarshiki Mahavidyalaya has initiated mentoring programme recently. Each department has grouped into 20–25 students and one faculty member is assigned for each group. Mentor regularly meets with students and supports the mentee in skill development and enhancing abilities through observation and assessment. The focus is to render knowledge through innovative methods and to simplify the learning process. As the college is situated to the centre of Jungle-Mahal area and the students are the first generation learner, they find various difficulties in higher education system. The mentor group and different committees of our college taken following initiation to help the students for developing their skill, ability and confident. 1. Regular assessment and feedback with students. 2. To help them to select various subject option in CBCS system. 3. To aware about their right and duties. 4. Encourage to participate in various cultural events in the college. 5. NSS cell encourages to participate in various regular activities like "Swachhyta Abhiyan", "Cleaning the Campus", "Plantation", "Adoption of Village". 6. To motivate them to participate various indoor and outdoor games and help to participate inter college level sports competition. 7. To aware them about their job opportunities. 8. Discourage early marriage plan to female students.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1961	45	1:44

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
50	45	5	4	11

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	NIL	Nill	NIL

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Internal Assessments are planned so as to encourage students to work independently. Students Seminars, Assignments and Field Visits are planned as a component of internal Assessments which help students to enrich their vocal ability, writing and experiential skill. The college follows 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 HOI 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 the college. After completion of the Internal Assessments, the performance of the students is displayed on the Notice Board and communicated to the students. Personal guidance is given to the poor performing students after their assessment.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Our College has prepared an Academic Calendar as per the schedule prescribed by the affiliating university for implementation of curriculum and participation in Extra-curricular and co-curricular Activities. As per university rules and regulations academic activity run in college throughout the year. In academic calendar Institution adhered to available working days, short and long Holidays, National Public holidays, Admission process, Semester wise Teaching Plans, Tentative University examination days of semester, Tentative practical examination days, Allocation of Internal Assessment work i.e. Seminar activity, Project Assignment, Theory Assignment , Class tests, Practical assignment, Submission of Internal Assessment work, ICT Lectures, Guest Lectures, Celebration of various Birth and Death Anniversary, celebration of weeks like Nutrition Week , Aranya Saptha etc. and Special days. Educational tour, various Literacy days, Various Workshop/Conference/Seminar activities are planned

department wise and makes implementation on it. As per academic calendar Institution follows all the related curricular, Co- curricular and Extracurricular activities for the better academic work. As per academic calendar institution participated in the Extracurricular activities like participation in Athletics, in Youth Festival, in Youth Parliament, in Inter-college Sports competitions like cricket, chess, badminton Football etc. organized by the affiliating university. Besides this our College arrange Annual Cultural Programmes, Annual Sports Programmes and participated in some curricular and cocurricular activities as per the guidelines suggested by the State Government of West Bengal time to time. Our Institution tries to run all the activities as per the academic calendar but sometimes due to some unavoidable circumstances the schedule of some events gets change.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://www.sbssmahavidyalaya.ac.in/

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
3 Tier Examination Pattern	BA	Honors	217	206	94.93
3 Tier Examination Pattern	BSc	Honors	35	32	91.42
3 Tier Examination Pattern	BA	General	124	111	89.5
3 Tier Examination Pattern	BSc	General	11	11	100
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://www.sbssmahavidyalaya.ac.in/

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	730	UGC	1.25	1.25
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nill	NIL

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nill

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
NIL	NIL	NIL

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	All	6	3
International	All	13	3

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Sanskrit	1

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nill	0	NIL	0

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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nill	0	0	NIL

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	3	3	0
Presented papers	7	7	2	0
Resource persons	0	0	3	0

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Blood donation Camp	NSS	12	23
Youth Exchange Programme	Midnapore Medical College and Hospital	12	106

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
0	0	0	0

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Swachh Bharat	NSS	awareness programme	4	200
Aids Awareness	NSS	Awareness	4	210
Vanmahotsva Week celebration	NSS	tree plantation	4	200
Women's Day	Women Cell	Seminar	14	214

Celebration				
Special Camp	NSS	Special Camp. (Survey, Cleaning drive, Seminars, Sports and drawing competition at adopted villages for kids, Blood group Checking, Cultural programme, Special learning for kids, campaign for "Save Drive Life")	4	395
Winter Camp	NSS	Winter Camp. (Survey, Cleaning drive, Seminars, Sports and drawing competition at adopted villages for kids, Blood group Checking, Cultural programme, Special learning for kids, campaign for "Save Drive Life")	4	200
Independence day celebration	SBSS Mahavidyalaya	Flag hosting and procession	16	145
Republic Day Celebration	NSS Units with Cultural Committee	Flag hosting and seminar	21	175
Literacy Week celebration	NSS collaboration with Department of Health and Family Affaires, West Bengal Government	Visiting the adopted villages and awareness	8	320
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration

NIL	0	NIL	0

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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	Nill	Nill	0

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nill	NIL	0

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
2.95	2.95

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Seminar halls with ICT facilities	Existing

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation

	SOUL	Partially	2.0	2017

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	5000	530000	1400	300000	6400	830000
Reference Books	1900	250558	263	119635	2163	370193
Journals	0	0	1	360	1	360
CD & Video	11	1500	5	1000	16	2500
Digital Database	1	5800	0	0	1	5800
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nill
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	42	1	10	1	0	2	17	160	0
Added	1	0	0	0	0	0	0	0	0
Total	43	1	10	1	0	2	17	160	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

160 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NIL

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites

1.2	1.03	4.5	4.21

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Procedures and policies for maintaining and utilizing academic facilities can be divided among classrooms, Laboratories and library. Procedure for utilization of classrooms can be attributed to the assignment of all the classrooms in a proper effective manner in the master class routine preparedfor all the streams, ahead of commencement of classes in July. In order to meet the growing needs of the staff and students of the college, academic and financial provisions are duly made from time to time in accordance with the requirements that are raised each year. To ensure that students and members of the faculty have access to optimal resources for maximum productivity in the teaching-learning process, the college ensures that adequate resources are provided for reading and research in the college library. The existing collection of books and other resources, including digital esources, are updated and enhanced every year. Additional resources are provided through online portals such as Inflibnet,NDL,e-PG Pathshala, SWAYAM etc. All Heads, Coordinators and members of the faculty can make requests for specific resources for their respective subjects. In addition, the Library Committee oversees the maintenance and enhancement of library resources. ICT facilities such as wi-fi access, projectors for screening, films, documentaries, videos and PowerPoint Presentation are maintained through the services of two personnel dedicated to this purpose. General infrastructure in the college, and repairs and maintenance of current equipments and facilities are taken care of by Annual Maintenance Contracts which covers maintenance of the water coolers, air conditioners and pest controls. Students bring their concerns to the attention of their respective class teachers and the Principal through the Students' Council which call a meeting with the Principal once a month. The requirements of the faculty and the student community are discussed at meetings of bodies such as the IQAC (Internal Quality Assurance Cell). Purchase of equipment required for the year is decided upon by the Purchase Committee which consists of faculty members and Principal of the College. The Committee meets twice a year to consider available budgets and possible expenses for the year. Students were given a set of guidelines and rules mentioning safety and security procedures to be maintained in the laboratories. Waste management systems were designed properly in the laboratory, to segregate solid and liquid waste systems. Gas pipe lines of all the laboratories were maintained by proper servicing during the academic year, which ensured safe operation of various Bunsen burners. Procedure for utilizing the sports equipments are done through organizing the Annual Sports meet at the college sports ground.

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Tuition fee and other college fee	273	53457
Financial Support from Other Sources			
a) National	00	0	0
b)International	0	0	0

	No file uploaded.

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
NIL	Nill	0	NIL

No file uploaded.

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2017	MA/MSC Entrance	145	159	12	4
2018	TET	62	83	3	1
2018	Defense Exam	12	24	2	2
2018	Bank, Rail and others	14	42	17	5

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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
12	9	16

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
NIL	0	0	NIL	0	0

No file uploaded.

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2017	107	BA/BSc Hons.	All Departments	Vidyasagar University, other Universities and PG	MA/MSc

2018	105	BA/BSc Hons.	All Departments	Vidyasagar University, other Universities and PG Departments of various colleges of the state.	MA/MSc
				Departments of various colleges of the state.	

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	4
Civil Services	2
Any Other	14

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Sports	Institution	81
Sports	University	38
Cultural	Institution	76
Cultural	University	15

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5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	NIL	Nill	Nill	Nill	Nill	NIL

<div align="center">No file uploaded.</div>

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college in this academic session does not have any Student Council as elections for students union are not held for this academic session. The Student Council in West Bengal is known as Students Union. In West Bengal at present, there is no active Students Union. However, there are Student Volunteers disseminate information from College administration and other committees to all students. They assist the teachers in planning, organizing and executing various student-oriented activities. They act as mediators between students and teachers to share, discuss and solve their problems, if any and have free access to the Principal. Our students actively participate in

cultural activities by promoting our customs and traditions. Students also take active part in conducting Days like Traditional Day, Teacher's Day, and Farewell functions and also take the responsibility of maintaining discipline on the Campus. N.S. S is one of the active units in our college that enhances the social and interpersonal skills of the students. Students are involved in planning and executing the yearlong activities of N.S. S including the field work and survey conducted during the winter camp. These students receive a proper exposure to rural life and develop a rapport with the villagers to understand and resolve some of their social problems such as habits of cleanliness and hygiene, importance of literacy and eradication of superstitions. Students also show lot of enthusiastic support in innovative practices and best practices of the college, that include participation in activities related to gender consciousness and gender equity. The students help the college administrations in the following ways also: (i) Cultural and Sports Committees: Students have strong representations in all cultural and sports and games committees and help in organization and management of events. (ii) Hostel Administration: Students provide strong support in the administration and management of hostel affairs. (iii) Organization of Special Events: Students organize, and celebrate the National Teachers Day, on Sept. 5, every year by honoring retired teachers and presenting cultural programme, intra-faculty and inter-faculty cultural and sports competitions and other National celebrations that include, Independence Day, Republic Day, Science Day and various NSS and social service activities.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

94

5.4.3 – Alumni contribution during the year (in Rupees) :

4000

5.4.4 – Meetings/activities organized by Alumni Association :

4

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

College practices decentralization and participative management mode of administration. Every faculty member is in charge of one or other activities. Every faculty member is Convener of at least one sub-committee of the college. Faculty members are given representation in various committees/cells chosen at the meeting of the Teachers' Council following the suggestions of the IQAC. Some portfolios are directly nominated by the principal and the Governing body. The formations of these cells and the sub-committees are ratified by the Governing Body of the college. Every year, the composition of different committees is changed, when becomes necessary, to ensure a uniform exposure of duties for academic and professional development of faculty members. The subcommittee meetings are convened at regular intervals. 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. For example: (1) Each department functions as an autonomous unit with each department head / faculty coordinator given the freedom to arrange activities and administer the department whilst keeping the college vision in mind. It is in this context that seminars, conferences and workshops are successfully organized. (2)IQAC meetings are conducted 3/4 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, Principal, industrialists and some senior staff members besides students representatives both current and alumni and a representative from the non-teaching staff.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
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 and class tests etc. Semester examination pattern is followed. CBCS System has been introduced in this year.
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. Dr. Suparna Chaudhury (Geography) is doing research under DST (State).
Library, ICT and Physical Infrastructure / Instrumentation	Library uses SOUL (2.04 version) to archive the books present in the library. About 6154 books have been included in the digital database. About 11 educational CDs are also available.
Human Resource Management	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 seminars. 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.
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 user-friendly. However, the college arranges for official helpdesks for the applicants. The admitted students are registered under Vidyasagar University, Midnapur.
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 class rooms to make the teaching learning process more interactive. Class room 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. Remedial classes are organized for the students. Students are encouraged to follow several educational videos available online for better understanding. The learning process is further enriched by Departmental seminars, projects, quiz competitions, debate etc. by each department.
Curriculum Development	The Institution implements the Syllabus and Curriculum of Vidyasagar University, Midnapur. Since the college is affiliated to this University, there is no scope of development of curriculum on its own.
Industry Interaction / Collaboration	We va now collaboration with local small industry to support students knowledge about industry related issues.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Student Admission and Support	Online application process has been successfully implemented in the college. According to govt. policy, the monthly salary bills of employees are prepared by using IFMS software and other official work are prepared by

	Smart College Software. The implementation of this software is quite smooth and successful. Library uses Soul (2.0 version) to archive the books present in the library. About 8350 books have been included in the digital database. About 11 educational CDs are also available. Computer literacy of each department is one of the main objectives of the IQAC. In this context, each department maintains a separate e-mail address and therefore regularly ensures the flow of academic information and queries related to their subject with the library through the same. Internet browsing facilities are available for the students as well as to the teachers at the computer lab. The staff room also involves computation and internet access facilities for the teachers separately.
Examination	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 for all streams in last year.
Planning and Development	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 departments website in every academic year.
Administration	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. New software 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.
Finance and Accounts	Latest software 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, GPF, TDS 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.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	NIL	NIL	NIL	0
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nill	NIL	NIL	Nill	Nill	Nill	Nill
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the	Number of teachers	From Date	To date	Duration

professional development programme	who attended			
Refresher Course	2	01/07/2017	30/06/2018	21
Orientation Programme	2	01/07/2017	30/06/2018	28
Winter School	1	01/07/2017	30/06/2018	21
No file uploaded.				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
3	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
0	0	0

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

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 2018-2019 was done in proper time the audit report of the auditor was satisfactory.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL
No file uploaded.		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External	Internal

	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Vidyasagar University	Yes	Principal, IQAC and NAAC steering committee
Administrative	Yes	Vidyasagar University	Yes	Principal, IQAC and NAAC steering committee

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

(1) Regular parent-teacher meet to discuss about the educational progress of the students. (2) Suggestions regarding academic and administrative reforms are heartily welcomed and implemented (3) Parents are always extent their supportive hands.

6.5.3 – Development programmes for support staff (at least three)

To nurture and retain talent the college authority supports the staff in following ways- 1. Refresher course and orientation course. 2. Research orientated publication and seminar. 3. One day in a week allotted for selfstudy Staff.

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1.Teachers are encouraged to engage themselves in various research oriented activities. 2. Initiatives have been taken to hold online classes and internal assessments, Students' Seminars and various academic programs by the faculty members. 3. Whole administrative process has been Computerised.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
Nill	NIL	Nill	Nill	Nill	0
No file uploaded.					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
NIL	Nill	Nill	0	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

The College campus has a profound greenery and a well maintained scenic garden at the entrance of the main building. Maintenance of campus with proper cleaning is a regular job of NSS students. To beautify the campus various types of trees have been planted throughout the year. Every year NSS has organized a special programme on Tree Plantation during the celebration of Aranya Saptha. The Dustbins are there in available numbers in college campus for collecting waste. We have ensured our Collage campus a totally plastic free zone.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	4
Provision for lift	No	Nill
Ramp/Rails	Yes	1
Braille Software/facilities	No	Nill
Rest Rooms	Yes	3
Scribes for examination	Yes	3
Special skill development for differently abled students	No	Nill
Any other similar facility	No	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
Nill	Nill	Nill	Nill	Nill	NIL	Nill	Nill

No file uploaded.

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
College rules, regulations disciplines	31/07/2017	College rules, regulations disciplines are being published at the time of Induction program through a published brochure Discipline Sub Committee maintains the consistence throughout the Academic Session.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Tobacco control	18/12/2017	23/12/2017	275

and awareness programme				
No file uploaded.				

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

The College campus is ecologically sound as we have maintained a well crafted gardens. A medicinal garden has been prepared for enhancing the knowledge of medical value of different plants. Our campus has been Cleaned in a regular manner with proper care as apart of Swachha Bharat Mission. NSS Units of our college has celebrated World Environment Day ,Aranya Saptha etc.to spread awareness among the stakeholders. Final year students have been encouraged to prepare different projects on environmental issues like water conservation,wild life conservation, preservation of biodiversity and methods of reducing different forms of environmental pollution.Environmental science classes have been taken regularly by the faculty members for making the students ecoconscious. Adoption of village by NSS Units to make it a model one is one of the Special achievements of our college.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

The College campus consists of profound greenery and well managed landscape gardens in front of the main academic building. Cleaning of campus is a routine job of NSS students. Plantation of flowering plants for beautification is also carried out. NSS has a special programme on "Briksha Ropan" for tree plantation. The campus consists of dustbins for waste collection.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

To provide a rich academic environment to the students is the top priority of our college so that they become committed citizens in future. The aim is to inculcate in the students high moral values and to make them able to face the challenges of life. The objective is to make the students wise enough to take right decision at right moment. The very purpose of the institution is to provide value based quality education for the holistic development of the students.The college run a special assistance programme for the backward students. The purpose of this programme is to provide financial assistance to meritorious, needy and deserving students. At the time of admission when the meritorious poor students are unable to pay the prescribed fees they have been waived with the full fees by the institution. The institute strives towards integrated personality developments of girl students in which special attention is given to their intellectual, moral and cultural development. The institute tries to create awareness among girl students about their physical and mental health. The institute facilitates girl students in achieving their goals in life and familiarises them with various job opportunities. The college enhances the ideals of liberty, equality and fraternity among all and thus helps them to develop courage, confidence and a sense of achievement. The institute inspires girl students to continue life-long learning. With the help of existing physical infrastructure, the institute seeks to promote excellence and open new avenues to the latest developments in different sectors. The institute aspires to create a closely knit and well balanced community of students, teachers, staff and other Stakeholders through promotion of communication in the forms of

staff meetings mentor-mentee sessions, parent-teacher meetings, college website. The address by the principal on various functions plays a vital role in cementing the relationship among the stakeholders.

Provide the weblink of the institution

8.Future Plans of Actions for Next Academic Year

In view of the acute space crisis in academic buildings, this year's proposal will be submitted to state government and another two proposal will be submitted for construction of girls' hostel (first floor) and library building to UGC and Pachimaanchal Unnion Parsad of West Bengal Government respectively. • To promote sport Facility College will submit a proposal to state government for fund to construct mini-Indore stadium. • The college will propose for new post-graduation course to affiliated University. • Organizing State and National Level Seminars, projects, awareness seminars, quiz competitions and national level competitions in different departments. • Improving the learning process by implementing modern teaching aids and proper upgradation of the library.