YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution

SAHEED ANURUP CHANDRA MAHAVIDYALAYA

- Name of the Head of the institution

Dr. Srabanti Bhattacharya

- Designation

Principal

- Does the institution function from its own campus?

Yes

- Phone no./Alternate phone no.

03324206131

- Mobile No:

9830171892

- Registered e-mail

office@anurupchandracollege.org

- Alternate e-mail

office@sacm.ac.in

- Address

Village & P.O. - Burul, P.S. - Nodakhali, District - South 24 Parganas.

- City/Town

Nearest City - Kolkata

- State/UT

West Bengal

- Pin Code

743318

2.Institutional status

- Type of Institution

Co-education

- Location

Rural

- Financial Status **UGC 2f and 12(B)**

- Name of the Affiliating University **University of Calcutta**

- Name of the IQAC Coordinator **Prof. Nimai Poddar**

- Phone No. **03324206131**

- Alternate phone No. **9830171892**

- Mobile **7980337078**

- IQAC e-mail address **office@anurupchandracollege.org**

- Alternate e-mail address **office@sacm.ac.in**

3.Website address (Web link of the AQAR (Previous Academic Year) https://www.sacm.ac.in/allupload/65089Final%20AQAR_Report%2019-20.pdf

4.Whether Academic Calendar prepared during the year? **Yes**

- if yes, whether it is uploaded in the Institutional website Web link: https://www.sacm.ac.in/page.aspx?id=14

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C++**	**68**	**2004**	**03/05/2004**	**02/05/2009**
Cycle 2	**Nil**	**2.62**	**2016**	**05/11/2016**	**04/11/2021**

6.Date of Establishment of IQAC **30/06/2004**

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
N.A	**N.A.**	**N.A**	**N.A.**	**Nil**

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

- Upload latest notification of formation of IQAC View File

9.No. of IQAC meetings held during the year   5

- Were the minutes of IQAC meeting(s) and   **Yes**
  compliance to the decisions have been
  uploaded on the institutional website?

- If No, please upload the minutes of the   View File
  meeting(s) and Action Taken Report

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

- If yes, mention the amount   **N.A.**

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

1. Regular meeting of IQAC

2. Submission of AQAR 2019-2020 on December 28th, 2020 & the report was accepted by NAAC on19th January, 2021.

3. Successfully uploaded the data of All India Survey on Higher Education (AISHE) 2019-2020 (6th March, 2020).

4. Series of Webinars/ Workshops/ E-Quiz/ E-Magazine organized by different Departments in collaboration with IQAC on quality issues (June, 2020 to May, 2021).

5. Feedback (Students Satisfaction Survey) taken on the syllabus and its transaction at the institution during 24th May to 31st May, 2021.

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
1. Considering the pandemic situations and complete closing of offline classes and other academic activities a plan of complete shift from offline mode of teaching learning and evaluation process to online mode had been taken.	1. IQAC successfully motivated the faculty members and students for online teaching learning and evaluation process and monitored the successful implementation of the process throughout the whole academic session.
2. Organize different webinars and online workshops / orientation programmes for developing habits of online interactions among faculties and students.	2. Successful organization of 11 such programmes during the academic session which involves a large numbers of participants from faculty members and students in online interactions.
3. Planning for procurement of text and reference books required for newly introduced Semester-wise CBCS.	3. Completion of procurement and accession of such books in the library amounting to Rs. 7.5 lakhs.
4. Planning for procurement of required and updated laboratory equipment for the department of Geography and Physical Education.	4. Completion of procurement of such laboratory equipment amounting to Rs. 2.5 lakhs.

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	24/01/2022

14.Whether institutional data submitted to AISHE

Part A	
Data of the Institution	
1.Name of the Institution	SAHEED ANURUP CHANDRA MAHAVIDYALAYA
• Name of the Head of the institution	Dr. Srabanti Bhattacharya
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03324206131
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• Alternate e-mail	office@sacm.ac.in
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• City/Town	Nearest City - Kolkata
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• Location	Rural
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• Upload latest notification of formation of IQAC	View File
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• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	**Yes**

• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File	

10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
• If yes, mention the amount	**N.A.**

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	**24/01/2022**

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	**28/02/2022**

15. Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

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

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

20.Distance education/online education:

Extended Profile

1.Programme

1.1	**236**
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	**1417**
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	**511**
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**280**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**15**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**16**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**15**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**19.11352**
4.3 Total number of computers on campus for academic purposes	**68**

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

Saheed Anurup Chandra Mahavidyalaya is in the continuous process of self-improvement. The CBCS syllabus designed by the parent university (University of Calcutta) has been implemented since July, 2017. Systematic steps are taken for the delivery of quality education. The preparation for the same commences with a departmental committee meeting held prior to the commencement of each academic session. Various aspects such as completion of curriculum-based teaching is planned along with all other aspects of academic calendar in the IQAC meeting. An Orientation Programme at the beginning of each academic year introduces our students to the structure of their curriculum and acquaints them with the framework of curriculum delivery. Our teachers maintain registers and diaries to chart their progress in transaction of syllabus.During the covid-19 pandemic, we attempted to extend education to the remotest locations. Our teachers conducted online classes and tried to reach underprivileged section of students through telephonic guidance. In order to facilitate the teacher-student exchange and to diminish communication gap, individual Whats App groups are created for every subject. We thus strive for the effective spread of education and use effective and structured steps to achieve our goal.

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)

An academic calendar is prepared by the concerned official at the beginning of each semester in synchronization with the University's calendar.

Academic Calendar of 2020-21 isprepared by the collegefollowing university circular. 1. Time Table – The class routine sub-committee prepares the time table as per the guidelines of the affiliating university for the required number of credit hours for each course and as mentioned prior to the commencement of academic session. 2. Course files and Lecture Plan- After the allocation of course module to the faculty members coursefile of each subject is

prepared..Each course file is duly approved by respective Heads of the Departments. 3. Examinations-Detailed Examination schedule is announced in advance by academic committee. internal viva and practical exams are conducted by the respective departments before/after the university examinations. 4. Exam sheets evaluation- The answer sheets are received through the online college portal. These are re-checked in each department to ensure transparent and unbiased evaluation. 5. Every teacher conducts regular class tests on the related topic for practice and revision of students.. 6. Academic Monitoring- Each Head of the Department maintains a monthly monitoring report on course coverage, student attendance and assignment provided for every subject.

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	B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

9

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)

2

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)	View File

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

782

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

0

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

1.3 - Curriculum Enrichment

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

Cross Cutting Issues in the CBCS Curriculum

CROSS-CUTTING ISSUES aretopics that are identified as important and that affect and cut across most or all aspects of development. Mostly identified issues as cross-cutting in the field of Education are Gender, Environment and Sustainability, Human Values, Capacity-Building, Inequality and Climate Change.

These are called crosscutting because they can't be taken as isolated issues, because they affect all other sectors. If these issues are not tackled, the successes will be very limited.

So nowadays these topics should therefore be integrated and mainstreamed throughout all stages of development from policy design, to implementation, evaluation and learning.

The Institution integrates Cross Cutting Issues through the Curriculum of Semester-wise CBCS as prescribed by the Parent University in different Courses offered under B.a./B.Sc./B.Com. (Honours and General programmes. There are various such issues in the curriculum of Bengali (Honours/ General) programmes, Political Science (Honours and General) programmes, History (General) programme and Ability Enhancment Compulsory Course (AECC-2)/ Environmental Studies.

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	View File

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

9

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

684

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

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	D. Any 1 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)	View File

1.4.2 - Feedback process of the Institution may be classified as follows	**C. Feedback collected and analyzed**

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://www.sacm.ac.in/allupload/75421Student%20Feedback%20Analysis%202020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1161

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

303

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

Students' assessment is a critical aspect of the teaching-learning process. It is very important for the institutions to strategically evaluate the effectiveness of their teaching by measuring the extent to which students in the classroom are learning the course materials. There is an established system of internal assessment programme under semester-wise CBCS introduced from 2017-18 (B.Com.) and 2018-19 (B.A./B..Sc.). As prescribed by the parent university our institution organizes periodical tests, unit tests, internal examinations etc. to assess the learning levels of the students. All the above mentioned tests and examinations are conducted regularly during the period of each semesters. Apart from the adverse situation due to COVID-19 pandemic, the Institution successfully and efficiently organizes various tests and examinations in online, offline and blended modes. However, no special programs for advanced and slow learners have been organized in the session due to closing of offline classes during COVID-19 pandemic.

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
1417	**15**

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

With an aim to make the teaching and learning process more effective and in order to enhance the learning experience of the students many methods and improvisations have been adopted . 1. A number of Seminars and Webinars are organized in which eminent persons from relevant professional fields are invited. The Students actively participate in organizing such seminars and are provided with participation certificates. 2. Departmental Seminars are organized where the students choose different topics from their syllabus and plan their own presentation and conduct the seminar. This increases the subjective analytical power of their young minds and also enhance their vocabulary and public -speaking potential. 3. Department of Geography, Physical education,History organize educational field survey every year as a part of their course curriculum. The entire survey schedule and the field note book is prepared under the guidance of the teachers. 4. Experimental learning is done by the Lab-based departments.. The students perform the laboratory exercises and submit their practical note-book for examinations. 5. Throughout the year, the departments conduct various activities such as Quiz programs, Assignments, Tutorials, Remedial classes, Cultural activities etc. These sort of participative learning enhances and boosts the confidence level of the young students.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	Nil

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

Saheed Anurup Chandra Mahavidyalaya, by understanding the benefits of incorporating ICT tools in the teaching process, the faculty members have been using the ICT tools such as Digital Pen & Pad, Projectors, AVs, Presentations, etc. To ensure the demonstration pedagogy, faculty members, especially from the departments like Geography, Computer Science, Economics, and Commerce, have been using Digital Pad with Pen to demonstrate since these courses heavily demand graphical explanations by means of charts, graphs, equations, mathematical models and derivations while teaching to engage students in the learning process. Teachers use various

short films and documentaries, in the class rooms to make their class more engrossing. Google forms are used by different departments for taking online attendance, and online examinations. Whatapp groups are made for each individual departments, which are shared by all the teachers and students of that department. The on-line class links, relevant resource links, queries and their solutions and different departmental activities are shared through these on-line groups. Today we are happy to state that each and every teaching members of our institution are well acquainted with the usage of ICT tools and have gained expertise in using them in teaching and learning process.

File Description	Documents
Upload any additional information	No File Uploaded
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

35

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

2.4 - Teacher Profile and Quality

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

15

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

6

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

156 years

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

2.5 - Evaluation Process and Reforms

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

Major changes have been initiated in the evaluation system at institutional level after the introduction of Semester- wise CBCS in B.Com. from 2017-18 and B.A./B.Sc from 2018-19.There was no scope of Continuous Internal Evaluation system in the previous Annual system. In the newly introduced Semester- wise CBCS there is a well defined continuous internal evaluation plan. Out of a 100 marks paper/course 20 marks are earmarked for internal evaluation. 10 marks each for class attendance and internal examination. Another 15/30 marks for tutorial/practical assignment in non-laboratory /laboratory based subjects respectively.Hence, 35 marks in non-laboratory based subjects and 50 marks in laboratory based subjects are earmarked for internal evaluation.

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

There is complete transparency in the internal examination related grievances. The institution strictly adopts and follows all the directions given by Parent University. Evaluated and verified answer scripts are preserved under the supervision of HoDs. The marks obtained by the students in internal assessment tests are uploaded periodically on the university web portal along with their attendance. Queries if any discussed with the faculty members and HoDs initially and also consulted with the principal. If the students are facing any problem or any grievance arises during the conduction of examination are considered and discussed with the head of the institution and if required forwarded to the university as early as possible. The queries related to results, corrections in marks obtained and other certificate related issues are carefully addressed by the institution. Students are allowed to apply in written for revaluation, correction, recounting and seek photocopy of their evaluated answer scripts by paying necessary fees as per RTI to the university. All the queries and grievances are followed accordingly till redressed by the university and satisfactory solution of it within fifteen days.

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 institution presently offered six honors programmes in the subjects i.e. Polotical Science, History, Bengali, English, Philosophy and Geography and three general programmes i.e. B.A. General. B.Sc. General and B.Com. General. Therefore the institution has nine academic prgramme running under Choice Based Credit System (CBCS). Both students and teachers are aware of stated programme and course outcomes of the programmes offered by the institution. Such that students completing the requirement for various honours and general degree and after graduating they can opt the subject in their Masters degree in various universities. They can engage themselves in school teaching, prepare for various competitive examination like WBCS, UPSC etc. They can also appear in different other competitive examinations that look for fresh graduates and can also develop communication skill, computer proficiency and other analytical efficiencies that help them in their further studies and in securing a good job.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://www.sacm.ac.in/allupload/5953Learning%20Outcomes.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

The institution presently offered six Honours programmes andgeneral programmes. Therefore the institution has manyacademic prgrammes running under Choice Based Credit System (CBCS). In the three years honours and general course under CBCS the curriculum consist there in a continuous evaluation of attainment of programme and course outcome. The total programme outcomes and

course outcomes are evaluated through various internal, theory, tutorial and practical examinations. As prescribed in the CBCS, in the middle of each semester the institution conduct internal examination and students percentage of attendance is also evaluated. Whereas at the end of each semester theory and practical examinations are conducted by the Parent University and tutorial examinations are taken in the form of term papers or project work. With the help of results and marks obtained by the students, evaluation of attainment of programme and course outcomes is done. While in such process of evaluation if any department lack anything to get up to the mark at any point, then such points to be presented and discussed in front of the Academic – Sub Committee and IQAC and various democratic decisions are taken to check such loop holes and to make the attainment more better in future.

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

280

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

2.7 - Student Satisfaction Survey

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

https://sacm.ac.in/allupload/75421Student%20Feedback%20Analysis%20
2020-21.pdf

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)

00

File Description	Documents
Any additional information	**No File Uploaded**
e-copies of the grant award letters for sponsored research projects /endowments	**No File Uploaded**
List of endowments / projects with details of grants(Data Template)	**No File Uploaded**

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

00

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

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

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

during the year

6

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

5

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

4

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

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

The college organizes a number of extension activities every year to promote institute- neighborhood community to sensitize the students towards community needs. The students of our college actively participate in social service activities leading to their overall development. The college actively runs National Service Scheme Unit. Through this unit the college undertakes various extension activities in the neighborhood community. NSS organizes 7 days Special Camp in near-by adopted village and several activities were carried out by NSS volunteers addressing social issues which include campus beautification, tree plantation, general health check up camp, eye treatment camp, woman empowerment, blood donation camp, blood group detection, aids awareness camp etc.

All these above mentioned activities have positive impact on the students and it developed student's community relationship, leadership skill and self confidence of students. It also helped in cultivating hidden personality of students and created awareness among students.

During 2020-21 these regular programmes and Special Camp programme had not been organized in the campus and its neighborhood areas due to pandemic situation. Some virtual programme on Covid-19 awareness and its impact have been organized by the NSS unit of the college.

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

00

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	**No File Uploaded**
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

1

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

115

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

`00`

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

`00`

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.

`In our institution there are immense adequacies of smart`
`classrooms. Total 9 smart classrooms in our college. Earlier only`
`2 smart classrooms are there in our college. 1 classroom`
`constructed from UGC fund and another 1 funded by Government of`
`West Bengal. This year 7 smart classrooms are added in our`
`college. Newly added smart classrooms are fully supported and`
`funded by RUSA. In every smart classroom, there are computer,`

smart projector, and white board. Our experienced teachers use these classrooms to teach our students. New public address systems and digital podium (funded by RUSA) are also installed in each and every classroom.

Every department has their personal classroom as well as steel almirah for keeping text and reference books, answer scripts and other documents from where the teacher and student can use their required books. We also have well equipped & furnished computer laboratory where the student can avail practice sessions required for their compulsory computer courses. We also have two subject based laboratory, one for Geography and another one for Physical Education. Each and every labs are well equipped with modern laboratory instruments along with computers, where the students do their practical works.

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 institute with its compulsory core course and the continuous evaluation scheme integrates sports and extra – curricular activities as essential component.

The college has adequate facilities for sports, games and cultural activities with three play grounds for multiple games such as cricket, football, volley ball, badminton, throwball etc. In common rooms the institute provides carom board, table tennis for recreation purposes. The college provided proper coaching and guidance by the experienced teachers and sometimes by external coach. Ithas a well-maintained multi-gym, where girls and boys practiced physical exercise.

Students, teachers and staffs are actively participated in the Annual sportsprogramme and the best students actively participate in the zonal and district level inter- college sports competitions organised by the university. They won the medal in various sports events ,Youth Parliament Competition and other cultural events which are organised outside the campus.

. The college organize inter class cultural competitions like quiz, debate, dance, song. "Abhijan" a student magazine published every year serves as the medium for expressing the students' literary talent .A number of wall magazines are published by the various departments. College also formed Music Club, Debate Club etc. for developing cultural faculties among thestudents.

File Description	Documents
Upload any additional information	No File Uploaded
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.

9

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

9

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)

5.77325

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)	<u>View File</u>

4.2 - Library as a Learning Resource

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

The Library is partially automated. SOUL (Version 2.0), an Integrated Library Management Software (ILMS), is in use for creating the library database since 2014.

File Description	Documents
Upload any additional information	**No File Uploaded**
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)	<u>View File</u>

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)

7.60254

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)	View File

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

15

File Description	Documents
Any additional information	View File
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 always upgraded the IT facilities and strived for providing the state of art technology and ICT enabled services to all stakeholdersThe computer systems are running through UPS. Networking Infrastructures.Each computer of different sections are inter-connected through LAN. Local Cable Internet Connectivity are available in various section of our college. Antivirus Software are installed in every computers of our college.

The whole building of the institution is under CCTV surveillance which is successfully installed by RUSA Fund. The central monitoring system is running fromthe Principal's room.

The Library of the institution uses SOUL 2.0 Software for keeping the records of books. The institute is having website domain name www.sacm.ac.in. Admission process is completely running on online mode.

Vendor or Agency is appointed to assist institution by providing technical support where necessary. The whole supporting process is running under annual maintenance contract (AMC).

The institution protects students, teachers, and office staff by providing secure access to various ICT related services.The institution reserves the right to monitor the information sent and received from all the computer systems. The Principal and management committee reserves the right to take disciplinary action against unacceptable usage of ICTs.

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

4.3.2 - Number of Computers

68

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

C.10 - 30MBPS

File Description	Documents
Upload any additional Information	[View File](#)
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)

13.34027

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.

The infrastructure maintenance sub committee monitors proper maintenance and up keeping of physical, academic and support facilities .The college has well-developed, well organized and decentralized policies which are shared with the students through the college prospectus . In order to provide an effective learning environment within the college, all the classrooms, library and the college campus are cleaned and a regular maintenance is carried out for gymnasium, sports equipment and sport materials on regular basis by the concerned support staff . Pest control is carried out so as to increase the life of valuables resources of college. Beside this all the electrical equipment and fixtures are monitored at regular intervals and repaired timely.

All the departmental laboratories and computer periphery have been set up in such a way that to give hands on experience to all the students.. Furniture and fixtures are repaired as per the requirement. Librarian conducts orientation programme to educate the users. New arrivals are exhibited on Display Board specifically installed for the purpose which is located outside the library.

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

577

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)	<u>View File</u>

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

Nil

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	**C. 2 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)	[View File](#)

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

00

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

00

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)	**No File Uploaded**

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	**C. Any 2 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

00

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

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

5.2.2.1 - Number of outgoing student progression to higher education

12

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	<u>View File</u>

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

00

File Description	Documents
Upload supporting data for the same	**No File Uploaded**
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.

00

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)

Students have active representation on academic and administrative bodies and committees of the institute. Students have strong representation in all cultural and sports & games committees and help in organization and management of various events. Students organize and celebrate the Teacher's Day on 5 th September, College Foundation Day on 16 th November and other National celebration that include, Independence Day, Republic Day, International Mother Language day on 21st February andBlood donation Camp in every year. Finally, extracurricular activities provide a place for students to dome together, discuss pertinent

ideas and issues within this community where students feel comfortable with one another, learning and development are enhanced and student's retention is positively impacted.

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

00

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

There is no registered Alumni Association in the College but many alumni have maintained regular communication with the institution and they have actively participated and assisted in the Annual Sports and Annual Social Function every year.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

```
A. Vision and Mission Statement:

Vision Statement:

The vision of the institution is to providequality higher
education to the learner of the economically and socially backward
communities of the remote villages.

Mission Statement:

1. To make quality the defining element of education.

2. To interact and collaborate with the different stakeholders of
the institution for quality enhancement and sustainability.

3. To stimulate academic environment.


B. Nature of Governance:

The institute follows democratic and participatory mode governance
with all stakeholders participating actively in its
administration.

C. Perspective plans:

1. Applications for grants from government and non-government
sources.

2. Extension of available areas to accommodate more classrooms,
laboratories, auditorium, staffrooms etc.
```

3. Renovation to revive the aging infrastructure.

4. Improvement of the scope of Teaching-Learning experience through the use of ICT and innovative means.

5. Introduction of new subjects and courses.

6. Application for more substantive posts.

D. Participation of the Teachers in the Decision Making Bodies of the Institution:

The Governing Body delegates authority to the Principal who share it with the different levels of functionaries in the college. The Heads of the Departments, the conveners of different committees and cells play a decision making role to implement institutional policies.

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

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

The college authority sincerely follows the practices of decentralization and participative management in the areas of - A) Academic Management: Policy formulation in the academic field and its implementation process are mooted first in the IQAC meeting. Major policies are then discussed in the meeting of the academic committee and various Academic Department. Faculty members in the respective departmental meeting finalize time bound plans of curriculum implementation, plan of evaluation, co-curricular and extracurricular activitiesin tune with the academic calendar prepared by the parent university.. Different student cells were formed by the college authority to initiate and organizing the programs smoothly. Few teachers of the college, as the conveners of these cells, engaged in these activities for successful organization of these program. B) Administrative Management: The college authority constitutes various sub committees (27 subcommittees), some are statutory in nature to discuss upon different financial, administrative and academic issues. The IQAC co-ordinates and directs broad policy framework so that

implementation of different administrative policies can take place smoothly in tune with the directive and guidelines issued by the UGC, NAAC, Education Department/Directorate of the Government of West Bengal and the affiliating University.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

As per the perspective plans as pointed in the 6.1.1 matrix institution is headed to executing those within a stipulated timeframe. Some of them have been already done from June 2019 to May 2020. The college has got RUSA 2.0 fund and using the 1st instalment different infrastructural development have been done and some renovation works also have been made to develop its existing infrastructure. A total of 7 classrooms have been converted into smart classrooms with a projector facility and high-quality sound system for improving the teaching-learning system. A new two stored building has been constructed from which the ground floor is exclusively for the girl's common room and the 1st floor is for IQAC cum meeting room. Six rooms including computer and geography laboratory are made air-conditioned. A total of 14 branded PC with Wi-Fi facilities are bought for boosting ICT infrastructure and accelerating the pace of institutional activities. Thousands of quality books with CBCS syllabus are bought for the twelve different Departments of this institution. Various laboratory instruments are also arranged for the Department of Geography and Physical Education to improve their practical infrastructure as per the CBCS syllabus.

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.

Different committees and cells of the institution have prepared some plans and made some policies to develop and smooth work here. A total of twenty-two sub-committees (Academic sub-committee, finance sub-committee etc.) have been constructed with all the teaching and non-teaching staff. Likewise, five different cells (Career counselling cell, Anti-ragging cell etc.) and clubs (Nature club, debate club etc.) have been created. All members are divided into these sub-committees with different responsibilities. An online portal has been inaugurated to conduct online examinations to avoid the rush and manage the system smoothly with safety for all during the pandemic situation. The IQAC supervises the overall developmental work of the institution and NAAC committee visit preparation. The institution has different types of administrative setup ie, employees' appointment, approves and service rules maintain related work, all these works have been managed by Governing Body with proper procedure.

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)	<u>View File</u>

6.3 - Faculty Empowerment Strategies

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

The institution is always looking to give attention to the welfare of its teaching and non-teaching staff. All the staffs are the resources of this institution. It's the responsibility of the institution to take care of its resources wherever and whenever Presently there are few welfare schemes are active for both teaching and non-teaching staff of the college.

Teaching Staff-

1. Staff cooperative credit society

2. West Bengal Health Scheme (For full time Permanent Professor)

3. Sasthya Sathi Scheme: (For state aided college teacher)

Non-teaching Staff-

1. Staff cooperative credit society

2. Sasthya Sathi Scheme

3. PF, ESI: (For casual non-teaching staff)

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

00

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

3

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)	[View File](#)

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

2

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

All the teaching and non-teaching staff constitute the Human resources of the college. Academic and administrative performance diaries for each of the faculty members and support staff are maintained for monitoring the timely execution of academic plans and for providing students services within the scheduled time. All the teachers and non-teaching staff have to fill their daily diary and subsequently have to submit it to the IQAC for its verification and checking at the end of the semester. After the successful verification diaries need to be sent to the principal. The principal then keeps all the diaries in her custody for future references. The IQAC of the college always keeps a close eye on the academic performance and progress of teaching and non-teaching staff. During an IQAC meeting all these things are thoroughly discussed, and if any discrepancy happens from any part, the IQAC with their valuable suggestion, correct as early as possible. Moreover, IQAC always motivates its teaching and non-teaching staff to do something better in their fields which eventually can help the concerned teachers in their appraisal as well as provide some excellence and quality materials to the students

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

The institution conducts regular internal and external financial audit. The external audit is conducted by an auditor appointed by the Government of West Bengal. The audit work for the session 2017-18 and 2018-19 has been completed and the session of 2019-2020 are processed for final audit, which seems to be finalized by the end of this year. The institution had also taken inititives for internal audit of financial accounts by the qualified auditors in the past .This year due to pandemic situation this process has been hampared. Decision has been taken in the meeting of the Governing body of the college to reinitiate the process.

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)

00

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 college is located in a remote and rural area.The college authority is always keen to maintain resource mobilization strategies for its optimal utilization. All the instruments are under the supervision of technical personnel. If there is any technical snag that happens it is brought under the higher

authority. The authority will then takes timely action. There is a shortage of faculty members in different departments. To make up the problems IQAC has initiated the inter-college and interdepartmental faculty exchange programmes. There is a shortage of classrooms in the college. The college authority has decided to use some rooms for a common purpose to make up the issues related to it. The department of geography has been using its laboratory as a classroom for its students. The college hostel ground is used for field activities of the department of geography and physical education. All the aged instruments are being replaced by new instruments and further all these are placed wherever and whenever needed. All these activities are kept recorded with a proper register.

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 this college plays an important role in the quality assurance strategies and processes. Among the various initiatives taken by the IQAC to meet the standard of quality assurance of the college, two of these initiatives are discussed below-

1. The IQAC of the college has initiated the seminar and webinar programme during the academic session of 2020-21 and so on during the pandemic period. A total of 5 departments have organized national and international level webinars in the previous session. Thousands of students and faculty of different colleges and universities have actively participated in these programmes and eventually made it a grand success.

2. Also several student seminars are organized by the different departments of the college and students are motivated by the teacher to join these programmes to build up their confidence in their academic excellence. All the departments are instructed by the IQAC to prepare an E-magazine and introduce faculty exchange programmes. But due to the pandemic situation, all the initiatives could not be accurately done by all the departments. All the departments presently using ICT technique in teaching-learning

procedures with 100% efficiency as per the IQAC instruction.

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 college through its committees and Cells particularly in the academic sub Committee and IQAC meetings review the teaching learning process. At the begining of each semester departmenal committees are advised to chart their learning schedule as per academic calender and at the mid-sem period to track the progress of transaction of syllabus. After the publication of result of sem- end examinations departmental committes,academic sub-committe and IQAC review the learning outcome of each and every programme and suggest remedies for improvement of outcomes, if any.

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)	**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	https://www.sacm.ac.in/page.aspx?id=59
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)	View File

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 Institution has taken several measures to enhance safety and security on campus by constituting Internal Complaints Committee (ICC), installing CCTV cameras and round the clock security. The ICC ensures that notices are placed on the notice board. A complaint box is placed outside the college office. Mobile numbers of the Chairperson & members are made available on the notice board. Strict confidentiality is maintained by the ICC to encourage the complainant tolodge complaint without fear.

Students apprised of the gender issues during the Orientation Programme held for newly admitted students each year.

There are significant number of girl volunteers in the NSS unit of the college. Indoor and outdoor games for Boys and Girls students and staff were held on various occasions.

The college has separate common room for girls students andthere are sanitary napkin vending machineswith incinerator in the Girls'Toilet and Ladies staff toilet. Female Students and Staff can avail of this opportunityfor INR 5/ only.

The college also organised programmes, seminars on gender equity & sensitization.One suchNational Level Webinar was organised on "Gender Equity and Women's Empowerment" on20 th October, 2020 organized by the Internal Quality Assurance Cell in collaboration withBudge Budge-II Development Block.

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	[View File](#)
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

The Institution has maintaned the campus as Plastic Free Zone. The campus is sarrounded with ample greeneries and are well maintained.The NSS unit of the college has taken occasional programmes throughout the year forcleaning the campus. The unit ensures that the bio-degradable and non-degradable wastesare seperated and deposited in the bins specifically kept in different placesaround the college campus.The students participate in this endeavor sincerely. The Institution hasliquid waste management systems.

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	View File

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

E. None 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	View File
Any other relevant documents	View File

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

E. None of the above

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

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

D. Any 1 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).

Every year such prgramme like Raksha Bandhan and celebration of national commemorative days was organized in the college campus

for providing an inclusive environment based on tolerance and harmony towards cuitural, regional, communal, socio- economic and other issues but this year due to closing of college campus for covid-19 pandemic no such programme was held in the institution.

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

No such programme was held this year due to closing of college campus for Covid pandemic situations.

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	E. None 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 organizedcommemorative events and programmes on" Bhasha Dibas'(InternationalMotherLanguage Day) Republic Day, Independence Day. These eventswere organized this year withvery small programmes due to closing of college campus forCovid pandemic situations.

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.

Best Practice -1

.1.Tile: Soft skills development.

2. The context: Besides acquisition of regular degree basic knowledge of computer application is very much necessary to make the students job ready.

3.Objectives: To train students in : ;a) Basic Computer Application,.b) Communicative English .4) The practice: All

students have to take the certificate course in computer application .

5. Obstacles :Some students don't attendclasses regularly . To address this problem, several motivational sessions are arranged and payment of fees is exempted for economically backward students.

.6. Impact of the practice: Students who completed the course successfully are more confident .

7.Resource required: Procurement of more computers and accessories.

Best Practice -2.

1 Title: Collective governance through democratic methods.
2.Context: While developing an action plan it is necessary to create a positive approach among the stakeholders which demands a participatory approach ..

3. Objectives: Developing action plan requires time- bound schedule for finishing curricular aspects, co- curricular extra- curricular and extension activities,

4.Practice: Members of the IQAC ,conveners/members ofdifferent cells and sub- committees,Librarian and the NSS programme officerplay a significant role in the decision making process.

5. Outcome of the practice:Timely completion of academic and extra-curricular activities with active participation of students.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

One of the distinct and interesting facts of the college is Community Involvement through its NSS unit. The Institution situated in a rural and remote setting caters the students of economically and socially under privileged sections of the

society. Being situated in a rural setting, the college has adopted a nearby village, in the district of South 24 Parganas. Under the mission and

vision of the Institution, the college endeavor to work with the people of rural India in identifying development challenges and evolving appropriate solutions for accelerating sustainable growth. Through this village adoption, the college encourages the students to be community conscious and teach them to give back to the community. Guided by its Mission and Vision, the college has the avowed goal of bringing holistic and quality higher education within the reach of all. . Students are trained in basic Computer Application and communicative English to make them employable in the challenging job market. Various cleaning and awareness programs are conducted by the NSS Unit of the college. Various Social Programs like "Raksha Bandhan", "International Mother Language Day" to enhance social and communal harmony among the Students of the locality which is a mixed religious area.

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

Future plans for AQAR-2020-211. Extension of vehicle parking shed. 2. Construction of additional toilets for staff and students. 3. Extension of greeneries and plantation particularly in the areas damaged by recent cyclonic storm " Amphan". 4. Renovation, painting and beautification of the college campus. 5. Introduction of Job oriented vocational courses. 6. Enhancement of research activities and professional development of the faculties. 7. Introduction of Honours programme in Education from 2021-22. 8. Extension of collaborative linkages with the neighboring colleges. 9. Effective use of Women's Hostel building in academic purposes. 10. Construction of an Auditorium with modern facilities. 11. Initiatives for appointment of more regular/permanent faculties for proper implementation of semester-wise CBCS. 12. Introduction of Value Added Course on Yoga and Meditation.