



YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	SAHEED ANURUP CHANDRA MAHAVIDYALAYA
• Name of the Head of the institution	Nimai Poddar
• Designation	Teacher-in-Charge
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03324206131
• Mobile No:	7980337078
• 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	Gopal Deb Kantha				
• Phone No.	8910871335				
• Alternate phone No.	8013228665				
• Mobile					
• 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://sacm.ac.in/page.aspx?id=59				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://sacm.ac.in/allupload/96822ACADEMIC%20CALENDER%202021-2022.pdf				
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	B+	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	
NA	NA	NA	NA	NA	
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	3	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
Regular meeting of IQAC		
Submission of AQAR 2020-21 on 24.03.2022		
Submission of AISHE data for 2021-22 on 19.01.2023		
Collection of Students' feedback for 2021-22 during the period 10.05.22 to 31.05.22		
Training programme for faculty members for conduction of the on-line Examination through the Exam-Portal		
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
Updation of knowledge base of Faculty members	Four faculty members completed Orientation-Programs required for CAS
Workshop for preparation of NAAC Assessment	Workshop held on 27.09.2021
Workshop on the necessity of Covid-Vaccination	Workshop held on 30.06.2021, where 112 participants joined
Webinar on Environmental restoration and related issues	Webinar held in collaboration with Adamas University on 15.06.2021
Institutional workshop for Faculty members regarding CAS	Online Workshop held and all faculty members participated

13. Whether the AQAR was placed before statutory body?	Yes
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- Name of the statutory body

Name	Date of meeting(s)
Governing Body	08/02/2023

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	19/01/2023

15. Multidisciplinary / interdisciplinary

The college, affiliated under the University of Calcutta, introduced semester-wise CBCS and conducted teaching, learning and evaluation as per the syllabus designed by the affiliating university from the session 2017-18 . The syllabus is designed in such a way that there are ample scope of multidisciplinary/interdisciplinary areas in many courses, such as the department of History and Political Science, Geography and Economics, Commerce and Computer Science, Mathematics and Economics, History and Bengali etc. The faculty members often take inter-departmental classes in these multidisciplinary areas.

16.Academic bank of credits (ABC):
The affiliating University not yet started the Academic Bank of Credit system.
17.Skill development:
The Institution has two add-on courses for the students of our college. 1. Certificate course in Office management and Desktop publishing, 2. Certificate course in Communicative English, where the soft-skill required for job are being taught. There are number of Skill Enhancement courses in the CBCS curriculum of each Department, where students can develop their skill in the respective subjects.
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)
In the CBCS curriculum of Bengali, there is more scope and emphasis on teaching in Indian Language and Culture in the LCCs, (Language Compulsary Courses) DSEs (Discipline Specific Courses) and AECCs (Ability Enhancement Courses),.
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):
In the different programs of CBCS there are practical based courses such as Geography, Physical Education and Computer Science. It also has SECs (Skill Enhancement Courses), in all the subjects which comes under outcome based education.
20.Distance education/online education:
Presently the college has no such distance education system, however, teachers conduct teaching and learning process in online mode besides class room teaching.

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 1631

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

2.3 368

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 15

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 16

Number of Sanctioned posts during the year

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	1631
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	368
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	15
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	16
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	15
Total number of Classrooms and Seminar halls	
4.2	40.88925
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	60
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

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 What's 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	View File
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 2021-22 is prepared by the college following 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 member's course file 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	View File
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate C. Any 2 of the above

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

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

1.2 - Academic Flexibility

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

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

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

391

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 are topics 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 Enhancement 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

3

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://sacm.ac.in/allupload/91086Student%20Feedback%20Analysis%20Report%202021-2022.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

375

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

It is very important for the institutions to evaluate the effectiveness of their teaching strategically by measuring the extent to which students are learning the course materials in the classroom. Student's assessment is a critical aspect of the teaching- learning process. 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 at the end of each semester.

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 advances and slow learners have organized in the session due to COVID-19 pandemic. After reopen of the institutions all assessments are organized in offline mode as it was before the lockdown and 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
1631	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

Somemethods and improvisations have been adopted by the different departments our collegeto make the teaching and learning process more effective,some of which are mentioned below.

1. Departmental Seminars are organized, where the students, participate in organizing and conduction of it.
2. A number of Webinars are organized by several departments throughout the year, especially in the lock down period, where eminent persons from relevant professional fields are invited as resource persons. The Students actively participate in organizing such seminars and are provided with participation certificates.
3. Department of Geography, Physical education, Political Science and History organize educational field survey every year as a part of their course curriculum. Prior going to the field study area, students do the pre-field work.
4. Experimental learning is done by the Lab-based departments, such as Geography, Computer Science, Physical Education and Commerce. The students perform the laboratory exercises and submit their practical note-book for examination.
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 under the supervision and valuable guidance of the knowledgeable faculty members of this

college enhances and boosts the confidence level of the youngstudents.

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

The College has dedicated computer labs and smart classrooms. Each Department is furnished with dedicated computers used for teaching-learning. Faculty members of the Departments like Geography, Computer Science, Economics and Commerce use digital display pads with pens to ensure demonstration pedagogy. Arts departments like Bengali and English also present movie adaptations of texts and various topics. The College Library is on the way to becoming fully computerized. Photocopying and scanning facilities are available. During the Covid 19 pandemic, ICT facilities were fully availed for conducting the classes (for both theory and practical), admission procedure, verification of relevant documents and University registration. State level webinars and students' webinars were also conducted during the pandemic period. All the Teachers use Overhead Projectors to disseminate knowledge. LCD Projectors are used to give power point presentations. E-Resources are also shared with students to augment their knowledge.

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

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

2.3.3.1 - Number of mentors

35

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

2.4 - Teacher Profile and Quality

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

15

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

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

185

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.

Saheed Anurup Chandra Mahavidyalaya has a well established tradition of transparent and robust mechanism of internal assessment subject to the regulations of the affiliating University. In the CBCS mode, the University has introduced the semester pattern. In the current system the Internal Assessment in this institution consists of attendance, and project/tutorial submission. Internal Assessment examinations are taken in all CC, GE, SEC, DSE and AECC Courses. Student counseling continues as part of the in-built teaching-learning strategy. In the CBCS system, other than normal class room teaching learning methods, if it is necessary for any student, the institution proposes some special guidance for the comparatively weak students like regular interaction with Departmental teachers and parent-teacher meeting.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

The institute maintains quite hard transparency while dealing with the internal examination related grievances. The institution strictly adopts and follows all the directions given by Parent University. Under the complete supervision of HoDs all evaluated and verified answer scripts are preserved. The marks obtained by the students in internal assessment tests are uploaded accordingly 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. All issues related to results, corrections in marks obtained and other certificate related queries are carefully addressed by the institution. Students are allowed to apply in written for reevaluation, correction, recounting and challenge the evaluation by paying necessary fees to the university. All the queries, issues and grievances are followed accordingly till redressed by the university and satisfactory solution of it within fifteen days.

File Description	Documents
Any additional information	View File
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. Political 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 programme 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 occupation.

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

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

The institution presently offered six honors programmes and three general programmes. Therefore the institution has nine academic programmes 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 tutorial examinations are taken in the form of term papers or project work. Students' percentage of attendance is also evaluated. At the end of each semester theory and practical examinations are conducted by the Parent University. Evaluation of attainment of programme and course outcomes is done with the help of the results and marks obtained by the students. In the process of evaluation if any department lack anything to get up to the mark at any point of time, then such loop holes are to be presented and discussed in front of the Academic - Sub Committee and IQAC where 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	View File
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

244

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/91086Student%20Feedback%20Analysis%20Report%202021-2022.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)

0

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

0

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

4

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

2

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

0

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

Our NSS unit has Organised a Special Camp on medical purposes for the neighbouring community . We have arranged a general health check up and free Eye treatment camp .We have distributed the educational equipment to orphan childrens for their educational development. We have aware the local people regarding bad effects of tobacco addiction.

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

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**

0

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

4

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

555

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

3.4 - Collaboration

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

0

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

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

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

0

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, 7 are funded by RUSA, 1 classroom constructed by UGC Fund and 1 made from State Government Fund. In every smart classroom, there are computer, smart projector, and white board. Our experienced teachers use these classrooms to teach our students. Public address systems and digital podium (funded by RUSA) are present in each and every classroom.

Every department has their personal classroom as well as steel almira 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	View File
Paste link for additional information	Nil

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

The college 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. It has a well-maintained multi-gym, where girls and boys practiced physical exercise.

Students, teachers and staffs are actively participated in the Annual sports programme and the best students actively participate in the zonal and district levels inter- college sports competitions organised by the university. They won the medal in various sports events i.e. Youth Parliament Competition and other cultural events which are organised outside the campus. Social and Freshers Welcome are regularly organised under the banner of Students' Union with the help of college authority.

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

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

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)**

38.35398

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

4.2 - Library as a Learning Resource

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

Library is automated using Integrated Library Management System (ILMS)

1. Name of ILMS Software: SOUL
2. Nature of Automation (Fully or Partially): Partially

3. Version: 2.0

4. Year of Automation: 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

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

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)

Rs. 13150/-

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 stake holders. The computer systems are running through UPS. 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 from the 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	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

60

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

4.3.3 - Bandwidth of internet connection in the Institution C.10 - 30MBPS

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

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)

Rs. 2,53,527/-

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.

For maintaining, utilizing and up keeping of physical, academic, and support facilities which includes use of equipment in various departmental laboratories, computer peripherals and other technological equipment used in digital classrooms, the college has well-developed, well organized and decentralized policies which are shared with the students through the college prospectus at the time of their admission in college. 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 of the college under the supervision of experts.

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. Proper ventilation is done so as to maintain dry environment near book racks. 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. Separate computers are provided to the students for searching of books and internet search.

File Description	Documents
Upload any additional information	View File
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

704

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

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

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

66

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)	View File

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

0

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

0

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

0

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

17

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

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

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

0

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.

2

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)	View File

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)

A list of Cultural Festivals observed in our college are :

1. Swami Vivekanandabirth day (National youth day) on 12thJanuary.
2. Fresher's Welcome.
3. The collegefoundation day.
4. Rabindra Jayanti
5. Students celebrates Raksha Bandhan with a great zeal.
6. On 21 February we celebrate International Mother Language Day to promote awareness of linguistic and cultural diversity and to promote multilingualism.
7. On 5thSeptember Teacher's Day is celebrated.
8. Basant Utsav is held in the month of March on the day of Holi.
9. Spring is welcomed through music and dances in our college. The opening ceremony of this occasion is Tree Plantation program.

Beside this our college also organizes a social event that is Blood Donation camp. This event is mainly organized by Student union and NSS Unit.

Cultural Activities: Students actively participate in various cultural activities like dance competition, singing competition, Quiz contest, Debate, Recitation contest, Mock parliament etc.

Physical Activities: . Every year Annual Sports is held during winter. Students are take part in different events like 100m Run;

200m Run, 800m Run, Shot put, Skipping, Relay race, Musical chair. Apart from this our college also took part in inter college games like Volley Ball, Kho-Kho, Football.

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

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

10

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

5.4 - Alumni Engagement

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

Presently there is no registered Alumni Association in the College. A good number of

alumni have maintained regular communication with the institution and they have actively participated and assisted in the Annual

Sports Meet, Blood Donation Camp, Annual Social and Cultural Program and various other extension and outreach activities .

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

Vision Statement:

The vision of the institution is to evolve through collective leadership into a centre of academic excellence by providing quality 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 encourage ethics of self-evaluation, accountability, autonomy and innovations for all round development.
4. To stimulate academic environment.

Nature of Governance:

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

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 other innovative means.
5. Introduction of new subjects and courses.
6. Application for more substantive posts.

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

The Governing Body delegates authority to the Secretary and 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	View File

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

The college has a mechanism providing operational autonomy to various functionaries in order to ensure a decentralized governance system.

Top level:

Principal mam is the member secretary of the governing body and chairperson of the IQAC. Principal in consultation with the Teachers council nominates different committees for planning and implementation of different academic, students administration and related policies. All academic and operational policies are based on the unanimous decision of the governing body, the IQAC and the teachers' council.

Faculty level:

Faculty members are given representation in various committees,

cells and clubs.

There are a total number of 22 sub-committees, 5 No of Cells and 3 different clubs, where different teachers participate for smooth functioning of the academic and administrative functions of the college.

Non-Teaching staff level:

Non-teaching staff are represented in the governing body and IQAC, sub- committee, cells and clubs suggestions of non-teaching staff are considered while framing policies or taking important decisions.

Participative management:

In strategic level governing body members, Teachers' council and IQAC are involved in defining policies and procedures, framing policies and rules and regulation, pertaining to admission, In functional level faculty members share knowledge among themselves. Students' and staff members while working for committee.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

As per the perspective plans as pointed in the 6.1.1 matrix, institution is headed to executing those within a stipulated timeframe. Most of them have been already done from June 2020 to May 2021. Using the RUSA 2.0 Grant most of the infrastructural development have been made and some renovation works also have been completed. Overall 10 classrooms have been converted into smart classrooms with a projector facility and high-quality sound system for improving the teaching-learning system. Three new construction works started, namely Boy's and Girl's toilets, Staff toilets and principal rest room with attached toilets. Six rooms including computer and geography laboratory, library and students' union room are made air-conditioned. Construction of a new cycle stands also have started and expected to complete by August 2022. In this session also, thousands of quality books as per 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	View File

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

A. All of the above

and Accounts Student Admission and Support Examination

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)	No File Uploaded

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

0

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

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

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

0

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

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

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

6

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 academic year. The resource generated is being utilized in the development of infrastructure, library book, laboratory equipment, sports articles etc.

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

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

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

0

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

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

The college is located in a remote and rural area. The college authority is always keen to maintain resource mobilization strategies for its optimal utilization as the college authority has very little fund.

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 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.

There is no auditorium facility in the college. In this case, a smart classroom is used for the purpose, moreover, a computer lab is used during different meetings whenever needed.

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. Old sanitary and plumbing instruments are being placed in various rooms.

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

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 Institution through its different committees and Cells particularly in the

Academic Sub Committee and in the IQAC meetings reviews the teaching

learning process. At the beginning of each semester departmental

committees are advised to finalize their teaching- learning schedule as per

academic calendar and at the mid-sem period to track the progress

of transaction of syllabus and unit tests. After the publication of result of

sem- end examinations departmental committees, academic sub-committee

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)

C. Any 2 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The 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 to lodge 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 and there are sanitary napkin vending machines with incinerator in the Girls' Toilet and Ladies staff toilet. Female Students and Staff can avail of this opportunity for INR 5/ only.

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 maintained the campus as Plastic Free Zone. The campus is surrounded with ample greeneries and are well maintained. The NSS unit of the college has taken occasional programe throughout the year for cleaning the campus. The unit ensures that the bio-degradable and non-degradable wastes are separated and deposited in the bins specifically kept in different places around the college campus. The students participate in this endeavor sincerely. The Institution has liquid and solid 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: A. Any 4 or All of the above

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

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

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 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.

D. Any 1 of the above

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

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).

We celebrate Republic Day and Independence Day with great solemnity. communal harmony is promoted by the holding of

functions as Rakhi Bandhan Utsav. Annual cultural program are held regularly. But due to the Covid pandemic situation this program has not been held in 2021. Bhasha Dibas is held with equal zeal every year, On 21st February, 2022, Bhasha Dibas was celebrated in our college. A cultural program was jointly organized by department of Bengali and English that day. The Principal, teachers and students took part in this programs

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 program was held this year.

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

E. None of the above

4. Annual awareness programmes on Code of Conduct are organized

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

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

Institution celebrates or organizes national and international commemorative days, events and festivals.

In our institution, Saheed Anurrup Chandra Mahavidyalaya organize commemorative days and events every year, such as Independence Day, Republic Day, Bhasha Dibas (International Mother Language Day, International Women's Day. This year Independence Day and Republic Day were celebrated by very small program. But Bhasha Dibas and International Women's Day were celebrated very preciously

On 21stFeb.2021 (Bhasha Dibas) at noon, a cultural program was organized jointly by the department of Bengali and English. Students participated in recitation, singing and presented paper on the significance of the day.

On 8thMarch, 2021 (International Women's Day) at noon, a program was held jointly by the Equal Opportunity Cell and IQAC of our Institution. The Programs included inaugural song, opening lecture, discussion on Women's Empowerment Problems and Opportunities, recitation, songs and a debate on the topic "reservation of women for their empowerment in different areas is actually an insult of women". Students actively participated in the program.

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	View File
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.

1. SoftandHardskillsdevelopment

The everchanging job market scenario and the rural setting of the Institution has brought pressure on and responsibility for the Institution to develop and train young minds and make them ready for the job market. Besides acquisition of regular degree in B.A., B.Sc. and B.Com hard skills like basic knowledge of computer application is very much necessary to make the students eligible for employment in the job market. It is with this in mind that an initiative was taken almost a decade ago to start Computer Enrichment Courses.

2. Collective governance and planning through democratic methods.

While developing an action plan by IQAC at the Institutional level, it is necessary to create a positive approach among all the stakeholders for an effective and smooth implantation of the plan. Faculty members have to motivate the students to participate in extension and extra-curricular activities beyond academic aspects. Departments have to organize debates, quizzes, Study tour, student seminars and workshops for overall development of the students. The whole exercised demands a participatory approach and is better achieved in a democratic manner.

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

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.

The quality education is provided through regular classes and by conducting various programs where students are fully involved. Students are trained in basic Computer Application and communicative English to make them employable in the challenging job market.

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 What's 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	View File
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 2021-22 is prepared by the college following 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 member's course file 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	View File
Link for Additional information	Nil

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

C. Any 2 of the above

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

1.2 - Academic Flexibility	
1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented	
1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented	
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	
391	

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 are topics 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 Enhancement 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

3

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://sacm.ac.in/allupload/91086Student%20Feedback%20Analysis%20Report%202021-2022.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

375

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

It is very important for the institutions to evaluate the effectiveness of their teaching strategically by measuring the extent to which students are learning the course materials in the classroom. Student's assessment is a critical aspect of the teaching- learning process. 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 at the end of each semester.

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 advances and slow learners have organized in the session due to COVID-19 pandemic. After reopen of the institutions all assessments are organized in offline mode as it was before the lockdown and 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
1631	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

Somemethods and improvisations have been adopted by the different departments our collegeto make the teaching and learning process more effective,some of which are mentioned below.

1. Departmental Seminars are organized, where the students, participate in organizing and conduction of it.
2. A number of Webinars are organized by several departments throughout the year, especially in the lock down period, where eminent persons from relevant professional fields are invited as resource persons. The Students actively participate in organizing such seminars and are provided with participationcertificates.
3. Department of Geography, Physical education, Political Science and History organize educational field survey every year as a part of their course curriculum. Prior going to the field study area, students do the pre-field work.
4. Experimental learning is done by the Lab-based departments, such as Geography, Computer Science, Physical Education and Commerce. The students perform the laboratory exercises and submit their practical note-book forexamination.
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 under the supervision and valuable guidance of the knowledgeable faculty members of this college enhances and boosts the confidence level of the youngstudents.

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

The College has dedicated computer labs and smart classrooms. Each Department is furnished with dedicated computers used for teaching-learning. Faculty members of the Departments like Geography, Computer Science, Economics and Commerce use digital display pads with pens to ensure demonstration pedagogy. Arts departments like Bengali and English also present movie adaptations of texts and various topics. The College Library is on the way to becoming fully computerized. Photocopying and scanning facilities are available. During the Covid 19 pandemic, ICT facilities were fully availed for conducting the classes (for both theory and practical), admission procedure, verification of relevant documents and University registration. State level webinars and students' webinars were also conducted during the pandemic period. All the Teachers use Overhead Projectors to disseminate knowledge. LCD Projectors are used to give power point presentations. E-Resources are also shared with students to augment their knowledge.

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

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

2.3.3.1 - Number of mentors

35

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

2.4 - Teacher Profile and Quality

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

15

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

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

185

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.

Saheed Anurup Chandra Mahavidyalaya has a well established tradition of transparent and robust mechanism of internal assessment subject to the regulations of the affiliating University. In the CBCS mode, the University has introduced the semester pattern. In the current system the Internal Assessment in this institution consists of attendance, and project/tutorial submission. Internal Assessment examinations are taken in all CC, GE, SEC, DSE and AECC Courses. Student counseling continues as part of the in-built teaching-learning strategy. In the CBCS system, other than normal class room teaching learning methods, if it is necessary for any student, the institution proposes some special guidance for the comparatively weak students like regular interaction with Departmental teachers and parent-teacher meeting.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

The institute maintains quite hard transparency while dealing with the internal examination related grievances. The institution strictly adopts and follows all the directions given by Parent University. Under the complete supervision of HoDs all evaluated and verified answer scripts are preserved. The marks obtained by the students in internal assessment tests are uploaded accordingly 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. All issues related to results, corrections in marks obtained and other certificate related queries are carefully addressed by the institution. Students are allowed to apply in written for reevaluation, correction, recounting and challenge the evaluation by paying necessary fees to the university. All the

queries, issues and grievances are followed accordingly till redressed by the university and satisfactory solution of it within fifteen days.

File Description	Documents
Any additional information	View File
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. Political 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 programme 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 occupation.

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

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

The institution presently offered six honors programmes and three general programmes. Therefore the institution has nine

academic programmes 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 tutorial examinations are taken in the form of term papers or project work. Students' percentage of attendance is also evaluated. At the end of each semester theory and practical examinations are conducted by the Parent University. Evaluation of attainment of programme and course outcomes is done with the help of the results and marks obtained by the students. In the process of evaluation if any department lack anything to get up to the mark at any point of time, then such loop holes are to be presented and discussed in front of the Academic - Sub Committee and IQAC where 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	View File
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

244

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/91086Student%20Feedback%20Analysis%20Report%202021-2022.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)

0

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

0

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**

4

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**

2

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**

0

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

Our NSS unit has Organised a Special Camp on medical purposes for the neighbouring community . We have arranged a general health check up and free Eye treatment camp .We have distributed the educational equipment to orphan childrens for their educational development. We have aware the local people regarding bad effects of tobacco addiction.

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

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**

0

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**

4

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

555

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

3.4 - Collaboration

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

0

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

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

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

0

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, 7 are funded by RUSA, 1 classroom constructed by UGC Fund and 1 made from State Government Fund. In every smart classroom, there are computer, smart projector, and white board. Our experienced teachers use these classrooms to teach our students. Public address systems and digital podium (funded by RUSA) are present in each and every classroom.

Every department has their personal classroom as well as steel almira 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	View File
Paste link for additional information	Nil

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

The college 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. It has a well-maintained multi-gym, where girls and boys practiced physical exercise.

Students, teachers and staffs are actively participated in the Annual sports programme and the best students actively participate in the zonal and district levels inter- college sports competitions organised by the university. They won the medal in various sports events i.e. Youth Parliament Competition and other cultural events which are organised outside the campus. Social and Freshers Welcome are regularly organised under the banner of Students' Union with the help of college authority.

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

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

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)

38.35398

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

4.2 - Library as a Learning Resource

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

Library is automated using Integrated Library Management System (ILMS)

1. Name of ILMS Software: SOUL
2. Nature of Automation (Fully or Partially): Partially
3. Version: 2.0
4. Year of Automation: 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	D. Any 1 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)	No File Uploaded
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)	
Rs. 13150/-	
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 stake holders. The computer systems are running through UPS. 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 from the 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	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

60

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

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

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

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)**

Rs. 2,53,527/-

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.

For maintaining, utilizing and up keeping of physical, academic, and support facilities which includes use of equipment in various departmental laboratories, computer peripherals and other technological equipment used in digital classrooms, the college has well-developed, well organized and decentralized policies which are shared with the students through the college prospectus at the time of their admission in college. 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 of the college under the supervision of experts.

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. Proper ventilation is done so as to maintain dry environment near book racks. 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. Separate computers are provided to the students for searching of books and internet search.

File Description	Documents
Upload any additional information	View File
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

704

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

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

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

66

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)	View File

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

0

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

0

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

0

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**

17

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

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

0

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.**

2

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)	View File

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)

A list of Cultural Festivals observed in our college are :

1. Swami Vivekanandabirth day (National youth day) on 12thJanuary.
2. Fresher's Welcome.
3. The collegefoundation day.
4. Rabindra Jayanti
5. Students celebrates Raksha Bandhan with a great zeal.
6. On 21 February we celebrate International Mother Language Day to promote awareness of linguistic and cultural diversity and to promote multilingualism.
7. On 5thSeptember Teacher's Day is celebrated.
8. Basant Utsav is held in the month of March on the day of Holi.
9. Spring is welcomed through music and dances in our college. The opening ceremony of this occasion is Tree Plantation program.

Beside this our college also organizes a social event that is Blood Donation camp. This event is mainly organized by Student union and NSS Unit.

Cultural Activities: Students actively participate in various cultural activities like dance competition, singing competition, Quiz contest, Debate, Recitation contest, Mock parliament etc.

Physical Activities: . Every year Annual Sports is held during winter. Students are take part in different events like 100m

Run; 200m Run, 800m Run, Shot put, Skipping, Relay race, Musical chair. Apart from this our college also took part in inter college games like Volley Ball, Kho-Kho, Football.

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

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

10

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

5.4 - Alumni Engagement

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

Presently there is no registered Alumni Association in the College. A good number of

alumni have maintained regular communication with the institution

and they have actively participated and assisted in the Annual

Sports Meet, Blood Donation Camp, Annual Social and Cultural Program and various other extension and outreach activities .

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
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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

Vision Statement:

The vision of the institution is to evolve through collective leadership into a centre of academic excellence by providing quality 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 encourage ethics of self-evaluation, accountability, autonomy and innovations for all round development.
4. To stimulate academic environment.

Nature of Governance:

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

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 other innovative means.
5. Introduction of new subjects and courses.
6. Application for more substantive posts.

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

The Governing Body delegates authority to the Secretary and 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	View File

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

The college has a mechanism providing operational autonomy to various functionaries in order to ensure a decentralized governance system.

Top level:

Principal mam is the member secretary of the governing body and chairperson of the IQAC. Principal in consultation with the Teachers council nominates different committees for planning and implementation of different academic, students administration and related policies. All academic and operational policies are based on the unanimous decision of the governing body, the IQAC and the teachers' council.

Faculty level:

Faculty members are given representation in various committees,

cells and clubs.

There are a total number of 22 sub-committees, 5 No of Cells and 3 different clubs, where different teachers participate for smooth functioning of the academic and administrative functions of the college.

Non-Teaching staff level:

Non-teaching staff are represented in the governing body and IQAC, sub- committee, cells and clubs suggestions of non-teaching staff are considered while framing policies or taking important decisions.

Participative management:

In strategic level governing body members, Teachers' council and IQAC are involved in defining policies and procedures, framing policies and rules and regulation, pertaining to admission, In functional level faculty members share knowledge among themselves. Students' and staff members while working for committee.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

As per the perspective plans as pointed in the 6.1.1 matrix, institution is headed to executing those within a stipulated timeframe. Most of them have been already done from June 2020 to May 2021. Using the RUSA 2.0 Grant most of the infrastructural development have been made and some renovation works also have been completed. Overall 10 classrooms have been converted into smart classrooms with a projector facility and high-quality sound system for improving the teaching-learning system. Three new construction works started, namely Boy's and Girl's toilets, Staff toilets and principal rest room with attached toilets. Six rooms including computer and geography laboratory, library and students' union room are made air-conditioned. Construction of a new cycle stands also have

started and expected to complete by August 2022. In this session also, thousands of quality books as per 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	View File

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

A. All 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)	No File Uploaded

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

0

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

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

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

0

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

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

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

6

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 academic year. The resource generated is being utilized in the development of infrastructure, library book, laboratory equipment, sports articles etc.

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

0

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

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

The college is located in a remote and rural area. The college authority is always keen to maintain resource mobilization strategies for its optimal utilization as the college authority has very little fund.

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 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.

There is no auditorium facility in the college. In this case, a smart classroom is used for the purpose, moreover, a computer lab is used during different meetings whenever needed.

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. Old sanitary

and plumbing instruments are being placed in various rooms.

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

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 Institution through its different committees and Cells particularly in the

Academic Sub Committee and in the IQAC meetings reviews the teaching

learning process. At the beginning of each semester departmental

committees are advised to finalize their teaching- learning schedule as per

academic calendar and at the mid-sem period to track the progress

of transaction of syllabus and unit tests. After the publication of result of

sem- end examinations departmental committees, academic sub-committee

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)

C. Any 2 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The 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 to lodge 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 and there are sanitary napkin vending machines with incinerator in the Girls' Toilet and Ladies staff toilet. Female Students and Staff can avail of this opportunity for INR 5/ only.

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 maintained the campus as Plastic Free Zone. The campus is surrounded with ample greeneries and are well maintained. The NSS unit of the college has taken occasional programe throughout the year for cleaning the campus. The unit ensures that the bio-degradable and non-degradable wastes are separated and deposited in the bins specifically kept in different places around the college campus. The students participate in this endeavor sincerely. The Institution has liquid and solid 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	No File Uploaded

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

7.1.6.1 - The institutional environment and

E. None of the above

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

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).

We celebrate Republic Day and Independence Day with great solemnity. communal harmony is promoted by the holding of functions as Rakhi Bandhan Utsav. Annual cultural program are held regularly. But due to the Covid pandemic situation this program has not been held in 2021. Bhasha Dibas is held with equal zeal every year, On 21st February, 2022, Bhasha Dibas was celebrated in our college. A cultural program was jointly organized by department of Bengali and English that day. The Principal, teachers and students took part in this programs

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 program was held this year.

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

E. None of the above

of Conduct are organized	
File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded
7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals	
<p>Institution celebrates or organizes national and international commemorative days, events and festivals.</p> <p>In our institution, Saheed Anurup Chandra Mahavidyalaya organize commemorative days and events every year, such as Independence Day, Republic Day, Bhasha Dibas (International Mother Language Day, International Women's Day. This year Independence Day and Republic Day were celebrated by very small program. But Bhasha Dibas and International Women's Day were celebrated very preciously</p> <p>On 21stFeb.2021 (Bhasha Dibas) at noon, a cultural program was organized jointly by the department of Bengali and English. Students participated in recitation, singing and presented paper on the significance of the day.</p> <p>On 8thMarch, 2021 (International Women's Day) at noon, a program was held jointly by the Equal Opportunity Cell and IQAC of our Institution. The Programs included inaugural song, opening lecture, discussion on Women's Empowerment Problems and Opportunities, recitation, songs and a debate on the topic "reservation of women for their empowerment in different areas is actually an insult of women". Students actively participated in the program.</p>	

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	View File
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.

1. SoftandHardskillsdevelopment

The everchanging job market scenario and the rural setting of the Institution has brought pressure on and responsibility for the Institution to develop and train young minds and make them ready for the job market. Besides acquisition of regular degree in B.A., B.Sc. and B.Com hard skills like basic knowledge of computer application is very much necessary to make the students eligible for employment in the job market. It is with this in mind that an initiative was taken almost a decade ago to start Computer Enrichment Courses.

2. Collective governance and planning through democratic methods.

While developing an action plan by IQAC at the Institutional level, it is necessary to create a positive approach among all the stakeholders for an effective and smooth implantation of the plan. Faculty members have to motivate the students to participate in extension and extra-curricular activities beyond academic aspects. Departments have to organize debates, quizzes, study tour, student seminars and workshops for overall development of the students. The whole exercised demands a participatory approach and is better achieved in a democratic manner.

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

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.

The quality education is provided through regular classes and by conducting various programs where students are fully involved. Students are trained in basic Computer Application and communicative English to make them employable in the challenging job market.

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

7.3.2 - Plan of action for the next academic year

Future plans for 2022-2023

1. In the 2nd floor rooms, all the false ceiling were totally damaged by the Amphan storm. So false ceiling need be totally repaired by 2023.

2. Renovation, painting and beautification of the college campus.

3. Introduction of Job oriented vocational courses.

3. Enhancement of research activities and professional development of the faculties.

4. Introduction of Honours program in Education from 2022-2023

5. Extension of collaborative linkages with the neighboring colleges.

6. Effective use of Women's Hostel building in academic purposes.

7. Construction of an Auditorium with modern facilities.

8. Initiatives for appointment of more regular/permanent faculties for proper implementation of semester-wise CBCS.

9. Introduction of Value Added Course on Yoga and Meditation.

10. Introduction of NCC

11. Solar Energy Project