



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution		SAHEED ANURUP CHANDRA MAHAVIDYALAYA
Name of the head of the Institution		Prof. Gopaldeb Kantha
Designation		Principal (in-charge)
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03324206131
Mobile no.		8910871335
Registered Email		office@anurupchandracollege.org
Alternate Email		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
Pincode		743318

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Rural			
Financial Status		state			
Name of the IQAC co-ordinator/Director		Prof. Nimai Poddar			
Phone no/Alternate Phone no.		03324206131			
Mobile no.		7980337078			
Registered Email		npoddar2011@gmail.com			
Alternate Email		office@sacm.ac.in			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		http://www.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: Weblink :		http://www.sacm.ac.in/page.aspx?id=14			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C++	68	2004	03-May-2004	02-May-2009
2	B+	2.62	2016	05-Nov-2016	04-Nov-2021
6. Date of Establishment of IQAC			30-Jun-2004		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC		Date & Duration		Number of participants/ beneficiaries	
Online Feedback from		28-Jun-2018		54	

Students	180	
Timely Submission of AQAR	18-Dec-2018 1	0
Basic Computer Application	01-Jul-2018 120	544
Soft Skill Development	01-Apr-2019 60	19
Submission of AISHE Data	08-Feb-2019 1	0
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Saheed Anurup Chandra Mahavidyalaya	Infrastructure Development	RUSA	2018 0	10000000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

5

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

1. Implementation of Examination Reforms (Semesterwise CBCS) 2. Motivation of students for newly introduced Semesterwise CBCS 3. Motivation of students for cocurricular and extracurricular activities 4. Maintenance of Ecofriendly environment in the campus

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

Plan of Action	Achivements/Outcomes
Preparation of Academic/Activity Calender	Timely completion of syllabus and different activities
Fixation of time schedule for co-curricular and extra-curricular activities	Organizing student seminars, study tour, faculty exchange programs, publication of magazine
Planning for development of computer skills and soft skills for students	Enrolment of good number of students in computer course and communicative english course
Planning for extention/ outreach activities	Five such programs are organized
Improvement of Academic and Physical facilities	Procurement of more books and equipments
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body	29-Feb-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

Yes

Date of Visit

22-Sep-2016

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

06-Mar-2020

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)

Our college do have a Cell, known as the Management Information System Cell (MIS Cell), which has been made to look into matters of the Management Information System of the institution. The cell has conducted its last meeting on 26th April 2019, where the nature of jobs of the Cell, the probable

functional areas and the resource requirements of the MIS cell has been discussed. The different responsibilities of Cell as discussed in the meeting are as follows: 1. Collection of Raw Data: The important jobs in this functional area are to formulate policies for collection of raw data. To Design the forms, as per requirements to ease out the process of collection of data and to activate the data collection procedure. 2. Data Analysis: The main functional areas are as follows: • Gain knowledge of the different Institutional Academic activities • Explore the possible Institutional requirements. • Design Data Sheet formats for Data Entry. • Collect ontime and complete Data Entry activities. • Formulate the analysis procedures. • Perform the Analysis. • Generation of Reports. 3. Reporting the Management: The main functional areas under this head are: • Discuss the reports and analysis with the Management Authorities, especially in the IQAC. • Identifying the areas that are creating concerns. • Provide support to the management so as to take the corrective and preventive actions. The main functional areas of the MIS Cell are as follows: • Students' Progress Monitoring. • Students' performance monitoring in the Internal and External Examinations. • Performance Analysis of the different Departments. • Performance Analysis of the different nonstatutory subCommittees, Cells and Clubs that has direct relation with the student performances. It has been decided in the meeting that the students' progress monitoring and performance monitoring will be performed from the Academic Session 2018 - 2019, as the new CBCS course structure has been introduced from this session. Since the students appear in two semester end examinations each year, hence the performances in these exams are to be considered for performance analysis of the students as well as the departments. The MIS cell had carried out all the above mentioned responsibility in the field of collection of marks for Internal Assessment, Students' Attendance and marks for Tutorial/Practical for the students of the college and uploading

them in the University Web Portal. One more functional area that the MIS Cell is looking after at this moment, on behalf of the IQAC is the conduction of the ICT (Information and Communication Technology) training to the faculty members of the different departments, so as to ease out the process of creating the Tabulation Sheets and uploading the marks of the Internal Assessment, Attendance and Tutorial/Practical in the University Web Portal. This ICT training is also intended to encourage each and every faculty members of all the Departments to be ICT enabled and to use the ICT facilities in conduction of their classes and to use the college web portal extensively for this purpose.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The Institution has an established system of holding departmental committee meeting well before the commencement of academic session every year. Major planning and time schedule of curriculum delivery and plan of evaluation including other aspects of academic calendar is prepared in the IQAC meeting. Faculty wise allocation of different modules of syllabus is then documented in the departmental committee meeting. Details of allocation of modules and its day to day transaction are recorded in the academic performance diary maintained by the faculty members. The diaries are verified and signed by the Co-ordinator and Chairman of the IQAC every month.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Computer Application	NIL	01/07/2018	180	Employable in ITES	ITES

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	Honours in Philosophy	01/07/2018
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System

BA	Honours in Bengali, English, History, Political Science, Philosophy	01/07/2018
BA	General	01/07/2018
BSc	Honours in Geography	01/07/2018
BSc	General	01/07/2018
BCom	General	01/07/2018

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

	Certificate	Diploma Course
Number of Students	563	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Certificate Course in Computer Application	01/07/2018	544
Certificate Course in Communicative English	01/04/2019	19
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Geography Honours	24
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	No

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

Feedback Obtained
The Feedback section of the Library issued separate ID and password to every pass out students of the college for giving on line feedback and they are asked to give their feedback. On obtaining feedback data, a detailed report on each section of the feedback form is generated. After careful consideration of the report in Academic Sub-Committee meeting, it is forwarded to the concerned academic departments and concerned sections of the administration for necessary improvement and correction.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BCom	General	79	6	6
BSc	General	189	23	16
BA	General	565	598	485
BSc	Geography Honours	59	43	29
BA	Philosophy Honours	50	18	12
BA	English Honours	20	34	19
BA	Political Science Honours	59	69	46
BA	History Honours	67	43	26
BA	Bengali Honours	73	93	63
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	1130	0	10	0	0

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
35	15	26	4	3	2
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

No mentoring system existed in the institution.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1130	10	0

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D

15	10	5	0	6
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2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2018	None	Associate Professor	Not Applicable
2018	None	Assistant Professor	Not Applicable
2019	None	Associate Professor	Not Applicable
2019	None	Assistant Professor	Not Applicable
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Honours/General	Semester-I	02/01/2019	21/02/2019
BSc	Honours/General	Semester-I	02/01/2019	21/02/2019
BA	Honours/General	Semester-II	12/07/2019	30/08/2019
BSc	Honours/General	Semester-II	12/07/2019	30/08/2019
BA	Honours	Part-III/Honours	25/04/2019	25/06/2019
BSc	Honours	Part-III/Honours	25/04/2019	25/06/2019
BA	General	Part-III/General	31/05/2019	19/08/2019
BSc	General	Part-III/General	31/05/2019	19/08/2019
BA	Honours	Part-II/Honours	26/06/2019	22/11/2019
BSc	Honours	Part-II/Honours	26/06/2019	22/11/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Major changes initiated in evaluation system after the introduction of Semester- wise CBCS in B.Com. from 2017-18 and B.A./B.Sc from 2018-19. There was no scope of Continuous Internal Evaluation system in the Annual (111) system. In the newly introduced Semester- wise CBCS there is a well defined internal evaluation plan. Out of a 100 marks paper/course 20 marks are earmarked for internal evaluation. 10 marks each for class attendance and internal examination. Another 15/30 marks for tutorial/practical assignment in non-lab/lab based subjects respectively.

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

The parent university issued the major framework of academic calendar consisting of the plans for commencement of classes, the tentative schedule of different internal and external examinations and publication of results. The college prepared a detailed plan of different academic programme including extra-curricular activities, co-curricular activities, extension activities and observance of different national/ special days. Adherence of academic calendar is strictly followed for completion of syllabus within due time and conduct of different examinations.

2.6 – Student Performance and Learning Outcomes

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

<http://sacm.ac.in/allupload/5953Learning%20Outcomes.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BSc General	BSc	General	4	3	75
BA General	BA	General	97	30	30.92
GEOA	BSc	Geography Honours	23	23	100
PLSA	BA	Political Science Honours	6	5	83.33
HISA	BA	History Honours	29	22	75.86
BNGA	BA	Bengali Hounours	41	36	87.8

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2.7 – Student Satisfaction Survey

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

http://sacm.ac.in/allupload/92640Feedback%20Analysis_18-19.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Total	0	Not Applicable	0	0

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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
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No Data Entered/Not Applicable !!!

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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

Type	Department	Number of Publication	Average Impact Factor (if any)
No Data Entered/Not Applicable !!!			
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
History	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	1	6	12
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Special Camp of NSS	NSS	3	50
Special Camp of NSS	NSS	3	50
Campus cleaning and beautication	NSS	3	50
Red Ribbon Club Programme (Thalassemia test and awareness camp)	NSS	4	55
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No such award received during the year	Not Applicable	Not Applicable	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Special Camp of NSS	NSS	Health check-up camp	3	50
Special Camp of NSS	NSS	Eye check-up camp	3	50
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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
Inter College Faculty exchange	2	College fund	2

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
6	5.45

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Others	Newly Added
Seminar halls with ICT facilities	Existing
Classrooms with LCD facilities	Newly Added
Seminar Halls	Existing
Laboratories	Newly Added
Class rooms	Existing
Campus Area	Existing
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
SOUL	Partially	2.0	2014

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
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Text Books	11772	1299072	84	35277	11856	1334349
Reference Books	6877	1372911	40	11759	6917	1384670
Journals	316	35025	7	2485	323	37510
CD & Video	36	0	1	0	37	0
Weeding (hard & soft)	0	0	17	1585	17	1585
Others (specify)	496	19651	6	3651	502	23302
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	97	8	5	14	31	18	18	5	3
Added	4	0	4	0	0	0	0	0	0
Total	101	8	9	14	31	18	18	5	3

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

5.36 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Nil	Not Applicable

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
0.75	0.65	5	3.9

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

Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link) Institute has well defined policies for maintenance and utilization of all its physical and academic facilities which includes use of equipments in various departmental laboratories, computer peripherals and other technological equipments used in digital classrooms. In this regards, all the policies and procedures are shared through college prospectus which is handed over to students in their first year. Regular cleaning and maintenance is carried out so as to provide effective learning environment to the students. Class rooms are cleaned daily by the concerned support staff of the college. Regular monitoring of electrical equipments and fixtures is done and repaired immediately. Class routine is designed in such a way that there is maximum utilization of infrastructure and class rooms. Quotations are taken from different agencies for the repairing of the equipments which are used in laboratories and one who can give effective service/price is given the work accordingly. Batches of students for Practical Examinations in lab. based subjects are prepared so as to give hands on experience to all the students. In library, regular dusting and cleaning is done by the support staff of the college. Pest control is carried out so as to increase the life of valuables resources of library. 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. Available computers are distributed in departments, office, library, computer labs and other labs as per the requirement and load of the work. Computers are connected through LAN. Upgraded antivirus is provided for each and every computer. Maintenance and support are carried out by external agencies through AMC. Regular maintenance is carried out for gymnasium, sports equipment and sport material from experts in the fields. Sport material is issued to the students as per the schedule. Gymnasium is used by students as per the given slot. Students are encouraged to participate in sport activities for inter-college, university level or national level sports competitions.

<http://sacm.ac.in/allupload/60774Procedures%20and%20policies%20for%20maintaining%20Infrastructure.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Tuition fees concession	235	183
Financial Support from Other Sources			
a) National	SC/ST/PWD/Minority stipend	750	6373000
b) International	0	0	0

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
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Certificate Course in Communicative English	01/04/2019	19	Department of Enrichment Courses
Certificate Course in Computer Application	01/07/2018	544	Department of Enrichment Courses
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2018	No such Scheme offered during the year	0	0	0	0
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Not Applicable	0	0		0	0
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5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	39	Honours Programme	History, Bengali, Political Science	Calcutta University, Rabindra Bharati University, Diamond Harbour Women University	Post graduate

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

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Inter-Class Sports Competition	Institution Level	68
Inter-Class Cultural Competition	Institution Level	50
Inter-District Sports Competition	District Level	2
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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

General Secretary of the Students Union/Council is the ex-officio member of the Governing Body of the College. Elected Class Representatives and different Office Bearers of the Union/Council are given memberships in different committee and cells for democratic decision making and democratic management of various academic and administrative bodies. They organize annual cultural and annual sports meet, inter class cultural competition, assist students during admission process, organize extension activities under the NSS Unit of the college.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

There is no registered Alumni Association in the College, but many alumni have

maintained regular communication with the institution and they have actively participated in the Annual Sports and Annual Social Function every year.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The college sincerely follows practices of decentralization and participative management in the areas of : a) Academic Management: Policy formulation in the academic field and its implementation process are mooted first in the IQAC meeting. Major policies are then discussed in the meeting of the Academic Committee and various Academic Departments. Faculty members in their respective departmental meeting discuss in detail regarding academic policies and finalize time bound plans of curriculum implementation, plan of evaluation, co-curricular and extra-curricular activities etc. in tune with the academic calendar prepared by the parent University, i,e, the University of Calcutta. b) Administrative Management: The College authority constitutes various Sub-Committees (27 Sub-Committees), some are statutory in nature to discuss decide upon different administrative, financial and academic matters/issues. The IQAC Co-ordinates and directs broad policy frameworks so that implementation of different administrative polices can take place smoothly in tune with the directives and guidelines issued time to time by the UGC, NAAC, Education Department/Directorate of the Government of West Bengal and the affiliating University (i,e,C.U.).

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	? Admission of Students: Being a rural remote college, selection of students through admission test for quality improvement strategy is a rare possibility in this institution. Fixation of cut-off marks for getting better students is also not possible. As the Institution caters higher education in an underprivileged locality, in many occasions ratio of applicant and intake capacity in different courses are equal or even less than intake capacity.
Industry Interaction / Collaboration	Industry Interaction / Collaboration: Presently, there is no such scheme.
Human Resource Management	? Human Resource Management: Academic and administrative Performance Diaries for each of the Faculty Members and Support Staff are maintained for monitoring of timely execution of academic plans and for providing students' services/facilities within the scheduled time.

<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>? Library, ICT and Physical Infrastructure / Instrumentation: The Library is equipped with ample text reference books. A plan of procurement of more text reference books as per newly introduced CBCS syllabus and required laboratory equipments have been finalised from RUSA Fund. Initiatives have also been taken for up gradation of five class rooms to smart class rooms for augmentation of ICT infrastructure. Bar coding of library books, EPBAX facility for all the sections/departments, installation of air conditioning machines in library and laboratories and installation of CCTV cameras in strategic locations have also been planned. Planning to procure additional Green energy generator, photocopier machine and sanitary napkin vending machine with incinerator have also been done.</p>
<p>Research and Development</p>	<p>? Research and Development: The Institution encouraged faculty members to pursue research work in their respective field by granting study leave and providing library and ICT facilities. They are also encouraged to participate in Orientation Programmes, Refresher Courses and Seminar/Workshops to update their knowledge and skills in their respective fields.</p>
<p>Examination and Evaluation</p>	<p>? Examination and Evaluation: With the introduction of semester- wise CBCS in B.Com. from the session 2017-18 and in B.A./ B.Sc. from 2018-19, Internal Assessment Tutorial/Practical Examination has been systematically implemented as per guidelines issued by the parent University. As a result many students performed better in the semester end examinations in Semester-I and Semester-II.</p>
<p>Teaching and Learning</p>	<p>? Teaching and Learning: Academic Departments specifically those teaching honours courses, organize inter college and inter department faculty exchange programmes. They also organize Students' Seminar for developing better understanding of the subject and speaking skills, in which they prepare a write- up on subject/topic of their syllabus and present before faculty members and fellow students. Wall magazines, debates extempore competitions are also organized to develop writing skills and logical</p>

thinking.

Curriculum Development

? Curriculum Development: The Institution has to follow and implement syllabus framed and finalized by the affiliating university and it has no autonomy in designing syllabus. However, the faculty members forward their suggestions during revision of syllabus to the concerned Board of Studies of the Affiliating University.

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

E-governance area	Details
Finance and Accounts	? Finance and Accounts: Management of finance and accounts, preparation of balance sheet, collection of fees, preparation of financial data, audit procedures, etc. are governed through customized software provided and maintained by outside agency.
Student Admission and Support	? Student Admission and Support: Admission of new entrants is conducted through a completely on-line admission process. Eligible students are selected for admission strictly based on merit list prepared online and following reservation criteria as per government norms and guidelines issued by the parent university. Admission fees are collected online. The college assists prospective entrants by setting up of help-desk for smooth running of the online admission process.
Examination	? Examination: All internal external examinations including tutorial/practical are conducted by the Examination Section of the college as per university guidelines. Responsibilities of all concerned staff are codified and implemented accordingly. Results for different internal and external examinations are prepared through uploading of marks in examination portal of the parent university. Registration of students, filling up of forms for different examinations and related activities are managed through on-line procedures.
Planning and Development	? Planning and Development: The Website of the college has recently been upgraded to a dynamic one for dissemination of information regarding all administrative and academic matters. MIS unit of the Institution is preparing a data base for different areas of e-governance, identification

of weaker /advanced students for making plans of Remedial / Tutorial classes and identification of poor and meritorious students for different Government and non-Government scholarships.

Administration

? Administration: The College web-site is upgraded for pursuing dynamicity in its administrative activity- i,e, e-tendering, updating information /notification relating to different stake holders: students, staff etc.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018	Nil	Not Applicable	Not Applicable	0
2019	Nil	Not Applicable	Not Applicable	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Nil	Implementation of Semester-wise CBCS	06/07/2018	06/07/2018	0	17
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Refresher Course	1	01/12/2018	21/12/2019	21
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

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

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Staff Co-operative Credit Society, Health scheme of Government of West Bengal, Sasthya Sathi Scheme	Staff Co-operative Credit Society, Sasthya Sathi Scheme, P.F.,ESI.	Students Safety Insurance Scheme, Medical Aid services, Aid Fund, Swami Vivekananda Merit cum Means Scholarship, Minority Stipend, Kanyasree, SC/ST/Minority/PWD and other Government Stipend scheme.

6.4 – Financial Management and Resource Mobilization

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

The Institution takes appropriate steps to update and complete financial audits by Government appointed auditor from external agencies. Audit work for the session 2017-18 has been completed and 2018-19 are processed for final audit. Internal audit procedure has also been started from 2015-16.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No such Funds/Grants received during the year	0	Not Applicable
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6.4.3 – Total corpus fund generated

19351861

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Not Applicable	Yes	Not Applicable
Administrative	No	Not Applicable	Yes	Not Applicable

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

One Parent-Teacher interaction Meeting was held regarding improvement of class attendance and academic performance of the students, but it was not very successful. There is no such formal Parent-Teacher association in the Institution.

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

Different development programmes for support staff has been undertaken : 1. Training for managing online admission of students, 2. Training for preparing financial and accounting data sheets from online fees collection data, 3. Training for managing different aspects of semester-wise CBCS.

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

Implementation of recommendations of the NAAC Peer Team during 2nd cycle of

Assessment and Accreditation: 1. The scheme of Provident Fund and ESI has been introduced for 7 contractual technical and support staff. 2. 7 regular permanent faculty members have been appointed. 3. Decisions of introduction of two need based certificate course in January 2020 : a) Certificate course in Physiotherapy and b) certificate course on Yoga have been taken. 4. Decision has been taken to renovate 5 more classrooms to smart class rooms from RUSA fund. 5. Physical infrastructure of Labs has been increased by adding modern laboratory equipments. 6. Adequate sports facilities have been created.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Workshop for Semester-wise CBCS for faculty members and support staff	06/07/2018	06/07/2018	06/07/2018	47
2018	Orientation Programme on Semester-wise CBCS for Students	31/08/2019	31/08/2018	31/08/2018	350
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
No Data Entered/Not Applicable !!!				

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

Percentage of power requirement of the University met by the renewable energy sources
Initiatives of creating solar power generation project was submitted to the proper government authority in the previous year. Recently the project of installation of solar panel for generation and consumption of green energy has been sanctioned by the appropriate authority of the Government of West Bengal.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1

Provision for lift	No	1
Ramp/Rails	Yes	1
Braille Software/facilities	No	0
Rest Rooms	Yes	1
Scribes for examination	No	0
Special skill development for differently abled students	No	1
Any other similar facility	No	0

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	0	1	16/12/2019	1	Health check-up camp	Health problem	53
2019	0	1	18/12/2019	1	Eye check-up camp	Health problem	53
No file uploaded.							

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

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

<ul style="list-style-type: none"> The institution conducted several awareness camps for building up of awareness among the students for making the campus plastic free and it is now a plastic free campus.
<ul style="list-style-type: none"> Plantation of floral and other plants in and around the college campus to expand greenery.
<ul style="list-style-type: none"> Garbage bins are kept in various sections in the campus. Garbage are regularly collected from office, canteen and different parts of the campus for disposal of the same in specified locations.
<ul style="list-style-type: none"> Students are advised to reduce/replace printing and photo copying of books and study materials by reading on screen and not to use plastic cover in any of their project paper.
<ul style="list-style-type: none"> The Institution has stopped buying bottled water in any programme and

installed purified water dispensing machines in different locations within the campus.

- The college has installed Green Generator and planned for solar energy generation project for alternative and uninterrupted source of power. The institution has also taken decision to use more of LEDs than CFL.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practice - 1

1. Title : Soft and Hard Skill Development
2. The context : The ever changing job market and the rural setting of the Institution has brought pressure and responsibility 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 in computer application is very much necessary that makes the student employable. It is with this in mind that the initiative was taken up few years back under the Department of Enrichment Courses. The Programme also aims to impart soft skills including communication skill, personality skill which helps to remove mental blocks of the students coming with a Bengali medium background.
3. Objectives: The main objective of the scheme is to train students in two areas: a) basic computer application - MS Office, MS Excel, MS Power point etc., b) Communication skills and soft skill such as reading, pronunciation, speaking, writing and job skills.
4. The practice: All the students enrolled for B.A, B. Sc. and B. Com. degree course have to take certificate course in computer application as a compulsory one. The classes (theory and practical) are specially scheduled in co-ordination with the regular class routine. A fully equipped computer lab with more than 30 computers has been set up and four trained teachers for imparting instructions and conducting practical classes have been appointed. Initially an orientation programme is conducted for the students where they were made aware of the importance of acquiring skill besides their graduation programme. Theory classes from 20-30 hours are conducted besides 100 hours of practical classes in MS Word, MS Excel, and MS PowerPoint etc. In soft skill area students are trained in English reading, pronunciation speaking and writing. Besides they are also trained in classroom listening, audio version of conversation, text and news paper reading. To develop writing skill they are taught to write different types of letters, prepare newspaper reporting and curriculum vitae. They are also trained for interview and group discussions.
5. Obstacles faced and strategies adopted to overcome them: While implementing this scheme it is found that some of the students do not present in the class and are not properly follow the schedule of assessment. To address this problem some motivation sessions are arranged and economically backward students are granted full scholarship.
6. Impact of the practice: The impact of the scheme is very great and worth mentioning. Students who completed the course successfully are more confident than others. Presently a sizeable number of students attend regularly and want to get benefit from the course.
7. Resource required: Necessary funds for procurement of more computers and accessories has to be allocated for computer lab.
8. Contact details : The Teacher-in-charge, Saheed Anurup chandra Mahavidyalaya. P.O. - Burul, District - South 24 Parganas. Pin 743318. Phone: 8910871335, e-mail: office@anurupchandracollege.org Website www.sacm.ac.in

1. Best Practice - 2

1. Title: Collective Governance and Planning through Democratic Methods
2. The context: While developing an action plan in the IQAC at institutional level it is necessary to create a positive approach among all stakeholders for smooth and effective implementation of the plan. Faculty members have to motivate students to participate in extra-curricular activities and extension activities beyond curricular aspects. Departments have to organize seminars, workshops, study tours, debates and quizzes for overall developments of the students. The whole exercise demands a participatory approach and is better achieved through

a democratic path. 3. Objectives: The main objective is to develop an action plan in the beginning of the academic session. The plan includes time bound schedule for curricular aspects, co-curricular, extra-curricular and extension activities besides improvement of facilities of academic and physical infrastructure. 4. The practice: Members of the IQAC are also the head of academic departments and conveners/members of different committees and cells. Librarian and NSS programme officer also play a significant role in the decision making process of some of student related extension activities. Frequent meeting with staff and students are convened by the Principal-in-Charge to resolve grievances of the staff and students. Departmental heads are involved in decision making in the IQAC and Academic Sub-committees for different co-curricular and extra-curricular activities. Heads of different departments then assemble with the concerned faculty members in the departmental meetings for chalking out of detail plan and programme schedule. Students are involved in motivation seminars for quality enhancement. Student feedback on the teaching learning and evaluation process and on the other aspects of administration are collected, analyzed and forwarded to the concerned department and sections for improvement. 5. Obstacles faced and strategies adopted to overcome them: The IQAC encountered some problems in implementation of quality initiatives and different programmes, such as unwillingness for work beyond scheduled working hours in some of the faculty members, demand from staff and students for more improved infrastructural facilities etc. Shortage of faculty in different departments becomes acute after introduction of semester-wise CBCS. A positive step in this regard may eliminate this problem. 6. Outcome of the practice: The IQAC has planned to introduce some need based short term course like certificate course in physiotherapy and in Yoga. Timely completion of academic and extra-curricular activities with active participation of students is another positive outcome. 7. Contact details : The Teacher-in-charge, Saheed Anurup chandra Mahavidyalaya. P.O. - Burul, District - South 24 Parganas. Pin 743318. Phone: 8910871335, e-mail: office@anurupchandracollege.org Website www.sacm.ac.in

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

<http://sacm.ac.in/allupload/61906SACM%20Best%20Practices.pdf>

7.3 – Institutional Distinctiveness

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

Saheed Anurup Chandra Mahavidyalaya : Institutional Distinctiveness. One of the distinct and interesting facts of the college is Community Involvement through its NSS unit. The Institution situated in a rural and remote setting caters the students of economically and socially under privileged sections of the society. Being situated in a rural setting, the college has adopted a nearby village ----- in the district of South 24 Parganas. Under the mission and vision of the Institution, the college endeavor to work with the people of rural India in identifying development challenges and evolving appropriate solutions for accelerating sustainable growth. Through this village adoption, the college encourages the students to be community conscious and teach them to give back to the community. Guided by its Mission and vision, the college has the avowed goal of bringing holistic and quality higher education within the reach of all. 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. Various cleaning and awareness programs are conducted by the NSS unit of the college. Various Social Programs like " Raksha Bandhan", "International Mother Language Day" to enhance social and communal

harmony among the students of the locality which is a mixed religious area. Celebration of Teachers' Day and various Games Sports events like athletics, volleyball, Kho Kho and Football. Inter-class singing, dancing, recitation, debate, extempore competitions are organized with the help of students and alumni themselves.

Provide the weblink of the institution

<http://sacm.ac.in/allupload/69331Institutional%20Distinctiveness.pdf>

8.Future Plans of Actions for Next Academic Year

1. Proper and timely utilization of RUSA grants for Infrastructural developments. 2. Organisation of Seminars on Gender Sensitisation and Gender Equity and workshop for Student Satisfaction Survey on overall assessment of institutional performance. 3. Introduction of mentoring system. 4. ICT training workshop for teaching faculty and support staff. 5. Introduction of certificate courses in Physiotherapy and Yoga under the Department of Physical Education and Department of Enrichment Courses. 6. Gradual replacement of all CFLs with LED lights. 7. Construction of Boundary Wall around the College Campus. 8. Procurement of more ICT equipment and renovation of five classrooms into smart classrooms. 9. Installation of CCTV cameras in strategic locations of the campus for security reasons. 10. Installation of solar power generation and distribution system in the college campus for promotion and use of renewable energy sources.