



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

|                                               |                                                                         |
|-----------------------------------------------|-------------------------------------------------------------------------|
| Part A                                        |                                                                         |
| <b>Data of the Institution</b>                |                                                                         |
| <b>1. Name of the Institution</b>             | 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                                                                  |

|                                        |                       |
|----------------------------------------|-----------------------|
| <b>2. Institutional Status</b>         |                       |
| 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     |

|                                                                          |                                                                                                                   |
|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>3. Website Address</b>                                                |                                                                                                                   |
| Web-link of the AQAR: (Previous Academic Year)                           | <a href="http://sacm.ac.in/allupload/11660AOAR-2018-19.pdf">http://sacm.ac.in/allupload/11660AOAR-2018-19.pdf</a> |
| <b>4. Whether Academic Calendar prepared during the year</b>             | Yes                                                                                                               |
| if yes,whether it is uploaded in the institutional website:<br>Weblink : | <a href="http://www.sacm.ac.in/page.aspx?id=14">http://www.sacm.ac.in/page.aspx?id=14</a>                         |

| <b>5. Accrediation Details</b> |       |      |                      |             |             |
|--------------------------------|-------|------|----------------------|-------------|-------------|
| 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 |

|                                         |             |
|-----------------------------------------|-------------|
| <b>6. Date of Establishment of IQAC</b> | 30-Jun-2004 |
|-----------------------------------------|-------------|

|                                             |
|---------------------------------------------|
| <b>7. Internal Quality Assurance System</b> |
|---------------------------------------------|

| 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 |
|                                                                           |                 |                                       |

|                                                         |                    |     |
|---------------------------------------------------------|--------------------|-----|
| Timely Submission of AISHE Data                         | 06-Mar-2020<br>0   | 0   |
| Timely Submission of AQAR                               | 06-Mar-2020<br>0   | 0   |
| Online feedback from Students                           | 25-Nov-2019<br>69  | 290 |
| Students' Workshop on SSS                               | 25-Feb-2020<br>1   | 364 |
| Compulsory Computer Application Course for all students | 01-Jul-2019<br>180 | 761 |
| Soft skill Development                                  | 01-Apr-2020<br>60  | 21  |
| <a href="#">View File</a>                               |                    |     |

**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 | Construction of Boundary Wall | State Government | 2019<br>365                 | 3900000 |
| <a href="#">View File</a>           |                               |                  |                             |         |

**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 :**

3

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. Organize ICT training for Teaching and Nonteaching staff. 2. Organize Workshop on Students Satisfaction Survey as per NAAC Guidelines. 3. Organize Orientation Programmes for new entrants on Teaching Learning and Evaluation process under CBCS. 4. Monitoring of the procedures of students' feedback system for

improvement of teaching, learning and evaluation process. 5. Monitoring of the system of performance appraisal for teaching and nonteaching staff.

[View File](#)

**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                                                                                                                                            |
|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Installation of solar power generation system to make the campus more eco-friendly       | The project has been approved and survey work for its execution has been completed                                                                              |
| Planning for installation of CCTV surveillance system in the campus for security reasons | Project has been undertaken and will be operational very soon.                                                                                                  |
| Planning of ICT training for the teaching and non-teaching staf                          | Successful organization of the ICT Workshop                                                                                                                     |
| Planning for Introduction of Certificate Courses in Physiotherapy and Yoga               | Decision for introduction of both the courses from the session 2020-21 have been approved by the Governing Body                                                 |
| Construction of Boundary wall around the College campus                                  | 90 per cent of the project has been completed                                                                                                                   |
| Improvement of Academic and Physical infrastructure                                      | Procurement of text reference books, augmentation of ICT infrastructure, Construction of additional Students Common room, Installation of CC TVs in the Campus. |
| <a href="#">View File</a>                                                                |                                                                                                                                                                 |

**14. Whether AQAR was placed before statutory body ?**

Yes

| Name of Statutory Body | Meeting Date |
|------------------------|--------------|
| Governing Body         | 24-Dec-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

2020

Date of Submission

06-Mar-2020

|                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>17. Does the Institution have Management Information System ?</b></p>                             | <p>Yes</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p>If yes, give a brief description and a list of modules currently operational (maximum 500 words)</p> | <p>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</p> |

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

Saheed Anurup Chandra Mahavidyalaya is in the continuous process of absorbing the introduction of the CBCS syllabus by the University of Calcutta since July 2017 in Arts, Science, and Commerce streams in semesterised examination format, and makes every effort to deliver the syllabus effectively. There has been 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. An orientation is given to students at the beginning of the academic year to clearly state the structure and methods of curriculum delivery. Keeping the objective of academic excellence with all round development in mind, teachers are given sufficient freedom to introduce and implement innovative teaching- learning methods. Access to an excellent library and a computer laboratory equipped with the latest information technology assist the teachers in preparing their lessons and lectures. Each Department holds regular meetings to discuss the functioning of the Department and to formulate future plans. Departments maintain minute books and record books to document activities. Daily diaries are maintained by each faculty members in order to record the effective curriculum delivery. The

diaries are verified and signed by the Coordinator and Chairman of the IQAC every month. Adequate steps are taken for the efficient and planned implementation of the curriculum.

#### 1.1.2 – Certificate/ Diploma Courses introduced during the academic year

| Certificate                                 | Diploma Courses | Dates of Introduction | Duration | Focus on employability/entrepreneurship | Skill Development   |
|---------------------------------------------|-----------------|-----------------------|----------|-----------------------------------------|---------------------|
| Certificate Course in Computer Application  | NIL             | 01/07/2019            | 180      | Employable in ITES                      | ITES                |
| Certificate Course in Communicative English | NIL             | 01/04/2020            | 60       | Employable in Front Desk jobs           | Communication Skill |

#### 1.2 – Academic Flexibility

##### 1.2.1 – New programmes/courses introduced during the academic year

| Programme/Course  | Programme Specialization                         | Dates of Introduction |
|-------------------|--------------------------------------------------|-----------------------|
| Nil               | No such new programme introduced during the year | Nil                   |
| No file uploaded. |                                                  |                       |

##### 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 Programme in Bengali, English, History, Political Science, Philosophy                                                      | 01/07/2019                                            |
| BA                               | General Programme in Bengali, English, History, Political Science, Philosophy, Education, Economics, Physical Education, Geography | 01/07/2019                                            |
| BSc                              | Honours Programme in Geography                                                                                                     | 01/07/2019                                            |
| BSc                              | General Programme in Computer Science, Mathematics, Geography, Economics, Physical Education, Bengali, English, History,           | 01/07/2019                                            |

|      |                                  |            |
|------|----------------------------------|------------|
|      | Political Science,<br>Philosophy |            |
| BCom | General                          | 01/07/2019 |

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

|                    | Certificate | Diploma Course |
|--------------------|-------------|----------------|
| Number of Students | 782         | Nil            |

### 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  | 01/07/2019           | 761                         |
| Certificate Course in Communicative English | 01/04/2020           | 21                          |
| <a href="#">View File</a>                   |                      |                             |

1.3.2 – Field Projects / Internships under taken during the year

| Project/Programme Title   | Programme Specialization                 | No. of students enrolled for Field Projects / Internships |
|---------------------------|------------------------------------------|-----------------------------------------------------------|
| BA                        | Honours and General Programme in History | 49                                                        |
| <a href="#">View File</a> |                                          |                                                           |

### 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Separate ID and password is issued by the feedback section of the Library to every pass out students of the college for giving on line feedback. Students are addressed in class about this, the purpose is explained to them, details regarding the mode of accessing the questionnaire are given and then they are left to fill in their responses by themselves. They are also informed about their responsibility to give constructive feedback. The Department takes every measure to ensure that the feedback received is anonymous and that students can respond freely without any observation or supervision by teachers. Students fill in data using their confidential password. It is therefore not possible for anyone to view students' responses. Then the data is collected with the help of specially programmed software. Thus the anonymity of the respondents is assured to make the data more authentic and credible. 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. The management addresses administrative issues where improvement may be required.</p> |



## CRITERION II – TEACHING- LEARNING AND EVALUATION

### 2.1 – Student Enrolment and Profile

#### 2.1.1 – Demand Ratio during the year

| Name of the Programme | Programme Specialization  | Number of seats available | Number of Application received | Students Enrolled |
|-----------------------|---------------------------|---------------------------|--------------------------------|-------------------|
| BA                    | BA General                | 565                       | 714                            | 431               |
| BSc                   | BSc General               | 189                       | 45                             | 29                |
| BCom                  | BCom General              | 79                        | 28                             | 10                |
| BA                    | Bengali Honours           | 73                        | 149                            | 69                |
| BA                    | English Honours           | 20                        | 46                             | 18                |
| BA                    | History Honours           | 67                        | 75                             | 50                |
| BA                    | Philosophy Honours        | 50                        | 14                             | 9                 |
| BA                    | Political Science Honours | 59                        | 65                             | 38                |
| BSc                   | Geography Honours         | 59                        | 104                            | 59                |

[View File](#)

### 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 |
|------|-----------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|----------------------------------------------------|
| 2019 | 1358                                                | Nil                                                 | 13                                                                                | Nil                                                                               | Nil                                                |

### 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                         | 35                                              | 65                                | 11                               | 10                         | 6                               |

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

#### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

No formal mentoring system exists presently in the institution. Faculty members are always in touch with the students through class-wise Whats App groups and online communications, particularly during the lock down and Covid pandemic situations..They regularly guide and counsel the students. a formal plan of mentoring system has been chalked out by the Academic council from the coming session-2020-21..

|                                                |                             |                       |
|------------------------------------------------|-----------------------------|-----------------------|
| Number of students enrolled in the institution | Number of fulltime teachers | Mentor : Mentee Ratio |
| 1358                                           | 13                          | 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                          | 13                      | 2                | 4                                        | 5                        |

### 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 |
|---------------|---------------------------------------------------------------------------------------------------|---------------------|------------------------------------------------------------------------------|
| 2019          | None                                                                                              | Assistant Professor | Not Applicable                                                               |
| 2019          | None                                                                                              | Associate Professor | Not Applicable                                                               |
| 2020          | None                                                                                              | Assistant Professor | Not Applicable                                                               |
| 2020          | None                                                                                              | Associate 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 |
|----------------|-----------------|----------------|----------------------------------------------------------|-----------------------------------------------------------------------|
| BCom           | General         | Semester-V     | 03/02/2020                                               | 10/07/2020                                                            |
| BCom           | General         | Semester-III   | 29/01/2020                                               | 24/07/2020                                                            |
| BCom           | General         | Semester-I     | 15/02/2020                                               | 10/09/2020                                                            |
| BSc            | Honours/General | Semester-III   | 11/01/2020                                               | 06/03/2020                                                            |

[View File](#)

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

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

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://www.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 |
|----------------|----------------|---------------------------|-----------------------------------------------------------|-----------------------------------------------------|-----------------|
| ENGA           | BA             | English Honours           | 2                                                         | 2                                                   | 100             |
| BNGA           | BA             | Bengali Honours           | 49                                                        | 49                                                  | 100             |
| HISA           | BA             | History Honours           | 20                                                        | 20                                                  | 100             |
| PLSA           | BA             | Political Science Honours | 6                                                         | 6                                                   | 100             |
| GEOA           | BSc            | Geography Honours         | 23                                                        | 23                                                  | 100             |
| B Sc. General  | BSc            | General                   | 13                                                        | 13                                                  | 100             |
| B.A, General   | BA             | General                   | 109                                                       | 109                                                 | 100             |

[View File](#)

## 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://www.sacm.ac.in/allupload/36049AQAR\\_2019\\_20\\_Feedback%20analysis.pdf](http://www.sacm.ac.in/allupload/36049AQAR_2019_20_Feedback%20analysis.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 |
|-----------------------|----------|----------------------------|------------------------|---------------------------------|
| Nil                   | 0        | Nil.                       | 0                      | 0                               |

|                   |   |     |   |   |
|-------------------|---|-----|---|---|
| Nil               | 0 | Nil | 0 | 0 |
| No file uploaded. |   |     |   |   |

### 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 |
|------------------------------------|-------------------|------|
| No such Workshop/Seminar conducted | Nil               |      |

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

| Title of the innovation | Name of Awardee | Awarding Agency | Date of award | Category |
|-------------------------|-----------------|-----------------|---------------|----------|
| No such Awards won      | Nil             | Nil.            | Nil           | Nil      |
| No file uploaded.       |                 |                 |               |          |

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 |
|-------------------|------|--------------|----------------------|--------------------|----------------------|
| Nil               | Nil  | Nil          | Nil                  | Nil                | Nil                  |
| No file uploaded. |      |              |                      |                    |                      |

### 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 |
|------------------------|-------------------------|
| Nil                    | Nil                     |

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

| Type                      | Department         | Number of Publication | Average Impact Factor (if any) |
|---------------------------|--------------------|-----------------------|--------------------------------|
| National                  | History            | 1                     | 0                              |
| International             | Physical Education | 1                     | 5.72                           |
| <a href="#">View File</a> |                    |                       |                                |

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 |
|---------------------------|-----------------------|
| Education                 | 1                     |
| <a href="#">View File</a> |                       |

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 | Number of citations |
|--------------------|----------------|------------------|---------------------|----------------|------------------------------|---------------------|
|--------------------|----------------|------------------|---------------------|----------------|------------------------------|---------------------|

|                                      |     |     |      |   |                              |                         |
|--------------------------------------|-----|-----|------|---|------------------------------|-------------------------|
|                                      |     |     |      |   | mentioned in the publication | excluding self citation |
| No such publications during the year | Nil | Nil | 2020 | 0 | Nil                          | Nil                     |
| 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 such paper published during the year | Nil            | Nil              | 2020                | Nil     | Nil                                         | Nil                                                       |
| No file uploaded.                       |                |                  |                     |         |                                             |                                                           |

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

| Number of Faculty           | International | National | State | Local |
|-----------------------------|---------------|----------|-------|-------|
| Attended/Seminars/Workshops | 11            | 3        | 2     | Nil   |
| Presented papers            | 3             | 2        | Nil   | Nil   |
| Resource persons            | 1             | Nil      | Nil   | Nil   |
| <a href="#">View File</a>   |               |          |       |       |

## 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 |
|-------------------------------|----------------------------------------------|----------------------------------------------------|----------------------------------------------------|
| College Campus Beautification | NSS                                          | 3                                                  | 20                                                 |
| Red Ribbon Camp               | NSS                                          | 4                                                  | 52                                                 |
| Blood Donation Camp           | NSS                                          | 3                                                  | 15                                                 |
| <a href="#">View File</a>     |                                              |                                                    |                                                    |

### 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 |
|---------------------------|----------------------------|---------------------|------------------------------|
| NSS Special Camp          | Certificate of Recognition | Calcutta University | 36                           |
| <a href="#">View File</a> |                            |                     |                              |

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 |
|---------------------------|---------------------------------------------|-----------------------|----------------------------------------------------|----------------------------------------------------|
| Swachha Bharat Aviyam     | NSS                                         | Campus Beautification | 3                                                  | 20                                                 |
| <a href="#">View File</a> |                                             |                       |                                                    |                                                    |

### 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 |
|--------------------|-------------|-----------------------------|----------|
| Faculty Exchange   | 18          | College Fund                | 01       |
| No file uploaded.  |             |                             |          |

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 such linkages during the year | Nil                  | Nil                                                                             | Nil           | Nil         | 0           |
| No file uploaded.                |                      |                                                                                 |               |             |             |

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 such MOUs signed during the year | Nil                | Nil                | Nil                                                 |
| No file uploaded.                   |                    |                    |                                                     |

## 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 |
|--------------------------------------------------|------------------------------------------------|
| 10.35                                            | 8.47                                           |

4.1.2 – Details of augmentation in infrastructure facilities during the year

| Facilities                                                                               | Existing or Newly Added |
|------------------------------------------------------------------------------------------|-------------------------|
| Number of important equipments purchased (Greater than 1-0 lakh) during the current year | Newly Added             |

|                                   |             |
|-----------------------------------|-------------|
| Seminar halls with ICT facilities | Existing    |
| Classrooms with LCD facilities    | Newly Added |
| Seminar Halls                     | Existing    |
| Laboratories                      | Existing    |
| Class rooms                       | Existing    |
| Campus Area                       | Existing    |
| <a href="#">View File</a>         |             |

#### 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 |         |
|---------------------------|----------|---------|-------------|-------|-------|---------|
|                           |          |         |             |       |       |         |
| Text Books                | 11856    | 1334356 | 265         | 48690 | 12121 | 1383046 |
| Reference Books           | 6917     | 1384670 | 177         | 32460 | 7094  | 1417130 |
| Journals                  | 323      | 37510   | 7           | 2609  | 330   | 40119   |
| Others(s pecify)          | 502      | 19802   | 6           | 3834  | 508   | 23636   |
| CD & Video                | 37       | Nil     | Nil         | Nil   | 37    | Nil     |
| Weeding (hard & soft)     | 17       | 1585    | Nil         | Nil   | 17    | 1585    |
| <a href="#">View File</a> |          |         |             |       |       |         |

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

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

#### 4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

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

|       |     |   |   |    |    |    |    |    |   |
|-------|-----|---|---|----|----|----|----|----|---|
| Added | 14  | 0 | 0 | 0  | 8  | 0  | 6  | 5  | 0 |
| Total | 115 | 8 | 9 | 14 | 39 | 18 | 24 | 10 | 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 |
| No such e-content development facility     | <a href="#">N.A.</a>                                                   |

#### 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 |
|----------------------------------------|------------------------------------------------------------|----------------------------------------|------------------------------------------------------------|
| 3.9                                    | 2.9                                                        | 4.6                                    | 5.2                                                        |

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)

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. The policies and procedures for maintenance of different support facilities are available in the college website. In order to provide an effective learning environment within the college, all the classrooms and the college campus are cleaned on regular basis by the concerned support staff of the college. Beside this all the electrical equipment and fixtures are monitored at regular intervals and repaired immediately if repairs are needed. Class routine is designed in such a way that there is maximum utilization of infrastructure and class rooms of the college as well as the time of students. In the beginning of the session the budget of the college is placed in the meeting of the Finance Committee and budgetary provisions are made for all these facilities. The Governing Body approves the budget or any major expense made for any such facility. Quotations are taken from different agencies for the purchasing or repairing of the equipment which are used for all these facilities and one who offers lowest price is given the work accordingly. In all the laboratory computer peripherals have been set up in such a way which can provide a 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 valuable 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. Regular maintenance is carried out for gymnasium, sports equipment and sport materials 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 in inter-college, university level or national



level sports competitions. Available computers are distributed in departments, office, library, computer labs and other labs as per the requirement and load of the work. For the maintenance of IT infrastructures (Wi-Fi, computers and servers), the college has appointed vendors. All systems are connected with UPS, providing uninterrupted power supply to avoid hardware and software problems. Computers are connected through LAN. Upgraded antivirus is provided for each and every computer at specific intervals. Maintenance and support are carried out by external agencies through AMC

<http://www.sacm.ac.in/page.aspx?id=124>

## 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                          | 253                | 52888            |
| Financial Support from Other Sources |                                                  |                    |                  |
| a) National                          | SC/ST/PWD/Minirity stipend and Kanyasree Stipend | 702                | 4590000          |
| b)International                      | NIL                                              | Nil                | 0                |

[View File](#)

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

| Name of the capability enhancement scheme   | Date of implemetation | Number of students enrolled | Agencies involved                |
|---------------------------------------------|-----------------------|-----------------------------|----------------------------------|
| Certificate Course in Computer Application  | 01/07/2019            | 761                         | Department of Enrichment Courses |
| Certificate Course in Communicative English | 01/04/2020            | 21                          | Department of Enrichment Courses |

[View File](#)

#### 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 |
|------|----------------------------------------|----------------------------------------------------------|--------------------------------------------------------------|------------------------------------------------------|---------------------------|
| 2019 | No such Scheme offered during the year | Nil                                                      | Nil                                                          | Nil                                                  | Nil                       |

No file uploaded.

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 |
| <b>Nil</b>                | <b>Nil</b>                     | <b>Nil</b>                                  |

## 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 |
| <b>NIL</b>                    | <b>Nil</b>                      | <b>Nil</b>                | <b>NIL</b>                    | <b>Nil</b>                      | <b>Nil</b>                |
| <b>No file uploaded.</b>      |                                 |                           |                               |                                 |                           |

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  |
|---------------------------|----------------------------------------------------|----------------------------------------|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|--------------------------------|
| <b>2019</b>               | <b>12</b>                                          | <b>Honours &amp; General Programme</b> | <b>Geography &amp; B.A/B.Sc. (General)</b>            | <b>Vidyasagar college, Annapurna Memorial B.Ed. College, Sundarlal Asutosh College, Viswanath College</b>        | <b>B.Ed. Programme</b>         |
| <b>2019</b>               | <b>26</b>                                          | <b>Honours Programme</b>               | <b>Bengali, History, Political Science, Geography</b> | <b>Calcutta University, Rabindra Bharati University, Vidyasagar University, Diamond Harbour Women University</b> | <b>Post Graduate Programme</b> |
| <b>2019</b>               | <b>6</b>                                           | <b>General Programme</b>               | <b>B.A./B.Sc. (General)</b>                           | <b>Rabindra Bharati University</b>                                                                               | <b>Post Graduate Programme</b> |
| <a href="#">View File</a> |                                                    |                                        |                                                       |                                                                                                                  |                                |

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 |
|--------------------------|-----------------------------------------|
| <b>Any Other</b>         | <b>Nil</b>                              |
| <b>No file uploaded.</b> |                                         |

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

| Activity | Level | Number of Participants |
|----------|-------|------------------------|
|----------|-------|------------------------|

|                                   |                   |    |
|-----------------------------------|-------------------|----|
| Inter-District Sports Competition | District Level    | 1  |
| Inter-Class Cultural Competition  | Institution Level | 55 |
| Inter-Class Sports Competition    | Institution Level | 78 |
| <a href="#">View File</a>         |                   |    |

### 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 |
|-------------------|-------------------------|------------------------|-----------------------------|-------------------------------|-------------------|---------------------|
| 2019              | NIL                     | National               | Nil                         | Nil                           | Nil               | Nil                 |
| No file uploaded. |                         |                        |                             |                               |                   |                     |

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, interclass cultural competition, assist students during admission process, organize extension activities under the NSS Unit of the college. Presently there is no elected Members of the Students Council because no such elections held during the year.

### 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 and assisted 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 authority sincerely follows the practices of decentralization and

participative management in the areas of - A) Academic Management: Policy formulation in the academic field and its implementation process are mooted first in the IQAC meeting. Major policies are then discussed in the meeting of the academic committee and various Academic Department. Faculty members in the respective departmental meeting discussed in detail regarding academic policies and finalize time bound plans of curriculum implementation, plan of evaluation, co-curricular and extracurricular activities (such as publication of departmental magazine and organizing departmental student seminars, organization of field excursion and study tour by various departments, etc.) in tune with the academic calendar prepared by the parent university i.e. University of Calcutta. Annual sports and organization of Saraswati puja are the two very significant practices of decentralization happened during the last session. Different student cells were formed by the college authority to initiate and organizing the programs smoothly. Few teachers of the college, as the conveners of these cells, engaged in these activities for successful organization of these program. B) Administrative Management: The college authority constitutes various sub committees (27 subcommittees), some are statutory in nature to discuss upon different financial, administrative and academic issues. The IQAC co-ordinates and directs broad policy framework so that implementation of different administrative policies can take place smoothly in tune with the directive and guidelines issued by the UGC, NAAC, Education Department/Directorate of the Government of West Bengal and the affiliating University.

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                | 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. In some Departments like Bengali and Geography there has always been a pressure of increased number of application. But in other departments, in most of the occasions, ratio of the applicants and intake capacity are equal or even less. The total admission process is done online. |
| Industry Interaction / Collaboration | The College has planned to sign collaborative MOUs with the neighboring colleges from the coming session for organizing faculty and student exchange programmes.                                                                                                                                                                                                                                                                                                                                                           |
| Human Resource Management            | 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. Apart from the IQAC, the college has various cells to meet the needs of the stakeholders. Women safety cell, Equal opportunity cell, Carrier counseling cell, Anti ragging Cell, Grievance Redressal Cell etc. are some of the important cells which work in collaboration with each other and with other external agencies to serve the needs of the students.

Research and Development

The institution encourages faculty members to pursue research 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 different short term programmes and different seminars and workshops to update their knowledge and skills in their respective fields. Students of the department of geography are engaged in preparing their field report and dissertation papers under the active guidance of departmental teachers.

Examination and Evaluation

In the newly introduced CBCS systems, there is an allotment of marks for internal assessment. All the departments organizes internal examination to evaluate their students. The attendance of the students for the whole semester is also recorded. Both of these data form an integral part of the examination and evaluation system as they carry marks in the university score card along with the marks of final theoretical and practical/tutorial examinations.

Curriculum Development

The institution has been following the semesterised CBCS system from 2017-2018 session, abiding by the instructions of the university. The university has different set of Board of Studies for the different subjects which actually design the syllabus of the Core Courses (CC), the Generic Elective courses (GE), the Discipline Specific Electives (DSE), the Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC) for all the subjects. The institution has no scope and autonomy to frame the syllabus. However, faculty members give their valuable suggestions to UG board of studies from time to time when needed.

|                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Teaching and Learning</p>                                      | <p>The dominant teaching practices in most of the departments of the college are lecture cum demonstration method using power point technique. Almost all the departments have created WhatsApp groups for on line classes and discussion of different problems regarding subject and interaction with the students during the lockdown periods of Covid-19 Pandemic situations. Different Honours departments organized inter-college and inter-department faculty exchange programs. They also organize students seminar for developing better understanding of the subject and speaking skills. Wall magazines, debates, extempore competitions are organized to develop writing skills and logical thinking of the students.</p>                                                                          |
| <p>Library, ICT and Physical Infrastructure / Instrumentation</p> | <p>The library is well equipped with ample text and reference books. A lot of text books of different departments has been procured according to newly introduced CBCS syllabus. Book racks are also purchased to place the books properly. The library is made air conditioned and renovated for the purpose with aluminum channel and glass panels. Five class rooms have been upgraded into smart class rooms with audio facilities. From RUSA 2.0 fund some infrastructural development has been made by procuring EPABX, Bar code scanner, lawn mower, green energy generator set, sanitary napkin vending machine and incinerators, Aqua guard cum cooler, Xerox machine, printer, some branded PC with Wi-Fi facilities etc. The computer and geography laboratory have been made air-conditioned.</p> |

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

| E-governance area               | Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Planning and Development</p> | <p>The Planning and development part is carried out by the Governing Body, IQAC and the Academic Sub Committee. The College has its own website, with different software's and pages linked to it for its requirement for different purposes. This includes smooth conduct of university examinations, uploading of the marks to the university portal, admission process, invigilation duties to be performed etc. MIS unit of the Institution is preparing a data base</p> |

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

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. Various types of university information are received by the college through a portal of the university, which is communicated to the students through the college website.

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. The salary system of the college is also digitized and provident fund account is also maintained through a software. The notice and the various academic and administrative programmes are informed to the stakeholders through ICT.

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

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. The discipline and regulations followed in the examination halls by the students and invigilators are well notified in the college website and notice board. The members of the teaching and non-teaching staff act accordingly for



smooth conduct of the examinations. 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.

### 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 |
|-------------------|-----------------|----------------------------------------------------------------------------|--------------------------------------------------------------------|-------------------|
| 2019              | Nil             | Nil                                                                        | Nil                                                                | Nil               |
| No file uploaded. |                 |                                                                            |                                                                    |                   |

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

| Year                      | Title of the professional development programme organised for teaching staff | Title of the administrative training programme organised for non-teaching staff | From date  | To Date    | Number of participants (Teaching staff) | Number of participants (non-teaching staff) |
|---------------------------|------------------------------------------------------------------------------|---------------------------------------------------------------------------------|------------|------------|-----------------------------------------|---------------------------------------------|
| 2020                      | Use of ICT in teaching learning and administrative process                   | Use of ICT in administrative process                                            | 15/11/2019 | 15/12/2019 | 34                                      | 1                                           |
| <a href="#">View File</a> |                                                                              |                                                                                 |            |            |                                         |                                             |

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 |
|-------------------------------------------------|---------------------------------|------------|------------|----------|
| Faculty Development Programme                   | 1                               | 27/05/2020 | 31/05/2020 | 5        |
| <a href="#">View File</a>                       |                                 |            |            |          |

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

| Teaching  |           | Non-teaching |           |
|-----------|-----------|--------------|-----------|
| Permanent | Full Time | Permanent    | Full Time |
| 4         | Nil       | Nil          | Nil       |



### 6.3.5 – Welfare schemes for

| Teaching                                                                                            | Non-teaching                                                                                                 | Students                                                                                                      |
|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| Staff cooperative credit society, Health scheme of Government of West Bengal, Sasthya Sathi Scheme. | Staff cooperative credit society, Health Scheme of Government of West Bengal, Sasthya Sathi Scheme, PF, ESI. | Medical aid service, Aid fund, Srviwami Vivekananda Merit cum Means Scholarship, Kanyasree, Minority stipend. |

## 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 conducts regular internal and external financial audit. The external audit is conducted by an auditor appointed by the Government of West Bengal. Audit work for the Financial Year 2018-19 has been completed and the Audit report will be received by the middle of January,2021.The Auditor for the Audit work of 2019-20 has also been appointed by the Government of West Bengal and the audit work for the year will commence very soon.The resource generated is being utilized in the development of infrastructure, library books, laboratory equipments, sports articles etc.

### 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 fund received during the year                    | 0                             | Nil     |
| No file uploaded.                                        |                               |         |

### 6.4.3 – Total corpus fund generated

13014413

## 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       | Nil    | No       | Nil       |
| Administrative | No       | Nil    | No       | Nil       |

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

As like every year, this session also the college authority has organized two Parent-Teacher interaction/Meeting : one for Semester-I which was held ion 25th November,2019 and another for Semester-III which was held on 21st November,2019 regarding improvement of class attendance and academic performance of the students, but it was not very successful as expected. 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.Honours programme in Philosophy has been introduced from 2018-19 2.The scheme of Provident Fund and ESI has been introduced for 7 contractual technical and support staff. 3. 8 regular permanent faculty members have been appointed. 4. 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. 5. Decision has been taken to renovate 5 more classrooms to smart class rooms from RUSA fund. 6. Physical infrastructure of Labs has been increased by adding modern laboratory equipments. 7. 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 |
|------|----------------------------------------------------------------------------------------------------------|-------------------------|---------------|-------------|------------------------|
| 2020 | Students, workshop on Student Satisfaction Survey                                                        | 25/02/2020              | 25/02/2020    | 25/02/2020  | 364                    |
| 2019 | Orientation programme for new entrants on course structure and evaluation system under Semesterised CBCS | 19/11/2019              | 19/11/2019    | 19/11/2019  | 263                    |

[View File](#)

**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 such programme conducted during the year | Nil         | Nil       | Nil                    | Nil  |

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 have been taken to install solar power system in the institution. Moreover, the NSS unit of the college initiated a programme for making the college premises a Plastic Free Zone. Large vats have been placed in all places within the campus, including the staff-room, office and several other locations in the College premises to collect garbage, making the premises completely litter free. The NSS unit has taken the initiative to plant various types of trees with their botanical names attached to them. In the winter months, the college premise is a veritable pallet of colours with seasonable flowers blooming. A huge lawn is carefully maintained where the annual sports and college social functions are held. Eco-friendly and power-saving 5star air conditioners have been installed in the Library and Laboratories. For the purpose of lighting the classrooms, office and staff rooms LED batten tube-lights are used leading to lower power consumption.

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     | Nil                     |
| Rest Rooms                                               | Yes    | 1                       |
| Scribes for examination                                  | No     | Nil                     |
| Special skill development for differently abled students | No     | 1                       |
| Any other similar facility                               | No     | Nil                     |

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 |
|---------------------------|--------------------------------------------------------------------------|------------------------------------------------------------------------------|------------|----------|---------------------|------------------|--------------------------------------------|
| 2020                      | 1                                                                        | 1                                                                            | 24/09/2019 | 1        | Plastic Free Campus | Pollution        | 53                                         |
| <a href="#">View File</a> |                                                                          |                                                                              |            |          |                     |                  |                                            |

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

| Title | Date of publication | Follow up(max 100 words) |
|-------|---------------------|--------------------------|
| NIL   | Nil                 | Nil                      |

7.1.6 – Activities conducted for promotion of universal Values and Ethics

| Activity                                     | Duration From | Duration To | Number of participants |
|----------------------------------------------|---------------|-------------|------------------------|
| No such activities conducted during the year | Nil           | Nil         | Nil                    |
| No file uploaded.                            |               |             |                        |

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

• The institution conducted several awareness camps for building up of awareness among the students for making the campus plastic free it is now a plastic free campus. • Plantation of floral and other plants in and around the college campus to expand greenery. • 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. • Students are advised to reduce 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. • 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 college has installed Eco-friendly but at the same time power-saving 5star air conditioners. For the purpose of lighting the class, office and staff rooms LED batten tube-lights are used leading to lower power consumption.

## 7.2 – Best Practices

### 7.2.1 – Describe at least two institutional best practices

Best Practice -1.1.Tile: Soft and Hard skills development. 2. The context: The ever changing 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. 3.Objectives: The main objective of the enrichment programme is to train students in two major areas required in the job market a) basic computer application-MS Excel, MS Office,, MS Power Point etc .b) Communication skills and soft skills like reading, writing and speaking fluently in English and other job-oriented skills.4) The practice: All the students enrolled for B.A., B.SC. ( Honours and General) and B.Com degree courses, have to take the certificate course in computer application on a compulsory basis. The computer classes (theory and practical) are synchronized with the routine of the regular academic classes. A fully equipped computer lab with more than 30 computers has been set up, and four trained and efficient instructors have been appointed for providing theoretical instructions and conducting practical classes. Initially, an orientation programme is organized for each fresh batch, each year, to make them aware of the importance of being computer literate besides acquiring their academic degrees. Theory classes of 20-30 hours are taken, besides 100 hours of practical classes in MS Excel, MS Office, MS Power Point, Corel draw, Photoshop, computer programming, and web designing. Hardware courses have been planned to be implemented but it has not been implemented yet. In soft skill enrichment area emphasis is placed on spoken English skills. Besides, the students are also trained in newspaper reading (with the view of preparing them to be news-reader). To develop writing skills, they are taught to write various types of official letters, Prepare news reports and drafting curriculum vitae.

(through under the CBCS system, these have been incorporated in English Honours and General degrees). Most importantly, the students are trained for interview, etiquettes of general social interaction and group discussions. 5. Obstacles faced and strategies adopted for overcoming them. While implementing this scheme, it has been found that some of the students do not attend the classes regularly and properly follow the schedule of assessment. To address this problem, several motivational sessions are arranged and payment of fees is exempted for economically backward students or they are granted full institutional scholarships.6. Impact of the practice: The impact of the scheme is highly positive and worth mentioning. Students who completed the course successfully are more confident than those who did not. Presently, a sizeable number of students attends the course regularly, and want to get benefited from it. 7. Resource required: Necessary funds for procurement of more computers and accessories have to be allocated from it. 8.Contact details:Teacher-in-Charge, Saheed Anurup Chandra Mahavidyalaya, P.O.-Burul, P.S.-Nodakhali, District-South24Parganas, Pin-743318,Phone-8910871335, Email Id -office@anurupchandracolleg.org. www.sacm.ac.in Best practice 2.1 Title: Collective governance and planning through democratic methods.2.Context: 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 exercise demands a participatory approach and is better achieved in a democratic manner. 3. Objectives: The main objective is to develop an action plan at the beginning of the academic session. The plan includes time-bound schedule for finishing curricular aspects, co-curricular extension and extra-curricular activities, besides improvement of academic and institutional physical facilities infrastructure.4.Practice: Members of the IQAC are also HODs of the various departments and conveners/members of the different cells, committees and sub-committees. One of the most important events in our institution is the celebration of the 'Rakhi'(Raksha Bandhan) festival. It cuts across barriers of age, class, sex and religion facilitating communal harmony. The librarian and the NSS programme officer also play a significant role in the decision making process of some of the student-related extension activities. Students are involved in motivation-oriented seminars for quality enhancement. Student feedback on the teaching-learning and evaluation process and on the other aspects of the administration are collected, analyzed and forwarded to the different departments and committees for improvement implementing quality initiatives and different programme, such as unwillingness to work beyond scheduled working hours on the part of some of the faculty members, demands from the staff and the students for more improved infrastructural facilities etc. Shortage of faculty in different departments has become acute after the introduction of the semester-based CBCS system. A positive step in this regard may eliminate the problem. 6. Outcome of the practice: The IQAC has planned to introduce some life-quality improvement based short-term courses, like certificate courses in Yoga and in Physiotherapy. Timely completion of academic and extra-curricular activities with active participation of students is another positive outcome. 7.Contact details:Teacher-in-Charge, Saheed Anurup Chandra Mahavidyalaya, P.O.-Burul, P.S.-Nodakhali, District-South24Parganas, Pin-743318,Phone-8910871335, Email Id -office@anurupchandracolleg.org.

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

<http://www.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: Our institution, Saheed Anurup Chandra Mahavidyalaya, was named after the revolutionary martyr, Anurup Chandra Sen. He was a great freedom fighter. For hiding himself, he took shelter Burul Vilege, because Burul was then an inaccessible village. It was Burul school where 'Saheed'(martyr) Anurup Chandra taught for a few years. So, this is the history behind the name of our institution. 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, vollyball, 1 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/70696Saheed%20Anurup%20Chandra%20Mahavidyalaya.pdf>

### **8.Future Plans of Actions for Next Academic Year**

Future plans for AQAR-2019-20 1. Extension of vehicle parking shed. 2. Construction of additional toilets for staff and students. 3. Extension of greeneries and plantation particularly in the areas damaged by recent cyclonic storm " Amphan". 4. Renovation, painting and beautification of the college campus. 5. Introduction of Job oriented vocational courses. 6. Enhancement of research activities and professional development of the faculties. 7. Introduction of Honours programme in Education from 2021-22. 8. Extension of collaborative linkages with the neighboring colleges. 9. Effective use of Women's Hostel building in academic purposes. 10. Construction of an Auditorium with modern facilities. 11. Initiatives for appointment of more regular/permanent faculties for proper implementation of semester-wise CBCS.