



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1. Name of the Institution

SOVARANI MEMORIAL COLLEGE

- Name of the Head of the institution **DR. KALYAN KUMAR MONDAL**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **03214255058**
- Mobile No: **9679226106**
- Registered e-mail **srmcollege.edu@gmail.com**
- Alternate e-mail **iqac.srmcollege@gmail.com**
- Address **JAGATBALLAPUR, DIST.- HOWRAH**
- City/Town **HOWRAH**
- State/UT **West Bengal**
- Pin Code **711408**

2. Institutional status

- Type of Institution **Co-education**
- Location **Rural**
- Financial Status **Grants-in aid**

- Name of the Affiliating University **University of Calcutta**
- Name of the IQAC Coordinator **Mahadeb Paul**
- Phone No. **03214255058**
- Alternate phone No. **03214255058**
- Mobile **943396931**
- IQAC e-mail address **iqac.srmcollege@gmail.com**
- Alternate e-mail address **srmcollege.edu@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year))

https://drive.google.com/file/d/1cMMuyY47gsAjHrQGEaEdlgDtAJzpH_uf/view?usp=sharing

4. Whether Academic Calendar prepared during the year?

No

- if yes, whether it is uploaded in the Institutional website Web link:

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	A	3.02	2016	02/12/2016	01/12/2021
Cycle 1	B	73.3	2005	27/02/2005	27/02/2010

6. Date of Establishment of IQAC

14/06/2008

7. Provide the list of funds by Central / State Government

UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	Nil	Nil

8. Whether composition of IQAC as per latest NAAC guidelines

No

- Upload latest notification of formation of IQAC **No File Uploaded**

9.No. of IQAC meetings held during the year **0**

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

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

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

- If yes, mention the amount

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

Teachers were encouraged to adapt themselves to the online teaching mode in order to continue teaching during the pandemic situation
*Organising webinars for students and teachers * Students are trained by Teachers to submit their answer scripts online and to attend online classes and are instructed to follow website regularly

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

Plan of Action	Achievements/Outcomes
Orientation Programme for the newly admitted 1st year students under CBCS curriculum.	CBCS has been implemented from the academic session and the students has been oriented with CBCS curriculum.
Lesson plans and Study materials provided.	Study material and lesson plans are prepared by respective departments
Reform in Evaluation system to accommodate CBCS	Reform in Evaluation system has been done to accommodate CBCS . Evaluation through online mode has been encouraged and implemented to bring in more systematic and transparent mechanism.
Webinars and special lectures	Seminars , special lectures have been organized throughout the year for students and teaching and non teaching staff to improve their skills
Tree plantation and maintaining green campus	Tree plantation has been done within campus and beyond by the departments in assistance with NCC, NSS .

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

- Name of the statutory body

Name	Date of meeting(s)
Administrator	27/09/2022

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

1.Name of the Institution	SOVARANI MEMORIAL COLLEGE
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• Designation	Principal
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• Mobile	943396931				
• IQAC e-mail address	iqac.srmcollege@gmail.com				
• Alternate e-mail address	srmcollege.edu@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://drive.google.com/file/d/1cMMuyY47gsAjHrOGEaEdlgDtAJzPH_u/f/view?usp=sharing				
4.Whether Academic Calendar prepared during the year?	No				
• if yes, whether it is uploaded in the Institutional website Web link:					
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	A	3.02	2016	02/12/2016	01/12/2021
Cycle 1	B	73.3	2005	27/02/2005	27/02/2010
6.Date of Establishment of IQAC			14/06/2008		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			No		
• Upload latest notification of formation of IQAC			No File Uploaded		
9.No. of IQAC meetings held during the year			0		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?			Nil		

<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
<p>Teachers were encouraged to adapt themselves to the online teaching mode in order to continue teaching during the pandemic situation *Organising webinars for students and teachers * Students are trained by Teachers to submit their answer scripts online and to attend online classes and are instructed to follow website regularly</p>		
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<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Administrator	27/09/2022
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-2021	27/02/2022
15.Multidisciplinary / interdisciplinary	

16.Academic bank of credits (ABC):
17.Skill development:
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):
20.Distance education/online education:

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	16
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	2902
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	598

File Description	Documents
Data Template	View File
2.3	426
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	26
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	31
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	32
Total number of Classrooms and Seminar halls	
4.2	12
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	30
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

In 2020-21 following movement of worldwide pandemic deliverance of curriculum planning and documentation process also underwent sea changes with experimentation everywhere.

In the completely online Academic Session of 2020-21 following decisions of Academic Sub Committee with Principal, IQAC Coordinator and HODs classes were conducted as far as possible with the help of Google Meet, Mobile and Whatsapp Group Calls, etc. As ours is a rural college majority of the students have problems regarding internet connectivity, so classes were adjusted accordingly. Online study materials were shared via whatsapp group. Awareness to use INFLIBNET and NDL facilities was spread.

Routine Sub-committee also developed a new routine pattern following instructions of the University, Government Orders. Class load was lessened for keeping financial burden of data usage lesser for the students. Extension lectures, Seminars, Debates, etc were transformed to online mode.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college adheres to the Academic Calendar issued by the University of Calcutta Adoption of CBCS The university has introduced the Choice Based Credit System (CBCS) for UG since June 2018 and from 2017 for Commerce alongwith semester system began from the same year.

Formative Evaluation Students are assigned written projects followed by viva voce in a few departments. Tutorial classes/ evaluation/practical classes are assigned for each course.

1. Summative Evaluation The marks distribution are as per University regulations comprising of :. 1. The summative evaluation through a MCQ, short questions, descriptive answers 2.

Experiment based qualitative and quantitative estimations in laboratory-based subjects. 3. Field trips Evaluation is done through internal assessment by the College followed by semester-end examination conducted by the University.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University C. Any 2 of the above

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

1.2 - Academic Flexibility

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

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

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

NA

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

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

0

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

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

1.3 - Curriculum Enrichment

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

Sovarani Memorial College believes that Higher Education is a critical contributor to sustainable living; equity based social

growth and economic development of the nation.

There is mandatory Environmental Studies Course included in Ability Enhancement Compulsory Course (AECC-2) in the Semester 2 of the CBCS curriculum.

Subjects such as Gender and Politics is taught as a curriculum in Political Science.

Business Ethics, Human Values in Philosophy.

Environmental Economics in Economics Human Resource Management and Business Ethics in Commerce Women's Writings in English Human Rights Education, Peace and Value Education in Education

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

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

2

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

85

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

D. Any 1 of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1330

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

333

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Since admission is done online through merit list, evaluations for identifying slow learners and advanced learners are done through written tests or verbal interactions when classes begin.

Slow learners

They are referred to for additional classes. They are provided with more learning materials especially in Bengali. Re-assessment based on the syllabus covered is done from time to time.

Advanced learners

They are provided with higher level reference articles They are encouraged to use ICT enabled tools, e.g., they are trained to prepare slides for power point presentation. They are encouraged to participate in the following activities: Online student seminars (paper and poster presentations) organized both by the college and other institutions. Publish articles in the in-house students' journal ANKUR

File Description	Documents
Link for additional Information	https://drive.google.com/file/d/1PrtHadL6BML2ufhXRWwdB1czqcBCF4PW/view?usp=sharing
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2902	26

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

To enable the students in getting a holistic approach towards acquiring knowledge, apart from lectures, they should be given handson knowledge and exposure to the world.

Experiential Learning:Laboratory based learning Learning through experimentation: For subjects like Physics and Chemistry, practical experiments are done by the students under the supervision of the teachers. This helps them prove and see with their own eyes what they have learnt in the theoretical classes.

Hands-on experience: In subjects like Botany, Zoology, Physics and Chemistry students get the opportunity of supplementing their theoretical knowledge by practical experience in the laboratory.

Projects For Commerce and Economics short research papers have to be prepared by the students which teach them how to handle a research project on their own.

Problem Solving Methodologies: Mathematical problems develop the faculty of logical reasoning among the students.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

ICT enabled tools were used both for offline and online classes. The virtual platform was extensively used due to the pandemic. Departments like Botany and Zoology have projectors in the classrooms to teach the students. Student's Seminar was organized virtually by the Students of Zoology. MS office is extensively used by all Departments.

Evaluation: Online examinations were held by the college due to the pandemic situation. The college portal is used to put up notifications and examination guidelines, University question papers and answers submitted by examinees. The University examinations were held through online mode.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://smc.edu.in/index.php?option=com_content&view=article&id=52&Itemid=0

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

2.3.3.1 - Number of mentors

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

2.4 - Teacher Profile and Quality

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

26 against 31

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

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

13

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

26

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

2.5 - Evaluation Process and Reforms

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

Since this was a pandemic situation online examination was held in all departments. Students get information about exam schedule in website and WhatsApp group. Internal evaluation is done through online MCQ questions and Google Forms. Assignments were given to the students which they submitted online to the Teachers. Students are encouraged to approach the students for any clarification on subject and online mode of examination.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

The internal examinations were held online during the pandemic. The students were guided by the teachers regarding the online evaluation process. Internal examination marks are a part of the final result of the student under the CBCS and are directly submitted online to the University. The students can apply to the University for review or self-inspection of their answer scripts. The college only assesses their claims and forward these cases to the University. Answer papers of the internal/tutorial examinations are preserved by the college for five years so that any inquiry can be addressed to easily.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The institution not being autonomous, has to adhere to the given course curricula for University programmes which are uploaded on the University website. For Value Added Courses that the college offers, the faculty frames the syllabi keeping in mind the desired learning outcomes. Syllabi of Skill Enhancement Programmes follow UGC guidelines, modifications being made by the faculty according to requirement.

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

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

Teachers from all disciplines try their best to provide students with the latest information, not only in terms of academic attainments, but also about different professional skills essential for a healthy and sustainable career. Besides teaching, students have also opted for other professions like the Civil Services and marketing. The College tries to harness all of its human resources to provide an ideal environment for teaching and learning so as to equip students with life skills for meeting future challenges. Career counselling programs could not be conducted due to the pandemic situation.

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

426

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

2.7 - Student Satisfaction Survey

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

<https://drive.google.com/file/d/12OXH8rBdbzFlM-1BAxxRp13tsfGIrpJ9/view?usp=sharing>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

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

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

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

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

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

8

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

5

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

1

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

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Nil

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

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

0

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	No File Uploaded

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

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

3.4 - Collaboration

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

0

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

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

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The College has adequate infrastructure in Teaching and Learning, Laboratory facilities and Computers. There are several physical classrooms with adequate benches and tables in addition to dais for the teaching faculty. Every classroom is well-ventilated and adequately lit for proper conducting of teaching and learning. The Science Departments like Physics, Chemistry, Mathematics, Zoology and Botany have ample laboratory facilities. The Economics and Commerce Departments have an IT Lab to cater to students of the aforesaid subjects under the CBCS Curriculum. The laboratory equipments are looked after by the Teachers and lab attendants alike and the College authority are immediately approached to compensate for deficiencies, if any. No pain is spared to teach the students with the aid of ICT facilities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://smc.edu.in/index.php?option=com_content&view=article&id=52&Itemid=0

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

The institution has a number of facilities for the students. The college has an open air stage for hosting cultural events. The

college also has a well equipped gymnasium. Since the students have proved their excellence in the sports field, the College encourages the young budding sportsmen through financial assistance and others wherever needed. But due to the pandemic situation no cultural events or sports events could not be conducted during the year. World Yoga Day was celebrated on online mode, where the students of NCC participated wholeheartedly.

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

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

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

12

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

4.2 - Library as a Learning Resource

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

1. Name of ILMS software- SOUL 2.0
2. Nature of automation (fully or partially)- Partially
3. Version- 2.0
4. Year of Automation- 2015

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

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

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.5

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

0

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Consistent effort has been made to improve upon its IT infrastructure and facilities. The college has 143 computers (112 desktops & 2 laptops), 43 printers/scanner, 3 projectors, out of these 87 desktops are for Academic purpose and 28 desktops are for Administrative purpose and 4 laptops for office use. Regular maintenance is carried out of all desktops and laptops by Dolphin Computer Centre. The College has a Computer centre. Three Internet Lease Line Connection of 100Mbps from Alliance high-speed internet connections, . The bandwidths have been regularly updated . The college has licensed software including Microsoft Office, Microsoft windows 7 or above, Python, MiKTeX, GNU Plot, LaTeX, TeXmaker, , Tally ERP 9, Software upgradation has been carried out as and when needed especially with the introduction of the new CBCS system. The smart boards are connected with internet via Wi-fi so that the faculty while teaching or presenter while presenting can access internet for reference and for deeper and wider knowledge. A SMS software facility for admission, registration, attendance entry, ID cards, Student Management System was installed in 2019. Three classrooms are ICT enabled. Projectors provided as and when required. Biometric

machines are also connected with Wi-Fi and are linked to Principal's desktop. Library is partially automated with SOUL 2.0 .

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

4.3.2 - Number of Computers

98:1

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

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

4

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The collage has a Well-stocked Central Library and 12 Departmental Library, located at Vidyasagar Bhawan, adjacent to the main building. The library is funded by grants from UGC, Government as well as from the college fund. The library is going to be a fully automated library in near future. Departmental libraries have started functioning from the academic session 2010-11. The head of each department is in charge of their respective Departmental Libraries. The collage has six well equipped laboratory rooms for mathematics, Physics, Chemistry, Zoology, Botany, and IT with internet facilities to care for the needs of students. It is a matter of great pleasure to all of us that with a grant sanctioned by the Sports and Youth Affairs Department, the Government of India, the college has established a Gymnasium on its own with all modern gadgets in one of the rooms on the College premises. The collage has Cheap store from which students can buy relevant study aids and Books. It is located on the ground floor of the main campus. There is a canteen located in front of the Principal's quarter, which cater to the needs of students and staff.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://smc.edu.in/index.php?option=com_content&view=article&id=52&Itemid=0

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

253

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

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

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

31

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

E. none of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

0

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

0

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

C. Any 2 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

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

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

5.2.2.1 - Number of outgoing student progression to higher education

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

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

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

government examinations) during the year

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The student representative is allowed to place suggestions and grievances pertaining to the students' body as a whole. The Governing Body takes whatever steps necessary to comply with the suggestions and redress the grievance. The NSS Unit of the college is proactive in all kind of outreach and other social activities. The Student Council Secretary plays an important role in organizing and conducting all the programs in tandem with the teachers involved in the process. The student council is also very active in every effort of the institution to keep the campus clean and green and free of plastics. They actively participate in

sports and cultural programs of the college to make it successful. The students are the main stakeholders of the institution. It is as much their responsibility as all other stakeholders to keep up the reputations and the image of the college.

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

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

5.4 - Alumni Engagement

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

The Institution has enlisted more than 200 names to the alumni association which is not yet registered. But due to pandemic situation the association has failed to make any significant contribution.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Various departments have organized Webinars to encourage the students to have interest in their curriculum.

As per the vision of the college, it tries to create a happy society within the campus. Being a rural college the institution strives to make conserve the environment and help the rural people through various outreach programs

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

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

The College management is participatory and decentralized. The College Governing Body consisting of President, Principal as the Secretary, Teaching and Non-Teaching Representatives both from inside and outside control, and oversee the entire institution. For the participative decentralization the Institution follows a few strategies. One such is the Committee system. A report of

activities is prepared at the end of every academic session for all academic and administrative purposes. Academic Sub Committee Academic subcommittee meetings are held regularly to discuss matters related to preparation of academic calendar of the institute that includes curricular, co-curricular and extracurricular activities related to admission, routine, internal examinations, publication of results and other day to day academic activities of the college. Decisions of the meetings are communicated to the faculty members through Heads of the Departments. The institution adopted an effective strategy for providing operational autonomy to all academic departments to work towards decentralized Governance. Heads of the departments are authorized to conduct day to day functioning of the departments independently in consultation with all faculty members such as: Routine Sub Committee IQAC Coordinator as its Convener. It makes a master routine and distributes it to HODs. Routine subcommittee meetings are held regularly to discuss matters related to preparation of routine of the institute. Decisions of the meetings are communicated to the Heads of the Departments. All HODs prepare departmental routine after getting master routine and distributes it among faculty members.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College has received grants under RUSA 2.0. Detailed plan was made for the utilization of funds for the infrastructural development of the institution. Utilization of this grant has been made by constructing second floor of the main building , purchasing furnitures and books. The fund utilization continued during the lockdown period under the supervision of the PMU team.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

With the hands-on experience of the management, the Institutional Management is designed in a scientific way with transparency to get the optimum results out of it. A hierarchical sets up is established from top management to down the level clearly demarking the Duties, Responsibilities, Accountability and Authorities at every stage.

PRINCIPAL

SDO

TEACHER'S COUNCIL SECRETARY

IQAC

HEAD OF THE DEPARTMENTS COMMITTEES

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

B. Any 3 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The College has a cooperative society namely- Sovarani Memorial College Cooperative Credit Society Limited for the Teaching and Non- Teaching Staff.

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

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

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

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

6.3.3.1 - Total number of professional development /administrative training Programmes

organized by the institution for teaching and non teaching staff during the year

0

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

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

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

4

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution follows the PBAS (Performance based Appraisal

System) for the faculty members as per the 2010 regulation (and the two amendments) of the UGC (6.0.2 clause of UGC " minimum Qualification for appointment of teachers and other academic staff in academic colleges and universities-2010). On fulfill the criteria incumbents files are forwarded to the Director of Public for promotion. The teachers submits this appraisal report in prescribed format at the end of every year. The IQAC team thoroughly checks and verifies all academic activities of the faculty. After being satisfied the Coordinator forwards the documents to the Principal and then the Principal forwards the cases of promotion to the Governing Body/Administrator.

An online feedback system has been generated by the college authority where students judge the performance of the teachers.

For the non-teaching staff, there is no provision of PBAS though they enjoy the facility of direct promotion in their respective sector after a certain period of service not less than 10 years.

Biometric attendance system has been installed for teaching and non-teaching staff as part of Performance Monitoring system.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

External auditing of account of our college is done by the auditors appointed by the Govt. of West Bengal. Government audit for the financial year 2016-2017 was completed in October 2020. The period of pandemic situation prevailing in the whole of the country for which lockdown was imposed from close of March 2020. The post of Accountant, one of the important pillars of the college office has been lying vacant since almost middle of June 2017 due to promotional appointment of the then accountant to the post of head assistant. This post is still vacant because of Court Case registered by some permanent non teaching staff, as a result

dispite our intension we could not arrange for auditing for the finantial year 2017-2018 onwards.

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

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

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

0

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

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

Government Funds The institution is vigilant in mobilizing funds from Government schemes, and has received Central Government funds such as the UGC XII Plan fund. MP LAD fund has been received in previous years. While application has been made for further grants from various sources the process has been slow due to pandemic situation.

The college received RUSA 2.0 grant after submission of a Detailed Plan Report (DPR). Second floor of the mainbuilding isbeingconstructed with this fund. Books and equipment are also being purchased with this fund.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC has significantly contributed in various fields such as

Organising Online Meetings at regular intervals

Organising Student's and Teacher's Webinar

Dynamic Routine was made in the Pandemic situation

Online Feedback from Students

Regular participation in AISHE

Online Attendance is recorded and classes taken according to the routine and closely monitored

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Mentoring to encourage the involvement of the students in the teaching learning process and to enhance the learning outcomes.

Syllabus distribution among the teachers, lecture plan and the course outcomes are prepared

(For first cycle - Incremental improvements made for the preceding year with regard to quality

For second and subsequent cycles - Incremental improvements made for the preceding year with regard to quality and post accreditation quality initiatives)

Describe any two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC within a maximum of 200 word seach

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college has permanent security guards and CCTV cameras are installed in different places.

College has separate Girls and Boys common room.

File Description	Documents
Annual gender sensitization action plan	http://smc.edu.in/index.php?option=com_content&view=article&id=52&Itemid=0
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment **E. None of the above**

File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

None done since the college was closed due to Pandemic situation.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction **E. None of the above**

**of tanks and bunds Waste water recycling
Maintenance of water bodies and distribution
system in the campus**

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

B. Any 3 of the above

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

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

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

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

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms.

Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Since many of the students are first generation learners, they are motivated to attend college regularly.

Backward students and slow learners and are provided remedial classes and other assistance by the teachers. The institution

encourages religious harmony as a large percentage of the students are from the minority community. Celebration of Nabi Divas is encouraged in the college campus to foster religious harmony. The NSS and NCC unit of the College actively engages themselves to achieve the vision of the Institution. NSS and NCC unit carries out environment friendly programs like regular plantation of saplings and distribution of the same among the people of the local village. Awareness programs are regularly conducted by them on various social issues. The college has been able to inculcate an environment of women's empowerment as admission of female students and increasing with every passing year. The female students are counselled to continue their education and establish themselves in the society. Each and every student receives academic guidance and counselling in the classrooms and through personal interactions outside the class. This depends upon the problems, both academic and in family level, which needs psycho-social support.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

None could be organised as it was Pandemic situation.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes D. Any 1 of the above

professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

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

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

The college organizes a number of national festivals throughout the year to educate the students about the integrity and diversity of our great nation. Important National days were celebrated on online mode as far as possible.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

The Practice:

A total of six webinars was organized in the academic year 2020-2021. The departments that organized these are Philosophy,

Sanskrit, Physics, Mathematics, Botany, and NSS. The scales of these webinars ranged from state level to international level. Delegates from West Bengal, outside of West Bengal and from abroad participated in the discussion panels as panelists.

Practice:

The college campus was declared as a 'Plastic Free Zone" w.e.f. the World Environment Day. The students of NSS unit were directly involved in cleaning the campus and to encourage the students, teachers & staff members in order to keep the campus environment friendly by avoiding plastic use as far as practicable. In addition the college continued the tree plantation in the campus and nearby village area by the students of NSS and NCC units. Students are encouraged to come to college by bicycle.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

Even though the college is rurally situated the students have excelled in various athletic activities. The students regularly participate in various district, state and University level meet and perform exceptionally well. The students every year have won medals in inter-college Football competition. The college also has a Women's Football team. The Institution also supports the students who have brought accolades to the Institution by giving prize money. In this particular year all athletic meets were suspended due to the pandemic.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

In 2020-21 following movement of worldwide pandemic deliverance of curriculum planning and documentation process also underwent sea changes with experimentation everywhere.

In the completely online Academic Session of 2020-21 following decisions of Academic Sub Committee with Principal, IQAC Coordinator and HODs classes were conducted as far as possible with the help of Google Meet, Mobile and Whatsapp Group Calls, etc. As ours is a rural college majority of the students have problems regarding internet connectivity, so classes were adjusted accordingly. Online study materials were shared via whatsapp group. Awareness to use INFLIBNET and NDL facilities was spread.

Routine Sub-committee also developed a new routine pattern following instructions of the University, Government Orders. Class load was lessened for keeping financial burden of data usage lesser for the students. Extension lectures, Seminars, Debates, etc were transformed to online mode.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The college adheres to the Academic Calendar issued by the University of Calcutta Adoption of CBCS The university has introduced the Choice Based Credit System (CBCS) for UG since June 2018 and from 2017 for Commerce alongwith semester system began from the same year.

Formative Evaluation Students are assigned written projects

followed by viva voce in a few departments. Tutorial classes/ evaluation/practical classes are assigned for each course.

1. Summative Evaluation The marks distribution are as per University regulations comprising of :. 1. The summative evaluation through a MCQ, short questions, descriptive answers 2. Experiment based qualitative and quantitative estimations in laboratory-based subjects. 3. Field trips Evaluation is done through internal assessment by the College followed by semester-end examination conducted by the University.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

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

C. Any 2 of the above

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

1.2 - Academic Flexibility

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

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

16

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

NA

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

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

0

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

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

1.3 - Curriculum Enrichment

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

Sovarani Memorial College believes that Higher Education is a

critical contributor to sustainable living; equity based social growth and economic development of the nation.

There is mandatory Environmental Studies Course included in Ability Enhancement Compulsory Course (AECC-2) in the Semester 2 of the CBCS curriculum.

Subjects such as Gender and Politics is taught as a curriculum in Political Science.

Business Ethics, Human Values in Philosophy.

Environmental Economics in Economics Human Resource Management and Business Ethics in Commerce Women's Writings in English Human Rights Education, Peace and Value Education in Education

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

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

2

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

85

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	D. Any 1 of the above
---	------------------------------

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1330

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

333

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Since admission is done online through merit list, evaluations for identifying slow learners and advanced learners are done through written tests or verbal interactions when classes begin.

Slow learners

They are referred to for additional classes. They are provided with more learning materials especially in Bengali. Re-assessment based on the syllabus covered is done from time to time.

Advanced learners

They are provided with higher level reference articles They are encouraged to use ICT enabled tools, e.g., they are trained to prepare slides for power point presentation. They are encouraged to participate in the following activities: Online student seminars (paper and poster presentations) organized both by the college and other institutions. Publish articles in the in-house students' journal ANKUR

File Description	Documents
Link for additional Information	https://drive.google.com/file/d/1PrtHadL6BML2ufhXRWwdBlczqcBCF4PW/view?usp=sharing
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
2902	26

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

To enable the students in getting a holistic approach towards acquiring knowledge, apart from lectures, they should be given hands on knowledge and exposure to the world.

Experiential Learning:Laboratory based learning Learning through experimentation: For subjects like Physics and Chemistry, practical experiments are done by the students under the supervision of the teachers. This helps them prove and see with their own eyes what they have learnt in the theoretical classes.

Hands-on experience: In subjects like Botany, Zoology, Physics and Chemistry students get the opportunity of supplementing their theoretical knowledge by practical experience in the laboratory.

Projects For Commerce and Economics short research papers have to be prepared by the students which teach them how to handle a research project on their own.

Problem Solving Methodologies: Mathematical problems develop the faculty of logical reasoning among the students.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

ICT enabled tools were used both for offline and online classes. The virtual platform was extensively used due to the pandemic. Departments like Botany and Zoology have projectors in the classrooms to teach the students. Student's Seminar was organized virtually by the Students of Zoology. MS office is

extensively used by all Departments.

Evaluation: Online examinations were held by the college due to the pandemic situation. The college portal is used to put up notifications and examination guidelines, University question papers and answers submitted by examinees. The University examinations were held through online mode.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://smc.edu.in/index.php?option=com_content&view=article&id=52&Itemid=0

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

2.3.3.1 - Number of mentors

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

2.4 - Teacher Profile and Quality

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

26 against 31

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

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

13

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

26

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

2.5 - Evaluation Process and Reforms

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

Since this was a pandemic situation online examination was held in all departments. Students get information about exam schedule in website and WhatsApp group. Internal evaluation is done through online MCQ questions and Google Forms. Assignments were given to the students which they submitted online to the Teachers. Students are encouraged to approach the students for any clarification on subject and online mode of examination.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

The internal examinations were held online during the pandemic. The students were guided by the teachers regarding the online evaluation process. Internal examination marks are a part of the final result of the student under the CBCS and are directly submitted online to the University. The students can apply to the University for review or self-inspection of their answer scripts. The college only assesses their claims and forward these cases to the University. Answer papers of the internal/tutorial examinations are preserved by the college for five years so that any inquiry can be addressed to easily.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

The institution not being autonomous, has to adhere to the given course curricula for University programmes which are uploaded on the University website. For Value Added Courses that the college offers, the faculty frames the syllabi keeping in mind the desired learning outcomes. Syllabi of Skill Enhancement Programmes follow UGC guidelines, modifications being made by the faculty according to requirement.

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

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

Teachers from all disciplines try their best to provide students with the latest information, not only in terms of academic attainments, but also about different professional skills essential for a healthy and sustainable career. Besides teaching, students have also opted for other professions like the Civil Services and marketing. The College tries to harness all of its human resources to provide an ideal environment for teaching and learning so as to equip students with life skills for meeting future challenges. Career counselling programs could not be conducted due to the pandemic situation.

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

426

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

2.7 - Student Satisfaction Survey

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

<https://drive.google.com/file/d/12OXH8rBdbzFlM-1BAxxRp13tsfGIrpJ9/view?usp=sharing>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

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

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

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

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

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

8

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

5

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers

published in national/ international conference proceedings per teacher during the year**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

1

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

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Nil

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

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

0

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	No File Uploaded

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

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

3.4 - Collaboration

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

0

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

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

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

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The College has adequate infrastructure in Teaching and Learning, Laboratory facilities and Computers. There are several physical classrooms with adequate benches and tables in addition to dais for the teaching faculty. Every classroom is well-ventilated and adequately lit for proper conducting of teaching and learning. The Science Departments like Physics, Chemistry, Mathematics, Zoology and Botany have ample laboratory facilities. The Economics and Commerce Departments have an IT Lab to cater to students of the aforesaid subjects under the CBCS Curriculum. The laboratory equipments are looked after by the Teachers and lab attendants alike and the College authority are immediately approached to compensate for

deficiencies, if any. No pain is spared to teach the students with the aid of ICT facilities.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://smc.edu.in/index.php?option=com_content&view=article&id=52&Itemid=0

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

The institution has a number of facilities for the students. The college has an open air stage for hosting cultural events. The college also has a well equipped gymnasium. Since the students have proved their excellence in the sports field, the College encourages the young budding sportsmen through financial assistance and others wherever needed. But due to the pandemic situation no cultural events or sports events could not be conducted during the year. World Yoga Day was celebrated on online mode, where the students of NCC participated wholeheartedly.

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

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

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

12

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

4.2 - Library as a Learning Resource

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

1. Name of ILMS software- SOUL 2.0
2. Nature of automation (fully or partially)- Partially
3. Version- 2.0
4. Year of Automation- 2015

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

4.2.2 - The institution has subscription for

A. Any 4 or more of the above

the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

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

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.5

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

0

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Consistent effort has been made to improve upon its IT infrastructure and facilities. The college has 143 computers (112 desktops & 2 laptops), 43 printers/scanner, 3 projectors, out of these 87 desktops are for Academic purpose and 28 desktops are for Administrative purpose and 4 laptops for office use. Regular maintenance is carried out of all desktops and laptops by Dolphin Computer Centre. The College has a Computer centre. Three Internet Lease Line Connection of 100Mbps from Alliance high-speed internet connections, . The bandwidths have been regularly updated . The college has licensed software including Microsoft Office, Microsoft windows 7 or above, Python, MiKTeX, GNU Plot, LaTeX, TeXmaker, , Tally ERP 9, Software upgradation has been carried out as and when needed especially with the introduction of the new CBCS system. The smart boards are connected with internet via Wi-fi so that the faculty while teaching or presenter while presenting can access internet for reference and for deeper and wider knowledge. A SMS software facility for admission, registration, attendance entry, ID cards, Student Management System was installed in 2019. Three classrooms are ICT enabled. Projectors provided as and when required. Biometric machines are also connected with Wi-Fi and are linked to Principal's desktop. Library is partially automated with SOUL 2.0 .

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

4.3.2 - Number of Computers

98:1

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

4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

4

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The collage has a Well-stocked Central Library and 12 Departmental Library, located at Vidyasagar Bhawan, adjacent to the main building. The library is funded by grants from UGC, Government as well as from the college fund. The library is going to be a fully automated library in near future. Departmental libraries have started functioning from the academic session 2010-11. The head of each department is in charge of their respective Departmental Libraries. The collage has six well equipped laboratory rooms for mathematics, Physics, Chemistry, Zoology, Botany, and IT with internet facilities to care for the needs of students. It is a matter of great pleasure to all of us that with a grant sanctioned by the Sports and Youth Affairs Department, the Government of India, the college has established a Gymnasium on its own with all

modern gadgets in one of the rooms on the College premises. The collage has Cheap store from which students can buy relevant study aids and Books. It is located on the ground floor of the main campus. There is a canteen located in front of the Principal's quarter, which cater to the needs of students and staff.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://smc.edu.in/index.php?option=com_content&view=article&id=52&Itemid=0

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

253

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

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

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

31

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

E. none of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

0

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

0

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

<p>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</p>	<p>C. Any 2 of the above</p>
--	-------------------------------------

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

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

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

5.2.2.1 - Number of outgoing student progression to higher education

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

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

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

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The student representative is allowed to place suggestions and grievances pertaining to the students' body as a whole. The Governing Body takes whatever steps necessary to comply with the suggestions and redress the grievance. The NSS Unit of the college is proactive in all kind of outreach and other social activities. The Student Council Secretary plays an important role in organizing and conducting all the programs in tandem with the teachers involved in the process. The student council is also very active in every effort of the institution to keep the campus clean and green and free of plastics. They actively participate in sports and cultural programs of the college to make it successful. The students are the main stakeholders of the institution. It is as much their responsibility as all other stakeholders to keep up the reputations and the image of the college.

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

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

5.4 - Alumni Engagement

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

The Institution has enlisted more than 200 names to the alumni association which is not yet registered. But due to pandemic situation the association has failed to make any significant contribution.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT**6.1 - Institutional Vision and Leadership**

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

Various departments have organized Webinars to encourage the students to have interest in their curriculum.

As per the vision of the college, it tries to create a happy society within the campus. Being a rural college the institution strives to make conserve the environment and help the rural people through various outreach programs

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

6.1.2 - The effective leadership is visible in various institutional practices such as

decentralization and participative management.

The College management is participatory and decentralized. The College Governing Body consisting of President, Principal as the Secretary, Teaching and Non-Teaching Representatives both from inside and outside control, and oversee the entire institution. For the participative decentralization the Institution follows a few strategies. One such is the Committee system. A report of activities is prepared at the end of every academic session for all academic and administrative purposes. Academic Sub Committee Academic subcommittee meetings are held regularly to discuss matters related to preparation of academic calendar of the institute that includes curricular, co-curricular and extracurricular activities related to admission, routine, internal examinations, publication of results and other day to day academic activities of the college. Decisions of the meetings are communicated to the faculty members through Heads of the Departments. The institution adopted an effective strategy for providing operational autonomy to all academic departments to work towards decentralized Governance. Heads of the departments are authorized to conduct day to day functioning of the departments independently in consultation with all faculty members such as: Routine Sub Committee IQAC Coordinator as its Convener. It makes a master routine and distributes it to HODs. Routine subcommittee meetings are held regularly to discuss matters related to preparation of routine of the institute. Decisions of the meetings are communicated to the Heads of the Departments. All HODs prepare departmental routine after getting master routine and distributes it among faculty members.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The College has received grants under RUSA 2.0. Detailed plan was made for the utilization of funds for the infrastructural development of the institution. Utilization of this grant has

been made by constructing second floor of the main building , purchasing furnitures and books. The fund utilization continued during the lockdown period under the supervision of the PMU team.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

With the hands-on experience of the management, the Institutional Management is designed in a scientific way with transparency to get the optimum results out of it. A hierarchical sets up is established from top management to down the level clearly demarking the Duties, Responsibilities, Accountability and Authorities at every stage.

PRINCIPAL

SDO

TEACHER'S COUNCIL SECRETARY

IQAC

HEAD OF THE DEPARTMENTS COMMITTEES

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance

B. Any 3 of the above

and Accounts Student Admission and Support Examination

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The College has a cooperative society namely- Sovarani Memorial College Cooperative Credit Society Limited for the Teaching and Non- Teaching Staff.

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

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

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

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

0

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

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

4

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The institution follows the PBAS (Performance based Appraisal System) for the faculty members as per the 2010 regulation (and the two amendments) of the UGC (6.0.2 clause of UGC " minimum Qualification for appointment of teachers and other academic staff in academic colleges and universities-2010). On fulfill the criteria incumbents files are forwarded to the Director of Public for promotion. The teachers submits this appraisal report in prescribed format at the end of every year. The IQAC team thoroughly checks and verifies all academic activities of the faculty. After being satisfied the Coordinator forwards the documents to the Principal and then the Principal forwards the cases of promotion to the Governing Body/Administrator.

An online feedback system has been generated by the college authority where students judge the performance of the teachers.

For the non-teaching staff, there is no provision of PBAS though they enjoy the facility of direct promotion in their respective sector after a certain period of service not less than 10 years.

Biometric attendance system has been installed for teaching and non-teaching staff as part of Performance Monitoring system.

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

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

External auditing of account of our college is done by the auditors appointed by the Govt. of West Bengal. Government audit for the financial year 2016-2017 was completed in October 2020. The period of pandemic situation prevailing in the whole of the country for which lockdown was imposed from close of March 2020. The post of Accountant, one of the important pillars of the college office has been lying vacant since almost middle of June 2017 due to promotional appointment of the then accountant to the post of head assistant. This post is still vacant because of Court Case registered by some permanent non teaching staff, as a result despite our intension we could not arrange for auditing for the financial year 2017-2018 onwards.

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

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

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

0

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

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

Government Funds The institution is vigilant in mobilizing funds from Government schemes, and has received Central Government funds such as the UGC XII Plan fund. MP LAD fund has been received in previous years. While application has been made for further grants from various sources the process has been slow due to pandemic situation.

The college received RUSA 2.0 grant after submission of a Detailed Plan Report (DPR). Second floor of the mainbuilding is being constructed with this fund. Books and equipment are also being purchased with this fund.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC has significantly contributed in various fields such as

Organising Online Meetings at regular intervals

Organising Student's and Teacher's Webinar

Dynamic Routine was made in the Pandemic situation

Online Feedback from Students

Regular participation in AISHE

Online Attendance is recorded and classes taken according to the routine and closely monitored

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

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Mentoring to encourage the involvement of the students in the teaching learning process and to enhance the learning outcomes.

Syllabus distribution among the teachers, lecture plan and the course outcomes are prepared

(For first cycle - Incremental improvements made for the preceding year with regard to quality

For second and subsequent cycles - Incremental improvements made for the preceding year with regard to quality and post accreditation quality initiatives)

Describe any two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC within a maximum of 200 word each

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s)

D. Any 1 of the above

Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	
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File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The college has permanent security guards and CCTV cameras are installed in different places.

College has separate Girls and Boys common room.

File Description	Documents
Annual gender sensitization action plan	http://smc.edu.in/index.php?option=com_content&view=article&id=52&Itemid=0
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

E. None of the above

equipment	
File Description	Documents
Geo tagged Photographs	No File Uploaded
Any other relevant information	View File
7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management	
None done since the college was closed due to Pandemic situation.	
File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded
7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	E. None of the above
File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded
7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1.Restricted entry of automobiles 2. Use of Bicycles/ Battery powered	B. Any 3 of the above

<p>vehicles</p> <p>3. Pedestrian Friendly pathways</p> <p>4. Ban on use of Plastic</p> <p>5. landscaping with trees and plants</p>	
File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded
<p>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</p>	
<p>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</p>	<p>E. None of the above</p>
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded
<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	<p>E. None of the above</p>

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Since many of the students are first generation learners, they are motivated to attend college regularly.

Backward students and slow learners and are provided remedial classes and other assistance by the teachers. The institution encourages religious harmony as a large percentage of the students are from the minority community. Celebration of Nabi Divas is encouraged in the college campus to foster religious harmony. The NSS and NCC unit of the College actively engages themselves to achieve the vision of the Institution. NSS and NCC unit carries out environment friendly programs like regular plantation of saplings and distribution of the same among the people of the local village. Awareness programs are regularly conducted by them on various social issues. The college has been able to inculcate an environment of women's empowerment as admission of female students and increasing with every passing year. The female students are counselled to continue their education and establish themselves in the society. Each and every student receives academic guidance and counselling in the classrooms and through personal interactions outside the class. This depends upon the problems, both academic and in family level, which needs psycho-social support.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

None could be organised as it was Pandemic situation.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff
4. Annual awareness programmes on Code of Conduct are organized**

D. Any 1 of the above

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

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

The college organizes a number of national festivals throughout the year to educate the students about the integrity and diversity of our great nation. Important National days were celebrated on online mode as far as possible.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

The Practice:

A total of six webinars was organized in the academic year 2020-2021. The departments that organized these are Philosophy, Sanskrit, Physics, Mathematics, Botany, and NSS. The scales of these webinars ranged from state level to international level. Delegates from West Bengal, outside of West Bengal and from abroad participated in the discussion panels as panelists.

Practice:

The college campus was declared as a 'Plastic Free Zone" w.e.f. the World Environment Day. The students of NSS unit were directly involved in cleaning the campus and to encourage the students, teachers & staff members in order to keep the campus environment friendly by avoiding plastic use as far as practicable. In addition the college continued the tree plantation in the campus and nearby village area by the students of NSS and NCC units. Students are encouraged to come to college by bicycle.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

Even though the college is rurally situated the students have excelled in various athletic activities. The students regularly participate in various district, state and University level meet and perform exceptionally well. The students every year have won medals in inter-college Football competition. The college also has a Women's Football team. The Institution also supports the students who have brought accolades to the Institution by giving prize money. In this particular year all athletic meets were suspended due to the pandemic.

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

7.3.2 - Plan of action for the next academic year

Organising Webinars for nurturing the academic skills of students and teachers.

Tree plantation program by NSS and NCC unit.

Organising awareness programs for students and teachers.

Organising Blood Donation camps.

Spreading awareness about Yoga through Yoga Day celebration and Certificate Course on Yoga.

Infrastructural development through construction of more classrooms, laboratories. Computer facilities for both students and teachers by setting up Computer Centre.

Emphasis to be given to the practice of Students' seminar for making it the best practice in future.