



Yearly Status Report - 2019-2020

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 own campus		Yes
Phone no/Alternate Phone no.		03214255058
Mobile no.		9679226106
Registered Email		srmcollege.edu@gmail.com
Alternate Email		iqac.srmcollege@gmail.com
Address		JAGATBALLAPUR, DIST.- HOWRAH
City/Town		HOWRAH
State/UT		West Bengal
Pincode		711408
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed and grant-in-aid
Name of the IQAC co-ordinator/Director	Dr. Bishan Sanyal
Phone no/Alternate Phone no.	03214255058
Mobile no.	9883170128
Registered Email	iqac.srmcollege@gmail.com
Alternate Email	srmcollege.edu@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://smc.edu.in/index.php?option=com_content&view=article&id=48&Itemid=0
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://smc.edu.in/index.php?option=com_content&view=article&id=48&Itemid=0

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	A	3.02	2016	02-Dec-2016	01-Dec-2021
1	B	73.30	2005	27-Feb-2005	27-Feb-2010

6. Date of Establishment of IQAC	14-Jun-2008
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Regular meeting of IQAC	01-Oct-2019 2	6

Regular meeting of IQAC	05-Nov-2019 2	7
Regular meeting of IQAC	09-Nov-2019 2	7
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/ Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

3

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

Yes

Upload the minutes of meeting and action taken report

[View File](#)

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

No

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

1. (060819 to 130819) College Library: Library Literacy Programme 201920 2. (240919) Botany IQAC: Awareness campaign on Mushroom Cultivation 3. (10012019) Economics Department: Screening the Movie Big Short at Smart Class Room

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

Plan of Action	Achievements/Outcomes
Registration of Alumni Association	On the process
Utilization of RUSA Grant	Construction of new building and other renovation work

Publication Of Journal	On 1st December 2019, , Annual Interdisciplinary, Bilingual, Peer Reviewed Teachers' Journal (Vol. XI) ISSN 23216573				
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Name of Statutory Body</td> <td style="width: 50%;">Meeting Date</td> </tr> <tr> <td style="text-align: center;">Administrator</td> <td style="text-align: center;">14-Sep-2022</td> </tr> </table>		Name of Statutory Body	Meeting Date	Administrator	14-Sep-2022
Name of Statutory Body	Meeting Date				
Administrator	14-Sep-2022				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2020				
Date of Submission	25-May-2020				
17. Does the Institution have Management Information System ?	Yes				
If yes, give a brief descripton and a list of modules currently operational (maximum 500 words)	Yes, the college has the following Management Information System: ModuleI: Students' Data Management Software ModuleII: Online Admission Data Management Software ModuleIII: Accounts Management Software The above software are operative in the college, by which all information regarding students, teachers and nonteaching staff, online admission, examination and college accounts is collected and disseminated. These are being upgraded to make all types of functioning of the college digital.				

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

NA

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
None	None	Nil	Nil	NA	NA

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
None	Nil	Nil
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	No

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

Feedback Obtained
Feedback forms are designed for all students. Feedback from the students for the respective course is taken at the end of each semester/year on various teaching/learning aspects and it is analysed. Also, this process enables the institute to improve in the areas where ever necessary. Principal then has sincere discussion in this matter with the respective faculty members and

corrective measures if any, are informed to them for further improvements. Student Feedback is one of the most effective and qualitative tools which can cautiously improve the teaching-learning process of an institution. In our institution all these are collected applying the on-line mode from the senior most final year students of all departments. In most cases the facilities of modern teaching-learning technology has not yet been reached. Under noted seven scholastic characteristics of a dignified mentor have been framed for student feedback. Different statistical techniques have been applied on the five-point scale to judge the performance of teachers individually along with departmental level. The characteristics include: Q1 for Ability to teach Q2 for Ability to generate interest in subject Q3 for Overall punctuality in taking classes Q4 for Efforts to teach and complete the curriculum Q5 for Rate your teacher in terms of exam orientation Q6 for Availability of teachers beyond class hours and Q7 for Ability to be friendly with students

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	BNGA	130	115	85
BA	ENGA	85	87	54
BA	HISA	85	124	70
BA	PLSA	55	109	40
BA	PHIA	50	78	30
BCom	ACCOUNTING AND FINANCE	55	75	30
BSc	PHSA	25	27	7
BSc	CEMA	20	23	7
BSc	MTMA	40	56	8
BSc	ECO A	25	17	2

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	851	0	29	0	0

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used

29	20	1	6	1	4
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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The Mentor Mentee system has been implemented in Sovarani Memorial College, Howrah. Faculty mentors play a crucial role in mentoring the students of the college. The basic objective of this system are as follows: To identify strengths and weaknesses in all fields of the student mentees, to provide positive role models to first year undergraduate students in the institute, to help fresh students understand the challenges and opportunities present in the Institute and develop a smooth transition to campus life, to discuss the performance of the students. To counsel academically weak students and to play an important role in helping troubled students cope with academic, extra-academic and personal problems, to ensure regularity and punctuality of students through counseling sessions and to inculcate discipline, to guide and motivate to improve their results. To Know them academic and psychological needs and guiding them accordingly, to give constructive feedback on writing, teaching and other elements of career design. To encourage and inspire in them an enthusiasm to participate in multi-skilled activities such as curricular, co-curricular and extra-curricular. Allotment of students to the mentors are made at the beginning of each session through departmental meetings of faculties. Faculty mentors take regular classes every week. At the onset the Mentor identifies the strengths and weaknesses of the mentees and provides support where needed. Mentees are encouraged to come out with their specific problems so that it can be addressed properly. Periodic meeting of the mentors is held at the department level to assess the progress. In fact, students and their mentors share equal responsibility for ensuring productive and rewarding mentoring relationships. Mentors are advised to create WhatsApp groups to keep in continuous contact. They provide not just academic and professional guidance but also personal advice in transitioning into, and out of, graduate school.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
851	29	1 : 29

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
31	30	1	5	15

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	ARTS	PART 3 (111 SYSTEM)	14/12/2019	06/03/2020
BSc	SCIENCE	PART 3 (111	14/12/2019	06/03/2020

		SYSTEM)		
BCom	COMMERCE	PART 3 (111 SYSTEM)	12/02/2020	24/07/2020
BCom	COMMERCE	SEMESTER V	12/02/2020	10/07/2020
No file uploaded.				

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

Sovarani Memorial College, Howrah is an affiliated institution of Calcutta University. All evaluation norms of the university are followed thereby. The university has adopted major reform in evaluation by introducing Credit based grading system from the academic year 2017-18 and the institute has adopted the same. The college has adopted the method of assessing the academic performance of the students on a continuous basis as per the new regulation. Continuous assessment in theory subject. Regular class work and home assignments are evaluated for formative assessment. Internal assessment is carried out as per regulation and academic calendar provided by the University. Marks for internal assessment and projects/practical/tutorials are uploaded as directed by the university. The marks allotted for attendance is given following strict discipline. To bring uniformity in evaluation in scripts by fresh recruits, the scripts are scrutinized by seniors randomly and anomalies are pointed out to them. Special practice tests are taken occasionally for slow learners. Course pattern: (i.) The entire course of study is of three academic years and each year will have TWO Semesters (ii.) Students may appear for that subject's supplementary examinations if failed, when offered. (iii.) A student detained due to shortage of attendance will have to take fresh admission

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

As the college is affiliated to Calcutta University therefore it adheres to all the academic calendar schedules published by the University.

2.6 – Student Performance and Learning Outcomes

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

https://smc.edu.in/index.php?option=com_content&view=article&id=48&Itemid=0

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
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2.7 – Student Satisfaction Survey

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

https://smc.edu.in/index.php?option=com_content&view=article&id=48&Itemid=0

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
Karakprakarana in Laghusidhanta Kamodhi	Sanskrit IQAC	12/03/2020

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Physics	2	Nill
National	Botany	1	Nill
National	English	1	Nill
National	Bengali	1	Nill
National	Economics	1	Nill
National	Library	2	Nill
International	Mathematics	2	Nill
International	Economics	1	Nill
International	Zoology	1	Nill
International	English	1	Nill

No file uploaded.

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Political Science	1
No file uploaded.	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

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

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	Nil	81	Nil	Nil
Presented papers	Nil	5	Nil	Nil
No file uploaded.				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

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

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
12.38	12.38

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	
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4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
Nill	Nill	Nill	2022

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	55	1	10	3	0	7	16	100	1
Added	0	0	0	0	1	0	0	0	0
Total	55	1	10	3	1	7	16	100	1

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

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
28.21	28.21	7.61	7.61

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

Sovarani Memorial College, Howrah is a co- education rural college in the eastern zone of the country. It has 15 departments of which there are 6 science departments. All science departments have well equipped laboratories. The college has four buildings with 29 class rooms. It also has a large water body and parade ground. The college authority ensures optimal allocation and utilization of the available financial recourses for maintenance and upkeep of different facilities by holding regular meetings of various committees constituted for this purpose and using its own fund and the grants. Laboratory- o Stock Registered is regularly maintained by lab technicians and supervised by

HODs of the concerned departments. o Regular maintenance of Computer Laboratory equipment's is done. o Allotment for requirement for purchase of consumables and other such elements is placed and approved every year by the Finance Sub Committee. o The calibration, repairing and maintenance of sophisticated lab equipment are done by the technicians of related owner enterprises. o The microscopes used for biological experiments are annually cleaned and maintained by the concerned departments. Library- o The requirement and list of books is taken from the concerned departments and HODs are involved in the process. The finalized list of required books is duly approved and signed by the principal. o Every year in the beginning of session, students are motivated to register themselves in library, Teachers have INFLIBNET accounts. o Students have facility to use OPAC o Library automation software SOUL 2.0 is used in the library. o Students have open access to the racks o Library staff takes regular measure for relocation of books used under the supervision of the two college Librarians. o Other issues such as weeding out of old titles, schedule of issue/ return of books etc. are chalked out / resolved by the library committee. o Once a year appropriate pest control measures are adopted in the library. o Classrooms- o The college has a building committee for maintenance and upkeep of infrastructure. At the departmental level, HODs submit their requirements to the principal regarding classroom furniture and other. The college development fund is utilized for maintenance and minor repair of furniture and other electrical equipment. o The campus cleanliness is maintained by the authority and NSS of the college. o Students are sensitized regarding cleanliness and motivated for energy conservation by careful use of electricity in classrooms and also regarding water usage o There are technicians, masons, plumbers, carpenters deputed by management who ensure the maintenance of classrooms and related infrastructure. o Additionally o Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute concern Employees. o College campus maintenance is monitored through regular inspection. o Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband Updating of software's is done.

<https://docs.google.com/document/d/1mK682DJKc2HybDWKBSNJztZDO-cbgsJ1/edit?usp=sharing&ouid=114605970418758897486&rtpof=true&sd=true>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	.Students' Aid Fund Concession	288	85170
Financial Support from Other Sources			
a) National	Nil	Nil	Nil
b) International	Nil	Nil	Nil
No file uploaded.			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
No Data Entered/Not Applicable !!!		

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					
No file uploaded.					

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

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
No file uploaded.	

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

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for	Number of awards for	Student ID number	Name of the student
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Sports

Cultural

No Data Entered/Not Applicable !!!

No file uploaded.

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

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.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

102

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

NA

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The College 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.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Teaching and Learning	<p>Teaching and Learning includes Classroom teaching traditional chalk and talk method along with modern ICT facility. Some departments also are equipped with smart board facility. Departments like Commerce, Zoology, Botany, Mathematics, Physics, Chemistry, etc. have their own computer laboratories. • All the lab-based subjects, like, Zoology, Physics, Chemistry, , Botany, Commerce etc. maintain separate laboratories as per requirements of the University curriculum. • Participation in field work, as much as possible, involvement of most of the departments (in addition to those as per the syllabi) in educational excursions/ tours to various places.</p>
Examination and Evaluation	<p>Examination and Evaluation • The college has its internal examination structure framed in the academic committee meetings every year. • Centralized formative and summative examination structure is followed • Result is declared after each stage and guardians are made aware through annual parent-teacher meeting. • Class-tests are organized in different departments also. • Tutorials are also arranged. • The college acts as Centre for different University Examinations and the teaching and non-teaching members together help in conducting those examinations. • Several faculty members are involved in the University Examination process as paper-setters, moderators, examiners, head-examiners and coordinators. The college takes pride in acting as Zonal Centers for different subjects of the University Examinations. Checking and scrutinizing of university answer scripts are</p>

regular part of our teaching job here.

Research and Development

Research and Development One of our faculty members act as the research guides in other University. Different faculty members are engaged in research activities. RD Cell of the College motivates the faculty members and students to make research publications. Our colleges publish an Annual Multidisciplinary Journal (with ISSN) "INSIGHT" Library, ICT and Physical Infrastructure / Instrumentation Library is equipped with Broadband connectivity and desktops with internet connection the teachers and students to remain update about the library facility. With UGC-INFLIBNET N-LIST facility wide range of learning resources are made available to all. Audio-visual facilities in some rooms/e-classrooms are also available. Installation and use of with LCD Projector in some class- rooms • Broad Band connectivity and interactive smart board-based tutorial system. All the departments of Science stream also use modernized instrumentation facilities.

Human Resource Management

Decentralized process for Human Resource Management is followed. Different committees and sub-committees formed at the Teachers' Council, ratified at the Governing Body. Students are also streamlined under Students' Union with a Teaching member at its apex. Grievance Cell is actively operating for redressal of any problem • Office Staff members also have their association to voice their demands. All the sectors try to work in association with each other to bring out the highest potential at every level. The principal on her own supervises and coordinates the different segments

Admission of Students

College follows the rules and regulations of University of Calcutta and the guidelines of the Education Department of West Bengal. • The admission procedure starts immediately after the publication of results of Higher Secondary Examination and its equivalent. • The admission criterion and other related information are put up in the website of college and in the college display board. • College has constituted an online admission committee to oversee the procedure and ensure transparency in admission. •

	Collection of fees and other financial transaction are done through the Bargachhia branch of IDBI Bank.
Curriculum Development	Curriculum Development Curriculum Development is done by the University only. Suggestions are sent to the University by the faculty members for curriculum development. relevant to the subjects.

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

E-governance area	Details
Planning and Development	The Governing Body of the college has always aimed to promote e-governance wherever possible. As a government sponsored college all salary and pension related works are managed through "wbifms". The college has received RUSA 2.0 grant for which the entire management and execution is being carried out through "wbetenders" of e-tendering by using Digital Signature Certificates and payment through 'PFMS' under the aegis of NIC.
Administration	The college has a web portal which has all requisite information like academic, administration, student corner, notices etc. Administrative work is carried out mostly held through mail and meetings are held in both online (secured platform) and offline mode.
Student Admission and Support	The College has fully online mode of Student Admission and Support since 2018 by signing a contract with Infotech Lab. Students used to visit college website and log in with their CU Registration Id to take online admission and make online payment
Examination	As an affiliated college of Calcutta University examinations and evaluations are conducted as per their directive. Since 2018 the University has started online marks submission in all the streams.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
No file uploaded.						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
No file uploaded.				

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
No Data Entered/Not Applicable !!!			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
The College has a cooperative society namely- Sovarani Memorial College Cooperative Credit Society Limited The College has a cooperative society namely- Sovarani Memorial College Cooperative Credit Society Limited	The College has a cooperative society namely- Sovarani Memorial College Cooperative Credit Society Limited The College has a cooperative society namely- Sovarani Memorial College Cooperative Credit Society Limited	Half- free concession (based on Family Income) • Govt. Sponsored Kanyasri • Donation by the faculty members for providing University Examination fees for the needy students • College funding for students participating in District State Level Sports Meet. The College is a member of Students' Health Home.

6.4 – Financial Management and Resource Mobilization

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

The Governing Body of the College has taken sincere efforts for digitalization of all income and expenditure. The Government of West Bengal assigns statutory auditor from time to time. This report is then placed and recommended by the Governing Body and submitted to the Higher Education Dept, West Bengal every year.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
No file uploaded.		

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nil	Yes	Team consists of Principal, IQAC Coordinator and NAAC Coordinators
Administrative	No	Nil	Yes	Team consists of Principal, IQAC Coordinator and NAAC Coordinators

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

Even though Sovarani Memorial College has no formal Parent-Teacher Association, regular Parent-Teacher meetings are being held by every department and their suggestions are given serious consideration in formulating policies.

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

NA

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

No Data Entered/Not Applicable !!!

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Mushroom Culture awareness Program in Collaboration with SHP	24/09/2019	24/09/2019	24/09/2019	100

	Unit Narendrapur: Dept of Botany				
2019	Tree Plantation Program in Gohalpota Village in c ollaboration with NSS	11/09/2019	11/09/2019	11/09/2019	25
No file uploaded.					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

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

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

Percentage of power requirement of the University met by the renewable energy sources
No Data Entered/Not Applicable !!!

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
No Data Entered/Not Applicable !!!		

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of conduct of various stakeholders	23/07/2019	Code of Conducts for all stakeholders are followed up regularly by active surveillance of the Principal.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
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No Data Entered/Not Applicable !!!

No file uploaded.

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

No Plastic Zone • No Smoking Zone • Tree Plantation every year • Students and staff are motivated to use jute bags or cotton bags • Students are encouraged to come to college by cycle.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Library Awareness Programme On-Line Teaching-Learning Programme in the time of Corona Epidemic

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

<https://drive.google.com/file/d/15ffB07ZQQIS4WPfkfinZwaRBocKnWto3/view>

7.3 – Institutional Distinctiveness

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

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

Provide the weblink of the institution

<https://smc.edu.in/>

8.Future Plans of Actions for Next Academic Year

- Organizing regular seminars, workshops etc. to provide a platform for renewed rapport building among the students and teachers.
- Increasing the budget for book grants for the departments keeping in mind the student book ratio.
- Improving laboratory facilities for the students
- Developing a well-equipped student mentoring system.
- Extending social outreach programs in collaboration with the Alumni
- Department has to upgrade e-learning and interactive sessions geared towards this end.