



YEARLY STATUS REPORT - 2021-2022

| Part A | |
|--|-------------------------------------|
| Data of the Institution | |
| 1.Name of the Institution | |
| • 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. | 03214255038 |
| • 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 | |
| • Affiliated / Constitution Colleges | |
| • 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. | 03214255038 | | | | |
| • Alternate phone No. | 03214255038 | | | | |
| • 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://smc.edu.in/index.php?option=com_content&view=article&id=172&Itemid=0 | | | | |
| 4.Whether Academic Calendar prepared during the year? | Yes | | | | |
| • if yes, whether it is uploaded in the Institutional website Web link: | https://smc.edu.in/index.php?option=com_content&view=article&id=160&Itemid=0 | | | | |
| 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 | | | Yes | | |
| • Upload latest notification of formation of IQAC | | | View File | | |

| | | |
|---|---|--|
| 9.No. of IQAC meetings held during the year | 7 | |
| <ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? | Yes | |
| <ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report | 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) | | |
| 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 | |
| Organizing webinars | Most of the departments of our College have organized online Webinars on different interesting academic issues for the benefit of the students. | |
| Student's presentation in webinar | The volunteers of the NSS unit participated in the webinar to discuss ecobricks and spread awareness on the importance of a plastic-free environment. | |
| Construction of new lab, classrooms and library extension | Construction of maths lab is in process.New space for library constructed. | |
| Organising Yoga courses | Yoga courses organised to inculcate mental calmness and stability among students. | |
| 13.Whether the AQAR was placed before statutory body? | Yes | |
| <ul style="list-style-type: none"> Name of the statutory body | | |

| | |
|---|--------------------|
| Name | Date of meeting(s) |
| Administrator | 23/12/2022 |
| 14. Whether institutional data submitted to AISHE | |
| Year | Date of Submission |
| Nil | Nil |
| 15. Multidisciplinary / interdisciplinary | |
| NA | |
| 16. Academic bank of credits (ABC): | |
| NA | |
| 17. Skill development: | |
| NA | |
| 18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course) | |
| NA | |
| 19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE): | |
| NA | |
| 20. Distance education/online education: | |
| NA | |

Extended Profile

1. Programme

1.1 16

Number of courses offered by the institution across all programs during the year

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2. Student

2.1 2072

Number of students during the year

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2.2 1860

Number of seats earmarked for reserved category as per GOI/ State
Govt. rule during the year

| File Description | Documents |
|------------------|---------------------------|
| Data Template | View File |

2.3 229

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

| 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 | 2072 |
| 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 | 1860 |
| File Description | Documents |
| Data Template | View File |
| 2.3 Number of outgoing/ final year students during the year | 229 |
| File Description | Documents |
| Data Template | View File |
| 3.Academic | |
| 3.1 Number of full time teachers during the year | 26 |
| 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 | 13 |
| 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 the beginning of the academic session the Principal ,Academic sub committee and IQAC coordinator conducted a meeting and decided to prepare routine and lesson plan for the students. During the pandemic period online classes were held . when regular classes started the lesson plan was followed to complete the curriculum. Internal and tutorial examinations were held as per university schedule

| File Description | Documents |
|-------------------------------------|------------------|
| Upload relevant supporting document | No File Uploaded |
| 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 | https://smc.edu.in/index.php?option=com_content&view=article&id=160&Itemid=0 |

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)

2

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

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

129

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

2

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |

1.3 - Curriculum Enrichment

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

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

Nil

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

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 | https://drive.google.com/file/d/1N8nqUD27g3RXUgWbgW_Ki8vmAq2OiGsC/view?usp=share_link |

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

1380

| 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

388

| 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: student seminars (paper and poster presentations). Publish articles in the in-house students' journal ANKUR

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

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

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 2072 | 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.

Educational tour and Projects- Students of Department of Zoology participate in educational tours and project preparation

| 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 organised virtually by the Students of Zoology. MS office is extensively used by all Departments.

| File Description | Documents |
|---|------------------|
| Upload any additional information | No File Uploaded |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | Nil |

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

2.3.3.1 - Number of mentors

| 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

| 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.

Class tests are held in various departments regularly. University internal examination is held according to the university schedule and questions are made by the teachers as per instructions of the University with total transparency. Tutorial assignments are given by all departmental teachers according to university schedule and instructions.

| 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

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.

| File Description | Documents |
|--|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | https://drive.google.com/file/d/1PMDLFFr5VqDOYF79d2bMk8r3WcNG-j04/view?usp=share_link |
| Upload COs for all courses (exemplars from Glossary) | No File Uploaded |

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

The institution 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 | https://drive.google.com/file/d/1PMDLFFr5VgDOYF79d2bMk8r3WcNG-j04/view?usp=share_link |

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

228

| 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/1N8nqUD27g3RXUgWbgW_Ki8vmAq2OiGsC/view?usp=share_link

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

7

| 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

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

3.3 - Extension Activities

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

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

| 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

8

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

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

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

650

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

3.4 - Collaboration

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

0

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

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

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

| 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 | Nil |

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. Three month Yoga Certificate Course was organized for the students and the staff of the college.

| 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) | No File Uploaded |

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)**

12.4

| 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 A. Any 4 or more of the above

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

1.5

| 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

60

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

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

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

4.3.3 - Bandwidth of internet connection in the Institution 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)

10

| 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 Libraries, 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 studies 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

1416

| 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

50

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

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

C. 2 of the above

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

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

0

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

0

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

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

C. Any 2 of the above

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

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 | https://smc.edu.in/index.php?option=com_content&view=article&id=161&Itemid=0 |
| 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 300 names to the alumni association which is not yet registered

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

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

| 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

The Principal of the College runs the College administration guided by the college governing body and is assisted by the Teacher's Council. The Teacher's Council, constituted as per the Statute of the University of Calcutta, comprises all whole time permanent teachers of the college. The Council helps the College

administration in carrying out various academic and administrative functions of the College.

| 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 the second floor of the main building , and purchasing furnitures ,equipments and books. The fund utilization is done for construction of a spacious Mathematics Lab with adequate computer facility and printer.A computer center has also been constructed for the arts departments.

| 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

| 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

| 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

| 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

| 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

Accounts of our college were audited almost on regular basis up to the Financial Year : 2016-2017 by the Auditing Agency appointed by the Govt. of West Bengal. In addition to this, the same for the FY: 2017- 2018 has already been done but the report is awaited. Then because of COVID - 19 pandemic situation and some other significant factors , college was not in a position to arrange further Auditing of Accounts. But the preparation for the same (Internal Auditing) is going in full swing. It is expected that the backlogs will be regularised at the earliest possible.

| 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)

| 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 is received at regular intervals. The college received RUSA 2.0 grant after submission of a Detailed Plan Report (DPR). Second floor of the main building has been constructed with this fund. Books and equipment are also being purchased with this fund. E-tendering for purchase of laboratory instruments is in process

| 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

Yoga- to inculcate healthy lifestyle and improve the physical and mental health of the students and non teaching staff a yoga three month training program was organized by the IQAC along with the NCC of the college. The program was very successful and we wish to continue the same at regular intervals. The course had 99 participants. At the end of the course the participants were awarded certificates.

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

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

The institution continuously reviews its teaching learning process, methodologies of operations and learning outcomes through IQAC.

The IQAC conducts periodical meetings with the departments,

Internal Examination Committee, Heads of the departments, the principal, throughout the academic year in the presence of the IQAC coordinator. The Academic subcommittee of IQAC conducts an academic review of all departments collecting information on academic activities, such as completion of study programmes, assignments, seminars, education tour and other activities. Important questions are discussed in meetings with IQAC and Departmental heads. This setup has evolved into successful review methodology for improvement in teaching and learning process.

The use of ICT tools has become an integral part in teaching-learning process. IQAC always encouraged teachers to utilize these tools in academic interaction and laboratories. The IQAC has advised the administration to enrich ICT infrastructure by purchasing advanced ICT tools, broadband internet facility. Feedback system is implemented to review the teaching learning process. Feedbacks are collected from students. IQAC analyses the feedbacks and communicates the feedback report to the higher authority and to the faculty members.

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

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

C. Any 2 of the above

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

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

College has facility for counselling of students especially the girl students. Regular counselling is done but due to the pandemic situation the practice could not be done successfully this year.

| File Description | Documents |
|--|---|
| Annual gender sensitization action plan | Nil |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | https://docs.google.com/document/d/1QvHp8XY4G7m7u5pCFchkVbK00IRxhg4E/edit |

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

D. Any 1 of the above

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

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

Solid Waste Management: We have several garbage bins installed in different places of the campus. All garbage is collected in bigger bins at the end of the day to be collected by the sweepers in the early morning of 6 working days in every week.

Liquid Waste Management: There is a system to drain out liquid wastes through drainage system which is connected with Gram Panchayat drain.

E-Waste Management: We have made a contract with the company which maintains the computers, Laptop etc. to take away these machines which do not function properly and replace them. The old machines are also replaced if needed. Old versions of computers and laptops are duly upgraded. The computers / laptops which are irreparable are sold as scraps. We have not to handle with hazardous chemicals and radioactive waste, hence the question of these sort of waste management does not arise.

| 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:

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,

E. None of the above

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

| 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 counseled 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

Institution sensitizes students towards constitutional obligations, mostly, through its curriculum. Political Science, Philosophy and History being the knowledge-sources for constitutional rights and duties, are the Major subjects both in the under & post graduate syllabi

| 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

| 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

Our institution regularly organizes national and international commemorative days, events and festivals. Every year we observe, Independence Day, Republic Day, Tagore's Birthday, Swami Vivekananda's Birthday, Viswa-Nabi Divas, etc in the campus. Both the students, teaching and non-teaching staff join the function.

| 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.

Library Extension Services at Central Library of Sovarani Memorial College We arrange library and information literacy programme and other extension services in a regular basis. We are generating awareness on the use of print media as well as electronic information resources, N-LIST programme, SWAYAM : Massive Online Open Courses. In the Covid Pandemic situation we arranged One Day International Webinar on Book Reading(16/9/2020)and two state

level webinars entitled "Come to the library and change your life" and "Knowledge is power and will makes us powerfull" on different topics on 29/11/2021 and 26/1/2022 successively. Resource persons from different colleges delivered their lectures. We also celebrated Library Day on 20/12/2021 and many important days. We display our new arrivals to our users. We are providing services to the external students, alumni members and researchers from the community.

Yoga Certificate Courses Yoga was being practiced in the pre-Vedic period. The great sage Maharshi Patanjali had systematized and codified the existing practices of Yoga, its meanings and the knowledge related it through his Yoga Sutra which is a collection of 196 Indian Sutras (aphorisms) on the theory and practices of Yoga.

| 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 rural 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 the beginning of the academic session the Principal ,Academic sub committee and IQAC coordinator conducted a meeting and decided to prepare routine and lesson plan for the students. During the pandemic period online classes were held . when regular classes started the lesson plan was followed to complete the curriculum. Internal and tutorial examinations were held as per university schedule

| File Description | Documents |
|-------------------------------------|------------------|
| Upload relevant supporting document | No File Uploaded |
| 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 | https://smc.edu.in/index.php?option=com_content&view=article&id=160&Itemid=0 |

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)

2

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

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

129

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

2

| File Description | Documents |
|---|---------------------------|
| Any additional information | View File |
| Details of the students enrolled in Subjects related to certificate/Add-on programs | View File |

1.3 - Curriculum Enrichment

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

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

Nil

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

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 | https://drive.google.com/file/d/1N8ngUD27g3RXUgWbgW_Ki8vmAq2QiGsC/view?usp=share_link |

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

1380

| 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

388

| 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: student seminars (paper and poster presentations). Publish articles in the in-house students' journal ANKUR

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

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

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 2072 | 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.

Educational tour and Projects- Students of Department of Zoology participate in educational tours and project preparation

| 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 organised virtually by the Students of Zoology. MS office is extensively used by all Departments.

| File Description | Documents |
|---|------------------|
| Upload any additional information | No File Uploaded |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | Nil |

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

2.3.3.1 - Number of mentors

| 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

| 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.

Class tests are held in various departments regularly. University internal examination is held according to the university schedule and questions are made by the teachers as per instructions of the University with total transparency. Tutorial assignments are given by all departmental teachers according to university schedule and instructions.

| 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

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.

| File Description | Documents |
|--|---|
| Upload any additional information | No File Uploaded |
| Paste link for Additional information | https://drive.google.com/file/d/1PMDLFFr5VqDOYF79d2bMk8r3WcNG-j04/view?usp=share_link |
| Upload COs for all courses (exemplars from Glossary) | No File Uploaded |

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

The institution 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 | https://drive.google.com/file/d/1PMDLFFr5VqDOYF79d2bMk8r3WcNG-j04/view?usp=share_link |

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

228

| 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/1N8nqUD27g3RXUgWbgW_Ki8vmAq2Oig_sC/view?usp=share_link

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

3.1.1.1 - Total Grants from Government and non-governmental agencies for research

projects / endowments in the institution during the year (INR in Lakhs)

0

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

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

0

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

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

7

| 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

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

3.3 - Extension Activities

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

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

| 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

8

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

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

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

650

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

3.4 - Collaboration

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

0

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

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

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

| 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 | Nil |

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. Three month Yoga Certificate Course was organized for the students and the staff of the college.

| 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) | No File Uploaded |

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)

12.4

| 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

A. Any 4 or more of the above

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

| 1.5 | |
|--|---------------------------|
| 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 | |
| 60 | |
| File Description | Documents |
| Any additional information | No File Uploaded |
| Details of library usage by teachers and students | View File |
| 4.3 - IT Infrastructure | |
| 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi | |
| <p>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</p> | |

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

89

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

4.3.3 - Bandwidth of internet connection in the Institution

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)

10

| 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 Libraries, 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 studies 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

1416

| 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

50

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

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

C. 2 of the above

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

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

0

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

0

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

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

C. Any 2 of the above

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

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 | https://smc.edu.in/index.php?option=com_content&view=article&id=161&Itemid=0 |
| 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 300 names to the alumni association which is not yet registered

| 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

The Principal of the College runs the College administration guided by the college governing body and is assisted by the Teacher's Council. The Teacher's Council, constituted as per the Statute of the University of Calcutta, comprises all whole time permanent teachers of the college. The Council helps the College administration in carrying out various academic and administrative functions of the College.

| 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 the second floor of the main building , and purchasing furnitures ,equipmants and books. The fund utilization is done for construction of a spacious Mathematics Lab with adequate computer facility and printer.A computer center has also been constructed for the arts departments.

| 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

| 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

| 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

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

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

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

6

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

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

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 fulfillment the criteria incumbents files are forwarded to the Director of Public for promotion. The teachers submit 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

Accounts of our college were audited almost on regular basis up to the Financial Year : 2016-2017 by the Auditing Agency appointed by the Govt. of West Bengal. In addition to this, the same for the FY: 2017- 2018 has already been done but the report is awaited. Then because of COVID - 19 pandemic situation and some other significant factors , college was not in a position to arrange further Auditing of Accounts. But the preparation for the same (Internal Auditing) is going in full swing. It is expected that the backlogs will be regularised at

the earliest possible.

| 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)

| 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 is received at regular intervals. The college received RUSA 2.0 grant after submission of a Detailed Plan Report (DPR). Second floor of the main building has been constructed with this fund. Books and equipment are also being purchased with this fund. E-tendering for purchase of laboratory instruments is in process

| 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

Yoga- to inculcate healthy lifestyle and improve the physical and mental health of the students and non teaching staff a yoga three month training program was organized by the IQAC along with the NCC of the college. The program was very successful and we wish to continue the same at regular intervals. The course had 99 participants. At the end of the course the participants were awarded certificates.

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

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

The institution continuously reviews its teaching learning process, methodologies of operations and learning outcomes through IQAC.

The IQAC conducts periodical meetings with the departments, Internal Examination Committee, Heads of the departments, the principal, throughout the academic year in the presence of the IQAC coordinator. The Academic subcommittee of IQAC conducts an academic review of all departments collecting information on academic activities, such as completion of study programmes, assignments, seminars, education tour and other activities. Important questions are discussed in meetings with IQAC and Departmental heads. This setup has evolved into successful review methodology for improvement in teaching and learning process.

The use of ICT tools has become an integral part in teaching-learning process. IQAC always encouraged teachers to utilize these tools in academic interaction and laboratories. The IQAC has advised the administration to enrich ICT infrastructure by purchasing advanced ICT tools, broadband internet facility. Feedback system is implemented to review the teaching learning process. Feedbacks are collected from students. IQAC analyses

the feedbacks and communicates the feedback report to the higher authority and to the faculty members.

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

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

C. Any 2 of the above

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

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

College has facility for counselling of students especially the

girl students. Regular counselling is done but due to the pandemic situation the practice could not be done successfully this year.

| File Description | Documents |
|--|---|
| Annual gender sensitization action plan | Nil |
| Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information | https://docs.google.com/document/d/1OvHp8XY4G7m7u5pCFchkVbKOOIRxhg4E/edit |

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

D. Any 1 of the above

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

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

Solid Waste Management:We have several garbage bins installed in different places of the campus. All garbage is collected in bigger bins at the end of the day to be collected by the Sweepers in the early morning of 6 working days in every week.

Liquid Waste Management: There is a system to drain out Liquid wastes through drainage system which is connected with Gram Panchayat drain.

E-Waste Management: We have made a contract with the company which maintains the computers, Laptop etc. to take away these

machines which do not function properly and replace them. The old machines are also replaced if needed. Old versions of computers and laptops are duly upgraded. The computers / laptops which are irreparable are sold as scraps. We have not to handle with hazardous chemicals and radioactive waste, hence the question of these sort of waste management does not arise.

| 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 vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**
- 5. landscaping with trees and plants**

B. Any 3 of the above

| 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 counseled 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

Institution sensitizes students towards constitutional obligations, mostly, through its curriculum. Political Science, Philosophy and History being the knowledge-sources for constitutional rights and duties, are the Major subjects both in the under & post graduate syllabi

| 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

Our institution regularly organizes national and international commemorative days, events and festivals. Every year we observe, Independence Day, Republic Day, Tagore's Birthday, Swami Vivekananda's Birthday, Viswa-Nabi Divas, etc in the campus. Both the students, teaching and non-teaching staff join the function.

| 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.

Library Extension Services at Central Library of Sovarani Memorial College We arrange library and information literacy programme and other extension services in a regular basis. We are generating awareness on the use of print media as well as electronic information resources, N-LIST programme, SWAYAM : Massive Online Open Courses. In the Covid Pandemic situation we arranged One Day International Webinar on Book

Reading(16/9/2020)and two state level webinars entitled "Come to the library and change your life"and "Knowledge is power and will makes us powerfull"on different topics on 29/11/2021 and 26/1/2022 successively. Resource persons from different colleges delivered their lectures. We also celebrated Library Day on 20/12/2021 and many important days. We display our new arrivals to our users. We are providing services to the external students, alumni members and researchers from the community.

Yoga Certificate CoursesYoga was being practiced in the pre-Vedic period. The great sage Maharshi Patanjali had systematized and codified the existing practices of Yoga, its meanings and the knowledge related it through his Yoga Sutra which is a collection of 196 Indian Sutras (aphorisms) on the theory and practices of Yoga.

| 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 rural 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

Yoga Training Program-We have already successfully conducted a

Three months Certificate Course on Yoga. We wish to continue the same training in the coming year since the students responded wholeheartedly to the program. This course will also serve as an add on program for Sanskrit.

Karate training-In order to empower the female students of our college the IQAC is planning to organize a Karate Training program for self defence. We hope that this course will help the female students to develop their personality and make them confident citizens of our country.

Certificate course on law-The IQAC wishes to start a certificate course on law for the NCC cadets.

Vocational Certificate Short Term Courses for rural students-IQAC plans to start vocational training programs specifically for rural students. For this purpose we are planning to collaborate with the Krishi Vigyan Kendra of the area since they have the expertise for imparting these courses.

Mushroom Cultivation Training

Vermicompost Making Course

Jam Jelly Making Course for Girls

Technical Short Term Certificate Course on Compute