



YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	SUSHIL KAR COLLEGE
• Name of the Head of the institution	Manas Kumar Adhikari
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03218260005
• Mobile No:	9474447246
• Registered e-mail	susilkarcollege@gmail.com
• Alternate e-mail	manas.adhikari61@gmail.com
• Address	Ghoshpur, P.O. - Champahati
• City/Town	South Twenty Four Parganas
• State/UT	West Bengal
• Pin Code	743330
2.Institutional status	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	Grants-in aid

• Name of the Affiliating University	University of Calcutta				
• Name of the IQAC Coordinator	Tapas Sarkar				
• Phone No.	03218260005				
• Alternate phone No.	8902676833				
• Mobile	9836022630				
• IQAC e-mail address	iqac.skcollege@gmail.com				
• Alternate e-mail address	tapas.srkr@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	https://susilkarcollege.com/working_folder/DOWNLOAD-D-21-1-6311E50D191DB.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.susilkarcollege.com/webdata.php?c=16				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	B	2.28	2013	25/10/2013	24/10/2013
6.Date of Establishment of IQAC			17/02/2007		
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	0	0	
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			3		

<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 	View File
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11. Significant contributions made by IQAC during the current year (maximum five bullets)	
<p>1. Possibilities to start offline classes properly after lockdown periods 2. Monitoring Academic and Administrative Audits 3. Created a possibility to do financial audits of the pending years 4. Took initiative to all kinds of waste management 5. IQAC guided various faculty members to improve their skill by FDPs and Promotions</p>	
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
NAAC 3rd Cycle will be done within 31.12.2022	All the concerns of seven steering Committees Started their work to prepare AQAR and SSR
To submit all pending AQARs	New steering Committee for NAAC, 3rd cycle is formed under the coordinatorship of Prof. Purbita Bose
To formulate new body of Steering Committee of NAAC	Newly formed IQAC started functioning with full effort
To reconstruct the IQAC	Academic as well as Administrative Audit, Sub-Committees did their job accordingly
13. Whether the AQAR was placed before	Yes

statutory body?	
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
Governing Body of the College	02/09/2022
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020	22/02/2022
15. Multidisciplinary / interdisciplinary	
16. Academic bank of credits (ABC):	
17. Skill development:	
18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)	
19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):	
20. Distance education/online education:	

Extended Profile

1. Programme

1.1 384

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

File Description	Documents
Data Template	View File

2.Student

2.1 4910

Number of students during the year

File Description	Documents
Data Template	View File

2.2 934

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

File Description	Documents
Data Template	View File

2.3 625

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 44

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 44

Number of Sanctioned posts during the year

Extended Profile

1. Programme

1.1	384
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	4910
Number of students during the year	

File Description	Documents
Data Template	View File

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File Description	Documents
Data Template	View File

2.3	625
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	44
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	44
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1	30
Total number of Classrooms and Seminar halls	
4.2	31.13
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	54
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

Sushil Kar College is affiliated to University of Calcutta, Kolkata, and it follows the University prescribed curriculum. But in the year 2021 following movement of worldwide Pandemic situation, deliverance of curriculum planning and documentation process also some partially changes with experimentation everywhere.

Attempt was there to remain as minimum disruptive as we can using advantage of technology for a few months. In this academic session of the year 2021 faculty members had already been formed whatsapp groups for different semesters. Online classes also conducted through google meet. For effective implementation of curriculum in absence of library facility the teachers provided study materials and voice mails provided study materials to the students through whatsapp groups. From the month of November, 2021 the offline classes started more or less full fledge.

Annual Academic calendar is prepared according to the University of Calcutta. Actually there are less scope to change or alteration the curriculum.

Meeting is held in each department at the end of academic year to discuss about the course distribution among the teachers for the next academic session.

Classroom teaching is supplemented with seminars, special lectures, micro teaching, tutorials, departmental quiz, projects, group assignments, educational tour for effective delivery of curriculum.

The college central library provides teachers with necessary learning resources for effective delivery of curriculum. Departmental library has been set up in each department in order to enhance the in-depth knowledge of the students.

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 being an undergraduate affiliated to University of Calcutta follows the academic calendar of the affiliating university and undertook continuous internal assessment programme.

The university introduced the CBCS since July 2018 and from 2017 for Commerce programme.

As per University instructions Tutorial/Practical classes are assigned for each course.

The summative evaluation is either through a pattern of MCQ or short questions or descriptive answers. Students are assigned written projects as a part of CIE.

Evaluation is done through internal assessment and tutorial/practical by the college followed by the semester end examination conducted by the university.

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

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

B. Any 3 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	View File

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

28

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)

0

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

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

0

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

0

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

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

Gender, environment, human rights and ethics as a part of curriculum is included in subject Bengali, English, Education, History, Philosophy, Pol. Science, Sanskrit and Commerce include elements of their issue in their curriculum. Professional ethics especially included in the curriculum of philosophy. The matter of human rights are very much attached with the curriculum of Political Science. The framers of Indian constitution adopted fundamental rights in part III of our constitution. With this changing needs of the society UGC and university of Calcutta incorporated human rights related issues in the present CBCS curriculum. Gender related issues find in the curriculum of English very closely.

There is mandatory Environmental Studies course included in Ability enhancement Compulsory course (AECC-2) in the semester 2 of the CBCS curriculum.

and Human Right

Environmental Studies

This is a compulsory course offered to final year UG students. It consists of 50 marks and includes the following topic in its curricula.

- 1.Fundamental of environment
- 2.Nature and natural processes
- 3.Ecosystem
- 4.Population and environment
- 5.Land and water use of the Earth
- 6.Air pollution
- 7.Energy source
- 8.Environment and public health
- 9.Waste management
- 10.Environmental policies

File Description	Documents
Any additional information	View File
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

6

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
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

159

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
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

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://susilkarcollege.com/working_folder/DOWNLOAD-G-0-50-630C89FBDE2A4.pdf

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

2114

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

1766

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

The institution assesses the learning levels of the students and organizes special programmes for advanced learners and slow learners. Merit based admission procedure is strictly followed. Merit based admission process itself is very helpful to identify the students merit on specific subject. Still after admission individual departments make assessments following different methods like-

- Verbal interactions
- Knowledge based write-ups

Thus the faculty identifies the slow learners and advanced learners from among the students.

Slow learners: For the weaker students the following measures are taken:

- Additional classes are done apart from the regular class.
- Provided with more learning materials. Students come mostly from Bengali medium background and have difficulty following reference books in English. So they are provided with translated material wherever possible.

Advanced learners:

- In the science departments are encouraged to use ICT enabled tools like power point presentation in their projects and micro teaching classes.
- They are encouraged to participate and presented their papers in college programmes like International Mother Language Day Celebration, celebration of youth day to commemorate the birth anniversary of Vivekananda, celebrations of International Women's day.

Outcome: Thus the slow learners become more confident, make

progress considerably; while the advanced learners get more exposure which help in their holistic growth.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
Nil	Nil

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

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

Experiential Learning:

Laboratory based learning i.e. learning through experimentation. Physics, Chemistry, Computer science are the subjects where students regularly conduct experiments to have a hands on experience in their subjects/topics that are taught in the theoretical classes.

Defence study is one of the subjects which have a laboratory of its own. It gives them a practical view of the topics that are taught in theoretical classes.

1. Educational tours:

Different departments arrange educational trips for the students.

1. Projects:

In CBCS system all most all the students have to do projects as part of their curriculum.

1. Special programme:

A special initiative was taken on 29.03.2022 and 01.04.2022 by Sanskrit department and Political science department in collaboration with our computer science department

PERTICIPATIVE LEARNING:

- Microteaching.
- Paper presentation by the students in the college seminars.

Problem solving methodology:

- Interaction between teachers and students in the class room and also outside the class room is one of the most important and useful problem solving method.
- Mentor - Mentee system: Mentors personally take care of their mentees and try solve their academic and personal problems.

File Description	Documents
Upload any additional information	View File
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

Four number of smart class rooms are there in Sushil Kar College. Mainly science department take classes regularly in these rooms. In case any other departments need these rooms for their special class/programme they can make arrangement with those department having smart class rooms. Other departmental programmes are often organized there. For example, Political science and Sanskrit department took special initiative to teach their students the basics of computer in collaboration with computer science department. Most of the teacher have laptops/and android phones which they used rigorously during the lock down period to take online classes, sharing study materials in PDF. The science department have their own desktops installed in their departmental rooms to provide lessons on both practical as well as theoretical

topics.

File Description	Documents
Upload any additional information	View File
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

44

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

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

18

File Description	Documents
Any additional information	View File
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

44

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.

The Choice Based Credit System (CBCS) has been adopted by the University of Calcutta from 2018 onwards. The evaluation system is divided into three parts i.e., Internal Assessment, Tutorial and Theory for both Honours and General courses.

- The official college website
- Notices put up on the notice boards

Institution takes constructive initiatives for the students to develop their performance through

- Special lecture series
- Inter-departmental talk
- Skill-developing training programme
- Value education programme

- Students' seminar
- Seminar/ workshop

Class attendance of the students also carries ten marks for each course. Attendance registers for every course are maintained by the departmental teachers regularly

Departmental internal evaluation is done systematically throughout the semester through

- Assignments/ Projects
- Surprise test

Teachers also identify the moderate and weak students and take necessary actions like

- Preparatory classes
- Special/ re-assignments

Students are always encouraged to make self-made notes and get it checked by the teachers.

Previous question papers are also discussed throughout the semester.

- are also given to the students before the final exam.

Measures taken during the Pandemic Period upto October 2021

During the COVID pandemic period following measures were taken to conduct the examination smoothly:

- Putting up all the notices related to examination in the college portal

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

Mechanism to deal with internal examination related grievances:

- Class attendance bears ten marks for each course in the university examination system under CBCS. These marks are added to the final result. Attendance registers are regularly maintained very carefully by the departmental teachers
- Parent-Teacher meetings are arranged if so required. Knowing the difficulties of the students suggestions are given to solve the issue.
- Continuous internal evaluations like class test, home assignments, group projects, surprise test, mock teaching etc. help the students to do better in the final examination.

Mechanism to deal with external examination related grievances:

The University of Calcutta centrally conducted the final examination for both CBCS. The question paper setters, moderators, examiners, scrutinizers are all selected by the university externally. The college plays the role as examination center and teachers perform their invigilation duties in this regard. The teachers check the copies and sent the copies to the respective H.E.s

Classes and Examination during the Pandemic Period upto October 2021

- Classes have been taken through online mode.
- Any difficulties arising from poor connectivity has been addressed by providing relevant YouTube links and recordings.
- Study materials have been given regularly via WhatsApp groups.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

The institution offering B.A. , B.Sc. and B.Com. degrees in both Honours and General courses at the undergraduate level, coheres to the curricula framed by Calcutta University's Board of Studies comprising some of the college's faculty members.

For the wider acquaintance of the Program and Course Outcomes, under the CBCS system, on the part of the teaching and non-teaching staff, the college has conducted a workshop featuring power-point presentations. Apart from that, regular intradepartmental faculty meetings are conducted to discuss the detailed rigours of the syllabi. During the pandemic-induced lockdown, these were done through frequent Google Meets.

For the awareness of students, the POs and the COs of different subjects, along with their detailed syllabi are put up on the college website. During class hours, too, teachers of every department verbally communicate the same to them. To deal with the exigencies of the pandemic and the lockdown, Whatsapp groups were formed which became the chief instrument through which awareness regarding the syllabi was spread among the entirety of the student community. Online classes through Google Meets, intra-departmental online induction programmes and voice recordings of lectures were, certainly, crucial. The IQAC meeting carried out, later, during the pandemic months, following all Covid protocols, approved the formation of Whatsapp groups and the methodology of how online classes were conducted.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

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

Attainment of program outcomes, program-specific outcomes and course outcomes are duly evaluated by the institution through a number of means. It also tracks Student progression to higher education and the job market.

First, the college relies heavily on the student feedback system to assess the teaching-learning act within the institution. Here, the final year students are required to fill up feedback forms and

also providing useful inputs on perceived drawbacks. These are, then, carefully considered by the concerned authority. The pandemic, though, had briefly disrupted such a practice, it, however, has hopped back to normalcy with the full-scale opening up of the institution, post lockdown.

Secondly, there is also a Grievance Redressal Mechanism which enables the students to voice their problems with utter confidentiality.

Thirdly, the Teacher-Guardian Meet has, traditionally, been an important way through which the college maintains a record of its program outcome attainment. The pandemic did disrupt such activities.

Fourthly, regular publication of merit-lists and maintenance of attendance records are regular practices which help the college at its evaluation.

Fifthly, intra-departmental Counseling Cells, by giving academic and psychological aid to the students and the College Reward System, by encouraging students to excel in life

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

463

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	View File
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)

[SSR not done in this academic year](#)

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

2

File Description	Documents
Report of the event	No File Uploaded
Any additional information	View File
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

15

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

6

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

3.3 - Extension Activities

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

2021-2022

The NSS unit organized two days "Covid 19 Vaccination Programme" on 4th&5th October 2021 in collaboration with Baruipur Block & Sub division Administration and Health Department, Government of West Bengal.

The NCC unit also organized online Career counselling Webinar on "Career options in Indian Defence Forces jointly with Captain Sehgal's Defence Institute, Kolkata on May 01, 2022.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

0

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

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

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

2

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

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

1

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
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 Institution has always worked for the mission of providing the best possible infrastructure to create an effective teaching-learning environment.

For Teaching learning activities - classrooms, library, laboratories (Physics, Chemistry, Computer Science)

Classrooms- All the classrooms (27) are well ventilated and adequately furnished, with power back up etc. Some classrooms are also fitted with white boards. There are two smart classrooms.

There are plans to make a dedicated Seminar Hall/Auditorium in the college, but for now

big classrooms (room 1 and 3) are being used as seminar Halls. Room 1 has audio-visual facilities, and there is provision for easy installation of projectors, whenever required.

Laboratories- There is science laboratories in the departments of Chemistry and Physics.

Each Department has been provided with a laptop.

Potted plants are kept in the corridors.

Laboratories are adequately equipped with the latest instruments.

Corridors are utilized for displaying creative activities of students, like wall magazines.

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 adequate physical facilities which are augmented from time to time for conducting curricular, co-curricular and extracurricular activities efficiently.

Student activities - Cultural, sports, indoor and outdoor games, gymnasium, NSS, NCC, cultural activities, communication skills development, yoga, health and hygiene etc.

The college has a large field attached, where trees are planted and cared for, by students under the guidance of teachers; specially as part of the NCC and NSS activities.

The field is well utilized as it provides ample scope for outdoor

sports and games, like athletics, cricket, football,volleyball, badminton (all of this equipment is well-stocked in the college, and regularly checked and updated). There are two common rooms, and one gym.

Cultural activities are conducted either in Room 1 which accommodates 250 persons, or on the adjacent field after putting up temporary shamiana-s and stage.

Sports - The playground of the Institution is used for the Annual Sports Meet of the institution.

Games (Indoor)- Common Room is equipped with Carrom board.

Yoga workshops have been conducted on the campus by the NCC unit and Dept. of Sanskrit.

Games (Outdoor) -A playground within the premises is used for sporting activities like cricket, badminton, volley-ball, foot-ball.

Gymnasium- The College has a functional Gymnasium for students.

NSS: Camps and other activities are carried out regularly. One particular room has been assigned to NSS.

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.

4

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

1

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

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

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

31.13

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)

Library is automated using Integrated Library Management System (ILMS)

KOHA ILMS software is used.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-

E. None of the above

ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

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

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

0

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)	No File Uploaded

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

4

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

The Institution frequently updates its IT facilities by providing faculty, staff and students with greater accessibility, better

connectivity through purchase of new computer sets, and updating the programs in the existing ones.

Four class rooms are equipped with LCD Projector and Wi-Fi enabled internet and cable based LAN services. The Seminar Room is equipped with 77 inch diagonal original Smart Board with different management software for interactive presentation. The college library is digitalized connected with Sushil Kar College on-line Digital Library Management System. The office of the college is also fully equipped with desktop computers, printers and internet services.

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

4.3.2 - Number of Computers

59

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

5.7

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)	No File Uploaded

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.

For maintaining, utilizing and the upkeep of physical, academic and support facilities which includes use of equipment in various departmental laboratories, computer peripherals and other technological equipment used in digital classroom, the college has well-developed and well organized policies.

Laboratory: To cope up with the CBCS syllabus new instruments are purchased from time to time. There is science laboratories in the departments of Chemistry and Physics.

Library: Library sub-committee meetings are held at regular intervals to take decision regarding purchase of new books and maintenance of existing books and to implement new rules and regulations for better management.

Sports: The College has a large field attached. This ground is well utilized as it provides ample scope for outdoor sports and games, like athletics, cricket, football, volleyball, badminton etc. Modern sports equipments are purchased as and when required.

Computers: Four computer labs have been established in the Department of Physcies, Chemistry, Mathematics and Computer Science. Besides these all other Department have been provided with a laptop.

Classrooms: The infrastructure of the college is well-maintained by the active role of the Building Sub-committee. After getting requisition from different departments, Principal forwards the plan of action to the building Subcommittee for quick execution.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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

763

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
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

2

File Description	Documents
Upload any additional information	View File
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	A. All of the above								
<table border="1"> <thead> <tr> <th data-bbox="76 427 539 506">File Description</th> <th data-bbox="539 427 1445 506">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 506 539 613">Link to institutional website</td> <td data-bbox="539 506 1445 613" style="text-align: center;">Nil</td> </tr> <tr> <td data-bbox="76 613 539 680">Any additional information</td> <td data-bbox="539 613 1445 680" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="76 680 539 824">Details of capability building and skills enhancement initiatives (Data Template)</td> <td data-bbox="539 680 1445 824" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Link to institutional website	Nil	Any additional information	View File	Details of capability building and skills enhancement initiatives (Data Template)	View File	
File Description	Documents								
Link to institutional website	Nil								
Any additional information	View File								
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									
51									
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year									
51									
<table border="1"> <thead> <tr> <th data-bbox="76 1196 539 1274">File Description</th> <th data-bbox="539 1196 1445 1274">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 1274 539 1341">Any additional information</td> <td data-bbox="539 1274 1445 1341" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="76 1341 539 1554">Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)</td> <td data-bbox="539 1341 1445 1554" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Any additional information	View File	Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File			
File Description	Documents								
Any additional information	View File								
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File								
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	A. All of the above								

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

12

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

26

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

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

1

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.**

9

File Description	Documents
e-copies of award letters and certificates	View File
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)	View File

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 college has an active students' council which keeps contact with the students regularly and takes care of the students' welfare both academically and non academically. The GS represents the students' views and grievances and contributes to a healthy interaction among students and teachers regarding academic, co-curricular and extra-curricular activities of the college.

The students' union assists the Principal to organize

- games and annual sports

- Fresher's welcome and annual social
- Different competitions
- Publication of college magazine "Sapath"
- Blood donation camp and NSS programs
- Different ceremonies, Programs.

The students' union organizes Saraswati puja and celebrates Teachers' Day, Independence Day, Republic Day and other ceremonies with great enthusiasm. The union also ensures discipline in the college campus by encouraging the students to follow the rules of the Institution and also to keep the environment clean.

The GS is the member of the Governing Body. The selected students of the union are also the members of the different subcommittees like cultural, sports, magazine, library, gym and common rooms.

This Year, on 12.05.2022, the Alumni Association and the Students' Council of this Institution organized a blood donation camp .

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

29

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	View File
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)	View File

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 Alumni Association is not registered.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

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

VISION: To impart, promote and spread holistic education among students to make them self - reliant and responsible members of the community

MISSION: • Empowerment of students in an environment of multiculturalism and egalitarianism • To uphold universal, moral and social values • To develop commitment towards preservation of environment and sustainable development

Since ours is a rural college with a large number of students from financially underprivileged, reserved categories, many of whom are first generation learners, our aim is to try and ensure some kind of employability for them through NCC, short term computer courses.

This year too, since the Covid-19 pandemic continued to rage, the institutions remained shut for a substantial time. An attempt to restart physical classes in November'21; was short-lived. Finally the colleges reopened from February 2022. During this time, we

continued with our mission, not only of imparting the curriculum lessons to the students in the virtual mode (via google meet and whatsapp group classes), but to try and keep up the morale of scared youngsters, many of whom being from underprivileged families were facing severe financial crunch and often unable to come online for their classes. Keeping as many of them as possible interested and engaged with academics, as fatigue and lethargy started seeping in, definitely remained the chief mission of all associated with the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

The institution has inculcated the practice of de-centralisation and participative management for a long time. Various responsibilities are duly distributed among its various stakeholders wherever applicable. For example, there is a Building Committee consisting of the Principal, members of faculty, a chief architect, engineers, and office staff to assist with the planning and execution of the vertical extension of the college. All the college activities and events are conducted and managed by different committees (e.g. Academic Sub-Committee, Admission Committee, Routine Sub-Committee, Library Committee, Sports Committee, Cultural Committee etc.), with representatives from the faculty members, non-teaching staff members as well as the student community. All the academic departments also believe in participative management, where all class and other duties are shared proportionately; all decisions regarding syllabus distribution, class load etc are taken after detailed departmental meetings. In this session the Sports or Cultural committee did not have to function much, as everyone sheltered indoors; but every other sub-committee carried out modified (mostly virtual) versions of their functions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Institution has embarked on the gradual implementation of its perspective plan. The college has been using ICT for teaching-learning purposes since the past few years. Along with use of computers in the office and library, and smart-board enabled classrooms; the college had provided laptops to all departments in 2012; which served a very useful purpose in this session when ICT continued as an integral part of the teaching learning process like never-before, allowing for a quick transition to the online mode of teaching during the lockdown.

The online admission process has been improved and further strengthened.

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

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.

The Institution has various bodies for proper execution of administrative and academic responsibilities.

The college functions as an undergraduate college affiliated to University of Calcutta and hence Service rules are as per the University Statutes. Government post appointments are made as per Government norms.

As it is an aided college, it also has to adhere to The West Bengal Universities and Colleges (Administration and Regulation) Act, 2017. The Governing Body is constituted according to the provisions of the Act and functions independently. It is the supreme policy-making and administrative body within the precincts of the Institution's jurisdiction.

The Principal along with the IQAC Coordinator, the Departmental Heads, the Teachers' Council Secretary, the Librarian and the Accountant as well as Convenors of various Sub-committees, coordinates and mobilizes the entire work flow of the college.

The Teachers' Council headed by the Secretary (selected from among full-time teachers) works under the chairmanship of the Principal. Office Staff comprises of the Accountant and Cashier and Office Assistants.

Different sub-committees are set up by the Teachers' Council each with a Convenor and the Principal as the Chairman. The Finance Sub-committee and the Academic Sub-committee are usually formed by the Governing Body. The sub-committees enjoy operational autonomy to perform smoothly. Regular meetings and periodical assessments are conducted by the sub-committees from time to time.

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The College has in place various welfare measures for both the teaching and the non-teaching staff. Being a Government-aided college, it offers all the applicable welfare as well as retirement benefit schemes of the Government of West Bengal for all its employees.

The teaching faculty can avail themselves of the benefit of the West Bengal Government Health Scheme, can take refundable and nonrefundable loans from their Provident Fund accounts.

The non-teaching staff enjoy ex gratia festival bonus before Durga Puja as per rules framed by the Government of West Bengal.

The non-teaching staff members serving in full time permanent posts are covered by the group health insurance scheme 'Swasthasathi' of the Govt. of West Bengal. Besides this, all the non-teaching employees get financial assistance from the college if there is any on-campus medical emergency.

The State Government Aided College Teachers (SACT) are covered by the group health insurance scheme 'Swasthasathi' of the Govt. of West Bengal and the process of enrollment is underway. They also enjoy leave and retirement benefits as prescribed by the Govt. of West Bengal.

Leave to teaching and non-teaching staff is sanctioned as per the guidelines of the University of Calcutta Statutes.

- Child-care leave is granted as per Government norms.

- Study leave is granted to the teaching staff for completing their research/higher studies, as per statutes and subject to GB approval.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

0

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

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

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

0

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

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

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

8

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
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

There is an internal performance appraisal system for all teaching and non-teaching staff headed by the Principal. The Principal and IQAC Coordinator monitor the attendance registers at regular intervals to keep track of proper dispensation of duties of all

concerned. They communicate the feedback for improvement annually or as per requirement. Performance of the teachers is also assessed through students' feedback taken at the end of every academic session and appropriate instructions are given by the Principal in consultation with the Convenor of the Academic Sub-committee and the Coordinator of the IQAC.

As mandated by the UGC and the Department of Higher Education, Government of West Bengal, the Institution has a performance appraisal system for the teaching faculty. Teachers have to submit filled-in format for PBAS (Performance Based Appraisal System) to the Principal through the IQAC which helps in collation and cross checking of the information.

There is a Grievance Redressal cell in the college which addresses any query or concern expressed by students.

The IQAC reviews the performance of all the academic departments and the office administration. After the evaluation of the report by the

Principal, it is communicated to the departments and the college office respectively for corrective action and improvement.

In this particular session, attendance registers bear no records since the institutions were closed due to the pandemic. But each department took online classes and that progress was regularly discussed and monitored by the Principal and IQAC coordinator over calls and virtual staff-meetings.

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

Since we are a college aided by the Government of West Bengal, Statutory Audit is conducted every year by the auditors appointed by the Department of Higher Education, Govt. of West Bengal. Statutory audit has been completed till the financial year

2017-18. The Govt. of West Bengal has appointed the statutory auditor for 2018-19 and 2019-20. The work has to be put on hold due to college closure for nearly two years for COVID-19 pandemic but is expected to start soon.

In case of UGC grants, accounts are prepared in the prescribed format on completion of the sanctioned project/seminar/workshop/conference, etc. The completed accounts are first audited by a practising Chartered Accountant engaged by the College, and then submitted to the UGC.

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

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

The Institution always ensures that the funds/resources are collected on timely basis and are utilized in the best possible way by ensuring judicious investment and restricting to the budgeted expenditure. The main sources of receipts are fees collected from students, grants from the Government of West Bengal and the UGC, etc. Fee collection is done in a systematic way within a time frame. Students are informed about the time schedule through notifications on college notice boards, website and through text messages.

For utilisation of Govt. funds like RUSA and UGC, the college works through the 'Deposit Scheme' under the Zilla Parishad, South 24 Parganas. All other purchases are made after inviting requisite number of quotations and their proper scrutiny. All the expenditures are checked and approved by the Finance committee. The resources are carefully allocated to meet overall administrative requirements including infrastructure upgrade as well as maintenance, enhancement of teaching-learning environment, etc.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

At the beginning of every academic year IQAC frames an action plan and ensures its proper implementation for overall development of the College. Under the aegis of the IQAC and as per university of calcutta directives, the Academic Sub-committee prepares an academic plan for each academic year and ensures optimum utilization of the available infrastructure.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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 internal members of the IQAC meet at regular intervals and the IQAC coordinator meets the Heads of the various departments. Regular feedback is obtained from the stakeholders and necessary steps are taken after due analysis. The primary objective of the IQAC in the last year was to take care of the teaching-learning

issues in the online mode as the college remained out of bounds to the students during the pandemic times.

The College has undergone the 1st and the 2nd cycles of NAAC accreditation in 2006 and 2013 respectively. Review of the various issues has been done by the IQAC mainly based on the Peer Team Reports and necessary to the extent possible have been taken.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The College has approximately 1600 girl students among a total of

2948 students in the year 2021-22. Given the fact that the girl students mostly come from villages that lack civic facilities the College tries to provide them a wholesome environment where they not only enrich themselves academically but also gets guidance and access to various facilities for all round development. The notion of gender equity and sensitization in curricular programme is imparted in the Arts and Social Science subjects of English, Bengali, Philosophy, Political Science, Sanskrit and Economics. Apart from classroom teaching counselling and mentoring of girl students are done by all Departments to address specific gender related issues of the girl students of the College. The NCC and the NSS unit of the College also conducts regular counselling of the girl cadets and N.S.S volunteers.

- Celebration of International Women's Day on 08.03.2022 with the seminar 'Importance of Women in Indian Society'. Around 120 students participated with 65 female and rest male students.

- Yoga, Meditation and Chanting of Vedic Hymns was done once a week for 10 female students of the Sanskrit Department during 2021-22.

- The NCC and NSS organizes counselling sessions all round the year with special emphasis to girl students.

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	<p><u>The College has approximately 1600 girl students among a total of 2948 students in the year 2021-22. Given the fact that the girl students mostly come from villages that lack civic facilities the College tries to provide them a wholesome environment where they not only enrich themselves academically but also gets guidance and access to various facilities for all round development. The notion of gender equity and sensitization in curricular programme is imparted in the Arts and Social Science subjects of English, Bengali, Philosophy, Political Science, Sanskrit and Economics. Apart from classroom teaching counselling and mentoring of girl students are done by all Departments to address specific gender related issues of the girl students of the College. The NCC and the NSS unit of the College also conducts regular counselling of the girl cadets and N.S.S volunteers. The Anti Ragging Cell of the College regularly monitors and promotes gender equity. The Grievance Redressal Cell always solves any complaints from the girl students. Due to Covid Pandemic initiating country wise lockdown from March end 2020 normal activities were hampered but in spite of that the following events took place in the year 2021-22 • Celebration of International Women’s Day on 08.03.2022 with the seminar ‘Importance of Women in Indian Society’. Around 120 students participated with 65 female and rest male students. • Yoga, Meditation and Chanting of Vedic Hymns was done once a week for 10 female students of the Sanskrit Department during 2021-22. • The NCC and NSS organizes counselling sessions all round</u></p>

the year with special emphasis to girl students. • Annual gender sensitization action plan The College constantly thrives to help and guide its girl students so that they can confidently face the world. All the faculties of departments counsels, mentors the girl students. The annual gender sentitization plan includes International Women's Day celebration programme, organization of a seminar to create awareness about the rights of girl child in the family and society. Due to Covid pandemic and country wise lockdown online such activities could not held in the College premises. After the re opening of the College such activites were resumed with enthusiasm. A. Safety and security provided by closed campus with -- Yes B. Counseling done regular basis to those in need -- Yes C. Common Rooms with bathrooms and medical facilities Yes D. Canteen with drinking water Yes E. Day Care centre for young children Partially done

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

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

The College constantly thrives to fulfill its commitment to a green environment. The NSS unit along with NCC unit conducts plantation program all round the year, cleanliness drives to ensure proper awareness among the students. Waste management is done by segregating solid, liquid, E-waste and plastic waste. Bin

with labels are installed in corridors, canteen and library to dispose off bio degradable and non degradable waste. The bio-degradable and bio-medical waste is deposited in compost pits formed in the places adjoining the campus. The plastic and other non degradable waste is collected by sweepers to be destroyed. Finally chemical waste is disposed off in underground pits so that no contamination with water bodies is possible. Since the College is located in a rural background so the College has its own waste management system since its formation which is environment friendly. In 2019 the College has performed digging of a pond in a property owned by it. The objective is to contribute to cause of maintaining balance in the ecosystem and conservation of water. The College has a contract with J S Pigments Private Limited for the disposal of E-waste signed on 10thMay 2022 and e-waste was successfully disposed off.

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management
- The College has facilities for all the above categories of waste management except Hazardous chemicals and radioactive waste management since such waste is not generated

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://susilkarcollege.com/working_folder/GALLERYPIC630754D319AE9.jpg
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction

D. Any 1 of the above

of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	
File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File
7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 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	View File
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	D. Any 1 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	View File

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

C. Any 2 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	View File

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).

The Institution constantly thrives to provide an inclusive environment to the students who have enrolled themselves. The academic departments undertake teaching learning methods to inculcate a spirit of quest for knowledge. Various ICT enabled methods and online mode of teaching was adopted to cope with the

sudden lockdown imposed countrywide. Apart from the learning and evaluation mode as instructed by the affiliated University the College with all its staff organized webinar to commemorate special days like International Language Day, International Womens Day, Rabindra Jayanti, Basanto Utsav, Earth Day, Independence Day, Teacher's Day etc. Apart from this birth centenary celebration of world famous personalities like Satyajit Ray was celebrated in the online mode. A Vaccination Camp and Blood donation camp was organized by the College where all the stakeholders including the Alumni Associaton whole heartedly participated to fulfill their commitment towards the society. It also gave them important lessons on cultural and regional harmony. The College is association with West Bengal Health Department, Government of West Bengal organized Covid vaccination camp on 4th and 5th October, 2021 to provide vaccines to the students of the College. All students who were eligible to receive the vaccine were given the vaccine under the supervision of doctors and health staff. The NCC and the NSS unit of the College also served relentlessly in maintaining communal harmony during the lockdown. Distribution of dry foods, sanitizers masks were done in the adopted village with the help of local college staff during the lockdown.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
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

The college is situated in the Ghoshpur Village of the South 24 Parganas district. The students of the College mostly belong to the scheduled caste and are first generation learners. Therefore, the students lack proficiency in English and communication skills. Given these background it has been a constant endeavor of the College to improve the academic upliftment of the students. Apart from the Teaching Learning process the various department organize mentoring, counselling, interactive lecture session, micro teaching field tour etc to improve the students academically. The N.C.C unit and the College Gymnasium provides the students an opportunity to be physically fit as well as serve the nation. Many students have been benefitted and have been employed in the West Bengal Police force and Indian Border Security Force. However, the

advent of the pandemic which forced the country into going into lockdown hampered offline class and college functions. Last but not the least the College also fulfills the commitment towards the society and environment through the adoption of various programmes like medical camp, distribution of books essential items like masks, sanitizers etc. to the five adopted village under the Unnat Bharat Abhiyan. The NSS unit organizes "Mass Programme for Functional Literacy" to fulfill their commitment towards the community. Covid Vaccination Programme was organized on October 4 & 5, 2021 in association with Baruipur Block Administration and Health Department, Government of West Bengal where 157 students of the College were vaccinated. Thus the college given the limitation constantly thrives to achieve excellence and all round development of students.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
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

C. Any 2 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

Describe the efforts of the Institution in celebrating /organizing national and international commemorative days, events and festivals during the year within 200 words.

The Institution celebrates the following national, international days, events and festivals where the head of the Institution, all the staff and students participate whole heartedly:

National YOUTH DAY on 08/01/2020, REPUBLIC DAY celebrated on 26/01/2020, Celebration of International Mother Tongue Day 21/02/2020 , celebration of INTERNATIONAL WOMENS DAY on 08/03/2020, Basanto UTSAV on 08/03/2020, celebration of WORLD HEALTH DAY on 07/04/2020, celebration of International Yoga Day on 21/06/2020, celebration of NCC Day on 15/07/2020 , celebration of INDEPENDENCE DAY on 15/08/20 Celebration of Rabindra Jayanti 09/05/2020 , celebration of Teachers' Day 05/09/2020 were celebrated by the students, teachers and non teaching staff of the College with great enthusiasm. Apart from this the NCC unit of the College celebrates all the events with enthusiasm. Due to the imposition of the lockdown from March 2020 many of the events were held in the online mode but they were participated by teachers and students.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
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.

1. Title of the Practice:

Inculcate a value system and promote employability of the Students

Objective

The College implements undergraduate program as prescribed by the University of Calcutta which enables our students to pursue higher studies in different Universities in the state and country. Apart from this given the natural aptitude of the students of being atheletic the College gives them the opportunity to find employment in police and defence force. The N.C.C unit of the College serves relentlessly to achieve this. Apart from the institution constantly thrives to achieve all round development of the students through the teaching learning process.

1. Title of the Practice:

Promote social justice, ensure equity and increase access to higher education through provision of financial assistance to students

Objective

Another practice is the financial assistance given to students who have secured good grades and achievement in University examination and University or District Sports. Apart from this the Students Credit Card Scheme (SCCS) initiated by the West Bengal State Government as per the Gazette notification in 30.6.2021 financial assistance is extended to all students who apply. In the year

21-22 among 80 applicants one girl student was approved by the College to receive bank loan through the SCCS. The College also assists the students in getting the various state and central scholarships which helps them to continue their studies given the fact that majority of the students come from a financially weak background.

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

The college is situated in the Ghoshpur Village of the South 24 Parganas district. The students of the College mostly belong to the scheduled caste and are first generation learners. Therefore, the students lack proficiency in English and communication skills. Given these background it has been a constant endeavor of the College to improve the academic upliftment of the students. Apart from the Teaching Learning process the various department organize mentoring, counselling, interactive lecture session field tour etc to improve the students academically. Our students have secured high position in University exam, secured first class and have pursued higher studies in various universities. Another distinctive effort taken by the College is to inculcate sportsmanship spirit in the students. The N.C.C unit and the College Gymnasium provides the students an opportunity to be physically fit as well as serve the nation. Many students have been benefitted and have been employed in the west Bengal Police force and Indian Border Security Force. Last but not the least the College also fulfills the commitment towards the society and environment through the adoption of the various schemes like Unnat Bharat Abhiyan and Banabithi. Help in all forms ranging from counselling, study material provision and financial help was extended to the students and the inhabitants of the adopted village.

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

7.3.2 - Plan of action for the next academic year

The future plan of the college can be divided into two categories:

Administrative Plan : The College has already successfully constructed the new Science Building where the Physics and Chemistry Laboratory and classes will be shifted. The Principal's Office, Teachers Common Room and Administration will also be shifted in this new building. The staff under the leadership of Principal of the College will try to achieve this keeping the ultimate objective of providing better facilities to the students.

Academic Plan The pandemic has and imposition of country wide lockdown produced immense hardship for the students as well as the staff of the College to adopt to the online mode of operation. Due to constant effort from all stakeholders of the College the activities of the College could be resumed. Help in all forms ranging from counselling, study material provision and financial help was extended to the students and the inhabitants of the adopted village.