YEARLY STATUS REPORT - 2020-2021

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-21-1-635BA0C8C1F99.pdf

4.Whether Academic Calendar prepared during the year?

Yes

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

https://susilkarcollege.com/working_folder/DOWNLOAD-D-21-1-6307477C67B83.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	**B**	**2.28**	**2013**	**25/10/2013**	**24/10/2018**

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
Institutional	**Unnat Bharat**	**MHRD**	**2020**	**50000**
Institutional	**RUSA**	**MHRD**	**2021**	**329187**

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`

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

- 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`

- If yes, mention the amount

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

• To try and solve the problem of shortage of permanent staff • To construct a boundary wall for the new campus. • Arranging more constructive extension activities. • To enhance library facilities, no. of classrooms, wall magazines by various departments • To accelerate the completion of science building, Administrative Block and Auditorium in the new campus.

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
More infrastructural benefits to be provided	The principal informed that according to the advice of IQAC more class rooms would be available in the next session for the students.
To consider educational tours by various departments	Tours will be conducted when covid would be over.
To open different laboratories and offices in the new building	IQAC plan to inaugurate physics laboratories along with office , teacher's Staffroom and principal's room as early as possible that would release more classrooms available once the offline mode is started.
To purchase more electronic devices	More and more purchase of computers and other electronic devices of various forms to provide better infrastructure development.
To arrange some source of alternative power	Principal confirmed the installation of solar power sources in college

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body of the College	22/07/2022

14.Whether institutional data submitted to AISHE

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14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020	28/02/2020

15.Multidisciplinary / interdisciplinary

16.Academic bank of credits (ABC):

17.Skill development:

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

20.Distance education/online education:

Extended Profile

1.Programme

| 1.1

 Number of courses offered by the institution across all programs during the year | **15** |

File Description	Documents
Data Template	[View File](#)

2.Student

| 2.1

 Number of students during the year | **4718** |

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 | **934** |

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**610**

File Description	Documents
Data Template	No File Uploaded

3.Academic

3.1 Number of full time teachers during the year	**44**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**44**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**30**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**18.63215**
4.3 Total number of computers on campus for academic purposes	**54**

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 2020-21 following movement of worldwide Pandemic situation, deliverance of curriculum planning and documentation process also some changes with experimentation everywhere.

Attempt was there to remain as minimum disruptive as we can using advantage of technology.

In the completely online academic session of 2020-21 faculty members had been formed whatsapp groups for different semesters.Online classes alsoconducted 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. Arrangement of online examinations were also done according to the initiative suggestion of IQAC.

Teaching plan and academic calendar are devised synchronising with online examination schedule. Class load was lessened for keeping financial burden of data usage lesseer for the students.

Online psychological counselling process was conducted over telephonic conversation with the students.

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

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

The college 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.

Experiment based qualitative estimations are carried out in laboratory based subjects.

File Description	Documents
Upload relevant supporting documents	View File
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	View File
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	**No File Uploaded**

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)

00

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

00

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 thefollowing 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	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

156

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

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

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

1751

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. This procedure was shifted to the online mode 2018 as per CU rule. Prior to that both application was online and computer based merit list was prepared.

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
- Recapitulating the necessary higher secondary level knowledge to bridge any gap, if any.

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:

- **Apart from college library the teachers provide them with study materials of higher standard.**
- **In the science departments are encouraged to use ICT enabled tools like power point presentation in their projects and micro teaching classes.**

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
2946	**44**

File Description	Documents
Any additional information	[View File](#)

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

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. Here, students are taught with the maps and demonstration of different instruments. 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. It helps to grow greater interest of the students in the particular subject.

Due to pandemic and lockdown no such educational tours could be arranged.

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 by Sanskrit department and Political science department in collaboration with our computer science department in which the students received basic knowledge of computer.

The Sanskrit department also arranges yoga and meditation classes apart from their regular syllabus centric classes. Spoken Sanskrit classes are regularly held to converse in Sanskrit.

Interdepartmental faculty exchange programme.

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

Teachers use ICT enable tools for effective teaching –learning process:

Four number of smart class rooms are there in SushilKarcollege. 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. For example, Bengali department showed Satyajit Roy's Film 'GhareBahire'. In the computer science room to broaden the horizons of the students and introduce them to a mode

of pedagogy that transcends of the narrow confines of the syllabi. 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

38

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	View File

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)	View File
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.

Internal Assessment under CBCS

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 Internal and Tutorial examinations are held in the institution as per the norms directed by the university in this regard. The marks of those internal examinations are also uploaded to the university portal within the specified period. The students are notified about the entire exam schedule in advance through

- **The official college website**
- **Notices put up on the notice boards**
- **WhatsApp groups of the classes (This was extremely helpful during lockdown period.)**

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**
- **Mock teaching by the students**
- **Demonstration lecture by the students**
- **Group discussion**
- **Home assignments**
- **Class tests (written/ viva)**

Previous question paper solving etc.

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:

- The answer scripts of Internal and Tutorial examinations are preserved by the institution for five years as per the university norms. Within this period if any inquiry comes then required actions are taken by the college without any negligence.
- The Internal and Tutorial examinations are a part of the whole examination process. These examinations are taken by the college and results are uploaded to the university portal within the assigned time given by the university. The students have the opportunity of reviewing their answer scripts. The college assesses the claims of the students and forwards the cases to the university maintaining the university regulations. Otherwise, college does not have any role to play in this regard.

- 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 and calculation of the attendance is announced in the classroom after being checked and verified by the Principal. Any queries from the students are settled by the departments immediately.

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 clarity in understanding contents, scope and limitations (if any) of programme or course enables the faculty to plan for entire teaching process and to execute the lecture delivery in an efficient manner. Program outcomes, Program specific outcomes and course outcomes for each each course taught in the institution, when explained and communicated properly to the students, help them to comprehend what they are studying and what will be their final learning outcomes after completing the entire course. In session 2020-21, due to Pandemic, each department of the college communicated the Programme Outcomes, Programme Specific Outcomes

in Online mode at the commencement of classes, and it is clearly displayed on college website. The individual course outcomes of all subjects are also properly stated on the college website and discussed in online classes. At the Orientation Programme and Principal's Address to 1st Semester students, Programme outcomes are also communicated. The college also motivatesand sendsteachers to attend meetings, seminars, special workshops, on course development and programme outcome so that better results can be achieved.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://susilkarcollege.com/webdata.php?c=43
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.

The college assigns prime importance to the evaluation of performance of the students. By monitoring the attainment of program outcomes, program specific outcomes, course outcomes, this college regularly attempts to evaluate whether the students are able to achieve their goals. Throughout the year the departmental facultyrecord the performance of each student. Class tests, internal assessments, tutorials, group discussions, Viva voce - all have their role in evaluation of attainment of learning outcomes. Finally university level theory and practical examinations help in measuring the attainment level. Each department endeavors to monitor if there is any marked difference in class test results and university level performance. College also takes feedbacks from students and parents which serve as important method of measuring the attainment of program goals. Students' placement survey and analysis of their progression into higher education also help the college to evaluate the attainment of PO, PSO. Moreover, the college has an active Career Counselling Cell which organizers seminars, webinars, workshops on job opportunities and arranges campus placements so that stud

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

1116

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)

SSS is not done in this academic session

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)	View File

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

4

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

2

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

9

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

The NSS Unit of the College conducted a Covid Vaccination Camp on 4th October, 2021.

A Covid Relief Program was organized in June, 2020.

A Blood Donation Camp was organized in 2021.

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)	View File
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

3

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

390

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)	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

0

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

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 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	View File
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	[View File](#)
Paste link for additional information	https://susilkarcollege.com/working_folder /DOWNLOAD-G-0-51-630C953E3B619.docx
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)

4.218511

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 **E. None of the above** **following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access to e-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)

1.79286

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

5

File Description	Documents
Any additional information	View File
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

54

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)

1.043608

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)	<u>View File</u>

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 up keeping of physical, academic and support facilities which includes use of equipment in various departmental laboratories, computer peripherals and other technological equipment used in digital classroom, the college has well-developed and well organized policies. The policies and procedures for maintenance of different support facilities are available in the college website.

The Departments provide the College authority with the requisition for equipments of their choice for the purpose of teaching and learning. The Principal considers all such requisitions on a case by case basis and the same are sent to the Finance Committee for a feasibility study. Thereafter, the Governing Body of the College staffed by the Teachers, Non-Teaching and Student Representatives in addition to the external members and the President clear the requisition after considerable deliberation on the same.

Due to prolonged lockdown in the wake ofCOVID-19outbreak the college faces the crucial challenge as the physical contacts could not be made on account of Government Restrictions both at the Central and State levels. Conducting offline meetings was out of question. But in spite of this College undertook every possible step to conduct day to day functions. Online meetings were held regarding admission and related matters from time to time.

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

521

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

521

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

C. 2 of the above

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

47

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

47

File Description	Documents
Any additional information	View File
Number of students benefited 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

A. All of the above

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

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

19

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

43

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
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.

1

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 elected students of the union are also the members of the different subcommittees like cultural, sports, magazine, library, gym and common rooms.

This year because of pandemic situation and lockdown in the state and country, some of these activities, ceremonies, events could not be held.

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

1

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)	[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 college has a benevolent Alumni Association. Alumni provides assistance for the development of the college academically and non academically. The member representative, Mr.Avijit Roy, participates in all the meetings and discussions, formal as well as informal interactions with the Principal and IQAC coordinator on the institution's present status and its direction towards global scenario.

This Year, on 20.06.2020, the Alumnus of this Institution organized a relief camp for disritibuting foods and necessary items to the needy persons during lockdown period.

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 was an unprecedented one for all of us, as the world reeled under the Covid-19 pandemic. As the institutions all over shut down, a new mission was added to our list- not only to try to impart 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 definitely became the chief mission of all associated with 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 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	www.susilkarcollege.com
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 became 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	[View File](#)
Paste link for additional information	https://susilkarcollege.com/working_folder/DOWNLOAD-G-0-50-630C7F8767ACA.pdf
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.

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	https://susilkarcollege.com/working_folder/DOWNLOAD-G-0-4-630C999D35C55.pdf
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	**No File Uploaded**
Screen shots of user interfaces	View File
Any additional information	View File
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 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

2

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)	View File

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

12

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	https://susilkarcollege.com/webdata.php?c=47
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	<u>View File</u>

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

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

0

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

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

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, grants under RUSA, 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.

A seminar on "Psychosocial Impact of Covid 19: A Philosophical Perspective" was organised in collaboration with Jagatbandhu College, for Faculty and students alike, to try and address some of the covid related mental-health issues.

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 fullfledged meetings in the presence of external members are also convened from time to time to ensure review of the state of affairs and identification of the scope of improvement in all spheres of campus life. 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)	[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 approximately 1600 girl students among a total of 2948 students in the year 2020-21. 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 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. Due to Covid Pandemic initiating country wise lockdown from March end 2020 the following events took place in the year 2020-21

1. Celebration of International Women's Day on 08.03.2020 with the seminar ' Importance of Women in Indian Society'. Around 120 students participated with 65 female and rest male students.

2. A one day National webinar on 'Psychological Impact of Covid 19: A Philosophical Perspective' was organized on 10th August was organized by the Philosophy Department of the College.

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

File Description	Documents
Annual gender sensitization action plan	• 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.
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	The annual plan includes specific facilities provided for women in terms of: 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. Modern scientific and utmost care is taken in disposal of the wastes. 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 is going to sign a contract with Government agency for the disposal of E-waste but the country wise lockdown has hampered such efforts.

- Solid waste management

- Liquid waste management

- Biomedical waste management

- E-waste management

- Waste recycling system

- Hazardous chemicals and radioactive waste management

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	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   D. Any 1 of the above

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: **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	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   **E. None of the above**

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).

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 affliated 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 etc. Apart from this birth centenary celebration of world famous personalities likje Satyajit Ray was celebrated in the online mode. All the Students were informed of the programmes through whatsapp groups created by giving links to the groups in the website. They were encouraged to participate in the programmes, to give short speech, recite or play or sing a song. These efforts contributed a long way in keeping the mental health of the students and teachers sound in the days of the lockdown. It also gave them important lessons on cultural and regional harmony. The

NCC and the NSS unit of the College also served relentlessly in communal harmony.

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

The college is situated in the Ghoshpur Village of the South 24 Parganas district. The students of theCollege mostly belong to the scheduled caste and are first generation learners. Therefore, the studentslack proficiency in English and communication skills. Given these background it has been a constantendeavor of the College to improve the academic upliftment of the students. Apart from the TeachingLearning process the various department organize mentoring, counselling, interactive lecture session, micro teaching field tour etc to improve the students academically. Our students have secured high position inUniversity exam, secured first class and have pursued higher studies in various universities. Anotherdistinctive effort taken by the College is to inculcate sportsmanship spirit in the students. The N.C.C unitand the College Gymnasium provides the students an opportunity to be physically fit as well as serve thenation. Many students have been benefitted and have been employed in the West Bengal Police forceand Indian Border Security Force. However the advent of the pandemic which forced the country into going into lockdown hampered offline class and college functions. The College with all its staff relentlessly tried to adopt the online mode of teaching and making the students comfortable in this new format. Classes were taken in the google Meet platform and study materials were uploaded in the College website so that the students can access them from their homes. Online support from every possible way was extended to cope with difficult times.

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

The Institution celebrates the following national, international days, events and festivals where the head of the Institution, all the staff and students participate whole heatedly. 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, 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 done in the online mode during

the lockdown period.

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	[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.

Employability of the Students:

The College has N.C.C unit with a strength of approximately 120 students. The N.S.S unit has a student enrolment of 100 students. Apart from this the College has a well equipped gymnasium which provides the students resources, guidance to find employment.In the year 2020-21 atleast 2 student of the College found employment in the West Bengal Police Force and BSF. Apart from this approximately 30 students have found employment in the defence force.

Financial Assistance to students:

Every year university rankers, first class holders are given assistance/rewards in the College Social. However, the countrywide lockdown prevented such measures to a large extent. Apart from this the Students Credit Card Scheme 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.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	[View File](#)

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 theCollege mostly belong to the scheduled caste and are first generation learners. Therefore, the studentslack proficiency in English and communication skills. Given these background it has been a constantendeavor of the College to improve the academic upliftment of the students. Apart from the TeachingLearning process the various department organize mentoring, counselling, interactive lecture sessionfield tour etc to improve the students academically. Our students have secured high position inUniversity exam, secured first class and have pursued higher studies in various universities. Anotherdistinctive effort taken by the College is to inculcate sportsmanship spirit in the students. The N.C.C unitand the College Gymnasium provides the students an opportunity to be physically fit as well as serve thenation. Many students have been benefitted and have been employed in the west Bengal Police forceand Indian Border Security Force. Last but not the least the College also fulfills the commitment towardsthe society and environment through the adoption of the various schemes like Unnat Bharat Abhiyanand Banabithi.

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 2020-21 following movement of worldwide Pandemic situation, deliverance of curriculum planning and documentation process also some changes with experimentation everywhere.

Attempt was there to remain as minimum disruptive as we can using advantage of technology.

In the completely online academic session of 2020-21 faculty members had been formed whatsapp groups for different semesters.Online classes alsoconducted 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. Arrangement of online examinations were also done according to the initiative suggestion of IQAC.

Teaching plan and academic calendar are devised synchronising with online examination schedule. Class load was lessened for keeping financial burden of data usage lesseer for the students.

Online psychological counselling process was conducted over telephonic conversation with the students.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	Nil

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

The college 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.

Experiment based qualitative estimations are carried out in
laboratory based subjects.

File Description	Documents
Upload relevant supporting documents	View File
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	View File
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	**No File Uploaded**

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)

00

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

00

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 thefollowing 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	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

156

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	**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	**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

1751

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. This procedure was shifted to the online mode 2018 as per CU rule. Prior to that both application was online and computer based merit list was prepared.

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**
- **Recapitulating the necessary higher secondary level**

knowledge to bridge any gap, if any.

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:

- **Apart from college library the teachers provide them with study materials of higher standard.**
- **In the science departments are encouraged to use ICT enabled tools like power point presentation in their projects and micro teaching classes.**

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
2946	**44**

File Description	Documents
Any additional information	[View File](#)

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

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. Here, students are taught with the maps and demonstration of different instruments. 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. It helps to grow greater interest of the students in the particular subject.

Due to pandemic and lockdown no such educational tours could be arranged.

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 by Sanskrit department and Political science department in collaboration with our computer science department in which the students received basic knowledge of computer.

The Sanskrit department also arranges yoga and meditation classes apart from their regular syllabus centric classes. Spoken Sanskrit classes are regularly held to converse in Sanskrit.

Interdepartmental faculty exchange programme.

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

Teachers use ICT enable tools for effective teaching –learning process:

Four number of smart class rooms are there in SushilKarcollege. 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. For example, Bengali department showed Satyajit Roy's Film 'GhareBahire'. In the computer science room to broaden the horizons of the students and introduce them to a mode of pedagogy that transcends of the narrow confines of the syllabi. 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

38

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	View File

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)	View File
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.

Internal Assessment under CBCS

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 Internal and Tutorial examinations are held in the institution as per the norms directed by the university in this regard. The marks of those internal examinations are also uploaded to the university portal within the specified period. The students are notified about the entire exam schedule in advance through

- **The official college website**
- **Notices put up on the notice boards**
- **WhatsApp groups of the classes (This was extremely helpful during lockdown period.)**

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**
- **Mock teaching by the students**
- **Demonstration lecture by the students**
- **Group discussion**
- **Home assignments**
- **Class tests (written/ viva)**

Previous question paper solving etc.

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:

- **The answer scripts of Internal and Tutorial examinations are preserved by the institution for five years as per the university norms. Within this period if any inquiry comes then required actions are taken by the college without any negligence.**
- **The Internal and Tutorial examinations are a part of the whole examination process. These examinations are taken by the college and results are uploaded to the university portal within the assigned time given by the university. The students have the opportunity of reviewing their answer scripts. The college assesses the claims of the students and forwards the cases to the university maintaining the university regulations. Otherwise, college does not have any role to play in this regard.**

- **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 and calculation of the attendance is announced in the classroom after being checked and verified by the Principal. Any queries from the students are settled by the departments immediately.**

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 clarity in understanding contents, scope and limitations (if any) of programme or course enables the faculty to plan for entire teaching process and to execute the lecture delivery in an efficient manner. Program outcomes, Program specific outcomes and course outcomes for each each course taught in the institution, when explained and communicated properly to the students, help them to comprehend what they are studying and what will be their final learning outcomes after completing the entire course. In session 2020-21, due to Pandemic, each department of the college communicated the Programme Outcomes, Programme Specific Outcomes in Online mode at the commencement of classes, and it is clearly displayed on college website. The individual course outcomes of all subjects are also properly stated on the college website and discussed in online classes. At the Orientation Programme and Principal's Address to 1st Semester students, Programme outcomes are also communicated. The college also motivatesand sendsteachers to attend meetings, seminars, special workshops, on course development and programme outcome so that better results can be achieved.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://susilkarcollege.com/webdata.php?c=43
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.

The college assigns prime importance to the evaluation of performance of the students. By monitoring the attainment of program outcomes, program specific outcomes, course outcomes, this college regularly attempts to evaluate whether the students are able to achieve their goals. Throughout the year the departmental facultyrecord the performance of each student. Class tests, internal assessments, tutorials, group discussions, Viva voce - all have their role in evaluation of attainment of learning outcomes. Finally university level theory and practical examinations help in measuring the

attainment level. Each department endeavors to monitor if there is any marked difference in class test results and university level performance. College also takes feedbacks from students and parents which serve as important method of measuring the attainment of program goals. Students' placement survey and analysis of their progression into higher education also help the college to evaluate the attainment of PO, PSO. Moreover, the college has an active Career Counselling Cell which organizers seminars, webinars, workshops on job opportunities and arranges campus placements so that stud

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

1116

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)

SSS is not done in this academic session

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)	<u>View File</u>

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

4

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

2

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

9

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

The NSS Unit of the College conducted a Covid Vaccination Camp on 4th October, 2021.

A Covid Relief Program was organized in June, 2020.

A Blood Donation Camp was organized in 2021.

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)	View File
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

3

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

390

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)	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

0

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

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 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	[View File](#)
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	View File
Paste link for additional information	https://susilkarcollege.com/working_folder/DOWNLOAD-G-0-51-630C953E3B619.docx
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)

4.218511

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-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**E. None 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)	**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)

1.79286

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

5

File Description	Documents
Any additional information	[View File](#)
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

54

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)

1.043608

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.

For maintaining, utilizing and up keeping of physical, academic and support facilities which includes use of equipment in

various departmental laboratories, computer peripherals and other technological equipment used in digital classroom, the college has well-developed and well organized policies. The policies and procedures for maintenance of different support facilities are available in the college website.

The Departments provide the College authority with the requisition for equipments of their choice for the purpose of teaching and learning. The Principal considers all such requisitions on a case by case basis and the same are sent to the Finance Committee for a feasibility study. Thereafter, the Governing Body of the College staffed by the Teachers, Non-Teaching and Student Representatives in addition to the external members and the President clear the requisition after considerable deliberation on the same.

Due to prolonged lockdown in the wake ofCOVID-19outbreak the college faces the crucial challenge as the physical contacts could not be made on account of Government Restrictions both at the Central and State levels. Conducting offline meetings was out of question. But in spite of this College undertook every possible step to conduct day to day functions. Online meetings were held regarding admission and related matters from time to time.

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

521

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

521

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	`C. 2 of the above`

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

47

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

47

File Description	Documents
Any additional information	View File
Number of students benefited 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

19	
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

43	
File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
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.

1

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 elected students of the union are also the members of the different subcommittees like cultural, sports, magazine, library, gym and common rooms.

This year because of pandemic situation and lockdown in the state and country, some of these activities, ceremonies, events could not be held.

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

1

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)	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 college has a benevolent Alumni Association. Alumni provides assistance for the development of the college academically and non academically. The member representative, Mr.Avijit Roy, participates in all the meetings and discussions, formal as well as informal interactions with the Principal and IQAC coordinator on the institution's present status and its direction towards global scenario.

This Year, on 20.06.2020, the Alumnus of this Institution organized a relief camp for disritibuting foods and necessary items to the needy persons during lockdown period.

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 was an unprecedented one for all of us, as the world reeled under the Covid-19 pandemic. As the institutions all over shut down, a new mission was added to our list- not only to try to impart 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 definitely became the chief mission of

all associated with 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 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	www.susilkarcollege.com
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 became 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	[View File](#)
Paste link for additional information	https://susilkarcollege.com/working_folder/DOWNLOAD-G-0-50-630C7F8767ACA.pdf
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.

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	https://susilkarcollege.com/working_folder/DOWNLOAD-G-0-4-630C999D35C55.pdf
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	No File Uploaded
Screen shots of user interfaces	View File
Any additional information	View File
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 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

2

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)	[View File](#)

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

12

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	https://susilkarcollege.com/webdata.php?c=47
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	View File

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

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

0

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

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

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, grants under RUSA, 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.

A seminar on "Psychosocial Impact of Covid 19: A Philosophical Perspective" was organised in collaboration with Jagatbandhu College, for Faculty and students alike, to try and address some of the covid related mental-health issues.

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 fullfledged meetings in the presence of external members are also convened from time to time to ensure review of the state of affairs and identification of the scope of improvement in all spheres of campus life. 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)	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 approximately 1600 girl students among a total of 2948 students in the year 2020-21. 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 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. Due to Covid

Pandemic initiating country wise lockdown from March end 2020 the following events took place in the year 2020-21

1. Celebration of International Women's Day on 08.03.2020 with the seminar ' Importance of Women in Indian Society'. Around 120 students participated with 65 female and rest male students.

2. A one day National webinar on 'Psychological Impact of Covid 19: A Philosophical Perspective' was organized on 10th August was organized by the Philosophy Department of the College.

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

File Description	Documents
Annual gender sensitization action plan	• 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.
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	The annual plan includes specific facilities provided for women in terms of: 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. Modern scientific and utmost care is taken in disposal of the wastes. 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 is going to sign a contract with Government agency for the disposal of E-waste but the country wise lockdown has hampered such efforts.

- **Solid waste management**

- **Liquid waste management**

- **Biomedical waste management**

- **E-waste management**

- **Waste recycling system**

- **Hazardous chemicals and radioactive waste management**

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	**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	**D. Any 1 of the above**

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: 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	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).

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 affliated 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 etc. Apart from this birth centenary celebration of world famous personalities likje Satyajit Ray was celebrated in the online mode. All the Students were informed of the programmes through whatsapp groups created by giving links to the groups in the website. They were encouraged to participate in the programmes, to give short speech, recite or play or sing a song. These efforts contributed a long way in keeping the mental health of the students and teachers sound in the days of the lockdown. It also gave them important lessons on cultural and regional harmony. The NCC and the NSS unit of the College also served relentlessly in communal harmony.

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

The college is situated in the Ghoshpur Village of the South 24 Parganas district. The students of theCollege mostly belong to the scheduled caste and are first generation learners. Therefore, the studentslack proficiency in English and communication skills. Given these background it has been a constantendeavor of the College to improve the academic upliftment of the students. Apart from the TeachingLearning process the various department organize mentoring, counselling,

interactive lecture session, micro teaching field tour etc to improve the students academically. Our students have secured high position inUniversity exam, secured first class and have pursued higher studies in various universities. Anotherdistinctive effort taken by the College is to inculcate sportsmanship spirit in the students. The N.C.C unitand the College Gymnasium provides the students an opportunity to be physically fit as well as serve thenation. Many students have been benefitted and have been employed in the West Bengal Police forceand Indian Border Security Force. However the advent of the pandemic which forced the country into going into lockdown hampered offline class and college functions. The College with all its staff relentlessly tried to adopt the online mode of teaching and making the students comfortable in this new format. Classes were taken in the google Meet platform and study materials were uploaded in the College website so that the students can access them from their homes. Online support from every possible way was extended to cope with difficult times.

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

The Institution celebrates the following national, international days, events and festivals where the head of the Institution, all the staff and students participate whole heatedly. 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, 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 done in the online mode during the lockdown period.

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	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.

Employability of the Students:

The College has N.C.C unit with a strength of approximately 120

students. The N.S.S unit has a student enrolment of 100 students. Apart from this the College has a well equipped gymnasium which provides the students resources, guidance to find employment.In the year 2020-21 atleast 2 student of the College found employment in the West Bengal Police Force and BSF. Apart from this approximately 30 students have found employment in the defence force.

Financial Assistance to students:

Every year university rankers, first class holders are given assistance/rewards in the College Social. However, the countrywide lockdown prevented such measures to a large extent. Apart from this the Students Credit Card Scheme 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.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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 theCollege mostly belong to the scheduled caste and are first generation learners. Therefore, the studentslack proficiency in English and communication skills. Given these background it has been a constantendeavor of the College to improve the academic upliftment of the students. Apart from the TeachingLearning process the various department organize mentoring, counselling, interactive lecture sessionfield tour etc to improve the students academically. Our students have secured high position inUniversity exam, secured first class and have pursued higher studies in various universities. Anotherdistinctive effort taken by the College is to inculcate sportsmanship spirit in the students. The N.C.C unitand the College Gymnasium provides the students an opportunity to be physically fit as well as serve thenation. Many students have been benefitted and have been employed in the west Bengal Police forceand Indian Border Security Force. Last but not the least the College also

fulfills the commitment towardsthe society and environment through the adoption of the various schemes like Unnat Bharat Abhiyanand Banabithi.

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 rnging from counselling, study material provision and financial help was extended to the students and the inhabitants of the adopted village.**