



YEARLY STATUS REPORT - 2022-2023

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		skciqac2023@gmail.com
• Address		GHOSHPUR, CHAMPAHATI, SOUTH TWENTY FOUR PARGANAS, WEST BENGAL, PIN-743330
• City/Town		SOUTH TWNETY FOUR PARGANAS
• State/UT		West Bengal (EAST Region)
• Pin Code		743330
2.Institutional status		
• Affiliated / Constitution Colleges		Affiliated
• 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	Dr. Nilanjana Biswas (Mitra)				
• Phone No.	9830264649				
• Alternate phone No.	9748945022				
• Mobile	9830264649				
• IQAC e-mail address	biswasnilanjana08@gmail.com				
• Alternate e-mail address	iqacskcc@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	www.susilkarcollege.com				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://susilkarcollege.com/webdata.php?c=16				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	70.30	2006	21/05/2006	20/05/2011
Cycle 2	B	2.28	2013	25/10/2013	24/10/2018
Cycle 3	B	2.36	2023	08/07/2023	07/07/2028
6.Date of Establishment of IQAC			17/02/2007		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of			View File		

IQAC		
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 new classrooms and a Auditorium for the new campus.		
To enhance library facilities, wall magazines by various departments		
IQAC guided various faculty members to improve their skill by FDPs and Promotions		
IQAC help faculty members embrace the New Education Policy (NEP) through seminars and interactive sessions		
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
Construction of new classrooms and an Auditorium	New classrooms and an Auditorium in the science building are under construction
Arranging Add-on programs for students	An add-on program has been organized with Anudip Foundation
Preparation for NEP	seminars and interactive sessions on NEP has been arranged and teachers have been encouraged to participate in such programs

13. Whether the AQAR was placed before statutory body?	No
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- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	19/02/2024

15. Multidisciplinary / interdisciplinary

The vision of Sushil Kar College is to impart, promote and spread holistic education among students to make them self-reliant and responsible members of the community. With this vision in mind, the College tries to impart as holistic a scheme of education as possible by providing scope to the students for choosing from amongst a wide range of disciplines offered by the institution. The institution offers multiple courses across the programs of Science, Humanities and Commerce and as such functions as a multidisciplinary institution. The college tries to incorporate interdisciplinary activities into its academic transactions by organizing various inter-departmental lectures, seminars or webinars from time to time. The study of Environmental Studies is mandatory and included as a credit-based Ability Enhancement Compulsory Course (AECC-2) in Semester 2 of the CBCS curriculum. Thus, it can be said that the

college has potential to function as a holistic multidisciplinary institution.

16.Academic bank of credits (ABC):

The College is affiliated to the University of Calcutta and is strictly required to follow the University guidelines and rules for awarding students marks, grades and credits according to their completed courses under the recently adopted Choice Based Credit System (CBCS). Apart from the entry/exit points permitted by the CBCS system, the College has no autonomy in designing its own curricular or pedagogical approaches or to allow students to avail the benefit of multiple entries and exits during any chosen programme. The institution is not yet registered under the Academic Bank of Credits (ABC) as proposed in the NEP, 2020. However, as and when approval or recommendation from the affiliating university is received, the College will act accordingly.

17.Skill development:

The vision and mission of the institution emphasizes on empowering students so that they can develop into self-reliant and responsible members of the community and imbibe universal, social and moral values in their lives. The recently implemented CBCS system specifically includes Skill Enhancement Courses (SEC) in its curriculum, across all disciplines. Since the college strictly adheres to the University prescribed curriculum, the students automatically get to receive skill/value based education in two courses of their selected disciplines. Seminars and Webinars are also organized which help to inculcate values and improve life skills as well as soft skills of students. The Institution celebrates various national, international days, events, and festivals where students participate whole heartedly. Observance of these special days like Republic Day, International Mother Tongue Day, International Women's Day, World Health Day, International Yoga Day, NCC Day, Independence Day, Rabindra-Jayanti, Teachers' Day and the like also help students to inculcate and develop various skill sets that would enable them to cope with the challenges and crises of the 21st century. These are some preliminary steps which will eventually help in implementing other practices/programs pertaining to skill development in view of the NEP 2020.

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

The institution offers courses in Indian languages like Sanskrit and Bengali. A large number of students enrolled in these courses every year and study these languages. The teachers deliver their

lectures in bilingual mode (English and Bengali or Bengali and Sanskrit). Students studying Bengali receive classteaching in Bengali, students studying Sanskrit receive their lectures in Bengali and Sanskrit, students studying English receive lectures in English only, while students of all the other non-language disciplines receive lectures in English and Bengali. Spoken Sanskrit classes are regularly held to help students converse fluently in Sanskrit. International Mother Tongue Day is held every year enabling students to become more aware about the significance of their mother tongues and to actively play their parts in preserving the language. Field trips to local heritage sites, museums, etc. help in making students aware about Indian arts, cultures and traditions.

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

Since, the college is just an affiliated institution under the University of Calcutta and governed by the Government of West Bengal it doesn't have any autonomy to design or delete its own curriculum. The courses offered by the college are designed by the University as per the CBCS curriculum. Our college has implemented outcome based education by offering various programs with clearly stated Programme Outcomes, Programme Specific Outcomes, and Course Outcomes. In this way, the college educates its students in such a way that at the end of their program they can become skilled enough to compete in the real world and become selfdependent individuals.

20.Distance education/online education:

During the pandemic situation, our institution like all other educational institutions in the country has increasingly started using digital platforms for taking classes, conducting conferences and meetings. Different online modes like WhatsApp, Google Meet, Zoom, college website, YouTube, etc. have been used for delivering online classes and other academic or administrative purposes. The institution makes available all type of e-content material prepared by faculty members for all the students through online mode to meet the future challenges. Even now, when offline classes have resumed, the institution maintains many of its activities through online mode, which can be seen as a great step towards implementing blended mode of learning.

Extended Profile

1.Programme

1.1

384

Number of courses offered by the institution across all programs during the year	
File Description	Documents
Data Template	View File
2.Student	
2.1	4321
Number of students during the year	
File Description	Documents
Data Template	View File
2.2	934
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	789
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	44
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	44
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	30
4.2 Total expenditure excluding salary during the year (INR in lakhs)	31
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. Deliverance of curriculum planning and documentation process maintain as per required.

Attempt was there to remain as minimum disruptive as we can using advantage of technology for a few months. In this academic session of the year 2022 faculty members had already been taking their classes by offline mode. A very few cases online classes also conducted through whatsapp group. For effective implementation of curriculum the teachers provided study materials to the students.

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

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

Classroom teaching is supplemented with seminars, special lectures,

micro teaching, tutorials, departmental quiz, projects, group assignments, educational tour for effective delivery of curriculum.

The college central library provides teachers with necessary learning resources for effective delivery of curriculum.

Departmental library has been set up in each department in order to enhance the in-depth knowledge of the students.

All internal examinations are conducted to check whether the students have acquired knowledge as outline in the objective of the curriculum.

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

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	No File Uploaded

1.2 - Academic Flexibility

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

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

15

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

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

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

1

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

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

21

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

21

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

1.3 - Curriculum Enrichment

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

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

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

and Human Right

Environmental Studies

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

1. Fundamental of environment

2. Nature and natural processes

3. Ecosystem

4. Population and environment

5.Land and water use of the Earth**6.Air pollution****7.Energy source****8.Environment and public health****9.Waste management****10.Environmental policies**

File Description	Documents
Any additional information	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**2**

File Description	Documents
Any additional information	No File Uploaded
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)	No File Uploaded

1.3.3 - Number of students undertaking project work/field work/ internships**1397**

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above
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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)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
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File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2114

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

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

700

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

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

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,

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

For the weaker students the following measures are taken:

- Additional classes
- more learning materials.

- Mentor-mentee system
- Assessment throughout the semester.
- Soft skill development course
- Teacher exchange programmes
- collage library and also departmental libraries.

Advanced learners:

- the teachers provide them with study materials of higher standard.
- encouraged to use ICT enabled tools
- participate and present their papers in college programmes
- encouraged to prepare the write ups for the college Magazine as well as the departmental wall magazines like (Bikacha, Zephyr, Prama, Praggya etc.
- Micro teaching
- Students are encouraged to join in the e-pathshalaprogrammes arranged by other colleges.
- participate in intra college debate, quiz.
- Group projects are done by them.

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

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

Number of Students	Number of Teachers
3309	43

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

Apart from the usual chalk-talk method or the lecture method, experiential learning, participative leaning etc. are the ways that are taken up for the holistic development as well as skill developments of the students.

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.

Some of the students like mathematics, Commerce, Education have practical lessons that are included in their curriculum.

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:**
- 2. Projects:**

PERTICIPATIVE LEARNING:

- **Microteaching.**
- **Paper presentation by the students**
- **Group activities departmental wall magazine.**
- **Debates and group discussions.**
- **Special participative programme on "Independence and Education" was arranged by the department of Education on 30.08.2022.**

Problem solving methodology:

- **Interaction between teachers and students**
- **Mentor – Mentee system**
- **In macro level academic audit subcommittee and IQAC are there to solve any major problem whatsoever.**
- **Remedial classes**

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

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

Four number of smart class rooms are there in SushilKar College.

Mainly science department take classes regularly in these rooms. In case any other departments need these rooms for their special class/programme they can make arrangement with those department having smart class rooms. Other departmental programmes are often organized there. Most of the teacher have laptops/and android phones which they used rigorously, 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	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

38

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
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

43

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

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

2.4.3.1 - Total experience of full-time teachers

18

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

2.5 - Evaluation Process and Reforms

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

The Choice Based Credit System (CBCS) has been adopted by the University of Calcutta from 2018 onwards. The evaluation system is

divided into three parts i.e., Internal Assessment, Tutorial and Theory for both Honours and General courses. The official college website Notices put up on the notice boards Institution takes constructive initiatives for the students to develop their performance through Special lecture series Inter-departmental talk Skill-developing training programme Value education programme.

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

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

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 students have the opportunity of reviewing their answer scripts.
- Class attendance
- Parent-Teacher meetings
- Continuous internal evaluations
- previous question papers
- writing skills.

Mechanism to deal with external examination related grievances:

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

After publication of the result students can fill up the review forms and the college forwards the same to the university maintaining the regulation. The reviewers and post-publication scrutineers are also appointed by the university externally

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

2.6 - Student Performance and Learning Outcomes

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

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

For the wider acquaintance of the Program and Course Outcomes, under the CBCS system, on the part of the teaching and non-teaching staff, the college often conducts power-point presentations. Apart from that, regular intradepartmental faculty meetings are conducted to discuss the details of the syllabi. For the awareness of students, the POs and the COs of different subjects, along with their detailed syllabi are put up on the college website. During class hours, too, teachers of every department verbally communicate the same to them. Apart from that Whatsapp groups are there through which awareness regarding the syllabi, study material are given regularly.

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

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

Attainment of program outcomes, program-specific outcomes and course outcomes are duly evaluated by the institution through a number of means. It also tracks Student progression to higher education and the job market. First, the college relies heavily on the student feedback system to assess the teaching-learning act within the institution. Here, the final year students are required to fill up feedback forms and also providing useful inputs on perceived drawbacks. These are, then, carefully considered by the concerned authority. The pandemic, though, had briefly disrupted such a practice, it, however, has hopped back to normalcy with the full-scale opening up of the institution, post lockdown. Secondly, there is also a Grievance Redressal Mechanism which enables the students to voice their problems with utter confidentiality. Thirdly, the Teacher-Guardian Meet has, traditionally, been an important way through which the college maintains a record of its program outcome attainment. The pandemic did disrupt such activities. Fourthly, regular publication of merit-lists and maintenance of attendance records are regular practices which help the college at its evaluation. Fifthly, intra-departmental Counseling Cells, by giving academic and psychological aid to the students and the College Reward System, by encouraging students to excel in life

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

2.6.3 - Pass percentage of Students during the year

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

420

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

2.7 - Student Satisfaction Survey

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

<https://susilkarcollege.com/webdata.php?c=50>

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)	View File
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

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

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

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

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

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

3.3 - Extension Activities

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

Nil

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

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	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

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

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

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

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

3.4 - Collaboration

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

Nil

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**5**

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
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 (27) are well ventilated and adequately furnished, with power back up etc. Some classrooms are also fitted with white boards. There are three smart classrooms.

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

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

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

Each Department has been provided with a laptop.

Potted plants are kept in the corridors.

Laboratories are adequately equipped with the latest instruments.

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

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

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

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

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

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

The field is well utilized as it provides ample scope for outdoor sports and games, like athletics, cricket, football,volleyball, badminton (all of this equipment is well-stocked in the college, and regularly checked and updated). There are two common rooms, and one gym.

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

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

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

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

Games (Outdoor) -A playground within the premises is used for

sporting activities like cricket, badminton, volley-ball, foot-ball.

Gymnasium- TheCollege has a functional Gymnasium for students.

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

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

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

4

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

1

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

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

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

2.14793

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)	No File Uploaded

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	No File Uploaded
Paste link for Additional Information	Nil

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

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)

nil

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

1602

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

4.3 - IT Infrastructure

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

The Institution frequently updates its IT facilities by providing faculty, staff and students with greater accessibility, better connectivity through purchase of new computer sets, and updating the programs in the existing ones.

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

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

4.3.2 - Number of Computers

59

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

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

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

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****9.99962**

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 the upkeep of physical, academic and support facilities which includes use of equipment in various departmental laboratories, computer peripherals used in digital classroom, the college has well-developed and well organized policies. The Principal considers all requisitions and sent to the

Finance Committee for a feasibility study. The Governing Body of the College clear the requisition.

Laboratory: There is science laboratories in the departments of Chemistry and Physics.

Library: Library sub-committee meetings are held at regular intervals to maintain of existing books and regulations for better management. An account of visitor is maintained for keeping records for the students, teachers and office staffs who visit the library. To ensure easy return of the borrowed books, No Dues Certificate is issued to the students before filling the form for different end semester examinations.

Sports: The College has a large field attached for outdoor sports and games, like athletics, cricket, football, volleyball, badminton etc.

Computers: Four computer labs have been established in the Department of Physics, Chemistry, Mathematics and Computer Science.

Classrooms: The college has 27 class rooms, out of which four class rooms are equipped with LCD Projector and Wi-Fi. The Seminar Room is equipped with 77 inch diagonal original Smart Board

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

3218

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

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

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

0

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

A. All of the above

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**245****5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year****245**

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

D. Any 1 of the above

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

22

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****31**

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

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)**5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year****0**

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

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

8

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	View File
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)

Students have veriousengagement in various administrative, co-curricular and extracurricular activities.

File Description	Documents
Paste link for additional information	https://susilkarcollege.com/
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

54

File Description	Documents
Report of the event	View File
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

Registration of Alumni Association is progress.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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.

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 too, all sub-committees performed their allocated roles.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The 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 continues to serve a very useful purpose in the post-pandemic scenario when virtual and hybrid modes have become integral parts of the teaching learning process like never-before.

The online admission process has been improved and further strengthened.

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

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	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

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

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

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

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

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

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

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

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

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

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

0

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

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

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

0

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

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

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

04

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
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 GrievanceRedressal 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.

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

6.4 - Financial Management and Resource Mobilization

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

Since we are a college aided by the Government of West Bengal, Statutory Audit is conducted every year by the auditors appointed by the Department of Higher Education, Govt. of West Bengal. Statutory audit has been completed till the financial year 2019-20. Internal audit has been completed for sessions 2020-21, 2021-22. Since the Govt. of West Bengal has not yet appointed the statutory auditor for 2020-21 and 2021-22, Statutory audit could not be completed for these. But Internal Audit for these sessions have been completed. For the Session 2022-23, Internal audit is yet pending; but the Trial Balance is ready.

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

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

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

1.41

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
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 ZillaParishad, South 24 Parganas. On 21.03.2023, the ZillaParishad, South 24 Parganas, sanctioned Rs. 50lakhs, for the construction of the 2nd Floor of the Golden Jubilee Building of the College. The College Authority has requested the District Engineer, ZP to proceed with the construction through the Deposit Scheme. 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	No File Uploaded

6.5 - Internal Quality Assurance System

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

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

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

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

The internal members of the IQAC meet at regular intervals and the IQAC coordinator meets the Heads of the various departments. Regular feedback is obtained from the stakeholders and necessary steps are taken after due analysis. The primary objective of the IQAC in the last year was to take care of the teaching-learning issues in the online mode as the college remained out of bounds to the students during the pandemic times.

The 3rd cycle of NAAC accreditation of the college took place in May-2023, and the IQAC, along with all the stakeholders of the college, worked actively to facilitate the entire process. Review of the various issues pointed out in the Peer Team Report has been done thereafter by the IQAC.

With support and encouragement from the IQAC, the Dept, of Bengali organised an International Seminar on Partition Literature, in collaboration with Raidighi College on 01.11.2022.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC);

C. Any 2 of the above

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)

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

The notion of gender equity and sensitization in curricular programme is imparted in the Arts and Social Science subjects .Counselling and mentoring of girl students are done to address specific gender related issues of the girl students of the College. The NCC and the NSS unit, The Anti Ragging Cell of the College regularly monitors and promotes gender equity. The Grievance Redressal Cell always solves any complaints from the girl students. Due to Covid Pandemic initiating country wise lockdown from March end 2020 normal activities were hampered but in spite of that the following events took place in the year 2021-22

- Celebration of International Women's Day on 08.03.2023 with the seminar 'Importance of Women in Indian Society'
- Yoga, Meditation and Chanting of Vedic Hymns was done once a week for 10 female students of the Sanskrit Department.
- The NCC and NSS organizes counselling sessions all round the year with special emphasis to girl students.
- Annual gender sensitization action plan

The College such activites were resumed with enthusiasm.

1. Safety and security provided by closed campus with -- Yes
2. Counseling done regular basis to those in need -- Yes
3. Common Rooms with bathrooms and medical facilities Yes
4. Canteen with drinking water Yes

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

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 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 methods 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. I The objective is to contribute to cause of maintaining balance in the ecosystem and conservation of water.

- 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	Nil
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 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	C. Any 2 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	B. Any 3 of the above

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

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

The Institution constantly tries to provide an inclusive environment to the enrolled students. The academic departments undertake teaching learning methods to inculcate a spirit of quest for knowledge. Various ICT enabled methods and online mode of teaching are adopted. Apart from the learning and evaluation mode as instructed by the affiliated University the College with all its staff organized programmes to commemorate special days like International Language Day, International Women's Day, Rabindra Jayanti, Basanto Utsav, Earth Day, Independence Day, Teacher's Day etc.

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	View File

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

The college is situated in the Ghoshpur Village of the South 24 Parganas district. The students of the College mostly belong to the scheduled caste and are first generation learners. Therefore, the students lack proficiency in English and communication skills. Given these background it has been a constant endeavor of the College to improve the academic upliftment of the students. Apart from the Teaching Learning process the various department organize mentoring, counselling, interactive lecture session, micro teaching field tour etc to improve the students academically. Our students have secured

high position in University exam, secured first class and have pursued higher studies in various universities. Another distinctive effort taken by the College is to inculcate sportsmanship spirit in the students. The N.C.C unit and the College Gymnasium provides the students an opportunity to be physically fit as well as serve the nation. Many students have been benefitted and have been employed in the West Bengal Police force and Indian Border Security Force. 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.

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

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

4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 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	View File
Any other relevant information	View File

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 heartedly:

National YOUTH DAY on 12/01/2023, REPUBLIC DAY celebrated on 26/01/2023, Celebration of International Mother Tongue Day 21/02/2023 , celebration of INTERNATIONAL WOMENS DAY on 08/03/2022, 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 15/08/2023 Celebration of RabindraJayanti 12/05/2023 , celebration of Teachers' Day 05/09/2020 were celebrated by the students, teachers and non teaching staff of the College with great enthusiasm.

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

7.2 - Best Practices

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

1. Title of the Practice:

Inculcate a value system and promote employability of the Students

Objective

The College gives them the opportunity to find employment in police and defence force. The N.C.C unit of the College serves relentlessly to achieve this. The institution constantly thrives to achieve all round development of the students through the teaching learning process.

The practice

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.

Evidence of Success

In the year 2022-23, 4 students were employed as PSC Clerks, 5 students as Excise Constables, 2 students in the Irrigation and Water Resource Department, 1 student as Nurse in Kolkata Medical College, 4 students in the West Bengal Police Force.

1. Title of the Practice:

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

Objective

Another practice is the financial assistance given to students who have secured good grades and achievement in University examination and University or District Sports. Apart from this the Students Credit Card Scheme (SCCS) initiated by the West Bengal State.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
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 the College mostly belong to the scheduled caste and are first generation learners. Therefore, the students lack proficiency in English and communication skills.

Given these background it has been a constant endeavour of the College to improve the academic upliftment of the students. Apart from the Teaching Learning process the various department organizing mentoring, counselling, interactive lecture sessions, field tours, etc. to improve the students academically. Our students have secured high position in University exam, secured first class and have pursued higher studies in various universities.

Another distinctive effort taken by the College is to inculcate sportsmanship spirit in the students. The N.C.C unit and the College Gymnasium provides the students an opportunity to be physically fit as well as serve the nation. Many students have been benefitted and have been employed in the West Bengal Police force and Indian Border Security Force. Last but not the least the College also fulfills the commitment towards the society and environment through the adoption of the various schemes like Unnat Bharat Abhiyan and Banabithi. Help in all forms ranging from counselling, study material provision and financial help was extended to the students and the inhabitants of the adopted village.

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

7.3.2 - Plan of action for the next academic year

Nil