



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution	SANKRAIL ANIL BISWAS SMRITI MAHAVIDYALAYA
Name of the head of the Institution	Haripada Mahapatra
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03223-265051
Mobile no.	9732776825
Registered Email	sankrailabs45@gmail.com
Alternate Email	mahapatraharipada4@gmail.com
Address	Vill- Kultikri PO-Kultikri PS- Sankrail
City/Town	Jhargram
State/UT	West Bengal
Pincode	721135

2. Institutional Status

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	Self financed and grant-in-aid

Name of the IQAC co-ordinator/Director	Swagata Chatterjee
Phone no/Alternate Phone no.	03223265051
Mobile no.	9674268240
Registered Email	swagatacollege@gmail.com
Alternate Email	sankrailabs45@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)

<http://www.sabsmkultikri.org/iqac.html>

4. Whether Academic Calendar prepared during the year

Yes

if yes, whether it is uploaded in the institutional website: Weblink :

<http://www.sabsmkultikri.org/academic.html>

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C	1.88	2019	21-Aug-2019	22-Aug-2019

6. Date of Establishment of IQAC

08-Jun-2018

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/beneficiaries
Conduct Student Satisfaction survey	09-Jun-2020 10	189
Conduct internal audit	25-Jun-2020 1	45
Meeting with all IQAC members regarding CAS, OP/RC and digitalization of teaching	10-Feb-	10

	2020 1	
Meeting with all teachers non teaching staff and students regarding result of NAAC	27- Sep- 2019 1	245
Conduct NAAC peer team visit	21- Aug- 2019 2	82

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				

[View File](#)

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	3
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

Conduct of NAAC and successful completion of 1st cycle of NAAC visit

Special workshop organized for all teachers and non teaching staff on NAAC

Digitalization of classes by successfully getting to allocate 1 ICT enabled classroom for each dept.

Spreading green awareness by initiating a herbal medicinal plant corner

Conducting internal academic audit.

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

Plan of Action	Achivements/Outcomes
Faculty Development Promotion	1 Assistant Professor has completed RC and certificate submitted. 2. 1 Assistant Professor has completed FIP. Certificate submitted.
Academic audit conduction	Academic Audit Successfully conducted and report submitted. The survey is done online due to pandemic situation
Submission of data to AISHE	Data successfully submitted and certificate received
Encourage Sports and culture	The institution has celebrated Freshers' Welcome, as a mark of brotherhood. The institution has also celebrated Netaji birthday and Republic day Annual Sports has been postponed for the session owing to Pandemic situation
Prepare academic calender	Academic calender for the session 201920 has been prepared according to guideline of VU has been uploaded

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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing body	01-Dec-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC

Yes

or interacted with it to assess the functioning ?	
Date of Visit	21-Aug-2019
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2020
Date of Submission	03-Mar-2020
17. Does the Institution have Management Information System ?	No

Part B

CRITERION I - CURRICULAR ASPECTS

1.1 - Curriculum Planning and Implementation

1.1.1 - Institution has the mechanism for well planned curriculum delivery and documentation. Exp words

This Institute is affiliated to The University of Vidyasagar and follow University curriculum. The current syllabi for every Honours & General subjects as recommended by the UG Council of the affiliating University particular academic session are clearly hoisted on its website as well the website of the Institute. The Institute does not enjoy academic autonomy. The Institute offers six Honours courses in Arts besides offering the General courses in Arts & Science. The Institute follows the evaluation procedure as propagated by the University of Vidyasagar very strictly. The Institute prepares an academic calendar before the commencement of academic session in accordance with the academic calendar of the affiliating University. The Institute boasts of an extremely competent teaching staff in all the subjects it offers. Many of them are engaged in high quality research activities. The teachers of the Institute always respond readily to any call for workshops on changes and reforms in the syllabus. The Institute emphasizes on gradual movement towards digitalization of teaching process.

1.1.2 - Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employability/entrepreneurship	Dev
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No Data Entered/Not Applicable !!!

1.2 - Academic Flexibility

1.2.1 - New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
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No Data Entered/Not Applicable !!!

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1.2.2 - Programmes in which Choice Based Credit System (CBCS)/Elective course system implement affiliated Colleges (if applicable) during the academic year.

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

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

Certificate	Diploma Course
No Data Entered/Not Applicable !!!	

1.3 - Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		

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1.3.2 - Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Projects / Internships
BA	BA Environmental Science: Woman and Child Health	164
BA	Bengali Hons.: Folk Culture and Folk Literature	58

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1.4 - Feedback System

1.4.1 - Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Nil
Parents	Nil

1.4.2 - How the feedback obtained is being analyzed and utilized for overall development of the institute (maximum 500 words)

Feedback Obtained

Feedback on overall performance of the college was collected from all students, teachers and guardians, analysed and utilized for overall development.

of the institution. Action Taken i) The Principal of the college communicates the main content of the feedback to the teachers concerned or to the Departments or to the concerned nonteaching staffs for necessary improvements. ii) The proposals given by different committees and departments for necessary improvements are discussed in the Governing Body meeting of the college for necessary action. On the basis of the recommendation made by the Governing Body necessary actions have been 1. approval of a certificate course in spoken English 2. Approval of a certificate course in computers. 3. one year round program on gender awareness. 4. More use of audio visual media in imparting education.

CRITERION II - TEACHING- LEARNING AND EVALUATION

2.1 - Student Enrolment and Profile

2.1.1 - Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	S E
BA	POLITICAL SCIENCE	77	16	
BA	SANTALI	38	11	
BA	SANSKRIT	55	72	
BA	ENGLISH	77	73	
BA	BENGALI	77	170	

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2.2 - Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of fulltime teachers available in the institution teaching UG & PG courses
2019	Nil	Nil	Nil	Nil	

2.3 - Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resour techn
7	7	7	5	1	

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2.3.2 - Students mentoring system available in the institution? Give details. (maximum 500 words)

The institution has 7 fulltime Assistant Professors. Apart from that it has a number of Govt. approved time teachers and guest teachers. The students of each Hons. Department (B.A Sem 1) are divided into groups among teachers who meet the students once a week interact with them regarding their family expectations, socioeconomic conditions, peer pressure, their active participation in the , academic stress related issues. Our students are free to interact with the teachers beyond classroom. Mentors maintain the biographic details of each individual mentee including their educational background and socioeconomic status. They also maintain record of their class attendance, class performance and academic progress. The teachers take up mentoring as a serious mission to help the students to reach their full potential. Mentoring system act as a mechanism to improve the bond between students and teachers. Mentoring help our students to know about the CBCS pattern (introduced by the University in the session 2018-2019), assignment process (Internal External) of the University, compulsory 75 attendance paper, importance of skill enhancement courses, compulsory Project/term paper. It also help the students understand regarding the length of the answers (how much to write for 10 marks , 5marks 2 marks) and the time management in the examination hall.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee
1069	7	1 : 151

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty posts filled
11	7	4	2	

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

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

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2.5 - Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results semester-end/ year- end examination
BA	BNGA	YEAR	03/11/2020	23/12/2020
BA	ENGA	YEAR	03/11/2020	23/11/2020
BA	HISA	YEAR	03/11/2020	23/11/2020
BA	PLSA	YEAR	03/11/2020	23/11/2020
BA	SANA	YEAR	03/11/2020	23/11/2020
BA	SANTA	YEAR	03/11/2020	23/11/2020

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2.5.2 - Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (25

Presently in the U.G. level two types of systems (CBCS and non CBCS) are running in the college. In the old system (III) the students have to appear in the University Examinations as Part III Examination or final year. Regular class tests, Mid Term Test and Selection Test are conducted centrally in the college for the students of the old system. Students need to qualify to appear in their University Examinations. The answer scripts are shown to the students and necessary suggestions are given by the faculty members to individual students so that they can do better in their University Examinations. All the UG students of the B.A./B.Sc. final year (Part3) of the old system have to submit a project paper on Environmental science. These projects have to be carried out under the supervision of the concerned teacher. The choice based credit system (CBCS) for UG was introduced in the Vidyasagar University from 2018-19 academic sessions. The University Examinations are now held at the end of each semester and students are required to appear in the Semester end examination provided they have attended at least 75 classes for each paper. In each semester UG students have to appear in internal assessments which are part of Continuous internal evaluation system. The students are encouraged to submit projects and seminars and paper presentations on topics given as a part of the examination. No student is allowed to appear in the final examinations without appearing in the internal assessments.

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

The college follows Academic calendar as prepared and provided by the Vidyasagar University. The calendar is updated in the college website. 3rd year students are informed through calendar of their internal and external examinations. The tentative schedule for end year examination are also informed. All schedules related to the CBCS system are informed to the students through calendar prepared and approved by the Vidyasagar University. The dates and times of such Examinations are notified to the students well ahead. The pattern and schedule of internal assessment are also informed well ahead. Academic Calendar for the Session: 2019-20 is given in the college website

2.6 - Student Performance and Learning Outcomes

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

<http://www.sabsmkultikri.org/pso.html>

2.6.2 - Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination
SANT	BA	SANTALI	10	10

SANS	BA	SANSKRIT	13	13
PLSA	BA	POLITICAL SCIENCE	1	1
HISA	BA	HISTORY	18	18
ENGA	BA	ENGLISH	13	13
BNGA	BA	BENGALI	58	58

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2.7 - Student Satisfaction Survey

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

<http://www.sabsmkultikri.org/feedback.aspx>

CRITERION III - RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

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3.2 - Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.
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No Data Entered/Not Applicable !!!

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

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

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Comm
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No Data Entered/Not Applicable !!!

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3.3 - Research Publications and Awards

3.3.1 - Incentive to the teachers who receive recognition/awards

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

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if a
No Data Entered/Not Applicable !!!			

No file uploaded.

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

Department	Number of Publication
BENGALI	1

No file uploaded.

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of excluding se
No Data Entered/Not Applicable !!!						

No file uploaded.

3.3.6 - h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

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

No file uploaded.

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

Number of Faculty	International	National	State
No Data Entered/Not Applicable !!!			

No file uploaded.

3.4 - Extension Activities

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

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

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3.4.2 - Awards and recognition received for extension activities from Government and other recognised during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Beneficiaries
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No Data Entered/Not Applicable !!!

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

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

No file uploaded.

3.5 - Collaborations

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

Nature of activity	Participant	Source of financial support	Number of students/teachers benefited
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No Data Entered/Not Applicable !!!

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

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

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated in MoUs
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No Data Entered/Not Applicable !!!

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CRITERION IV - INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure deve
5000000	4830650

4.1.2 - Details of augmentation in infrastructure facilities during the year

Facilities	Existin A
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Exi
Value of the equipment purchased during the year (rs. in lakhs)	Exi
Seminar halls with ICT facilities	Exi
Classrooms with LCD facilities	Exi
Seminar Halls	Exi
Class rooms	Newl
Campus Area	Exi

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4.2 - Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of ai
KOHA	Partially	18.05.03	20

4.2.2 - Library Services

Library Service Type	Existing		Newly Added		Total	
Reference Books	413	18329	4083	93261800	4496	93:

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4.2.3 - E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & instit (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launchir content
No Data Entered/Not Applicable !!!			

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4.3 - IT Infrastructure

4.3.1 - Technology Upgradation (overall)

Type	Total	Computer	Internet	Browsing	Computer	Office	Departments	Availabl
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	Computers	Lab	Centers	Centers			Bandwidth (MBPS/GB)
Existing	17	0	2	0	0	1	25
Added	0	0	0	0	0	0	0
Total	17	0	2	0	0	1	25

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

25 MBPS/ GBPS

4.3.3 - Facility for e-content

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

4.4 - Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
27	26.15	10	9.35

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

The college has a well developed, well organized and decentralized mechanism of maintenance and upkeep of physical, academic, and support facilities. At the beginning of the session the budget of the college is placed in the meeting of the Finance Committee and budgetary provisions are made for these facilities. The Governing Body approves the budget or any major expenditure made for any such facility. Following are the maintenance mechanisms followed by the college in particular: 1. Maintenance of academic facilities: For academic requirements like books and journals, IT facilities, organization of special lectures, seminars or workshops demands are placed by the department heads or the teachers of the departments concerned in writing to the officer in charge. Approximate budgets are also stated on most occasions. They are placed in the requisition or demands in the meetings of the Governing Body, Finance Committee, Library Committee, or any other relevant committee. Bulk notification is then done for bulk purchases. Otherwise, local vendors supply the necessary items. Financial rules of the government are strictly followed for all purchases. 2. Maintenance of Physical Support Facilities All departments and constituent units of the college are well connected to the office in this regard. Apart from the regular cleaning of the classrooms, any urgent maintenance on the part of electricity, plumbing, lab machinery, computers, the office arranges everything according to the demands raised by the departments and other units. Auditorium, Seminar and Conference Hall are extensively used for the conduct of academic and cultural programmes and are maintained by the support staff. Committees are set up to improve

efficiency of the Canteen. Sports amenities are maintained by the staff. The CCTV, Lifts and Biometric attendance Machines are maintained Annual Maintenance Contracts. . The college has appointed one electrical expert for regular maintenance of electrical equipments such as pump generator rooms, etc. 3. Campus Cleaning: ? There are 5 personnel for of campus area as well as classrooms and labs. Security staff provides to the students. The NSS is regularly participating in cleanliness act inside the college campus. 4. IT Infrastructures: ? For the maintenance infrastructures (wifi, computers and servers), the college has appointed vendors. Antivirus /Anti Malware software are installed and updated at specific intervals. All systems are connected with UPS, providing uninterrupted power supply to avoid hardware and software problems.

<http://www.sabsmkultikri.org/iqac.html>

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Scholarships and Financial Support

Name/Title of the scheme	Number of students	Amount in Ru
No Data Entered/Not Applicable !!!		

No file uploaded.

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Average in
No Data Entered/Not Applicable !!!			

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

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

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance
Nil	Nil	Nil

5.2 - Student Progression

5.2.1 - Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed

No Data Entered/Not Applicable !!!

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Number of students placed
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No Data Entered/Not Applicable !!!

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

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

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

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

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5.3 - Student Participation and Activities

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

Year	Name of the award/medal	National/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of student
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No Data Entered/Not Applicable !!!

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

Students' Representative (SR) is an indispensable part of Academic Administrative bodies/committees of our institution. They actively represent students in different bodies and committees of the college. Library Committee, Admission Committee, Sports Cultural Committees, Seminar Committee, Grievance Cell other subcommittees. The students' representative is elected by students in the presence of one Teachers' Representative to the Col

Governing body, the IQAC Coordinator and the Convenor of the Academic Subcommittee. As Students Representatives they convey the opinion grid (if any) of the students in front of the Body/ Committees/ Cell convenor. They convey action taken reports to the students. They actively participate in Cleaning Programmes with NSS. They motivate encourage the students to participate in all the sports Cultural activities organised by the college throughout the year. They themselves also participate in various activities at the college. They help the teaching staff of the college to organize departmental seminars/Workshops etc. The Students Representative play an important role in encouraging and motivating students to participate in various Programmes. The students organise Saraswati Puja in the college under the leadership of Students Representatives. They also help to organise different sports activities and events and assist the teachers in making the events a success. They are well aware of the strength weaknesses of the college and give suggestions from students of different departments about how to overcome the weaknesses submitted to coordinator IQAC. As a most important Stakeholder of the college they actively participate in all round development of the college.

5.4 - Alumni Engagement

5.4.1 - Whether the institution has registered Alumni Association?

No

5.4.2 - No. of enrolled Alumni:

45

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

No Data Entered/Not Applicable !!!

5.4.4 - Meetings/activities organized by Alumni Association :

No Data Entered/Not Applicable !!!

CRITERION VI - GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The Institute practices decentralization and participative management through frequent consultation with the College Governing Body. The institute has constituted different Committees for the smooth functioning of academic and administrative work of the institute. All the decisions related to college development, infrastructure and adding new courses, budget allocation and various activities of the college are taken by a democratic and participative management system in which the teaching, non teaching staff student representatives contribute. A decentralized administrative system provides the best service to the students. Before implementation of any important measure the Principal discusses it with the different stake holders in meetings, funds are mobilized and decisions are taken. For instance, 1. Purchase Committee: The Institute follows the standard operating procedure not only in the financial but in academic and administrative activities. To purchase any stationery equipments the HODs give a letter to the Principal mentioning the

requirements which is forwarded by the Principal to the Purchas Committee'.The committee consisted of The Principal, Bursar, Governin Representatives ,Few Senior Teachers , Two nonteaching Staff Stud Representatives .The Committee communicate to the vendors requestir submit their quotations if the amount is lee than Rs50,000 After rec these quotations envelopes are opened in the presence of all members: Committee discussed the reputations, prices, and quality of the produc they claimed in their quotations, including its guarantee/warranty pe the presence of the Principal order was placed on the same day but if beyond these tender notices is issued through college website . Thus process of any purchase is executed through such a transparent way teachers, administrative staff and Students are involved. The college decentralization and participative management 2. Library Committee committee consists of the Principal, Librarian, Coordinator IQAC,all teacher representatives of the Governing Body Students The funds ava for buying books are divided almost equally to all departments .T Librarian request all HoDs to submit a list of the books required b department through requisition form. Side by side, book requisition : taken from the student members. Next, step is tender notice issued t college website. . Thus it is ensured that the needs of all are ensu funds are used in the best possible manner through a process of partic management

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

No

6.2 - Strategy Development and Deployment

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

Strategy Type	Details
Admission of Students	The college website displays all the courses and the n seats in each course along with reservation policy for categories as per government directives Online Admis including online payment facility in both UG levels. admission is made strictly on the basis of merit. St observance of Govt. Rules and norms prescribed by affiliating University
Human Resource Management	The college organized workshops for new syllabus (CBC teachers are encouraged to attend professional develo programmes like Orientation Programme, Refresher course Term Course, Faculty Development Course organised by College or affiliating and other Universities for acq necessary skills for effective delivery of the curric Computer training programmes are arranged by IQAC teachers, students, non teaching staff. Grievance Red Cell, AntiRagging Committee, has been set upfor sai security of all related to college
Library, ICT and Physical	The required upgradation and moderation has been doi required.Automation of Library has been on. Each depa

<p>Infrastructure / Instrumentation</p>	<p>has a ICT enabled class room and the institution has a class room as well. In the pandemic situation the classes all being taken through online mode.</p>
<p>Research and Development</p>	<p>The faculty members are motivated for research publications in peer reviewed journals with high impact factor encourage to present papers in International/National/State Level Seminars, workshops and to act as resource persons. IQAC encouraged faculty members to submit plan of work. The publication of research work of the faculty members exhibits in the college library to inspire further research.</p>
<p>Examination and Evaluation</p>	<p>The external examination is conducted by the University at the end of each semester. The college is authorized to conduct Internal assessments, Tutorials / Practicals. The marks of Internal assessments, Tutorials are sent to the University through the University Portal. The schedules for Internal as well as other activities as per CBCS guidelines are categorically mentioned in the academic calendar and are conducted accordingly. The scripts of internal examinations are shown to the students. Necessary suggestions are given by the teachers so that students feel confident and can do better in their Semester examinations. The student's projects are carried out under the supervision of the concerned teacher.</p>
<p>Teaching and Learning</p>	<p>Conventional classroom teaching is blended with use of technology to make the teaching-learning process more learner-centric. Various methods like assisted learning, experiential learning, participatory learning, Problem Solving method are used for effective curriculum delivery. Classroom teaching is supplemented by seminars, workshops, special lectures, group discussions, Tutorials, Departmental Quiz, paper presentation by students, projects, group assignments, term paper presentations, educational tours, field trips and industrial visits. It is mandatory in each class that a group of three to five students will give a presentation on the topic given by the concerned faculty and added advantages of this PowerPoint presentation is that students take active interest in learning and gain from each other experiences and ideas. Every group of students is required to give new knowledge on the particular topic. Review sessions with students also helps to improve the teaching-learning process. Movie showing is also another effective measure adopted by our institution.</p>
<p>Curriculum Development</p>	<p>Vidyasagar University introduced CBCS for both UG and PG programs, the college follows the same. Each Semester includes internal assessments, 75 compulsory attendance for each paper, Tutorials/ Practical's Semester end exams. From 3rd Semester onwards students have to enrol in one Skill enhancement course. So the core concern of the institution is to attain and sustain quality teaching and learning so that our students perform better in their University Exams and are confident and capable of joining Higher Education after completing their course. For an effective curriculum delivery various</p>

studentcentric teaching methods are used. Enrichment programmes are also organised by different departments college for student to update their knowledge make actively participate in the interaction session. Feedback all stakeholders are collected, analysed submitted to University for necessary action.

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

E-governance area	Details
Planning and Development	The college has a dedicated short messaging system to communicate important information to its stakeholders, The Government of West Bengal has initiated e-governance system through various modules like e-procurement, West Bengal health scheme, integrated financial management system, Human Resource Management System,, The college operates through PFMS for its Government received from State or Central Government. The college regularly uses online payment facility through various Gateways
Administration	Notice display system for students and other stakeholders. Regular exercises of e-tendering process through Govt. portal. Regular exercises of PFMS portal to upload expenditure to Govt. fund.
Finance and Accounts	Fully computerised office and accounts section. Maintain the college accounts through Tally ERP 9.0. E tender through Govt. E tender System
Student Admission and Support	Online admission including online payment gateway. Maintain students database through tailor made software. Implement online CBCS semester information system for UG Courses. Whatsapp, website, Google Classroom etc, Study Material
Examination	The affiliating University has implemented e-governance different modules like examination form fill up, Exam upload and publication of marks through university portal. Under pandemic situation examinations till June 30 postponed

6.3 - Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided
No Data Entered/Not Applicable !!!			
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6.3.2 - Number of professional development / administrative training programmes organized by the college for teaching and non teaching staff during the year

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

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

Title of the professional development programme	Number of teachers who attended	From Date	To date
Orientation Programme ,UGC sponsored	1	03/02/2020	22/12/202
ICSSR, NewDelhi, Sponsored Two Week Capacity Building Programme for Young Social Science Faculty	1	09/12/2019	21/12/201

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

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

6.3.5 - Welfare schemes for

Teaching	Non-teaching	Students
No Data Entered/Not Applicable !!!		

6.4 - Financial Management and Resource Mobilization

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

Yes The institute an external audit to make an assessment of the secu reliability of the financial statement made by the accounts in ev financial year. The external/statutory audit is carried by a govern auditor appointed by the department of higher education government Bengal. The external/statutory audit has been completed up to the se 2018-19.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Pu
PC CHANDRA GROUP	200000	LI B

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6.4.3 - Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 - Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Autl
Academic	Nil	Nil	Yes	N:
Administrative	Nil	Nil	Yes	N:

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

No Data Entered/Not Applicable !!!

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

No Data Entered/Not Applicable !!!

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

Conducting internal academic audit Completion of medical herbs unit in
Recommend to start Hons. courses in Education

6.5.5 - Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	
b) Participation in NIRF	
c) ISO certification	
d) NBA or any other quality audit	

6.5.6 - Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	l p
2019	ICT Training program for teachers	08/07/2019	08/07/2019	08/07/2019	
2019	NAAC visit awareness program with teachers	03/08/2019	03/08/2019	03/08/2019	
2019	NAAC visit awareness program with non teaching staff	05/08/2019	05/08/2019	05/08/2019	
2019	Awareness of green campus with students	12/08/2019	12/08/2019	12/08/2019	
2019	Conduct NAAC peer team visit	21/08/2019	21/08/2019	22/08/2019	
2019	General meeting on NAAC result with teachers, non-teaching staff and students	27/09/2019	27/09/2019	27/09/2019	
2019	Meeting with teachers	02/12/2019	02/12/2019	02/12/2019	
2020	Students awareness on digital	12/02/2020	12/02/2020	12/02/2020	

	classes			
2020	Workshop with female students on safety and cyber crime	03/03/2020	03/03/2020	03/03/2020

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CRITERION VII - INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants
Workshop with female students on safety and cyber crime	03/03/2020	03/03/2020	4

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

Percentage of power requirement of the University met by the renewable energy source
4.6

7.1.3 - Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	1
Rest Rooms	Yes	1

7.1.4 - Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participants
No Data Entered/Not Applicable !!!							

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7.1.5 - Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 - Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Celebration of independence Day	15/08/2019	15/08/2019	73
Celebration of Teachers Day	05/09/2019	05/09/2019	84
Celebration of Vivekananda birthday	12/01/2020	12/01/2020	26

Ceelebration of Netaji Birth day	23/01/2020	23/01/2020	26
Celebration of Republic day	26/01/2020	26/01/2020	38
Celebration of International Womens day	08/03/2020	08/03/2020	55

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

- Promote green practice as best practice
- Use of natural bio degradable plates
- Using bicycles than petrol/diesel vehicles in campus
- Use of process of rain water harvest
- Setting up medical herbs unit

7.2 - Best Practices

7.2.1 - Describe at least two institutional best practices

Title of the Practice: Creation of Nature Park in the college campus
Objective: The institution has a huge campus and the area is surrounded by trees and natural growths. The institution aims to establish a nature park within the campus. It is aiming to start a nursery with a separate section for colourful flowers. It will have a separate section for medicinal plants and natural plants with medicinal and utility values. There will be a separate area for growth and nurturing of indigenous plants. Content: Biodiversity and saving nature is a burning issue in the world environment.

Due to increase in human population, and rapid deforestation lot of indigenous plants are getting extinct and their natural values are lost. The institution in its microscopic way aims to nurture and promote ecology, park and biodiversity. These will attract birds and butterflies which will add the beauty as well as nature shelter for their nests. It is important that the students shall understand and learn the value of nature and preservation of nature, incorporate nature in their daily lives and can promote environmental learning in the nature preservation in their surrounding as well. Practice:

Some of the strategies adopted for nature park preservation are: The institution has collaborated with the private nursery body for maintenance and plantation and preservation of the flowers and plants. "One student one plant" such motto has been promoted by incorporating our students with a green system and giving the responsibility of each plant to each student so that they can understand their human and social responsibility towards nature. At the different floors of the institution, provision for water for the plants during summer has been made which is also maintained by the students.

Proper arrangements have also been made in the abode of nature so that the teachers and students can promote nature class or open-air classes in the natural environment. The old huge existing trees are being preserved with proper care. The medicinal plants are being preserved for social use and experimentation. Indigenous plants are being nurtured and preserved for the future. Evidence of Success: Growing awareness among students on nature and environment.

Goals: To start outreach programs on nature and natural preservation.

Challenge: Lack of fund
Best Practice 2 Title: Gradual Upgradation of academics and institutional management toward being digitalized
Objective: Technology indeed makes administrative and academic functioning smooth, efficient and effortless. The institution in spite of all its drawbacks

attempting to increase its facilitation towards students by making the system of administration and academia upgraded with the latest tech methods and implementing the ICT methods which shall benefit the func of students as well as the teacher and office staffs. The digitalis shall help the teachers to design the presentation and preparation of syllabus and help the students understand the changing dynamics of subject under globalization. Digitally enabled classrooms shall hel students to have a progressive environment of education. At the same the office administration management shall become smoother, hassle-f more efficient as well as completely paper free. Context: We live essentially a digital era. Staying away from the rapid digitalizatio progression is a regressive step and it is necessary to use the pow internet so that increase the accessibility and faster and more effici of knowledge distribution than the traditional methods. ICT increa research openings. The use of ICT facilitates the quality of underst and gives greater scope of performance to both students and teache Practice: Some of the strategies used and adopted /started towards process of digitalization The admission process of the students is cor paperless and done online The record of the students are also maintai an online database The institutional library has already begun the pro being digitalised admission has The important departments have the fa to use ICT enabled classes. The institution has also has started usin for better surveillence and security. The teachers exchange import information and notice through SMS/Whatsapp The institution has informative website where all important notices are displayed Eviden success: The online admission has made the admission procedure fai hassles free The students are showing progress and interest and are co with their own innovative ideas due to their introduction to smart cl Future Goal: To 100 digitalize the institution incorporating all sections. Challenges: Lack of fund The necessity to increase more ICT classes. The requirement of more Wifi access in campus

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

<http://www.sabsmkultikri.org/aboutus.html>

7.3 - Institutional Distinctiveness

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

Situating at the lap of Jungle Mahal, a region largely inhabited by underprivileged, economically weaker sections of the society, S.C., O.B.C. and minority communities in the Sankrail and the adjoining Bloc college acts as a beacon to promote and impart higher education amon students of this region, who are mostly first generation learners. college is the outcome with the genuine and sincere effort of the pec all spheres of Sankrail and neighbouring blocks. It has faced many ba as this area had faced maoist intrusion and violent disturbances for time and yet in spite of that the institution aims develop and emp students through education that fosters knowledge and skills, promotes of equality, secularism and national integration, moulds character t

discipline and rigour and creates an open mind capable of assimilating the best traditions of the East and the West catering to its Vision of "Awake and Stop not till the goal is reached"- Swami Vivekananda

The institution also moves towards constant progression in keeping with its mission of dissemination of knowledge, inculcation of egalitarian, secular and non-parochial values among students in addition to the core values of honesty, discipline, courage, compassion, self respect as well as respect for others and promotion of all-round development of the students.

Provide the weblink of the institution

<http://www.sabsmkultikri.org/aboutus.html>

8.Future Plans of Actions for Next Academic Year

1. Publication of Handbook (Code of Conduct) for various stakeholders.
2. Publication of more research papers in UGC approved Journals
3. Participation of Students in online learning courses
4. Seminar / Workshop on Intellectual Property Rights (IPR)
5. Internal Academic Audit
6. Implementation of Automated Student Database College Management system (MIS)
7. Strengthening Career Guidance Cell
8. innovative research project on "Creating Environmental Awareness among college students using Paper Recycling Technology"
9. B.Ed. honours course in Education