



## YEARLY STATUS REPORT - 2020-2021

<b>Part A</b>	
<b>Data of the Institution</b>	
<b>1.Name of the Institution</b>	<b>SAMMILANI MAHAVIDYALAYA</b>
• Name of the Head of the institution	<b>Dr. Sharmila Chakraborty</b>
• Designation	<b>Teacher-in-Charge</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>03324626869</b>
• Mobile No:	<b>9433281924</b>
• Registered e-mail	<b>principal.sammiani@gmail.com</b>
• Alternate e-mail	<b>info@sammilanimahavidyalaya.org</b>
• Address	<b>E.M. Bypass, Baghajatin,</b>
• City/Town	<b>Kolkata</b>
• State/UT	<b>West Bengal</b>
• Pin Code	<b>700094</b>
<b>2.Institutional status</b>	
• Type of Institution	<b>Co-education</b>
• Location	<b>Semi-Urban</b>
• Financial Status	<b>Grants-in aid</b>

• Name of the Affiliating University	University of Calcutta				
• Name of the IQAC Coordinator	Dr. Srikanta Malakar				
• Phone No.	03324626869				
• Alternate phone No.	9477180684				
• Mobile	7003616095				
• IQAC e-mail address	iqac.sammilanimahavidyalaya@gmail.com				
• Alternate e-mail address	principal.sammilani@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://sammilanimahavidyalaya.org/wp-content/uploads/2021/03/AQAR_report-19-20.pdf">https://sammilanimahavidyalaya.org/wp-content/uploads/2021/03/AQAR_report-19-20.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://sammilanimahavidyalaya.org/wp-content/uploads/2022/04/ACAD-EMIC-CALENDAR-2020-21.pdf">https://sammilanimahavidyalaya.org/wp-content/uploads/2022/04/ACAD-EMIC-CALENDAR-2020-21.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	70.25	2005	28/02/2005	27/02/2010
Cycle 2	B++	2.82	2016	02/12/2016	01/12/2021
<b>6.Date of Establishment of IQAC</b>			20/03/2005		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>02</b>
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
I. Free COVID-19 Vaccination Camp in the college in collaboration with the Department of Health & Family Welfare, Government of West Bengal and the Department of Higher Education, Government of West Bengal.	
II. Smooth transition to online mode of teaching, paper setting, conducting examination and evaluation during the Covid-19 pandemic.	
III. Awareness Generation Camp on Students' Credit Card Scheme, an initiative of the Government of West Bengal; and programme on mental health and well being for all during Covid-19 pandemic, cleaning and sanitization of the college premises.	
IV. Arrangement of e-Workshops, Webinars, e-Lecture Series in collaboration with other colleges.	
V. Training Programme for improving skills related to using the new Tally Prime Software, for staff members of Accounts Section in the college office.	
<b>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</b>	

Plan of Action	Achievements/Outcomes
I. Training to both teachers and students to handle e-learning platform.	I. Training provided to the teachers and students to equip them for e-learning mode of teaching-learning.
II. More programmes to support mental well-being of all stakeholders of the institution.	II. Several workshops and seminars have been conducted on mental well-being.
III. Analysis of feedback from various stakeholders.	III. IQAC has been periodically involved in obtaining and analyzing the feedback obtained from various stakeholders; and appropriate suggestions were accepted for implementation.
IV. Installation of LED lights for improving security of the college premises.	IV. Installation completed.
V. Support, and extension and outreach activities during Covid-19 pandemic.	V. Donation to the West Bengal State Emergency Relief Fund amounting Rs. 5,60,500. The Teachers' Council extended financial support to the affected students and their families from Students' Welfare Fund maintained by the Teachers' Council.
VI. Infrastructure augmentation	VI. Second instalment of RUSA 2.0 Grant has been sanctioned under the Infrastructure Development Grants of RUSA 2.0 (Component 9) against which new construction work will commence soon.
<b>13. Whether the AQAR was placed before statutory body?</b>	Yes
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	

Name	Date of meeting(s)
Governing Body	06/04/2022

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2019-20	17/03/2022

**Extended Profile****1. Programme**

1.1	18
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

**2. Student**

2.1	2744
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	570
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	688
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

3.Academic	
3.1	30
Number of full time teachers during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
3.2	32
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
4.Institution	
4.1	36
Total number of Classrooms and Seminar halls	
4.2	11.66
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	162
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>The University of Calcutta prepares the curriculum to be followed by various affiliated colleges. Before the commencement of a new session, the Academic Sub-committee of our institution meets formally regarding planning and delivery of the curriculum; and also prepares the Academic Calendar.</p> <p>Strict adherence is maintained to the notifications issued by the Department of Higher Education, Govt. of West Bengal. The Departmental Routines, showing elaborate distribution of classes as</p>	

per the Master Routine, are submitted to the Principal as well as to the Convener, Academic Sub-committee.

In the Departmental Meeting, the Head of the Department finalises the allotment of classes to respective teachers on the basis of their specialisation. The blended mode of teaching was adopted during the COVID-19 pandemic period; regular written record of attendance was maintained. All important notices, study material, examination-related information were shared through WhatsApp groups.

Our institution is registered with N-LIST. So students have access to e-learning through various web links, videos, etc. Students are encouraged to participate in webinars and interact with experts for their academic upliftment.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
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 classes, during the COVID-19 pandemic, were conducted in blended mode so that imparting education is not disrupted for the crisis. After re-opening of the college, three days each offline and online classes weekly was provided in all three streams respectively. In case of Arts and Science streams, most of the General courses comprising the majority of students were carried out on online mode. In Commerce, Honours and General Courses were provided through online mode. All Tutorial Projects, Internal Assessment and Examinations were conducted both in offline and online mode.

The Central Library of the College organised an online orientation programme to equip new UG courses students from comfort of their home.

An International Webinar on "Problems and Prospects of College Libraries in Online Teaching Learning Process" was organised on 6th, 13th and 20th August 2020. KOHA with RFID Technology has made usage of Library more user friendly. It has 21,000 books in total, out of which 1,400 books were purchased from RUSA grant. It also has computer with internet and Wi-Fi facility for readers. The Integrated Library Management Software has made open access database



and educational resources through our library WEBOPAC user friendly.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://sammilanimahavidyalaya.org/wp-content/uploads/2022/04/ACADEMIC-CALENDAR-2020-21.pdf">https://sammilanimahavidyalaya.org/wp-content/uploads/2022/04/ACADEMIC-CALENDAR-2020-21.pdf</a>

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

**C. Any 2 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 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**

**18**

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)	<a href="#">View File</a>



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

0

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

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

0

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

0

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

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

The undergraduate curriculum followed by the college is entirely framed by the University of Calcutta. There are, however, papers in the undergraduate level incorporated specifically under Skill Enhancement Courses (SEC) and Discipline Specific Elective (DSE) Courses which relate to gender, professional ethics, environment and sustainability. These courses basically deal with impact of gender on politics, developing writing skill, grooming one's own self to meet challenges of job market, varied aspects of biodiversity, eco-friendly environment, sustainable development, etc. The details of such cross cutting issues which are incorporated within the

curriculum are stated below along with the number of students enrolled in respective courses.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

3

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

146

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

<b>1.4 - Feedback System</b>	
<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>B. Any 3 of the above</b>
<b>File Description</b>	<b>Documents</b>
URL for stakeholder feedback report	<b>No File Uploaded</b>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
<b>File Description</b>	<b>Documents</b>
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://sammilanimahavidyalaya.org/feedback-report/">https://sammilanimahavidyalaya.org/feedback-report/</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	
<b>2.1.1 - Enrolment Number Number of students admitted during the year</b>	
<b>2.1.1.1 - Number of sanctioned seats during the year</b>	
<b>951</b>	
<b>File Description</b>	<b>Documents</b>
Any additional information	<b>No File Uploaded</b>
Institutional data in prescribed format	<a href="#">View File</a>

**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**

409

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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

Our college has adapted a number of special programmes for different categories of students.

- The college organises orientation programmes at the beginning of every session to detect the actual learning level of the new comers.
- The departments take tutorial classes for advanced as well as slow learners.
- The college arranges remedial classes to take care of the need of slow learners.
- Besides, surprise tests, students' seminars, group discussions, etc. are being conducted to assess the learning levels of students.
- The college has a well-stocked library with reference facilities for both advanced and slow learners.
- Availability of teachers beyond college hours to find out the problems of the slow learners and counsel them.
- Publication of departmental wall magazine at regular intervals to encourage the students to be informative as well as creative.
- Encouragement in the form of preparing projects and assignments to the slow learners.
- Participation of students in inter-college and intra-college competitions.
- Organisation of lecture series by invited faculty on selected topics.

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
2744	30

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

Following are some of the methodologies the college adapts from time to time for arousing interest of the students:

- **Experiential learning:**
  - Project work as prescribed by the CBCS syllabus of Calcutta University
  - Field work
  - Assignments
  - Optical Fiber Internet facility with fully Wi-Fi campus
  - Well equipped Central Library
  - Use of departmental libraries
- **Participative learning:**
  - Students' webinars
  - Departmental journal
  - Departmental wall magazine
  - Reprographic facility
  - Syllabus oriented educational tours and excursion
  - Workshops
  - Quizzes

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

All teachers use ICT enabled tools as a part of teaching-learning process; such as:

- PCs - Teachers are using personal computers during the pandemic period to take classes online.
- PPTs - Teachers are using PPTs for making effective lesson plan. On the other hand, students are also asked to prepare presentations in the form of PPTs.
- Smart Class Rooms - By using smart class room, teachers are trying to make lessons more understandable and effective to the students.
- Online teaching-learning facility - This facility has become more effective during the COVID-19 pandemic has been the only medium of communication between teachers and students. Regular classes were taken through this platform as per routines set by the departments.
- Use of digital library - A well-stocked open access library with internet facility is available for students and teachers as well. E-resources are also available for students through national network.
- Wi-Fi connection facility - The campus is fully connected with Wi-Fi. Through high speed network coverage, students are able to use the internet completely free of cost.

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	
85	
File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	<a href="#">View File</a>
2.4 - Teacher Profile and Quality	
2.4.1 - Number of full time teachers against sanctioned posts during the year	
30	
File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	No File Uploaded
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>
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	
15	
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)	<a href="#">View File</a>
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**

459

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

**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.

**Mechanisms:**

- All the departments conduct internal examinations in every semester.
- The Academic Sub-committee exercises an overall supervision on the conduct of internal examinations by the departments.
- During the COVID-19 pandemic, some of the departments conduct internal examinations through Google Forms, while others send question papers and receive answer scripts through departmental e-mails.
- The marks of the internal examinations are uploaded on the Calcutta University examination portal within the time frame fixed by the University.
- The entire system of conducting internal examinations is kept transparent. However, as the internal examinations are a part of the end-semester University examinations, the marks are not published internally.

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

**Mechanisms:**

- Internal examination related grievances are redressed by the

respective departments.

- Provision of time bound review of internal assessment copies if directed by the Calcutta University.
- Scope of RTI facility for University examinations also includes internal examinations.

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.

All the programmes taught in the College are multi-disciplinary. Every undergraduate student has the opportunity to either pursue postgraduate studies in M.A./M.Sc./M.Com. or go for professional courses. Those who opt for post-graduation can proceed further for doing research work in varied fields of interest. After completion of higher studies, they can join academics and research. Along with, they are also eligible for various State/ Central Government jobs.

Students from almost all streams can build careers in Marketing, Business Administration or Management, Human Resources, Law, Editing and Content Writing, Travel and Tourism Management, Film-making, Journalism, or as Translators/Interpreters, as Academic Advisor, as Political Advisor or even as Security Advisor.

A student with Science background can end up with teaching and/or research in advanced engineering and technological field, laboratory work, chemical industry, software and hardware companies, medical science, etc.

Students of Commerce stream have the knowledge on economics, business policy, business administration and taxation, etc. So they have a golden chance to practise as a professional consultant or go for job opportunities in the corporate sector.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://sammilanimahavidyalaya.org/wp-content/uploads/2022/05/Course-Outcomes-of-the-Programmes-offered-by-the-College.pdf">https://sammilanimahavidyalaya.org/wp-content/uploads/2022/05/Course-Outcomes-of-the-Programmes-offered-by-the-College.pdf</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

- At the beginning, Academic Sub-committee prepares an academic calendar and the same is followed throughout the academic year
- Constant monitoring of the progress in execution of syllabus by respective departmental heads
- Timely evaluation and analysis of course outcomes undertaken at the end of each semester

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

653

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
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://sammilanimahavidyalaya.org/wp-content/uploads/2022/04/SSS-Report-2020-21.pdf>

**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)**

Nil

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

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

0

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

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

**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year****10**

File Description	Documents
Report of the event	No File Uploaded
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	No File Uploaded

**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****4**

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

**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****4**

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**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

Free Covid-19 Vaccination Camp at Sammilani Mahavidyalaya was held jointly by the IQAC and the NSS unit of the institution in collaboration with the Department of Health and Family Welfare, Government of West Bengal and the Department of Higher Education, Government of West Bengal. The camp was organised for two days, 4th and 5th October 2021 from 10 a.m. to 5 p.m. Doses of both Covishield and Covaxin were administered to students, teachers and others above 18 years of age.

In this camp, a total number of 145 males and 98 females were vaccinated including members from the neighborhood community. The main activities of the NSS unit for the vaccination drive were:

1. Rigorous sanitization programs
2. Awareness generation session for Yuva Bahini of the NSS unit and other students of the institution.
3. Vigilance and monitoring of COVID-19 protocol within the college premises.
4. Proper sanitisation of all enrolled students at entry and exit points of the college.
5. Posters were prepared for spread of awareness of mandatory double vaccination for prevention of COVID-19. The posters were prepared both in English and Bengali to reach out to maximum target audience.

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)	No File Uploaded
e-copy of the award letters	No File Uploaded

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

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

1

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

**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**

120

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)	<a href="#">View File</a>

**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

4

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
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

4

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

## 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 adequate class rooms, laboratories, computing equipments and other supporting facilities. Our Institution follows various mechanisms and procedures by which academic, physical as well as the other supporting facilities are maintained. The Institution has various statutory bodies, viz., Governing Body, Finance Sub-committee, Academic Sub-committee, Building Sub-committee, etc. through which policies of the affiliating University

and Governments are implemented. Regular checking of water pumps and electricity meter including solar panels are also done by the college electrician and other staff as well. The laboratories are maintained by the respective laboratory attendants. For maintaining the computing equipments and other expensive machines of the institution, annual maintenance contracts have been made with experienced and responsible agencies. Cleaning of the premises and maintenance of security of the college are looked after by both college staff and outsourced personnel from a reputed agency. At present, the infrastructure is being expanded with RUSA 2.0 grants.

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.

**Cultural activities:** Our college organises VanMahotsav (environment related), 22nd of Shravan (death anniversary of Gurudev Rabindranath Tagore), Sharat Elo (a pre-Puja cultural event welcoming the onset of autumn), Teachers' Day (5th September), Annual Cultural Programme (drama, dance, recitation, singing, impromptu speech, etc.), Independence Day celebration, Youth Day celebration (12th January).

**Sports:** The college campus has some basic infrastructure for sports. Outdoor games like football, volleyball, badminton and cricket are played in the campus sports arena which has gallery for spectators. There are facilities for playing indoor games like chess, carrom and table tennis.

**Gymnasium:** Our college has a multi-gym with modern equipment.

**Yoga:** A yoga centre is functioning in our college for the well-being of students, teachers and non-teaching staff. We also celebrate International Yoga Day on 21st June every year.

Due to the Covid-19 pandemic, the above activities were affected to a great extent in 2020 and 2021.

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.

25

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

25

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

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

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

2.2

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)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource

## 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Sammilani Mahavidyalaya Central Library has taken up different strategies to cope up with the new normal situation. It has organised users' orientation programmes through online video conference software for students of all departments to enable them for the online use of the library. The Library handles its day-to-day works through Koha (Integrated Library Management System) with RFID technology. Through this RFID technology, library staff are able to easily handle lending, returning, sorting, tagging of books, etc.

It has now two different Reading Room sections for teachers and students. More than 21,000 (including 1,400 books purchased from RUSA fund) books have been e-catalogued through the Integrated Library Management Software (ILMS). The library provides computer access with Bharat Fibre Broadband by BSNL and WiFi facility to the users.

The library is providing e-journals and e-books to the students and teachers through NLIST. The users can access various open access database, Open Access Educational Resources, etc. through our Library WEBOPAC during the closure due to COVID-19 pandemic.

Name of the ILMS Software

Nature of automation

Version

Year of automation

Koha

Partial

21.05.10

2016

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

<b>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</b>	<b>B. Any 3 of the above</b>								
<table border="1"> <thead> <tr> <th data-bbox="86 365 550 421">File Description</th> <th data-bbox="555 365 1469 421">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 432 550 521">Upload any additional information</td> <td data-bbox="555 432 1469 521" style="text-align: center;"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="86 533 550 701">Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)</td> <td data-bbox="555 533 1469 701" style="text-align: center;"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	Upload any additional information	<b>No File Uploaded</b>	Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>			
File Description	Documents								
Upload any additional information	<b>No File Uploaded</b>								
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>								
<b>4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)</b>									
<b>4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)</b>									
<b>.07757</b>									
<table border="1"> <thead> <tr> <th data-bbox="86 1037 550 1093">File Description</th> <th data-bbox="555 1037 1469 1093">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1104 550 1149">Any additional information</td> <td data-bbox="555 1104 1469 1149" style="text-align: center;"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="86 1160 550 1216">Audited statements of accounts</td> <td data-bbox="555 1160 1469 1216" style="text-align: center;"><b>No File Uploaded</b></td> </tr> <tr> <td data-bbox="86 1227 550 1395">Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)</td> <td data-bbox="555 1227 1469 1395" style="text-align: center;"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	Any additional information	<b>No File Uploaded</b>	Audited statements of accounts	<b>No File Uploaded</b>	Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>	
File Description	Documents								
Any additional information	<b>No File Uploaded</b>								
Audited statements of accounts	<b>No File Uploaded</b>								
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>								
<b>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)</b>									
<b>4.2.4.1 - Number of teachers and students using library per day over last one year</b>									
<b>185</b>									
<table border="1"> <thead> <tr> <th data-bbox="86 1675 550 1731">File Description</th> <th data-bbox="555 1675 1469 1731">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1742 550 1798">Any additional information</td> <td data-bbox="555 1742 1469 1798" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="86 1809 550 1899">Details of library usage by teachers and students</td> <td data-bbox="555 1809 1469 1899" style="text-align: center;"><b>No File Uploaded</b></td> </tr> </tbody> </table>	File Description	Documents	Any additional information	<a href="#">View File</a>	Details of library usage by teachers and students	<b>No File Uploaded</b>			
File Description	Documents								
Any additional information	<a href="#">View File</a>								
Details of library usage by teachers and students	<b>No File Uploaded</b>								
<b>4.3 - IT Infrastructure</b>									
4.3.1 - Institution frequently updates its IT facilities including Wi-Fi									

IT Infrastructure and related facilities are upgraded periodically as and when becomes necessary. Computer systems are upgraded with latest configuration to satisfy the needs and requirements of the students and the teachers.

In 2019-20, internet bandwidth speed was of 100Mbps. It has been upgraded to leased line from BSNL that provides an appreciable speed of 200 Mbps. Around 90% of the desktop computers in the College have been upgraded from Intel core 2 duo and Intel dual core processors to Intel Core i3 processors.

Oasys Infocom Pvt. Ltd. has been assigned the job of annual maintenance of the computer systems and networks in the college office, IQAC room, departments and their laboratories. They are responsible for installing and configuring computer systems, and diagnosing hardware and software faults and rectifying them.

All the computers are connected through different Local Area Networks (LANs) in different Laboratories and Departments to segregate the academic needs for the students and the faculty members. All the computers are equipped with Internet facility through an exclusive 200 Mbps of Leased Line Connection. The Internet is facilitated through both wired and wireless connections.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

162

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	<a href="#">View File</a>

#### 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	<a href="#">View File</a>

#### 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)

9.46

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)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has established systems and procedures for maintaining and utilising physical, academic and support facilities such as laboratory, library, playground, computers, classrooms, etc. Annual evaluation is conducted for all the facilities for general maintenance and also for upgradation, if needed.

- **Laboratory:** All the laboratories are used for regular academic activities according to the time tables prepared by the concerned departments in each semester.
- **Library:** Students and teachers can use separate reading enclosures. There are WiFi facilities for the users.
- **Sports facility:** Maintenance of sports ground, multi-gym and indoor games room is supervised by the members of the Sports Sub-committee.
- **Computers:** Computers are used by the Departments as and when required. All the computers are covered under annual



maintenance contract.

- **Class rooms and seminar hall:** Both are used for regular academic activities. Their maintenance such as cleaning and sanitization is carried out with the help of house-keeping staff regularly.

Various other facilities like canteen, photocopy and stationery shop with cyber-cafe, bank with ATM, post office and medicine shop are available in the college compound.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

612

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
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)	<a href="#">View File</a>

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

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

2

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded
<b>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</b>	<b>E. none of the above</b>
File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
0	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
0	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student</b>	<b>A. All of the above</b>

**grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

12

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 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

45

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

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

1

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 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.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

The students are represented in the highest statutory body of the college as the General Secretary of the Students' Union is an ex-officio member of the Governing Body. The Union plays a dynamic role in the development of students in particular and the Institution in general. The role of the Union is significant in:

- Maintenance of discipline within the institutional premises.
- Organizing observation of Nabin Baran (Fresher's Welcome), National Youth Day (Celebration of Swami Vivekananda's Birthday), Netaji's Birthday, Bhasa Dibas (International Mother Language Day), Basant Panchami (Saraswati Puja), Basant Utsab, etc.
- Involved in sensitizing the student community and also the neighbourhood about Vaccination Drive organised by the NSS unit of the Institution in collaboration with the Department of Health & Family Welfare, Government of West Bengal and the Department of Higher Education, Government of West Bengal.
- Last but not least, the General Secretary of the Students' Union is part of the Academic Sub-committee and National Service Scheme (NSS) Committee.

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

**5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**

**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

3

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

#### 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The registered Alumni Association was established in the year 2003-04. The Association actively participated in myriad cultural events such as college social, Basant Panchami (Saraswati Puja), Basant Utsab, etc. It also sensitized the community about Vaccination Drive organized in the College just before the commencement of offline classes. A proposal was made to provide financial support to students belonging to marginalized sections of community. But it has not yet been implemented due to the occurrence of pandemic. Even development of software by an alumnus to connect alumni with updated information about their placement and progression in higher education is in the pipeline which also got delayed due to COVID-19.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

#### GOVERNANCE, LEADERSHIP AND MANAGEMENT

## 6.1 - Institutional Vision and Leadership

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

The College has taken a number of steps for fulfilment of its vision and mission statements. The College strives to impart a holistic education that will enable the students to face the challenges of a rapidly changing society and groom them into empowered, environmentally conscious and socially responsible members of the community. A number of co-curricular activities conducted for the students along with celebration of important days and events in the college seek to enhance the cultural development of the students. Moral values like responsibility, leadership and social empathy are inculcated among the students through various social outreach programmes conducted by the NSS wing. Students from different cultural, religious and linguistic background work together to promote bonds of friendship, understanding and cooperation. Awareness of environmental and ecological issues and understanding the need for sustainable development is generated through measures like tree planting ceremonies, installation of solar panel and LED lights, etc.

The governance of the college is democratic and transparent in letter and spirit. Authority and responsibility are delegated by the Governing Body following a hierarchical structure so that the teachers and staff of the college, under the proactive leadership of the Principal, dedicate themselves towards fulfilling the vision and mission of the College.

File Description	Documents
Paste link for additional information	<a href="https://sammilanimahavidyalaya.org/overview/vision-and-mission/">https://sammilanimahavidyalaya.org/overview/vision-and-mission/</a>
Upload any additional information	<a href="#">View File</a>

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

The college has adopted decentralised governance and participative management in all institutional practices. The Governing Body has given complete operational autonomy to the Principal in the matter of administration as well as academics in the institution. The IQAC, the Teachers' Council and the various sub-committees function with sufficient independence under the leadership of the Principal.



Our college has also taken necessary steps to ensure departmental autonomy. In accordance with the decision taken by the Governing Body, the headships of every department change rotationally every two years. The departments, under the supervision of their respective heads, enjoy autonomy in selecting the mode of implementation and delivery of curriculum, in conducting extracurricular activities, in generating learning resources utilizing the budgetary assistance allocated to them, in organizing programmes to inculcate the sense of social responsibility among the students, etc. However, the departments remain accountable to the Principal.

The inclusion of teachers' representatives in the Governing Body of the College enables the faculty members to participate in different academic deliberations and often play a role in policy and decision making. Likewise, representation of the non-teaching staff in the Governing Body imbues among them a sense of participation in the highest policy making body and makes the system truly democratic and participative as well.

File Description	Documents
Paste link for additional information	<a href="https://sammilanimahavidyalaya.org/organogram-of-the-college/">https://sammilanimahavidyalaya.org/organogram-of-the-college/</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The vision and mission of the Institution are reflected in its perspective plan drawn for the coming five years from 2021-22 to 2025-26. The IQAC of the college has taken the necessary initiative in the preparation of the perspective plan. The framework of the plan is inclined towards the holistic development of the College in terms of quality sustenance and quality enrichment.

The Institution has embarked on the gradual implementation of its perspective plan. The college has been using ICT for teaching-learning purposes since 2016 and has been quick to adopt to online teaching during the COVID-19 pandemic and subsequent lockdown. Online training programmes for the teachers were organised by the Department of Computer Science to familiarise them with the nitty

gritty of virtual platforms for live classroom teaching. The library, too, has been upgraded with more books and e-resources, RFID and \*\*. The online admission process has been improved and further strengthened. ERP software is to be installed shortly for more comprehensive academic and administrative database management.

The implementation process will be monitored from time to time by the IQAC through periodic review. It will then report the findings to the Principal and the Governing Body for corrective actions, if required.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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 has to follow the Statutes of the University. 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 Bursar, the IQAC Coordinator, the Departmental Heads, the Teachers' Council Secretary, the Librarian and the Head Clerk 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. 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 and the reports are forwarded to the IQAC for record keeping.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="https://sammilanimahavidyalaya.org/organogram-of-the-college/">https://sammilanimahavidyalaya.org/organogram-of-the-college/</a>
Upload any additional information	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 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. They are also

eligible for the LTA benefits of the Government of West Bengal.

The non-teaching staff enjoy ex gratia festival bonus before Durga Puja as per rules framed by the Government of West Bengal. They also have provision of refundable festival advance and emergency advance against salary as sanctioned by the Governing Body of the College. 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 at the time of 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. They also enjoy leave and retirement benefits as prescribed by the Govt. of West Bengal.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

### 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

**NIL**

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****3**

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	<a href="#">View File</a>
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****12**

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	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

**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 monitors and evaluates the performance of all and communicates 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 are Grievance Redressal and Suggestion boxes placed at strategic locations in the campus where the students can express their query or concern which is addressed by the Principal.

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	<a href="#">View File</a>

#### 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

The Governing Body has decided to introduce regular internal financial audit but it has not been introduced yet due to college closure for nearly two years for COVID-19 pandemic. The College is going to initiate it from 2021-22.

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 2016-17. The Govt.



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

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

Audit objections, if any, in case of all the above audits, are taken up by the Finance Sub-committee and appropriate suggestions are forwarded to the Governing Body for compliance in due course.

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)

**NIL**

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

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

The Institution always ensures that the funds/resources are collected on timely basis and are utilized in the best possible way by ensuring judicious investment and restricting to the budgeted expenditure. The main sources of receipts are fees collected from students, grants from the Government of West Bengal and the UGC,



grants under RUSA, interest on fixed deposits, 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. Master Budget for the College and departmental budgets are prepared every financial year and every possible effort is made to adhere to the budget. All purchases are made after inviting requisite number of quotations and their proper scrutiny. All the expenditures are checked and approved by the Bursar. 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, the Academic Sub-committee prepares a detailed academic plan for each academic year and ensures optimum utilization of the available infrastructure. Academic Calendar is also prepared and uploaded on the institutional website. IQAC has adopted quality improvement strategies in areas like curriculum delivery, teaching-learning, examination and evaluation, office administration, library management, etc. Quality assurance strategies and best practices to be institutionalized are discussed in the IQAC meetings and decisions taken are communicated to the staff by the Principal.

Two of such practices are narrated below:

Practice 1: e-Governance

Practice2: Human Resource Development

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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 full-fledged meetings in the presence of external members are also convened from time to time to ensure review of the state of affairs and identification of the scope of improvement in all spheres of campus life. Regular feedback is obtained from the stakeholders and necessary steps are taken after due analysis. The primary objective of the IQAC in the last year was to take care of the teaching-learning issues in the online mode as the college remained out of bounds to the students during the pandemic times.

The College has undergone the 1st and the 2nd cycles of NAAC accreditation in 2004 and 2016 respectively. Review of the various issues has been done by the IQAC mainly based on the Peer Team Reports and necessary to the extent possible have been taken.

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

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	<a href="#">View File</a>
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

Gender equity promotion programmes are organised by the Institution from time to time. But due to COVID situation and closure of the College, much of the programmes could not be conducted. However, the Institution has shown great concern regarding gender equity matters and provided support to students if they faced any problem. This shows that our Institution has strong ethical work culture which is based on inclusivity.

1. **Safety and security:** Safety and security of students is utmost important to Sammilani Mahavidyalaya. There are various safety and security measures that are adopted time to time by the Institution.
2. **Strict implementation of anti-ragging.** There is Anti-ragging Sub-committee which looks after this matter and addresses any issue faced by the students. There are well trained and vigilant security guards stationed at the campus 24x7.
3. **Counselling:** Our Institution has career counselling cell and other Sub-committees that look after the regular counselling of students. Apart from that faculty members provide personal guidance and counselling to the students.
4. **Common room:** There are separate common rooms for both male and female students. The Female common room has separate toilet for girls.

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**

A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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**

Our Institution has adopted various measures to protect the environment, health and well-being through implementation of effective waste management practices. Our house-keeping staff, gardeners, sweepers are always at work to keep the environment clean and safe.

- **Solid Waste Management:** Solid waste is collected by the Kolkata Municipal Corporation and disposed of properly at KMC dumping yard. Waste like plastic, papers, newspapers, metals, glass are properly collected, segregated and sold to respective vendors for recycling. Dustbins have been installed throughout the campus for collection of solid waste.
- **Liquid waste management:** Liquid waste released from toilets and canteen is collected in waste chamber through proper drainage system.
- **E-waste management:** Regular maintenance and repairing of minor defects of electronic gadgets are done. To ensure the proper

upkeep of computers, laptops, projectors etc they are maintained serviced time to time by appointed agencies. In this pandemic situation all examinations semester wise were taken digitally. After each examination the soft copies of answer scripts are preserved for certain period of time and after that they are transferred to CDs and kept for further use. Thus electronic waste is managed very carefully by the Institution.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

**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**

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	No File Uploaded

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**E. None of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**C. Any 2 of the above**



File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
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	<a href="#">View File</a>

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 always strives to provide an inclusive environment that promotes tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Culture events are organised by the Institution where programmes like folk song and dance, elocution, speech, debate are organised. Students coming from various social strata and communities participate in the events and they depict diverse regional and cultural ethos. These programmes help to inculcate, among the students, sense of tolerance and harmony cutting across diversities. Commemorative days are celebrated in the campus with the initiative and support of the management not only as routine activities but also to generate fraternity and social harmony with a view towards promoting inclusivity. Every year, teachers, students and staff together celebrate important days like Women's Day, Teachers' Day, Yoga Divas, Matribhasa Divas or Mother Language Day. Events like Fresher's Welcome, Farewell programme for outgoing students, Annual College Social, tree plantation programme and similar events are held to promote unity in diversity. Annual sports are conducted to cater to the physical as well as mental wellbeing of the students. Motivational lectures are arranged where eminent persons from various fields enthuse and motivate students for their all-round development.



File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

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

SammilaniMahavidyalaya organizes various events which help inculcate in students various values and make them aware of their rights and duties. The NSS Unit of the Institution specially organises such programmes from time to time as proposed by the central Government of our country. Various activities like campus cleaning drive, health check-up camps, blood donation camps, Thalassemia screening camps, awareness creation camps on dengue and malaria and other outreach programmes are organised infuse in students those qualities that will make them responsible citizens of the society. Various national days like Independence Day, Republic Day, Gandhi Jayanti are celebrated with due solemnity which also inculcates in the students moral values, patriotism and makes them aware and cautious about not only their rights but duties as well.

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

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized**

**D. Any 1 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

#### 7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Our Institution organizes national and international commemorative days, events and festivals throughout the year to inculcate values and morals in the students and to build a strong cultural belief in them. These events form an integral part of learning.

Over the year we celebrate Independence Day, Teachers' Day, Swami Vivekananda's Birthday as National Youth Day, Republic Day, International Mother Language Day, and International Women's Day.

Due to COVID-19 pandemic, as celebration in the college premises was not possible, some of the above-mentioned programmes were celebrated online with limited resources. The faculty staff and students of the Institution met through "Google meet" and different days were celebrated with speeches, thought sharing and performance by both students and teachers.

However, flag hoisting was done by the Principal at the college premises on the occasion of Independence Day and Republic Day in presence of a few teachers and staff maintaining Covid Protocol and social distancing strictly.

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

## 7.2 - Best Practices

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

### BEST PRACTICE 1

Title of the practice: Academic advancement beyond classroom

The COVID-19 crisis forced education systems worldwide to find alternatives to face-to-face instruction. The objective of this practice was to conduct teaching learning on digital platform, to make the most of the digital teaching-learning and completing the syllabus in time. Virtual platforms like Google Meet, Zoom Meeting, etc. were used for taking classes regularly. Soft copies of study material, questions and answers were regularly given to the students to assist them in their learning. After the end of each semester, examinations were conducted online in accordance with the rules and regulations of the University of Calcutta.

### BEST PRACTICE 2

Title of the practice: Free COVID Vaccination Camp at College and sanitization drive

As an initiative to reopen the educational institutions, the Health and Family Welfare Department, Govt. of West Bengal, took a vaccination drive at various schools and colleges. A free vaccination camp was organised in our college for students, teachers, staff and also outsiders. A joint committee was formed by the Principal with the NSS Program Officer, some teachers and non-teaching staff. The vaccination camp was arranged on 4th and 5th October 2021. Most of the students above 18 years of age were vaccinated with Covishield vaccine. Along with the camp, cleaning and proper sanitization was done in the college with the assistance of sanitizing agencies.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Providing support to the students has always been the utmost priority of Sammilani Mahavidyalaya. Many students, with poor socio-economic background, come to study here from remote areas. Many of them are first generation learners receiving no support from their families. Thus, for building a society free from all social and gender biases providing equal rights and opportunities for all, our institution has decided to support the needy students financially so that they can pursue higher education. Apart from financial support, these students are always provided mental support in the form of counselling and guidance by the teachers. Two of the students with very poor economic background were supported from Students' Welfare Fund of the Teachers' Council. After completion of graduation in 2021, they were admitted in the BLIS Course of Netaji Subhas Open University. Their admission fees were provided by the Teachers' Council and assurances were given to them that all kinds of books and study material would be provided to them free of cost during their study period.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. To utilise the second instalment of RUSA 2.0 Grant for infrastructure augmentation, sanctioned under the Infrastructure Development Grants of RUSA 2.0 (Component 9).
2. To introduce employability oriented certificate courses for the students.
3. To introduce post graduate course in Education.
4. To procure more e-journals, e-books and e-resources in the library.
5. More collaborations/linkages with Academia and Industry through MoU.
6. To introduce Green Audit, Energy Audit and Environment Audit of the institution conducted by certified auditors.
7. To improve information technology of the college by upgrading of computers and its local area network, converting local based server to cloud based server and installation of Enterprise Resource Planning (ERP) software for the college.