



## YEARLY STATUS REPORT - 2021-2022

### Part A

#### Data of the Institution

##### 1. Name of the Institution

SAMMILANI MAHAVIDYALAYA

• Name of the Head of the institution **Dr. Sharmila Chakraborty**

• Designation **Teacher-in-Charge**

• Does the institution function from its own campus? **Yes**

• Phone no./Alternate phone no. **03324626869**

• Mobile No: **9433281924**

• Registered e-mail **principal.sammilani@gmail.com**

• Alternate e-mail **principal.sammilani@gmail.com**

• Address **E.M. Bypass, Baghajatin**

• City/Town **Kolkata**

• State/UT **West Bengal**

• Pin Code **700094**

##### 2. Institutional status

• Affiliated / Constitution Colleges **Affiliated College**

• Type of Institution **Co-education**

• Location **Semi-Urban**

• Financial Status **Grants-in aid**

- Name of the Affiliating University **University of Calcutta**
- Name of the IQAC Coordinator **Dr. Srikanta Malakar**
- Phone No. **03324626869**
- Alternate phone No. **9477180684**
- Mobile **9477180684**
- IQAC e-mail address **iqac.sammilanimahavidyalaya@gmail.com**
- Alternate e-mail address **principal.sammilani@gmail.com**

**3. Website address (Web link of the AQAR (Previous Academic Year))**

<https://sammilanimahavidyalaya.ac.in/wp-content/uploads/2022/08/AQAR-2020-21.pdf>

**4. Whether Academic Calendar prepared during the year?**

**Yes**

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

<https://sammilanimahavidyalaya.ac.in/wp-content/uploads/2022/09/ACADEMIC-CALENDAR-2021-22.pdf>

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>70.25</b>	<b>2005</b>	<b>28/02/2005</b>	<b>27/02/2010</b>
<b>Cycle 2</b>	<b>B++</b>	<b>2.82</b>	<b>2016</b>	<b>02/12/2016</b>	<b>01/12/2021</b>

**6. Date of Establishment of IQAC**

**20/03/2005**

**7. Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

**8. Whether composition of IQAC as per latest NAAC guidelines**

**Yes**

- Upload latest notification of formation of IQAC

[View File](#)

**9.No. of IQAC meetings held during the year 4**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

**10.Whether IQAC received funding from any of the funding agency to support its activities during the year? No**

- If yes, mention the amount

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

I. Organised two orientation programmes which were basically a preparatory initiative for introducing a vocational course on Functional and Communicative English II. Organised a One Month Internship Programme and Training for the Final Semester Commerce Students. III. Conducted a Short-term Certificate Course on Yoga for the students in collaboration with Vivekananda Yoga Anusandhana Samsthana, Kolkata branch, S-Vyasa Yoga University Bangalore (Deemed University). IV. Initiated installation process of Enterprise Resource Planning (ERP) software for the college V. Introduced Green Audit, Energy Audit and Environment Audit of the college along with ISO 9001 : 2015 certification

**12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
I. Purchasing Licenced Google Workspace platform.	I. Using the Google Workspace platform for online teaching, learning, meetings, seminars and training programmes.
II. Introducing Green Audit, Energy Audit and Environment Audit of the institution conducted by certified auditors	II. Audit completed. Waiting for Auditor's certificate.
III. Introduction of PG Course in Education	III. Application for PG Course in Education has been submitted to West Bengal State Council of Higher Education.
IV. Starting vocational course in Functional and Communicative English.	IV. Two orientation programmes for Functional and Communicative English Course were organised in April 2022. Classes were started in August 2022.
V. Organising a Yoga Training Workshop	V. To commemorate the World Yoga Day, the college conducted a short term Yoga course through blended mode from 29th of April to 21st of June 2022.

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	25/03/2023

14. Whether institutional data submitted to AISHE

## Part A

### Data of the Institution

<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.sammilani@gmail.com</b>
• Alternate e-mail	<b>principal.sammilani@gmail.com</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>	
• Affiliated / Constitution Colleges	<b>Affiliated College</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	<b>University of Calcutta</b>
• Name of the IQAC Coordinator	<b>Dr. Srikanta Malakar</b>
• Phone No.	<b>03324626869</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>	Yes	
<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>	No	
<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>		
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<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	25/03/2023
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2020-21	08/02/2023
<b>15. Multidisciplinary / interdisciplinary</b>	



The vision of Sammilani Mahavidyalaya is to evolve as an institution of academic excellence and repute, committed to all round development of its students. In pursuit of fulfilling this vision, our institution emphasizes on multidisciplinary or interdisciplinary approach which ensures comprehensive understanding of a subject and enables the students to have holistic learning experience. Implementation of the new curriculum under Choice Based Credit System (CBCS) has enhanced the scope of application of this approach to a considerable extent. The CBCS curriculum promotes flexibility, which is the basic premise of multidisciplinary approach of learning. However, the nature of flexibility varies from college to college depending upon the faculty strength, infrastructural facility, need of the students etc. At present Sammilani Mahavidyalaya is offering 18 different undergraduate programmes with 45 varied subject combinations under Humanities, Science and Commerce streams, of which a number of combinations include subjects from different disciplines. For example, the students pursuing B. Sc. course with Honours in Geography may opt for Political Science as a Generic subject which comes under the discipline of Humanities. Economics is taught as a combination subject in all the three faculties of Arts, Science and Commerce. Again, along with the students of Arts faculty, the students of both Science and Commerce faculties also have to take a compulsory language paper as Ability Enhancement Compulsory Course (AECC), which basically belongs to the domain of Humanities. As an affiliated college to the University of Calcutta, our institution does not have the authority to formulate new programmes and courses for integrating Humanities and Science with STEM, which is an important component of National Education Policy (NEP) 2020. However, within the approved framework of CBCS curriculum, there is some scope for the same. Teaching Statistical Technique, which is a core course under Geography Honours curriculum, is definitely a process of integration of Geography or Earth Science with Mathematics. Similarly, when a teacher teaches the techniques of land Survey with instruments like theodolite, dumpy level, etc. as a part of the undergraduate Geography curriculum, he or she integrates the subject with Engineering. Audit and Accounts, being a major component of undergraduate curriculum of Commerce, integrate the discipline with Mathematics. Besides, the institution always encourages the students to prepare project reports on relevant and important topics, participate in seminars, webinars and workshops, visit field areas, undergo internship, etc. Going through all such activities, students get opportunities to be exposed to a totally different learning environment, to

interchange ideas with other people, to have deeper understanding of the subject matter through the lens of different disciplines, to interact with the local community and society. It is to be noted in this context, that the project reports prepared by our students mostly cover the pressing issues of the society. Examples are - natural hazards and their management, sustainable development, loss of biodiversity, degradation of water quality, air quality, climate change, etc. All these practices help the students to upgrade their level of knowledge and improve their employability.

#### **16.Academic bank of credits (ABC):**

Academic Bank of credits is an important component of the [National Education Policy](#) and is associated with the concept of multiple entry and exit. But till now no directive has been issued by our parent university in this regard.

#### **17.Skill development:**

The National Education Policy has given special emphasis on skill development through integration and mainstreaming of vocational courses with general education. Such integration has not yet been introduced by our parent University, although, skill development courses have been incorporated in the CBCS curriculum and such courses are mandatory for all undergraduate students. These skill development courses are designed in such a manner that they help the students to develop and strengthen their professional skill and enhance their marketability. Some of the Skill Enhancement Courses ( SEC), offered by our institution like Information Technology and its Application in Business (Commerce), Computerized Accounting and e-filing of Tax Return (Commerce), Microbial Quality Control in Food and Pharmaceutical Industry (Microbiology), Script Writing and Film Analysis (Film Studies), Film Marketing and Distribution (Film Studies), Videography and Editing (Film Studies), Tourism Management (Geography), etc. have significant relevance in the job market. Besides, the students also get ample opportunity to develop their professional skills in laboratory based practical classes - e.g., in GIS laboratory, IT laboratory, Computer Science laboratory. Such skills help them to become professionals in GIS companies, engineering and technological fields, chemical industry, software and hardware companies, medical industry, etc. after completion of higher studies. Again the students of Commerce stream, who acquire knowledge on business administration and taxation during their undergraduate course of study, have fair chance to become professional tax consultant or go for job opportunities in the

corporate sector. The students of language departments and social sciences also get opportunity to develop their professional skills in the field of content writing, editing, film making, journalism, museology, etc. Moreover, there is a very active placement cell in our college and under the initiative of this body, short term skill development programmes, career fair, placement campaigning, etc. are organized from time to time in collaboration with reputed companies. In June, 2022 this cell organized two orientation programmes which were basically a preparatory initiative for introducing a vocational course on Functional and Communicative English in collaboration with ELTA GLOBAL - English Training Academy and Satikanta Guha Centre for Learning and Culture. Besides, we have plans to introduce Diploma Course on Basic Tailoring for girl students, Certificate Course on Microsoft Office and Training course for competitive examinations for all students in near future. The Institution is also concerned with the issue of life skill development of the students. Some basic guidelines on ethical values and code of conduct are on our college website and the students are directed to abide by the same. The IQAC of the college organizes value-based education programmes and seminars annually, and the students participate actively in such programmes. From 29th April, 2022 to 21st June, 2022 a Short-term Certificate Course on Yoga and Value Based Education was organized for our students in collaboration with Vivekananda Yoga Anusandhana Samsthana, Kolkata Branch, S-Vyasa Yoga University Bangalore (Deemed University). It was a very successful event. We have also a plan to organize weekly classes on 'Geeta' for our students under the initiative of the Department of Philosophy.

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

In our institution, class room lectures are delivered in bilingual mode, i.e., both in English and Bengali (vernacular). Especially in the Humanities departments, students prefer Bengali as the medium of instruction. Following the University guidelines, the willing students are allowed to write their answer papers in Bengali during examinations. Both Bengali and Sanskrit are offered by the institution as Core Courses in Honours and General levels, and every year a large number of students opt for the same. In addition, the students have to take a compulsory paper on language as Ability Enhancement Core Course (AECC1). These language courses are effective media for inculcating knowledge on Indian language, culture, tradition etc. Provision for the same has also been made in case of some other

subjects under the CBCS curriculum. For example - the course on Indian philosophy is mostly Sanskrit based and helps the students to enhance their level of knowledge on Indian culture and tradition. The same is true for the courses of History Honours as well as General curriculum. As a whole, our students and faculties are well conversant with Bengali as an Indian language and are also well aware of Indian Culture and heritage.

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

All the programmes taught in our college are outcome based and these outcomes are stated on our college website. The students can easily go through the same and choose their subjects accordingly at the time of admission. The IQAC and Academic council take care of the progress of teaching-learning through regular monitoring and assessments. The institution has introduced mentoring system and conducted academic audit for the success of OBE.

#### **20.Distance education/online education:**

The institution adopted online mode of teaching-learning during Covid-19 pandemic period which covered a major part of the academic session 2021-22. During this period not only online classes were taken, a number of webinars were organized and online training programmes were also arranged to familiarize the teachers with virtual platforms like Zoom, Google Meet, etc.

On recommendation of the IQAC, the institution purchased Google Workspace (erstwhile G-suite) to cater to large number of participants. Even after resumption of normal class room teaching, faculties often take extra classes using online platforms. The institution encourages both the faculties and students to access the open online courses (SWAYAM, MOOCs, etc.). Besides, there are study centres of Centre for Distance and Online Education of Vidyasagar University as well as Netaji Subhash Open University in our college which cater to a large number of students who are unable to continue regular courses of study.

### **Extended Profile**

#### **1.Programme**

1.1

510

Number of courses offered by the institution across all programs during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>2.Student</b>		
2.1 Number of students during the year		<b>2495</b>
File Description	Documents	
Data Template	<a href="#">View File</a>	
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		<b>569</b>
File Description	Documents	
Data Template	<a href="#">View File</a>	
2.3 Number of outgoing/ final year students during the year		<b>582</b>
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>3.Academic</b>		
3.1 Number of full time teachers during the year		<b>29</b>
File Description	Documents	
Data Template	<a href="#">View File</a>	
3.2 Number of Sanctioned posts during the year		<b>32</b>

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

<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	36
4.2 Total expenditure excluding salary during the year (INR in lakhs)	39.85
4.3 Total number of computers on campus for academic purposes	139

## 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

The University of Calcutta prepares the curriculum to be followed by the affiliated colleges. Before the commencement of a new session, the Academic Sub-committee of our college meets formally regarding planning and delivery of the curriculum; and also prepares the Academic Calendar.

Departmental routines are prepared and classes are allotted to respective teachers on the basis of their specialization.

Students are encouraged to participate in departmental seminars, make presentations, publish wall magazines, etc. Even videos, lectures, PDF and scanned copy of documents, links of websites are shared by the faculty to enhance and enrich the knowledge of students on relevant areas of the concerned discipline. Students are encouraged to prepare power point slides for PPT presentation, make charts, sketches with art paper so that their writing skill and creativity improve. Internal Assessment and tutorial projects, evaluate their grasping and comprehensive skill as well as viva voce builds self-confidence.

As our institution is registered with N-LIST and DELNET, so both students and faculty have access to relevant e-resource for better understanding and learning.

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 academic calendar incorporates all the details about the time frame of completion of curricula on the basis of credits per course which is further divided into module and lectures. During the pandemic, each department created its own Gmail account so that online education could be imparted when the institution was shut down to follow COVID 19 protocol.

Teachers maintained flexibility for convenience of students and provided them with necessary inputs from time to time and continuous mental support for better performance.

Gradually when the pandemic-induced lock down phase was over, blended mode of education was adopted during the new normal period and in the later part of 2021, offline mode was restarted. The college authority, however, remained always vigilant, regarding strict adherence to COVID protocol.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://sammilanimahavidyalaya.ac.in/wp-content/uploads/2022/09/ACADEMIC-CALENDAR-2021-22.pdf">https://sammilanimahavidyalaya.ac.in/wp-content/uploads/2022/09/ACADEMIC-CALENDAR-2021-22.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**

**B. Any 3 of the above**



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**

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)

1



File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

46

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

46

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 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 Choice Based Credit System (CBCS) of the University of Calcutta offers certain courses which are known as Discipline Specific Elective Course (DSE) and Skill Enhancement Course (SEC). Our college offers such courses as designed by the University. There are 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 the 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 SEC papers have certain courses related to professional ethics. In Political Science, there are papers dealing with legal

literacy, legislative practices and procedures as well as understanding of legal system. Similarly, in DSE courses, papers are offered associated with human values, namely, human rights in a comparative perspective and in the Indian context too. The courses offered open up a novel avenue related to law and juridical sciences, teaches them professional ethics and thus making them conscious citizens.

Even SEC papers contain courses on human rights emphasizing on rights and values stressing upon building a better humane world to live in. No doubt human rights emphatically mentions about value based system, value laden society and value based education thus making our lives worthwhile.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	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>

### 1.4 - Feedback System

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

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
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)	No File Uploaded

**1.4.2 - Feedback process of the Institution may be classified as follows**

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.sammilanimahavidyalaya.ac.in/wp-content/uploads/2023/06/Feedback-Report-2021-22_College-Website.pdf">https://www.sammilanimahavidyalaya.ac.in/wp-content/uploads/2023/06/Feedback-Report-2021-22_College-Website.pdf</a>

**TEACHING-LEARNING AND EVALUATION**

**2.1 - Student Enrollment and Profile**

**2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year**

**1218**

File Description	Documents
Any additional information	No File Uploaded
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

The college organizes orientation programmes in the three Faculties at the very beginning of every session. Besides, surprise tests, students' seminars, group discussions, etc. are also used to assess the learning levels of students. On the basis of the outcomes, the college identifies the advanced learners and the slow learners as well, and a number of special programmes are taken up to cater to the two categories of students.

Special programmes for advanced learners:

- The college has a well-stocked library with reference facilities for advanced learners.
- Some Departments often encourage advanced learners to contribute in Departmental Wall Magazines.
- Advanced learners are also encouraged to participate in inter-college and intra-college competitions.
- Lecture series by invited faculty are organised by some Departments for advanced learners.
- Sometimes advanced learners are given the opportunity to make slow learners understand a topic in the form of seminar presentation. The method helps both ways.

Special programmes for slow learners:

- For slow learners, the college arranges remedial classes.
- All departments have allotted tutorial class slots for slow learners.
- Availability of teachers beyond college hours is ensured to counsel weaker students and to find out their problems.
- Slow learners are also encouraged to participate in inter-college as well as intra-college seminars and workshops. They are given necessary training for the purpose.

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
2495	29

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

Our college adopts student centric methods of teaching to augment their learning experiences. Some of these are as follows:

- The main method of pedagogy is through classroom lectures including interactive sessions.
- In order to enhance student participation in papers of Mathematics, and Commerce, they are asked to suggest probable next steps for completing the calculations. Students of Philosophy practise Logic as a part of their syllabus.
- PowerPoint Presentations customize the lessons according to the needs of the learners.
- Tutorial and practical classes are designed to help students in writing answers and conducting experiments.
- In both Science and Arts subjects, students are taken on field trips, excursions and social work programmes to acquire hands-on training/experience. Project activities, field works, several innovative assignments add more of experiential learning as well.
- Training and internship are arranged for students of Commerce.
- Regular seminars and workshops are organized to keep students updated, to broaden their outlook, to enhance their communicative skills, and induce critical thinking in them.

Each and every department regularly organizes and arranges these activities to encourage more participation from the students.

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

- The College has a Wi-Fi Enabled campus and ICT enabled classrooms
- The college has an automated Library with WEBOPAC facility, DELNET & NLIST for all, ensuring accessibility to e-resources.
- The college has well-equipped laboratories in all Science departments and Commerce Department as well.
- Most of the teachers use ICT enabled tools as a part of the teaching-learning process. Use of PPTs, online interactive sessions, use of digital library adds to the use of ICT enabled technology. Some departments have also uploaded study materials, video or audio lectures, previous years' question papers digitally.
- Some departments also take internal tests through Google forms.
- Beyond usual college hours, many students also participate in vocational courses through online mode.

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

84

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

29

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
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



441

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.

As directed by the University of Calcutta, the college has to take end semester internal assessments for every course and stream. The college has a robust, distinctive, and transparent mechanism to conduct internal assessments objectively. Following the University calendar, internal assessments are taken twice a year for the odd and even semesters. The marks of the internal assessment are uploaded on the university portal. The Academic Sub-committee supervises the entire process of conducting the examinations and uploading of marks. In CBCS programme, some departments conduct internal examinations through Google forms. However, as the internal assessments are a part of the University examination system, the marks are not published by the college.

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

The college has a Grievance Redressal Cell which takes immediate action regarding internal examination related grievances. Further, any student can mail directly to the Principal/Teacher-in-Charge in regard to internal assessment related discrepancy. The Grievance Redressal Cell keeps close contact with the Examination Core Committee of the college and promptly takes action on any grievance reported to them regarding any technical or academic problem relating to internal assessment.

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

## 2.6 - Student Performance and Learning Outcomes

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

- The college offers 18 programmes at the UG level. The college explicitly states all the programme and course outcomes, and displays them on college website.
- The curriculum of all the programmes is framed by the University of Calcutta.
- The outline of the programme outcomes is mentioned in the Orientation Programme for the newly admitted students after commencement of new academic session. The newly admitted students are sensitized about the scope of the syllabus and the rationale of the programme structure.
- Once they settle down the idea of CO, PSO and PO are made clear during the teaching-learning process, so that a large number of students in the college are able to make up their minds about their academic progression by the final year of study.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://www.sammilanimahavidyalaya.ac.in/course-outcomes/">https://www.sammilanimahavidyalaya.ac.in/course-outcomes/</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.

Following are some points through which the college ensures attainment of POs, PSOs and COS:

- At the beginning of each session, the Academic Sub-committee prepares an academic calendar and the same is followed throughout the academic year.
- The college has an in-built system of monitoring syllabus

distribution and completion.

- All the Departments have a well-formulated plan for teaching and learning.
- The students' progress is continuously assessed through various kinds of evaluation.
- 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.
- They also become eligible for various State/Central Government jobs.
- Timely evaluation and analysis of course outcome are done 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

466

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://www.sammilanimahavidyalaya.ac.in/wp-content/uploads/2023/05/2.7.1-SSS-Report-2021-22.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****9**

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****1**

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****2**

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

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

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

3

File Description	Documents
e-copies of linkage related Document	No File Uploaded
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.

Our institution has adequate number of class rooms, laboratories, computing equipment and other supporting facilities. Subject to requirement and availability of funds, the college augments such facilities time to time. There are necessary mechanisms and procedures by which academic, physical as well as other supporting facilities are maintained by the college. These are looked after by various Sub-committees of the college. Beside this, regular



upkeep of departmental laboratories are done by the respective laboratory attendants. Daily cleaning of class rooms, office and toilets, along with that of the college premises are looked after by both college staff and outsourced personnel from a reputed agency. Computers, printers, xerox machines, air-conditioning machines and other expensive machines of the college are maintained by experienced and responsible agencies through annual maintenance contracts (AMC). Annual budget of the college provides for expenses all these purpose. Recently, the infrastructure was expanded with RUSA 2.0 grant.

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:** Different cultural activities are organised by the Cultural Sub-committee throughout the year. Our college celebrates special days like Independence Day (15th August), Birthday of Netaji Subhash Chandra Bose (23rd January), Republic Day (26th January), International Youth Day (12th January) and Teachers' Day (5th September) every year. The college also observes Women's Day, World Cancer Day, International Aids Day, etc. by organising relevant seminars or programmes. Special programmes like Van Mahotsav (environment related), death anniversary of Gurudev Rabindranath Tagore), Sharat Elo (a pre-Puja cultural event welcoming the onset of autumn) and annual cultural programme (drama, dance, recitation, singing, impromptu speech, etc.) are also organised every year. Our students also participate in inter-college cultural competitions.

**Sports:** Some basic sports infrastructure is there in our college for playing indoor and outdoor games. The college has a playground with gallery for spectators, where outdoor games like football, volleyball, badminton and cricket are played by the students. There is a facility for playing indoor games like chess, carrom and table tennis. Every year some of students are sent to participate in both University and District level sports. They perform and receive prizes also.

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

physical exercise of students.

**Yoga:** Our college has arranged a yoga training session by hiring a yoga trainer for the well-being of students, teachers and the non-teaching staff. The college also celebrates International Yoga Day on 21st June every year.

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

**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)**

7.23516

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)

The college library handles its day-to-day work through KOHA (Integrated Library Management System) with RFID technology. Through this RFID system, library staff are able to easily handle lending, returning, sorting, tagging of books, etc. More than 21,334 books have been e-catalogued through the Integrated Library Management Software.

The library provides computer access with high speed internet and Wifi facility to the users. It also provides e-journals and e-books to students and teachers through NLIST & DELNET consortium. The users can access various open access database, open access educational resources, etc. through Library WEBOPAC. The library now has two different Reading Room sections for teachers and students.

Name of the ILMS Software: KOHA

Nature of automation: Partial

Version: 21.05.10

Year of automation: 2016

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="https://www.sammilanimahavidyalaya.ac.in/about-library/">https://www.sammilanimahavidyalaya.ac.in/about-library/</a>

4.2.2 - The institution has subscription for the A. Any 4 or more of the above

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

28,830

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

65

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	No File Uploaded

#### 4.3 - IT Infrastructure

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

The college has many computer laboratories and has computers in

different departments with internet facility. They are upgraded as and when required with the latest version. Also necessary software are purchased for the benefit of students and teachers.

Before 2019-20, the internet bandwidth speed was 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 computer systems and networks in the college office, IQAC room, different 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 Local Area Networks (LANs) in different laboratories and departments to serve the academic needs of the students and the faculty members. All computers are equipped with internet facility through an exclusive 200 Mbps Leased Line connection. The internet is facilitated through both wired and wireless connections.

The Central Library of the college has wired internet connection and Wi-Fi router.

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

#### 4.3.2 - Number of Computers

139

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

A. ? 50MBPS

the Institution	
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>
<b>4.4 - Maintenance of Campus Infrastructure</b>	
<b>4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)</b>	
<b>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)</b>	
<b>32.6114</b>	
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.	
<p>The college has established systems and procedures for maintaining and utilising physical, academic and support facilities such as laboratory, library, playground, computers, classrooms, etc.</p> <p>Laboratory: All the laboratories are used for regular practical academic activities according to the time tables prepared by the concerned departments. The laboratories are maintained by laboratory attendants.</p> <p>Library: The library has huge number of text and reference books for each department. Students and teachers have separate space for reading. The library has some computers with internet connectivity that students and teachers can use for access to online resources. There are WiFi facilities for all users who can access online</p>	

resources in their own mobile phones/tabs/laptops.

**Sports facility:** There is a sports ground that is regularly cleaned and maintained by cleaning staff. There is a multi-gym and an indoor games room. The facilities are managed and looked after by the Sports Sub-committee.

**Computers:** There are computer laboratories in some departments. All the computers are covered under annual maintenance contract by a trusted agency.

**Class rooms and seminar hall:** There are sufficient number of class rooms for regular academic activities. There is a seminar hall in the third floor where seminars/talks are organised by various departments frequently.

There are also some essential service facilities like canteen, photocopy-cum-stationery shop with cyber-cafe, bank with ATM, post office, medicine shop and a cheap store available within 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

923

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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

### 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. 3 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>



<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
18	
<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>	
18	
File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefitted 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 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</b>	A. All of the above
File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	No File Uploaded
<b>5.2 - Student Progression</b>	
<b>5.2.1 - Number of placement of outgoing students during the year</b>	
<b>5.2.1.1 - Number of outgoing students placed during the year</b>	

2

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**

46

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
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' Union has a conspicuous role to play in the overall uplift of students and also holistic development of the college. The students help the college from time to time in carrying out various activities like the following:

- Maintaining decorum within the institutional premises
- Observation of Netaji Jayanti
- Celebration of Basant Panchami (Saraswati Puja)
- Keeping vigilance on ragging, harassment, violence, abuse in any form so that the academic milieu of the college is not disrupted.

In 2021-22, the Students' Union helped in generation of awareness and sensitization of students and other community members in the neighborhood of the college about COVID-19 vaccination drive. They also played an important role in organizing the COVID-19 vaccination camp in the college.

The General Secretary of the Students' Union is an ex-officio member of the Governing Body and also of the Academic Subcommittee. The IQAC also has a student member.

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

28

File Description	Documents
Report of the event	<a href="#">View File</a>
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 Alumni Association of the college was established in 2003-04. It plays a part in cultural programmes like Basant Utsab, Basant Panchami (Saraswati Puja), as well as in seminars and workshops. It also joined hands with the Students' Union, National Service Scheme (NSS) Committee, and Yuba Vahini (volunteers) to cope with the pandemic situation and participated in the massive cleaning and sanitization venture of the college before the commencement of offline classes.

File Description	Documents
Paste link for additional information	<a href="https://www.sammilanimahavidyalaya.ac.in/alumni-association/">https://www.sammilanimahavidyalaya.ac.in/alumni-association/</a>
Upload any additional information	No File Uploaded

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

E. &lt;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 Teacher-in-Charge, dedicate themselves towards fulfilling the vision and mission of the College.

File Description	Documents
Paste link for additional information	<a href="https://sammilanimahavidyalaya.ac.in/overview/vision-and-mission/">https://sammilanimahavidyalaya.ac.in/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 Teacher-in-Charge 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 Teacher-in-Charge. 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 Teacher-in-Charge. 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 imbibes 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.ac.in/organogram-of-the-college/">https://sammilanimahavidyalaya.ac.in/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. The library has been upgraded with more books

and e-resources including DELNET, RFID and Wi-fi. The online admission process has been improved and further strengthened. ERP software installation has been initiated 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 Teacher-in-Charge 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 Teacher-in-Charge 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 Teacher-in-Charge as the Chairman. The Finance Subcommittee 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.ac.in/organogram-of-the-college/">https://sammilanimahavidyalaya.ac.in/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	<a href="#">View File</a>
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 nonrefundable 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

0

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

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

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

1

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

6

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 Teacher-in-Charge. 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. The College is going to initiate it from 2022-23. 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, 2018-19 and 2019-20. The work has to be put on hold due to college closure for nearly two years for COVID-19 pandemic but preliminary work has been started. 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	<a href="#">View File</a>

#### 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)

100000

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

#### 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 upgradeas well as maintenance, enhancement of teaching-learning environment, etc.

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

## 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 Practice

Practice 2: 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 fullfledged meetings in the presence of external members are also convened from time to time to ensure review of the state of affairs and identification of the scope of improvement in all

spheres of campus life. Regular feedback is obtained from the stakeholders and necessary steps are taken after due analysis. The primary objective of the IQAC in the last year was to take care of the teaching-learning issues in the online mode as the college remained out of bounds to the students during the pandemic times. The College has undergone the 1st and the 2nd cycles of NAAC accreditation in 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)**

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **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

In our college gender equity has been given utmost importance and

equal opportunities are provided to all individuals irrespective of gender. As the college follows the prescribed syllabus of the University of Calcutta, Various departments have gender related topics in their curricula. Subjects like Education, English, Philosophy, Sanskrit, Bengali and History have gender related topics in their syllabus. Gender equity promotion programmes are organised by the institution from time to time through various curricular and co-curricular activities.

The institution has following facilities:

1. **Safety and security:** Safety and security of students is utmost important to Sannilani Mahavidyalaya. There are various safety and security measures that are adopted time to time by the college. Strict implementation of anti-ragging policies are done by the Anti-ragging, Anti-Harassment, Grievance and Counselling Sub-committee which looks after this matter and addresses any issues faced by the students. There are well trained and vigilant security guards stationed at the campus 24x7.
2. **Counselling:** Our institution has Career Guidance and Placement Sub-committee and Anti-ragging, Anti-Harassment, Grievance and Counselling Sub-committee, both of which look after regular counselling of students. Apart from that, faculty members provide personal guidance and counselling to the students.
3. **Common room:** There are separate common rooms for both male and female students. The female common room has a toilet attached.

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	<a href="https://www.sannilanimahavidyalaya.ac.in/gender-equity/">https://www.sannilanimahavidyalaya.ac.in/gender-equity/</a>

**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/**

A. 4 or All of the above

power efficient equipment	
File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
<p>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</p> <p>Our institution has adopted various measures to protect the environment, health and well-being of all through implementation of effective waste management practices. Effort has been made to grow consciousness among students and staff regarding generating less waste. Our house-keeping staff, gardeners, and sweepers are always at work to keep the environment safe and clean.</p> <ul style="list-style-type: none"> <li>• <b>Solid Waste Management:</b> Solid waste is collected by the Kolkata Municipal Corporation and disposed of properly at KMC dumping yard. Wastes like plastic, papers, newspapers, metals, glass are properly collected, segregated and sold to respective vendors for recycling. Dustbins have been installed throughout campus for collection of solid waste.</li> <li>• <b>Liquid waste management:</b> Liquid waste released from toilets and canteen is collected in waste chamber through proper piping and drainage system.</li> <li>• <b>E-waste management:</b> Regular maintenance and repairing of minor defects of electronic gadgets are done. To ensure proper upkeep of computers, laptops, projectors, etc., they are maintained and serviced time to time by appointed agencies.</li> </ul> <p>A MoU has been signed between our college and M/S Redivivus Recyclers Private Limited on 20.06.2022 regarding Recycling and Waste Management Services for degradable and non-degradable waste such as paper, cardboard, plastic, metal, led lamp, E-waste and hazardous waste.</p>	



File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
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**

**A. Any 4 or all of the above**

**3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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	<b>No File Uploaded</b>
Details of the Software procured for providing the assistance	<b>No File Uploaded</b>
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 college always strives to provide an inclusive environment that promotes tolerance and harmony towards cultural, regional,**

linguistic, communal, socio-economic and other diversities. Cultural programmes are organised by the institution where various programmes like folk song and dance, elocution, speech, debate are held. Students from various community participate in the programmes and they depict various regional and cultural ethos. The Cultural Sub-committee of our college organized an inter-college competition from 27th-28th April 2022. The competition was entitled "Kristisukher-Ullase". There were seven events in the competitions - Recitation, Extempore speech, solo Rabindra Sangeet, Solo Drama (on communal harmony), Sit and Draw (Pandemic and Education or Global Warming), Solo Dance (Folk) and Quiz. The announcement of the competition drew an overwhelming response from students of other colleges as well as ours.

To develop emotional and religious feelings among the students and the faculty as well, commemorative days are celebrated on the campus with the initiative and support of the management for not only recreation and amusement but also to generate the feeling of oneness and social harmony. Teachers, students and the staff celebrate many events like Women's Day, Teachers' Day, Freshers' Welcome, Farewell programme, and many more. All these programmes create awareness among students, staff and teachers regarding various social values.

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

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

Our college organizes various events which help to 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 initiatives like cleaning drive, health check-up camp, blood donation camp, thalassemia screening, dengue and malaria eradication programmes infuse in students those qualities that make them responsible citizens of the country. It not only helps the students but also familiarise all stakeholders about their rights and duties. Various National days like Independence Day, Republic Day, Gandhi Jayanti, etc. are

celebrated in the college which also inculcates in them values and make them responsible citizens.

Free COVID -19 Vaccination Camp was organised on 4th and 5th October 2021, by the NSS Unit and the IQAC of the institution in collaboration with the Department of Health & Family Welfare, Government of West Bengal and Department of Higher Education, Government of West Bengal.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

**C. Any 2 of the above**

File Description	Documents
Code of ethics policy document	<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

### 1. Youth Day celebration

On 24th January 2022, our college had celebrated Youth Day on the occasion of Swami Vivekananda's birthday. This one day seminar was conducted through online mode (Google Meet) and Dr. Dipayan Pattanayak, Professor, Department of Philosophy, Jadavpur University, spoke on the occasion. More than 150 students participated in that seminar. He delivered lecture on "Jagrata viveker sandhane: Sikkha, Yuvasamaj o Swamiji". His lecture on social and moral upgrade of the society was very inspiring.

## 2. Yoga-Day Celebration

June 21, 2022 was observed as International Day of Yoga (IDY). The Yoga and Environment Awareness Sub-committee, in collaboration with Vivekananda Yoga Anusandhana Samsthana, Kolkata Branch, S-Vyasa Yoga University Bangalore (Deemed University), conducted a short term course through blended mode from 29th April to 21st June, 2022. The Yoga team consisting of teaching staff and participants, was invited to visit the institute on the 5th May, 2022 for further interaction and elaboration. The course concluded with the observation of the specified day through conducting test, demonstration and awareness sessions on various asanas. The position holders were given prizes and 18 participants received certificates. A programme schedule was prepared and strictly followed. Both volunteers and staff zealously participated to make the event successful.

Apart from this, the Institution also celebrated:

- Independence Day
- Republic Day
- Saraswati Puja
- International Mother Language Day, 22 February 2022
- International Women's Day, 2022
- Inter-college competition, April- May 2022

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
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: Institutional Collaboration/Linkage with academia and industry

To encourage and promote transfer of knowledge and expertise, institutional collaborations play a very important role. These facilitate a two-way exchange and encourage reciprocating visits by students and teachers. A few Memorandum of Understandings (MoUs) have been signed by the college with several institutions. The college has always been working to improve the employability of the students and hence has planned to introduce practical training courses in computerised accounting and e-filing of tax returns, development of spoken English skills of students, conducting Functional and Communicative English Courses and last but not least, to prepare the students to face job interviews.

### Best Practice 2: Yoga Training Programme

The term Yoga signifies holding to connect; connecting everything within self towards realizing that we are a part of this whole phenomenon of Creation. The strengthening and lengthening of Yoga can improve mobility and function, helping the body to recover from physical as well as mental injury. The 21st day of June 2022 was observed as International Day of Yoga (IDY). The Yoga and Environment Awareness Sub-committee of our college, in collaboration with Vivekananda Yoga Anusandhana Samsthana, Kolkata Branch, S-Vyasa Yoga University Bangalore (Deemed University), conducted a short term course in blended mode from 29th of April to 21st of June 2022. A programme schedule was prepared and was strictly followed. The course concluded with the observation of the specified day through conducting test, demonstration and awareness session on asanas.

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

Our college always strives to improve its information and communication technology. As a result, all the computers of the college are upgraded time to time with proper maintenance and purchase of software. Local area network connecting all the computers, and Local-based server has been converted to cloud-based server. Enterprise Resource Planning (ERP) software has been purchased which has a cloud-based server, and facilitates to retrieve automatically information such as particulars of the students, templates of their Identity Card with bar code, sending SMS, sending email, online fees payment and also fees collection reports. Licensed Google Workspace (Business plus plan) with 10TB cloud storage has been purchased on 15.02.2022. It has smart inbox by Gmail along with Docs sheet, Google chats and Google Meet with recording option. All these have made conducting of seminars with maximum 500 participants at a time. New membership of DELNET (Developing Library Network) has been taken on 29.0.2022. It provides various types of e- journals and e-books on different subjects through static IP. The college has obtained ISO 9001:2015 Certification (Quality Management System). The college has done Green Audit, Energy Audit and Environment Audit for the first time in 2021-22.

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 enhance the employability skills of the students.
2. To organise a Mega Job Fair the students.
3. To reintroduce Academic and Administrative Audit.
4. More collaborations/linkages between Academia and Industry.
5. Change of domain name of the college website from .org to .ac.in.
6. To organise Book Fair for the students.
7. 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). [As the proposal could not be implemented last year due to delay on the part of PWD, Govt. of West Bengal.]
8. Installation of CCTV in the library.

