YEARLY STATUS REPORT - 2023-2024

Part A	
Data of the Institution	
1.Name of the Institution	SAMMILANI MAHAVIDYALAYA
• Name of the Head of the institution	DR. CHANDAN KUMAR JANA
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03324160048
• Mobile No:	8100598811
• Registered e-mail	principal.sammilani@gmail.com
• Alternate e-mail	chandanjana09@gmail.com
• Address	E.M.BY PASS, BAGHAJATIN
• City/Town	KOLKATA
• State/UT	WESTBENGAL
• Pin Code	700094
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• 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	**SANGITA DEY SARKAR**
• Phone No.	**9007657615**
• Alternate phone No.	**24626869**
• Mobile	**9007657615**
• IQAC e-mail address	**iqac.sammilanimahavidyalaya@gmail.com**
• Alternate e-mail address	**sds2310@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.sammilanimahavidyalaya.ac.in/wp-content/uploads/2023/07/AQAR-2021-22_Final_Sammilani-Mahavidyalaya.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.sammilanimahavidyalaya.ac.in/wp-content/uploads/2024/03/academic-calendar-23-24.pdf

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 3	**B+**	**2.68**	**2024**	**13/12/2024**	**12/12/2029**
Cycle 2	**B++**	**2.82**	**2016**	**02/12/2016**	**01/12/2021**
Cycle 1	**B**	**70.25**	**2005**	**28/02/2005**	**27/02/2010**

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
NA	**NA**	**NA**	**NA**	**NA**

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)

1. MoU with academic and technical institutes.
2. Started Value-added courses and Internship programs.
3. Successfully completed Gender Audit,2023-2024.
4.Successfully completed Academic & Administrative Audit,2023-2024.
5. Increased IT facilities in class rooms.

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
1. To upgrade IT facilities	1. Number of ICT enable classrooms has been now 21 compared to 10 in last year
2. To construct a state-of -the art Auditorium	2. A medium size acoustic and fully air-conditioned auditorium with more than audience 250 seating capacity, 20mtr x 10 mtr dias, drop screen and separate green rooms for ladies and gents

3.To start Internship programmes for all	3. Other than regular internship programmes as prescribed by the NEP syllabus, the college offers internship facilities to the out-going students.550 students have successfully completed 12 Internship programmes
4.To complete AAA, 2023-24	4. The college successfully completed internal and external Academic & Administrative Audit for the session 23-24.
5. To complete Gender Audit,2023-24	5.The college successfully completed gender audit for the session 2023-24.
6. To renew Green Audit, Environment Audit & Energy Audit.	6. The college successfully renewed the green audit.
7. To increase number of CC cameras.	7. The college is under the surveillance of 360 degree cc camera.
8.14 To start value -added courses aiming at employability	8.Presently there are 13 value added courses being conducted in different departments.
9. To start offering Seed money as a research encouragement	9.Faculties presenting papers in different seminars and workshops are being encouraged by the college by reimbursing registration charges and also the R&D cell under the guidance of IQAC is providing seed money to the teachers for pursuing research.
10.To undertake mini research projects facilitating IKS	10. Each and every department has undertaken/completed research projects on IKS jointly by students and teachers

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	25/01/2025

14.Whether institutional data submitted to AISHE

Year	Date of Submission
yes	18/03/2024

15.Multidisciplinary / interdisciplinary

Since 2018, our institution has been following the flexible, credit-based curriculum (CBCS). The flexibility offered by the CBCS curriculum has helped us to develop the right mindset for embracing the more flexible NEP 2020. At present our institution is offering 23 different undergraduate programmes with 45 varied subject combinations for major, minor and multidisciplinary courses (excluding IDC, CVAC and SEC) across different disciplines and is thereby trying to integrate STEM with humanities. For example, the students pursuing a B.Sc. course with Honours in Geography may opt for Political Science as a Generic subject which comes under the domain of Humanities. Economics is taught in all three disciplines of Arts, Science and Commerce. Again, all students, irrespective of their disciplines, have to learn Environmental studies and one modern Indian language as compulsory papers (AECC). Apart from these regular courses, since 2021-22, the institution has been organizing some short-term certificate courses, as a good practice to promote multidisciplinary approach. Till now, 29 such courses have been completed. To ensure seamless academic mobility of the students, which is an integral part of the multidisciplinary approach, NEP 2020 offers multiple entry and exit (MEME) options. Sammilani Mahavidyalaya has decided to start the necessary process in this regard, as soon as the guidelines are published by the appropriate authority.

16.Academic bank of credits (ABC):

Since this year, Sammilani Mahavidyalaya has initiated the process of capturing ABC ID of its students as per notification from affiliating University. The institution caters to those students,who are mostly from economically underprivileged sectors of society and every year a few of them discontinue their studies mainly due to financial problems. The multiple entry and exit option will offer this group of students an opportunity to continue their studies at their convenience. So, the institution wants to make this

opportunity readily available to its students, as soon as our parent university circulates the necessary guidelines. A sub-committee has already been constituted to prepare the road map and chalk out the action plan for the effective integration of ABC with regular academic programmes. The committee has organized meetings involving the faculties, and it has been resolved that counselling and guidance be provided to the students for opening ABC accounts and creating ABC IDs.The department of Computer Science has agreed to provide the required technical assistance for maintaining the college database and integrating it with the central one. The institution has also decided to mandate the students, to complete at least one course on the MOOC platform, selecting from the diverse range of multidisciplinary courses to be offered. Moreover, we have a plan to upgrade the ERP to accommodate the requirements of ABC. We hope such preparedness will help our institution to successfully implement the procedure for Academic Bank of Credit.

17.Skill development:

The current NEP and CBCS curriculum itself include several skill enhancements courses (SEC) that help the students to develop and strengthen their professional competence. Such courses, offered by our institution, like Information Technology and its application in business (commerce), Computerized auditing and e-filing of tax returns (commerce), Microbial quality control in the food and pharmaceutical industry (Micro-biology), Film marketing and distribution (Film Studies), Tourism management (Geography), etc. have significant relevance in the job market. Our institution always encourages students to choose these skill-based SEC courses. Besides, 'SMV School of Professional Studies', an ancillary body of the placement cell of our college, regularly organizes short-term skill development programmes, in collaboration with reputed companies and often involving industry veterans and master-craft persons. The main purpose of such programme is to develop professional and soft skills - like verbal communication, digital literacy, problem-solving capacity, organizing ability, etc. A certificate course on Functional and Communicative English, in collaboration with two renowned institutes, has been conducted for the students since July 2022. The add-on and certificate courses, organized by the individual departments, on Computer application, Tourism management, Stress management, etc. also, boost up the process of skill enhancement. Diploma Course on Basic Tailoring for female students, a Certificate course in Microsoft Office and a Training course for competitive examination are some other examples of institutional efforts in this regard.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture,

using online course)

To be in alignment with NEP, Sammilani Mahavidyalaya has also been promoting Indian language, culture and art through its academic practices. In our institution, classroom lectures are delivered in bilingual mode i.e. both in English and vernacular (Bengali) to promote the use of Indian languages. Sammilani Mahavidyalaya, offers both Bengali and Sanskrit as Core Courses under Honours and General programmes and every year a large number of students opt for the same. These courses act as effective media for inculcating knowledge of the Indian language, culture, tradition, etc. The core course on Indian philosophy, which includes Vedas, Upanishadas, Charvaka, Jainism, Buddhism etc., is mostly Sanskrit-based and helps the students to enhance their level of Knowledge on Indian culture and tradition. Apart from these, the Department of Sanskrit has been organizing a certificate course on communicative and functional Sanskrit, since the last academic session, for the students to help them to gain a deeper understanding of the Indian language. As a good practice for appropriate integration of the Indian knowledge system, a majority of the departments have undertaken mini projects promoting IKS, like 'Ancient Indian poetics and modern Bengali literature', 'Sulbha Sutras: mathematics in Yayur Veda', 'Rasayana in ancient India' etc. Currently, twelve such projects are going on. involving the students under the supervision of one or two faculty members.

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

To improve the quality of higher education and make it more student-centric, NEP 2020 has focused on Outcome Based Education (OBE). In its endeavour of fostering quality education, Sammilani Mahavidyalaya has also been trying to orient itself towards OBE and has put emphasis on attainment of skills required to be global citizen. The outcomes of all the programmes and courses offered by the institution are clearly articulated on the institutional website. The students can easily access the same and choose their courses accordingly at the time of admission. During the orientation programmes, details of the outcomes expected from each course on completion, are explained to the newly admitted students. Curriculum delivery plans and assessment strategies are also designed putting appropriate weightage on the attainment of outcomes. To maintain a perfect blending of knowledge, skill, ability and understanding, i.e the four components of OBE, along with classroom teaching, emphasis is given on fieldwork, practical work, students' seminars, excursions, industry visits etc. In addition to the well-stocked central library, a variety of ICT-based learning resources and tools are made accessible to the students. Regular certificate courses are

also organized by the departments and the placement cell of the college for the development of additional skills. To evaluate the attainment of outcomes, the institution follows both direct and indirect methods. Direct methods include class tests, internal assessments, tutorials, laboratory assignments, etc. , while the indirect method followed is a 'course exit survey'. A record of students' progression after graduation is also maintained for evaluating the attainment of outcomes. To have an idea about the extent to which the students learn the required knowledge and skills, that are needed to perform well professionally, the institution collects feedback from the employers and analyses the same. The institution has introduced a mentoring system and yearly academic audits for the success of OBE.

20.Distance education/online education:

Sammilani Mahavidyalaya is continuing online mode of education even after the COVID lockdown in 2020 and 2021. The pandemic had radically transformed the traditional method of teaching-learning into a web-based process. Classes are taken using virtual platforms like Zoom, Google Meet, Webex, Teamlink, etc. when there is semester-end university examinatiion. The institution purchased a G-suite to accommodate large gatherings. The institution also provided e-learning resources via open access databases like web OPAC (Online Public Access Catalogue), NDLI (National Digital Library, India), DOAB (Directory of Open Access Books) etc. Access to the N-LIST consortium of e-resources, through individual passwords, had already been provided to the faculties by the central library of the college. Furthermore, faculties often take extra classes or classes during vacations and on holidays using online platforms. The institution has developed 17 ICT classrooms equipped with a projector, laptop, internet and PAS for. In addition, there are four ICT enabled smart classrooms equipped with interactive digital board and internet. Most of the teachers avail ICT facilities for class teaching, alongside the traditional'chalk and talk 'method. Video conferencing facilities enable the teachers to deliver lessons to the students both in-person and in virtual mode. Sammilani Mahavidyalaya encourages its faculties and students to access open online courses.

Extended Profile

1.Programme

1.1   **524**

Number of courses offered by the institution across all programs

during the year

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

2.Student

2.1   **2002**

Number of students during the year

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

2.2   **817**

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

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

2.3   **483**

Number of outgoing/ final year students during the year

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

3.Academic

3.1   **83**

Number of full time teachers during the year

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

3.2   **84**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**524**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**2002**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**817**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**483**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**83**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**84**

File Description	Documents
Data Template	<u>View File</u>

4.Institution

4.1 Total number of Classrooms and Seminar halls	**25**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**123.89**
4.3 Total number of computers on campus for academic purposes	**150**

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

As an affiliated college under the University of Calcutta, Sammilani Mahavidyaalay follows the curriculum designed by its parent university and put its sincere effort to deliver the curriculum in a well planned manner. Before commencement of a new session, the academic subcommittee of the institution meets formally to plan the modality of curriculum delivery. The Academic subcommittee prepares the annual academic calendar of the institution in consultation with IQAC and the same is uploaded on the college web site to make it easily accessible. As per the allotment of classes in the master routine, which is also framed by the academic sub-committee, the departments prepare their individual departmental routines and distribute the classes as well as the syllabi among the departmental faculties convening departmental meetings. The faculty members prepare their respective teaching plans and teach accordingly. The teachers follow both traditional and ICT aided modern teaching techniques as per the need of their individual subjects. The faculty members

maintain their individual work diaries where they meticulously record every detail of the process of curriculum delivery. Besides, Continuous Internal Evaluation (CIE) is conducted and the outcomes are recorded properly, which also acts as a documentation of how effectively the curriculum is delivered.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://www.sammilanimahavidyalaya.ac.in/wp-content/uploads/2024/03/academic-calendar-23-24.pdf

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

At the beginning of each academic session, the academic subcommittee of the college prepares an academic calendar in consultation with the IQAC. The calendar contains the detail of the period for lesson delivery, evaluation system along with their tentative schedule. Adherence to the academic calendar for conducting Continuous Internal Evaluation or CIE is an important aspect of the academic planning of the institution. The institution organizes continuous internal evaluations which are formative in nature. The different modes of evaluation, followed by the institution during the session 2023-24 and their tentative schedule as mentioned in the Academic calendar were: • Entry-level test at the beginning of the session (in September, 2023) • Regular class tests and tutorials including surprise test, class test with prior notification, open- book test etc. (in December, 2023 and March, 2024). • Students' seminar on some curriculum related topics (In March, 2024). • Subject based quiz contest (in January, 2024) Usually, the departmenstfollow the academic calendar for conducting the examination. However, in some unavoidable circumstances, like university's semester-end examination, election,the institution informs all concerned, well in advance, through its website and notice board.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.sammilanimahavidyalaya.ac.in/wp-content/uploads/2024/03/academic-calendar-23-24.pdf

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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

524

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

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

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

17

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

574

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

574

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

1.3 - Curriculum Enrichment

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

A considerable number of core courses, taught in our college under different programmes (CBCS and NEP) include cross cutting issues. Besides, regarding selection of optional subjects (like DSE and SEC under CBCS and SEC and IDC under NEP) our institution always encourages the students to opt for those courses which provide scope of mainstreaming such issues. The curricula of Sanskrit, Philosophy and Education include modules related to professional ethics. The course on Business Ethics (B.Com) also relates to professional code of conduct. In the curriculum of English literature, a full paper is devoted to the works of women writers.

The courses on feminist philosophy, population geography, gender and politics also highlight gender issues. Papers on Human Rights and Ethics emphasize on building up a better humane world to live in. Besides, practical experiences of field work also help to inculcate human values like self help skill, leadership quality, selflessness, empathy etc. in to the students. Each and every student, enrolled in the college, has to study a compulsory course on Environmental Studies. Moreover, papers on Sustainable Development, Climate change, Renewable Energy etc. also deal with environmental issues and sustainability.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

21

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

472	

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	**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	View File
URL for feedback report	https://www.sammilanimahavidyalaya.ac.in/wp-content/uploads/2025/01/FEEDBACK-2023-24.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1491

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

464

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

All the departments screen advance and week learners through different CIE. Sammilani Mahavidyalaya implement specialized programs to support both slow and advanced learners, recognizing that students have diverse learning needs and paces. For slow learners, remedial or intervention programs are designed to provide additional support and tailored instruction. These programs focus on reinforcing foundational skills, addressing learning gaps, and offering individualized attention. Teachers use differentiated teaching strategies, such as one-on-one tutoring, extra practice sessions, or modified assignments, to help these students build confidence and progress at their own pace.On the other hand, advanced learners benefit from enrichment programs that challenge them beyond the standard curriculum. These programs provide opportunities for deeper exploration of subjects, fostering critical thinking, creativity, and problem-solving skills. Advanced learners are encouraged to participate in specialized workshops, extracurricular activities such as quiz, seminars, science fairs, debates, and creative writing display. The goal is to keep these students engaged and stimulate their

intellectual curiosity while ensuring they are not held back by a one-size-fits-all approach.

By addressing the needs of both slow and advanced learners, these programs help create an inclusive and equitable educational environment where all students can thrive. They ensure that every student receives the right level of support and challenge to reach their full potential.

File Description	Documents
Link for additional Information	https://www.sammilanimahavidyalaya.ac.in/
Upload any additional information	View File

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

Number of Students	Number of Teachers
2002	83

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Sammilani Mahavidyalaya emphasizes student-centric learning to improve the educational front by using experiential, participatory and problem solving methodologies.

Through a variety of formats, including field trips, excursions, educational tours, seminars, internships, and tutorial sessions, experiential learning assists students in putting their theoretical knowledge to use in real-world situations. Experiential learning help students to apply knowledge they acquire through learning to practical applications. The theoretical knowhow they acquire through the different courses are supplemented by practical hands on trainings.

Through techniques including departmental exhibitions, quizzes,

group discussions, debates, wall magazines, poster presentations, and cultural activities, participatory learning encourages active engagement as well as social and cognitive abilities. Participative Learning comes from the concept of participation in activities and projects and intellect sharing in a?group. The process aims at mutual learning and has immense implications in cognitive and social psychology. Collaboration is a?useful tool used within participatory culture and this has a favourable educational outcome.

By helping students tackle problems through exercises like analytical inquiries, group projects, and seminars, problem-solving techniques foster critical thinking and communication. Sammilani Mahavidyalaya encourages students to think creatively and generate original ideas through information sharing by offering study materials, a well-equipped lab, free internet access and group discussions.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://www.sammilanimahavidyalaya.ac.in/

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

The college features ICT-enabled classrooms and free Wi-Fi for all. Theere are four smartclassrooms equied with interactivedigital boards and 17 classrooms equiped with projectors, laptops, wifi for taking classes. Majority of faculties applyICT-enabled resources for ilesson delivery. They use digital libraries andonline interactive sessions are parts of ICT-enabled technologies. Several departments regularly post lesson plans, lectures in audio or video format on the college website.

Additionally, several departments use Google Forms for CIE.The teachers are trained to conduct classes on online platforms like Google meet and Zoom and share materials in Google classrooms, WhatsAppand Telegram groups.

Through the Web Resources and Digital Repository, the college's Learning Management System provides a wealth of study materials created by faculty members, including text, audio, and video

content. Through WEBOPAC, the library also provides open access databases. The students as well as teachers have access to international open educational resources such as e-Pathshala, DOAB (Directory of Open Access Books), and NDLI (National Digital Library of India).

At present the college is equipped with nine smart classrooms featuring advanced equipment. The students and teachers are constantly motivated by their peer groups for getting accustomed to using ICT tools and techniques.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

83

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

83

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

29

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

1245

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Sammilani Mahavidyalaya follows a structured approach to conducting both external and internal examinations. The college adheres to the affiliating University's academic policies to maintain a transparent, accountable, and fair evaluation system for its students.

External Assessments

The University of Calcutta's Department of Controller of Examinations oversees all external assessments and examinations. However, for internal assessments, the college has established its own Examination Committee, which operates under the rules and regulations set by the Academic Council in accordance with the University's CSR (Curriculum, Syllabus, and Regulations).

Continuous Evaluation

To ensure students' academic progress, the college administers regular evaluations, including class tests, midterm tests, and test examinations. Answer scripts of internal assessments are checked and preserved by the respective departments.

Communication and Transparency

Students are informed of their obtained marks in any CIE to ensuretheyare aware of their performance and have the opportunity to improve. Students can approach their respective teachers, Heads of Departments or the Principal for resolution in case of discrepancies or grievances related to their marks. The college has a Grievance Redressal Cell where students can raise concerns about evaluation procedures or results. For grievances on marks obtained in university exam, they can apply for review and FSI directly thorugh university portal. The college provide necessary help.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	**Nil**

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

Sammilani Mahavidyalaya has a well-organized and planned grievance mecghanism related to internal examinations of it's own or of the University.

Grievances relted to university internal examination

1. Review Process: Students can request a review of any paper within a month after the publication of results with a nominal fees
2. Self-Inspection (FSI): Aggrieved students can examine photocopies of their answer scripts independently or with the assistance of a teacher/examiner of their choice.
3. Improvement Requests: Dissatisfied students can seek improvements to their marks through the review process.

Relevant notices regarding reviewm FSI, etc. of the University are circulated on the University and college websites as well as campus notice boards.

Institutional Efforts in Maintaining Fairness

The college emphasizes meticulous record-keeping and transparency in the evaluation process. Teachers regularly communicate with students regarding their performance and provide guidance on areas of improvement. By preserving answer scripts and monitoring attendance closely, the college ensures a robust system that minimizes errors and fosters accountability.

Students can approach their respective teachers, Heads of Departments or the Principal for resolution in case of discrepancies or grievances related to their marks. The college has a Grievance Redressal Cell where students can raise concerns about evaluation procedures or results.

File Description	Documents
Any additional information	[View File]()
Link for additional information	https://www.sammilanimahavidyalaya.ac.in/wp-content/uploads/2024/04/251-Link-document.pdf

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.

Sammilani Mahavidyalaya follows a structured approach to define and implement Program Outcomes (POs), Program Specific Outcomes (PSOs), and Course Outcomes (COs). These outcomes encapsulate the knowledge, skills, and abilities students acquire during their degree program. POs reflect general outcomes, PSOs focus on specific programs like Humanities, Science, and Commerce, while COs represent outcomes specific to individual courses. These outcomes are published on the college website and notice boards and communicated to students through WhatsApp groups and orientation programmes.

The college adheres to university-prescribed syllabi, ensuring that course and program outcomes align with academic requirements. Teachers create detailed lesson plans to integrate teaching, learning, and assessment strategies aimed at achieving these outcomes. Any change in the syllabus are communicated to students and course outcomes are regularly discussed during lessons.

The Academic Council, including department headsmonitors and finalizes the outcomes. Inter-departmental meetings assess their impact on teaching and learning. In addition to university assessments, student progress is tracked through class tests, group discussions, and mentoring. This approach fosters student engagement, supports career planning, and ensures effective teaching and learning outcomes. Regular Parent-Teacher meetings acquaint parents with program and course outcomes, fostering collaboration in student development.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.sammilanimahavidyalaya.ac.in/wp-content/uploads/2024/11/PO-CO-under-CCF.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

The institution follows a systematic approach to evaluate whether the desired learning outcomes are achieved, utilizing both direct and indirect methods. These methods collectively ensure a

comprehensive assessment of the learning process and provide valuable insights into the program's success.

1. Direct Methods

Direct methods involve assessing students' performance through various means that directly measure their knowledge and skills.

- Class Tests are administered to evaluate the students' understanding of the subject matter.
- Internal Assignments require students to apply concepts learned in class, helping to evaluate their problem-solving skills and understanding.
- Semester-End Examinations to assess the cumulative knowledge and skills acquired throughout the course.
- Seminars for showcasing their ability to synthesize information and communicate effectively.
- Tutorials and Practical Classes are conducted to reinforce learning and assess students' ability to apply knowledge in practical situations.
- Pass-Out Track Records for tracking the performance and achievements of students after graduation.

2. Indirect Methods

Indirect methods provide insights into the students' perceptions of the course and program.

- Course Exit Surveys: At the end of their studies, outgoing students are asked to complete surveys which help gauge the students' opinions on their learning experiences and the extent to which they feel the course met its objectives.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://www.sammilanimahavidyalaya.ac.in/wp-content/uploads/2024/05/2.6.2-ATTAINMENT-OF-POS-AND-COS-ARE-EVALUATED.pdf

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

275

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

2.7 - Student Satisfaction Survey

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

https://www.sammilanimahavidyalaya.ac.in/sss/

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)

1

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

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

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

0

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

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

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

07

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

10

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

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

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

13

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

3.3 - Extension Activities

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

To foster the holistic development of students, extension activities were carried out in the neighboring community to raise awareness about various social issues. These activities aimed to sensitize students to real-world challenges, encouraging empathy, responsibility, and active citizenship.

The initiatives included awareness drives on issues like general health and hygiene, gender equality, environmental conservation, hygiene and sanitation, digital literacy, and mental health. Interactive sessions, street plays, and group discussions were conducted to engage both students and community members. Experts and social workers were invited to share insights on prevalent societal concerns, inspiring students to think critically and contribute meaningfully.

Additionally, students participated in community service projects, such as cleanliness drives, tree plantation, and assisting underprivileged citizens. These hands-on experiences helped them develop a sense of social responsibility and leadership skills.

Through these activities, students gained a deeper understanding of social problems and their role in addressing them. The initiative not only improvedtheir awareness but also nurtured values like compassion, teamwork, and ethical decision-making, ensuring their overall personality development. Such community engagement continues to be a crucial part of their educational journey, bridging the gap between academic learning and real-life

application.

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

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	**No File Uploaded**

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

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

08

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

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

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

408

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

3.4 - Collaboration

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

26

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

26

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

At present there is/are

- 25 classroomsout of which 21 are enabled with ICT facilities and 4 are smartclassrooms equipped with interactive didigtal boards.
- a Meeting hall and a Seminar Hall.
- well equipped and properly maintained 28 laboratories. The GIS laboratory and the Boost laboratory have multidisciplinary uses.
- well-equipped and fully automated library
- PC Chandra knowledge centre with collections of books for competition and current affairs .
- 1 general Common room and 1 girls' common room.
- RO water purifiers in each floor for safe drinking water,
- 19 washrooms for general and neutral gender students and staff.
- Ramps,wheelchairs and 4 washrooms for differently-abled.
- Solar panels for generating clean electricity and saving electricity charges and 2 generators for emergency purposes.
- Rain water harvesting system
- Car parking area along with Cycle/ Bike stand
- a Bank (PNB) with ATM facilities, a Post Office, Photocopy centre, Canteen, Cheap store, Medical store.
- study centres of NSOU and Vidyasagar University for distance education.
- Multi-gymnasium
- a medium sized play ground with gallery

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

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

The institution has

- **Facilities for cultural programs, inter college cultural competitions, debate, quiz contest, Seminars throughout the year.**
- **two large and two medium size halls equiped with PAS, big screen, wooden dias for organising cultural prorgarmmes**
- **a medium size playground withspectators' gallery where Annual sports, Intra college competitions, cricket, volleyball and badminton are played**
- **facilities for indoor games like Table tennis, Carrom, Chess, Ludo etc. in the common rooms,**
- **a Multi-Gymnasium equiped with 16-station platform and other necessary for the students,**
- **Yoga Centre for yoga training programmes by certified yoga trainers for holistic well-being of the students.**

- **SMV school of professional studies which in collaboration with other corporate agencies, runs and provides adequate spaces and equipment for 4 add-on/ Diploma courses onTailoring for girls, Computer training,self-defence course, etc.**
- **NSS unitof the college who organises several extension activities like Cleaning program, Tree plantation, Blood donation camp, Awareness program on Dengue and Chikungunya, General Health camp, Free Eye check up camp, etc.**
- **facilities for student related activities like making Wall Magazine panels, Students seminars, Field visits, excursions, educational tours, Mini-Research projects guided by the faculties, etc.**

File Description	Documents
Upload any additional information	View File
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.

21

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

21

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.sammilanimahavidyalaya.ac.in/ict-smart-class-rooms/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

123.89

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

Sammilani Mahavidyalaya boasts one of the premier libraries in the state, continually enhancing its infrastructure, with the latest upgrade in 2018, integrating automated digital facilities. The library features eight dedicated sections including lending, reference, reading rooms, UGC-net resource center with computers equipped with Wi-Fi, a demonstration area with a projector, circulation, and technical sections. Its learning resources include a vast array of textbooks , reference books (22464), and ebooks, with access to over 50,000 e books and 5,000 e-journals through N-LIST, DELNET. In addition, there are daily news papers, magazines and other periodicals for students, teachers and staff. The Central Library has subscribed employment news, Karmakhetra,Protijogita Darpan, Pesa prabesh etc.employment related weekly gazettes and magazines . In addition to current students, teachers and staff,the College allows ex-students, retired teachers and staff and other readers from the locality to use its library.The library began its automation journey2016,implementing ILMS KOHA with RFID technology, enabling digital management of daily operations such as lending, return, sorting, and tagging of books.Different posters on the rules for library users, daily updates on the books issued, new arrival are displayed. Daily footfall and are registered both offline and online.The UGC NET resource center offers computer access with high-speed internet and Wi-Fi, along with ejournals and e-books through NLIST and DELNET consortia. Open access databases and educational resources are also accessible through the library's WEBOPAC. Library cards, equipped with barcode and QR code technology, are issued to students and staff for streamlined access to resources.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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)

3.23

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

98

File Description	Documents
Any additional information	View File
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 institution has adequate IT facilities including internet and Wi-Fi with regular upgradation.

1. The college has 07 computer laboratories and UGC NET resource centre with LAN and broadband connection for

students use.

2. About 200 computers including 150 computersfor students and softwares are under annual maintenance contract and are upgraded as and when required with the latest version.
3. Whole college has been upgraded with Wi-Fi facilities free for all.
4. At present the college has four 200 Mbps speed Bandwidth speed of the internet from BSNL plus a hot telephone line with 5G internet in the Prinxcpal's office
5. CCTV surveillance in the library, all corridors and other sensitive areas of the college.
6. Biometric attendance for all staff of the college.
7. Library is equipped with RFID gate, e-cataloging system, NLIST and DELNET
8. ICT enabled Classrooms are equipped with LCD projectors, PAS, Interactive Board,
9. All IT related items; viz. solar panel, computers, college website, RFID,KOHA etc. are under annual maintainance contract (AMC) with diffrent service providers.

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

4.3.2 - Number of Computers

150

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

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

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

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

17.33

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The institution has several subcommittees that look after maintenance of respective facilities:

1. **Building subcommitteeis responsible for repairing, renovation and maintenance of building, and related infrastructure**
2. **Utility and sanitation subcommittee looks after the maintenace of washrooms, drinking water facilities**
3. **Library subcommittee to supervise maintenace of books and the present system**
4. **Canteen subcommittee look after the maintenace of canteen, food quality, price of the food , availability etc.**
5. **Electrical sub-committee looks after maintenace of electrical wiring and equipments. The electrician cum caretaker take the main responsibility for this purpose. Other than large work he maintains the electrical lines and**

system

6. Maintencace of Computers, perintes,internet, WiFi, LAN and ERP are done by the ITRM sub-committee throughAMC.

7. Beautification subcommittee ensures the total maintenance of the garden, plantation of new saplings,indoor plants etc.

8. Sports subcommittee looks after sports and multigym equipment

9. Womens Cell to take care of girls common rooms, sanitary vending machine and fother facilities.

Central Policy:

Step 1: The Concerned sub-committees and departments look after the respective infrastructure and maintenave for which they make plans and programs, annual budgets for maintenace.

Step 2: The relevant resolutions are approved by the Purchase sub-committee and it makes budgetary allocation.

Step 3: Initial approval for fund are received from theFinance and thenGoverning body provides final approval

Step 4: Then the Purchase Sub-committee invites quotations/e-tender for maintenace job and service contract for AMC or order for any one time renovation work is issued by the Principal. Resoective sub-committee again lookafter the maintenace job through the company/contractor.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1270

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

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

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

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	**A. All of the above**

File Description	Documents
Link to institutional website	**Nil**
Any additional information	[View File](#)
Details of capability building and skills enhancement initiatives (Data Template)	[View File](#)

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

370

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

370

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

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

61

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	**No File Uploaded**

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

94

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

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

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

government examinations) during the year

12

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

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

04

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

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

As per Higher Education Dpt., WB there is a provision for students representation in the Governing Body through general student election. However, the studentelection has not been announced by the GoWB since 2017 therefore no student council has been formed.However, the Governing Body invites two-three current students for presenting any issue they may place in front of the GB. In addition, their representative have been included in different sub-committees such they can inform about any short-comings in service, resources and infrastructure and takeparts in various decision-making.

Collaboration: By working closely with faculty and administration, the students' representativesfosters a cooperative environment, ensuring policies and events align with student expectations.

Event Management: The students' representatives organizes cultural, academic, and sports events, enriching campus life and fostering talent.

Feedback Mechanism: theyserveas a channel for gathering feedback from students regarding curriculum, infrastructure, and facilities, helping the administration make informed improvements.

Conflict Resolution: the students' representatives helps in addressing grievances and promotes harmony among students and staff.

Leadership Development: Participation nurtures leadership, teamwork, and organizational skills among students, preparing them for future roles.

Involving the students' representatives in college affairs enhances transparency, accountability, and inclusivity, creating a vibrant and student-centered campus culture.

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

05

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

Established in 2003-04 and registered under the name 'Sammilani' with Registration No S/IP/18399, the alumni association boasts a well-structured composition as outlined in its by-laws, including a President, Secretary, Cashier, and three executive members, all former students. Over the years, the association has garnered memberships of ex-students, totalling to hundreds. The association has successfully renewed its registration through auditing its accounts.Aligned with their mission to contribute to their alma mater, the association engages in a spectrum of activities, including organizing socio-cultural events such as college social gatherings, Basant Panchami (Saraswati Puja), Basant Utsab, and the college Annual day. Additionally, they collaborate with the NSS on various social outreach programs and actively participate in community sensitization drives like the Vaccination Drive during the transition to offline classes in the New Normal phase.

Key Activities :

Alumni Meets: Regular gatherings such as reunions and homecoming events help alumni reconnect with their batchmates and stay connected with the college.

Guest Lectures and Workshops: Alumni contribute to academics by sharing their expertise and industry experiences through guest lectures, workshops, and webinars.

Feedback and Collaboration: Alumni provide valuable feedback on curriculum and institutional practices, ensuring they remain

relevant to industry trends and societal needs.

They participate in organising blood donation camp, thalasemia detection camp., sismlar healt related programme. They have started Parampara Study circle where academically established alumni members offer free coaching to the undergraduate students.

File Description	Documents
Paste link for additional information	https://www.sammilanimahavidyalaya.ac.in/alumni-association/
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	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's vision and mission play a key role in its strategic plan for holistic development, focusing on both quality maintenance and enhancement. The college has taken a number of steps for fulfilment of its vision and mission statements.The college aims to provide a comprehensive education that equips students to tackle the challenges of an ever-changing society, shaping them into intellectually empowered, environmentally aware, and socially responsible individuals. These goals are actively pursued through a variety of methods, including co-curricular activities, cultural programs, and community outreach efforts. The college prioritizes moral values, social empathy, and environmental consciousness.

Furthermore, the college offers add-on and vocational courses to enhance students' employability, including internships integrated into the curriculum in departments like Commerce. The strategic plan for 2021-2026 aligns with the NEP 2020, focusing on quality sustenance and enrichment.

Governance in the college is inclusive, democratic and transparent, and as per the Statutues of the University and Act of the GoWB that delegated authority and responsibility structured hierarchically. Statutory sub-committees, advisory groups, and cells aid in institutional planning and execution, ensuring smooth functioning and compliance with university statutes, rules and regulations as laid down in the government orders. Decentralized governance empowers the Principal and various committees to ensure effective administration and academic leadership. Departmental autonomy is upheld through rotational headships and the freedom to determine curriculum implementation and resource allocation. Representation of faculty and non-teaching staff in the Governing Body fosters inclusivity and participative decision-making, enriching academic deliberations and policy formulation.

File Description	Documents
Paste link for additional information	https://www.sammilanimahavidyalaya.ac.in/organogram-of-the-college/
Upload any additional information	View File

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

The college follows a decentralized governance model and encourages participative management across all institutional practices as per the Statutes of the Calcutta University. The highets policy making body calledGoverning Body is formed as per the WB College and University Administration and Regulation Act 2017 that has granted the Principal full operational autonomy in both administrative and academic matters. The IQAC, Teachers' Council, and various subcommittees are formed that operate independently under the Principal's leadership. Additionally, the college has implemented measures to promote departmental autonomy.

As per the Governing Body's decision, departmental headships are rotated every two years. Each department, led by its respective head, has the autonomy to decide on the implementation and delivery of the curriculum, conduct extracurricular activities, create learning resources using allocated budgets, and organize programs to foster social responsibility among students.

A modern central library, equipped with an extensive collection of books and e-resources, enhances learning and research potential are under the direct supervission of Library Sub-committee. The admission process has been simplified through online systems, while ERP software provides MIS support, ensuring efficient administrative operations.

However, the departments remain answerable to the Principal and or Governing Body.The inclusion of teachers' representatives in the College's Governing Body allows faculty members to engage in various academic discussions and contribute to policy and decision-making processes. Similarly, the representation of non-teaching staff fosters a sense of involvement in the institution's highest decision-making body, ensuring the system is genuinely democratic and participative.

File Description	Documents
Paste link for additional information	https://www.sammilanimahavidyalaya.ac.in/organogram-of-the-college/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

A perspective plan acts as a roadmap that defines long-term growth goals for the future focusing on the institution's vertical and horizontal expansion. Grounded in the institution's culture, values, and mission, it steers strategic efforts toward holistic development. The college's strategic plan aligning with the NEP 2020 and the Curriculum and Credit Framework (CCF) 2023 prescribed by its affiliating university.

The Governing Body is the higest policy making body and Principal acts as its secretary, DDO,day-to-day adminsitartion, programm palnning and excuation in association with IQAC, Academic Council, Teachers' Council different sub-committees, cells and advisory bodies. Any programming,activityplanning, serviceand resource managemnt once conceived by any sub-committee/department move upward for policy permission andfund approval at the highest level. Then it is executed by the same resoective sub-comiitee/department. The IQAC helps in conceiiving, instittuionalization and supervision.

Enhancing the teaching-learning environment in line with CCF guidelines, adopting e-governance and establishing efficient management information systems, strengthening support services for students, increasing student success rates in university examinations, innovating academic delivery through technology integration, digitizing library resources and promoting a culture of research, building academic collaborations and partnerships with industries, providing vocational training and skill development to boost student employability.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.sammilanimahavidyalaya.ac.in/governing-body/
Upload any additional information	View File

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 several bodies to ensure the effective execution of administrative and academic responsibilities. As an undergraduate college affiliated with the University of Calcutta, it is required to comply with the University's Statutes. Being a government-aided college, it also adheres to The West Bengal Universities and Colleges (Administration and Regulation) Act, 2017. The Governing Body, formed as per the provisions of this Act, operates independently and serves as the institution's highest policy-making and administrative authority. The Principal acts as the secretary of the GB, DDO of the institution and responsible day-to-day administration for smooth running of the college.

The Principal, in collaboration with the Bursar, IQAC Coordinator, Departmental Heads, Teachers' Council Secretary, Librarian, Head Clerk, and Convenors of various Sub-committees, oversees and streamlines the overall workflow of the college. The Teachers' Council, led by its Secretary (elected from the full-time faculty), operates under the Principal's leadership.

Various sub-committees are established by the Teachers' Council,

each led by a Convenor and chaired by the Principal. The Finance and Academic Sub-committees are typically formed by the Governing Body. These sub-committees operate with a degree of autonomy to ensure smooth functioning. They hold regular meetings and conduct periodic evaluations, with their reports submitted to the IQAC for record-keeping.The substantive posts (teaching and non-teaching) are created by the Department of Higher Education, Govt. of West Bengal from time to time based on its post creation policy.

File Description	Documents
Paste link for additional information	https://www.sammilanimahavidyalaya.ac.in/sub-committees/
Link to Organogram of the Institution webpage	https://www.sammilanimahavidyalaya.ac.in/organogram-of-the-college/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The college has implemented several welfare measures for both teaching and non-teaching staff. As a government-aided institution, it provides all the relevant welfare and retirement benefit schemes offered by the Government of West Bengal to its employees. The teaching staff in substatntive positions

areeligible for the West Bengal Government Health Scheme and can access refundable and non-refundable loans from their Provident Fund accounts. The State Aided College Teacher and non-teaching staff are enritled to Sasthyasathi familyhelath insurance scheme.

The teaching staff is also entitled to the Leave Travel Allowance (LTA) benefits provided by the Government of West Bengal. Non-teaching staff and State Aided College Teachers receive an ex gratia festival bonus before Durga Puja,or IDin accordance with the rules set by the Government of West Bengal. Additionally, casual non-teaching staff are offered festivala bonus from the college. Moreover, employees cooperative soceity has been formed forall willing teacheing and non-teaching employees to receive financial loan in case of any emergencies or for any private issues.

Newly recruited teachers and non-teaching staff are given 'zero' interest loan from the college fund till they start receive salary from the government.

File Description	Documents
Paste link for additional information	https://www.sammilanimahavidyalaya.ac.in/sub-committees/
Upload any additional information	View File

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

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

10

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

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

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

0

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

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

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

05

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The college has established an internal performance appraisal system for both teaching and non-teaching staff.

Teachers' performance is evaluated by the IQAC under the Principal's supervision as the highest authority. All teachers are required to document their daily classes and activities in their attendance registers. Additionally, students' feedback collected at the end of each academic session is used to assess their performance. The Principal, in collaboration with the Academic Council, Feedback Sub-committee, and IQAC, conducts regular evaluations and provides suggestions for improvement when needed.

Following UGC and Department of Higher Education guidelines, the college implements a Performance-Based Appraisal System (PBAS) through the IQAC for data collation and verification. A Scrutiny Committee, led by the IQAC Coordinator, reviews and evaluates PBAS documentation for teacher promotions under the Career Advancement Scheme, forwarding the recommendations to the Principal his permission and final approval by the Governing Body and the formation of a screening or selection committee.

Non-teaching staff performance is assessed by the Principal with support from the Non-Teaching Sub-committee. Promotions for non-teaching staff, after 10 or 20 years of continuous service, are granted based on a satisfactory performance appraisal.

The IQAC has started Annual Performance Apprisal Reports (APAR) for all the teachers and staff that have been approved by the Governing Body. According to the policy all teachers need to

submit mothly Teacher'sDiary and non-teaching staff need to submit
monthly job diary for performance evaluation and appriasal.

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

6.4 - Financial Management and Resource Mobilization

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

Statutory external audits, mandated by the Department of Higher
Education, Government of West Bengal, are conducted annually and
have been completed up to the financial year 2022-23. The
Governing Body has decided to introduce regular internal financial
audits, which the college began implementing from the 2017-18
financial year. Statutory audits are carried out annually by
auditors appointed by the Department of Higher Education.

To manage funds from various sources, dedicated committees are
involved. For UGC-funded projects, a UGC Sub-committee oversees
the funds, while a Project Management Unit handles funds from
RUSA. All expenditures strictly adhere to the guidelines set by
the funding agencies or the government. Additionally, the accounts
are reviewed by a practicing Chartered Accountant engaged by
thecollege before submitting utilization certificates to the
respective funding authorities.

- Internal Audit Process: The college employs a mechanism to
  ensure the effective and efficient utilization of financial
  resources. Before the start of each financial year, the
  Principal prepares a budget based on recommendations from
  various departments.

- External audit process:The institution's accounts undergo
  regular external audits in accordance with government rules
  and regulations. A Chartered Accountant or Auditor conducts
  the audit, ensuring compliance with these standards. This
  process demonstrates the transparency maintained in
  financial matters. The audited statements are officially
  signed by the management authorities and the Chartered

Accountant.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

.75

File Description	Documents
Annual statements of accounts	[View File](#)
Any additional information	[View File](#)
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	[View File](#)

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

The college explores all potential avenues for generating funds and carefully manages them, ensuring timely collection and responsible utilization through wise investments and compliance with government rules and regulations. The main sources of revenue include:

- **Student fees**

- **Grants from the Government of West Bengal, UGC and RUSA**

- **Funds from the Vidyasagar University and NetajiSubhash Open University for their distance education centres**

- **Rents from Bank, Post Office, medicine shop for using parts of college's infrastructure**

- **Funds from different organisations for research projects, organising seminars, lecture series etc. like BOOST, ICPR**

- **Corpus Funds from AmbujaNeotia for running a vocational course**

- **Corpus fund from M/s Vital Waste for different types of waste collection**

- **Corpus funds for conducting Recruitment examinations like SET, etc.**

In general, the college ensures strict financial oversight to guarantee the efficient use of resources and compliance with regulatory standards. Through careful budgeting, transparent procurement procedures, and comprehensive audits, the institution maintains strong financial stewardship and accountability, thereby protecting its financial stability and long-term sustainability.

All infrastructure, facilities, and resources are utilized efficiently. Renovations and maintenance are carried out on schedule through careful planning and oversight by the relevant sub-committee. Annual budget allocations are made to ensure proper management. Misuse or underutilization of resources is prevented through effective monitoring. To optimize classroom use, student movement is scheduled in batches throughout the day, and shared printers are used by multiple staff and departments. Logbooks are kept for all laboratory equipment, office photocopiers, and for the issuance of stationery items.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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

The Internal Quality Assurance Cell (IQAC) of an institution plays a crucial role in improving the overall academic experience.The IQAC plans and supervises the events scheduled in the academic calendar.

- It oversees continuous assessments, model exams, and end-semester results, implementing corrective measures as required.

- All new students participate in a compulsory orientation program that introduces them to the college's philosophy, learning systems, evaluation methods, co-curricular activities, and student culture.

- The feedback analysis report, forwarded by Feedback Sub-committee is placed in the IQAC meeting andIQAC implements the necessary improvements based on IQAC recommendations.

- The IQAC supports the establishment of Collaborative MOUs and Exchange programs, ensuring their effective implementation. It also fosters industry-academia partnerships by facilitating student internships and organizes seminars to enhance the academic development of both faculty and students.

- The IQAC has initiated internal Academic and Administrative Audits, involving the Conveners of the Academic Council, the IQAC Coordinator, and senior faculty members. Additionally, the IQAC has completed audits in areas like Green, Environmental, Quality, and Energy.

- IQAC ensures the timely submission of AQARs. IQAC plays a crucial role in assessing and showcasing the institution's performance in various academic and infrastructural aspects by participating in NIRF and AISHE.

- Facilitating the promotion of faculty members under the CAS by motivating them to apply and carefully reviewing their relevant documents through the PBAS system.

File Description	Documents
Paste link for additional information	https://www.sammilanimahavidyalaya.ac.in/action-taken-report/
Upload any additional information	View File

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

The Internal Quality Assurance Cell (IQAC) plays a vital role in enhancing the teaching-learning process in colleges. It fosters a culture of quality by promoting innovative teaching methodologies, faculty development programs, and curriculum design aligned with industry standards. IQAC encourages the use of ICT tools and e-learning platforms to make learning more engaging and accessible. It organizes workshops, seminars, and feedback mechanisms to ensure continuous improvement. By monitoring academic activities and assessing student outcomes, IQAC ensures effective implementation of teaching strategies, thereby improving the overall learning experience and maintaining the institution's academic excellence.

IQAC ensures the regular completion of academic and administrative audits to maintain institutional efficiency. These audits help evaluate teaching methodologies, curriculum delivery, faculty performance, and administrative processes. The insights from these audits are used to identify gaps, implement corrective measures, and improve the overall quality of academic and operational practices.

It helps the department for making direct and indirect method of assesing learning outcomes and monitors assessment of learning outcomes by the departments and analyse the outcomes.

IQAC also promotes internship programs for students across all disciplines, bridging the gap between theoretical knowledge and practical application. It collaborates with industries and organizations to provide students with hands-on experience, enhancing their employability skills and industry readiness. Through structured internships, IQAC ensures holistic learning and professional growth for students.

File Description	Documents
Paste link for additional information	https://www.sammilanimahavidyalaya.ac.in/notices/
Upload any additional information	View File

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

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Sammilani Mahavidyalaya has well-established mechanisms to honour and promote gender equality. The Women Cell in collaboration with the Gender Equity and Equal Opportunity Cell undertakes gender audits every year to analyse gender biases, if any, to integrate the academic programmes and curricula, safety, security management and wellbeing of girl-students. The institute promotes gender sensitization though organising Talks related to women and gender sensitization every year.

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. The institution has following facilities:

1. Safety and security: 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. There are well trained and vigilant security guards stationed at the campus 24x7. 2.
2. Counselling: Our institution has Psychological Counselling Cell, 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.
4. CCTV cameras have been installed at the main gates and in the other areas of college. Entry into College is permitted on producing valid identity cards.

File Description	Documents
Annual gender sensitization action plan	https://www.sammilanimahavidyalaya.ac.in/wp-content/uploads/2025/01/GENDER-AUDIT.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	A. 4 or All of the above

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	[View File](#)

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

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.

Solid Waste Management: 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 Vital Waste companyfor recycling. Dustbins have been installed throughout campus for collection of solid waste. . Recyclable materials like paper plates and cups, cardboard boxes, rubber or plastic materials are stored in the designated places and sold off to vendors from time to time

Liquid waste management: Liquid waste released from toilets and canteen is collected in waste chamber through proper piping and drainage system.

E-waste management: E-waste like damaged or non functing and old computers,prinetrs, projectors, etc. onec selected foir disposal are collected by the Vital Waste company.

Organic and vegetable waste from the canteen are used to make vermicompost.

There areseparate waste lines for disposal of chemical and hazardus waste. They are collected inhard pastic containers taht are collected by the Vital Waste company.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	**Nil**
Any other relevant information	View File

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

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

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

B. Any 3 of the above

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

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

The Institution has always strived to provide an inclusive environment that promotes tolerance and harmony towards cultural,

regional, linguistic, communal, socio-economic and other diversities aligned with its mission and vision. Cultural programmes are organised by the institution. Students from various community participate in the programmes and they depict various regional and cultural ethos. Emphasizing religious tolerance and mutual respect, regardless of faith, through regular reminders and practices. Celebrating festivals and observances various Days, the college's Foundation Day (12th December), instil a spirit of unity. These initiatives reflect the dedication of the institution towards creating an environment where diversity is celebrated and unity thrives. The Cultural Sub-committee of our college organized a 28th Foundation Day of our college on 21st and 22nd Dec 2023. A week-long Students Week was organised from 02.01.2024 to 08.01.2024 where several events like - Recitation, Extempore speech, Quiz, debate, model and poster presentation by students were organised. Best Students Award ceremony was organised by Cultural Sub-Committee of the college on 17.10.2023 where students were motivated by giving prizes to the highest scorer in each subject, each stream and best library user. Providing fee concessions and securing scholarships for economically disadvantaged students, particularly girls.

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

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

The institution provides each academic session a platform for sensitizing the students and employees to the constitutional obligations. It holds deep respect for the Constitution and promotes various activities which focuses on inculcating those values in students. Our college organizes various events which help to inculcate in students' various values and make them aware of their rights and duties. These efforts include

An annual Orientation Lecture by the principal for new students, highlighting the institution's core values. Emphasizing respect for national symbols, such as the National Flag and National Anthem, and adherence to the law of the land.

Publishing a Handbook of Values on the college website for both students and employees.

Awareness Generation through Dramatic Adaptation for prospective voters. Awareness of Prospective Voters was organised by ELC, NSS and Cultural Committee for the students on 22nd May 2024

Initiative taken by NSS where community-oriented involvements such as Ban Mahotsav, Swachh Bharat Abhiyan, cleaning program, health awareness

Department of Political Science are taking classes of Constitutional Values where students of all department are getting chances of hearing lectures on Indian constitution. Students who are enrolled under NEP are getting this provision.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
Any other relevant information	**No File Uploaded**

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

File Description	Documents
Code of ethics policy document	[View File](#)
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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

Sammilani Mahavidyalaya takes great pride in observing national and international commemorative days with great enthusiasm and a sense of unity. Celebrating and organizing national and international commemorative days, events, and festivals in academic institutions holds great significance for students, educators, and the broader community. Some key reasons why these observances matter:

- **Encourages critical thinking about the importance of these occasions in shaping society.**
- **Raises awareness about important social, environmental, and political topics (e.g., World Environment Day, International Women's Day).**
- **Promotes inclusivity by recognizing and respecting diverse cultures, traditions, and histories.**
- **Helps students appreciate different perspectives and global interconnections.**
- **Encourages unity by celebrating shared heritage and diversity.**
- **Inspires students to develop values like empathy, patriotism, and global citizenship.**
- **Instils leadership and teamwork skills as students engage in planning and organizing events.**
- **Strengthens relationships between students, faculty, and the local community through collective participation.**
- **Provides opportunities for students to express themselves through art, drama, music, debates, and performances.**
- **Breaks the monotony of regular academic routines, making learning more engaging and enjoyable.**

- **Provides relaxation and entertainment through cultural festivals and celebrations.**
- **Creates a positive and inclusive campus atmosphere that fosters well-being.**

By incorporating national and international commemorative events into academic settings, institutions foster a well-rounded education that goes beyond textbooks, shaping students into knowledgeable, responsible, and culturally aware individuals.

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

7.2 - Best Practices

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

Title of the Practice 1: Helping others: Campus to Community (Instilling social values and Responsibilities to the future Citizens)

Objectives:

1. **To instill social values and responsibilities to our students.**
2. **To help our extended community members.**
3. **To Prioritize collective wellbeing over individual interest**

The Context: To guide the young adults towards human values in this valuelessness era.

The practice:

1. Shram Daan and Seba Daan

2. Awareness among students and the community members

3. Yoga and meditation

4. Value education classes

Evidence of Success:

- All programs have been successfully completed in this session

problems Encountered:

- Number of participations must be increased.
- lack of motivation and awareness among community members.

Title of the Practice 2: Empowering HER to empower the NATION

Objective: To disseminate knowledge and skill to empower women by creating an inclusive and supportive environment that promotes their academic, personal and professional growth.

The Context: To facilitate inclusive environment and promote gender equality.

The Practice:

1. Celebration of International Women's Day
2. Basic Tailoring Course
3. Kanyashree Prakalpa.
4. Special internship program for girl students.

Evidence of Success:

- All programs have been successfully completed in this session.

Problem Encountered:

- Motivation among girl students is required regarding taking other courses along with their studies.
- Traditional mindsets and cultural expectations often restrict women's participation in higher education and leadership roles.

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

SABUJ SAMMILANI' A College Promoting Environment Sustainable Initiatives

The authority at Sammilani Mahavidyalaya believes and practices that sustainable development is achievable if and only when the environment and its ecosystem consisting of air, earth, water, plants and all components of biodiversity are protected. Therefore, its mission 'to develop a commitment among students & staff members towards the conservation of environment with a goal towards sustainable development' is observed through its flagship initiatives "SABUJ SAMMILANI". Though situated amidst the hustle and bustle of the City of Kolkata, Sammilani Mahavidyalaya distinguishes itself as an abode of learning with its vast array of environment sustainable initiatives. The ideas of the 'Sabuj Sammilani' initiatives arise from its student pool – majority of them come from different parts of South 24 Parganas under Sundarban national forest. Recently, the region is witnessing fury of nature in the form of cyclones resulting in erosion of lands and eviction of the people of the soil. Since, it is a well-known fact that the reason behind the natural disaster are environmental pollution, imbalanced ecology and destruction of delicate biodiversity. Sammilani Mahavidyalaya tries to generate awareness on protection of the environment, thus their habitat, along with offering higher education of global standard with all advanced facilities and infrastructure. Because of this the percentage of student enrolment at Sammilani Mahavidyalaya is always above the state average.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	**No File Uploaded**

7.3.2 - Plan of action for the next academic year

1. To sign MoUs with industries and corporate houses for internships and skill development courses
2. To offer more vocational and value added courses to enhance employability of the students
3. To sign MoUs with HEIs for research and exchange programmes
4. To organise seminar and conferences
5. To offer more programmes and activities on IKS and AI
6. To organise FDP and MDP
7. To augment infrastructure for more classrooms and laboratories
8. To procure more computers for students
9. To augment IT facilities for ICT enabled teaching-learning activities
10. To purchase books for students
11. To renovate and repair existing building and security room
12. To installed more solar power plant
13. To organise placement fair
14. To continue AAA, Green Audit, Energy Audit, Gender Audit
15. To continue internal financial audit
16. To strengthen ATR on APAR for all (teachers and staff)
17. To engage more need-based teachers and staff
18. To installed digital attendance through RFID for all students
19. To installed CCTV in the newly constructed buildings
20. To start incubation centres for start up business