# YEARLY STATUS REPORT - 2022-2023

## Part A

## Data of the Institution

**1.Name of the Institution** — SANKRAIL ANIL BISWAS SMRITI MAHAVIDYALAYA

- Name of the Head of the institution — Dr. Haripada Mahapatra

- Designation — Teacher-in-charge & Associate Professor of Sanskrit

- Does the institution function from its own campus? — Yes

- Phone no./Alternate phone no. — 9732776825

- Mobile No: — 7890021890

- Registered e-mail — sankrailabs45@gmail.com

- Alternate e-mail — sabsm.iqac@gmail.com

- Address — Vill & P.O- Kultikri, P.S- Sankrail, Jhargram

- City/Town — Kolkata

- State/UT — West Bengal

- Pin Code — 721135

**2.Institutional status**

- Affiliated / Constitution Colleges — Affiliated

- Type of Institution — Co-education

- Location — Rural

- Financial Status **Grants-in aid**


- Name of the Affiliating University **Vidyasagar University**

- Name of the IQAC Coordinator **Prasenjit Mukherjee**

- Phone No. **7890021890**

- Alternate phone No. **9477879101**

- Mobile **9732776825**

- IQAC e-mail address **sabsm.iqac@gmail.com**

- Alternate e-mail address **prasenjit.sabsm@gmail.com**

**3.Website address (Web link of the AQAR (Previous Academic Year)** [http://www.sabsmkultikri.org/doc/AQAR_2020-21_SABSM.pdf](http://www.sabsmkultikri.org/doc/AQAR_2020-21_SABSM.pdf)

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

- if yes, whether it is uploaded in the Institutional website Web link: [http://www.sabsmkultikri.org/doc/Academic%20Calender.pdf](http://www.sabsmkultikri.org/doc/Academic%20Calender.pdf)

**5.Accreditation Details**

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|---|---|---|---|---|---|
| **Cycle 1** | **C** | **1.88** | **2019** | **09/09/2019** | **08/09/2024** |

**6.Date of Establishment of IQAC** **08/06/2018**

**7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|---|---|---|---|---|
| **NIL** | **NIL** | **NIL** | **NIL** | **NIL** |

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

- Upload latest notification of formation of IQAC [View File](#)

**9.No. of IQAC meetings held during the year**    **2**

- 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. Signed MoU with neighborhood college. 2. Organizing carrier counselling workshop in collaboration with different institution. 3. Introduced Three Add-on courses. 4. Upgradation of library with more competitive exam books through college fund. 5. Organizing Students' Week campaign.**

**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. MoU with neighborhood college. | 1. Successfully implemented. |
| 2. Organizing carrier counselling workshop in collaboration with different institution. | 2. Successfully implemented. |
| 3. Introduce Three Add-on courses. | 3. Successfully implemented. |
| 4. Upgradation of library with more competitive exam books through college fund. | 4. Successfully implemented. |
| 5. Organizing Students' Week campaign. | 5. Successfully implemented. |
| 6. Enrollment for NIRF | 6. Successfully implemented. |

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

- Name of the statutory body

| Name | Date of meeting(s) |
| --- | --- |
| Governing Body | 05/03/2024 |

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

| **Part A** | |
|---|---|
| **Data of the Institution** | |
| **1.Name of the Institution** | **SANKRAIL ANIL BISWAS SMRITI MAHAVIDYALAYA** |
| • Name of the Head of the institution | **Dr. Haripada Mahapatra** |
| • Designation | **Teacher-in-charge & Associate Professor of Sanskrit** |
| • Does the institution function from its own campus? | **Yes** |
| • Phone no./Alternate phone no. | **9732776825** |
| • Mobile No: | **7890021890** |
| • Registered e-mail | **sankrailabs45@gmail.com** |
| • Alternate e-mail | **sabsm.iqac@gmail.com** |
| • Address | **Vill & P.O- Kultikri, P.S-Sankrail, Jhargram** |
| • City/Town | **Kolkata** |
| • State/UT | **West Bengal** |
| • Pin Code | **721135** |
| **2.Institutional status** | |
| • Affiliated / Constitution Colleges | **Affiliated** |
| • Type of Institution | **Co-education** |
| • Location | **Rural** |
| • Financial Status | **Grants-in aid** |
| • Name of the Affiliating University | **Vidyasagar University** |

| | |
|---|---|
| • Name of the IQAC Coordinator | **Prasenjit Mukherjee** |
| • Phone No. | **7890021890** |
| • Alternate phone No. | **9477879101** |
| • Mobile | **9732776825** |
| • IQAC e-mail address | **sabsm.iqac@gmail.com** |
| • Alternate e-mail address | **prasenjit.sabsm@gmail.com** |
| **3.Website address (Web link of the AQAR (Previous Academic Year)** | http://www.sabsmkultikri.org/doc/AQAR_2020-21_SABSM.pdf |
| **4.Whether Academic Calendar prepared during the year?** | **Yes** |
| • if yes, whether it is uploaded in the Institutional website Web link: | http://www.sabsmkultikri.org/doc/Academic%20Calender.pdf |

**5.Accreditation Details**

| Cycle | Grade | CGPA | Year of Accreditation | Validity from | Validity to |
|---|---|---|---|---|---|
| **Cycle 1** | **C** | **1.88** | **2019** | **09/09/2019** | **08/09/2024** |

| | |
|---|---|
| **6.Date of Establishment of IQAC** | **08/06/2018** |

**7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

| Institutional/Department /Faculty | Scheme | Funding Agency | Year of award with duration | Amount |
|---|---|---|---|---|
| **NIL** | **NIL** | **NIL** | **NIL** | **NIL** |

| | |
|---|---|
| **8.Whether composition of IQAC as per latest NAAC guidelines** | **Yes** |
| • Upload latest notification of formation of IQAC | View File |
| **9.No. of IQAC meetings held during the year** | **2** |
| • Were the minutes of IQAC meeting(s) and compliance to the decisions have | **Yes** |

| | | |
|---|---|---|
| been uploaded on the institutional website? | | |
| • 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. Signed MoU with neighborhood college. 2. Organizing carrier counselling workshop in collaboration with different institution. 3. Introduced Three Add-on courses. 4. Upgradation of library with more competitive exam books through college fund. 5. Organizing Students' Week campaign.

**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. MoU with neighborhood college. | 1. Successfully implemented. |
| 2. Organizing carrier counselling workshop in collaboration with different institution. | 2. Successfully implemented. |
| 3. Introduce Three Add-on courses. | 3. Successfully implemented. |
| 4. Upgradation of library with more competitive exam books through college fund. | 4. Successfully implemented. |
| 5. Organizing Students' Week campaign. | 5. Successfully implemented. |
| 6. Enrollment for NIRF | 6. Successfully implemented. |

| | |
|---|---|
| **13.Whether the AQAR was placed before** | Yes |

| statutory body? | |
|---|---|
| • Name of the statutory body | |

| Name | Date of meeting(s) |
|---|---|
| Governing Body | 05/03/2024 |

## 14.Whether institutional data submitted to AISHE

| Year | Date of Submission |
|---|---|
| 2022-23 | 12/02/2024 |

## 15.Multidisciplinary / interdisciplinary

Interdisciplinary and multidisciplinary education has been part of the curriculum over the years. With the introduction of the CBCS system the approach towards interdisciplinarity has got a renewed impetus. There are various interdisciplinary topics already incorporated in the syllabus of different departments. Moreover, the institution has endeavored to strengthen the multidisciplinary culture by organizing webinars aiming at the convergence of disciplines. Teacher exchanges between departments also pave the way for interdisciplinary studies. With the introduction of the National Education Policy, a greater emphasis is being given to multi and interdisciplinary educational initiatives.  Accordingly, the college is also aiming at a reorientation of the curriculam with the introduction of programmes/courses/workshops, etc. (Like Gender / Women Studies, Yoga etc.) that provide a wider scope for the integration of STEM with humanities and social sciences.

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

## 17.Skill development:

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

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

| | |
|---|---|
| **20.Distance education/online education:** | |

# Extended Profile

## 1.Programme

| 1.1<br><br>Number of courses offered by the institution across all programs during the year | **50** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | No File Uploaded |

## 2.Student

| 2.1<br><br>Number of students during the year | **928** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | No File Uploaded |

| 2.2<br><br>Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year | **554** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | No File Uploaded |

| 2.3<br><br>Number of outgoing/ final year students during the year | **206** |
|---|---|

| File Description | Documents |
|---|---|
| Data Template | No File Uploaded |

## 3.Academic

| 3.1 | **10+18** |
|---|---|

Number of full time teachers during the year

| File Description | Documents |
|---|---|
| Data Template | No File Uploaded |

3.2

Number of Sanctioned posts during the year | **11**

| File Description | Documents |
|---|---|
| Data Template | No File Uploaded |

## 4.Institution

| 4.1 Total number of Classrooms and Seminar halls | **20** |
|---|---|
| 4.2 Total expenditure excluding salary during the year (INR in lakhs) | **32.15** |
| 4.3 Total number of computers on campus for academic purposes | **16** |

# Part B

**CURRICULAR ASPECTS**

**1.1 - Curricular Planning and Implementation**

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

**The institution ensures effective curriculum delivery through a well-planned and documented process. The College has one Teacher-in-chargeand twenty ninegovernment-approved permanent teachers for catering to the teaching-learning process, i.e, for effective curriculum delivery as framed by the affiliating university.At the outset of the new academic session, meetings are organized with all the faculties of the college under the banner of the IQAC and with all HODs/In-Charges in the Academic sub-committee to chalk out concrete plans for effective curriculum.delivery. In these meetings, the College Academic Calendar of the year is prepared in compliance with the Academic Calendar issued by Vidyasagar University. Each department prepares its own teaching plan accordingly. The entire process is kept under the supervision of**

the T.I.C and is documented by the convener, Academic Committee and Secretary. IQAC monitors the entire process. Periodical class assessments are done and reviewed to assess the understanding level of the students and feedback taken from students and parents is also taken into consideration. Remedial / tutiorial classes and special lectures are planned accordingly. All the faculties adopt modern teaching and learning methods along with traditional chalk and talk methods for curriculum delivery. Besides these,departments which have smart classroomscan be used by the teachers for ensuring effective dissemination of information to the students. The entire campus is under WIFI.

| File Description | Documents |
|---|---|
| Upload relevant supporting document | No File Uploaded |
| Link for Additional information | Nil |

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

Vidyasagar University calendar is adhered to as we are an affiliated College. In addition, an academic calendar is prepared by the College at the beginning of every academic year following the University calendar with details of all the curricular and extracurricular activities to be conducted by the College both at the faculty and the student level. The Academic Calendar mentions the schedule of Admission and Registration,Commencement of classes Periods of Internal Assessment End Semester Examination Co-curricular and Extracurricular activities which include Sports, Cultural Activities, and observance of different events/days. The teaching plan is prepared by each department for each unit/paper to facilitate teaching and learning while adhering to the academic calendar. For smooth conduction of CIE: Times of Internal Assessments are mentioned in the Academic Calendar and detailed schedules are circulated well in advance by the examination committee. Internal assessments, each carrying 10 marks are arranged by the College as per guidelines of the university, and 05 marks are allotted for attendance. The continuous evaluation process is emphasized in the process of curriculum delivery.

| File Description | Documents |
|---|---|
| Upload relevant supporting documents | View File |
| Link for Additional information | Nil |

| 1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University  Setting of question papers for UG/PG programs  Design and Development of Curriculum for Add on/ certificate/ Diploma Courses  Assessment /evaluation process of the affiliating University | B. Any 3 of the above |
|---|---|

| File Description | Documents |
|---|---|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | No File Uploaded |
| 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**

7

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

**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)**

**3**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| 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**

**256**

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

**256**

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

## 1.3 - Curriculum Enrichment

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

**Sankrail Anil Biswas Smriti Mahavidyalaya, affiliated to Vidyasagar University integrates crosscutting issues relevant to Gender, Environment and Sustainability, Human Values and Professional Ethics to understand current issues both nationally and globally. College follows a curriculum wherein several undergraduate and postgraduate programmes incorporate their course topics which cover gender issues, Environment ethics and Human values.**

**University curriculam include the following areas related to Gender Issues.**

**To spread awareness among the girls students, a special paper as**

prescribed in the syllabus on Women's Writing (For example in English literature, Sem-V, CC - 12, Philosophy, GE - 2, Political Science- semester 1,CC - 1, History Semester 3, GE-3) is taught in classes to spread knowledge of women's rights, patriarchal oppression, etc.

The college makes continuous efforts to impart social and moral and cultural values through Extracurricular Activities. International Women's Day is celebrated with enthusiasm to make each student proud and happy of being a woman. The students also attend programmes on gender sensitivity. The College conducts regular awareness programmes toward environmental conservation.

Important days like World Environment Day, Vanamahotsava, Water conservation Day, and Biodiversity Day are celebrated and awareness programmes are conducted as a part of extracurricular activity through NSS.

| 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 | **No File Uploaded** |

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

1

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

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

**289**

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

**1.4 - Feedback System**

| | |
|---|---|
| **1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni** | **C. Any 2 of the above** |

| File Description | Documents |
|---|---|
| URL for stakeholder feedback report | No File Uploaded |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload) | No File Uploaded |
| Any additional information(Upload) | No File Uploaded |

| **1.4.2 - Feedback process of the Institution may be classified as follows** | B. Feedback collected, analyzed and action has been taken |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| URL for feedback report | Nil |

## TEACHING-LEARNING AND EVALUATION

## 2.1 - Student Enrollment and Profile

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

## 2.1.1.1 - Number of sanctioned seats during the year

646

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

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

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

211

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| 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

**It is very important to identify the Slow- learners and Advanced learners at the initiation of the course after admission so that proper steps can be taken like counselling and arranging remedial and tutorial classes for the slow learners and separate strategies for the advanced learners. This process of assessing of learning ability of a student is done through classroom response, class tests, group discussions and question answer sessions by the respective teachers. Mentors also interact with the students to assess the learning ability and difficulties faced by the student in different papers/areas of the course studied by him/her.**

**Steps Taken for advanced learners:**

**Advanced learners are identified on the basis of their achievement in the examination, class response during interaction and group discussions, and performances in extracurricular activities. Motivated to write articles for the college/departmental magazines and Wall Magazines.**

**Steps taken for Slow Learners:**

**Mentor-mentee interaction keeps faculty in constant touch with students, irons out academic and personal issues, and stimulates overall personality development. Academic problems are addressed in the tutorial and Remedial classes, assignments are evaluated, and suggestions for improvement are made.**

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

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

| Number of Students | Number of Teachers |
|---|---|
| **928** | **10+18** |

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |

## 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

**The institution believes in the motto."Learning for life" Towards this end all effort is taken to involve the students in active participatory learning. All departments engage students in experiential learning best suited to their course. In addition to theoretical and practical classes, students are taken on field visit.Students are taken to natural history museums and other historical places. Film shows and plays are screened/ performance for the students Mock parliaments are held and national voters day is celebrated to acquaint students with the democratic process. Students are encouraged to participate in inter -college festivals and volunteer for NSS etc. Films based on texts in the syllabus are screened by the language departments. The learning experience is enriched by extensive use of ICT tools - ppts, quizzes and online testing. Project, extension lecturesadd to the learning experience.**

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

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

**The college has invested substantially in digital learning. Most teachers use ppts and links to digital resources are shared with the students. The faculty member are encouraged to attend workshops on digital delivery. Assignments, quizzes and tests are now conducted on- line.**

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | Nil |

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

## 2.3.3.1 - Number of mentors

10+18

| File Description | Documents |
|---|---|
| Upload, number of students enrolled and full time teachers on roll. | No File Uploaded |
| Circulars pertaining to assigning mentors to mentees | No File Uploaded |
| mentor/mentee ratio | No File Uploaded |

## 2.4 - Teacher Profile and Quality

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

10

| File Description | Documents |
|---|---|
| Full time teachers and sanctioned posts for year (Data Template) | No File Uploaded |
| Any additional information | No File Uploaded |
| List of the faculty members authenticated by the Head of HEI | No File Uploaded |

## 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

**3**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template) | <u>View File</u> |

**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**

**261**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | <u>View File</u> |

**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.

**Sankrail Anil BiswasSmriti Mahavidyalaya comes under Vidyasagar University and is guided by regulations formulated by the University in all the matters pertaining to syllabi, examination, and evaluation. Our College has a transparent and continuous internal assessment system. Marks in each paper are awarded through Internal Assessment. A student needs to attend at least 75% of attendance in order to appear at the end semester examination.10 marks are allotted for Internal Assessment of core courses and 5 marks for skill enhancement courses. 5 marks are awarded on the basis of class attendance conducted by the concerned teachers. The performance of the students in Internal Assessments is discussed with the students and suggestions are also shared with them. In some subjects, marks are awarded on the basis of assignments, presentations, and projects.An Academic Committee is formed by the Governing Body having a representative from each department who monitors and regularizes the teaching-**

learning process and other examination procedures.The decisions and schedules finalized in their meetings are communicated to each and every department which then finalises the evaluation schedules in Examination Committee meetings and Departmental meetings.Students are informed through website, notice boards, WhatsApp groups, and official Facebook page.

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

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

Sankrail Anil Biswas Smriti Mahavidyalaya has a powerful mechanism to ensure that the process of continuous assessment is transparent, efficient, and in the best interest of students. The college has a Routine and Examination Sub-Committee, which undertakes necessary measures to ensure objectivity and transparency in the process. Notifications are displayed prominently on the college website, the official Facebook account of the college, students' Whatsapp groups of all the departments, and on digital notice boards of the college to communicate information related to internal assessment to students. The attendance record, which is a part of Internal Assessment, is displayed on the departmental notice board by all the departments on monthly basis and students are given ample time to point out any discrepancies. After evaluation of answer scripts of internal class tests, assignments and project reports are discussed with students in departmental meetings.

Students are given the opportunity to raise their grievances regarding the marks awarded to them with the faculty concerned. Grievance Redressal System functions with Grievance dropboxes placed in the campus and online system of Griveance submission so that students can submit any Grievance/Complaints to the authority.

Students are given enough time to claim concessions in attendance on medical grounds and for participation in extracurricular activities. Marks awarded by individual teachers are moderated by departmental moderation committees to ensure parity in marks awarded to students among different subjects. The average marks of two internal assessments (IA) are sent to the university.

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Link for additional information | **Nil** |

## 2.6 - Student Performance and Learning Outcomes

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

**The learning outcomes - Programme Outcome (PO), Programme Specific Outcome (PSO), and Course Outcome (CO) of the courses offered are highlighted at the outset on the college Website and Prospectus to make all the stakeholders, especially the students, aware of the objectives of the different courses offered and specific learning outcomes that are expected from each course when they become graduates. The Admission Committee with its online services helps the students to understand the programme and course outcomes so that the decision making process of the students while choosing their courses becomes streamlined. At the beginning of the course, each department in its induction programme emphasizes the programme and course outcomes. Hard copy and soft copy of the syllabus and learning outcome is available in each department. Hard copy of the learning outcome is displayed prominently in the department.During faculty meetings in the department and after the completion of each paper/unit, the outcomes are reviewed.**

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

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

**The institution evaluated the outcome under the supervision of the Academic Subcommittee and Teacher-in-charge. This procedure further helps the institution to widen its horizon in terms of attaining its vision.**

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

## 2.6.3 - Pass percentage of Students during the year

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

**169**

| File Description | Documents |
|---|---|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | <u>View File</u> |
| 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)

<u>http://www.sabsmkultikri.org/doc/Student%20Satisfaction%20Survey_RESULT%20&%20DETAILS_2022-23.pdf</u>

## RESEARCH, INNOVATIONS AND EXTENSION

## 3.1 - Resource Mobilization for Research

## 3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

## 3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

**0**

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

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

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

0

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

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

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

0

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

**3.2 - Research Publications and Awards**

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

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

0

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

**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**

18

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

**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

Sankrail Anil Biswas Smriti Mahavidyalaya provides an environment conducive for the holistic development of students. Extension activities not only instil a sense of communal responsibility, but also effectively sensitise young women and men of our college towards important social issues. The National Service Scheme (NSS) unit, organise various social outreach programmes to facilitate its students with the concept and practice of social responsibility.

Some extension activities organised are:

- AIDS Awareness programme.
- Awareness programmes importance of trees and plantation.

**Environment Sustainability programmes:**

- **World Environment Day Observance.**
- **Tree plantation and eco awareness activities.**

**Promoting minimum Plastic Use:**

**Routine Social Service/Cleanliness drives by NSS Volunteersinside and around the college campus.**

**Swach Bharat:**

**The college also actively participates in various cleanliness activities under the Swach Bharat Abhiyan Mission. Our student NSS volunteers carried out social service activities in the contiguous areas of the college including the Kultikri Bazaar area.**

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

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

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

**YRC etc., during the year**

19

| 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) | **No File Uploaded** |

**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**

500

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

**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**

1

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

**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**

**1**

| 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 | **No File Uploaded** |

## INFRASTRUCTURE AND LEARNING RESOURCES

**4.1 - Physical Facilities**

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

**The institute is situated on the heart of jangal mahalwith 24 well illuminated and well-ventilated classrooms, one central library with around 7000 books . The classrooms are spread over 2building blocks. 25% of all the classrooms arehaving ICT facilities with internet connectivity (LAN/WiFi). In addition to the ICT- equipped classrooms, there are fourICT-equipped classrooms, where regularly different lectures are arranged. The students and staff members of the college can use internet facilities and other computer-aided activities with internet connectivity.**

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

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

**The College provides immense importance to extra-curricular activities. The students excel in multifarious co-curricular activities and perform in various inter-college and intra college**

programmes.The college has an open air stage for performances. And for sports and game , the college has a field within the campus where students play crickets and badmintons. The college sports is organized annually. The boys' common room has some indoor games facilities like the Caromboard and the Carrom board. The College had organized morning yoga sessions too.

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

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

5

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

5

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

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

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

10.13

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Upload audited utilization statements | **No File Uploaded** |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | [View File](#) |

## 4.2 - Library as a Learning Resource

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

**Our college library partially automated by using Integrated Library Management System (ILMS). To enhance the automation, the institution installed KOHA. But due to the sudden lockdown the process hampered.Presently we are again recovering the situation and the automation process going on.**

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

| **4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** | **E. None of the above** |
|---|---|

| File Description | Documents |
|---|---|
| Upload any additional information | **No File Uploaded** |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | **No File Uploaded** |

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

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

**00**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Audited statements of accounts | **No File Uploaded** |
| Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template) | **No File Uploaded** |

**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**

**7**

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Details of library usage by teachers and students | <u>View File</u> |

**4.3 - IT Infrastructure**

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

**The college is wifi enabled campus. There is internet connectivity in the Principal's room, College Offices, Teachers' Staff Rooms, IQAC Room,**

**Library, Departments and Students' Council Room. The service provider is WISH-NET Broad band. The speed is 100mbps.**

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

**4.3.2 - Number of Computers**

**16**

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

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

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

**4.4 - Maintenance of Campus Infrastructure**

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

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

**6.80**

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

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.

**Maintenance of infrastructural facilities of the college including its campus is done with utmost priority and a system is in place for these works which are a continuous process.**

1. **Cleanliness of the campus-College is cleaned on regular basis.**
2. **Electrical installation and plumbing works-A full-time**

Electrician and plumber supervise and carries out the maintenance work.

3. Furniture and equipment-Furniture and Equipment are purchased on regular basis as per the requirements.

4. Computers, Networking, and software-Computers, Networking, and software are continuously upgraded to ensure the market relevance of acquired skills.

5. Classrooms-Floor in-charges on every floor of the Classroom Building help students with ICT-related work.

6. Library- The Library Committee meets regularly to discuss the improvement of facilities provided by the library.

7. Sports- The grounds and Gymnasium are maintained by the teaching and non- teaching staff of the Department of Physical Education.

8. Canteen- Food is prepared and served hygienically. It is properly cleaned every day.

9. College Garden-The College has a team of experienced gardeners to maintain the lawns and flora of the College. NSS volunteers also maintain the college garden.

| File Description | Documents |
|---|---|
| Upload any additional information | No File Uploaded |
| 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**

918

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

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

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

**5**

| File Description | Documents |
| --- | --- |
| Upload any additional information | [View File](#) |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template) | **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 | **No File Uploaded** |
| Details of capability building and skills enhancement initiatives (Data Template) | **No File Uploaded** |

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

0

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

0

| File Description | Documents |
|---|---|
| Any additional information | **No File Uploaded** |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template) | **No File Uploaded** |

| | |
|---|---|
| **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 | **No File Uploaded** |
| Upload any additional information | **No File Uploaded** |
| Details of student grievances including sexual harassment and ragging cases | **No File Uploaded** |

**5.2 - Student Progression**

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

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

0

| File Description | Documents |
|---|---|
| Self-attested list of students placed | **No File Uploaded** |
| 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**

0

| 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 | **No File Uploaded** |

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

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

0

| File Description | Documents |
|---|---|
| Upload supporting data for the same | **No File Uploaded** |
| Any additional information | **No File Uploaded** |

**5.3 - Student Participation and Activities**

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

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

**1**

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

**The college had an elected Student's Union in 2017-2018 and 2018-2019 and in subsequent years representatives were chosen by the authority of the college (as circular related to the election of the students union was withheld) to conduct the activities of Students Union. The major Function of The Students Union / Council is to work in tandem with the College Administration, Teachers, Students, and Parents for the overall Academic and Cultural Improvement of the college. To Identify the problems (if any) and suggest possible remedial measures to the concerned authorities. The Student's Union/ Council organises several programmes like cultural events, Independence Day celebration sports and games activities, Blood Donation Camp, Teachers' Day Celebration, etc.**

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

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

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

**10**

| File Description | Documents |
| --- | --- |
| Report of the event | View File |
| Upload any additional information | No File Uploaded |
| Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template) | No File Uploaded |

## 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

Alumni Association formed but not registered yet.

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

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

| File Description | Documents |
| --- | --- |
| Upload any additional information | No File Uploaded |

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

## 6.1 - Institutional Vision and Leadership

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

The vision of the college is Include, Ignite, Innovate.

The mission of the college is--------

To impart quality education for all round development of students.

To develop community sense through extension work.

To inculcate moral values and leadership qualities among students.

To promote peace and harmony for better work.

The onset of the pandemic and transition to digital teaching platform posed a tremendous challenge for the teaching community and students. In order to enable a smooth transition to the virtual mode of instruction, the Teacher-in-charge, the conveners of the Academic committee and all the Heads and teachers of different departments, members of the non-teaching staff worked on Exploring various digital platforms to decide which will be best for students Designing a special time table for conducting online/offline/blended mode Reaching out to students and assisting them in accessing online classes

Organising programmes to motivate students Arranging for students' access to wider range of e resources with the help of the library staff.

Encouraging students to seek the assistance of the collegecounselors whenever required.

Addressing grievances of students arising from new mode of teaching learning.

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

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

Teacher-in-charge being Head of the institution plays a crucial role in managing the administrative as well as academic activities of the college and providing necessary directions. T.I.Cis acting as Secretary of Governing Body (GB).The Governing Body looks after the strategic level issues related to quality education, management and consultancy. The prime task of the IQAC is to develop a system conscious, consistent and catalytic improvement in the overall performance of institutions. The Academic Committee is a pillar of academic activities of the Institute and shall,

subject to the provisions of the Memorandum of Association and the Rules and Bye-laws have the control over and be responsible for the maintenance of standards of teaching, Finance Committee of the college is headed by the T.I.C. The annual accounts and financial estimates, recommend annual budget and revised estimates, fixing the limits of total recurring expenditure and total nonrecurring expenditure the finance committee is playing a crucial role. Administrative andacademic audits are conducted to assess the present parameters in the college. Their feedbacks are placed in appropriate bodies. Actions are taken. T.I.Cmeets students regularly and take their views which are duly considered for implementation. Feedbacks are taken regularly.

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

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Perspective and strategic plans are laid out at the beginning of the year. The T.I.C in consultation with all the Departments, cells and committees assesses the outcome of the previous year's plans and draws a future plan of action at the end of the academic year. The plan serves as the roadmap for students' achievement and the college's development.

Perspective Plan

1. To increase the potential of student intake for current courses and to boost student enrolment and create rank holders.

2. To complete total automation of admission, administrative processes and student database.

3. To construct/extend building for classrooms .

4. To ensure Infrastructural growth in terms of classrooms, Books, Computers and instruments.

5. Total automation of the library and library upgradation.

6. To introduce new skill-based courses.

7. To improve the teaching-learning methods based on feedback collected from stakeholders.

8. To commence functional MoUs related to job-oriented training and placement.

9. To have a green and clean campus.

10. Strengthen outreach activities by involving local unprivileged rural children in various activities in the college.

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

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Our college is affiliated to Vidyasagar University. The head of the institution is the T.I.C. He is aided by the IQAC, Academic Committee, Finance Committee, Purchase Committee and various subcommittees of the Teachers' Council. The Governing Body is the apex body of the college, in whose absence Government and University appointed Administrator can exercise the powers of the apex body. The Governing Body consists of the Government nominated President, the Principal acting as Secretary of the Body, two Government nominees, two Vidyasagar University nominees, three elected Teachers' and one non-Teaching Staff's Representative. There is a provision for a Nominee of the Higher Education Department of the Govt. of West Bengal.


Recruitment and Promotional Policies

The teachers are recruited through the West Bengal College Service Commission. The Commission recommends the names of the Teacher to appoint in the college and the Governing Body/Administrator follows the recommendation. The probationary period is one year for them. Their promotion is based on the period of service and

the API score. The non-Teaching staffs are recruited by the college authority. The posts that have prior sanctioned from the govt. of West Bengal are filled up transparently by the Governing Body through an expert committee. Then the state government after being satisfied with the transparency of the process of recruitment approves the selected candidates and starts paying salaries to them. The probationary period for them is one year. The college also recruits temporary basis non-teaching staff considering workload.

| File Description | Documents |
|---|---|
| Paste link for additional information | Nil |
| Link to Organogram of the Institution webpage | Nil |
| Upload any additional information | No File Uploaded |

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

| File Description | Documents |
|---|---|
| ERP (Enterprise Resource Planning)Document | No File Uploaded |
| Screen shots of user interfaces | No File Uploaded |
| Any additional information | No File Uploaded |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) | 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 a number of welfare measures for teaching and non-teaching staff.

1. Faculty members are deputed to attend Orientation and Refresher Programme 'on duty'.

**2. Casual leave, Maternity leave, Medical leave, and Earned leave are permitted.**

**3.Gymnasium facility for staff.**

**4. Yearly increment of Salary for Casual Staff.**

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

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

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

0

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

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

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

0

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

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

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

**2**

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

**Performance Appraisal System for teaching and non-teaching staff is carried out in the following manner-**

**1. Submission of the academic audit report to the universityevery**

year and its analysis in IQAC and the Academic Committee.

2. Activity Report submitted to IQAC for compilation in the Annual Report of the college.

3. Self-appraisal reports submitted by teachers during CAS have been placed in IQAC.

4. Feedback analysis reports of teachers are discussed in the Academic committee and G.B.

| 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

The accounts of the college are audited regularly; internally by auditors nominated by the Governing Body of the college and externally by Government Auditors nominated by the Department of Higher Education, Govt. of West Bengal. The audit reports are also placed before the Governing Body for necessary analysis.

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

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

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

0

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

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

**Revenue from Student Fees**

**Fee collection from students is the main source of funds. Development fund generated from student collection is utilised for infrastructural up-gradation and General fund for remuneration and recurring costs like maintenance works.**

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

## 6.5 - Internal Quality Assurance System

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

**IQAC has contributed by better coordination and communication with the departmental heads at the beginning of each academic session to coordinate work allotments of teachers is done by the IQAC so that teachers with specialized skills are utilized optimally for duties in other departments as well, beyond their departmental obligations, as to benefit students of other departments as well. The IQAC's made all-round effort to motivate teachers to constantly update their teaching methodologies and skills with the changing times. In the pandemic situation, the introduction of e-teaching-learning and evaluation process-LMS, etc enhances the quality of knowledge management of the students. In spite of the rural setting, the college has made infrastructural revamping and provided encouragement and training to teachers so that they are able to upgrade themselves for utilisation of these tools for teaching to the students. The IQAC makes a concerted effort to**

**coordinate such activities for enhancing the teaching-learning process and interdepartmental cooperation. Implementation of e-teaching-learning and evaluation process by using the latest ICT tools and teaching aids. Through the IQAC initiative College now participated in the NIRF for the upcoming session.**

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

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

**1. Implementation of Blended Learning (offline and online learning) in the current situation - Implementation of online learning through online platforms like Google Meetaccess for students. Assessment through online tests and assignments.**

**2.Sensitising and Training teachers in innovative trends and methodologies throughwebinars, and workshops.**

**3. Monitoring the academic activities-formulation of the academic calendar, and analysis of feedback from stakeholders for concrete actions towards redressal of grievances/shortcomings are the activities that are targeted towards quality assurance. The university performance of the students is analysed to get a better feel of departments that may require revamping in terms of manpower or teaching aids.**

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

| | |
|---|---|
| **6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s)** | **B. Any 3 of the above** |

| | |
|---|---|
| **Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)** | |

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

**The administration has encouraged women employees to become HODs, Coodinators of Faculties, members of administrative and statutory**

**bodies to lead the college from the front. Significant representation of women members in various bodies bear testimony to it. Various leave benefits like Maternity Leave and the Child Care Leave are also granted .Students' bodies also maintains gender equity in its representation. The College played a pioneering role by installing a sanitary napkin vending machine in the girls' common room.International Women's Day is celebrated every year with talks, seminars, interactive session and debates with enthusiastic participation of the students, staff and faculty members of the College. An Add-on course on gender awareness also implemented through women welfare cell.**

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

| **7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment** | **D. Any 1 of the above** |
|---|---|

| File Description | Documents |
|---|---|
| Geo tagged Photographs | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

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

**Solid Waste Management System: Approximately 10 waste bins for biodegradable and nonbiodegradablesolid wastes are placed in different regionsinside the college campus.**

**E-waste management: Very small amount of E-waste is generated by the college and it is stored separately.**

**Hazardous chemicals and radioactive waste management: No radioactive waste is generated by the college.**

| File Description | Documents |
| --- | --- |
| Relevant documents like agreements/MoUs with Government and other approved agencies | No File Uploaded |
| Geo tagged photographs of the facilities | Nil |
| Any other relevant information | No File Uploaded |

| **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** | E. None of the above |
| --- | --- |

| File Description | Documents |
| --- | --- |
| Geo tagged photographs / videos of the facilities | No File Uploaded |
| Any other relevant information | No File Uploaded |

**7.1.5 - Green campus initiatives include**

| **7.1.5.1 - The institutional initiatives for greening the campus are as follows:**<br><br>1. **Restricted entry of automobiles**<br>2. **Use of Bicycles/ Battery powered vehicles**<br>3. **Pedestrian Friendly pathways**<br>4. **Ban on use of Plastic**<br>5. **landscaping with trees and plants** | C. Any 2 of the above |
| --- | --- |

| File Description | Documents |
| --- | --- |
| Geo tagged photos / videos of the facilities | No File Uploaded |
| Any other relevant documents | No File Uploaded |

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

| **7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit** | E. None 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 | No File Uploaded |
| Certification by the auditing agency | No File Uploaded |
| Certificates of the awards received | No File Uploaded |
| Any other relevant information | No File Uploaded |

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

D. Any 1 of the above

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

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).

Measures for equal opportunities

The College imparts its student's mutual respect, effective interpersonal relationship, love for the motherland and clear communication and explicit understanding to create aninclusive environment with tolerance and harmony towards cultural, regional, linguistic, communal socio-economic and other diversities, staff members also preach and practice these values among the students during the course of teaching every day. The socially-backwards students like ST/SC/OBC (non-creamy layer)/Minorities are offered special privileges for admission by relaxation of the entry marks, by offering different types of incentives and scholarship opportunities from the college resources State Government and UGC. SC/ST Cell is active and contact numbers of members are displayed on the website of the college. College provides concessions to needy students. The college promotes social responsibilities and leadership roles among its students and staff through: Organizing Community Services and participation of the staff and students through NSS programmes, Eco Club, Say No to Drugs Club, Fitness Club, Blood Donation Camp, Mask and Sanitizer Distribution, Diet Survey, etc.

2. Organizing Awareness Programmes on topics related to Women's issues, Legal aids, etc. with the staff and students of the college.

3. Organizing extra co-curricular activities, and cultural and literary programmes involving local unprivileged children in various activities like cultural and sports events in the college.

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

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

The college fosters community responsibility by organising programme on World Aids Day through NSS.The College is initiating various activities for inculcating values for being responsible citizens as reflected in the Constitution of India. The constitutional obligations on the part of the citizens are values,

rights, duties and responsibilities. To sensitize students and staff of the College to the constitutional obligations, many events are celebrated with zeal and rejuvenated interest. As a part of strengthening the democratic values, seminars are organized by many committeesevery year to spread awareness among students and for promoting active participation in the electoral process. Voter awarness camps are organized by the Electoral Literacy Club. 26th January "Republic Day" is celebrated every year to commemorate the adoption of the constitution. June 21st is observed as "International Yoga Day". Independence Day is celebrated at the College premises. Legal awareness programme also conducted by the NSS unit.

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

| 7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized | B. Any 3 of the above |

| File Description | Documents |
|---|---|
| Code of ethics policy document | **No File Uploaded** |
| 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

**Sankrail Anil Biswas Smriti Mahavidyalaya celebrates national and international commemorative days to inculcate constitutional values and responsibilities, encourage the patriotic spirit and foster unity among fellow citizens.**

- **National Youth Day**
- **Netaji's Birthday**
- **Republic Day**
- **International Women's Day**
- **Rabindra Jayanti**
- **World Environment Day**
- **Independence Day**
- **Teachers' Day**
- **Gandhi Jayanti**
- **World Aids Day**

| 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 | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

## 7.2 - Best Practices

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

**Institutional Best Practice -1**

- **Use of Digital platforms**

Along with standard and conventional modes of classroom teaching, the college has successfully used Learning Management System in providing e-study materials and Virtual classes. The Official Facebook page and Whats-App groups have been used effectively for the interchange of information and as modes of communication with the students.In addition, Add-on Courses onSoft Skills, Basic Computer training and Gender Awareness is done after class hours to empower them with various skills for self-reliance and entrepreneurship development to make them job- ready.

**Institutional Best Practice - 2**

- **Universally Accessible Education**

SABSM is relentlessly trying to make education accessible to all and facilitate a inclusive environment, providing a perfect training ground for all. The Institution strives to provide quality education as a means ofempowerment to all especially individuals who are economically, socially or physically challenged.

| File Description | Documents |
|---|---|
| Best practices in the Institutional web site | **No File Uploaded** |
| 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

SABSM has always been a college with a difference. It promotes inclusivity.

'TICon Call' – is a special drive to reach out to students. Students can call the Teacher-in-charge and share with him the problems

regarding studies, examinations and worries. Practices that promote inclusivity in campus and beyond are:

**1. Educational Practices: (a) Classroom teaching and inclusivity. (b) Compassionate approach to teaching (c) Mentor-Mentee meetings**

**2. Community Involvement : (a) The NSS unit at SABSMtrains students for communityoutreach.**

**3. Collaborative Practices : (a) MOU with other organizations. (b) The College also administers several State Government scholarships**

**4. Supplementary Aids and Services: (a) Scholarships and fee concessions are provided to students fromeconomically**

**underprivileged families, specially during pandemic. (b) Enabling differently-abled students**

**5. Poster free campus.**

| File Description | Documents |
|---|---|
| Appropriate web in the Institutional website | **No File Uploaded** |
| Any other relevant information | **No File Uploaded** |

7.3.2 - Plan of action for the next academic year

- **To initiate MA in Bengali,History and other courses through NSOU.**
- **To apply for more skill development courses.**
- **To make all possible efforts for the creation of posts.**
- **Upgradation of the classroom.**
- **Procurement of more books.**
- **To run an incubation centre.**