



# **SELF STUDY REPORT**

**FOR**

**2<sup>nd</sup> CYCLE OF ACCREDITATION**

**SABANG SAJANIKANTA MAHAVIDYALAYA**

**TEMATHANI, LUTUNIA, SABANG, PASCHIM MEDINIPUR**

**721166**

**[www.sabangcollege.ac.in](http://www.sabangcollege.ac.in)**

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**August 2022**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Sabang Sajanikanta Mahavidyalaya, established in 1970, recognized under Sections 2(f) and 12 (B) of the UGC Act is a premier Co-ed Under Graduate College affiliated under Vidyasagar University. Now it's become a Post Graduate College having introduction of six PG subject e.g. Bengali, Sanskrit, English, Physics, Chemistry and Botany. Since the inception this College was dominated and well known for Commerce department in terms of number of students and results. As local demand for other subjects gradually increases so 20 undergraduate subjects was opened one by one and finally, its riches its milestone as a premier Higher Education Institution by introducing six PG subjects and one Ph. D programme in Humanities and Social Science. The college has qualified Teaching staffs and dedicated Non-Teaching staffs who are working hard relentlessly to achieve its vision and mission.

### Vision

- To become a full fledged institution having every scope of education to the needy student who live in very interior and rural areas having only one institution for Higher Education within periphery of 28 kilometers.
- To achieve further level of excellence in the higher education sectors and to become one of the premier leading rural educational institutions.

### Mission

- To provide higher education to the needy and prospective students of the various corridors of knowledge, with the best possible way.
- To impart from classical to professional education to students belonging to different strata of society irrespective of caste, gender, or creed facilitating through equality and quality teaching.
- To uplift the deprived and academically weak students by empowering them with knowledge.
- To develop moral, aesthetic, ethical and social values among the students.
- To inculcate reverence for humanity and to fortify high ideals of perseverance, dedication, quality consciousness and excellence towards the societal benefits.

## 1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

### Institutional Strength

- The Governing Body, controls overall college management and other activities within the scope of the rules and regulations. The body can work appropriately and effectively to resolve unforeseen crises and advance the institution academically.
- Highly dedicated, well-qualified and efficient teaching faculty members ensure the excellent functioning of academics of the Mahavidyalaya. The faculty members are also actively involved with various administrative aspects for an overall well-being of the institution.

- The efficient and frequently trained non-teaching staffs ensure the smooth functioning of the college office and accounts. Qualified staffs undertake the transition to digitalization effectively and contribute the development of the institution.
- Democratic and participatory governance, along with newly implanted e-Governance, ensures cordial relationships between college administration, faculty members, staffs, and students, nurturing a healthy and productive workplace. E-Governance provides a more straightforward and efficient transparent system of governance in accounts, admissions, administration and teaching-learning.
- Implementation of the e-Library facility helps to assemble, consolidate, and classify books, lecture notes, and research e-journals to provide seamless access to the targeted users, anytime and anywhere from remote access.
- The Mahavidyalaya has separate boys' and girls' hostel facilities, where the boys' hostel accommodation is mainly reserved for reserved category students from remote areas. The students enjoy sound education at affordable rates.
- The Mahavidyalaya provides all possible opportunities to take the initiative and develop skill-based activities to entrepreneurial schemes and research activities by the faculty members. It has one research centre in Humanities and Social Sciences. Mahavidyalaya regularly publishes research and other academic work in its in-house journal: BIGYAN – An interdisciplinary journal of Science & Technology, and MAN??? – A Research Journal of Sanskrit.
- Massive infrastructure comprising 50 classrooms, Vidyasagar Auditorium Hall with 200 seating capacity, Conference Hall, Dedicated study rooms, Vast Playground (area: 12500 sq. m), Wi-Fi Campus with six ICT enabled Interactive Classroom along with 29 ICT enabled LCD Projector based Classrooms, 24 hours CCTV surveillance etc. serving more than 3000 students per year.
- An active Students' Union, NSS and NCC wings of the Mahavidyalaya, organizes cultural and other co-curricular activities effectively and ensures peace and stability on the premises.

### **Institutional Weakness**

- Various quality improvement initiatives of the Mahavidyalaya are mainly hindered due to the lack of full administrative autonomy and limited financial support received. Financial limitations impede Mahavidyalaya from designing a new skill-based course to provide global exposure to students, such as international student exchange programmes.
- Much less than what is required substantive full-time teaching faculty posts in various departments contribute to a considerable workload for the existing faculty members to cope with the needs of the CBCS syllabus even as per existing Government Order F.D. Memo No. 1488-F (P) dated 20.02.2012). In addition, the faculty members are also actively involved in different administrative duties of the college. Hence, hardly any time is available for other productive academic work such as research and consultancy services.
- In view of many departments and huge students, the number of supporting staff (non-teaching) is inadequate. Non appointment of Non-Teaching Staff over the years even in the sanctioned vacant post is limiting us to several sectors of students' service smoothly. This impacts the smooth operation of academic and various administrative activities. Like a university, every department of this Mahavidyalaya requires sufficient non-teaching staff who would execute the clerical work for smooth functioning of the academic activities.
- Although our Mahavidyalaya imparts high-quality teaching and learning in all major branches of academics, the Mahavidyalaya is mostly missing the advanced courses beyond the existing six PG courses that enable inter-disciplinary and transdisciplinary teaching, learning and research. There is a Lack of MOUs with external entrepreneurship agencies.

- Limited numbers of faculty members are actively involved in Research Activities. There have been smaller numbers of external sponsored projects in various departments in the last five years. There are also limited research publications in high-quality journals. The non-existence of high-end research equipment, particularly in the science departments, impacts proper research work for many.

### **Institutional Opportunity**

- Most teaching faculty members are highly trained and experienced in the corresponding technical area. This vast potential can be liquidated through proper human resource management avoiding their unnecessary engagement to ensure academic development. Research-minded Faculty members can apply for more external sponsored projects (such as DST-FIST at the institutional level and others at a personal level) to contribute to institutional development.
- With its proximity to the Indian Institute of Technology (IIT), Kharagpur and Vidyasagar University, Midnapore (within 40 km), the Mahavidyalaya may utilize its locational links advantageously for the benefit of its students and research collaboration.
- The faculty members, with their various connections to reputed higher education institutions and research institutes, possess the potential to provide many opportunities for academic, other collaborations and partnerships from which the institution may stand to gain.
- The Mahavidyalaya can arrange more coaching classes to prepare the students for various competitive and job-oriented examinations to enhance the placement ratio. The college would take the initiatives to establish MOUs with external entrepreneurship agencies.
- The geographical location of the Mahavidyalaya, being in a rural region, is an excellent opportunity to cater high-quality education to the underprivileged and economically weaker section of the society.
- The Mahavidyalaya can enhance the academic ability of the student and faculty members through the exchange program within nearby colleges and universities. Initial initiatives may be taken to establish international collaboration.

### **Institutional Challenge**

- Most initiatives by Mahavidyalaya, particularly the attempts to promote the research quality to national and international levels, are generally affected by the lack of adequate government funding. It will become challenging to advance quality research in time without enough funds and promotion.
- Lesser Placement ratio as evident of passed-out students is a genuine concern to the Mahavidyalaya but this is surely not the actual number because we do not have the actual data and information from the passed-out / ex-students. Institution introduce a separate portal and try Alumni Meet every year for effective results but the response received is very scant. It is also challenging to enable students to compete in state and national competitions with existing resources.
- The marginal economic background of many students creates a challenge in the ever-increasing education system cost. It is also hard to find a solution for the lack of motivation from the parents from an under-privileged section. It is also hard to develop communication and soft skills among such students.
- Considering the unavailability of high-end scientific equipment and the limited number of qualified faculty members for PhD guideship in the science department, it is also challenging to open and run a science PhD course, particularly in experimental science though there is also a scope of Theoretical research. We are thriving and continuing our best in the publication in the Academic and Educational interest without having any financial assistance from any corner. Teachers are requested to submit their

research proposal to every possible prospective funding agency for assistance if any.

## 1.3 CRITERIA WISE SUMMARY

### Curricular Aspects

As the college is an affiliated college of Vidyasagar University, so it is bound to follow the pre-determined syllabus of affiliating university. The Mahavidyalaya puts up within the recognized academic frameworks, dedicated to offer the overall development of the students in the college. The Mahavidyalaya follows a semester system as per the scheme of CBCS system. Apart from the B.A/B.Com/B.Sc General and Honours programmes (20 UG programmes), the Mahavidyalaya also offers 06 PG programmes (in Bengali, English, Sanskrit, Botany, Chemistry and Physics) and 01 Ph. D programme in Humanities and Social Sciences in concurrence with its mission and vision. The Mahavidyalaya has a study centre of Netaji Subhash Open University. The college had organized 03 add-on/certificate courses (02 courses by Bengali department and 01 course by Sanskrit department). 1.27 % students were enrolled in add on/certificate courses.

Academic calendar of each academic session is prepared in compliance with the academic schedule of Vidyasagar University and is uploaded in the college website. Academic processes are simplified through real-time tables, subject bunching, workloads and book references which are well documented. For the academic upliftment of weaker students, remedial classes and tutorial classes are taken regularly. Unit plans are made department wise for the students so that they become well acquainted with class teachings, paper wise mark allotments of the subject etc.

The course curriculum of Sanskrit, Philosophy, Education, Political Science, Bengali, English, Santali etc includes cross-cutting issues on gender, environment, sustainability, human values and professional ethics. 4.95% students undertake project works/ field works in the academic session 2021-22.

Substantive numbers of teachers are paper setters, examiners and evaluators of affiliating University. Full time teachers of PG departments acted as BOS members.

The feedbacks received from the students and other stakeholders are critically analyzed, discussed and appropriate actions are taken at various bodies.

### Teaching-learning and Evaluation

The Mahavidyalaya admits the students on the basis of rules & resolutions of State Government of West Bengal and guidelines of Vidyasagar University.

The departments organize learning level assessment to segregate the students in various strata - slow learners and advanced learners. For slow learners, our faculty members take remedial classes and do special discussions with them.

In the latest academic session students-full time teacher ratio is 94:1. Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences. The faculty members of the college use the lecture method of teaching in the classroom and conduct many internal examinations to assess the students.

The Mahavidyalaya has adopted the practice of ICT enabled teaching. The college promotes e-learning for enhanced learning experience.

The Mahavidyalaya has a mentoring system. Timely interventions are made and proper guidance is given by mentors to the mentees. In 2020-21 the mentor-mentee ratio was 1:5.

The average percentage of full time teachers against sanctioned posts during the last five years(from 2016-17 to 2020-21) is 88.57%. The average percentage of full-time teachers with Ph.Ds during the last five years is 57.53%.

The Mahavidyalaya has the Examination cell to coordinate the internal and external examination. Transparency in examination system has been followed.

Complying the mission & vision of the present outcome based education system, POs and COs are framed by each department which are available in the college website. All the degrees which contribute to the POs are identified and these courses are evaluated using attendance percentage, internal assessment and external assessment. The process of course outcome assessment is based on semester-end examination.

The average pass percentage of students is 95.07%. The robust evaluation process is not only the only parameter to assess the integrity of teaching-learning process. There is a strong online feedback system and online SSS in place, which are critically analyzed and addressed to ensure quality enhancement of the Mahavidyalaya. (viz., [https://app.sabangcollege.ac.in/feedback/student\\_on\\_subject](https://app.sabangcollege.ac.in/feedback/student_on_subject),

[https://app.sabangcollege.ac.in/feedback/teacher\\_feedback](https://app.sabangcollege.ac.in/feedback/teacher_feedback)

[https://app.sabangcollege.ac.in/feedback/student\\_on\\_satisfaction\\_survey](https://app.sabangcollege.ac.in/feedback/student_on_satisfaction_survey), etc)

### **Research, Innovations and Extension**

The academic environment of the Mahavidyalaya are enhanced by the research activities of the teaching staffs. Teaching faculties are encouraged to involve in the research activities. During the last five academic sessions from (2016-17 to 2020-21) 09 teachers have received grant of Rs. 3.98 lakh from the UGC for pursuing their minor research projects.

To facilitate more research, the research sub-committee (an IQAC initiative) organized seminars /webinars, workshops and FDPs.

A total of 134 research articles have been published in journals and **number of books and chapters in edited volumes/books published is 62** during the last five academic sessions (from 2016-17 to 2020-21).

Many extension and outreach programmes have been conducted in collaboration with community, KRIBHCO, local schools, Sabang Yoga Academy, Kharagpur S.D Hospital, Thalassemia Society of Medinipur and local panchayats. Number of appreciations received for extension activities from government/ government recognized bodies during the last five years (from 2016-17 to 2020-21) is 07. NSS Units of the Mahavidyalaya organized 03 collaborative activities.

The institute has lot of collaborative activities in research – some departments organized seminars/webinars in

collaboration with other institutes and teachers have published research papers in collaboration with teachers of other institutes. During the last five years (from 2016-17 to 2020-21) sixteen academic collaborative activities for research seminars/webinars and faculty exchange have been organized. The Mahavidyalaya has 02 peer-reviewed journals with ISSN.

### **Infrastructure and Learning Resources**

The college is now equipped with well-maintained classrooms, laboratories, smart classrooms, library reading rooms, conference rooms, ICT enabled classes and computing equipment to adopt the modern education system.

The percentage of classrooms, seminar halls, virtual classrooms and smart classrooms with ICT enabled facilities is 54.72%. The average percentage of expenditure for augmenting infrastructure during the 5 academic sessions is 18.03%.

The Central Library of the Mahavidyalaya consists of an adequately rich collection of books and journals. The Mahavidyalaya has a digital library, the name of ILMS software in the library is KOHA (version—19.0.5). The library has subscription of INFLIBNET. The average annual expenditure for purchase of books/e-books and subscription to journals/e- journals during the last five years is of Rs.1.9 lakhs.

The college has developed one smart classroom and an ICT enabled seminar hall for conducting classes for the students. Seminars and various workshops are also conducted in the conference hall with an LCD projector and screen. The student-computer ratio in the current academic session is 21:1. The bandwidth of internet connection in the Mahavidyalaya is above 50 MBPS. The average expenditure for maintenance excluding salary during the last 5 years is of Rs. 10.96 lakhs.

### **Student Support and Progression**

The Mahavidyalaya have accomplished relentless efforts for the all-round development of the institution. A good percentage (22.94%) of students became benefitted by scholarships and free ships by the Government. The average percentage of students benefitted by scholarships and free ships by the Mahavidyalaya is 33.64%.

Number of capacity building and skill development initiatives undertaken by the Mahavidyalaya for ultimate benefit of the students during last five years is 05. The average percentage of students benefitted by the guidance of career counselling cell of the Mahavidyalaya is 1.12%.

The Mahavidyalaya has a transparent mechanism for timely redressal of students' grievance.

In the last five academic sessions (from 2016-17 to 2020-21) the average percentage of placements of outgoing students is 0.43%, the average percentage of students for pursuing higher education students is 5.48% and the average percentage of qualifying in state/national/ international level examinations is 6.23%.

The Mahavidyalaya has organized sports and cultural events on regular basis during the last five years. Total number of 03 national/university level prizes was won by the students in the cultural events.

The Alumni association has contributed a lot for the development of the Mahavidyalaya.

## **Governance, Leadership and Management**

The Mahavidyalaya has a transparent and multi-layered governance system. The Governing Body of the Mahavidyalaya meets on a regular interval for the overall development of the institution. There are 27 sub-committees to take care of day-to-day academic functioning of the Mahavidyalaya.

Keeping in mind the development plans, the college always adopts a bottom-up approach with a strategic directive given from the top administration management. The prospective strategic plan fulfils the requirements of society by providing quality education. The Mahavidyalaya has a perspective plan for development considering the vision and mission of the Mahavidyalaya.

The organizational structure of the college is framed by the higher education council of Govt. of West Bengal and the statutes of the affiliating university – Vidyasagar University and its main components are Governing Body, Principal, H.O.Ds, Teaching staff and Non-teaching staff. The organizational structure lends itself to sustaining institutional capacity and educational effectiveness through the involvement of external members in various Committees. The decision-making procedures are made at appropriate levels in the organizational hierarchy.

The Mahavidyalaya has implemented e-governance in the areas of administration, finance & accounts, students' admission & support and examination.

The Mahavidyalaya has effective welfare measures for its Teaching and non-teaching staff. All statutory welfare measures have been implemented in the Mahavidyalaya for the welfare of the staff.

Annual performance appraisal for staff based on which increments and promotions are regularly accomplished.

The Mahavidyalaya conducts internal and external academic and financial audits regularly.

IQAC has significantly contributed to sustain and enhance quality for all-round development of the Mahavidyalaya. Lot of quality initiatives viz. regular submission of AQAR and organization of regular meetings are undertaken by the IQAC.

## **Institutional Values and Best Practices**

Institutional values and best practices are the important yardstick for quality and excellence of any institution. Mahavidyalaya has always advocated the need to promote gender equity and sensitization in curricular and co-curricular activities, focusing on gender justice, equality, and women's empowerment. Several programmes on gender issues have been organized by the Women Cell of the Mahavidyalaya.

The Mahavidyalaya has initiated measures for alternative source of energy and energy conservation, like, installation of solar energy panel, use of LED bulbs, etc.

Mahavidyalaya has undertaken extreme care to dispose of the solid waste generated on the campus. Separate drainages/pipelines have been constructed to collect the various types of liquid wastes from hostel kitchens, bathrooms, and laboratories. E-waste materials are collected and segregated for reuse, resale, salvage, recycling, or disposal. The items like printer cartridges are refilled and used, and the unusable items are set out. Hostel

kitchen wastes, particularly the organic wastes, are recycled by loading them into the compost pits dug in the garden area. Old newspapers, paper waste, and plastic bottles are usually sold to the waste vendor.

Water conservation facilities are available in the college, like, rain water harvesting, Bore/open well recharge, waste water recycling and maintenance of water bodies and distribution system in the campus.

In keeping with the Sustainable Development Goals (SDGs) of the United Nations, Sabang Sajanikanta Mahavidyalaya has initiated several green campus initiatives, like, restricted use of automobiles, landscaping with trees and plants, ban of use of plastics, etc. Quality audits on environment and energy are undertaken by the Mahavidyalaya.

Responding to the needs of differently abled students the college campus has facilities of ramps, dibyangan friendly bathrooms and assistive technologies for the differently-abled students.

The Mahavidyalaya organizes regularly different activities to represent our Indian culture, initiated mainly by NSS and NCC units. It observes several important events to educate our students on India's history, practices, and traditions in participatory ways.

The institute stresses on the moral code of conduct for students and staff. A Code of conduct for the institution is prepared and implemented for students, staff, and other employees, and is available in the college website.

College has taken lot of best practices during the last five academic sessions from 2016-17 to 2020-21. Two of those best practices adopted in the Mahavidyalaya are: college automation system and e-governance, and implementation of e-library facility.

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	SABANG SAJANIKANTA MAHAVIDYALAYA
Address	TEMATHANI, LUTUNIA, SABANG, PASCHIM MEDINIPUR
City	LUTUNIA SABANG
State	West Bengal
Pin	721166
Website	<a href="http://www.sabangcollege.ac.in">www.sabangcollege.ac.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Tapan Kumar Dutta	03222-248221	9933076927	-	sasama1970@gmail.com
IQAC / CIQA coordinator	Selim Chisti	03222-9830728132	9830728132	-	principal.sskm18@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	06-08-1970

**University to which the college is affiliated/ or which governs the college (if it is a constituent college)**

State	University name	Document
West Bengal	Vidyasagar University	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC	31-03-2004	<a href="#">View Document</a>
12B of UGC	31-03-2004	<a href="#">View Document</a>

**Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)**

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

**Details of autonomy**

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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**Recognitions**

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	TEMATHANI, LUTUNIA, SABANG, PASCHIM MEDINIPUR	Rural	9.33	16304.4

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BSc,Botany	36	HS	Bengali	60	34
UG	BA,Bengali	36	HS	Bengali	182	113
UG	BSc,Chemistry	36	HS	English	43	14
UG	BCom,Commerce	36	HS	English	100	5
UG	BCom,Commerce	36	HS	English	50	13
UG	BSc,Economics	36	HS	English	15	0
UG	BA,Education	36	HS	Bengali	108	91
UG	BA,English	36	HS	English	85	56
UG	BSc,Geography	36	HS	Bengali	28	22
UG	BA,History	36	HS	Bengali	72	32
UG	BA,Library And Information Studies	36	HS	Bengali	10	0
UG	BSc,Mathematics	36	HS	English	36	9
UG	BA,Philosophy	36	HS	Bengali	59	20

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UG	BSc,Physics	36	HS	English	34	20
UG	BA,Political Science	36	HS	Bengali	43	12
UG	BA,Sanskrit	36	HS	Sanskrit	103	48
UG	BA,Santali	36	HS	Santali	40	9
UG	BSc,Zoology	36	HS	English	50	45
UG	BA,Arts And Humanities	36	HS	Bengali	1200	800
UG	BSc,Science	36	HS	Bengali	200	44
PG	MSc,Botany	24	BSc	English	25	12
PG	MA,Bengali	24	BA	Bengali	50	43
PG	MSc,Chemistry	24	BSc	English	30	16
PG	MA,English	24	BA	English	30	25
PG	MSc,Physics	24	BSc	English	25	2
PG	MA,Sanskrit	24	BA	Sanskrit	45	40
Doctoral (Ph.D)	PhD or DPhil,Phd	36	MA	Bengali	12	12

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				9				25			
Recruited	1	0	0	1	8	1	0	9	9	11	0	20
Yet to Recruit	0				0				5			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				14
Recruited	11	3	0	14
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				1
Recruited	1	0	0	1
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

**Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	7	1	0	6	5	0	20
M.Phil.	0	0	0	0	0	0	1	1	0	2
PG	0	0	0	1	0	0	4	3	0	8
UG	0	0	0	0	0	0	0	0	0	0

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	11	1	0	12
M.Phil.	0	0	0	0	0	0	2	2	0	4
PG	0	0	0	0	0	0	27	8	0	35
UG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	16	2	0		18

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	1230	0	0	0	1230
	Female	1291	0	0	0	1291
	Others	0	0	0	0	0
PG	Male	106	0	0	0	106
	Female	176	0	0	0	176
	Others	0	0	0	0	0
Doctoral (Ph.D)	Male	4	0	0	0	4
	Female	8	0	0	0	8
	Others	0	0	0	0	0
Certificate / Awareness	Male	5	0	0	0	5
	Female	19	0	0	0	19
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Category</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	155	131	139	163
	Female	143	161	190	177
	Others	0	0	0	0
ST	Male	122	136	109	113
	Female	99	107	106	105
	Others	0	0	0	0
OBC	Male	143	138	127	113
	Female	154	132	162	156
	Others	0	0	0	0
General	Male	945	865	879	1007
	Female	1243	1278	1227	1238
	Others	0	0	0	0
Others	Male	5	0	2	7
	Female	4	0	0	4
	Others	0	0	0	0
<b>Total</b>		<b>3013</b>	<b>2948</b>	<b>2941</b>	<b>3083</b>

### **Institutional preparedness for NEP**

<p>1. Multidisciplinary/interdisciplinary:</p>	<p>NEP 2020 asks for structural transformation, regulatory reorganizations, and introduction of multidisciplinary &amp; interdisciplinary curriculum in the syllabus. In order to grasp the knowledge of new education reform, the college had organized a National webinar on NEP 2020 on 10th September, 2020, and IQAC Co-ordinator participated in the webinar organized by NAAC on NEP 2020 on 09.11.2021. Our college is eager to adopt the quality education suggested by NEP 2020 via the inclusion of multidisciplinary/interdisciplinary courses which increases the scope of employability of the students. Our Mahavidyalaya has already adopted some multidisciplinary/interdisciplinary courses.</p>
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	<p>Interdisciplinary courses are found in Economics, Commerce, Education and Geography curriculum. For example, the Honours curriculum in Economics incorporates the disciplines of Mathematics, Statistics &amp; Econometrics. The Mahavidyalaya has already started a research centre for Humanities and Social Sciences which is multidisciplinary in nature. Students are encouraged to undergo their projects covering multidisciplinary/interdisciplinary aspects.</p>
2. Academic bank of credits (ABC):	<p>NEP 2020 introduces ABC which will allow the students studying any programme to way out the programme and go into the programme within a predetermined period. For this purpose, a portal has been launched by G.O.I (<a href="https://www.abc.gov.in">https://www.abc.gov.in</a>). Students can acquire credits through various HEIs registered under this scheme and various programmes under SWAYAM, NPTEL, etc. Any HEI can tie up with other National/International HEI where the students can mutually transfer their credits for pursuing any degree. The college is willing to implement ABCs at the earliest. But there exists some obstacles, like, infrastructural bottlenecks, the lack of centralized database, etc. Other than these hindrances, being an affiliating college under Vidyasagar University, the preparedness of the Mahavidyalaya towards the implementation of ABCs mainly depends upon the guidelines of Vidyasagar University and Deptt. of Higher Education, Govt. of West Bengal.</p>
3. Skill development:	<p>NEP 2020 envisioned for enhancing skill development of the students to make a mission of 'Self Reliant India'. The college has already organized some faculty development programmes and soft skill development programmes for enhancing the skills of the staff and students from our end. The college has already running the skill enhancing undergraduate programmes in Computer Science and Library and Information Studies. And all undergraduate programmes following the CBCS mandate include SEC (Skill Enhancement Course) in their curriculum. College future plan will be to adopt skill development policy for students studying in the Mahavidyalaya via the introduction of vocational courses, like, aquaculture, mat production, mushroom culture, weather forecasting course, soil testing, etc keeping in mind of local needs as well as the creation of scope of employability.</p>

<p>4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):</p>	<p>Indian knowledge system is comprised of numerous Indian languages, culture and heritage. The Mahavidyalaya teaches various programmes in Indian languages, viz., Bengali, Sanskrit and Santali. All the students, other than the students studying B.A programmes in English, Santali and Sanskrit; and M.A in English and Sanskrit can carry on their programmes in Bengali language. The students studying B.A &amp; M.A in Sanskrit have to complete their courses in Sanskrit language. The students studying B.A in Santali have to complete their course in Santali language. The departments of Bengali and Santali regularly organise various programmes on local art and culture, like, on pot culture, Bengali song, Bengali recitation, tribal song, Santali song, Santali recitation and Sanskrit recitation. The Mahavidyalaya has constructed the Language lab where the users can increase their language proficiencies and development of soft skills of any language. The department of Sanskrit has organized a colloquial Sanskrit course as an add-on course on and from 09.06.2021 to 28.06.2021. Now there is no such built-in-mechanism to transmit the Indian language system in the Mahavidyalaya on online mode. The future target of the Mahavidyalaya is to teach Indian languages and cultures on online mode for integrating Indian language system.</p>
<p>5. Focus on Outcome based education (OBE):</p>	<p>The initiative to transform the curriculum towards OBE is yet to introduce in the Mahavidyalaya in a full-fledged manner. This Mahavidyalaya, following the guidelines of affiliating University, will facilitate the OBE at the earliest. The departments have developed programme outcomes (POs), programme specific outcomes (PSOs) and Course outcomes (COs) which are available in the college website. While setting the question paper, care is taken to ensure unit-wise coverage as per weightage and specification of COs. Field studies are conducted and projects are carried &amp; supervised which are specific to certain courses and semesters.</p>
<p>6. Distance education/online education:</p>	<p>The Mahavidyalaya is prepared, especially during COVID-19 pandemic situation and teaching-learning process through different online modes like Google Class room, Google meet platforms, etc. We would to thank to the CEO of Google Inc for providing us Google workspace fundamentals with teaching-</p>

learning up-gradation (G-Suite) which is completely free. Having been empowered with these facilities we have introduced several online based hassle-free activities. The college is Wi-Fi enabled with digitally interactive panels. The college library is automated. The college has introduced e-library for library users. The college is preparing to develop a rich repository of e-resources to make available all such type of e-content prepared by the faculty members which can facilitate a remote access to the students through online mode to cope up with the global demand. The college has introduced the study centre distance education of Netaji Subhash Open University (NSOU).

## Extended Profile

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### 1 Program

#### 1.1

**Number of courses offered by the Institution across all programs during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
712	592	440	281	195
File Description		Document		
Institutional data prescribed format		<a href="#">View Document</a>		

#### 1.2

**Number of programs offered year-wise for last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
27	26	25	25	19

### 2 Students

#### 2.1

**Number of students year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
3013	2954	2940	3075	3256
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 2.2

**Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1263	1339	1364	1364	1284

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 2.3

#### Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
657	685	517	606	569

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 3 Teachers

### 3.1

#### Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
32	33	29	29	32

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.2

#### Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
35	35	35	35	35

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls

**Response: 52**

**4.2**

**Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
99.37707	245.09321	168.31475	280.65327	167.47937

**4.3**

**Number of Computers**

**Response: 32**

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

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

**Response:**

**Statements: -**

Sabang Sajanikanta Mahavidyalaya is a premier institute of learning, established in 1970.

- As this college is a constituent college of Vidyasagar University, Midnapur, Paschim Medinipur. As such the institute follows the pre- determined academic guidelines of the University and Higher Education Department, Govt. of West Bengal to some extent.
- The institute time and again accepts the proposal of Parents University and directions of Higher Education Departments to introduce the number of courses in each programme.
- Without the proper infrastructural facilities of the institution students can not cope up themselves with the curriculum delivery. Hence the college provides ample infrastructural facilities to the students with its limited resources and capacity.
- For the betterment of student's concern relating to their academic interest, College introduces the programmes, learning outcome etc. within its academic infrastructure and implements the same.
- About twenty courses both Honours and General are introduced in UG programmes, six courses are in PG programme and two courses are in PHD programme.
- The institute initiates the effective course curriculum as per the syllabus given by the Parents University. The syllabus implemented among the students through a well-planned documented process.
- Academic processes are simplified through time-tables, subject bunching, workloads and book references. These are well documented and published in the website of this college, general notice board of the college and notice board of the concerned departments.
- Computer enabled time-tables are displayed for the students. Students can reach the time-table

through virtual mode, similarly displaying time-tables among the students are made for offline mode also.

- As per the guidelines of the University as well as directions of the management of this College (GB), different bodies are formed like Academic Sub-Committee, Finance Sub-Committee, Library Sub-Committee, Sports Sub-Committee, Cultural Sub-Committees etc. About twenty six Sub-Committees are formed for smooth functioning and effective curriculum delivery among the students.
- For the academic upliftment of weaker classes of students, Remedial classes, Tutorial classes are introduced and their classes are inserted into the time-table. These classes are taken beyond the normal class hour.
- Teachers are refreshed through active involvement in Research and Faculty Development Programmes, Orientation Programmes as well as Refreshers Courses. Similarly student's are refreshed themselves through exams, extra classes, group discussions, using and borrowing library books etc.
- Time and again departments report their information to the Principal to review the departmental problems. Resolutions are made in the departmental meeting relating to student's concern, best practices etc.
- Unit plans and lesson plans are made department wise for the students as such they are well acquainted with class teachings, paper wise mark allotments of the subject etc.
- ICT supplements by the intellectual faculties are provided to the students for their better understanding. The college employees technically enabled infrastructure to the students in general and handicapped students in particular.
- Mentor-Mentee process, Parent-Teachers meetings are conducted regularly to assess the students' concern.
- Reunions are made institutionally as well as departmentally to collect the updated information of the alumni which supports the effective enrichment of institutional health.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

### 1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

#### Response:

#### Activity :

- As the college is academically operated by the Parent University, all the academic programmes are followed as per the academic calendar issued by the Parents University i.e. Vidyasagar University. At the beginning of the academic year, the academic calendar introduced among students. Academic calendar outlines the schedule for commencement of various classes, examination, semester break, vacation, recess etc. College strictly follows the schedule and notifies students and teachers. Apart from the academic activities, administrative activities are also portrayed in the academic calendar of the University. The college also prepares its own calendar stating various activities within the same framework. For smooth functioning of the process, academic calendars are displayed on the college website.
- Reinforcement of the academic activities are conducted through freshers welcome both centrally and departmentally.
- Principal, the institutional head conducts meetings among the head of the departments, faculty members, conveners of sub-committees for smooth functioning and implementation of the activities.
- Principal reviews the departmental reports for overall development of department concern. For the betterment of inter departmental relations particularly relating to academic activities, Principal nominates senior teachers, expert teachers as deputy controller of examination for UG and PG, conveners and coordinators of UG & PG departments, technical convener for computing system etc.
- For conducting of Continuous Internal Evaluation, Principal /Controller of examinations/HOD notifies the students for appearing in the internal assessment departmentally/centrally following the academic calendar of the university.
- Faculties prepare the questions for internal assessment of the students. Students are informed well in advance about the submission of the answer scripts.

- Answer scripts of the internal assessments are submitted by this student to the controller of examination by the mail provided for the purpose. Similarly, answer scripts are sent to the domain mail of the concerned subject teachers for examination of answer scripts.
- Projects work, field work presentations are also allowed to the students as a part of their components of the syllabus. Examination of project works and filled works are made both internally and externally for smooth and fair assessment.
- Student's attendance in classes, subject acquaintance of students, student's grievances relating to academic matters are monitored through parent-teachers meeting, students mentorship programme and feedback system of stakeholders.

In this way the institution adheres to the academic calendar including the conduct of continuous internal evaluation.

File Description	Document
Upload Additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

**1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years**

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

**Response:** A. All of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

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

**Response:** 96.3

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

Response: 26

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

### 1.2.2 Number of Add on /Certificate programs offered during the last five years

**Response:** 3

#### 1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

2020-21	2019-20	2018-19	2017-18	2016-17
2	1	0	0	0

File Description	Document
List of Add on /Certificate programs	<a href="#">View Document</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional information	<a href="#">View Document</a>

### 1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

**Response:** 0.65

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

during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
19	78	0	0	0

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

### 1.3 Curriculum Enrichment

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

**Response:**

Sabang Sajanjikanta Mahavidyalaya upholds the values relating to profession ethics, gender, human values, environment and sustainability into the course curriculum as per the course curriculum of the parents university.

- Academically, generic electives, skill enhancement courses (SEC) and ability enhancement compulsory courses are introduced as per the CBCS course curriculum of the Vidyasagar University . These courses are introduced among the students to enhance the value relating to gender, human values and ethics.
- Departments of Sanskrit, Philosophy, Education, Political Science, Bengali, English, Santali etc. accepted the aforesaid value-added courses in their curriculum.
- Environmental studies are accepted as an elective course “AECC2” for the students studying degree courses [ B.A (Gen & HONS), B.COM (GEN & HONS) & B.SC (GEN & HONS) ]. The courses include a lot of areas, such as, scope and nature of environmental science, natural resources, eco system, biodiversity, pollution, social issues and population etc..
- Gender equality , gender sensitisation, women empowerment, ethical studies, population control and integration of cross cutting issues relating to social experience, cognitive and emotive apparatus, self management through devotion uphold value added services to the students in their course curriculum.
- Stature of society values of life of women empowerment etc, incorporated in the courses

curriculum for enrichment of broad out look of girls students particularly.

- Ethical studies best on four noble truths, eight fold paths, moral and non moral actions, objects of moral judgements are included in the Indian ethics and teleological ethics and deontological ethics are also incorporated in the value added course curriculum. Moreover, killing , suicide, euthanasia, animal killing, poverty , affluence and moralit, right, nature and value of human rights discremination on the basis of race, cast and religion are major ethical studies introduced to professional ethics .Department of Political Science conducted a door to door campaign relating to the dengue awareness programme as a part of health awareness. Participation of youth parliament on a mock parliament programme enriched the course curriculum of the students of political science.
- The college has carefully planned to extend its infrastructure to conserve the environment through the mango orchard, greenery, well decorated gardens and playground. Apart from these, enhancement of renewable energy resources through Solar Cell implantation has been undertaken. West water management programme, rain water harvesting project are the best practices to enrich the cross-cutting issues of curriculum enrichment.
- Dr. Manas Ranjan Bhunia, Water Resources Minister initiated the “Jol Dharo Jol Bharo” projects for betterment of students in general and stuff in practise.
- The department of NSS initiated Mushroom Culture at this institution. Similarly Pickles, Jam Jelly etc. produce in the chemistry department as a part of departmental enrichment programme .
- Heal awareness programmes like Thalassemia, AIDS and Sanitization are conducted by the NSS department of the college.
- Health and sanitation programmes are taken place in the institution to aware the girls students in particular. Some invited programmes by the specialised persons are conducted.
- To enrich the curriculum, subject oriented workshops and webinars are organised in the college with IQAC.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years****Response:** 2.67**1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
14	13	12	8	7

File Description	Document
Programme / Curriculum/ Syllabus of the courses	<a href="#">View Document</a>
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	<a href="#">View Document</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year****Response:** 4.95**1.3.3.1 Number of students undertaking project work/field work / internships**

Response: 149

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.4 Feedback System**

**1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni**

**Response:** A. All of the above

<b>File Description</b>	<b>Document</b>
Any additional information (Upload)	<a href="#">View Document</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

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

- 1. Feedback collected, analysed and action taken and feedback available on website**
- 2. Feedback collected, analysed and action has been taken**
- 3. Feedback collected and analysed**
- 4. Feedback collected**
- 5. Feedback not collected**

**Response:** A. Feedback collected, analysed and action taken and feedback available on website

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

#### 2.1.1 Average Enrolment percentage (Average of last five years)

**Response:** 63.94

##### 2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1231	1481	1594	1416	1473

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1203	2739	2739	2729	2769

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

Any additional information

[View Document](#)

#### 2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary seats)

**Response:** 30.08

##### 2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
345	405	442	380	418

#### File Description

#### Document

Average percentage of seats filled against seats reserved

[View Document](#)

Any additional information

[View Document](#)

## 2.2 Catering to Student Diversity

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

#### Response:

From the very beginning of each academic session, the learning assessment of students begins by each faculty member of the college. Soon after admission to the college, the college authority tries to assess the learning levels of students. Generally, the merit list is prepared by the college during admission to the 1st semester class is the handy information of the academic performance of students and thus it is followed as the first indicator for assessing the learning levels of students. This helps the faculty and college authority to delve the students into slow and advanced learners. The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners .Different strategies are adopted for slow and advanced learners. Both the groups are provided necessary supports by our faculty members.

For slow learners, our faculty members take remedial classes and do special discussions with them. They are too provided with suggestive questions and MCQs. The questions of previous years are discussed with them and solved so that they may comprehend the pattern of the university question papers and prepare themselves for the end semester examinations. They are also encouraged to study in the Common Room to utilize their time in the college in an optimum manner.

The advanced learners are recommended some additional books available online (NLIST and college library) and all the possible questions are discussed with them and they are encouraged to prepare the answers to the questions on their own and then required feedbacks are given for further improvements.

The Institution has well-intended strategies which are put into practice from time to time to tackle the matters of multiplicity in pupils' learning levels. Initial prompts of the pupils' learning skills are judged from their performance in learning level assessments conducted by all the departments immediately after the admission.

The real stratification of pupils' learning levels into slow and advanced learners is based on their presentation in the internal assessments and uninterrupted follow-up actions were taken afterward the completion of their courses by the rigorous endeavors of teachers, H.O.Ds and coordinators.

To prop up the slow and advanced learners, college organizes: Special remedial classes are arranged for the slow learners for improving the pupils' level of learning. Slow learners are further assisted through individualized counseling by the teachers.

Slow learners are paired with good performers to enhance their learning abilities.

Advanced learners are taken care of by the concerned faculty through assignments and peer-group discussions.

All the students are encouraged to share their learning, books, and study materials with each other. Students are shared the mobile number of the faculty members and therefore, they can access the teachers any time they require and ask for specific help or support they need. WhatsApp Groups are formed by the various departments which are also useful in supporting the advanced and slow learners. Sometimes, faculty members also use Google Meet as per the requirement.

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

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

**Response:** 94:1

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

## 2.3 Teaching- Learning Process

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

**Response:**

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences. The faculty members of the college use the lecture method of teaching in the classroom and conduct many internal examinations to assess the students. Departments also conduct viva/interview as their part of the internal examination to assess their practical understanding of the subject. In the 6th semester, students are provided with a topic by faculty members to prepare a project, which varies from social issues to environmental issues. The teaching-learning method is one of the principal objectives and the potency of our institution. Students are provided an accurate intermingle of conventional and modern sophisticated technologies to build up learning student-centric and a worthwhile knowledge. Experiential learning, participative learning and problem solving methodologies are well adopted to make sure the comprehensive upliftment of students.

#### **Participative learning**

Students attempt to develop solutions for complex problems through group analysis, brainstorming etc. Students are encouraged to follow (Massive Open Online Courses) MOOCs offered by premier institutions of the country. They include online lectures and demonstrations. Project works were taken to a sensible level by the students under the supervision of teachers, within the constraints of time and resources in each department. The college also organizes many programs for students for their joyful learning. They are shown slides, use of the smart classroom, videos, PPTs, relating to the topics in their syllabus to create

interest in them for learning. Resource persons are invited to some programs and they enlighten students and update them on the latest knowledge on that particular topic. Students participate in Seminars and present posters. The Language Labs used to enhance communication skills, a much-needed ability for placement. Feedbacks are received from the students to improve the teaching learning situation.

### **Experiential learning**

Practical classes (laboratory) are made compulsory in the curriculum in the science subjects. Different learning methods, namely, project-based, inquiry based, computation-based are implemented wherever feasible. Students are engaged in various educational excursion to experience the reality which they have been reading in books.

### **Problem solving methodologies**

Students have been provided by assignments after completion of each unit. Students are encouraged to ponder about the process of finding solutions to difficult or complex issues. Involvement of the students in NSS, NCC and Students' Council help them to develop problem-solving skill among the students. Soft skills develop students' confidence and help them in facing challenges and in problem solving. Mentoring helps students pick up skills to critically analyze real-life situations and come up with solutions.

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

### **2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.**

#### **Response:**

ICT Enabled Teaching: This institution has adopted the practice of ICT enabled teaching, as it provides greater opportunity for Teacher to Student communication and collaboration. It has created greater enthusiasm for learning among students. It has also been instrumental in catering to the needs of the advance as well as slow learners. Effective content delivery by utilizing Information Communication Technology (ICT) tools in virtual classes as well as in offline class rooms for better indulgent and strengthening of the concepts and problem-solving techniques are adopted by all the teachers of the college. ICT tools complement the conventional teaching-learning methodologies, and the college is highly interested in providing innovative methods for enriching the learning experience.

The college has moderate resources which include wide availability of computers and high speed internet access. The college follows real-time routine. The faculties deliver their online lectures using Google class room and Google meet platform. The conventional lecture method facilitates the teacher to interpret, explain and revise the content of a topic, only for better understanding of the subject by the learners. At the end of instruction of each unit, the students are given specific assignment which enriches their learning. To enhance the effectiveness of teaching-learning process, the teachers use ICT components and apply ICT tools along with the conventional methodologies. ICT for course delivery includes power point presentation, you-tube presentation or educational websites.

ICT enabled teaching-learning process is supported with access to digital library, online journals, online tests, use of projectors, productive use of educational videos, and accessibility of nonprint material for students of different disciplines.

Effects:

1. It has been instrumental in creating a better teaching-learning environment .
2. It has been helpful to the slow learners to learn with ease.
3. It has been inspirational in making Faculty more enthusiastic to create PPTs and to make their teaching lively to the students .
4. Wi-Fi facility has also helped students to go through educationally useful websites.

Teachers of the college try to make the best use of the technology in their teaching process . ICT has enabled better and swifter communication; presentations of the ideas in an effective and relevant way . It is an effective tools of acquiring informationfrom multiples sources to help students to enhance their knowledge database .

The College has a Wi-Fi Enabled campus which helps teachers and students to stay connected to the internet learn and teach the updated information. The college has ICT Enabled Classrooms having Desktops, Laptops, Projectors which helps in the E-learning process. Some teachers used and share E-books which are very useful for the students as they are handy and saves the cost of buying the physical books .

The college has an Automated Library which Enabled the students to find the location of the books easily. The library provide accessibility to e-resources vide INFLIBNET to teachers and students . This provides resources to enable them to do research . The digital library also helps in accessing information from anywhere in the world , easy search and retrieval of information,etc.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="#">View Document</a>

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

**Response:** 75:1

#### 2.3.3.1 Number of mentors

Response: 40	
File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	<a href="#">View Document</a>
mentor/mentee ratio	<a href="#">View Document</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

<b>2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years</b>	
Response: 88.57	
File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>

<b>2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)</b>				
Response: 57.53				
<b>2.4.2.1 Number of full time teachers with <i>Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.</i> year wise during the last five years</b>				
2020-21	2019-20	2018-19	2017-18	2016-17
18	19	18	17	17

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)****Response:** 12.53**2.4.3.1 Total experience of full-time teachers**

Response: 401

<b>File Description</b>	<b>Document</b>
List of Teachers including their PAN, designation, dept and experience details(Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**2.5 Evaluation Process and Reforms****2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode****Response:**

The evaluation of the students is vary important to know the efficacy of the entire teaching-learning system. It is an integral part of teaching and learning. The semester examinations are conducted in the College on behalf of the university. College is affiliated toVidyasagar University,and hence, it has to follow the rules and regulations of the affiliating university regarding the assessment and evaluation process of performance of students. The University norms relating to course-wise examination pattern are communicated to the students through the College prospectus ,The University circulars in this regard are circulated to the faculty members and administrative staff time to time and are also displayed on the College website for students as well as for the staff.

The College has the Examination cell to coordinate the internaland external examination activities and communicate to the students, teachers and administrative staff regarding examinations. For effective understanding of the evaluation process, The question papers of Internal Examinations are designed and provided by the Examination cell of the College and the answer papers are evaluated at the central level by the examiners appointed from the College faculty members.

One/ two Internal Examination are organized every semester as per the guidelines of the university with a weightage of 10 marks in each paper. From the very beginning of the academic year, the entire process of evaluation is systematically planned and presented before the students. At the beginning of the semester, faculty members share the syllabus, course objectives, nature and pattern of question papers, and weightage of Marks for topics prescribed as per the norms and regulations. Continuous multimodal evaluation is conducted for the internal Assessments of students in from written assessments, oral tests, project writing, field-Tours,and Site Visits,etc. Thefollowings are the evaluation processes implemented by the Institution.

1. Written Assessment: Written assessments are conducted for the internal Assessments and the Semester examinations. This helps the students to improve their writing skills, logical thinking, communication skill, composition skill,etc.

- 2.Oral Assessment: Oral assessments are part of Internal Assessments and used extensively during classroom assessments. This develops communication skills, confidence, and personality among the students.
- 3.Project-work: A few department students of the6th Semester of UG &4th Semester of PG are given Project-works as per the guidelines of the university. The teachers evaluate the projects based on the work done by the students and active participation for completion of the project. The objectives to enhance critical thinking, analytical skill, and collaborative learning skills are fulfilled through project works.
- 4.5 marks through Attendance weightage in overall assessment of the students.
- 5.Teachers also bridge the knowledge gap of the students through innovative pedagogical practices employed in tutorials.
- 6.Teachers are given free hand to design their own evaluation methods in this category, whereby students are encouraged to participate in interactive sessions, group discussions, PowerPoint presentations, projects and assignments.
- 7.Curriculum of some courses allow skill enhancement through Practical Sessions and continuous evaluation is done through testing of skills developed . Disciplines such as Commerce ,Computer Applications , Economics and Mathematics have Practical Components as part of their Curriculum which focus on problem solving skills using ICT techniques and Software.

All the records and data bank of attendance in internal examinations, question papers, valued answer sheets/ copies, summary of marks sheets, are properly maintained by the teachers for academic monitoring .

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

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

#### **Response:**

The college has a controller section for smooth conduction of internal and external examinations. The internal examination is conducted by the college .The college follows strictly the guidelines and rules issued by the affiliating university while conducting internal examinations.

For conducting the internal Assessment test ,a department level coordinator is constituted for smooth conduction of internal Assessment. The controller section directs the teachers to evaluate the answer scripts of the internal examinations within one week after the date of completion of the examinations .

- 1.The date of the internal examination is decided in the Controller section of the college and a formal notice is circulated to all the departments of the college.
- 2.Accordingly, the Examination Co-ordinator makes its roadmap to conduct the internal assessments .
- 3.The Examination session collects a set of questions prepared by departments and send it for prints and make copies as per the requirement subject wise.

4. Invigilation duty chart and the conduct of examination are made by the Head of Departments.
5. The evaluated papers related to internal assessment consisting of class tests, assignments, projects, etc. are returned to students with detailed remarks and suggestions for improvement, Any query of students regarding the feedback and evaluation is thoroughly addressed by the respective teachers.

Any grievances related to University question paper like out of Syllabus, repeated questions, improper split of Marks, marks missed, wrong question numbers are addressed to the Examination controller section of the college. Other than the examination controller section there is a grievance of the students. After evaluation of internal assessment answers scripts, the scripts are shown to the students to check any discrepancy or doubt in checking. If they come across any doubts, clarification is given by faculty to enable them to fare better in future. By adopting the criteria as per the direction of affiliating university, complete transparency is maintained in internal assessment tests. The students union also takes an active role in this regard.

Hence the college employs a robust multi-tiered mechanism to ensure transparency and objectivity in dealing with grievances related to internal examinations.

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

## 2.6 Student Performance and Learning Outcomes

**2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.**

### **Response:**

**Complying the mission & vision of the present outcome based education system, Program Outcomes (POs) and Course Outcomes(COs) are framed by each department of the college offering the degrees after thorough discussion with all teachers. The Learning Outcomes – based curriculum Framework is interested to suit the present day needs of students in terms of securing path towards higher studies or terminal degree guiding students towards career choices . The learning objectives are comes unicated through various means such as college prospectus ,principal’s address to students and parents , Alumni meets and dissemination in classroom by concerned staff . These are also prominently featured on college boards , college magazine and other publications brought during conferences and seminars .Students are made aware of the course specific outcomes through orientation programme , classroom discussion, expert lectures and practicals . Teachers are also well communicated about the outcomes. The college deutes teachers for workshops , seminars , conference and FDPs to enrich them to attain the outcomes while teaching learning in the classes . Teachers actively participate in workshops on revision of syllabus organized by the university. Many teachers are also the members of board of studies, thus the process of perception and outcomes takes place in exact manner and excel the quality of teaching learning. Successful alumni students are also invited to interact with both students and teachers at specific events and meeting where they share how their individual course shaped their career helping existing students align better with the specified course outcomes.**

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	<a href="#">View Document</a>
Past link for Additional information	<a href="#">View Document</a>

### 2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

#### Response:

All the degrees which contribute to the POs are identified and these courses are evaluated using attendance percentage, internal assessment and external assessment. The overall results from the assessments of the POs are compared with the expected attainment. The process of course outcome assessment is based on semester-end examination. Each question in semester-end examination is tagged to the corresponding COs. The course outcomes of a practical course should satisfy at least any one or more of the defined program outcomes. These describe what students are able to demonstrate in terms of knowledge, skills, and values upon completion of the said course. COs are mapped to POs which are used to provide the quantitative measurement of how well the program outcomes are achieved. Performance indicators are the teacher's expectations of student's attainment of the outcomes, which can be assessed through appropriate testing tools: internal tests and semester examinations, objective type tests, dissertations, students seminars, group discussions, laboratory experiments, field work etc. Programme specific learning outcomes are framed by all departments . Under each programme, the list of courses articulates their Course Outcomes. To assess the attainment of Programme Outcomes, feedback on the courses is obtained from the course teachers, students, parents and alumnae.

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

### 2.6.3 Average pass percentage of Students during last five years

Response: 94.86

#### 2.6.3.1 Number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
671	666	486	575	489

**2.6.3.2 Number of final year students who appeared for the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
677	681	513	606	557

<b>File Description</b>	<b>Document</b>
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste link for the annual report	<a href="#">View Document</a>

**2.7 Student Satisfaction Survey****2.7.1 Online student satisfaction survey regarding teaching learning process****Response:** 3.48

<b>File Description</b>	<b>Document</b>
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>

## Criterion 3 - 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, Chairs in the institution during the last five years (INR in Lakhs)**

**Response:** 3.98

**3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0.68354	1.41114	1.88500	0

File Description	Document
List of endowments / projects with details of grants	<a href="#">View Document</a>
e-copies of the grant award letters for sponsored research projects / endowments	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)**

**Response:** 3.13

**3.1.2.1 Number of teachers recognized as research guides**

**Response:** 1

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years**

**Response:** 9.18

**3.1.3.1 Number of departments having Research projects funded by government and non-government agencies during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	3	3	3

### 3.1.3.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
21	20	20	20	17

File Description	Document
Supporting document from Funding Agency	<a href="#">View Document</a>
List of research projects and funding details	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Paste link to funding agency website	<a href="#">View Document</a>

## 3.2 Innovation Ecosystem

### 3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

#### Response:

Sabang Sajanikanta Mahavidyalaya presents some activities to develop a modern culture of academic modernizations. Different educational approaches and various knowledges of technology are used by the different stakeholders to make the ecosystem well-matched to innovations, and create the mechanism for the transfer of knowledge.

The college has already applied the e-Learning Management system through the Central Library. The Central Library serves the technical assistance for its effective functioning to get the e-books. The short-term workshop about the use of e-library is conducted for this type of assistance to the reader. College also extends its support to the learner even outside the campus. The installation of Koha includes its modern feature and smoothly service to the reader.

A research Centre namely “Centre of Humanities and Social Sciences” comprising two departments Bengali and Sanskrit of the college promote active research in their thrust areas recently, and trying to generate new knowledge in their respective domains. 12 scholars are admitted to the Research Centre. The knowledge is shared with the community through publications of research journals, periodicals, books; dissertations of UG & PG students in the academic environments. The thrust area of research on the social issues such as environment, biodiversity conservation, and socio-economic features, Indian literature and

culture, gender discrimination has far-reaching implications. The institution is proud for the research serve related to communities.

Two national level journals having ISSN in the field of Sanskrit and Science are published from the college. ‘Manisa’ is for Sanskrit and ‘Bigyan’ for Science.

The students of the department of Bengali published their paper in a student’s journal ‘Pratishruti’.

The college has organized science exhibition programme and quiz competition for school students of two local Blocks in collaboration with department of Science Technology and Biotechnology, Govt. of WB.

The different departments of the college contribute their potential knowledge in the field of community orientation; as for example, the Department of Botany, Bengali, Education, Philosophy, Political Science, Physics organize special programmes at respective school premises for the students of Higher Secondary schools of local three blocks related to their higher education in specific subjects.

Vidyasagar Path Parishad arranges some programmes in the society on career counselling, yoga training in collaboration with other institution at their premises. The Parishad also published a journal ‘Janapadi’

NCC & NSS provide their service to the community by cleaning the area & educational institution, food distribution during pandemic, distribution of relief during flood. They also arrange programmes in collaboration with Gram Panchayat & other bodies.

The departments of Languages offer certificate courses Cultural Studies & Colloquial Sanskrit.

College provides its premises to continue the regular activity of sub-post office and supply water for agriculture.

The development of the creation of knowledge and its distribution in the campus and also outside is transferred by relationship of the various departments and cells in collaboration with the other bodies.

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

### 3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

**Response: 2**

#### 3.2.2.1 Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	1	0	0

File Description	Document
Report of the event	<a href="#">View Document</a>
List of workshops/seminars during last 5 years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

#### 3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 1

##### 3.3.1.1 How many Ph.Ds registered per eligible teacher within last five years

Response: 1

##### 3.3.1.2 Number of teachers recognized as guides during the last five years

Response: 1

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 4.32

##### 3.3.2.1 Number of research papers in the Journals notified on UGC website during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
40	19	35	26	14

File Description	Document
List of research papers by title, author, department, name and year of publication	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

**Response:** 0.1

#### 3.3.3.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
00	1	1	1	00

File Description	Document
List books and chapters edited volumes/ books published	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 3.4 Extension Activities

### 3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

**Response:**

College attempts to accomplish distinction in education and loves for mother-land in all the students, that helps them to build the character and the self-respect of work. The institutional effort is to inspire an essence of self-sacrificing service and promote respect for all human beings. Hence, the college commences some extension activities, giving the most priority to care about the noble waves, environmental awareness and social commitments.

College provides a space for the local school students to get the opportunity to explore the possibilities of higher education. Various extension activities sensitize students on social issues through NSS, NCC, various departmental level is done regularly on AIDS awareness, dengue awareness, Swachha Bharat Abhijan etc. in campus as well as local areas and neighbor institution. Cleaning programme, seminar organization, arrangement of debate etc. activities are done regularly.

The college extends its hand towards the community development of the local area. It likes to stimulate the

junior students of its feeder school about the important of the studies of the traditional subjects those are available in the Mahavidyalaya. Some Group of teachers of the specific departments of the Mahavidyalaya participate such programme and this types of programme are organized by the respective departments of the Mahavidyalaya at the specific school premises. Mainly the students of upper-classes of those schools participate such programme and prompt their satisfaction and fascination towards those subjects. They are also informed about the job opportunity of these subjects when they will complete the course in future. The department of Physics, Botany, Education, Bengali & Philosophy are involved in such programme in the various space of the academic sessions.

The Department of Bengali has been conducting some programme related to the Bengali language and literature. Some writers of this area are regularly attached to the department. "CHARCHA" a literary platform of the department by which they promote their students including faculty towards the vast platform of the Bengali Literature.

'Vidyasagar Path-Parishad' is a common platform by which the college relate itself with the society. The students of local area are involved to enrich themselves with some competition like yoga through this parishad. To hunt the alternative job opportunity for the young generation in the contemporary era, the parishad arranges seminar in collaboration with the local body.

The college also represents itself as the Centre of local people. An Indian Sub-Post Office continues its regular activities for the public service around fifty years. A deep tube well, situated in college campus provides the water for the cultivation of the neighborhood community.

All the programmes confirm the inclusive development of the college in extended terms of social responsibility, sensitivity of brotherhood, exclusively towards the national integrity and environmental awareness.

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

### 3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

**Response:** 0

#### 3.4.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	00	00

File Description	Document
Number of awards for extension activities in last 5 year	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 3

#### 3.4.3.1 Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	2	1	0

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	<a href="#">View Document</a>

### 3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 1.86

#### 3.4.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	143	137	0

File Description	Document
Report of the event	<a href="#">View Document</a>
Average percentage of students participating in extension activities with Govt or NGO etc	<a href="#">View Document</a>

### 3.5 Collaboration

#### 3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

**Response: 3**

##### 3.5.1.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2	00	1	00	00

File Description	Document
e-copies of related Document	<a href="#">View Document</a>
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	<a href="#">View Document</a>

#### 3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

**Response: 2**

##### 3.5.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	1	0	0

<b>File Description</b>	<b>Document</b>
e-Copies of the MoUs with institution/ industry/corporate houses	<a href="#">View Document</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## Criterion 4 - 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.**

**Response:**

The journey of Sabang Sajanikanta Mahavidyalaya started fifty two years back in 1970. After so many years of its coming into existence, the college is now equipped with well-maintained classrooms, laboratories, smart classrooms, library reading rooms, conference rooms, ICT enabled classes and computing equipment to adopt the modern education system.

The different size classrooms are quite adequate to accommodate the students as per the requirements of classes. All rooms are airy and well spaced to provide healthy and hygienic study conditions to the students. They have requisite number of white and green board. The college administration is always in the process of enhancing its physical infrastructure to meet the growing needs.

The college has a sports store where all the sports materials and equipment are kept under the supervision of Physical Education teacher under whose supervision the sports materials are used properly by the students. There is a playground inside the college campus where the students practice sports for their practical examination. The institution has fifty (50) classrooms with electricity facilities, a good number of benches for students, good quality large blackboards and other necessary materials to impart knowledge to students. In front of each department, there is a notice board where students display their creative writings, attractive paintings which bring forth the hidden talents of the students. On college campus there are four (04) water coolers to provide purified cold drinking water to students and staff. The college possesses a well-furnished and resourceful library with more than 30603 books. The books are properly maintained in different bookshelves according to the DDC method. The library is also equipped with audiovisual items, lots of e-journals through NLIST (INFLIBNET) offering online access to support the academic programmes of the college, to support teaching faculties and also research scholars. For the benefit of science students there are eighteen (18) well equipped science laboratories for Physics (04 labs), Chemistry (03 labs), Zoology (02 laboratories), Human Physiology (02 labs) and Botany (05 laboratories) which are catering to the needs of the students. Moreover, there are nine charts related to zoology, eight microscopes, multiple cylinders for laboratory works, museum specimen samples, balance machine, etc. which are helpful for students. To get on with modern technology all the departments of science, arts, and commerce have computer facilities along with internet connections. The computer department has a quiet number of computers in computer laboratory where students in Physics, Mathematics, Chemistry, Commerce go to the laboratory to do practical classes. Thus all these facilities are provided to the students keeping pace with modern technology.

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

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

##### Response:

##### Cultural Activities

Besides academic pursuit, we encourage students to achieve all round personality development. The institution has an auditorium with a capacity of 200 students for organizing cultural programmes. Cultural committee aims to encourage students' interest, participation and responsibility in the ingenious field through a medium of creative art and literary curriculum. The inventiveness is to provide social, cultural and recreational activities for the college community. The society members meet monthly and provide inspiration and opportunity to the students to work on individual and group activities. The students form and develop clubs that provide ample opportunities to inculcate leadership and managerial qualities. We try our best to provide opportunity to students which result in enhancement of the personal skills and experiences like confidence, self-presentation; teamwork and collaboration, time management and organizational skills, self-awareness, self-discipline, open-mindedness to move beyond boundaries and experiment with different ideas, communication skills, the ability to cope with criticism and learn from them resulting in a whole new developed, changed and an improved person. In Youth Festival Competitions organized by university and intercollege competitions the college plays a key role in guiding and nurturing students to achieve their best in non-technical activities. The institution has good record of achievements made in various cultural activities.

##### Sports Activities

Sports and Games:

The following Indoor and Outdoor facilities are available in Sports Complex.

Play Ground

Gymnasium

Basketball Court, Volleyball Court, Table Tennis Tables etc.

Auditorium with a seating capacity of 200

The students are encouraged to practice and participate in inter-collegiate, inter-university state level and national level competitions. The mega sports event Annual Sports event is conducted in the institute where several teams from across the departments participate.

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

**4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)****Response:** 55.77

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

Response: 29

File Description	Document
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)****Response:** 12.73

## 4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
25.47	12.32	8.66	45	19.78

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	<a href="#">View Document</a>
Upload audited utilization statements	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

**4.2 Library as a Learning Resource****4.2.1 Library is automated using Integrated Library Management System (ILMS)****Response:**

The Central Library of Sabang Sajanikanta Mahavidyalaya is the heartthrob of the institute which is

working successfully on the road of development since its inception in the year 1970. The library houses in 465 sq.m. area and consists of an adequately rich collection of over 30603 books.

We have a digital library, the name of ILMS software in the library is KOHA (version—19.0.5). The digital library helps the students to access 3 e-journals, 2495 e-books.

We have developed in-house Integrated Library Management System (ILMS) for automation of Library. It includes bar coding of books. All the books can be accessed through online public access catalogue.

The central library has the following facilities.

Centrally Air Conditioned

Reading Rooms with 48 seats

Competitive Exam Section

Wi-Fi Facility

Digital Library

Well equipped air conditioned Research Facility Room.

Reprographic Facility

The following initiatives have been taken:

- Cubicals in the central library have been set up
- Wall of radiance in centre library
- Competitive Exam section has been set up
- User education programme is conducted for the fresher students
- Books Exhibition are organized in the campus and next has been planned in February 2022
- We are providing the indexing service to the students out of the available magazines & journals in the central library

Total area of the library (in Sq. Mts.) 465 sq. mts

Total seating capacity 48

Working hours (on working days, before examination days, during examination days, during vacation)

Opening hours: 10 A.M. to 5 P.M.

Circulation: 10.30 am to 4:30 pm

Digital library: 9:30 am to 12:00 pm

Saturday

Library remains open from 10:00 A.M. to 5:00 P.M.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for Additional Information	<a href="#">View Document</a>

#### 4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

**Response:** B. Any 3 of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	<a href="#">View Document</a>

#### 4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

**Response:** 1.55

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

2020-21	2019-20	2018-19	2017-18	2016-17
0.198	1.70	0.0	5.25248	0.62015

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

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

**Response:** 1.61

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

Response: 49

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 4.3 IT Infrastructure

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

**Response:**

The IT sector is one of the rapidly expanding sectors. Sabang Sajanikanta Mahavidyalaya, in order to cope with the age of modern technology, does not lag behind in possessing IT facilities in the institution. To cater to the demands and updated facilities for the students IT infrastructure are in constant change and modification. Not in terms of hardware but in terms of software also the integrated system is in the constant developing process. We prefer the genuine versions of the software in use. The College has a computer laboratory with requisite numbers of computer and these computers are made accessible to the students to instill the IT skill in them. The college has developed one smart classroom and an ICT enabled seminar hall, for conducting classes for the students. Seminars, various Workshops are also conducted in the Conference hall with an LCD projector and screen. The college is in possession of eighty seven (31) Desktops and three (24) Laptops. Among these, 32 computers are used by the students and the rest are used by the office and teaching community for administrative and academic purposes. The college also possesses other ICT equipment such as printers, photocopiers, projectors screen, and speakers in adequate numbers and are used for the sake of the students.

At present, the college has a broadband connection, and this facility is accessed in our day to day work. Even each department is connected with broadband/ Wifi facilities, where teachers as well students can take full advantage of the system. Even marks uploading during the final examination is possible only because of this connection.

Dedicated leased line Internet facility with a bandwidth of 120 Mbps is available to cater to the academic & research needs in the campus. The entire campus is Wi-Fi enabled. The activity in the institute are under video surveillance with 142 cameras.

Signages are placed at the major junctions in the institute that continuously displays information regarding any upcoming events, photographs of the completed events, campus news and awardee photographs.

In campus, faculty and students are also rapidly integrating connected devices into their work, using cyberoam facility (Cyberome UTM 300i). Faculty and student are provided with dedicated username for accessing internet facility in the campus.

DHCP Server Intel Xeon, 8GB, 1 TB (HP) is used for internet access (for providing IP addresses dynamically to client)

Windows Server standard-ML150 9th gen. is used for AGC LMS access.

Campus has 120 Mbps Internet facility to cater to the needs of students and staff.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

#### 4.3.2 Student - Computer ratio (Data for the latest completed academic year)

**Response:** 94.16

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Student – computer ratio	<a href="#">View Document</a>

#### 4.3.3 Bandwidth of internet connection in the Institution

**Response:** A. 750 MBPS

File Description	Document
Upload any additional Information	<a href="#">View Document</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>

### 4.4 Maintenance of Campus Infrastructure

**4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)**

**Response:** 8.44

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

2020-21	2019-20	2018-19	2017-18	2016-17
9.25	22.80	22.41	19.94	5.35

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View Document</a>

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

**Response:**

Sabang Sajanikanta Mahavidyalaya gives adequate emphasis on the maintenance of infrastructure and support facilities. There is a well established system in the college for the optimum use of available infrastructure and its regular maintenance. The transparent SOP (Standard Operating Procedure) is followed for this purpose to have clarity about respective duties and sense of responsibility among staff members. There is an effective distribution and delegation of work through the comprehensive system of committees to ensure active participation of staff and to achieve overall efficiency in carrying out different tasks. These committees work independently for their allotted work under the overall supervision of the Principal. Besides this, the different teaching departments are to take care of the matters related or allied to their fields. The works so distributed are well understood and there are unambiguous channels to supervise the college facilities for their utilization, maintenance and up-gradation. There is a set procedure to purchase any item or get the work done and it involves the assessment of need, the calculation of estimate cost, the approval of administrative sanction, the formation of committee to get quotations from open market, the comparing of rates of the quotation, the approval of financial sanction, the placement of order to the lowest bidder and the final payment after the completion of the process.

**Classrooms:**

There is regular upkeep of classrooms and the cleaning staff ensures daily sweeping of the rooms and cleaning of boards and benches. The Electricity Committee ensures proper lighting and fan facility and the non working electric gadgets are repaired or replaced immediately. The whitewash and other repair requirements are assessed at regular interval by the Committees related to construction and needful is done. The airy and well spaced classrooms are optimally utilized to provide healthy and hygienic study conditions to students. The classrooms remain occupied throughout the working hours for studies and

related activities. During exam days, these are allotted in a way that simultaneous classes, whose exams are scheduled later on, can be held without affecting the sanctity of examination process.

**Laboratories:**

There is a good infrastructure of laboratories in the college and there are separate labs in each teaching department in which practical is the part of the prescribed syllabus. These labs are well equipped with necessary experimental facilities and are upgraded annually with the addition of equipments and other practical related materials. Their cleanliness, upkeep, electricity requirements and overhauling needs are arranged for by the respective committees in an effective way. The laboratories are used by all the practical subject students in the groups of 15-20 under the expert supervision of experienced teachers and with the logistic support of other lab staff. The students are given optimum exposure of experimental learning and it is ensured that each student must know about the procedure and method to conduct the experiments.

**Computers and Other ICT Facilities:**

There is a rich infrastructure of computer labs and other ICT facilities in the college. The Computer Awareness Lab, Computer Science Department Lab, English Language Lab, Computer Labs in the Departments of Commerce, Economics, Geography, Mathematics and Physics, E-Resource Centre in the Library and computer facilities in different teaching departments provide a rich availability of ICT facilities to students and staff. These are supported by eighteen VPN broadband connections and three leased lines of twenty MBPS, ten MBPS and three MBPS and Wi-Fi facility. There are some key empowered committees to assess, maintain, upgrade and modify computers and IT infrastructure of the college, namely, the ICT Data Base Committee and the Broadband and Internet Facility Committee. They take care of the purchase of computer accessories and antivirus software; cartridge refilling; repair jobs; bill payment; and uninterrupted internet connectivity in the college.

**Library:**

There is a separate block of Library within the main building of the college consisting of well stocked book space, a well equipped E-Resource Center and an extended reading lounge. The E-Resource Centre has the support of leased line for speedy access to internet facilities. Every year, new books are purchased after getting recommendations from the concerned teachers. There is a separate Library Committee which after assessing the need of books, newspapers, magazines, journals and other ICT tools in the library arranges for their purchases, subscriptions and regular maintenance with the consultation of the Principal. It also ensures healthy and hygienic study environment in the library.

There is optimum utilization of library facility in the college and the library reading lounge is almost full round the day. Teachers and students get books issued for a set time period and later on get them reissued or exchanged them with new books. In the regular classes and in mentor group meetings, students are motivated to make use of library facility for their intellectual growth.

**Canteen:**

From the very beginning of the college, the college canteen has been functioning efficiently. The canteen is located inside the college campus. The canteen provides refreshment to students as well as teaching and non-teaching staffs. The canteen is run by a local private vendor who has been approved by the college authority. The canteen provides highly hygienic and standard quality of food. The Menu of the canteen

with a price list is displayed in the canteen which is approved by the Canteen Committee of the college. It serves a range of food and snack items at a very reasonable rate and remains open on all working days. Selling of junk food and cigarettes etc. are prohibited in the canteen.

### **Sports Complexes and Facilities:**

There is a large 2.38 acre multipurpose sports ground, the open gym facility in the college. The teachers of Physical Education Department ensure the regular upkeep of these facilities and their optimum use. Students regularly use sports facilities for recreation, physical development and preparing for sport competitions. There are liberal provisions for providing sports equipments, gears and dresses to participant students and they are replenished regularly.

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

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 22.47

##### 5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
661	811	854	592	478

#### File Description

#### Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)

[View Document](#)

#### 5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 33.64

##### 5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
1485	252	1166	1115	1122

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Number of students benefited by scholarships and freships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View Document</a>

**5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following**

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

**Response:** A. All of the above

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

**5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years**

**Response:** 0.61

**5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
29	25	25	12	00

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

**Response:** A. All of the above

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1 Average percentage of placement of outgoing students during the last five years

**Response:** 0.43

#### 5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
3	4	3	1	2

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Self attested list of students placed	<a href="#">View Document</a>
Details of student placement during the last five years (Data Template)	<a href="#">View Document</a>

### 5.2.2 Average percentage of students progressing to higher education during the last five years

**Response:** 5.48

**5.2.2.1 Number of outgoing student progression to higher education during last five years**

Response: 36

File Description	Document
Upload supporting data for student/alumni	<a href="#">View Document</a>
Details of student progression to higher education (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)**

Response: 6.23

**5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations, etc.)) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
03	02	03	00	00

**5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
31	18	29	17	00

File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 5.3 Student Participation and Activities

**5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.**

**Response:** 3

**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) year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	3	0

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

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

**Response:**

College students actively participate in various co-curricular, extracurricular and cultural activities such as cultural fest, workshop, inter college competition, departmental competitions, seminars, and talks. Students also engage themselves in diverse sports activities at state, zonal, national and university levels. College organize and participates in various sports competition and our college teams bagged prizes in various inter college, state and national level events like in kho-kho, football, cricket, and hockey. The college has student representative in the committees. It is ensured that there is equal participation of both male and female students in each committee.

**Cultural Activities:** The Cultural Society is one of the most active and vibrant societies. The college, with its vision to attain the epitome of cultural excellence, gives its students the guided exposure to various art forms including dance, music and drama. Students excel in their respective fields and win accolade in intra and intercollege competitions. Our Annual Cultural festival is one such event which gives a platform to such hidden talents. Over the years various cultural activities and inter

college competitions have been organized by the college. These include rangoli, solo song, solo dance, duet songs, group songs, duet dance, instrumental, debate competition, photography, poster making, debate competition, and other diverse activities.

Every year fresher party and annual fest are organized in collaboration with Student Council. Cleanliness drive, relief camps for natural calamities are regularly been planned by the students under the guidance of teaching faculties. Yoga classes are organized for students and teachers regularly under the supervision of trained yoga instructor; it also organizes activities on International Yoga Day.

**NCC :** Under the guidance and motivation of the dedicated teachers, students opting for NCC are actively participating in various sports including athletics, swimming, volley ball, table tennis, football, and such others. The basic behind this endeavour is to build a healthy, disciplined & committed team of NCC cadets. The unfurling of national flag on the eve of Republic Day and Independence Day are important features of the college NCC curriculum.

**NSS:** National Service Scheme (NSS) aims at inculcating the spirit of voluntary work among students and teachers through sustained community interactions and development. It shows how to combine knowledge and action to achieve results which are conducive to community development. Special camps are organized and programmes like orientation, awareness campaigning, blood donation camps, cleanliness, sanitation drives etc. are undertaken.

**Saraswati Puja:** This is one of the few occasions which our college celebrate with great pomp and enthusiasm with the active participation of students and their representatives.

**Editorial and Magazine:** A student editorial board has been constituted which looks after the publication of the college's annual magazine.

**Alumni Committee:** Student members of alumni committee keep close contact with the alumni for the organization of alumni meet and raise sponsorship.

**Women's Cell:** The committee include students who represent the point of view of students and look after their complaints if any.

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

### 5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

**Response:** 4.4

#### 5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2	5	2	7	6

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	<a href="#">View Document</a>

## 5.4 Alumni Engagement

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

#### Response:

The college has a very active and intense network which collaborates with former faculty members and former students. The Alumni Association is very proactive in this direction. The Alumni get registered after paying the nominal fee and the records are maintained properly by the college. At present, the Association comprises over 2500 members. The college has provided an office to the Association in the campus. It has an Executive Committee of twenty-one members including its President, the Secretary and the Treasurer. The aims and objectives of the Alumni Club include:

- 1.To establish and maintain contact amongst pass out students and teachers.
2. To foster a feeling of brotherhood and maintain friendship between old students and staff to promote the spirit of mutual helpfulness amongst them.
- 3.To help, assist and promote the best interests of the college.

The Alumni Committee organizes an annual get-together on first Sunday of every February including cultural events, interactions and lunch programmes. During the meet, students meet and interact with their seniors who are either employed at good positions or pursuing higher studies in renowned organizations. They provide career guidance and firsthand experience to the students which help to choose their career options. The interaction with successful alumni members motivates the students to be successful and confident. Moreover, there are also several Departmental Alumni Associations which contribute to infrastructure development of the respective departments, such as installation of water purifiers, public address system, and so on.

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

#### 5.4.2 Alumni contribution during the last five years (INR in lakhs)

**Response:** D. 1 Lakhs - 3 Lakhs

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Link for any additional information	<a href="#">View Document</a>

## Criterion 6 - 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

##### Response:

Sabang Sajanikanta Mahavidyalaya (established in 1970) , one of the premier rural belt Government Aided colleges , aims to cater to the needs of students belonging to the diverse socio-economic background and cultivated moral, intellectual, spiritual, emotional and all-round development of its students.

##### Vision:

- To become a full fledged institution having every scope of education to the needy student who live in very interior and rural areas having only one institution for Higher Education within periphery of 28 kms.
- To achieve further level of excellence in the higher education sectors and to become one of the premier leading rural educational institutions.

##### Mission:

- To provide higher education to the needy and prospective students of the various corridors of knowledge, with the best possible way.
- To impart from classical to professional education to students belonging to different strata of society irrespective of caste, gender, or creed facilitating through equality and quality teaching.
- To uplift the deprived and academically weak students by empowering them with knowledge.
- To develop moral, aesthetic, ethical and social values among the students.
- To inculcate reverence for humanity and to fortify high ideals of perseverance, dedication, quality consciousness and excellence towards the societal benefits.

The goal of governance of the Mahavidyalaya is characteristically to congregate mission and vision of the Mahavidyalaya. Since its inception of journey, the code of decentralization and participative management is putting into practice. The Mahavidyalaya is governed by the Governing Body of the Mahavidyalaya. It is the apex body of the Mahavidyalaya that sketches various policies and accomplishes various developmental activities of the Mahavidyalaya by setting standards and participative decision-making procedure, which plays the vital role to achieve the vision and mission of the Mahavidyalaya. The Governing Body comprises of President, two Government nominee, one nominee from HEI, Govt. of West Bengal, two University nominee, three teaching members, one non-teaching member and one student representative.

Mahavidyalaya endorses participative governance in decision making by constituting various committees with nominees, teaching faculties, non-teaching faculties and student members as the members. In order to promote participatory governance, decision making at multi-levels by various committees is encouraged for the efficient implementation of various programmes and activities. The IQAC ensures that quality is

maintained on campus.

The governance of the Mahavidyalaya is reflective from effective leadership for enhancing academic excellence of the Mahavidyalaya which puts forth wider social imperatives having focus on the regional roots of the Mahavidyalaya. It seeks to achieve a healthy collaboration between academic environments, social understanding, cultural dispositions and co-curricular imperatives so that all stakeholders may reap the benefit and, especially, the students of vast rural belt of surrounding areas of the Mahavidyalaya may develop in its true sense.

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

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

#### **Response:**

Decentralised and participative management is practiced in the institution for its governance.

The Mahavidyalaya endorses decentralization and participative management, and promotes and practices decentralization in all academic and administrative activities. It has various academic and administrative committees to monitor, plan and execute smooth functioning of the Institute.

The Governing Body, Principal and Staff are responsible for planning and policy development, institutional budget, academic and research growth of the Mahavidyalaya and other extension activities. The College Development Committee deals with the development plan of the college regarding academic, administrative and infrastructural growth and to enable the college for addition of curricular activities.

There are different committees with well-defined functions that give academic and administrative leadership to the institution. Academic Sub-Committee is responsible for holistic development of the college and to recommend on the enhancement of student facilities, students' life and experiences at the Mahavidyalaya.

Anti-Ragging and Grievance Redressal Cells take care of healthy, enjoyable and disciplined culture in the Mahavidyalaya. It comprises the Principal, HODs, Senior Faculty members and student representatives.

Various academic committees like library Sub-Committee, Routine Sub-Committee, Academic Sub-Committee take care of day-to-day academic functioning of the Mahavidyalaya.

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

## 6.2 Strategy Development and Deployment

### 6.2.1 The institutional Strategic / Perspective plan is effectively deployed

#### Response:

Both perspective and strategic plan are effectively deployed by the college. Keeping in mind the development plans, the college always adopts a bottom-up approach with a strategic directive given from the top administration management. The prospective strategic plan fulfils the requirements of society by providing quality education. The Mahavidyalaya has a perspective plan for development, considering the vision and mission of the Mahavidyalaya, which mainly includes:

- ? Teaching and learning
- ? Infrastructure development
- ? Research and development
- ? Human resource planning and development

There are some activities which were successfully implemented based on the strategic plan of the Mahavidyalaya-

#### Case Study 1: Introduction of e-Teaching Learning

The COVID-19 has resulted in educational institutions shut all across the universe. Globally, lion's share of the students is out of the classroom. Resultantly, education has changed dramatically, with the distinctive rise of e-learning, whereby teaching is undertaken remotely and on digital platforms. College has introduced online teaching learning via extensive use of Google class room, Google meet platform and e-study mats in this COVID-19 pandemic period. This is the result of the successful implementation of the plans of the Academic Sub-committee.

#### Case Study 2: Accomplishment of RUSA Scheme

Rashtriya Uchchatar Shiksha Abhiyan (RUSA), a Centrally Sponsored Scheme (CSS) is an overarching scheme, operating in mission mode for funding the state government universities and colleges to achieve the aims of equity, access and excellence. Accomplishment of RUSA scheme helped a lot to enhance the academic ambience of the Mahavidyalaya, via the up- gradation of infrastructure of the Mahavidyalaya, supplying teaching aids to the Teachers, providing tech-materials to the non-teaching staff, etc. This is the result of the successful implementation of the plans of the RUSA Sub-committee.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
strategic Plan and deployment documents on the website	<a href="#">View Document</a>

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

#### Response:

The organizational structure of the college is framed by the higher education council of Govt. of West Bengal and the statutes of the affiliating university – Vidyasagar University and its main components are Governing Body, Principal, H.O.Ds, Teaching staff and Non-teaching staff. It reviews the institutional strategic plan which in turn sets the academic aims and objectives of the Mahavidyalaya. The organizational structure lends itself to sustaining institutional capacity and educational effectiveness through the involvement of external members in various Committees .Various stakeholders of the Mahavidyalaya are members of different committees constituted by the institution . The decision-making procedures are made at appropriate levels in the organizational hierarchy.

There are various committees with well-defined functions that give academic and administrative leadership to the institution. A committee of administrative staff and faculty members are involved in the planning and implementation, academic audit and evaluation. An optimum level of decentralization is in practice through the autonomous flexibility to the departments and participative decision-making process.

Being an affiliated college, the Mahavidyalaya appoints the Teachers recommended by West Bengal College Service Commission .The Non-teaching staffs are appointed following the guidelines of West Bengal Higher Education Department and G.Os of West Bengal State Government. The Mahavidyalaya follows transparent promotional policies previously through Appraisal forms and through Academic Performance Indicators (API) henceforth for the teachers, and follows the guidelines of the Govt. of West Bengal in case of promotion of Non-teaching staff. The college follows the service rules framed by the Govt. of West Bengal and the statutes of the affiliating university – Vidyasagar University.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>
Link to Organogram of the Institution webpage	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

**Response:** A. All of the above

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
ERP (Enterprise Resource Planning) Document	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation, Administration etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 6.3 Faculty Empowerment Strategies

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

**Response:**

The Mahavidyalaya has effective welfare measures for its Teaching and non-teaching staff.

The various welfare schemes are as follows:

#### For Teachers

Group insurance, Employees Credit Cooperative Society, Provident Fund, Maternity leave, Paternity Leave and Child Care Leave.

#### For Non-teaching Staff

Group insurance, Festival advance payment for the declared bonus by the State Govt. Of West Bengal, Employees Credit Cooperative Society, Provident Fund, Maternity leave, Paternity Leave and Child Care Leave.

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

### 6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

**Response: 0****6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	00	00

**File Description****Document**

Details of teachers provided with financial support to attend conference, workshops etc during the last five years

[View Document](#)

**6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years****Response: 0.8****6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	1	2	0

**File Description****Document**

Upload any additional information

[View Document](#)

Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff

[View Document](#)

**6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).****Response: 17.34****6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
5	6	4	5	7

File Description	Document
Upload any additional information	<a href="#">View Document</a>
IQAC report summary	<a href="#">View Document</a>
Details of teachers attending professional development programmes during the last five years	<a href="#">View Document</a>

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

#### Response:

The Mahavidyalaya follows the UGC regulations and the guidelines of West Bengal Higher Education Department and GOs of State Government together with all amendments made therein from time to time, for its teaching and non-teaching staff. The performance of each employee is assessed annually after completion of one year of service.

The salient features of the performance appraisal system are as follows—

#### Teaching Staff

- The performance of each faculty member is assessed according to the Annual Self Assessment for the Performance Based Appraisal System (PBAS)
- Promotions are based on the PBAS proforma for UGC Career Advancement Scheme (CAS) that is based on the API score
- The institute undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities. The Institute accords appropriate weightage for these contributions in their overall assessment
- The PBAS proforma filled by the Faculty Member is checked and verified by IQAC
- Faculty members whose promotions are due are recommended based on their API score and are required to appear before the screening-cum-selection committee.

#### Non-Teaching Staff

All non-teaching staff are also assessed through annual confidential reports and annual performance appraisal, strictly following the Government Orders.

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

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

The institution has its own internal audit mechanism, an ongoing continuous process in addition to its external audits. Internal audit is conducted by the internal financial committee of the institution. The committee thoroughly verifies the income and expenditure details. External audit is conducted once in every year by the Auditor appointed by the Government of West Bengal (H.E.D). Before the commencement of every financial year, College budget is prepared which includes recurring expenses such as salary, electricity, internet charges, maintenance cost, stationery, other consumable charges etc., and non – recurring expenses like lab equipment purchases, furniture and other development expenses. The expenses will be monitored by the accounts department as per the budget allocated by the management. The depreciation costs of various things purchased in the preceding years are also worked out. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers. The Mahavidyalaya did not stumble upon any major audit objection during the preceding years. All these mechanisms exhibit the precision being maintained in financial matters and adherence to financial discipline to avoid defalcation of funds or properties of the institution at all levels.

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

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

#### Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	<a href="#">View Document</a>
Annual statements of accounts	<a href="#">View Document</a>

### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

#### Response:

The Mahavidyalaya mobilises its funds received mainly from the State Government of West Bengal and UGC on various heads of expenditures of the Mahavidyalaya. Funds received from the State government are spent on payment of salary of teaching and non-teaching staff of the college. Each and every amount of funds received from the State government and UGC are at par with budget allocation. Budget of the Mahavidyalaya is prepared by the finance sub-committee keeping in mind developmental criteria of the Mahavidyalaya. UGC grants are spent after approval from building sub-committee, purchase sub-committee, finance sub-committee and other statutory committees of the Mahavidyalaya. The college also mobilizes its resources from funds generated from self-financing courses run by the college and from the students' tuition fees. All expenses of contingent nature are spent from this fund after getting approval from the Finance Sub-committee of the Mahavidyalaya. Optimum utilization of funds is ensured via the allocation of adequate funds for effective teaching-learning practices. Budget is utilized to meet day to day operational and administrative expenses and maintenance of fixed assets. Adequate funds are utilized every year for enhancement of library facilities. Adequate funds are utilized for development and maintenance of infrastructure of the Mahavidyalaya. Some funds are allocated for extension services as part of social responsibilities through NSS and NCC.

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

## 6.5 Internal Quality Assurance System

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

#### Response:

IQAC of the institution plans initiatives for quality enhancement based on the observations of the prevailing trends in the institution and the current developments.

IQAC carries out activities that take in all aspects of the Mahavidyalaya. IQAC has been performing the tasks on a regular basis for the improvement in quality of teaching- learning & research activities, providing inputs for best practices in administration for efficient resource utilization and better services to students and staff, and providing inputs for enhancement of academic ambience. Students and staff give

their feedback and suggestions on teaching and administrative performance. IQAC meets at least once in every three months. IQAC prepares and evaluates : Annual Quality Assurance Report (AQAR), Performance Based Appraisal System (PBAS) for Career Advancement Scheme (CAS), Stakeholders feedback, etc. IQAC planned, organized and executed the necessary steps that included the preparation of detailed quality manuals, identification of key performance indicators and mapping the various processes across the entire functioning of the Mahavidyalaya.

IQAC led continuous efforts for successful implementation of modern technology in the Mahavidyalaya's administrative and academic functioning through ICT and alternative sources of energy, especially enhancement of solar power. Automation of admission, financial and examination processes, up-gradation of Wi-Fi and LAN facilities, have significantly contributed to an enhanced quality of teaching- learning experience.

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

**6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities ( For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives )**

**Response:**

IQAC constantly goes over and takes requisite steps to improve the quality of the teaching-learning process of the Mahavidyalaya. IQAC reviews the progress of academic activities such as, the number of classes held, syllabi covered in subject, internal examinations conducted and teaching diaries are verified with annual plan and also to identify bottlenecks, if any, in administering various programmes. IQAC also reviews the progress in respect of college administration and steps taken / to be taken for improvement. Further, the IQAC collects feedback information from students on teaching-learning performance at the end of each semester. The information obtained is analysed and steps to be taken for necessary improvements are passed on to the concerned departments.

Incremental improvements made for the preceding five years:-

1. Initiation and commencement of PG courses in six subjects and Honours course in Santali language
2. Opening of nodal centre of Netaji Subhas Open University
3. Opening of Research Centre in Humanities and Social Sciences
4. Library automation as well as e-library facilities for all students and faculty members
5. Language laboratory

6. Smart Classrooms
7. Automation of office
8. e-Resource repository.
9. Arrangement of safe drinking water for the students and staff.
10. Promotion of hygienic sense among the students with a special emphasis on girl students.
11. Renovation of Hostels and Auditorium
12. Online feedback system by the students

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

### 6.5.3 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements
2. Collaborative quality initiatives with other institution(s)
3. Participation in NIRF
4. any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

**Response:** C. 2 of the above

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

## Criterion 7 - 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 last five years.

##### Response:

The institution has always advocated the need to promote gender equity and sensitization in curricular and co-curricular activities, focusing on gender justice, equality, and women's empowerment. The Mahavidyalaya has a policy of promoting and appreciating faculty members without any gender bias. Various administrative committees nominate women staff whenever possible and applicable based on their ability. To promote gender equity, multiple seminars and celebrations have been arranged in the last five years. To cite a few, the Mahavidyalaya has recently organized a seminar addressing the issue of "Women Health and Hygiene" by Dr. Sajal Sharma, a senior consultant from the department of gynecology, Chakdaha Hospital, on the last International Women's Day celebration. A students' coemption named "Just a Minute" was arranged on the same day for general awareness of the students broadly based on the women empowerment theme. Apart from this, the Mahavidyalaya has been celebrating International Women's Day every year to commemorate women's cultural, socio-economic, political, and many other significant achievements to promote and make aware of the present student generations. The existing women-cell in our college, in cooperation with the NSS Units, has organized several awareness programs on this topic over the years, for example, a group discussion on gender equality and women empowerment on 17/04/2019, a seminar on "Empowerment of Women in India: From the perspectives of attaining Gender Parity and Social Justice" on 16/03/2018 with nearly 100 participants.

In this connection, Mahavidyalaya has undertaken various safety and security measures for the staff and students, such as CCTV surveillance all over the campus and many other security arrangements such as 24-hour security guards. There are a counseling cell and dedicated washroom facilities for girls' and boys' students with all basic facilities. Some washrooms are even provided with sanitary napkin disposal machines for the safe and hygienic disposal of sanitary napkins. Separate well-equipped common rooms for male and female students are available along with a girl students' hostel on the campus.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">View Document</a>
Link for annual gender sensitization action plan	<a href="#">View Document</a>

#### 7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant

- 3. Wheeling to the Grid
- 4. Sensor-based energy conservation
- 5. Use of LED bulbs/ power efficient equipment

**Response:** A. 4 or All of the above

File Description	Document
Geotagged Photographs	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

**Response:**

**Solid Waste Management:** Mahavidyalaya has undertaken extreme care to dispose of the solid waste generated on the campus. The solid waste is categorized mainly into two, viz., the degradable and non-degradable waste. The degradable and non-degradable waste are transported and contained in separate bins, kept inside the college premises, hostels, and at two entry gates of the college. Our institute has a policy to exclude/minimize the use of plastics or other forms of non-degradable waste. However, small amounts of such wastes are disposed of through the proper channel. Degradable waste is generated mainly from food/ kitchen waste and the hostels. Offices also create debris, such as paper waste, degradable plastics, wooden materials, etc., which the college systematically manages with the help of a disposal unit. Some biodegradable waste is used to produce the compost, which is subsequently used for gardening on the campus.

**Liquid Waste Management:** Separate drainages/pipelines have been constructed to collect the various types of liquid wastes from hostel kitchens, bathrooms, and laboratories. A suitable sewage system is present in all the washrooms of the Mahavidyalaya. Appropriate care is undertaken so that there is no water stagnation to discourage mosquito breeding. The Mahavidyalaya has a lake inside the campus where most liquid wastes are safely channeled. Liquid waste from the laboratories is sent out through the sewage system without any danger or hazardous effects on the environment.

**Biomedical Waste Management:** Mahavidyalaya has no biomedical waste management system as the production of biomedical waste or any waste containing potentially infectious materials within the campus is least or ignorable.

**E-waste Management:** Our institution has the policy to minimize electronic waste or E-waste production

via recycle or reuse. Some E-waste is produced from discarded electrical or electronic devices such as used electronic parts, burned electric bulbs, wires, and computer peripherals. These materials are collected and segregated for reuse, resale, salvage, recycling, or disposal. The items like printer cartridges are refilled and used, and the unusable items are set out.

**Waste recycling system:** Hostel kitchen wastes, particularly the organic wastes, are recycled by loading them into the compost pits dug in the garden area. Old newspapers, paper waste, and plastic bottles are usually sold to the waste vendor.

**Hazardous chemicals and radioactive waste management:** No radioactive waste is generated within the campus. Most of the departments do not generate hazardous waste. Dangerous chemicals are not used in the Mahavidyalaya campus yet. All the stakeholders, especially from academic departments and laboratories, are responsible for disseminating information on hazardous materials being used in the facility. As the amount of hazardous waste is negligible, there is no dedicated facility to transport and manage it properly. Hazardous waste from the chemical laboratory is usually treated by chemical, biological, and physical methods for neutralization.

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Link for Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View Document</a>
Link for Geotagged photographs of the facilities	<a href="#">View Document</a>

#### 7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

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

File Description	Document
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

#### 7.1.5 Green campus initiatives include:

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

**Response:** A. Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	<a href="#">View Document</a>
Geotagged photos / videos of the facilities	<a href="#">View Document</a>
Any other relevant documents	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

**7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:**

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

**Response:** E. None of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View Document</a>
Certification by the auditing agency	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

**7.1.7 The Institution has disabled-friendly, barrier free environment**

1. Built environment with ramps/lifts for easy access to classrooms.
2. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for 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

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

File Description	Document
Policy documents and information brochures on the support to be provided	<a href="#">View Document</a>
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>
Details of the Software procured for providing the assistance	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).**

**Response:**

Being a large country, India is well diverse with its large population and geographical nature. India represents many varieties of cultural patterns and communal harmony. The Mahavidyalaya is proactively making efforts to provide an inclusive environment on the campus. Our college organizes different activities to represent our Indian culture, initiated mainly by NSS and NCC units. Students get familiar with our nation's various diversities and help develop tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic, and other diversities. The initiatives promote better education, economic upliftment of the needy, and communal harmony. NSS Unit of the Mahavidyalaya conducted various activities for the socio-economic development of their adopted villages. The extension activities of NSS Units are targeted toward enabling a holistic environment for student development. NCC cell of the Mahavidyalaya distributed consumer goods to the Covid-affected needy people of the surrounding villages. Vidyasagar path Parishad organizes various programs for enhancing cultural integration. College also undertakes multiple initiatives to celebrate days of eminent personalities and many other related activities. Such activities bring students and teachers with diverse backgrounds to a single platform for creating an inclusive environment.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

**7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).**

**Response:**

Sabang Sajanikanta Mahavidyalaya has been committed to nurture its students and employees as constitutionally aware citizens sensitized to their fundamental values, rights, duties, and responsibilities. The college administration always upholds the fundamental rights of its employees and respects the rights and beliefs of others. The Mahavidyalaya appreciates the importance of such values and establishes policies that reflect core values through the code of conduct. A Code of conduct for the institution is prepared and implemented for students, staff, and other employees. Our college believes that promoting constitutional obligations is crucial to maintain peace in our diverse society and acts accordingly.

The institution constantly works to nurture the students as responsible citizens through various curricular, extra-curricular activities and various programs organized by departments and societies. The curriculum of the subjects, for example, Political Science, Philosophy, Education, includes the topics like Introduction to Constitution of India, Moral Philosophy, Gandhian Economic Thought, Practical Ethics, Value Education, Philosophy of Human Rights, and Applied Philosophy as a starting step to inculcate constitutional obligations among the students and teachers. Students of our Mahavidyalaya carry out prime constitutional responsibility by involving in meaningful social activities during their visits to the orphanages, nearby schools, and hospitals. The Mahavidyalaya supports the participation of students in Sports and Games, NCC, and NSS at the national level to strengthen nationwide bonds and relations. National Anthem is played at all important functions or celebrations to inculcate the feelings of respect for our constitution. The Mahavidyalaya hoists the flag on Independence Day and Republic Day and invites eminent persons to inspire students and staff by remembering the dedication and sacrifice of the freedom fighters to emphasize the duties and responsibilities of citizens. Such ceremony with the national anthem and oath of national integrity is the regular decorum of the Mahavidyalaya.

File Description	Document
Link for any other relevant information	<a href="#">View Document</a>
Link for details of activities that inculcate values necessary to render students in to responsible citizens	<a href="#">View Document</a>

**7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.**

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

**Response:** A. All of the above

File Description	Document
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	<a href="#">View Document</a>
Code of ethics policy document	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

#### Response:

Commemorating days, events, and festivals of national and international importance honor the great heritage of India. Likewise, recognizing the noteworthy contributions of historical personalities to freedom and justice inspires the youth. Our college observes several important events to educate our students on India's history, practices, and traditions in participatory ways. All teaching, non-teaching staff, and students congregate on the college campus to celebrate these days. Celebration of cultural and constitutional festivals is an integral part of the college's co-curricular activities. Throughout the session, different days are marked by students with the guidance of teachers, which helps them learn about other cultures and imagine India as a nation cognitively. The academic calendar is brimming with important events that show this institution's enthusiasm for celebrating many national days and commemorative events and festivals.

Republic day is commemorated on January 26 in the college with great enthusiasm and pride to remember India's transition toward becoming an independent republic. A function is organized on the college campus where all staff members and students share their thoughts about the importance of this day in our nation's history and pay tribute to all freedom fighters for India.

Independence Day is also celebrated on August 15 in the college with great enthusiasm. It is celebrated on August 15, commemorating the nation's independence from the United Kingdom on August 15, 1947. It is a day when all staff members and students pay homage to the leaders and those who fought for India's freedom in the past.

International Women's Day is celebrated to recognize and remember the contribution of women in the socio-political sphere and global peace and security, to celebrate their very existence, and convey our gratefulness for their presence in our lives. With the same agenda in mind, Mahavidyalaya celebrates International Women's Day on March 8. International Women's Day is marked by celebrating all aspects of a women's life.

"Give me your blood, and I shall give you freedom"— inspired Indian youths to join the fight for independence from the British rule. A pivotal figure in India's freedom movement, Netaji Subhas Chandra Bose is considered by many one of the most outstanding leaders ever born. On January 23, Subhas Chandra Bose's birthday is celebrated at the college campus to commemorate Bose's contribution to India's fight for independence.

National Youth Day is observed on January 12 to honor the principles and philosophies of Swamiji Vivekananda, who had immense faith in the youth. Vivekananda always emphasized the role of youth in the course of nation-building and encouraged them to have a confident approach.

The word 'yoga' originated from Sanskrit and means to unite, symbolizing the union of a person's body and consciousness. Yoga is an ancient physical, mental, and spiritual practice in India. Our college observes June 21 as International Yoga Day, recognizing many benefits of the ancient Indian yoga practice.

File Description	Document
Link for Geotagged photographs of some of the events	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>
Link for Annual report of the celebrations and commemorative events for the last five years	<a href="#">View Document</a>

## 7.2 Best Practices

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

#### Response:

#### Best Practice 1

1. Title of the practice: College Automation System and e-Governance

2. Objectives of the practice:

Electronic governance (e-Governance) is implemented using Information and Communication Technologies (ICT) to design, execute, and monitor various functions of the Mahavidyalaya. The specific objectives of this practice which focus broadly on e-Governance and ICT enabled teaching-learning medium are as follows-

To provide a more straightforward and efficient system of governance in accounts, admissions, administration, and teaching-learning.

To promote clarity and accountability in all the functions of the Mahavidyalaya.

To create a paperless (green) ecosystem, maintain and provide easy and quick access to information.

To create intelligent classrooms with basic facilities such as Desktops, Laptops, Projectors, etc.

To reduce the time for assessing the information and generate various reports on demand.

To help monitor the various activities that will help enhance the system's performance, in general.

3. The Context:

The state insists on a digital revolution for all sectors in the current scenario. The e-Governance has changed the administration's notion, which is adopted to make the system user-friendly, time-saving, and cost-effective. The word "Automation" represents operating and controlling processes, focusing on

minimizing the manual workload in repetitive tasks. The education sector is one of the critical sectors looking for a digital revolution. Automation in the education sector has various utilities for the management, administration of teachers, non-teaching staff, and students. If the management follows the conservative or labor-intensive system, almost all colleges in India confront the difficulty in managing and sharing the data. Nevertheless, this difficulty can be avoided via the initiation of modern, sophisticated technology, that is, via the implication of a capital-intensive system in the college arena. The management of rural colleges, such as our Mahavidyalaya, can now bear this burden at relatively lower prices.

#### 4. The practice:

The recent advancement in communication technologies and the internet provides an opportunity to transform the old education system and college management in a new digital way, thus contributing to good governance. Almost all the sectors are constructing their way to decide on online and technical operations, which can assist them in moving forward, particularly in the COVID situation. Digital cloud, mobile devices, and other digital technologies accelerate educational transformation in colleges and higher education worldwide. The college has automated the following areas as a part of the College Automation System and e-Governance initiation-

Student Admission and Examination system

Administrative task

Financial audits

Attendance system and faculty appraisal

Students' feedback system

In this Covid-19 pandemic situation, our Mahavidyalaya ran primarily through the e-platform or online mode. Most of the administrative tasks are now being accomplished on e-mode. Online classes are organized on Google meet and the Google classroom platform, following online timetables with teachers and subject schedules. Some part of the students' grading and assessment are being held on Google classroom Learning Management System (LMS). Study materials are uploaded by the corresponding teachers in various digital repositories or the learning management system (LMS), including Academia.edu and Google classroom. The digital repositories also contain previous years' questions, question banks, etc., for students' access. Some teachers have also uploaded their video lecture materials on YouTube. Google LLC supports Mahavidyalaya in accessing the Google education tools in free of cost. This has offered various user profiles such as email accounts with our college domain name for general communications, Google drive for data storage, Google Classroom for LMS, and Google Meet for online meetings and teaching-learning, etc. The use and scope of various Google tools are still being explored. The faculty attendance, leave application, and self-appraisal reports are recorded daily in a customized human resource management system (HRMS app) available in Google Play Store for android devices. Our e-Office uses tally software for different accounting and auditing purposes. The students are encouraged to provide their feedback through our well-designed college website.

#### 5. Evidence of Success

Our Mahavidyalaya has started to realize the benefits of the College Automation System and e-Governance in the following manner-

The college administration has become greener and more cost-effective. Paper consumption has been significantly reduced because most of the information is stored and circulated electronically.

The administration can now follow up on the staff performance and appraisal quickly and transparently.

It helps the teaching staff and administration to focus more on the teaching and learning process of the

students.

The teachers enjoy the benefits of digital education - online learning solutions provide effectiveness for the teaching faculty, allowing them to maximize the potential for individual learning styles within the classroom.

The office staff has got new ways to manage information and financial audits. It has enabled their work to be done efficiently and fast. It has reduced the consumption of time during the maintenance of records of college students.

The students are now able to optimize their time along with helping them to learn whenever they want, whatever they want, and however they want. They are becoming self-accountable, smarter, and self-motivated.

College can now obtain feedback from students to modify course curriculum/teaching style if deemed appropriate by the authorities.

## 6. Problems Encountered and Resources required

Despite the success mentioned above, there are a few obstacles to implement the e-Governance initiation in our college, given the environmental and social challenges, economic challenges, and technical challenges. Environmental and social Challenges include Low IT literacy of the college staff, struggle to change or willingness to adopt the new system, confidence in new technologies, and privacy for personal data. Economic challenges are relevant given the cost of the high-end IT devices, maintenance of installed electronic devices, and limited financial resources in our Mahavidyalaya. Mastering new technology is always complicated, especially for the staff unfamiliar with the e-Governance and automation software or modern information technology. They may become overwhelmed with the complexities of the new IT system and instead turn to regular old pen & paper processes. The college requires to organize more orientation programs with a well-trained technical team headed by a suitable professional background. The new post should be created, and the Government should come forward by providing prudent funds to this remote and rural college for its endeavor.

## Best Practice 2

### 1. Title of the practice: Implementation of e-Library facility

#### 2. Objectives of the practice:

An electronic library or e-Library defines a library where the library's contents and administrations are organized in electronic format. The library service is made available over the internet so that end users can access them remotely. The main objectives for the implementation of the e-Library facility are outlined below.

To assemble, consolidate and classify books, lecture notes, and research journals in the electronic form to provide seamless access to the targeted users.

To gain an in-depth understanding of students' digital literacy and to organize tutorials/workshops/seminars for the users including teachers to effectively utilize the facilities and resources available by the e-Library.

To engage the students in continuous learning even beyond class hours and in a pandemic situation.

To preserve unique and antique collections through digitization for the coming generations.

To collaborate with other regional, national, and international facilities to exchange information to enhance the scope of the e-Library.

#### 3. The Context:

The inevitable effects of globalization and the advent of technological revolution have changed the ways of

Indian education system. The library is an integral part of this system and has welcomed such changes. In the old form of education, students used to study and write consistently, and approximately the total flow of education was unilateral. In recent years, through the development of information and communication technologies, a new form of schooling appeared named e-Learning. So, the library's role is to provide the relevant information at the right time to the right user. Thus, apart from the regular work of the libraries, development of library networks, and massive e-resource development have become a practice. Many workshops aimed to improve the skilled workforce, creation of user profiles, and provide user education about e-resources are to be considered. Implementing e-Libraries will help to enhance the overall academic environment.

#### 4. The practice:

The following practices are adopted to implement the e-Library facility at the Mahavidyalaya successfully. An extensive digital repository has been created containing in-house journal publications, e-Books, and other academic resources in digital format for more complete and uninterrupted access. User profiles are created to access the e-Library facility for all the staff members and students satisfying the user information needs. Through the library retrieval tool OPAC, the status of any book may be known whether the book was issued, lost, or returned, and an acquisition order may be available. The user can search the resources from the networked computers. The e-Library facility is equipped with ICT-enabled services like library software with a multi-user LAN facility, bar-code technology, monitoring usage statistics, an online database search facility, Wi-Fi Connectivity, etc. The Institute library became a member of national level consortiums such as UGC Inlibnet N-List and many other e-collections that constitute a good part of the e-Library. Apart from online collection, there are about three thousand e-Books in digital form. Alongside the usual computer technologies, the library also uses a variety of cutting-edge ICT hardware to operate within a modern digital environment, including a high-end scanner for digitisation and OCR of documents for the Institutional Digital Repository.

Orientation is one of the best practices of our library to create awareness among the students about the e-Library. By conducting regular user orientation programs at the beginning of the academic session, newly enrolled library users get acquainted with the library system, resources, facilities, and services. During COVID -19 pandemic, the Institute library tried to utilize the available IT infrastructure of the library to serve the students at home. Through online library orientation programs, awareness among new students increases about the different types of documents, e-resources, services, digital library facilities, other ICTs used in the library, library rules, library times, membership procedures, etc. Apart from these, hands-on training sessions for teachers and researchers on information retrieval techniques are conducted throughout the year as per their needs. The aim is to refurbish their knowledge of the latest innovations in the library, discern what is a good information source, use new technologies, and ultimately help them to use the library maximum. In general, efforts have been made to integrate technology into all aspects of library activities and services.

#### 5. Evidence of Success

Combining the technology and information resources to allow remote access, breaking down the physical barriers between resources, the e-Library facility of the Mahavidyalaya is helping the staff and students with enhanced knowledge sharing, even beyond the formal learning environment. Not all the library users in traditional learning settings use information resources beyond their scheduled curriculum and syllabus; the e-library facility of the Mahavidyalaya now offers all types of users to share electronic resources, enhance collaborative activities and expertise for their mutual benefit. The e-Library facility is helping our rural students of the Mahavidyalaya to become critical thinkers, information gatherers, and savvy digital media users.

Implementing the e-library facility at the Mahavidyalaya has tremendously advanced research activities and academic excellence in conjunction with the newly set up research center by providing relevant information resources to the users. Our e-library collects, stores, and organizes educational resources in digital form; promotes instant and efficient delivery of information to the users; encourages academic collaborative efforts in the research centers; plays a key role in generating and disseminating knowledge.

#### 6. Problems Encountered and Resources required

New technology has brought a lot of opportunities to the library users for the digital library, but simultaneously it also has faced a lot of obstacles. To retrieve and read the information stored in digital form, we need more high-end hardware devices, which are too costly for our Mahavidyalaya. However, building suitable intellectual infrastructures for digital libraries is even more challenging as the Mahavidyalaya is situated in rural/remote and underprivileged areas. Despite the specific role of e-Library, many users of the Mahavidyalaya still face challenges in accessing the e-resources, which grossly affect effective and collaborative research activities. If advancement and innovation for easy access to e-resources are not considered, the library users would be afraid to patronize the facility, resulting in low academic output. This e-Library facility has been implemented in the Mahavidyalaya with the internal sources of the fund - the essentially limited college fund. The Mahavidyalaya requires substantial financial assistance from the Government or any other external agencies to carry on the noble endeavor of the Mahavidyalaya.

File Description	Document
Link for any other relevant information	<a href="#">View Document</a>
Link for Best practices in the Institutional web site	<a href="#">View Document</a>

## 7.3 Institutional Distinctiveness

### 7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

#### Response:

The initiative for capacity building of all stakeholders, including students, teachers, non-teaching members, and administration, is a step toward enabling them with the essential information, experience, and knowledge to pursue their dreams. Capacity building is a systematic approach to knowledge and skills development. Individuals, organizations, and societies obtain, strengthen, and maintain the capabilities to set and achieve their development objectives over time. This makes sure an organization like ours has the internal expertise to implement change and improve performance effectively and continuously. Our institution has an essential role in this development, where education and research can reduce poverty and increase equality, participation, democracy, and economic development in this remote area.

The Mahavidyalaya aims to create a hatching ground for the students to develop their skills and realize values in life. This institution started its splendid journey as a state aided college in 1970. At its inception, only two honours subjects – Commerce and Sanskrit were taught along with their general courses. Since its

inception, the Mahavidyalaya has committed itself to teaching and learning in higher education, ensuring quality education in the best possible manner to spread the benefit of higher education in a very rural area of Paschim Medinipur, West Bengal. Yet, this institution's distinctive achievement is that it steps its more than 50 years of the journey. Its academic excellence, both horizontal and vertical depth, ensured its eighteen honours courses and newly introduced six post graduate courses have been running successfully since 2017. The institution is serving at its best cause of empowering rural students, especially women. Students' achievement speaks a lot about the innovative measures adopted by the faculty and efforts taken by the institution despite the socio-economic and geographic conditions. The empowerment of a vast number of rural students through quality education is thus effectively implemented. The best of its pleasant and healthy atmosphere which prevails on the premises helps cheerful co-existence of the faculty, student, and non-teaching staff as a large family. Its beautiful natural ambiance makes the college an ideal educational institution. The institution is committed to providing an ambiance of creativity, innovation, research, and good learning experiences. Co-curricular, extra-curricular, and sports activities and competitions are organized to nurture the students' talents in addition to the regular academic schedules. The college is always willing to adopt new things, whether in academic and non-academic areas, to inculcate values among faculty members, staff, and students to make them better skilled citizens.

Meanwhile, most departments gradually equipped and enriched with more advanced facilities from their infrastructure to more advanced ICT classrooms. This year, we have transformed 16 general/ordinary classrooms into Smart Classrooms with projectors allowing the classrooms to facilitate an Audio-Visual support system. The college library functions as a fully computerized system and provides a globalized plan of the knowledge-sharing platform by introducing its resources in an online process. We offer the opportunity to access the vast documentary resources to the students on-campus and off-campus mode to some extent. We are moving fast forward to its digitized accessibility up to the departmental and individual levels in a short while. Students now can access and avail the millions of relevant books in digital formats available free of cost from global repositories via the newly implemented e-Library. Due to the outbreak of the Corona Virus (COVID-19), it isn't easy to conduct the classes regularly. Alternatively, we have developed the cloud-based "Google classroom" in collaboration with Google LLC, which lets our teachers share their Class Notes, Handouts/ Documents, PPTs, PDFs, Videos, and Live streaming of classes directly to the students. The entire campus is Wi-Fi enabled with a high-speed internet connection, allowing the students to access the internet. The coverage of Wi-Fi is facilitated in classrooms and extends to all the regions, including Departmental Office Room, library, Laboratory, and Auditorium. More than hundreds of CCTV cameras were installed throughout the lawn and main transit areas.

Our institution has recently entered a new phase of development, both up-gradation in infrastructure and academics. Several projects are running under the financial help of the Government of West Bengal and Govt. of India simultaneously. The office runs through a e-Governance system using Google Workspace and our own Office Management Software. The Conference Hall, Meeting Hall, and Vidyasagar auditorium are full of new electronics gazettes. The Museum Hall is on the verge of completion. The Governing Body recently approved the introduction of four UG Honours (Computer Science, BCA, Music, and Physiology) and two PG Subjects (Education & Zoology) for the coming academic sessions. The best part is introducing the Research Centre of Humanities and Social Sciences which will enable the students to peruse their academic excellence further. Our institution publishes research articles in BIGYAN – an interdisciplinary journal of Science and Technology, MAN??? – A Research Journal of Sanskrit, and BANGABHARATI – An International Research Journal of Bengali.

Through our capacity-building initiation, we have been able to improve the quality of the education we offer for sure, of which we are very proud! It has been a new strategy of our institution for the broadest

impact. The institution continues to provide its extreme opportunity to take the initiative and develop skill-based activities to entrepreneurial schemes for its faculty members and students to internationalize the benefits of higher education changes quickly.

File Description	Document
Link for any other relevant information	<a href="#">View Document</a>
Link for appropriate web in the Institutional website	<a href="#">View Document</a>

## 5. CONCLUSION

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### **Additional Information :**

The Mahavidyalaya has submitted a proposal for another research centre for Science. The Mahavidyalaya has also submitted a proposal for 03 UG courses [Physiology (Honours), BCA, Computer (Honours) and Music (Honours)] and 02 PG courses (in Education and Zoology). The Mahavidyalaya is on the verge of completion of construction of a Museum for collection of local crafts, art and culture. The Ministry of Surface Water Investigation Division, Govt. of West Bengal has sanctioned overhead water tank facilities in the college. The Office of Agri and Irrigation, Midnapore Division, Govt. of West Bengal has sanctioned the grant for pond renovation.

### **Concluding Remarks :**

Sabang Sajanikanta Mahavidyalaya, with all the aforesaid measurements, hopes for becoming a “Premier Higher Education Institution” in terms of providing quality teaching-learning and in reaching goals towards Sustainable Development of qualified and responsible human resource. By way of lot of measures and strong feedback system, the interests of all stakeholders are properly looked after. A positive outcome in the second cycle of NAAC Re-accreditation, would definitely ensure the landmark of vision of this Mahavidyalaya to reach their aspiration of the students of the surrounding local area towards the excellency of the higher education.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																														
1.2.3	<p><b>Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years</b></p> <p><b>1.2.3.1. Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>19</td> <td>169</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>19</td> <td>78</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>Remark : Input edited as per the HEI provided the attendance of students.</p>	2020-21	2019-20	2018-19	2017-18	2016-17	19	169	0	0	0	2020-21	2019-20	2018-19	2017-18	2016-17	19	78	0	0	0										
2020-21	2019-20	2018-19	2017-18	2016-17																											
19	169	0	0	0																											
2020-21	2019-20	2018-19	2017-18	2016-17																											
19	78	0	0	0																											
2.1.1	<p><b>Average Enrolment percentage (Average of last five years)</b></p> <p><b>2.1.1.1. Number of students admitted year-wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>2.1.1.2. Number of sanctioned seats year wise during last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>2603</td> <td>2739</td> <td>2739</td> <td>2729</td> <td>2769</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>1203</td> <td>2739</td> <td>2739</td> <td>2729</td> <td>2769</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17						2020-21	2019-20	2018-19	2017-18	2016-17	2603	2739	2739	2729	2769	2020-21	2019-20	2018-19	2017-18	2016-17	1203	2739	2739	2729	2769
2020-21	2019-20	2018-19	2017-18	2016-17																											
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1203	2739	2739	2729	2769																											
2.6.3	<p><b>Average pass percentage of Students during last five years</b></p> <p><b>2.6.3.1. Number of final year students who passed the university examination year-wise during the last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> </tr> </thead> <tbody> <tr> <td>655</td> <td>681</td> <td>512</td> <td>606</td> <td>569</td> </tr> </tbody> </table>	2020-21	2019-20	2018-19	2017-18	2016-17	655	681	512	606	569																				
2020-21	2019-20	2018-19	2017-18	2016-17																											
655	681	512	606	569																											

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
671	666	486	575	489

**2.6.3.2. Number of final year students who appeared for the university examination year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
659	688	546	640	643

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
677	681	513	606	557

**3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**

**3.3.3.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
26	10	6	10	10

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
00	1	1	1	00

Remark : considering only publications with ISBN numbers only as per SOP. Hence input edited accordingly.

**3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**

**3.4.2.1. Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
3	2	1	1	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
00	00	00	00	00

Remark : As per SOP, recognitions and appreciation letters cannot be considered as awards. Hence input edited accordingly.

**3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year**

**3.5.1.1. Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
5	1	4	3	3

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
2	00	1	00	00

Remark : HEI provided MOU's for Collaborative activities. It will not considered. Only Collaborative letter will considered. So input edited accordingly.

**4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**

**4.1.4.1. Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
25.47	76.48	9.0	45.0	20.0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
25.47	12.32	8.66	45	19.78

Remark : As per HEI provided the documents for infrastructure augmentation input edited accordingly.

**4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1.14280	2.47266	0.0	5.25248	0.62015

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0.198	1.70	0.0	5.25248	0.62015

Remark : Input edited as per documents provided by HEI for clarification.

**4.2.4 Percentage per day usage of library by teachers and students ( foot falls and login data for online access) during the latest completed academic year****4.2.4.1. Number of teachers and students using library per day over last one year**

Answer before DVV Verification : 99

Answer after DVV Verification: 49

Remark : As per HEI given documents for clarification there are total 417 students and 80 teachers. So input edited as of average of per day usage of library by teachers and students ( foot falls and login data for online access) during the latest completed academic year.

**4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)****4.4.1.1. Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
13.37278	31.02	13.11	54.0	2.81

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
9.25	22.80	22.41	19.94	5.35

Remark : As per HEI provided data for this metric input edited accordingly.

**5.1.1 Average percentage of students benefited by scholarships and freships provided by the**

**Government during last five years**

**5.1.1.1. Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
698	834	860	596	478

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
661	811	854	592	478

Remark : Input edited as per HEI given documents for clarification.

**5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years**

**5.1.4.1. Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
29	25	100	12	00

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
29	25	25	12	00

Remark : Input edited as per HEI given data for clarification.

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

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	133000	0	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

Remark : HEI has provided the data of Funds / Grants received from alumni which has been already claimed in metric 5.4.2 which cannot be claimed again. Hence input edited accordingly.

7.1.2	<p><b>The Institution has facilities for alternate sources of energy and energy conservation measures</b></p> <ol style="list-style-type: none"> <li>1. <b>Solar energy</b></li> <li>2. <b>Biogas plant</b></li> <li>3. <b>Wheeling to the Grid</b></li> <li>4. <b>Sensor-based energy conservation</b></li> <li>5. <b>Use of LED bulbs/ power efficient equipment</b></li> </ol> <p>Answer before DVV Verification : A. 4 or All of the above Answer After DVV Verification: A. 4 or All of the above</p>
7.1.4	<p><b>Water conservation facilities available in the Institution:</b></p> <ol style="list-style-type: none"> <li>1. <b>Rain water harvesting</b></li> <li>2. <b>Borewell /Open well recharge</b></li> <li>3. <b>Construction of tanks and bunds</b></li> <li>4. <b>Waste water recycling</b></li> <li>5. <b>Maintenance of water bodies and distribution system in the campus</b></li> </ol> <p>Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: A. Any 4 or all of the above</p>
7.1.6	<p><b>Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:</b></p> <ol style="list-style-type: none"> <li>1. <b>Green audit</b></li> <li>2. <b>Energy audit</b></li> <li>3. <b>Environment audit</b></li> <li>4. <b>Clean and green campus recognitions / awards</b></li> <li>5. <b>Beyond the campus environmental promotion activities</b></li> </ol> <p>Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: E. None of the above</p> <p>Remark : Audit report provided by HEI are beyond the assessment period. So it will not considered. Hence input edited accordingly.</p>

## 2.Extended Profile Deviations

ID	Extended Questions
1.1	<p><b>Total number of classrooms and seminar halls</b> Answer before DVV Verification : 53</p>

	Answer after DVV Verification : 52
1.3	<b>Number of Computers</b> Answer before DVV Verification : 132 Answer after DVV Verification : 32