



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1. Name of the Institution

SIR GURUDAS MAHAVIDYALAYA

- Name of the Head of the institution **Dr Manishankar Roy**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **03323561998**
- Mobile No: **9830030570**
- Registered e-mail **principal.gurudas@gmail.com**
- Alternate e-mail **iqacsgm@gmail.com**
- Address **33/6/1, Biplabi Barin Ghosh Sarani, Ultadanga, Murari Pukur**
- City/Town **Kolkata**
- State/UT **West Bengal**
- Pin Code **700067**

2. Institutional status

- Affiliated / Constitution Colleges
- Type of Institution **Co-education**
- Location **Urban**

- Financial Status **UGC 2f and 12(B)**
- Name of the Affiliating University **University of Calcutta**
- Name of the IQAC Coordinator **Dr Ratna Lodh**
- Phone No. **03323566176**
- Alternate phone No. **03323566176**
- Mobile **9433559700**
- IQAC e-mail address **iqacsgm@gmail.com**
- Alternate e-mail address **principal.gurudas@gmail.com**

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

<http://www.sirgurudasmahavidyalaya.com/wp-content/uploads/2022/03/AQAR-2019-20.pdf>

4. Whether Academic Calendar prepared during the year?

Yes

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

<http://www.sirgurudasmahavidyalaya.com/wp-content/uploads/2022/03/Academic-Calendar-2020-21.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.25	2016	05/11/2016	05/11/2021

6. Date of Establishment of IQAC

28/01/2013

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

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Sir Gurudas Mahavidyalaya	Bidhayak Elaka Unnayan Prakashana	State Government	2020 for 1 year	500000

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

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

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

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **No**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

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

- If yes, mention the amount

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

A Two Day International Webinar titled 'South-South Dialogues: Renegotiating the Pedagogy and Praxis of Postcolonialities' jointly organised by the Departments of English, Sir Gurudas Mahavidyalaya, Kolkata and SNDT University, Mumbai on 28th-29th September, 2020

A Series of Special Lectures titled 'Literature Lecture Series' initiated by the Department of English in collaboration with the IQAC

A Series of Workshops conducted by the Department of Computer Science involving students of local schools.

Construction of separate cubicles for all departments.

Building a robust mechanism to continue teaching-learning in the digital mode during the Covid 19 pandemic

Facilitating the Vaccination of teaching and non-teaching staff of the college

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

Plan of Action	Achievements/Outcomes
Building a robust system of online teaching learning	Done
Conducting online seminars, conferences and workshops to continue academic activities during the pandemic	Done
Reaching out to students during the pandemic to provide them with academic, emotional and psychological support	Done
Updating and Upgrading the college website	Done
Fully digitising the database of teachers and students	Done
Infrastructural upgradation, specially keeping the Covid pandemic in mind	Done

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

- Name of the statutory body

Name	Date of meeting(s)
College Governing Body	21/09/2021

14. Whether institutional data submitted to AISHE

Part A**Data of the Institution**

1.Name of the Institution	SIR GURUDAS MAHAVIDYALAYA
• Name of the Head of the institution	Dr Manishankar Roy
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03323561998
• Mobile No:	9830030570
• Registered e-mail	principal.gurudas@gmail.com
• Alternate e-mail	iqacsgm@gmail.com
• Address	33/6/1, Biplabi Barin Ghosh Sarani, Ultadanga, Murari Pukur
• City/Town	Kolkata
• State/UT	West Bengal
• Pin Code	700067
2.Institutional status	
• Affiliated / Constitution Colleges	
• Type of Institution	Co-education
• Location	Urban
• Financial Status	UGC 2f and 12(B)
• Name of the Affiliating University	University of Calcutta
• Name of the IQAC Coordinator	Dr Ratna Lodh

• Phone No.	03323566176												
• Alternate phone No.	03323566176												
• Mobile	9433559700												
• IQAC e-mail address	iqacsgm@gmail.com												
• Alternate e-mail address	principal.gurudas@gmail.com												
3.Website address (Web link of the AQAR (Previous Academic Year))	http://www.sirgurudasmahavidyalaya.com/wp-content/uploads/2022/03/AQAR-2019-20.pdf												
4.Whether Academic Calendar prepared during the year?	Yes												
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.sirgurudasmahavidyalaya.com/wp-content/uploads/2022/03/Academic-Calendar-2020-21.pdf												
5.Accreditation Details													
<table border="1"> <thead> <tr> <th>Cycle</th> <th>Grade</th> <th>CGPA</th> <th>Year of Accreditation</th> <th>Validity from</th> <th>Validity to</th> </tr> </thead> <tbody> <tr> <td>Cycle 1</td> <td>B</td> <td>2.25</td> <td>2016</td> <td>05/11/2016</td> <td>05/11/2021</td> </tr> </tbody> </table>		Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to	Cycle 1	B	2.25	2016	05/11/2016	05/11/2021
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to								
Cycle 1	B	2.25	2016	05/11/2016	05/11/2021								
6.Date of Establishment of IQAC	28/01/2013												
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,													
<table border="1"> <thead> <tr> <th>Institutional/Department /Faculty</th> <th>Scheme</th> <th>Funding Agency</th> <th>Year of award with duration</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Sir Gurudas Mahavidyalaya</td> <td>Bidhayak Elaka Unnayan Prakalpa</td> <td>State Government</td> <td>2020 for 1 year</td> <td>500000</td> </tr> </tbody> </table>		Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	Sir Gurudas Mahavidyalaya	Bidhayak Elaka Unnayan Prakalpa	State Government	2020 for 1 year	500000		
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount									
Sir Gurudas Mahavidyalaya	Bidhayak Elaka Unnayan Prakalpa	State Government	2020 for 1 year	500000									
8.Whether composition of IQAC as per latest NAAC guidelines	Yes												
• Upload latest notification of formation of IQAC	View File												

9.No. of IQAC meetings held during the year	4	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	No	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
A Two Day International Webinar titled 'South-South Dialogues: Renegotiating the Pedagogy and Praxis of Postcolonialities' jointly organised by the Departments of English, Sir Gurudas Mahavidyalaya, Kolkata and SNDT University, Mumbai on 28th-29th September, 2020		
A Series of Special Lectures titled 'Literature Lecture Series' initiated by the Department of English in collaboration with the IQAC		
A Series of Workshops conducted by the Department of Computer Science involving students of local schools.		
Construction of separate cubicles for all departments.		
Building a robust mechanism to continue teaching-learning in the digital mode during the Covid 19 pandemic		
Facilitating the Vaccination of teaching and non-teaching staff of the college		
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		

Plan of Action	Achievements/Outcomes
Building a robust system of online teaching learning	Done
Conducting online seminars, conferences and workshops to continue academic activities during the pandemic	Done
Reaching out to students during the pandemic to provide them with academic, emotional and psychological support	Done
Updating and Upgrading the college website	Done
Fully digitising the database of teachers and students	Done
Infrastructural upgradation, specially keeping the Covid pandemic in mind	Done
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	
Name	Date of meeting(s)
College Governing Body	21/09/2021
14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-21	27/01/2022
15. Multidisciplinary / interdisciplinary	
<p>The college runs 13 programmes across three streams - humanities, science and commerce. Within the framework of CBCS the institution explores possibilities of interdisciplinary exchange. As a part of the English Honours Programme the college offers a paper on journalism and mass communication in Semester VI as a</p>	

Discipline Specific Elective. Special lectures are arranged by teachers from related departments such as the Department of Bengali as well as by outside experts to provide students theoretical as well as hands on knowledge of journalism in both print and electronic media. In the same manner in the Department of Bengali offers a Skill Enhancement Course on Printing Technology and Research Methodology in which special lectures are delivered by teachers from related subjects such as English and by outside experts.

16.Academic bank of credits (ABC):

The institution does not maintain Academic Credit Bank.

17.Skill development:

As part of the CBCS several Skill Enhancement courses are offered by the college across various disciplines. Following are some of the important Skill Enhancement Courses offered across departments:

Department of English offers courses on Business Communication, Translation Studies and Oral Communication

Department of Bengali offers SECs on Applied Bengali that includes studying different aspects of filmmaking and script writing as well as story writing, different aspects of print technology, book binding, marketing etc.

Department of Political Science offers SECs on Democratic Awareness through Legal Literary that includes learning about different laws and the rights of citizens enshrined in those laws. It also offers SEC on legislative practices and procedure.

Department of History has courses on Archives and Museums, on Historical Tourism and Popular Culture.

Department of Commerce offers two Skill Enhancement Courses - Information Technology and its Application in Business and Computerized Accounting and E Filing of Tax Return

In most of these Skill Enhancement Courses emphasis is given on both theoretical and practical aspects. The use of ICT, field studies, hands on experience are encouraged so that the students can have a rounded understanding of the subject and they can employ their learning in actual practice.

We take regular feedbacks from students regarding the choices offered and modalities used for conducting Skill Enhancement Courses. Based on their feedback we review the choices offered in each semester as well as improvise in terms of conducting those courses. Textbooks, reference books other textual and e material for the students are updated regularly based on students' feedback.

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

Majority of the students of our college have Bengali as their mother tongue or as their first language. However there are many students from other language communities, making our classrooms truly multilingual. Keeping in mind the multiplicity of languages among students and teachers, English remains the main medium of instruction. However, equal emphasis is given on Bengali and Hindi and teachers are encouraged to use all three languages in the classroom to facilitate both comprehension and communication. We have separate Departments of Bengali and Sanskrit. Hindi is offered as a Compulsory Language paper.

Many departments offer courses in order to foster a comprehensive understanding of Indian society and culture. The Department of Bengali offers a course on oral culture and popular rituals. The Department of History has a course on Indian History and Culture as well as one on Orality and Oral Culture in India. By close reading of texts as well as through field studies and surveys students are exposed to the multicultural, multiethnic reality of Indian society, syncretic religious practices and cultural exchange among different ethnic and religious communities.

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

- The Course Outcome (CO) and the Programme Outcome (PO) is regularly mapped for each subject.
- The CO and PO are analysed and updated on a regular basis by taking 360 degree feedback from teachers, students, administration as well as outside experts from fields ranging from academics to industries
- Every department structures the implementation of curricula

at the beginning of the semester incorporating scope of innovation, skill enhancement, group discussions and hands on experience in the form of projects

- Students' progress is tracked based on their differential growth and performance.

20.Distance education/online education:

The college serves as a centre on Netaji Subhas Open University. Classes are held for distance learners for both UG and PG. As a study centre the college offers all other facilities.

Extended Profile

1.Programme

1.1	380 (13 Programmes)
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	No File Uploaded

2.Student

2.1	856 (SEM 1)
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	744
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	No File Uploaded

2.3	439
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	47
File Description	Documents
Data Template	No File Uploaded
3.2 Number of Sanctioned posts during the year	47
File Description	Documents
Data Template	No File Uploaded
4.Institution	
4.1 Total number of Classrooms and Seminar halls	24
4.2 Total expenditure excluding salary during the year (INR in lakhs)	26927.245
4.3 Total number of computers on campus for academic purposes	40

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The college is affiliated to the University of Calcutta. It abides by the prescribed curricula of the university. In the year 2017-18 the Choice Based Credit System was introduced in the B. Com (Honours and General) programmes. In 2018-19 it was extended to include B.A. and B. Sc as well. Following mechanisms have been

instituted by the college for effective delivery of the curriculum:

- workshops for newly admitted students to familiarise them with the CBCS
- regular workshop for teachers to apprise them of latest curricular developments
- regular departmental meetings to chalk out distribution of curriculum and to monitor its effective and timely delivery
- Preparation of departmental lesson plans
- Regular departmental meetings to ensure effective implementation of lesson plans

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

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

- Institutional Academic Calendar, broadly following the schedule already laid down by the affiliating university published at the beginning of each academic session.
- The Academic Calendar is distributed among students at the beginning of the session and is made available online. However in 2020-21, keeping the Covid situation in mind the Academic Calendar was published only online.
- Every department publishes department specific lesson plans that include modalities of evaluation
- The Continuous evaluation involves maintaining the regularity of the attendance of students. The institution keeps record of the students' attendance and makes it available to them from time to time.
- The class participation of students is encouraged through interactive classroom environment. It is ensured through mock tests, quiz contests and Group Discussions
- Emphasis is given on project works. Students are divided among groups to be mentored by respective teachers. In 2020-21 due to the pandemic situation the project groups

interacted online with their respective mentors. In those online sessions their projects were discussed and suggestions given.

- The Internal Evaluation of students is conducted according to schedule of the affiliating university. In 2020-21 as per the directive of both the UGC and the affiliating university the Internal Evaluation took place online.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://www.sirgurudasmahavidyalaya.com/wp-content/uploads/2022/03/Academic-Calendar-2020-21.pdf

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

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

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

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

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

1

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

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

149

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

0

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

1.3 - Curriculum Enrichment

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

- Regular gender sensitisation programmes for teachers, students and office staff

- The ICC conducts sessions with teachers and office staff regarding laws about workplace conduct
- Special workshops are conducted to inculcate gender appropriate conduct among students
- gender related issues are addressed through students' seminars, group discussions, students' magazine and the departmental wall magazines

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

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

6

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

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

1357

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

1.4 - Feedback System

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

C. Any 2 of the above

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

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://drive.google.com/file/d/18DRZER0CJI2XvOIQVrNZRUPkJsImCKHF/view

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1191

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

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

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

162

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

- The institution has a robust mechanism of continuous evaluation in order to assess both proficiency and growth of students as well as their learning deficiency, if any.
- Based on regular and systemic analyses of the reports of internal evaluation, class participation and tutorial work special classes are allotted for students in need of more personalised attention.
- This year Google Classrooms have been used for this purpose. Worksheets and excercises were shared in the Google Classroom for both advanced and slow learners.
- Study material are provided for students who require special attention and their learning levels are carefully monitored.

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

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

Number of Students	Number of Teachers
2365	47

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

- A lively and interactive environment is maintained in the classroom. Students are encouraged to participate in classroom discussions.
- Quiz contests, debates and students' seminars are organised regularly.
- Departments such as Physics and Computer Science encourage hands-on experience for students while preparing their project works.
- Science departments organise students' exhibitions

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

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

The college has one smart classroom, two more rooms with projectors, shot through projectors and around 40 computers used for academic purpose. Teachers use ICT enabled tools along with traditional chalk and talk teaching method. However this year due to the continued pandemic situation a substantial part of the academic session had to be conducted online. The institution purchased and provided access to several digital platforms and teachers made use of digital teaching tools available with those platforms. The institution took following steps towards ensuring uninterrupted teaching-learning during the pandemic through various ICT-enabled procedures such as:

- Providing access to course material through remote means such as Google Classroom or by digitising course material

and uploading them on the college website

- Creating a digital question bank and making it accessible to students
- Creating mechanisms for online collaborative learning
- Using audio-visual tools to enhance the learning experience
- Using the flipped classroom format to make the classroom experience more interactive and engaging
- Keeping the reality of digital divide in mind the institution made class lectures available and downloadable on its website for students to be able to access them anytime and anywhere even if they were unable to attend online classes.

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

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

2.3.3.1 - Number of mentors

40

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

2.4 - Teacher Profile and Quality

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

47

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

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

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

13

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

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

2.4.3.1 - Total experience of full-time teachers

303

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

- The college conducts internal examination as per the broad time frame provided by the affiliating university
- This year as per the directive of the affiliating university the internal examination was conducted online. The question papers were made available on the college website as well as Google Classroom.
- The result was brought out within a week of conducting the examination.
- The process of internal assessment also includes viva-voce as part of tutorial and project work. This year it was conducted online.
- The performance of students in internal assessment was discussed departmentally and was placed in the Academic Subcommittee.
- The performance of students was shared with the guardians in the parent-teacher-student meetings of respective departments.

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

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

- The result of internal examination as well as attendance record is published regularly to maintain accountability
- Students can convey their grievances related to the internal examination to the internal examination committee which looks into and decides individual cases in a time bound manner

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

2.6 - Student Performance and Learning Outcomes

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

- The stated programme and course outcomes are provided on the college website.

- Students are made aware of both during the orientation programme.
- Regular workshops are conducted with teachers acquainting them with programme specific outcome of subjects
- Separate classes are allotted particularly for freshly inducted students in which teachers introduce the students to the subject.
- Workshops are conducted where external specialists are brought in to give students exposure about the growth and opportunities in the subject.

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

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

- Programme and course outcomes are analysed in departmental meetings
- The outputs from the departments are conveyed to the IQAC
- The programme and course outcomes are regularly evaluated in IQAC meetings.

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

2.6.3 - Pass percentage of Students during the year

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

425

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

2.7 - Student Satisfaction Survey

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

https://docs.google.com/spreadsheets/d/1ybxTZx-5ujlV_GRWGssgaPsJqhSPwcEe/edit#gid=1225335748

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

12

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

3.2 - Research Publications and Awards

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

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

2

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

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

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

6

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

3.3 - Extension Activities

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

Due to the Covid pandemic much of the regular extension activities of the institution was hampered. However it also opened up several new areas for the active intervention of students and faculty. Following are some of the issues and extension activities taken up during the year:

- Online awareness programmes were organised for the students about both physical and the psychological impact of the pandemic
- An online programme to celebrate International Mother Language Day on 21st February, 2021
- An online programme along with posters made by students to celebrate the World Environment Day on 5th June, 2021
- The Internal Complaints Committee organises gender awareness programmes every year. This year too gender workshops were organised online
- Awareness campaigns were organised in the neighbourhood to encourage people to maintain Covid-appropriate behaviour such as social distancing, using masks, regular sanitisation etc.

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

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

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

0

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

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

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

3

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

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

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

75

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

3.4 - Collaboration

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

1

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

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

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

1

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

- The college has 24 classrooms,
- There is one seminar hall
- Two classrooms with ICT facility
- There are five laboratories
- The college has 40 computers used for academic purpose along with 10 more computers for office work
- One canteen
- Ramps and other facilities for the differently abled
- The campus is wi-fi equipped.

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

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

- The college has an open stage for cultural activities as well as an activities corner in the college courtyard
- There is a gymnasium for students with state of the art facilities.
- The college does not have a play ground. However, every year annual sports is organised in a nearby field.
- Both boys' and girls' common rooms have facilities for indoor games
- The college has a cultural sub-committee that helps organise different cultural programmes.

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

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

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

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

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

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

2860.409

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

4.2 - Library as a Learning Resource

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

- The library is partially automated
- It has KOHA installed as ILMS.
- Year of installation - 2015
- Version 12.03

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources **B. Any 3 of the above**

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

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

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

1548690

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

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

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

5

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

- Upgraded 15 computers with high speed hard disk of SSD
- A separate Wi-Fi Connection for the science departments was introduced.
- A new projector was purchased for the smart classroom
- Two new computers were purchased for the Department of Computer Science
- the infrastructure of the Department of Computer Science was renovated.

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

4.3.2 - Number of Computers

40

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

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

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

4.4 - Maintenance of Campus Infrastructure

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

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

1050000

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

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.

Since there is only a limited number of smart or ICT enabled classrooms departments are allowed to use these facilities on a rotational basis. A log book is maintained to keep record. Library rules and regulations have been framed so that users can borrow certain number of books and return them within a stipulated period of time. In this regard, users are informed promptly after issuing/returning a particular book about his/her present status of lending. Separate records are maintained for the lending status of teachers and students. For maintenance of physical, academic and support facilities, different sub-committees have been constituted with the active participation of the head of the institution as well as selected members. The college has a generator for uninterrupted power supply. Classroom items like benches, desks, boards, etc. are well maintained by the carpenters selected through tender notification on the institution website, as per Government rules. Budgetary provisions are made for the laboratories. Laboratories maintain stock register of all equipment, utilities and chemicals. The library sub-committee takes decisions regarding the departmental allotment, mode of purchase, maintenance of existing books, weeding, purchase or maintenance of library software as well as its physical infrastructure.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

250

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

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

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

50

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to institutional website	http://www.sirgurudasmahavidyalaya.com/
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

25

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

25

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

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

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

79

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

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

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

government examinations) during the year

0

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

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

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

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

The college has a democratically elected Students' Union with its own constitution. Each stream is adequately represented in the union through elected class representatives. The Students Union is represented by its office bearers in various academic and administrative bodies such as the College Governing Body, Academic Council, IQAC, Admission Committee, Library Committee and others. All the major administrative decisions are taken through consultations with the Students Union, taking into account their views and objections pertaining to the interests of the students. Activities of the Students Union include playing a key role in

organising various cultural programmes in the college such as the celebration of the International Mother Language Day, Birth Anniversary of Tagore, The College Social etc. At the beginning of the academic session the newly enrolled students are welcomed through the Freshers' Welcome in which gala cultural programmes are organised by the students. At the Annual College Social Utkarsha students participate in different cultural programmes and competitions in large numbers. The Students' Union is actively involved in organising various social awareness programmes.

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

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

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

5

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

5.4 - Alumni Engagement

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

The institute does not have a registered Alumni Association. However, an alumni form is available online. Also the many of the passed out students stay in contact with the college, actively participate in and contribute to various programmes and developmental works of the college.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision of the college is "Effective delivery of quality education at an affordable cost to a maximum possible number of students for enhancement of knowledge, students' empowerment and social development". The college strives for knowledge-based society, skill development and nation building. This college caters to the local community as well as a large number of students coming from socio-economically marginalised sections of society. The college provides necessary institutional, academic and financial support for them to continue their higher studies. The college took measures to ensure that teaching-learning continues in an uninterrupted manner during the pandemic. For this purpose the college administration, with active support from teachers did not only work towards rapid digitisation of data and resources but also took steps to overcome the digital divide by making those resources easily accessible to students.

The mission statement of the institute enlists its short and long term goals such as "To make students better equipped" for a knowledge-driven economy and society and "To implant core values, inculcate the sense of nationalism and nation building". The college through its many policies strives to achieve these goals.

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

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

The highest authority is the Governing Body in which external members representing the university, the state government, local authority, and internal members representing teaching and non-teaching staff and students participate in management of the Institution. The Governing Body delegates decision making activities related to all the academic and operational matters to the Academic Subcommittee which is headed by the principal. All teachers are members of the Teacher's council and elect a secretary for each academic session. IQAC and different sub-committees also involve teaching and non-teaching staff and students who participate in the institutional management. For effective implementation and improvement of the institute, different committees are formed bi-yearly in alternative academic session. Faculty members from a part of different committees entrusted with a range of activities of the institute. This enables them to conduct various Programs to showcase their teaching and administrative skills.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Following are some of the important pointers to the strategic plan of the institution in key areas related to overall institutional growth and development:

Teaching and Learning:1) Conducting special remedial classes as per the needs of the students.2)More focus upon Group learning among the students 3)Conducting regular online classes using different methods of interactive interface4)Emphasis upon ICT,

upgradation of science laboratories

Curriculum Development: CBCS Curriculum for B. A. / B. Sc, commenced from 2018. Every year orientation programmes are organised for teachers and students to apprise them of the CBCS. Regular feedback from stakeholder and careful analyses of course outcome are used for curricular development.

Examination and Evaluation: Due to the pandemic situation the entire evaluation process, internal as well as end semester, was conducted online. An Examination Committee oversaw the transition to the online mode and ensured it to be as smooth and hassle free for students as possible.

Library, ICT and Physical Infrastructure / Instrumentation: Keeping the CBCS in mind there has been a complete overhauling of library infrastructure, shredding some of the outdated stock, introducing books suitable to the new syllabi along with several e-books.

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

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

- The institution maintains both digital database and updated service book of all employees.
- It maintains transparency in terms of communicating several service rules to the employees and is transparent in their implementation. For example - the leaves taken by an employee are updated on a regular basis. An employee can also obtain details of her biometric attendance by forwarding a request through proper channel.
- The promotional process of employees are conducted in due course and without delay.
- Matters related to transfer, pension, provident fund etc. are handled by concerned committees. Special care is taken to maintain complete fairness and transparency.

- Due process is maintained in the formation of different administrative committees. Statutory committees are reconstituted as per rules.
- All important purchases are done through the purchase committee. E-tenders are called as per requirements.
- Special importance is given to the ICC, Anti-Ragging Committee and the Grievance Redressal Cell. These meetings are conducted regularly and records are maintained.

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

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

Following are the available welfare schemes for teachers and the office staff of the college:

- Festival Bonus and Advances are being arranged to the teaching staff who meet the set salary criteria.
- Festival Bonus and Advances are arranged for the non-teaching staff who meet the required salary criteria

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

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

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

0

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

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

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

3

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

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

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

5

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The college has instituted a mechanism for annual self appraisal. Every teacher maintains an academic diary where details of all her academic and administrative engagements are maintained. The college has a self appraisal foem. Every teacher, at the beginning

of an academic session submits details of her academic and administrative activities in the previous academic session.

For the non-teaching staff as well there is a separate format of self-appraisal that they submit annually.

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

6.4 - Financial Management and Resource Mobilization

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

Internal Financial Audit is conducted regularly by an appointed committee. Details of the report are tabled in the General Body Meeting. The objective of the audit is to see the effective implementation of budgetary allocation, maintain budgetary control, to implement financial rationalisation while maintaining augmentation of resources.

External Financial Audit is conducted by a government appointed auditor.

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

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

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

0

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

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

- The Governing Body chalks out a detailed financial plan at the beginning of the financial year.
- The Finance and Purchase Committee oversees smooth and transparent implementation of that plan.
- The IQAC and various subcommittees take stock of the optimal utilization of available resources.

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

6.5 - Internal Quality Assurance System

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

The IQAC took following measures towards ensuring academic quality:

- In view of the pandemic it helped to conduct a series of online academic programmes such as - 1)A Professional Development Workshop jointly organized by the Department of Computer Science, Central Library and the IQAC on 19.07.2020,2)'A Two Day Workshop on Electronics and Web Design', jointly organised by the Department of Computer Science and the IQAC involving school students on 6th and 7th August, 2020.3)A Two Day International Webinar titled 'South-South Dialogues: Renegotiating the Pedagogy and Praxis of Postcolonialities' jointly organised by the Departments of English, Sir Gurudas Mahavidyalaya, Kolkata and SNTU University, Mumbai on 28th-29th September, 2020 4)A

webinar organized by the Department of Physics on 3.08.2020 titled 'Quantum Supremacy and Its Implications to Cryptology'. Speaker Dr Arpita Maitra, Assistant Professor, TCG-Crest, Kolkata

- Regular lecture series in the departments of Bengali and English
- Regular online interactive sessions among the principal, teachers, students and parents
- Ensuring the recruitment of two assistant professors in the departments of Physics and History respectively
- Digitisation of data and resources

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

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

- The IQAC ensures regular departmental meetings to discuss curricular development and implementation
- The outcomes of respective departmental meetings are tabled in the IQAC meeting to analyse and review programme outcomes. On the basis of these reviews course choices provided every semester are regularly updated and overhauled.
- The results of all semesters are meticulously archived by the result committee. Student performance in terms of both growth and expediency.
- Every department submits its lesson plan to the IQAC at the beginning of the Academic Session. Implementation of that plan is supervised.
- Departmental accountability is ensured in terms of output of both student performance and academic research.
- Self Appraisal of teachers and non-teaching staff, attendance record of the staff as well as students are carefully reviewed. Complete transparency is maintained in this regard.
- The IQAC encourages inter-departmental collaboration. A committee has been formed to encourage and facilitate collaborative learning.

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

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

C. Any 2 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

- Online gender sensitisation programme organised by the ICC for the students at the beginning of the academic session. This has been made part of the induction and orientation programme of the college.
- Online lectures on gendered reading of literary texts as part of the Literature Lecture Series of the Department of English
- Online gender sensitisation workshop conducted by the ICC for teachers and office staff
- Online circulation of literature about gender-related laws such as POSH Act, POCSO Act etc. Regular discussion sessions

organised by the ICC about different aspects of these laws and their practical implementation

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<u>The college has a separate common room for girl students, separate toilet facilities are provided for girl students as well as women employees</u>

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

D. Any 1 of the above

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

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

- **Solid waste management:** Separate dustbins for degradable and biodegradable waste are available in easily accessible places on campus. Dry and wet waste are separated. It is later collected by the Calcutta corporation for disposal.
- **Liquid waste management:** The college has adequate mechanism of sanitation for liquid waste management. The NSS unit of the college conducts regular cleaning drives and around the campus.
- **E-waste management:** E waste is collected in a centralised manner by the college and disposed off.
- **Waste recycling system:** The college also special attention towards repairing and reusing old electronic equipments.
- **Hazardous chemicals management:** Hazardous chemicals,

particularly those used in chemistry and other laboratories are safely stored and carefully handled. The waste produced in these laboratories are collected and disposed separately

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus E. None of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: B. Any 3 of the above

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

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

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

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

D. Any 1 of the above

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

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

C. Any 2 of the above

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

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

diversities (within 200 words).

- Communal Harmony Week is celebrated every year from 19th to 25th December every year. On this occasion talks and seminars are organised. Usually a Communal Harmony March is organised in the locality. Diversity is also celebrated through cultural programmes
- A cultural programme and rally is organised in the locality to celebrate the International Mother Language Day on 21st February every year. This year however, because of the pandemic situation this rally as well as the Communal Harmony March could not take place. However the rest of the programme took place online.
- Extension activities are undertaken in the adjacent locality including cultural programmes involving local children to inculcate a sense of community and diversity.
- Non-discrimination is a cardinal feature of the college Code of Conduct. Its observance is closely supervised.

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

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

- Regular workshops are conducted on gender sensitisation, communal harmony and individual and collective responsibility towards the environment and community
- The Communal Harmony Week is observed every year with workshop focusing on constitutionally guaranteed fundamental rights for the citizens. Teachers, students and non-teaching staff all participate in these activities
- Every year students participate in the Youth Parliament
- Constitutional bodies such as the Election Commission conducts workshops from time to time in the college to inculcate a sense of constitutional obligations among students and teachers.

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

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

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

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

- A cultural programme and talk was organised online to celebrate International Mother Language Day on 21st February, 2021
- The IQAC and the ICC jointly organised a talk on the Impact of the Pandemic on Women to celebrate the International Women's Day on 8th March, 2021
- Every year the institution celebrates Rabindra Jayanti, the birth anniversary of Rabindranath Tagore on 9th May, 2021. This year an online cultural event was organised whereby teachers, staff and students performed poems and songs

written by Tagore. A seminar was also conducted in which Sri Subhandu Dasmunshi and Sri Chandan Adhya, teachers of the Department of Bengali talked about Tagore's Humanism and the relevance of his philosophy during a pandemic.

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

7.2 - Best Practices

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

Two Best Practices successfully implemented by the institution:

1. **Orientation Programme for newly admitted students:** The college has been conducting orientation programme for students over a long period of time. However, recognising changing needs of students the orientation programme has been restructured and expanded to include workshops about the CBCS, Library Induction Programme and gender sensitivity and antiragging workshops. Also due to the still prevalent pandemic situation the orientation programme and workshops were conducted online.

2. **Digitisation of Data and Resources:** The college recognises the need for digitisation of data and resources in order to ensure efficiency of administration, creation of a pool of resources and accessibility of those resources to students and all stakeholders. The college regularly uploads teacher, staff and student-related data on AISHE and BanglarUcchaSiksha portal. Earlier in the Academic Year the college had already started the process of creating a comprehensive data bank of students that would include their basic information, registration, fees, result-related data. The college has also initiated a process of creating a digital archive of study material, both textual as well as audio-visual, question papers and other academic resources.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

Maintaining gender equality, gender justice and gender diversity is an integral part of the institutional vision. For the effective implementation of this vision, it is important to ensure that both cis and trans-women are able to get admission without any hindrance or discrimination and they are able to continue their education without obstruction and in an environment that is both open and equitable. Quarterly attendance reports are analysed by the departments and persistent absence of any student, but specifically girl students, is followed up. The drop-out rates too are analysed to see if girls are forced to leave their studies due to any compulsion. In such cases the teachers as well as the administration try to intervene and counsel the parents to ensure that girls are able to continue with their studies.

The institutive takes a proactive role in ensuring girl students receive financial assistance to continue with their studies.

The institution maintains a policy of zero tolerance about sexual harassment. An Internal Complaints Committee has been constituted as per the POSH Act of 2013. The ICC along with the Grievance Redressal Cell of the college conducts regular workshops and awareness programmes.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The college is affiliated to the University of Calcutta. It abides by the prescribed curricula of the university. In the year 2017-18 the Choice Based Credit System was introduced in the B. Com (Honours and General) programmes. In 2018-19 it was extended to include B.A. and B. Sc as well. Following mechanisms have been instituted by the college for effective delivery of the curriculum:

- workshops for newly admitted students to familiarise them with the CBCS
- regular workshop for teachers to apprise them of latest curricular developments
- regular departmental meetings to chalk out distribution of curriculum and to monitor its effective and timely delivery
- Preparation of departmental lesson plans
- Regular departmental meetings to ensure effective implementation of lesson plans

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

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

- Institutional Academic Calendar, broadly following the schedule already laid down by the affiliating university published at the beginning of each academic session.
- The Academic Calendar is distributed among students at the beginning of the session and is made available

online. However in 2020-21, keeping the Covid situation in mind the Academic Calendar was published only online.

- Every department publishes department specific lesson plans that include modalities of evaluation
- The Continuous evaluation involves maintaining the regularity of the attendance of students. The institution keeps record of the students' attendance and makes it available to them from time to time.
- The class participation of students is encouraged through interactive classroom environment. It is ensured through mock tests, quiz contests and Group Discussions
- Emphasis is given on project works. Students are divided among groups to be mentored by respective teachers. In 2020-21 due to the pandemic situation the project groups interacted online with their respective mentors. In those online sessions their projects were discussed and suggestions given.
- The Internal Evaluation of students is conducted according to schedule of the affiliating university. In 2020-21 as per the directive of both the UGC and the affiliating university the Internal Evaluation took place online.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://www.sirgurudasmahavidyalaya.com/wp-content/uploads/2022/03/Academic-Calendar-2020-21.pdf

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

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

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

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

13

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

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

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

1

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

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

149

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

0

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

1.3 - Curriculum Enrichment

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

- Regular gender sensitisation programmes for teachers, students and office staff
- The ICC conducts sessions with teachers and office staff regarding laws about workplace conduct
- Special workshops are conducted to inculcate gender appropriate conduct among students
- gender related issues are addressed through students' seminars, group discussions, students' magazine and the departmental wall magazines

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

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

6

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

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

1357

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

1.4 - Feedback System

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

C. Any 2 of the above

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

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://drive.google.com/file/d/18DRZEROCJI2XvOIQVrNZRUPkJsImCKHF/view

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1191

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

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

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

162

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

- The institution has a robust mechanism of continuous evaluation in order to assess both proficiency and growth of students as well as their learning deficiency, if any.
- Based on regular and systemic analyses of the reports of internal evaluation, class participation and tutorial work special classes are allotted for students in need of more personalised attention.
- This year Google Classrooms have been used for this purpose. Worksheets and excercises were shared in the Google Classroom for both advanced and slow learners.
- Study material are provided for students who require special attention and their learning levels are carefully monitored.

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

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

Number of Students	Number of Teachers
2365	47

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

- A lively and interactive environment is maintained in the classroom. Students are encouraged to participate in classroom discussions.
- Quiz contests, debates and students' seminars are organised regularly.
- Departments such as Physics and Computer Science encourage hands-on experience for students while preparing their project works.
- Science departments organise students' exhibitions

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

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

The college has one smart classroom, two more rooms with projectors, shot through projectors and around 40 computers used for academic purpose. Teachers use ICT enabled tools along with traditional chalk and talk teaching method. However this year due to the continued pandemic situation a substantial part of the academic session had to be conducted online. The institution purchased and provided access to several digital platforms and teachers made use of digital teaching tools available with those platforms. The institution took following steps towards ensuring uninterrupted teaching-learning during the pandemic through various ICT-enabled procedures such as:

- Providing access to course material through remote means such as Google Classroom or by digitising course material and uploading them on the college website
- Creating a digital question bank and making it accessible to students
- Creating mechanisms for online collaborative learning
- Using audio-visual tools to enhance the learning experience
- Using the flipped classroom format to make the classroom experience more interactive and engaging
- Keeping the reality of digital divide in mind the institution made class lectures available and downloadable on its website for students to be able to access them anytime and anywhere even if they were unable to attend

online classes.

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

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

2.3.3.1 - Number of mentors

40

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

2.4 - Teacher Profile and Quality

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

47

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

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

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

13

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

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

2.4.3.1 - Total experience of full-time teachers

303

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

- The college conducts internal examination as per the broad time frame provided by the affiliating university
- This year as per the directive of the affiliating university the internal examination was conducted online. The question papers were made available on the college website as well as Google Classroom.
- The result was brought out within a week of conducting the examination.
- The process of internal assessment also includes viva-voce as part of tutorial and project work. This year it was conducted online.
- The performance of students in internal assessment was discussed departmentally and was placed in the Academic Subcommittee.
- The performance of students was shared with the guardians in the parent-teacher-student meetings of respective

departments.

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

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

- The result of internal examination as well as attendance record is published regularly to maintain accountability
- Students can convey their grievances related to the internal examination to the internal examination committee which looks into and decides individual cases in a time bound manner

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

2.6 - Student Performance and Learning Outcomes

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

- The stated programme and course outcomes are provided on the college website.
- Students are made aware of both during the orientation programme.
- Regular workshops are conducted with teachers acquainting them with programme specific outcome of subjects
- Separate classes are allotted particularly for freshly inducted students in which teachers introduce the students to the subject.
- Workshops are conducted where external specialists are brought in to give students exposure about the growth and opportunities in the subject.

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

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

- Programme and course outcomes are analysed in departmental meetings
- The outputs from the departments are conveyed to the IQAC
- The programme and course outcomes are regularly evaluated in IQAC meetings.

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

2.6.3 - Pass percentage of Students during the year

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

425

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

2.7 - Student Satisfaction Survey

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

https://docs.google.com/spreadsheets/d/1ybxTZx-5ujlV_GRWGssgaPsJghSPwcEe/edit#gid=1225335748

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

12

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

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

2

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

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

6

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

3.3 - Extension Activities

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

Due to the Covid pandemic much of the regular extension activities of the institution was hampered. However it also opened up several new areas for the active intervention of students and faculty. Following are some of the issues and extension activities taken up during the year:

- Online awareness programmes were organised for the students about both physical and the psychological impact of the pandemic
- An online programme to celebrate International Mother Language Day on 21st February, 2021
- An online programme along with posters made by students to celebrate the World Environment Day on 5th June, 2021
- The Internal Complaints Committee organises gender awareness programmes every year. This year too gender workshops were organised online
- Awareness campaigns were organised in the neighbourhood to encourage people to maintain Covid-appropriate behaviour such as social distancing, using masks, regular sanitisation etc.

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

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

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

0

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

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

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

3

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

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

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

75

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

3.4 - Collaboration

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

1

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

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

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

1

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

- The college has 24 classrooms,
- There is one seminar hall
- Two classrooms with ICT facility
- There are five laboratories
- The college has 40 computers used for academic purpose along with 10 more computers for office work
- One canteen
- Ramps and other facilities for the differently abled
- The campus is wi-fi equipped.

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

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

- The college has an open stage for cultural activities as well as an activities corner in the college courtyard
- There is a gymnasium for students with state of the art facilities.
- The college does not have a play ground. However, every year annual sports is organised in a nearby field.
- Both boys' and girls' common rooms have facilities for indoor games
- The college has a cultural sub-committee that helps organise different cultural programmes.

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

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

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

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

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)**4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)****2860.409**

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	No File Uploaded

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

- **The library is partially automated**
- **It has KOHA installed as ILMS.**
- **Year of installation - 2015**
- **Version 12.03**

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

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

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

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

1548690

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

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

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

5

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

- Upgraded 15 computers with high speed hard disk of SSD
- A seperate Wi Fi Connection for the science departments wasintroduced.
- A new projector waspurchased for the smart classroom
- Two new computers wererepurchased for the Department of

Computer Science

- the infrastructure of the Department of Computer Science was renovated.

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

4.3.2 - Number of Computers

40

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

1050000

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

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.

Since there is only a limited number of smart or ICT enabled classrooms departments are allowed to use these facilities on a rotational basis. A log book is maintained to keep record. Library rules and regulations have been framed so that users can borrow certain number of books and return them within a stipulated period of time. In this regard, users are informed promptly after issuing/returning a particular book about his/her present status of lending. Separate records are maintained for the lending status of teachers and students. For maintenance of physical, academic and support facilities, different sub-committees have been constituted with the active participation of the head of the institution as well as selected members. The college has a generator for uninterrupted power supply. Classroom items like benches, desks, boards, etc. are well maintained by the carpenters selected through tender notification on the institution website, as per Government rules. Budgetary provisions are made for the laboratories. Laboratories maintain stock register of all equipment, utilities and chemicals. The library sub-committee committee takes decisions regarding the departmental allotment, mode of purchase, maintenance of existing books, weeding, purchase or maintenance of library software as well as its physical infrastructure.

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

STUDENT SUPPORT AND PROGRESSION	
5.1 - Student Support	
5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
250	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File
5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year	
5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year	
50	
File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and	A. All of the above

hygiene) ICT/computing skills	
File Description	Documents
Link to institutional website	http://www.sirgurudasmahavidyalaya.com/
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
25	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
25	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

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

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

79

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

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

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

government examinations) during the year

0

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

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

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

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

The college has a democratically elected Students' Union with its own constitution. Each stream is adequately represented in the union through elected class representatives. The Students Union is represented by its office bearers in various academic and administrative bodies such as the College Governing Body, Academic Council, IQAC, Admission Committee, Library Committee and others. All the major administrative decisions are taken through consultations with the Students Union, taking into account their views and objections pertaining to the interests of the students. Activities of the Students Union include

playing a key role in organising various cultural programmes in the college such as the celebration of the International Mother Language Day, Birth Anniversary of Tagore, The College Social etc. At the beginning of the academic session the newly enrolled students are welcomed through the Freshers' Welcome in which gala cultural programmes are organised by the students. At the Annual College Social Utkarsha students participate in different cultural programmes and competitions in large numbers. The Students' Union is actively involved in organising various social awareness programmes.

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

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

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

5

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

5.4 - Alumni Engagement

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

The institute does not have a registered Alumni Association. However, an alumni form is available online. Also the many of the passed out students stay in contact with the college, actively participate in and contribute to various programmes

and developmental works of the college.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision of the college is "Effective delivery of quality education at an affordable cost to a maximum possible number of students for enhancement of knowledge, students' empowerment and social development". The college strives for knowledge-based society, skill development and nation building. This college caters to the local community as well as a large number of students coming from socio-economically marginalised sections of society. The college provides necessary institutional, academic and financial support for them to continue their higher studies. The college took measures to ensure that teaching-learning continues in an uninterrupted manner during the pandemic. For this purpose the college administration, with active support from teachers did not only work towards rapid digitisation of data and resources but also took steps to overcome the digital divide by making those resources easily accessible to students.

The mission statement of the institute enlists its short and long term goals such as "To make students better equipped" for a knowledge-driven economy and society and "To implant core values, inculcate the sense of nationalism and nation building". The college through its many policies strives to achieve these goals.

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

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

The highest authority is the Governing Body in which external members representing the university, the state government, local authority, and internal members representing teaching and non-teaching staff and students participate in management of the Institution. The Governing Body delegates decision making activities related to all the academic and operational matters to the Academic Subcommittee which is headed by the principal. All teachers are members of the Teacher's council and elect a secretary for each academic session. IQAC and different sub-committees also involve teaching and non-teaching staff and students who participate in the institutional management. For effective implementation and improvement of the institute, different committees are formed bi-yearly in alternative academic session. Faculty members from a part of different committees entrusted with a range of activities of the institute. This enables them to conduct various Programs to showcase their teaching and administrative skills.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Following are some of the important pointers to the strategic plan of the institution in key areas related to overall institutional growth and development:

Teaching and Learning:1) Conducting special remedial classes as per the needs of the students.2)More focus upon Group learning among the students 3)Conducting regular online classes using

different methods of interactive interface4)Emphasis upon ICT, upgradation of science laboratories

Curriculum Development:CBCS Curriculum for B. A. / B. Sc, commenced from 2018. Every year orientation programmes are organised for teachers and students to apprise them of the CBCS. Regular feedback from stakeholder and careful analyses of course outcome are used for curricular development.

Examination and Evaluation:Due to the pandemic situation the entire evaluation process, internal as well as end semester, was conducted online.An Examination Committee oversaw the transition to the online mode and ensured it to be as smooth and hassle free for students as possible.

Library, ICT and Physical Infrastructure / Instrumentation:Keeping the CBCS in mind there has been a complete overhauling of library infrastructure, shredding some of the outdated stock, introducing books suitable to the new syllabi along with several e-books.

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

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

- The institution maintains both digital database and updated service book of all employees.
- It maintains transparency in terms of communicating several service rules to the employees and is transparent in their implementation. For example - the leaves taken by an employee are updated on a regular basis. An employee can also obtain details of her biometric attendance by forwarding a request through proper channel.
- The promotional process of employees are conducted in due course and without delay.
- Matters related to transfer, pension, provident fund etc.

are handled by concerned committees. Special care is taken to maintain complete fairness and transparency.

- Due process is maintained in the formation of different administrative committees. Statutory committees are reconstituted as per rules.
- All important purchases are done through the purchase committee. E-tenders are called as per requirements.
- Special importance is given to the ICC, Anti-Ragging Committee and the Grievance Redressal Cell. There meetings are conducted regularly and records are maintained.

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

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

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

Following are the available welfare schemes for teachers and the office staff of the college:

- Festival Bonus and Advances are being arranged to the

teaching staff who meet the set salary criteria.

- Festival Bonus and Advances are arranged for the non-teaching staff who meet the required salary criteria

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

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

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

0

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

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

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

3

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

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

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

5

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

The college has instituted a mechanism for annual self appraisal. Every teacher maintains an academic diary where details of all her academic and administrative engagements are

maintained. The college has a self appraisal foem. Every teacher, at the beginning of an academic session submits details of her academic and administrative activities in the previous academic session.

For the non-teaching staff as well there is a separate format of self-appraisal that they submit annually.

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

6.4 - Financial Management and Resource Mobilization

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

Internal Financial Audit is conducted regularly by an appointed committee. Details of the report are tabled in the General Body Meeting. The objective of the audit is to see the effective implementation of budgetary allocation, maintain budgetary control, to implement financial rationalisation while maintaining augmentation of resources.

External Financial Audit is conducted by a government appointed auditor.

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

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

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

0

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

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

- The Governing Body chalks out a detailed financial plan at the beginning of the financial year.
- The Finance and Purchase Committee oversees smooth and transparent implementation of that plan.
- The IQAC and various subcommittees take stock of the optimal utilization of available resources.

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

6.5 - Internal Quality Assurance System

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

The IQAC took following measures towards ensuring academic quality:

- In view of the pandemic it helped to conduct a series of online academic programmes such as - 1)A Professional Development Workshop jointly organized by the Department of Computer Science, Central Library and the IQAC on 19.07.2020,2)'A Two Day Workshop on Electronics and Web Design', jointly organised by the Department of Computer Science and the IQAC involving school students on 6th and 7th August, 2020.3)A Two Day International Webinar titled 'South-South Dialogues: Renegotiating the Pedagogy and Praxis of Postcolonialities' jointly organised by the Departments of English, Sir Gurudas Mahavidyalaya, Kolkata and SNTD University, Mumbai on 28th-29th

September, 2020 4)A webinar organized by the Department of Physics on 3.08.2020 titled 'Quantum Supremacy and Its Implications to Cryptology'. Speaker Dr Arpita Maitra, Assistant Professor, TCG-Crest, Kolkata

- Regular lecture series in the departments of Bengali and English
- Regular online interactive sessions among the principal, teachers, students and parents
- Ensuring the recruitment of two assistant professors in the departments of Physics and History respectively
- Digitisation of data and resources

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

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

- The IQAC ensures regular departmental meetings to discuss curricular development and implementation
- The outcomes of respective departmental meetings are tabled in the IQAC meeting to analyse and review programme outcomes. On the basis of these reviews course choices provided every semester are regularly updated and overhauled.
- The results of all semesters are meticulously archived by the result committee. Student performance in terms of both growth and expediency.
- Every department submits its lesson plan to the IQAC at the beginning of the Academic Session. Implementation of that plan is supervised.
- Departmental accountability is ensured in terms of output of both student performance and academic research.
- Self Appraisal of teachers and non-teaching staff, attendance record of the staff as well as students are carefully reviewed. Complete transparency is maintained in this regard.
- The IQAC encourages inter-departmental collaboration.A committee has been formed to encourage and facilitate collaborative learning.

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

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

C. Any 2 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

- Online gender sensitisation programme organised by the ICC for the students at the beginning of the academic session. This has been made part of the induction and orientation programme of the college.
- Online lectures on gendered reading of literary texts as part of the Literature Lecture Series of the Department of English
- Online gender sensitisation workshop conducted by the ICC for teachers and office staff

- Online circulation of literature about gender-related laws such as POSH Act, POCSO Act etc. Regular discussion sessions organised by the ICC about different aspects of these laws and their practical implementation

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<u>The college has a separate common room for girl students, separate toilet facilities are provided for girl students as well as women employees</u>

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

D. Any 1 of the above

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

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

- **Solid waste management:** Separate dustbins for degradable and biodegradable waste are available in easily accessible places on campus. Dry and wet waste are separated. It is later collected by the Calcutta corporation for disposal.
- **Liquid waste management:** The college has adequate mechanism of sanitation for liquid waste management. The NSS unit of the college conducts regular cleaning drives and around the campus.
- **E-waste management:** E waste is collected in a centralised

manner by the college and disposed off.

- **Waste recycling system:** The college also special attention towards repairing and reusing old electronic equipments.
- **Hazardous chemicals management:** Hazardous chemicals, particularly those used in chemistry and other laboratories are safely stored and carefully handled. The waste produced in these laboratories are collected and disposed separately

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

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

E. None of the above

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

7.1.5 - Green campus initiatives include

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

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

B. Any 3 of the above

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

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

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

D. Any 1 of the above

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

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

C. Any 2 of the above

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

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

- Communal Harmony Week is celebrated every year from 19th to 25th December every year. On this occasion talks and seminars are organised. Usually a Communal Harmony March is organised in the locality. Diversity is also celebrated through cultural programmes
- A cultural programme and rally is organised in the locality to celebrate the International Mother Language Day on 21st February every year. This year however, because of the pandemic situation this rally as well as the Communal Harmony March could not take place. However the rest of the programme took place online.
- Extension activities are undertaken in the adjacent locality including cultural programmes involving local children to inculcate a sense of community and diversity.
- Non-discrimination is a cardinal feature of the college Code of Conduct. Its observance is closely supervised.

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

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

- Regular workshops are conducted on gender sensitisation,

communal harmony and individual and collective responsibility towards the environment and community

- The Communal Harmony Week is observed every year with workshop focusing on constitutionally guaranteed fundamental rights for the citizens. Teachers, students and non-teaching staff all participate in these activities
- Every year students participate in the Youth Parliament
- Constitutional bodies such as the Election Commission conducts workshops from time to time in the college to inculcate a sense of constitutional obligations among students and teachers.

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

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

4. Annual awareness programmes on Code of Conduct are organized

D. Any 1 of the above

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

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

- A cultural programme and talk was organised online to celebrate International Mother Language Day on 21st February, 2021
- The IQAC and the ICC jointly organised a talk on the Impact of the Pandemic on Women to celebrate the International Women's Day on 8th March, 2021
- Every year the institution celebrates Rabindra Jayanti, the birth anniversary of Rabindranath Tagore on 9th May, 2021. This year an online cultural event was organised whereby teachers, staff and students performed poems and songs written by Tagore. A seminar was also conducted in which Sri Subhandu Dasmunshi and Sri Chandan Adhya, teachers of the Department of Bengali talked about Tagore's Humanism and the relevance of his philosophy during a pandemic.

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

7.2 - Best Practices

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

Two Best Practices successfully implemented by the institution:

1. Orientation Programme for newly admitted students: The college has been conducting orientation programme for students over a long period of time. However, recognising changing needs of students the orientation programme has been restructured and expanded to include workshops about the CBCS, Library Induction Programme and gender sensitivity and antiragging workshops. Also due to the still prevalent pandemic situation the orientation programme and workshops were conducted online.

2. Digitisation of Data and Resources: The college recognises the

need for digitisation of data and resources in order to ensure efficiency of administration, creation of a pool of resources and accessibility of those resources to students and all stakeholders. The college regularly uploads teacher, staff and student-related data on AISHE and BanglarUcchaSiksha portal. Earlier in the Academic Year the college had already started the process of creating a comprehensive data bank of students that would include their basic information, registration, fees, result-related data. The college has also initiated a process of creating a digital archive of study material, both textual as well as audio-visual, question papers and other academic resources.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

Maintaining gender equality, gender justice and gender diversity is an integral part of the institutional vision. For the effective implementation of this vision, it is important to ensure that both cis and trans-women are able to get admission without any hindrance or discrimination and they are able to continue their education without obstruction and in an environment that is both open and equitable. Quarterly attendance reports are analysed by the departments and persistent absence of any student, but specifically girl students, is followed up. The drop-out rates too are analysed to see if girls are forced to leave their studies due to any compulsion. In such cases the teachers as well as the administration try to intervene and counsel the parents to ensure that girls are able to continue with their studies.

The institutive takes a proactive role in ensuring girl students receive financial assistance to continue with their studies.

The institution maintains a policy of zero tolerance about sexual harassment. An Internal Complaints Committee has been constituted as per the POSH Act of 2013. The ICC along with the Grievance Redressal Cell of the college conducts regular

workshops and awareness programmes.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Future plans of the college for the next academic year always entails Academic Plans and Administrative Plans. However, one major concern for the coming Academic Year is the pandemic situation and its potential impact on all aspects of higher education.

Academic Plan: 1) The college plans to introduce a few new disciplines in future such as psychology and mass communication. To this end a committee has been formed to conduct survey and chalk out a plan of action

2. Considering much of the teaching-learning for the next Academic Session will take place online or in a blended mode the IQAC set in motion certain mechanisms to ramp up the already ongoing process of digitisation of data and resources.

Administrative Plan: The institution intends to carry out extensive infrastructural development both in terms of new construction and necessary renovation. The future infrastructural plans include building an annex building and a second campus.