



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

ACHARYA SUKUMAR SEN MAHAVIDYALAYA

ACHARYA SUKUMAR SEN MAHAVIDYALAYA VILLAGE-GOTAN, POST-GOTAN, DISTRICT-PURBA BARDHAMAN, STATE-WEST BENGAL, PIN-712410
712410

www.sukumarsencollege.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

May 2024

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Acharya Sukumar Sen Mahavidyalaya, a co-educational institute of higher education, is located at the village Gotan in the block Raina –II of the district of Purba Bardhaman, West Bengal. The college is situated within the periphery of one of the highly fertile agricultural belts of rural Bengal. The college was founded in the year 2013 by the generous and enthusiastic people of the locality with the able leadership of renowned social worker Dr. Tusharkanti Pal and patronized by Mr. Pradip Kumar Mazumdar presently Minister in-charge, Panchayat and Village Development, Government of West Bengal. The college, affiliated to the University of Burdwan, got its permanent affiliation from the University in the year 2018. Since its inception the college aims at providing value based education to the rural youths many of whom are first generation learners and come from the backward community so that the young generation of the society become intellectually sound equipped with moral values. Our students would be socially concerned and spiritually oriented.

The college offers 6 UG Courses with 10 different subjects of Arts stream and aspires to deliver quality education to the students. This co-educational institute is represented by students from both the genders and every student is a prize possession of the institute. The college management comprises of the Governing Body and is constituted by the President, Principal (ex-officio secretary), representatives of both teaching and nonteaching staff, one student member and some external members nominated by the state government and the affiliating university. The Governing Body decides all pertinent issues of the college for policy formulation and the Principal as the Head of the Institution performs all the academic and administrative functions.

A number of constituent bodies send recommendations to the Governing Body for decision making so that a steady governance is maintained. Within a span of only ten years of its establishment the college boasts off its achievement for assisting local students to the path of their pursuing higher education. The college extends its support to the students in all possible ways and welcomes the students to come back as its proud alumni.

Vision

Catering quality education and training among young generation to make them intellectually sound, self-reliant, compassionate human resources so as to future leaders of the nation by fulfilling their educational passion through value based education. The college not only aims to impart contemporary education to the students but also puts equal importance on co-curricular activities so that they become versatile in all of their future endeavors. The institute promotes social and moral values among the students and is dedicated to create an environment of allround development of the students. The college aspires to overcome its limitations for the betterment of its students.

Mission

To spread the light of knowledge among the students of this agrarian area of rural Bengal most of whom are first generation learners by creating an ideal learning environment. Our motto is to inculcate moral values among the students and make them sensitized socially. Our mission is to help the needy and meritorious students of the locality to progress through higher education. The college is determined to impart quality

education to the students irrespective of their religion, sex, gender, caste, creed or economic status. The institute has always tried to communicate its view holistically to all the stakeholders so that no single issue of gender biasness or ragging case can arise within the campus.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. This is the only institute of higher education of the block having full support from the local people who contributed lakhs of rupees for the construction of the college building.
2. The NSS unit of the college conducts various programmes throughout the year.
3. The college administration always helps in the allround development of the college and provides full support.
4. Students of the Yoga and Physical Education departments perform various cultural programmes regularly.
5. The college has a pool of qualified and dedicated teachers and active support staff.
6. The college has its playground and mini indoor stadium to promote games and sports among the students.
7. A well-equipped gymnasium and UGC- sponsored Certificate course in Yoga.
8. Welfare schemes for both teachers and students like Employer's Co-operative credit society, scholarships from NGOs etc. are operative.
9. With total support from the management and staff our college maintains communal harmony.
10. Our institute encourages research and professional development of its staff.
11. Installation of CCTV cameras at places of strategic importance for continuous surveillance.
12. Regularized scholarship system for the students.
13. Airy and spacious classrooms.
14. Spacious seminar hall with audio system.
15. Separate common room for boys and girls.
16. Students are encouraged to design departmental wall magazine and college magazine.

Institutional Weakness

1. Shortage of teaching staff and Librarian.
2. Lack of funds for infrastructure development.
3. Insufficient classrooms and space.
4. Lack of ICT—enabled classrooms and insufficient number of computers.
5. Being located in remote rural area with insufficient transport facilities roll strength is not upto the mark.
6. Students mostly come from under privileged backgrounds and a large number of them are first generation learners.
7. A few of our students often tend to settle for less paying jobs by dropping out of the college due to their economically challenged backgrounds.
8. The college requires more teaching staff in certain departments so that the students may be benefitted.
9. The institution also lacks a functional canteen.

Institutional Opportunity

1. The college plans to introduce non- conventional subjects and a few relevant vocational courses.
2. The college aims to expand its collaboration with other institutions.
3. The college plans to offer more services to the society by engaging students through extension of NSS activities.
4. The college aims to make complete green campus after completion of construction of the college boundary wall.
5. The college plans to introduce a faculty research grant.
6. There is a provision of online study materials for the students which they can avail through college website.
7. Students council co-operate with the college authorities in all activities related to the best interest of the students of the college.
8. Faculties work hand in hand for the betterment of the institute.
9. The campus is ragging-free. Students are made aware of the anti-ragging mandate in the very induction programme for the newly admitted students every year. The same is also available in the college website.
10. A number of welfare committees like Women's cell, ICC, Grievance Redressal Cell etc. are formed for maintaining efficient governance.
11. Faculty members of the college are always ready to take administrative responsibilities.

Institutional Challenge

1. To pursue government for building and infrastructure grants.
2. To pursue government for sanctioning teaching and non- teaching posts.
3. Not having a good number of alumni.
4. To arrange ICT enabled classrooms for every department.
5. To make all possible steps to reduce the number of drop out students.
6. To arrange more employment opportunities.
7. To procure more books and journals in the library.
8. To establish an NCC unit for the students.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Acharya Sukumar Sen Mahavidyalaya is an affiliated college under University of Burdwan and is strictly adhered to the syllabus as specified by the University. CBCS system for under graduate courses has been adopted by the University since 2017. The college offers undergraduate courses (Honours and General) in various humanities subjects. The syllabus is distributed rationally among the faculties well in advance of each academic session. The college takes care in distribution of class routine among the students and staff. The mentor–mentee system is operative for every Honours Students and all the departments submit reports to the IQAC. The central library of the college is equipped with computer and internet facility. The college offers two ICT- enabled classrooms with projectors. Several departments organize field trips and local excursions. The institute encourages staff members to participate in seminars, workshops and conferences. Faculties are motivated to participate in induction programs, refresher courses and orientation programmes. NSS unit of the college conducts awareness programmes and extension activities. The structured feedback on the curriculum has been collected from the stakeholders and placed before the Governing Body for necessary action. Feedback

analysis and action taken report are displayed on the college website. The college follows the academic calendar as specified by the University and as and when University notifies any information the same is communicated to the students.

The college has signed MoUs with a number of academic institutions for faculty and student exchange programmes as well as seminar and other academic achievements. Teachers in the college actively participate in University examinations. One of the faculties has participated in FLT programme in USA. One of our teachers are now acting as Ph. D guides.

Teaching-learning and Evaluation

The teaching – learning and evaluation system of the college focuses on inclusive and quality education. The entire admission process is carried by online mode as per directives of the University and also in observance of reservation policies of the Government. The college follows the merit based admission. Every academic session starts with an induction program. Course outcomes are available in the college website. There is a provision of remedial classes. Field trips and excursions are undertaken by a number of departments. The mentoring policy of the college involves all the teachers covering each and every student. The college has adopted various learning processes like peer teaching, remedial classes and field – based projects. IQAC of the college has prepared the POs and COs of the University syllabus. Each UG department has prepared COs of all courses. Internal assessment is carried out on the basis of students attendance, project works and class test. Any grievance relating to examination is dealt with utmost care and examination committee looks into the matter for necessary action. The institution practices analysis of results for each department. Average pass percentage of last five years is 83.30 %. The college authority puts emphasis in filling up vacancies against sanctioned posts in order to maintain decent student – teacher ratio. The college focuses on student – centric methods like experimental learning through study tours, field visits etc. For effective teaching – learning process the IQAC insists on use of ICT, E–resources and power point presentation. A bunch of qualified teachers always assists our students for their all-round development. Students get help from well- maintained library having E-resources.

Research, Innovations and Extension

The College encourages faculty members to participate in research activities. Although not in the span of the present evaluation period, it will be worth-mentioning that three UGC- sponsored research projects have been completed by two of our faculty members. One of our teachers participated in FLT programme in USA. One of the faculty members are now engaged in guiding research students. Many faculties have also registered themselves for Ph.Dprogramme with other Universities.

A glimpse of the research activities of the faculty members of the college is outlined below:

Number of articles published in reputed journals – 150

Number of books / chapters in a book published – 50

Number of faculty members serving Ph.D guides – 1

Number of teachers obtained in-service Ph.D – 3

Our teachers have participated in about fifty National / International and State level seminars / webinars / conferences. The college has also organized more than twenty National/ International and State level seminars / webinars during the last five years. The college also organizes students seminar on various important issues like IPR, Gender sensitization, Student credit card etc. The career counseling cell of the college have organized a number of programs.

The NSS Unit of the college performs various extension activities on a regular basis in neighbouring areas. The volunteers participate in cleaning the campus and adopted village, organizes awareness camps and rallies on various social issues and challenges. The students of the Physical Education Department have performed stage shows on social issues in local platforms. Our academic departments participate equally to make the students aware on gender issues and importance of international days etc.

Infrastructure and Learning Resources

Acharya Sukumar Sen Mahavidyalaya provides infrastructural facilities as per requirements of the CBCS curriculum and instant need of the students. The college has a three- storied building with total built- up area of 7055sq. ft., housing 15 classrooms, one laboratory for Geography and one for Computer, one seminar hall, and two separate common rooms for boys and girls. Basic amenities like water filters, clean toilets and wash basins etc. have been provided by the college. To reduce the cost of electricity the college has installed solar panels. The college has a motor cycle / cycle stand and a well-maintained children's park. There is a pond of 45240sq.ft. at the middle of the campus. The college has a spacious library of 783 Sq.ft with sufficient reading space (270 sq. ft.). It has library software. Average annual expenditure for college library during last five years is Rs.41867.80/- The college has excellent infrastructure for sports and co-curricular activities. There is a play ground of 64110 sq.ft area, an indoor stadium of 1330 Sq.ft. and a well-equipped gymnasium. There are table tennis and carom boards in the list of college indoor games. Our students participate in University and college sports every year. The college has musical instruments like harmonium, tabla and drums.

There are two ICT- enabled classrooms in the college. An average of expenditure excluding salary component for infrastructure development during last five years is Rs.1626147.80/-. Average expenditure incurred on maintenance of infrastructure (mini generator, water purifier, servicing of computers and academic support facilities) excluding salary during last five years is Rs.220629.40/- of the total budget. CCTV cameras have been installed at strategic location of the campus. The college has made provision for a reading space adjacent to the library. In spite of all those efforts the college has genuine limitations in infrastructure and learning resources which is the major hindrance in its smooth running. The college always tries its best to overcome all the hurdles in order to upgrade its existing resources.

Student Support and Progression

Students are the prize possession of an academic institution and as such it has been the primary duty of the institution to serve this most important assets to the best of its abilities. Acharya Sukumar Sen Mahavidyalaya provides holistic education by nurturing academic as well as extra-curricular talents of the students. The college has a well organized monitoring and support system for the students. The college strongly follows the reservation policies of the Govt. during admission of the students. It monitors timely implementation of various scholarships for the students. The college has organized a number of career counseling classes for the students

in order to guide them for competitive exams. The college has formed a number of committees like anti-ragging committee, grievance redressal committee etc. The college upholds zero tolerance policy for sexual harassment and has a very strong disciplinary committee headed by the Principal. The institute maintains a feedback system for retrospection and future development. Under the able guidance of mentors students organize different cultural and sports events and actively participate in Saraswati Puja and Observation Days. The college magazine Ankur and wall magazines of individual departments reflect literary skills of the students. The college annual sports is organized every year where students participate in different events from races to long jump. Our motto is to provide them every opportunity to explore their talents in various fields for a bright future.

Governance, Leadership and Management

The Governing Body, headed by the President, is the highest decision making authority of the college which includes the Principal as the ex-officio Secretary, representatives from teaching and non-teaching staff, student's representative and a few external members selected by the affiliating University and the Govt. of West Bengal.

All sorts of academic, administrative and financial decisions are collectively taken by the Governing Body and Principal of the college is empowered to execute all functions. The Governing Body considers all the suggestions and recommendations coming from the office of the IQAC, Finance Committee and other sub-committees. All agenda and resolutions of the Governing Body meeting are always recorded meticulously. The college practices the system of decentralized management with active participation of academic council, Teacher's council and Student's council.

The college supports its stakeholders by providing advance payments of newly recruited teachers and non-teaching staff till their salary fixation is done. Casual workers are paid from the college fund. Both external and internal audits are done on regular basis to maintain transparency in financial matters. The IQAC of the college plays very supportive role in guiding the institution in teaching-learning processes.

Institutional Values and Best Practices

Acharya Sukumar Sen Mahavidyalaya is committed to impart quality education. Under the able guidance of the Principal, the college aims to uphold the core values among all the stakeholders. The college wants to create an inclusive environment and free from all biasness.

The college promotes health care and medical awareness program among all the stakeholders and local communities and initiated a number of ventures towards achievement of its goal. Several camps of health care and medical awareness including blood donation, Thalassemia awareness, snake bite etc. were initiated within the campus.

From the very beginning of its inception the college always maintained an amicable relationship with the local people. The college extended its hand towards the local people to establish a stronger bond. The playground of the college, the cycle stand and the college hall are allowed to open for the use of the local schools or Ramakrishna Ashram for their annual functions/sports and cultural activities.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	ACHARYA SUKUMAR SEN MAHAVIDYALAYA
Address	ACHARYA SUKUMAR SEN MAHAVIDYALAYA VILLAGE-GOTAN, POST- GOTAN, DISTRICT-PURBA BARDHAMAN, STATE-WEST BENGAL, PIN-712410
City	BURDWAN
State	West Bengal
Pin	712410
Website	www.sukumarsencollege.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	JAYANTA KUMAR MUKHERJE E	03212-9064096065	9064096065	-	sensukumarmv@g mail.com
IQAC / CIQA coordinator	NIRMAL CH ATTOPADH YAY	-	9830369703	-	assmiqac2018@gm ail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details				
State	University name	Document		
West Bengal	University of Burdwan	View Document		
Details of UGC recognition				
Under Section	Date	View Document		
2f of UGC	14-08-2023	View Document		
12B of UGC				
Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	ACHARYA SUKUMAR SEN MAHAVIDYALAYA VILLAGE-GOTAN, POST-GOTAN, DISTRICT-PURBA BARDHAMAN, STATE-WEST BENGAL, PIN-712410	Rural	5.77	728.43

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/ Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Bengali, Honours	36	HS	Bengali	35	20
UG	BA,English, Honours	36	HS	English	30	16
UG	BA,History, Honours	36	HS	Bengali	30	14
UG	BA,Education, Honours	36	HS	Bengali	34	8
UG	BA,Sanskrit, Honours	36	HS	Bengali	35	21
UG	BA,B A General,General	36	HS	Bengali	362	91

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				0				10			
Recruited	0	0	0	0	0	0	0	0	5	2	0	7
Yet to Recruit	0				0				3			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				12			
Recruited	0	0	0	0	0	0	0	0	7	5	0	12
Yet to Recruit	0				0				0			

Non-Teaching Staff						
	Male		Female		Others	Total
Sanctioned by the UGC /University State Government						8
Recruited	6		0		0	6
Yet to Recruit						2
Sanctioned by the Management/Society or Other Authorized Bodies						3
Recruited	3		0		0	3
Yet to Recruit						0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	0	0	4	1	0	6
M.Phil.	0	0	0	0	0	0	1	1	0	2
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

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

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

Details of Visting/Guest Faculties					
Number of Visiting/Guest Faculty engaged with the college?	Male		Female		Total
	4		0		4

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	154	0	0	0	154
	Female	314	0	0	0	314
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	39	27	30	23
	Female	54	37	50	45
	Others	0	0	0	0
ST	Male	3	4	1	1
	Female	3	1	1	5
	Others	0	0	0	0
OBC	Male	5	9	6	7
	Female	41	18	32	21
	Others	0	0	0	0
General	Male	37	35	44	21
	Female	82	68	61	47
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		264	199	225	170

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Multidisciplinary/interdisciplinary curriculum permits the students to select from a wide range of subjects so that they are exposed to multiple career prospects. The affiliating University also redesigns
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	the UG academic programme where new elective courses from multidisciplinary/interdisciplinary courses are introduced.
2. Academic bank of credits (ABC):	Academic bank of credits ensures systematic and digital record of the students progression. It will be implemented as per instruction from the affiliating university and the Department of Higher Education, Govt. of West Bengal
3. Skill development:	Several Skill Enhancement Courses have been introduced in the curriculum and are being taught in the UG studies. A number of seminars, extension programmes, field trips etc. are also organized by the institution to assist the students for a better future.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	Acharya Sukumar Sen Mahavidyalaya always promotes regional languages, art and culture through various activities. Seminars/webinars are organized in bi- or tri-lingual mode. Educational tours are conducted in places of historical importance. Offering online courses is beyond the scope of the college.
5. Focus on Outcome based education (OBE):	The institution practices multiple approaches in teaching-learning processes ranging from seminars, workshops, field trips, projects etc. to motivate the students for higher studies and research. All these initiatives will not only justify the knowledge level of the students but also will enhance their chances of employ ability.
6. Distance education/online education:	During COVID- 19 pandemic the institution switched on to online mode of teaching and examinations were also conducted through blended mode as per instructions from the affiliating University. The college normally offers offline courses and introduction of distance education is beyond the scope of the institution.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Yes, Electoral Literacy Club (ELC) of the college has been set up on 18th January 2023. It aims to inculcate electoral and democratic awareness among the college students. The students will experience hands-on activities, sensitizing them to their electoral rights
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	<p>and familiarizing them with the electoral process.</p> <p>Vision: To build a platform for disseminating socio-political values and principles in the practice of democracy and to educate the students about the necessity of electoral participation. Objectives: 1) To make the students familiar with voter registration, electoral process and related matters through hands on experience. 2) To educate the students about the efficacy of EVM and VVPAT. 3) To mobilize the capacity of the ELC members for conducting electoral literacy in communities. 4) To inculcate the culture of electoral participation.</p>
<p>2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?</p>	<p>The committee for the ELC has been formed with the Principal as the Chairman, Dr. Biswajit Panda, Associate Professor in Bengali, as the Nodal Officer, and Dr. Nirmal Chattopadhyay, Assistant Professor, Department of Bengali, as Students' co-ordinator. The ELC maintains equal representation by including SC, ST and OBC students and from minority communities and also encouraging women's participation.</p>
<p>3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.</p>	<p>General activities of ELC are 1. To generate and strengthen the ELC resources 2. To help the students who are not registered as voters 3. To encourage and help students participate in voter awareness campaign.</p>
<p>4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.</p>	<p>The IQAC conducted a seminar titled "Electoral Literacy" on 18th January 2023 in collaboration with ELC. It was held in the Seminar Hall at the Third Floor from 11:00 am to 2:00 pm.</p>
<p>5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.</p>	<p>The college always encourages young/new voters to take part in the electoral process and is keen to institutionalize mechanisms to register eligible students as voters.</p>

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
468	542	520	576	494

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 18

File Description	Document
Upload Supporting Document	View Document
Institutional data in prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
18	18	18	4	4

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
63.71	26.82	16.75	11.63	83.49

File Description	Document
Upload Supporting Document	View Document

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

As a constituent college affiliated to the University of Burdwan, the institution does not directly participate in framing of the curriculum and follows the syllabus prescribed by the University for undergraduate studies. The institution ensures listing and sequencing of topics and clarity, accuracy and appropriateness in topic presentation. Special emphasis is given on topic delivery and completing in proper frequency with depth and space. The faculty focuses on conceptual ideas and puts emphasis on integration of the whole structure. Stress is given on analytical approach, communication and reflection in proper way. Although the institute strictly adheres to the Academic calendar set by the University, institutional academic calendar is prepared at the beginning of an academic year. It contains annual programme chart displaying number of working days, holidays, probable list of institutional programs, tentative schedule of internal assessment and University examinations. It also includes probable list of institutional programmes and activities for the academic year. The college prospectus gives necessary information regarding admission, CBCS, individual department and general rules of the college administration. The new pattern of syllabus as per NEP has been integrated in the college prospectus from academic session 2023—24 onwards. A master routine is prepared by the Routine Sub-committee and classes are held as per the schedule of this routine. The routine is displayed on the college notice board and is distributed among the teachers and the students. Each department follows well-structured individual departmental time table. The faculty keep on recording classes taken, leave and extra curricular activities in a special self-appraisal book which is regularly monitored by the IQAC and Principal of the college. Faculties are encouraged to participate in ICT-based classes as per the master routine. Departmental meetings are held regularly to monitor academic and administrative issues and each department maintains meeting resolution book for proper execution of the curricular aspects. The institution has arranged online feedback from various stakeholders and the feedback analysis has been submitted to the IQAC for taking necessary action. The central routine and departmental routines of the college show honours and general classes as well as classes of core course, generic elective and ability enhancement compulsory courses under CBCS system. The routine shows room number and name of the teacher for each class. Various committees of the college continuously monitor academic and administrative activities. The IQAC also invites feedback from the students regarding implementation of the curriculum. The curriculum is accordingly distributed among the teachers and lesson plan is submitted. The institution has adopted various modes of assessment like class test, internal and external assessment, seminar presentation and home assignments. It has also adopted different teaching methods such as lecturing, group discussion, seminar presentation, project work, use of teaching aids etc. Our faculties have adopted high tech approach of curriculum delivery through Google meet, Google Classroom and WhatsApp at the time of Covid—19 pandemic. In the classroom students are encouraged to identify critical topics for review and to develop questions as well as to share the learning process and content

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 08

File Description	Document
List of students and the attendance sheet for the above mentioned programs	View Document
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	View Document
Institutional data in the prescribed format	View Document
Evidence of course completion, like course completion certificate etc. Apart from the above:	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 9.27

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
69	58	0	48	66

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

1.3.1

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

The college is affiliated to The University of Burdwan and follows the syllabus as framed by the parent university. However, within the parameters of the syllabus, classroom teaching of the institution integrates major crosscutting issues like gender, professional ethics, human values and environmental issues. These issues are also addressed in student participation in seminars/webinars. Almost all the department have wall magazines where student are encouraged to write on social issues and environmental issues like health and hygiene, biodiversity conservation etc. They are also encouraged to make posters on those issues. Project work on environmental studies provides practical knowledge on the environment and issues related to environment. The English major syllabus includes texts like domestic violence (Bravely Fought the Queen) and gender equality (Theories of Feminism/ Clear Light of Day) that would make the students aware of progressive ideas.

The department of Education focuses on professional ethics of a teacher through ‘Teacher Education’ in DSE programme. Mentors impart positive motivation and guidance to the students. Syllabus in literature and social science subjects focus an array of topics depicting gender issues. Anti-sexual harassment committee, Grievance Redressal cell, Anti ragging committee are instrumental to address gender equality and women empowerment within the campus. The Education major syllabus conceptualizes the idea of self-discipline. Moral values are taught through ancient Sanskrit text like Panchatantra and Karabharas. N.S.S of the college has organized lectures on Swachha Bharat/ Nirmal Bangla, Role of yoga in physical fitness, sound pollution and threat to environment.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 0	
1.3.2.1 Number of students undertaking project work/field work / internships	
File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1	
<i>Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website</i>	
Response: E. Feedback not collected	
File Description	Document
Feedback analysis report submitted to appropriate bodies	View Document
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	View Document
Action taken report on the feedback analysis	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 47.08

2.1.1.1 Number of seats filled year wise during last five years (Only first year admissions to be considered)

2022-23	2021-22	2020-21	2019-20	2018-19
170	225	199	264	239

2.1.1.2 Number of sanctioned seats year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
526	451	451	451	451

File Description

Document

Institutional data in the prescribed format

[View Document](#)

Final admission list as published by the HEI and endorsed by the competent authority

[View Document](#)

Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 51.79

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

2022-23	2021-22	2020-21	2019-20	2018-19
102	113	94	141	128

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

2022-23	2021-22	2020-21	2019-20	2018-19
252	216	216	216	216

File Description	Document
Institutional data in the prescribed format	View Document
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	View Document
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.2 Student Teacher Ratio

2.2.1

**Student – Full time Teacher Ratio
(Data for the latest completed academic year)**

Response: 26

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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

Student centric methods, such as experimental learning, participative learning and problem solving methodologies are used for enhancing learning experiences. Our approach focuses on following points

One of the first steps in Student centric learning is to encourage students to participate in peer teaching. Extension lectures are organized where academicians from other colleges are invited to deliver lectures so that students of our college have a wider exposure to different modes of teaching. The college has two virtual rooms with computers and projectors.

Students regularly participate in Youth Parliament in which they are trained to speak on a variety of topics.

Students of Physical Education Department performed stage shows on various social issues which bring out their hidden talents and break stage nervousness. Almost all the departments have wall magazines that bring out the talent and creativities of the students. They contribute poems, articles, photographs etc.

The Career counseling cell in collaboration with IQAC organized a number of programmes on career guidance which inform them about the latest opportunities. Mentors help the students to combat life style issues and act as counselors of stress management.

Development of soft skill is the need of the day. Department of Yoga train the students to develop soft skill. Faculties encourage the students to write projects. Local excursions are conducted by the department of Education and History in places of historical importance. Each year students of our college are encouraged to participate in college and university sports.

Seminars and conferences in both offline and online modes are organized regularly by most of the departments where scholars from Universities and other colleges deliver talks.

At the time of COVID- 19 pandemic the college adopted total online mode of teaching . During exam hours students were provided with all sorts of assistance so that they could submit their answer scripts through online portal.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.4 Teacher Profile and Quality**2.4.1**

Percentage of full-time teachers against sanctioned posts during the last five years

Response: 81.58

2.4.1.1 Number of sanctioned posts year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
22	22	22	5	5

File Description

Document

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 66.13

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
11	11	10	5	4

File Description

Document

List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.

[View Document](#)

Institution data in the prescribed format

[View Document](#)

Copies of Ph.D./D.Sc / D.Litt./ L.L.D awarded by UGC recognized universities

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

Being an affiliated college the external/Semester examinations are conducted under the control of the affiliating University. From online form fillup to generation of admit card for the examination is done through University web portal. Students sit for examinations in away Centre. However, the Examination Sub- committee consisting of senior teachers and non- teaching staff of the college monitor the whole process. During pandemic hours the examination modalities were completely changed and the exam. Sub—committee performed the University exams within the college campus through online mode with a great sense of responsibility. Evaluation of answer scripts were done by the subject teachers under the directives of the affiliating University. Marksheets/ Results are also downloaded and printed from the University web portal.

Grievance related external exams are dealt with utmost care. Any grievance during the University exams is first taken up the Exam. Sub—committee and proper steps are taken immediately. If any discrepancy regarding registration, form fill up, generation of admit card or marksheet is observed, Principal immediately forwards all applications to the Controller or Registrar of the University.

The students can apply for reassessment or scrutiny of answer scripts through University portal. Students can also apply for a copy of the answer script as per the RTI Act. The College handle the exam related grievances in a transparent and efficient manner.

Internal evaluation and class test related grievances are dealt with Grievance Redressal Cell of the college. The Exam. Sub—committee resolves the problem by holding a meeting with the complainant and the department concerned. Notices of the upcoming internal examinations are served regularly and well-ahead of the exam schedule using college notice board and online platforms of the teacher—student interaction of the college.

In fact, grievances related to internal assessment has been reduced almost zero percentage because of the fact that the evaluated answer scripts are shown to the students in most of the times. The institution adopts a precautionary measure in which teachers explain the students the CBCS system and methods of evaluation to be followed at the beginning of each academic session. This minimizes the chance of misunderstanding and probable grievances, if any. Supplementary tests ar also arranged if necessary.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

Programme Outcome (Pos) and Course Outcome (COs) for all Programmes offered by the institution are stated and displayed on college website and communicated to the teachers and students. UG programme in Humanities offered by the institution enhances the students ability in cultural aspects, sense of Literature, History, Politics and Spiritual and Ethical qualities. The institute is trying its best to deliver its responsibility with its skilled faculty members. The learners develop their aptitude of individual planning, habit of working in groups, field survey, review of literature, diligence and other skills which fit them in alround development. The National Service Scheme brings the students closer to the society. The college adopts following mechanisms to communicate the Programme Outcome (Pos) and Course Outcome (Cos) to the students :

Hard copy of CBCS syllabus supplied by the University of Burdwan and learning outcomes are available in all the departments.

Importance of learning outcomes is communicated to the teachers in Teachers' Council meeting of the college.

Students are also sensitized with the same through departmental tutorial classes.

Academic performances of the students are reviewed by the teachers of the respective departments after the publication of final results. Simultaneously, Academic sub-committee compare students' performances with the academic records of previous year.

The Academic sub- committee tracks the students' progression to higher studies as an indicator of course outcome.

Besides, the institution analyzes the findings of students' satisfaction survey in order to monitor the students' perception on their own development and to find out possibilities of college – specific improvements in teaching—learning process.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

The college welcomes the necessity of outcome based quality education in undergraduate studies. Departments undertake well-planned method of teaching-learning process. Students are made aware of the knowledge and skills that will be realized at the end of each programme. Practical applications of each course are also explained to them. Teachers participate in framing the questions continuously in the year-long internal assessment tests and course outcome is measured on the basis of performances of the students in continuous internal assessment tests.

The college undertakes monitoring of course outcome through.:-

1. Departmental meetings are held regularly. Faculties keep record of results of both internal and term-end examination on a regular basis and evaluate the same in departmental meetings.
2. Students' feedback are collected and analysed department wise and IQAC as a whole.
3. Regular monitoring of students' achievements are done through IQAC.
4. IQAC sends reports of attainment of POs and COs to the management through Principal of the college.
5. Academic sun-committee, The apex body for evaluation of students performance, compare academic performance of the students with the previous year. The committee also tracks the students progression to higher studies.
6. Attainment PO & CO are also evaluated by analyzing the SSS which reflects the students perception about their own development.
7. Program outcome of the students is also measured by the extent of participation in various extra curricular activities, NSS Programmes and use of library etc.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.3**Pass percentage of Students during last five years (excluding backlog students)**

Response: 81.57

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

2022-23	2021-22	2020-21	2019-20	2018-19
120	118	111	110	72

2.6.3.2 Number of final year students who appeared for the university examination year-wise

during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
137	147	139	138	90

File Description	Document
Institutional data in the prescribed format	View Document
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	View Document
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response: 3.78

File Description	Document
Upload database of all students on roll as per data template	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1

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

Response: 0

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description

Document

Institutional data in the prescribed format

[View Document](#)

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS), including awareness about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

Students and faculties of the Institute are interwoven in an ambience of reciprocal exchange of ideas and thoughts for overall quality improvement. The ecosystem created by this way generated an environment of initiatives of green campus, regular green audit, installation of solar panels, use of energy-saving LED and CFL and constant encouragement of the office staff to use less cartridges and paper works. Power generated by the solar panels meets the demand of the institute and the surplus amount is transferred to the grid that would help to feed the locality.

Various ICT enabled technologies like projectors, desktops, lap tops, printers and Bluetooth speakers are employed to delivers lectures. The Seminar Hall of the institute is ICT enabled and there are also two smart classrooms in the college. Faculty members use the smart classroom to enhance the teaching and learning process. Teachers post e-resources on the web platform to aid in teaching and learning. During Covid-19 pandemic period i.e. academic year 2020-2021, regular classroom teaching could not be held and faculty members were forced to adopt online teaching modes by using mobile phones, Tablets, lap-tops and desktops. They continued their classes through online platforms including WhatsApp, Google

classroom, zoom etc. and provided study materials regularly on the web portal. Online class tests were also conducted. A number of departments have conducted webinars in collaboration with the IQAC of the college.

As far as multidisciplinary approach in concerned various departments of the college have been organizing interdisciplinary lectures by inviting faculties from other departments. In order to meet the demand of shortage of faculty, Teachers of Education department have taken classes of the students of philosophy subject.

An incubation center has been developed at the library for guidance of the students in competitive examinations. Various cross cutting issues like gender equity, human values and ethics and environmental sustainability are dealt with the courses offered by the institution. Seminar on the Intellectual Property Rights Organized by the department of Education of this college in association with the Internal Quality Assurance Cell on 14.12.2022 leads to establishment of IPR cell in near future.

In order to generate public awareness, NSS Unit-1 of the college organized different awareness programs like a traffic awareness rally on 07.06.2022, No Tobacco Day celebration on 31.05.2022 and blood donation camp on 29.02.2020. Tree-Plantation program on 19.07.2022 and International Yoga Day on 21th June 2022 were also observed.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.2.2

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

Response: 0

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards

3.3.1

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0

3.3.1.1 Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.3.2

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

Response: 0

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description	Document
List of chapter/book along with the links redirecting to the source website	View Document
Institutional data in the prescribed format	View Document
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

Outcome of extension activities in the neighborhood community is best reflected by the performances of the NSS Unit-1 of the Institution. Students actively participate in many outreach activities in the local community. Our college has adopted the nearest village where the NSS unit strive for the social and overall development of the village. The NSS unit of the college observe ‘Aranya Saptaha’ and ‘Bon-Mahotsav’ programs as a part of awareness of the students towards forests and saplings are planted in the village road is also performed by our NSS volunteers. A seven day long special Camp by the NSS unit of the Institute was held in the adopted village in 14.11.2022 to 22.11.2022 focusing on environment, conservation of natural resources and social and cultural issues of the nation. During Covid-19 pandemic two days corona vaccination camp was organized by the NSS unit-1 in collaboration with the Govt. health Centre in which many local people along with college students were vaccinated. Our college has organized several outreach programs as part of extension activity. NSS unit-1 along with IQAC of the college organised a number of rallies outside campus including world AIDs days rally, Anti-tobacco day rally, campaign against vector-borne discases and awareness against cancer etc. Thalassemia awareness program was organized twice by the IQAC. All these efforts not only encouraged our students to fight against the odds but also sensitized the local community.

In order to spread the message of being fit in todays hectic life style among the students and local people world Yoga Day and Fit India Run were observed our college. Organized seminars on mental health celebration of birthdays of great men and women are being performed to enlighten our students about the rich heritage of the country as well as to imbibe patriotic feelings among them. Students are always encouraged to keep the campus and their locality clean. Students of Physical Education Department have performed stage shows on the theme of various social issues including racism, religious dogmatism, abuse of drugs etc. in nearby areas. The Gymnastic team of the department is very popular among local

community. Thus the NSS unit-1, IQAC and gymnastic team of the institute have sensitized the students community for holistic development through various extension activities in neighborhood community.

File Description	Document
Upload Additional information	View Document

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

Some of our faculty members and students of the college received recognition by different organizations. Following documents will be worth mentioning.

Dr Pritesh Chakraborty, Dept. of English received Fulbright Foreign Language Teaching Assistantship (Hindi) by the Fulbright Association (USA) in the year 2018-19.

Our student Arnab De of semester VI was awarded with best Secretary Certificate in the YPC in the year 2019-20.

Our student Kalipada Mandi was awarded 3rd prize in Inter Collegiate Annual Athletic Meet. 2019-20 (5000 mtr. Run) organized by the University of Burdwan.

File Description	Document
Upload Additional information	View Document

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 0

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
0	00	0	0	0

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	View Document
Institutional data in the prescribed format	View Document
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	View Document

3.5 Collaboration

<p>3.5.1</p> <p><i>Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.</i></p> <p>Response: 0</p>	
File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	View Document
List of year wise activities and exchange should be provided	View Document
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- teaching – learning, viz., classrooms, laboratories, computing equipment etc
- ICT – enabled facilities such as smart class, LMS etc.

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

Acharya Sukumar Sen Mahavidyalaya has a vision to impart quality education to the students and has provided adequate infrastructure and physical facilities as per requirement of the students under the CBCS system. The specific location of the college is almost pollution-free, green environment. The total campus area of the institute is 5 acres along with a separate playground of 0.65 acres.

- All 11(Eleven) departments including 5 Honours subjects and one certificate course in Yoga has a separate room.
- There are 14 class rooms including one spacious room that can accommodate more than 175 students.
- All the classrooms are equipped with proper light, fans, blackboard, benches and ventilation.
- Two ICT-enabled classrooms with LCD projectors are shared by the faculty members as per requirement of class routines.
- The college has a common staff room for teachers, Principal's chamber, separate chamber for Bursar, Separate common room for Girls and Boys.
- Separate room for IQAC, NSS and career counselling.
- The college has a Mini Indoor Stadium having carpet area of 150 Sqft.
- The gymnasium of the college is well equipped with modern tools.
- The Yoga Centre of the college provides 6 months' certificate course in Yoga which is recognized by the University of Burdwan.
- The computer Lab of the college is accessible to the students.
- The Geography lab and Dept. of Music provides infrastructural facilities as per requirement of the subjects.
- RO filtered water and cold water facility are available.
- CCTV cameras are installed at strategic locations for continuous surveillance of the campus.
- Ample parking facility for bicycle, and motorbikes.
- The college has installed solar power panels of 10KVS power generation that has reduced the cost of electricity consumption.
- The college library is automated and houses adequate number of books and journals.
- The seminar hall with carpet area of 102.89 sqmtr is provided with audio system. The institution has a beautiful playground of 2632 sqmtr area where college sports is organized every year. Students play football and cricket in the playground. Besides separate volleyball and khokho court are present. In the field of indoor games our college has facilities of carom and table tennis

boards.

- The college has installed sanitary Napkin Vending Machine in the girls common room.

List of sports equipment's available

- Football.
- Volleyball
- Khokho pole
- Cricket bat, ball wicket, gloves and pads
- badminton, racket & cock
- table tennis board, bat and ball
- carom board.

- **Athletic:-**

- Shotput ball
- Discus
- Javelin
- Relay baton
- starting block
- Measurement tape.

- **Gymnasium:-**The carpet area of the gymnasium is 109.2sqmtr.

The college has a well-equipped gymnasium in which following facilities are available like trade mill, cycle, sixteen station, Gym ball, stepper etc. Both teacher and students practice in gym session and a register is maintained for entry of the gymnasium.

The administration is vigilant for proper augmentation and maintenance of infrastructure and physical facilities of the college.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 39.74

4.1.2.1 Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
30.28	4.65	18.06	10.60	16.84

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

The college library is being automated with digital facilities. For this purpose, Library Management Software namely College Administration Management Software (CAMS), Version 3.0 had been installed in 2023. Different activities of the library including cataloguing, QR-code and On-line access of books are in progress by this software. The library has 24x7x365 search facility. Every year the library organizes students orientation programme for 1st year/Semester students/ newcomers so that they become familiar with the various mechanisms of the library system. Besides library computer is connected with internet. The users can search, requisite and reserve their resources on demand. The work of barcoding will proceed soon.

1. Nature of Library Software:-

Name of the ILMS Software	Nature of automation (Fully /Partially)	Year of automation
CAMS Version 3.0	Partially	2023

Subscription to e-resources:The college has provided access to e-books and e-journals and e-shodhsindhu/shodhganga/ INFLIBNET. We can access approximately- books and..... journals under this system.

Library also provides online access to University Syllabus and previous year Question.

1. Amount spent on Books and Journals:-

SI No	Year	Annual expenditure against purchase of books, journals, e-books, e-journals (INR in Lakhs)
1	2018-19	0.23395
2	2019-20	0.42412
3	2020-21	0.02800
4	2021-22	0.0
5	2022-23	0.51047

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

The institution has updated IT facility. The college has updated its IT facilities during the last five years.

Bandwidth 94.72 Mbps

The college has two smart classrooms which are equipped with projectors, internet connection and computers. Each department can use these facilities for ICT enabled classes. The broadband internet line is connected with college office, college library, Principal’s office, IQAC room and computer lab.

The entire college is under CCTV coverage which is monitored from Principal’s office. The record is preserved for 7 days for future reference. Principal can also view the footage from CCTV cameras from anywhere. Separate computer lab has been set up for the use of the students.

- Online processing of all student-related activities such as university registration, form fill-up for examinations, generation of admit cards and mark sheets, uploading of marks on the university web portal, etc.
- Official activities such as preparation of all textual documents such as notices, letters, account statements, etc., using suitable computer software.
- Online communication with government and university departments through email.
- College website where general information about the college, issued notices, intimation regarding students' affairs including admission and university examinations, NAAC-related information, faculty details, infrastructure and support services, etc., are available.
- Internet facilities are available for teachers and students.
- There has been a significant increase in the number of desktops and laptops during the last five years. At present, there are ten computers used in the computer laboratories, library and college office. The smart classroom facilitates modern audio-visual systems to make the classes more attractive.
- Everyday office work is conducted with the help of software.
- The college has recently installed 19 CCTVs cameras which the administrative head can check anytime according to his convenience.
- Submission of payment of bills and disbursement of pay and allowances of the employees are carried out on the WBIFMS portal of the Government of West Bengal thereby bringing our payment of salaries under the larger ambit of e-governance.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3.2

Student – Computer ratio (Data for the latest completed academic year)

Response: 468

4.3.2.1 Number of computers available for students usage during the latest completed academic year:

Response: 01

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 0.56

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

2022-23	2021-22	2020-21	2019-20	2018-19
0.0	0.11	0.11	0.0	0.91

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 44.65

5.1.1.1 Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
391	342	357	45	26

File Description

Document

Year-wise list of beneficiary students in each scheme duly signed by the competent authority.

[View Document](#)

Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).

[View Document](#)

Upload policy document of the HEI for award of scholarship and freeships.

[View Document](#)

Institutional data in the prescribed format

[View Document](#)

Provide Links for any other relevant document to support the claim (if any)

[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

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

Response: A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	View Document
Report with photographs on ICT/computing skills enhancement programs	View Document
Institutional data in the prescribed format	View Document
Provide Links for any other relevant document to support the claim (if any)	View Document

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 1.38

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

2022-23	2021-22	2020-21	2019-20	2018-19
36	0	0	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

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

Response: A. All of the above

File Description	Document
Proof related to Mechanisms for submission of online/offline students' grievances	View Document
Proof for Implementation of guidelines of statutory/regulatory bodies	View Document
Details of statutory/regulatory Committees (to be notified in institutional website also)	View Document
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	View Document

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 5.41

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1	15	6	0	9

5.2.1.2 Number of outgoing students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
148	140	138	90	57

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	View Document
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	View Document
Institutional data in the prescribed format	View Document

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 0.55

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

2022-23	2021-22	2020-21	2019-20	2018-19
2	1	0	0	0

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	View Document
Institutional data in the prescribed format	View Document

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 last five years

Response: 0

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description	Document
Upload supporting document	View Document
list and links to e-copies of award letters and certificates	View Document
Institutional data in the prescribed format	View Document

5.3.2

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

Response: 0.8

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1	1	0	1	1

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.4 Alumni Engagement

5.4.1

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

Response:

The Alumni association of Acharya Sukumar Sen Mahavidyalaya was established in 2019 and registered under societies Act 2016 in the year 2023. Almost all the members of the association are students and are engaged either in higher studies or in some other activities. Under the present scenario financial support from the association is quite unexpected. But the association provides various other support services to the principal and IQAC coordinator regarding development of the college and renders suggestions for good administration. Members of the association often meet with the principal and IQAC coordinator and discuss on the matters concurring betterment of the college with regard to welfare of students, infrastructure of the college, its daily activities and suggest about how the college could provide better service to the students. They provide important networking opportunities and remain connected with local community and former students. The association is planning to open a bank account to collect and deposit donations in near future. Alumni members are inseparable part of the college. Presently there are more than one hundred members of the association. Current president of the association Mr. Rakesh Santra personally approached to the Proddhan,Gotan Gram Panchayet and arranged one vending machine for providing sanitary pads for the girl students of the college. Importance of the machine is immense. It will be of great help for the female learners. Alumni members are pride of the institution. They would play significant role in shaping the future of the institution.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

Implementation of NEP has been undertaken by the institution from the academic session 2023-2024 as per directives of the affiliating university, the University of Burdwan.

In order to maintain the sustained institutional growth at par with academic and administrative requirements, the institution has progressed through student centric methods as per the guidelines of the State Government and UGC mandates. The Governing Body is the apex decision making body of the institute which make decision on all the academic, administrative and financial matters. Principal executes the decisions taken in the Governing Body with the help of various academic and administrative sub committees.

The institution practises collection and analysis of feedbacks from students and other stakeholders and takes suggestions from them particularly from students in various operational practices so that their participation is ensured in up gradation of existing scenario.

The process of decentralization is practiced in all the academic and administrative set up of the college. Decisions taken in the Governing Body are executed by the principal through the synchronizing activities of various statutory and non-statutory sub committees like Finance Committee, Building Committee, Tender and Purchase Committee, PF committee, IQAC etc.

There are operational autonomy in the functioning of individual departments. It is reflected in the departmental meetings where every member share their views for the betterment of the existing plans and programs.

The IQAC plays the pivotal role in maintaining quality assurance at every level of functioning of the institution focussing on both short term and long term perspective plan of the institute. The IQAC has continuously under taken strategies for the improvement of teaching–learning process by using more ICT tools, motivating teachers in quality research and judicious use of the library in order to fulfil the vision and mission of the institute.

Acharya Sukumar Sen Mahavidyalaya follows its vision and mission in various institutional practices. Our vision is to cater quality education to the students to make them intellectually sound, self-Reliant, compassionate human resources so as to future leader of the nation by fulfilling their educational passion through value based education. Our mission is to spread the light of knowledge among the students and make them sensitized socially. The institution aims to practice blended mode of teaching and focuses to introduced a few vocational courses in future with proper guidance and permission from competent

authority.

File Description	Document
Upload Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

In order to deploy institutional perspective plan a strategic outline is chalked out by the IQAC at the beginning of every academic year through review and analysis of various plans / programmes and suggestions of students, teachers, non- teaching staffs and local bodies. Regarding academic activities, the strategy is effectively deployed by the preparation of lesson plans and academic calender. An annual budget is prepared for allocation of funds for all inclusive activities. Utilization of funds is monitored by the Financial Committee and Governing Body of the college.

Governing Body is the premier body in the administrative hierarchy and it is the policy-making body of the institution. The college is governed by different administrative set ups as specified by Department of Higher Education, Government of West Bengal and the statute of The University of Burdwan. The Principal is the ex-officio Secretary of the Governing Body and executive head of the institution. The Governing Body is represented by members from teaching, non-teaching, students, as well as nominees of the state government and university. The Principal acts as the president of the Teachers' Council and the Chairman of IQAC of the college. IQAC formulates and monitors all the strategic plans and proposals. Financial transactions are checked by the Bursar with the help of Accountant. The Principal also acts as ex-officio secretary of all Academic Committees, Financial Committee and office administration. In fact, The Principal acts as a liaison between the management and staff. He executes all the decisions including financial matters taken in the Governing Body. A team of support staff including Bursar, IQAC Co-ordinator, Departmental Co-ordinators, Secretary of Teachers' Council and Accountant assist him in day-to-day functioning of the college. A number of academic and administrative sub-committees have been set up to look after all the matters related to finance, building, construction, renovation, maintenance and academic interest of the college. Some of the important sub-committees include Finance, Building, Anti-Ragging Squad, Grievance Redressal Cell, IQAC, Academic, Sports etc.

The service rules are these as directed by the State Higher Education Directorate and the University of Burdwan. Promotion of teaching Staff is monitored by the CAS committee under the IQAC of the college. Vacancies of the teaching posts are filled as per recommendations of West Bengal College Service Commission and Rules and Regulations of the Higher Education Department, Govt. of West Bengal as well as UGC, Non-teaching posts are recruited as per existing orders of the Higher Education

Department, Govt. of West Bengal.	
File Description	Document
Upload Additional information	View Document
Institutional perspective Plan and deployment documents on the website	View Document

<p>6.2.2</p> <p><i>Institution implements e-governance in its operations</i></p> <p>1. Administration 2. Finance and Accounts 3. Student Admission and Support 4. Examination</p> <p>Response: C. 2 of the above</p>	
File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	View Document
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	View Document
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	View Document

6.3 Faculty Empowerment Strategies

<p>6.3.1</p> <p>The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression</p> <p>Response:</p> <p>Teaching Staff:</p> <p>The College provides individual self appraisal Book for every faculty members at the beginning of each academic session and their performance is assessed as per the Annual self Assessment for the Performance Based Appraisal System (PBAS). Career development/progression of individual teacher is</p>

based on the API score as mentioned in the PBAS proforma under the UGC Career Advancement Scheme (CAS). The PBAS proforma is to be filled by the faculty member under the supervision of the promotion Sub-Committee which will be checked & verified by IQAC co-ordinator and the Principal. A selection cum screening Committee consisting of one Govt nominee two subject experts and the Principal of the College will examine the papers and will send its recommendation on the basis of API score and other records. As per recommendation of the selection cum screening committee the Governing Body of the College will take necessary steps for re-fixation of the promoted teacher.

Non-teaching Staff:

For Non-teaching Staff there is no such performance appraisal system. An overall monitoring system of the performance of Non-teaching Staff of the College is practised by the principal.

Welfare Measures:

The institute provides certain welfare measures for both teaching and Non Teaching Staff:

1. State govt policy related measures

- Casual Leave, Earned Leave, Medical Leave.
- Maternity Leave and Child Care Leave for female members.
- Paternity Leave for male members.
- On duty leave of teachers for attending Refreshers/Orientation/Short term Course/ Seminars/Conference/Workshops etc.
- Special Leave for exigencies.
- Loan facilities from Provident Fund.

2. Welfare measures at the institutional level

- Enrollment under West Bengal Health Scheme (for teachers) and Swastha Sathi Scheme (For Non-teaching Staff)
- Loan facility from Employees Co-operative Society run by the institute
- Festival allowance for Casual/ guest employees
- Provisions for canteen, Water Purifier, Wi-fi, GYM and sports equipments.
- Felicitation of transferred/ Superannuated teachers and Non Teaching Staff.
- Annual Picnic.
- Participation in Annual Sports & Cultural Programme.

In this way, the institution always tries its best for holistic development of its employees.

File Description	Document
Upload Additional information	View Document

6.3.2

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

Response: 0

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description

Document

Institutional data in the prescribed format

[View Document](#)

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 15.22

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
4	5	4	1	0

6.3.3.2 Number of non-teaching staff year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
6	6	6	6	6

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	View Document
Institutional data in the prescribed format	View Document
Copy of the certificates of the program attended by teachers.	View Document
Annual reports highlighting the programmes undertaken by the teachers	View Document

6.4 Financial Management and Resource Mobilization

6.4.1

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

The institution has specific strategies for mobilization and optional utilization of fund for infrastructure development and Student welfare.

Mobilization of Funds:

The major source of funds during the last five years has been received from the Higher Education Department, Government of West Bengal. Funds are also mobilized from fees collected from students. The College solicits grants from M.P/MLA LAD. Funds are also generated from government agencies, private donations, NGOs etc.

Utilization of Funds:

For proper utilization of funds the College has framed a Finance and Purchase Committee, Building Committee and Library Committee. Funds are allocated as per requirement and recommendation of these committees. Finally, allotment of funds are reviewed by the Finance Committee and ratified by the Governing Body.

There are two different types of expenditure:

1. Recurring

2. Non-recurring

Recurring expenditure involves daily expenditure. A major part of the annual income is spent for

students' cultural programmes, annual sports, organizing seminars, payment of remuneration of Casual Staff etc. On the other hand, non-recurring expenditure involves long-term augmentation and maintenance of infrastructure including purchase of Library books, furnitures, Computers, Electrical goods etc. In order to meet the expenses, the college has applied to the Govt. for more funds from time to time.

Fees collection from the Students are utilised for the development of the College and Finance & Purchase Committee determines the policy and procedure of all kinds of purchases. Purchases of goods is done through tenders. At least three tenders are collected from different vendors and compared for purchasing any item and every transaction is supported by bills / vouchers. All collections are deposited in the bank and expenses are incurred through cheques/electronic mode. Bills / vouchers are processed by the accountant, Bursar and Principal of the College.

Both external and internal audits have been completed. External auditor is recruited by the Department of Higher Education, Government of West Bengal.

File Description	Document
Upload Additional information	View Document

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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

The Internal Quality Assurance Cell (IQAC) of the college is instrumental in maintaining the quality of teaching learning process and overall development of the institution from the very beginning of its inception. IQAC conducts regular meeting to examine various aspects of teaching learning process and all-round development of the college. IQAC in collaboration with various departments has regularly organised seminars/ Webinars of which seminar on Intellectual Property Right, held on 14.12.2022 and Gender Studies, held on 05.11.2022 need to be specially mentioned. IQAC has introduced structured feedback system in the college from the session 2018-19. Regular analysis of feedback is done and the same is reported to the Principal for further action. A number of add-on/certificate courses has been introduced by the IQAC as supplementary programme to the basic curriculum framework. From the session 2018-19 till date as many as 16 such courses have been completed. Participation of students in these courses is quite satisfactory. IQAC has always been functional to maintain a green campus and plantation has been done throughout the campus. Not only that a flower garden and a medicinal plant garden has also been set up within the campus. In modern educational System, mentor-mentee framework is the backbone of teaching-learning process. In collaboration with the academic committee IQAC has established mentor-mentee system in the college. It helped a lot to solve any problem arising

in regular college hours. IQAC paved the way for installation of CCTV camera at some places of strategic importance within the campus. IQAC resolved to introduce automation of the college library and new software has been installed from the session 2022-23. IQAC has introduced Academic Audit and Green Audit from the session 2020-21 and the same will be followed in coming years. IQAC has always looked forward for collaborative exchange with other institutions. Faculty exchange programmes has been done under the umbrella of MoU signed between Acharya Sukumar Sen Mahavidyalaya and various higher educational institutes. Alumni Association is one of the foundation stone of the academic institute. In our college, an alumni association existed since 2019 but it was not registered. The association was registered in the year 2023 by the active initiatives of the IQAC.

File Description	Document
Upload Additional information	View Document

6.5.2

Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2.Academic and Administrative Audit (AAA) and follow-up action taken**
- 3.Collaborative quality initiatives with other institution(s)**
- 4.Participation in NIRF and other recognized rankings**
- 5.Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: C. Any 2 of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	View Document
NIRF report, AAA report and details on follow up actions	View Document
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	View Document
Link to Minute of IQAC meetings, hosted on HEI website	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

The institution aims to promote equal opportunities for men and women among its students and employees and considers gender balance as of utmost importance in its policy making decision. The College had formed several committees where female members are equally represented with the male counterparts. In the first regular Governing Body of the college the only female members of the teaching faculty was nominated as TR. The college had organized number of seminars, awareness programme and mentoring sessions in last five years to strengthen gender equity and maintain gender balance, Girls represent about 67.09 % of the total students of the latest completed academic year. There is a separate common room for girl students with attached toilet. A napkin Vending machine has been installed in the girls common room. The college had performed gender audit for the last three academic years.

Year	Title of the Programme	Date	Duration	Number of Participants
2018	Save the Girl Child	22.01.2019	One day	42
2020	Thalassemia Awareness Programme	03.03.2020	One day	49
2022	Thalassemia Awareness Camp	28.04.2022	One day	74
2022	An Introduction to Gender Studies & Research Methodology	05.11.2022	One day	115

An one day seminar was organized by the department of education in collaboration with Govt. General Degree College, Kalna on gender studies. Dr. Chandan Adhikari, Associate Professor of B.U. and Prof. Sunil Kumar Baskey, Assistant Professor of Rabindra Bharati University discussed on the subject matter. NSS Unit of the college organized a one-day seminar on Save Girl child on 12.07.2018.

The girls' common room is provided for a separate comfort zone outside the classroom. Sexual Harassment Prevention Cell, internal complaint committee have been formed to address all sorts of sexual harassment cases. A Grievance Redressal Cell has also been established to enable students to solve grievance related issues. The college has a separate toilet for female faculty members. The campus is well protected with a boundary wall. The college provides 24x7 surveillance using CCTV cameras installed at places of strategic importance within the campus. All members of students community and faculties carry identity cards within the campus.

File Description	Document
Upload Additional information	View Document

7.1.2

The Institution has facilities and initiatives for

- 1. Alternate sources of energy and energy conservation measures**
- 2. Management of the various types of degradable and nondegradable waste**
- 3. Water conservation**
- 4. Green campus initiatives**
- 5. Disabled-friendly, barrier free environment**

Response: D.1 of the above

File Description	Document
Policy document on the green campus/plastic free campus.	View Document
Geo-tagged photographs/videos of the facilities.	View Document
Circulars and report of activities for the implementation of the initiatives document	View Document
Bills for the purchase of equipment's for the facilities created under this metric	View Document

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

- 1. Green audit / Environment audit**
- 2. Energy audit**
- 3. Clean and green campus initiatives**
- 4. Beyond the campus environmental promotion activities**

Response: C. Any 2 of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	View Document
Policy document on environment and energy usage Certificate from the auditing agency	View Document
Green audit/environmental audit report from recognized bodies	View Document
Certificates of the awards received from recognized agency (if any).	View Document

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

Acharya Sukumar Sen Mahavidyalaya admits students from different section of the society and maintains an inclusive environment for all stakeholders of the college. The college cultivates communal harmony in and outside the campus by arranging different cross- cultural discourses, cultural programmes etc. Department of Bengali organizes International Mother language Day every year to make everyone proud of their mother tongue and to create an environment of mutual respect among linguistic diversities.

Our college aims to educate the students to be the world citizen with tolerance to mixed culture. Almost 60 present of our students belong to a particular minority group and not a single case of communal conflict occurred here over the years. Mentors of the student groups play the vital role of maintaining the code of conduct in the campus. All the stakeholders follow the mission and vision of the institute.

Our students participate in mock Parliament at district level every year. During practice session the NSS unit and Dept. of Pol. Science make students sensitized towards constitutional obligations. Seminars on gender equity were also organized by the Dept. of Education and Bengali of the college. Girl Students were sensitized about. their rights. Social extension programme organized by the NSS unit of the college helped the students aware of their duties as a responsible citizen. Participation of staff and students in the blood donation camps organized by the college reflects their altitude towards the noble duty of blood donation .Every year our students open camps in front of the Board exam centres of the local school and arrange for distribution of drinking water for students and guardians coming from distant schools. This reflects theirs duties and responsibilities for fellow students.

The students Grievance Cell, Anti-ragging committee and Anti sexual Harassment committee work at zero tolerance if there is any report of such incidence. The complaint box is kept ready for any report of

such incidence. The complaint box is placed just in front of the Principal's chamber. The college organized COVID vaccination for the students twice during the pandemic period.

File Description	Document
Upload Additional information	View Document

7.2 Best Practices

7.2.1

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

Response:

Best Practice- 1

1. Title of the Practice: Thirst for Value-Based Education.

2. Objectives of the Practice:

Value based education is practiced for:

- To nurture morality, punctuality, sensibility, equality, non-violence, tolerance, cleanliness, fraternity, cooperation, patriotism, national integrity and Universal brotherhood among the students of the institute and
- To encourage our students to build knowledge-based environment and motivate them to enlighten common people of the society.

3. The Context:

Students of our Institution come off a diverse range of socio-economic background. Most of the students are first generation learners and primarily face three basic challenges-financial, academic and psychological. They are not properly groomed by the elders in their family because of lack of funds and education. Students are unaware of the environmental sustainability, human values and ethics and causes of social degradation. In this context, the institution can take the responsibility to create an environment based on value-based education so that our students, future of the nation, become conscious about the overall degradation of the society and can develop their personality, good manners and become sensible enough for the protection of mother nature.

4. The Practice:

The Institution has set up a committee for Value-Based Education. Members of the committee take part in meetings held at regular intervals. A roster is prepared at the beginning of each semester showing the names of the teachers who have been allotted classes on Value-Based Education. The same roster is displayed on the student's notice board and also on the notice board of the Teachers room. Variety of topics covering environmental awareness, moral values, health and hygiene, mental health and stress management, social awareness etc. are taught by the faculty members. This endeavor helps the students to develop human values, discipline, friendship and care for fellow students of our college.

5. Evidence of Success:

Introduction of Value-Based Education has been reflected on the students by their well-mannered behavior, simplicity and friendliness. Participation of the students as NSS volunteers indicates the fruitfulness of this venture.

6. Problems encountered and Resources Required:

Insufficient teachers, lack of fund and paucity of classrooms are major hurdles to be overcome to make the Value-Based Education successful.

Best Practice 2

1. Title of the Practice: Help thy Neighbour

2. Objectives of the Practice:

AcharyaSukumarSenMahavidyalaya was established with a view to spread the light of education to the downtrodden, minority and backward section of the rural masses. The college is located in a remote village at the borderline of PurbaBardhaman district of West Bengal. People of the locality are mostly farmers. During the formative stage of the college people came forward and generously donated money. Some donated land for the college building. Keeping all these in mind the college authority is determined to co-operate with them and let the local schools use the college hall/play ground free of cost for their co-curricular activities.

3. The Context:

By permitting local people to use the college hall/ playground might create a difference among other organizations in the community to establish a stronger bond between the local people and the college students. The first step is to take initiative for the benefit of the local people. The college has tried to establish collaborations with the local high schools/free primary school/local clubs etc. to allow them to use the college hall/ playground for their sports / cultural events or drawing competitions etc.

4. The Practice:

In order to foster collaboration between local bodies and the institute a number of initiatives have been taken by the college in recent years. The following are some of the practices that can be worth mentioning.

- **Use of college ground:**The college has allowed local clubs and primary schools to use the college ground and other facilities for sports and cultural events. This will not only benefit the local people to conduct their activities but will also provide our college students a scope to tie up the local community with a stronger relationship.
- **Use of college hall:** The college has offered its hall (carpet area 2850 sqft) to the local Gotan Sree Sree RamakrishnaSaradamoni Ashram and Primary schools to conduct their programmes. The Ramakrishna Ashram has organized its annual programme in the college hall. Our students also participated in all such programmes. The college also offered its hall to one local teaching institute for use in drawing competition and talent search examination of young children.Our cycle stand has also been used for this purpose.

Overall, this will be a unique endeavour for the college to build a stronger bond with the local community.

5. Evidence of Success:

Local people generously came forward and participated in the get together organized by the institute. They share their views for future development of the college.

6. Problems encountered and Resources Required:

Lack of fund and shortage of manpower are major obstacles behind the practice.

File Description	Document
Best practices as hosted on the Institutional website	View Document

7.3 Institutional Distinctiveness

7.3.1

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

Response:

Students are the prize possession of the institution. Our mission is the alround development of the students. We aim to make our students academically sound, mentally fit, socially concerned and environmentally aware global citizens of future India. Students of the institution show honesty and integrity in all sorts of academic affairs. The institution organizes seminars, webinars, workshops and counseling programmes on regular basis to inculcate mental alertness and social responsibility among the

students. Regular programmes are also organized in the college on various social and environmental issues. Almost seventy percent students of this co- educational institution are females. Keeping it in mind our college has taken several steps by organizing a number of counseling programmes on various aspects of gender equity to make the students alert on the importance of gender balance and necessity of woman empowerment. In order to foster social responsibility and community engagement among the students our college has organized a number of outreach programmes . The NSS unit of the college has extended its activities in neighbouring areas so that the volunteers are motivated to inculcate the spirit of social commitment and develop co-operative mindset. Our NSS unit has adopted a local village where special camps are held. IQAC in collaboration with the NSS unit of the college has organized blood donation camp during which a number of local people also donated blood. During COVID-19 pandemic, two days vaccination camp were organized In our campus. A free cold drinking water station has been set up within the campus which supplies pure drinking water not only to our students but is also accessible to the local farmers who are used to collect drinking water throughout the year. Our college has organized Thalassaemia Awareness Programme in which our Principal DR. J. K. Mukherjee was the resource person. Dr. Mukherjee explained the genetics of the disease in a very lucid manner and gave importance on necessity of awareness of the common people.

Our Value Based Education effort is aimed at imparting moral values among the students. In fact, morality in today's decaying society is of utmost importance and should essentially be practised at undergraduate studies. For this reason, masterminds of our Value Based Education Programme have categorically selected topics on moral values, dignity of labour, discipline and time management, mental health etc. for first semester students of the college. Our institution has framed a unique code of conduct which is hoisted in the college website and it is formulated to guide the students for what to do and what are not to do. A committee regularly monitors the overall performance of the students to maintain the campus environment healthy and sustainable to all our stakeholders. Our Principal and faculty members deliver talks on topics related to Value Based Education. The institution organizes an induction programme every year for first semester students in which they are made aware of the code of conduct. Parents and guardians are also made familiar with the code of conduct at the time of parent- teachers' meet.

The students of our college belongs to families of different socio-economic backgrounds. The college authority always try to maintain universal brotherhood within the campus by organizing different programmes. Every year Department of Bengali in collaboration with IQAC of the college observe International Mother Language Day. Students actively participate in all our cultural programmes . Celebration of such programmes strengthens unity in diversity of Indian culture. Students are made familiar with the cultural and religious diversities of the nation. Various commemorative days are observed within the campus with a view to make our students aware of our cultural heritage. Almost all the departments of the college publish wall magazines of their own. This is the platform where the students are encouraged to show their creativity and improve their writing skills. Annual sports are organized with great enthusiasm. Students, teachers and non-teaching staff of the college actively participate in college sports. The institution has taken green campus initiatives and all stakeholders participate in plantation programme. The NSS unit of the college maintains a medicinal plant garden and a flower garden in the campus. The institution practices solid waste management within the campus. As far as environmental awareness of our students is concerned, our students are sensitized by participating in special camps, cleaning programmes, Swachhata Pakhwada and other awareness programmes. Students are encouraged to observe different Environmental Days such as World Environment Day, No Tobacco Day, No Vehicle Day etc.

The institution has already progressed to publish ASSM Journal of Humanities a bilingual (Bengali and English), multidisciplinary journal of its own. Our aim is to publish original research articles in humanities and social sciences.

File Description	Document
Appropriate web in the Institutional website	View Document

5. CONCLUSION

Additional Information :

To conclude, it can be safely asserted that Acharya Sukumar Sen Mahavidyalaya, a rural based college under The University of Burdwan, helps the student of the locality to fulfill their dream of higher Education and cater education and knowledge to the student in need. The college offers various courses of Humanities faculty under the CBCS System prescribed by UGC and tirelessly efforts to bring innovation and efficiency in classroom teaching to benefit the luminous young minds of the area in their pursuit of a brighter future even with the limitation and short comings of infrastructure that this newly established rural college is bound to have the support from the local community given the institution confidence in maneuvering its future towards becoming an eminent Institution of academic excellence with various nonacademic programs such as health care and medical awareness camps cleanliness programs the NSS unit of the college rigorously tries to inculcate good hygiene mentality among the students as well as local people . The Institution aims to extend its helpful hand towards its stake holders as it has been doing from its inception by various means such as promoting among students good behavior, humanitarian mentality and discipline , among its teacher acceptability and a giving mentality to adhere there strife for innovative and fruitful ways attaining academic excellence . The Institution boasts on the scenic beauty of its campus showcasing vast fields of fertile land and panoramic view of the skyline of Damodar valley plain. Furthermore the Institute is blessed to have the unconditional support from the governing body of the college as well as their guidance to shepherd it to the right path ways. The college in future vows to propel it's infrastructural development and trigger its academic activities to a higher level than it is now capable of to give to the local people of the area a better chance to showcase their talent.

Concluding Remarks :

The institution aims to propel its infrastructure in future for which we plan communicate with Higher Education Department, Govt. of West Bengal for funds to set up a new block in the college campus to start with science courses in our college.

The institution aims to utilize its water body in the campus by opening vocational course on fishery in near future. For this purpose we have already communicated with the competent authorities with guidance from the President of Governing body of our college Mr. Pradip Mazumdar, Honourable Minister-in-charge, Panchayat and Village development department of Govt. of West Bengal. We have talked with local panchayat for beautification of the banks of the college pond.

The institution hopes to create a Green campus to set an example of greenery in the locality and other institution. We shall try to inculcate among our students as well as people of our locality a healthy habit of planting and preserving greenery of our surrounding.

The college further plans to make our campus carbon free by restricting fossil fuel vehicles in the campus. We have already discussed about restricting and prohibiting fossil fuel vehicles on campus on alternate days of the week.

The boundary that surrounds the college has been vital in the intellectual reformation that shaped Bengal as well as the entire country. Acharya Sukumar Sen, Rasbehari Basu, Kabikankan Mukundaram Chakraborty have graced this soil with their birth. We shall channelize our efforts to make a museum in future to preserve the

memories related to these stalwarts so that posterity can witness their life and take inspiration from them.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.2.1	<p>Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)</p> <p>Answer before DVV Verification : 16 Answer After DVV Verification :08</p>																				
1.2.2	<p><i>Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years</i></p> <p>1.2.2.1. Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>116</td> <td>76</td> <td>0</td> <td>48</td> <td>66</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2022-23</th> <th>2021-22</th> <th>2020-21</th> <th>2019-20</th> <th>2018-19</th> </tr> </thead> <tbody> <tr> <td>69</td> <td>58</td> <td>0</td> <td>48</td> <td>66</td> </tr> </tbody> </table>	2022-23	2021-22	2020-21	2019-20	2018-19	116	76	0	48	66	2022-23	2021-22	2020-21	2019-20	2018-19	69	58	0	48	66
2022-23	2021-22	2020-21	2019-20	2018-19																	
116	76	0	48	66																	
2022-23	2021-22	2020-21	2019-20	2018-19																	
69	58	0	48	66																	
1.3.2	<p>Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)</p> <p>1.3.2.1. Number of students undertaking project work/field work / internships Answer before DVV Verification : 170 Answer after DVV Verification: 0</p> <p>Remark : The HEI has provided the syllabus for Environmental Studies. DVV acknowledges that the UGC has mandated a six-month compulsory core module course in environmental studies for all universities and colleges across India. The syllabus includes several recommended project titles. However, the HEI has not only assigned a single generic title for all 170 students, but this topic also deviates from the prescribed syllabus. Additionally, in the academic year 2022-23, only 90 students were in their final year. Therefore, the HEI's claim of 170 students appears arbitrary.</p>																				
1.4.1	<p><i>Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website</i></p> <p>Answer before DVV Verification : A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website</p>																				

Answer After DVV Verification: E. Feedback not collected
 Remark : HEI has neither submitted filled-in feedback forms nor attested the documents. In the absence of feedback-forms earlier recommendation has been revised.

2.1.2 Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

2.1.2.1. Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
102	120	96	145	130

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
102	113	94	141	128

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
237	203	203	203	203

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
252	216	216	216	216

Remark : In West Bengal 3% quota is earmarked for the disabled persons under SGSY.

2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

2.4.1.1. Number of sanctioned posts year wise during the last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
22	22	22	5	5

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
22	22	22	5	5

2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last

five years (consider only highest degree for count)

2.4.2.1. Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
12	12	10	5	4

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
11	11	10	5	4

Remark : SOUVICK NAYEK received Ph.D. in 2023 therefore excluded.

2.6.3 Pass percentage of Students during last five years (excluding backlog students)

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
144	138	117	31	35

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
120	118	111	110	72

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
148	140	138	90	57

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
137	147	139	138	90

Remark : HEI has only provided the asked document for AY2022-23. In the absence of valid documents, for the rest of the years only 80% students have been assumed as passed.

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

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
4	7	2	1	1

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

3.3.1 Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

3.3.1.1. Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
0	1	4	1	1

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

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

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
4	6	3	4	6

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

3.4.3 Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

3.4.3.1. Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
2	1	0	0	3

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
0	00	0	0	0

3.5.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Answer before DVV Verification : 15

Answer After DVV Verification :0

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

4.1.2.1. Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
33.11	5.19	18.08	10.57	14.33

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
30.28	4.65	18.06	10.60	16.84

Remark : Revised as per the Audit Sheets provided.

4.3.2

Student – Computer ratio (Data for the latest completed academic year)

4.3.2.1. Number of computers available for students usage during the latest completed academic year:

Answer before DVV Verification : 5

Answer after DVV Verification: 01

Remark : HEI has provided the a couple of geotagged photos. The recommendation has been revised as per these photographs.

4.4.1

Percentage expenditure incurred on maintenance of physical facilities and academic support

facilities excluding salary component, during the last five years (INR in Lakhs)

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
0.0989	0	0.11472	0.10649	0

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
0.0	0.11	0.11	0.0	0.91

5.1.1 *Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years*

5.1.1.1. Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
361	411	357	478	394

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
391	342	357	45	26

Remark : HEI has revised the figures as per document provided via link [[http://www.sukumarsencollege.ac.in/uploads/ilovepdf_merged%20\(10\).pdf](http://www.sukumarsencollege.ac.in/uploads/ilovepdf_merged%20(10).pdf)], wherein, the allocation and the corresponding beneficiaries number of students have been recommended.

5.1.2 *Following capacity development and skills enhancement activities are organised for improving students' capability*

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

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: A. All of the above

5.1.3 *Percentage of students benefitted by guidance for competitive examinations and career*

counseling offered by the Institution during the last five years

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
36	121	0	0	0

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
36	0	0	0	0

Remark : In AY2021-22 the occasion was "10 years Celebration", therefore, has not been considered.

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

5.2.1.1. Number of outgoing students placed and / or progressed to higher education year wise during the last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
1	20	6	0	9

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
1	15	6	0	9

5.2.1.2. Number of outgoing students year wise during the last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19

5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
2	1	0	0	0

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
2	1	0	0	0

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 last five years**

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

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
1	0	0	2	2

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

5.3.2 **Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)**

5.3.2.1. **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
4	3	0	5	4

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
1	1	0	1	1

6.2.2 ***Institution implements e-governance in its operations***

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

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: C. 2 of the above

Remark : Revised as HEI has not made a convincing case for 3rd and 4th sub-metric.

6.3.3 **Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years**

6.3.3.1. Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
14	10	5	1	0

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
4	5	4	1	0

6.3.3.2. Number of non-teaching staff year wise during the last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
6	6	6	6	6

6.5.2 **Quality assurance initiatives of the institution include:**

- 1. Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
- 2. Academic and Administrative Audit (AAA) and follow-up action taken**
- 3. Collaborative quality initiatives with other institution(s)**
- 4. Participation in NIRF and other recognized rankings**
- 5. Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Answer before DVV Verification : A. Any 4 or more of the above

Answer After DVV Verification: C. Any 2 of the above

7.1.2 **The Institution has facilities and initiatives for**

- 1. Alternate sources of energy and energy conservation measures**
- 2. Management of the various types of degradable and nondegradable waste**
- 3. Water conservation**
- 4. Green campus initiatives**

5. Disabled-friendly, barrier free environment

Answer before DVV Verification : A. 4 or All of the above

Answer After DVV Verification: D.1 of the above

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. **Green audit / Environment audit**
2. **Energy audit**
3. **Clean and green campus initiatives**
4. **Beyond the campus environmental promotion activities**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: C. Any 2 of the above

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of teaching staff / full time teachers during the last five years (Without repeat count): Answer before DVV Verification : 19 Answer after DVV Verification : 18</p>																				
1.2	<p>Number of teaching staff / full time teachers year wise during the last five years</p> <p>Answer before DVV Verification:</p> <table border="1"><thead><tr><th>2022-23</th><th>2021-22</th><th>2020-21</th><th>2019-20</th><th>2018-19</th></tr></thead><tbody><tr><td>19</td><td>19</td><td>19</td><td>4</td><td>4</td></tr></tbody></table> <p>Answer After DVV Verification:</p> <table border="1"><thead><tr><th>2022-23</th><th>2021-22</th><th>2020-21</th><th>2019-20</th><th>2018-19</th></tr></thead><tbody><tr><td>18</td><td>18</td><td>18</td><td>4</td><td>4</td></tr></tbody></table>	2022-23	2021-22	2020-21	2019-20	2018-19	19	19	19	4	4	2022-23	2021-22	2020-21	2019-20	2018-19	18	18	18	4	4
2022-23	2021-22	2020-21	2019-20	2018-19																	
19	19	19	4	4																	
2022-23	2021-22	2020-21	2019-20	2018-19																	
18	18	18	4	4																	
2.1	<p>Expenditure excluding salary component year wise during the last five years (INR in lakhs)</p> <p>Answer before DVV Verification:</p> <table border="1"><thead><tr><th>2022-23</th><th>2021-22</th><th>2020-21</th><th>2019-20</th><th>2018-19</th></tr></thead><tbody><tr><td>77.50985</td><td>55.33524</td><td>57.59203</td><td>76.90759</td><td>80.04968</td></tr></tbody></table> <p>Answer After DVV Verification:</p> <table border="1"><thead><tr><th>2022-23</th><th>2021-22</th><th>2020-21</th><th>2019-20</th><th>2018-19</th></tr></thead><tbody><tr><td>63.71</td><td>26.82</td><td>16.75</td><td>11.63</td><td>83.49</td></tr></tbody></table>	2022-23	2021-22	2020-21	2019-20	2018-19	77.50985	55.33524	57.59203	76.90759	80.04968	2022-23	2021-22	2020-21	2019-20	2018-19	63.71	26.82	16.75	11.63	83.49
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