YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution SARAT CENTENARY COLLEGE

- Name of the Head of the institution DR SANDIP KUMAR BASAK

- Designation PRINCIPAL

- Does the institution function from its own campus? Yes

- Phone no./Alternate phone no. 03213255282

- Mobile No: 9434353556

- Registered e-mail principal_sccollegednk@rediffmail.com

- Alternate e-mail saratcentenary@gmail.com

- Address Dhaniakhali, Hooghly, PIN-712302, West Bengal

- City/Town Dhaniakhali

- State/UT West Bengal

- Pin Code 712302

2.Institutional status

- Affiliated / Constitution Colleges Affiliated College

- Type of Institution Co-education

- Location Rural

- Financial Status   **Grants-in aid**

- Name of the Affiliating University   **The University of Burdwan**

- Name of the IQAC Coordinator   **Dr Ramanuj Konar**

- Phone No.   **03213255282**

- Alternate phone No.   **9474021041**

- Mobile   **9474021041**

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

- Alternate e-mail address   **ramanujk@sccollegednk.ac.in**

3.Website address (Web link of the AQAR (Previous Academic Year)   https://sccollegednk.ac.in/images/uploads/AQAR_2019_20.pdf

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

- if yes, whether it is uploaded in the Institutional website Web link: https://sccollegednk.ac.in/content.php?pid=Mjg=

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C++**	**67.05**	**2005**	**20/05/2005**	**19/05/2010**
Cycle 2	**B**	**2.33**	**2016**	**05/11/2016**	**04/11/2021**

6.Date of Establishment of IQAC   **11/02/2014**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	**NIL**	**NIL**	**0**	**0**

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

- Upload latest notification of formation of IQAC   View File

9.No. of IQAC meetings held during the year   `02`

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   `Yes`

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

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

- If yes, mention the amount

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

`• Webinar entitled "Pandemic Covid-19; Threats to Life, Economy, and Education in India" was organized on 25/07/2020 • A Two-Day Internal Online Faculty Development Programme entitled ' The Tools for Online Teaching' was Organised by IQAC on 06 & 07 September 2020 for enhancing online teaching skills during the pandemic period • Three-day webinar entitled 'The Evolution of Bengali Identity: Reflections in Literature, Culture & Society' was organized on 10-12 October 2020 by postScriptum: An Interdisciplinary Journal of Literary Studies, a publication of the Department of English, Sarat Centenary College • Renewal of the College website domain (www.sccollegednk.ac.in) and creation of a separate Examination menu on the college website so that students can easily access admit cards, results, and relevant examination notices during the pandemic period • Organized a webinar on the occasion of National Science Day, 28th February 2021 where three renowned educationalists talked on three different interesting science topics`

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

Plan of Action	Achievements/Outcomes
Awareness on Covid-19	Webinar was organized on 25 July 2020. Dr Ananda Mohan Pal, Professor in the Department of Business Management, University of Calcutta delivered lecture in this webinar. .Another webinar was organized on the occasion of Youth day where Dr. Sanjib Bandyopadhyay, Assistant Professor, Calcutta National Medical College, delivered a speech on
Internal Faculty Development program on online Teaching tools	Two-Day Internal Online Faculty Development Programme entitled 'The Tools for Online Teaching' was Organised by IQAC on 06 & 07 September, 2020 for enhancing online teaching skills during pandemic period. In this online programme, live demonstrations were organized on Google Meet, Google Calendar, Google Classroom, YouTube, Discord live audio conference, use of College ERP portal & accessing INFLIBNET contents. The said program was very much beneficial for online teaching that was continued till middle of November, 2021
Organizing webinar on the focus area of college online journal postScriptum to reach broader educational community	Three day webinar entitled 'The Evolution of Bengali Identity: Reflections in Literature, Culture & Society' was organized on 10-12 October 2020 by postScriptum: An Interdisciplinary Journal of Literary Studies, a publication of the Department of English, College. The webinar was hosted through Google meet platform and live streaming was done through Facebook live. The event was very much successful where 33

	talks on the webinar theme were delivered that includes national and international speakers. Select papers presented in this seminar were later published in the subsequent volume of postScriptum, on the basis of peer-review reports
Continuous update of College website www.sccollegednk.ac.in	IQAC regularly reviews the content of college website and instructs Website Committee, office and Faculty members to do the necessary modifications. In this year College domain whose validity was up to October, 2020 was renewed for 9 years following IQAC's recommendation. IQAC prepared a proforma for faculty profile update and the same now can be found under Departments menu of our college website. It also suggests to add new menu/submenu in college website (Exam menu where admit card and exam guidelines can be found for University examination; Results submenu under Student's corner displays results of University examination; E-Contents under Library). Following the recommendation necessary updates were done in this Academic Session.
Science popularization programme	College was organizing Seminar/educational exhibition for last few years generally in the month of January/February to popularize science and technology amongst the younger generation and to encourage themselves to do some models on their own and demonstrate. Due to pandemic period, it was

	decided to host a webinar in this year to uphold that tradition. Accordingly One day webinar was organized on the occasion of National Science Day (28/02/2021) through Google meet platform. Prof. Sourav Mukhopadhyay, Dept. of Mathematics, IIT-Kharagpur, Prof Argha Deb, Dept. of Physics, Jadavpur University and Dr. Usha Chakraborty, Former Professor, Department of Botany, University of North Bengal delivered lectures in this webinar where students of our college actively participated.

13.Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
GOVERNING BODY OF SARAT CENTENARY COLLEGE	**22/03/2024**

14.Whether institutional data submitted to AISHE

Part A	
Data of the Institution	
1.Name of the Institution	SARAT CENTENARY COLLEGE
• Name of the Head of the institution	DR SANDIP KUMAR BASAK
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03213255282
• Mobile No:	9434353556
• Registered e-mail	principal_sccollegednk@rediffmail.com
• Alternate e-mail	saratcentenary@gmail.com
• Address	Dhaniakhali, Hooghly, PIN-712302, West Bengal
• City/Town	Dhaniakhali
• State/UT	West Bengal
• Pin Code	712302
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated College
• Type of Institution	Co-education
• Location	Rural
• Financial Status	Grants-in aid
• Name of the Affiliating University	The University of Burdwan
• Name of the IQAC Coordinator	Dr Ramanuj Konar

• Phone No.	**03213255282**
• Alternate phone No.	**9474021041**
• Mobile	**9474021041**
• IQAC e-mail address	**iqac.scc@gmail.com**
• Alternate e-mail address	**ramanujk@sccollegednk.ac.in**

3.Website address (Web link of the AQAR (Previous Academic Year) — https://sccollegednk.ac.in/images/uploads/AQAR_2019_20.pdf

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

• if yes, whether it is uploaded in the Institutional website Web link: — https://sccollegednk.ac.in/content.php?pid=Mjg=

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C++**	**67.05**	**2005**	**20/05/2005**	**19/05/2010**
Cycle 2	**B**	**2.33**	**2016**	**05/11/2016**	**04/11/2021**

6.Date of Establishment of IQAC — **11/02/2014**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
NIL	**NIL**	**NIL**	**0**	**0**

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

• Upload latest notification of formation of IQAC — View File

9.No. of IQAC meetings held during the year — **02**

• Were the minutes of IQAC meeting(s) — **Yes**

and compliance to the decisions have been uploaded on the institutional website?	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	View File
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**
• If yes, mention the amount	

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

• Webinar entitled "Pandemic Covid-19; Threats to Life, Economy, and Education in India" was organized on 25/07/2020 • A Two-Day Internal Online Faculty Development Programme entitled ' The Tools for Online Teaching' was Organised by IQAC on 06 & 07 September 2020 for enhancing online teaching skills during the pandemic period • Three-day webinar entitled 'The Evolution of Bengali Identity: Reflections in Literature, Culture & Society' was organized on 10-12 October 2020 by postScriptum: An Interdisciplinary Journal of Literary Studies, a publication of the Department of English, Sarat Centenary College • Renewal of the College website domain (www.sccollegednk.ac.in) and creation of a separate Examination menu on the college website so that students can easily access admit cards, results, and relevant examination notices during the pandemic period • Organized a webinar on the occasion of National Science Day, 28th February 2021 where three renowned educationalists talked on three different interesting science topics

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

Plan of Action	Achievements/Outcomes
Awareness on Covid-19	Webinar was organized on 25 July 2020. Dr Ananda Mohan Pal, Professor in the Department of Business Management, University of Calcutta delivered lecture in this webinar. .Another webinar was organized on the occasion of Youth day where Dr. Sanjib Bandyopadhyay, Assistant Professor, Calcutta National Medical College, delivered a speech on
Internal Faculty Development program on online Teaching tools	Two-Day Internal Online Faculty Development Programme entitled 'The Tools for Online Teaching' was Organised by IQAC on 06 & 07 September, 2020 for enhancing online teaching skills during pandemic period. In this online programme, live demonstrations were organized on Google Meet, Google Calendar, Google Classroom, YouTube, Discord live audio conference, use of College ERP portal & accessing INFLIBNET contents. The said program was very much beneficial for online teaching that was continued till middle of November, 2021
Organizing webinar on the focus area of college online journal postScriptum to reach broader educational community	Three day webinar entitled 'The Evolution of Bengali Identity: Reflections in Literature, Culture & Society' was organized on 10-12 October 2020 by postScriptum: An Interdisciplinary Journal of Literary Studies, a publication of the Department of English, College. The webinar was hosted through Google meet platform and live streaming was done through Facebook live. The

	event was very much successful where 33 talks on the webinar theme were delivered that includes national and international speakers. Select papers presented in this seminar were later published in the subsequent volume of postScriptum, on the basis of peer-review reports
Continuous update of College website www.sccollegednk.ac.in	IQAC regularly reviews the content of college website and instructs Website Committee, office and Faculty members to do the necessary modifications. In this year College domain whose validity was up to October, 2020 was renewed for 9 years following IQAC's recommendation. IQAC prepared a proforma for faculty profile update and the same now can be found under Departments menu of our college website. It also suggests to add new menu/submenu in college website (Exam menu where admit card and exam guidelines can be found for University examination; Results submenu under Student's corner displays results of University examination; E-Contents under Library). Following the recommendation necessary updates were done in this Academic Session.
Science popularization programme	College was organizing Seminar/educational exhibition for last few years generally in the month of January/February to popularize science and technology amongst the younger generation and to encourage themselves to do some models on

	their own and demonstrate. Due to pandemic period, it was decided to host a webinar in this year to uphold that tradition. Accordingly One day webinar was organized on the occasion of National Science Day (28/02/2021) through Google meet platform. Prof. Sourav Mukhopadhyay, Dept. of Mathematics, IIT-Kharagpur, Prof Argha Deb, Dept. of Physics, Jadavpur University and Dr. Usha Chakraborty, Former Professor, Department of Botany, University of North Bengal delivered lectures in this webinar where students of our college actively participated.

13.Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
GOVERNING BODY OF SARAT CENTENARY COLLEGE	22/03/2024

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022	31/03/2022

15.Multidisciplinary / interdisciplinary

i) Modern-day higher education studies imply a Multidisciplinary / Interdisciplinary approach. The institution has taken initiatives to uphold the Multidisciplinary / Interdisciplinary approaches through its number of programmes. Since the period under consideration was immensely affected by Covid 19 pandemic, still the institution organise some online

discussions that were of multidisciplinary in nature to inculcate Multidisciplinary / Interdisciplinary mythology of studies in different subjects.

ii) During the pandemic period the College encouraged the teachers to hold online interdisciplinary talks.

iii) Some departments arranged for online faculty exchange programme to help the students in a novel manner.

iv) The gender sensitization cell organized a series of online talks delivered by the faculties of the institutions focusing on the pandemic and gender issues from a broader multidisciplinary approach.

16.Academic bank of credits (ABC):

All Indian students are intended to use the specialized identifying system known as the Automated Permanent Academic Account Registry (APAAR)/ Academic Bank of Credits. Aligned with the new National Education Policy of 2020, this effort is a part of the Union government's 'One Nation, One Student ID' programme. In order to digitally save, manage, and access all of their academic credits—including degrees, diplomas, certificates, training information, and extracurricular accomplishments—all Indian students must register for APAAR/ABC ID, a special 12-digit code. For the student, this ID serves as a digital identity in the context of education. Students can safely keep important papers like exam results in DigiLocker, an online repository, by using their APAAR/ABC ID as a link. It accepts academic credits from institutions through the National Academic Depository and is connected to the Academic Bank of Credits (ABC) via the APAAR/ABC ID. This simplifies the verification of academic records and expedites authentication for admissions or job applications. APAAR tracks student achievement and streamlines academic data to improve accountability and transparency in education. It improves productivity, fights fraud, and incorporates extracurricular activities for a comprehensive approach to student development. With a variety of applications, APAAR helps data-driven decision-making in educational institutions and streamlines the transfer process. In order to increase their access to opportunities, it also makes it simple for students to exchange their academic records. In higher education, APAAR streamlines administrative procedures, offers insightful academic information, supports career development, and creates connections with industry partners. It

also facilitates student-employer connections, helps with personalized career counselling, and streamlines tasks like admissions and record management. Trusted by colleges, APAAR/ABC ID takes care of the little things so that they can concentrate on developing environments that foster both professional and academic growth.

According to Order D.O.No.F, 1-50/2021(ABC)/ NaD dated 21/02/2023, UGC clearly mandates to appoint one designated nodal officer and to establish a dedicated NAD/ABC Cell for the implementation of the abovementioned scheme. It would have to include the nodal officer's name, designation, mobile number, and email address, which would be posted on the institutional website.

The University of Burdwan has only recently (20/05/23) informed the affiliated colleges about the creation of the NAD/ABC Cell procedure. We have assigned a Nodal Officer from our college faculties and posted all necessary guidelines, website links, videos, and notices to the college website for further follow-up. Because it is in a very early stage and the university would have to generate the essential registration relevant to the colleges, we must rely on the time frame that they desire us to follow. The nodal officer from our college corresponded with university authorities via a Whatsapp group set up by the university nodal officer. The college faculties help the students through the process and provide a computer system with internet access. The website of the Academic Bank of Credits (ABC) was not properly operational due to the initial phase of work. As a result, many undergraduate students have registered but have been unable to finish the registration procedure due to a lack of linking of individual mobile numbers to their Aadhaar numbers. Then our nodal officer guided them to fill up the Google form provided by the university to create their ABC ID in bulk form.

17.Skill development:

There are courses for skill enhancement (SEC) in every subject provided by the CBCS curriculum. The teachers of each department follow the syllabus to the best of their abilities. It is a duty not a virtue on the part of the teachers beyond that the students are encouraged to pursue, if they wish, a career dependent on these skill enhancement courses. The following courses are offered to the students by the college ---

DEPARTMENT OF BENGALI

Bangla Byakaran

RachanashaktirNaipunya

Prabandha o Pratibedan Rachana

ByabaharikBanglaCharcha O AnubadCharcha

DEPARTMENT OF ENGLISH

Translation

Creative Writing

English Language Teaching

Film Studies

Technical Writing

Business Communication

Soft Skills

Spoken English

DEPARTMENT OF SANSKRIT

Basic Sanskrit

Spoken Sanskrit

Sanskrit Composition

Vedic Literature

DEPARTMENT OF SANTALI

Art of Translation

Creative Writing

Writing Skill

Santali Language Teaching

Practical Translation

Folk and Performing Arts

Language in Advertisement

Dialogue writing for plays and Film

DEPARTMENT OF HISTORY

Museums & Archives in India

Indian History & Culture

Archives & Museums in India

Understanding Heritage

Ethnographic Practices in India: Tradition of Embroidery, Textile making, Knitting, Handicrafts Understanding Popular Culture

Art Appreciation: An introduction to Indian Art

An Introduction to Archaeology

Orality & Oral Culture in India

DEPARTMENT OF PHILOSOPHY

Philosophy in Practice

Philosophy of Human Rights

Philosophical Analysis

Philosophy of Human Rights

DEPARTMENT OF EDUCATION

Measurement and Evaluation in Education

Value Education

Computer Application in Education

Value Education

Educational Thoughts and Ideas of Great Indian Educators

Educational Guidance and Counselling

Distance Education

DEPARTMENT OF POLITICAL SCIENCE

Legislative practices and procedures

Electoral practices and procedures

Legislative Support

Peace and Conflict Resolution

Public Opinion and Survey Research

Environmental Awareness

Democratic Awareness through Legal Literacy

Gender Sensitization

Human Rights Education

DEPARTMENT OF PHYSICAL EDUCATION

15-05-2024 12:08:44

Track and Field

Gymnastics and Yoga

Indian Games (any one)- Kabaddi / Kho Khoand Racket Sports (Any one)-Badminton/ Table Tennis

Ball Games (any two)-Football/Handball/Volleyball/Netball/Throwball

DEPARTMENT OF BOTANY

Bio fertilizers

Herbal Technology

Ethnobotany

Intellectual Property Rights

Medicinal Botany

Mushroom Culture Technology

Agricultural Botany

Floriculture

Nursery & Gardening

Floriculture

Plant Diversity & Human Welfare

DEPARTMENT OF ZOOLOGY

Apiculture

Sericulture

Medical Diagnostics

Aquarium Fish Keeping

Community Nutrition and Health Statistics

DEPARTMENT OF CHEMISRY

Analytical clinical biochemistry

IT skill in Chemistry

Basic analytical chemistry

Pharmaceutical chemistry

Basics & Application of Computer in Chemistry

Polymer Chemistry

DEPARTMENT OF PHYSICS

Renewable Energy and Energy Harvesting

Weather Forecasting

Weather Forecasting

Computational Physics Skills

Electrical Circuits and Network Skills

DEPARTMENT OF MATHEMATICS

Logic and Sets

Object Oriented Programming in C++

Computer Graphics

Analytical Geometry

Integral Calculus

Graph Theory

Operating System (Linux)

MATLAB Programming

Vector Calculus

Theory of Equations

Number Theory

Probability and Statistics

Mathematical Finance

Mathematical Modelling

Boolean algebra

Transportation and Game Theory

Graph Theory

DEPARTMENT OF COMMERCE

E-Commerce

Computer Applications in Business

Entrepreneurship

Personal Selling and Salesmanship

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

Indian knowledge system is an age-old system of acquiring knowledge which is only recently being seriously discussed throughout the world. During the pandemic period the physical education department organised online discussion of the effectibility meditation, yoga to combat physiological stress

suffered by the individual beings at the time of utter distress like pandemic.

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

As the academic year 2020-2021 were years of pandemic situation the College could only offer online mode of Teaching and communicating with the students. Despite immense constraints the College through its various faculties maintained an online monitoring of the students' academic, social, mental status and the students to reported later on that the initiative was very helpful for them to come out of difficult situation and pursue higher educational agenda in the future.

20.Distance education/online education:

The covid 19 pandemic forced everyone to switch over from offline to online mode of studies. It was an unprecedented challenge faced by the College. The College situated in a largely rural region where students come from more remote areas, it was not easy to implement online teaching with absolute success. The College took up the challenged and all faculty members whole heartly participated in this new from of Teaching experience. The teachers supplied hand written notes, e-books , power point presentation, simple online lecturer etc. to the students to meet up their academic wanting.

Extended Profile

1.Programme

| 1.1 Number of courses offered by the institution across all programs during the year | **15** |

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

2.Student

| 2.1 Number of students during the year | **2704** |

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

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**963**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**538**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**66**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**87**

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	**38**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**31.5468525**
4.3 Total number of computers on campus for academic purposes	**39**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Sarat Centenary College is affiliated with The University of Burdwan and focuses on meeting the needs of the local society through its curriculum and activities. The college offers a variety of academic and co-curricular activities to students through different platforms. The Governing Body and committees make decisions regarding courses and follow the academic calendar set by the university. The Teachers' Council and Academic Council monitor the teaching plans and modules prepared by department heads and faculty members. The curriculum is implemented based on the CBCS course with input from students and various departments. Various teaching methods, including traditional and modern techniques, are used to ensure effective learning. The institute also offers student support initiatives like scholarships and internal assessments to evaluate students' performance. The infrastructure is continuously upgraded to meet the changing syllabus requirements, with well-equipped laboratories, smart classrooms, and a computerized library available to students. The college aims to provide holistic development to students and instill social and multicultural values through its academic and co-curricular activities.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	**Nil**

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

The college aligns its academic calendar with the affiliating university to manage various academic and non-academic activities like student enrolment, form fill-up for exams, internal assessment, and semester exams. Notices for these activities are posted on the college website and notice boards. Internal assessments and exams are scheduled according to the academic

calendar and syllabus. Assignments on relevant topics are prioritized to enhance student learning. Internal tests are conducted after completing syllabus units to evaluate students' understanding. As per the CBCS curriculum, internal assessments are mandatory and include written exams, projects, assignments, viva voce, performances, and attendance. These activities are carried out in line with the academic calendar of the institute and university. The Teachers' Council and Academic Council oversee the internal assessment process, ensuring it is carried out effectively. The committee is responsible for internal assessment plans and implements the evaluation process meticulously.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	Nil

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

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

1.2 - Academic Flexibility

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

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

15	

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

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

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

0

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

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

0

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

0

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

1.3 - Curriculum Enrichment

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

The Institute emphasizes the integration of crosscutting issues such as Professional Ethics, Gender, Human Values, Environment, and Sustainability into the curriculum of various courses. The university and college prioritize the holistic development of students, incorporating concepts of equity, social justice, gender bias, environmental protection, and sustainability into course materials. Interdisciplinary and multidisciplinary approaches are also utilized. For example, first-semester students must take Environmental Studies as an Ability Enhancement Course to gain environmental knowledge. Various disciplines incorporate important social issues like gender, professional ethics, and human values into their teaching-learning processes. Departments such as geography, Sanskrit, philosophy, English, and Botany offer courses that address ethical, environmental, and gender-related issues. The curriculum aims to prepare students to apply ethical considerations in both personal and professional settings. All courses, not just the ones mentioned, include discussions on Professional Ethics, Gender, Human Values, Environment, and Sustainability, ensuring that students are equipped to navigate these issues in their future endeavors. Through routine discussions on human values, students are encouraged to consider ethical issues in both their personal and professional lives.

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

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

15

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

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

8

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**D. Any 1 of the above**

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	**Nil**

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2013

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

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

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

480

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	<u>View File</u>

2.2 - Catering to Student Diversity

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

All the departments of the college arrange interactive sessions at the very beginning of each semester as well as at regular intervals in order to identify the slow and advanced learners. Besides, the performance of students in the internal examination helps the departments to identify and categorize their slow and advanced learners and adopt measures accordingly. However, due to COVID-19, the faculty members take regular classes through online platforms like Google Meet, Google Classroom, or even WhatsApp Groups. The slow learners are provided additional support by the teachers in the forms of tutorials, remedial teaching, and home assignments which are suitable for their learning levels. The faculty members strive hard to keep the slow learners motivated all the time so that they can be taken to the mainstream line of study. The advanced learners, on the other hand, are guided and suggested to use various e-resources available at e-PG Pathshala, N-List, INFLIBNET, etc. They are also encouraged and provided special assistance by the faculty members to help them appear for various competitive examinations and pursue higher studies and research in the future.

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

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

Number of Students	Number of Teachers
2704	**66**

File Description	Documents
Any additional information	<u>View File</u>

15-05-2024 12:08:45

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

Due to the outbreak of COVID-19, the teaching-learning process is conducted through online platforms like Google Meet, Google Classroom, or even WhatsApp Groups. Students' need remains a matter of prime importance even in virtual classes. Teaching Learning Materials prepared by the teachers. Apart from the traditional lecture method, teachers present their content in an interactive way and encourage students through models, charts, and other audio-visual aids. Project works are allotted to the students by each department as a part of experiential learning and problem-solving activities.

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

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

Because of the outspread of the pandemic Covid-19, the teaching-learning process is conducted through online platforms like Google Meet, Google Classroom, or even WhatsApp Groups. Most of the faculty members use ICT-enabled tools, e-learning resources, and online classrooms for effective and student-centric teaching and learning. Students are encouraged to prepare presentations, assignments, and projects by using MS Word, MS PowerPoint, MS Excel, and other ICT tools. Online modes like Email, WhatsApp Groups, and Google Classroom are used to collect them.

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

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

2.3.3.1 - Number of mentors

`66`

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

2.4 - Teacher Profile and Quality

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

`66`

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

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

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

`19`

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

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

2.4.3.1 - Total experience of full-time teachers

581

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

2.5 - Evaluation Process and Reforms

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

Sarat Centenary College, affiliated with the University of Burdwan, follows a specific internal assessment process outlined by the university. For Core Courses, 10 marks are allocated for written exams, assignments, and viva, while 5 marks are for attendance. Skill Enhancement Courses do not have marks for attendance, with 10 marks given for exams, assignments, and viva. Due to the pandemic, the college conducted online internal exams. Honours students are evaluated internally by their departments, while General and Generic courses have centralized internal exams supervised by the Examination Committee. Marks are stored and uploaded on the university portal by departmental teachers when necessary. The Examination Committee, led by the Principal, oversees exams, with an Assistant Officer-in-Charge and support staff ensuring smooth operations. Exam dates are planned well in advance and published centrally for transparency, with detailed exam patterns explained by teachers. The college website regularly updates exam-related information. Overall, Sarat Centenary College prioritizes fair and organized internal assessments, adapting to online formats when necessary, and maintaining communication through various channels like departmental uploads and website updates.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

As per CBCS guidelines, the secured marks of internal evaluation are added to the final score of the University examinations. Since it is confidential in nature, student-specific disclosure is not permissible. However, if students have any grievance they can make a verbal or written appeal to their respective departments and the departments try to resolve their grievances as soon as possible.

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

2.6 - Student Performance and Learning Outcomes

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

Since the college is affiliated to the University of Burdwan, it follows the programmes and courses as prescribed by the affiliating University. It is of paramount importance that the objectives of programmes and courses should be clearly available to the students as well as to the teachers. There should be transparency or clarity regarding the contents, scope and objectives of the courses and the programmes. Teachers of each department exert joint effort to produce the Course Outcomes (COs) and the Programme Outcomes (POs) so that the outcomes are clear, easy to grasp and easily communicable to the students. At the start of each course, the concerned teacher verbally communicates the outcomes. When a course is shared by more than one teacher, each teacher communicates the outcomes of his/her respective assigned parts of the course. The COs and POs documentation are discussed with the students in teacher-students interactive sessions and are uploaded in the college website. Each Department has also formulated Programme Specific Outcomes (PSOs) for the Honours programmes conducted by it. These enlist the knowledge and skills that would be expected to be possessed by a student, in a particular subject, upon successful completion of their

undergraduate honours courses.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://sccollegednk.ac.in/images/uploads/ SCC_PO_PSO_CO_2020-21_Final.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

The levels of attainment of the designed Course Outcomes (COs), Programme Outcomes (POs), and Programme Specific Outcomes (PSOs) are evaluated by using the following methods -

1. Results of the students in the Internal Examinations and End-semester Examinations: Internal examinations are conducted by the college and the answer scripts are evaluated by the departmental teachers. End-semester university examinations are held as per the schedule and modalities provided by the University of Burdwan. In recent years there has been an improvement in the results of our students.

2. Departmental meetings are convened by the faculty members of the Department to ascertain the academic progress of the students. Faculty members try to understand the academic status of the students. These are reported in the Departmental meetings and future action plans are formulated.

3. Many students pursue their Higher Education from several State Universities as well as Central Universities. In this pursuit they also appear for National and State level Entrance examinations like NET, SET, CUET, etc. In recent years there has been improvement in the number of students going for Higher Education.

4. Some students appear for placement or job interviews.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://sccollegednk.ac.in/images/uploads/ SCC_PO_PSO_CO_2020-21_Final.pdf

2.6.3 - Pass percentage of Students during the year

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

493

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

2.7 - Student Satisfaction Survey

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

[Not yet done](#)

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

NIL

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

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

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

NIL

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

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

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

5

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

3.2 - Research Publications and Awards

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

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

13

File Description	Documents
Any additional information	[View File](#)
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

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

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

12

File Description	Documents
Any additional information	[View File](#)
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.3 - Extension Activities

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

Our NSS unit adopted three villages: Unit-1 Champabere Village, Unit-2 Harpur Village and Unit-3 Kacharipara Village as part of their Institutional Social Responsibility on the 74th Independence Day Celebration. The NSS Day Observation was held online on 24th September,2020. Mahatma Gandhi's Birthday was observed in our college on 02.10.2020. A webinar was held on "The Idea of Social Service on Gandhian Thought". Youth Day was celebrated in our college online on 12.01.2021 at 12 noon along with a webinar. Dr. Sanjib Bandyopadhyay delivered a speech on "Psychological Impact of COVID 19" and Hon'ble Maharaj, Swami Paradevatananda delivered a speech on "Swamiji and Sarat Chandra".

A speech was delivered about "Netaji's Contribution on Indian

Freedom Struggle" on 23.01.2021 at 3:00 pm online. The 160th Birth Anniversary of Rabindranath Tagore was celebrated in our college online on 9th May, 2021 at 6:00pm. NSS volunteers and other students had arranged a cultural program. World Environment Day was observed in our college via Google Meet on 05.06.2021 at 5:00 pm and our respected teachers, delivered lectures on the significance of Environment Day. International Yoga Day celebrated in our college online on 21.06.2021 at 7:00 am with NSS volunteers and the students of Physical Education.

File Description	Documents
Paste link for additional information	https://www.facebook.com/profile.php?id=1000063681405573&mibextid=kFxxJD
Upload any additional information	No File Uploaded

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

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

0

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

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

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

09

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

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

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

469

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

3.4 - Collaboration

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

4

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

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

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

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Sarat Centenary College has adequate infrastructural and physical facilities to provide a satisfactory teaching-learning process. It has spacious airy classrooms to accommodate a large number of students. There are five classrooms where P.A systems are installed. Other comparatively small classrooms are spacious and airy enough to hold classes comfortably.

There is a well-furnished auditorium, Dr. A.P.J. Abdul Kalam Auditorium, where seminars, workshops, and other similar kind of events are successfully held.

The library is well equipped and has two reading rooms one each for students and teachers with internet facilities.

The Principal's chamber, the office, and the teacher's room are all specious and provide ample facilities for an excellent work culture.

Boys' and girls' common rooms provide ample opportunities for the student's recreational facilities. Moreover, the College gymnasium provides basic infrastructure for physical exercises under the direct supervision of the Department of Physical Education.

The College Governing Body meeting is generally held in the spacious meeting room. Other important meetings of the statutory bodies are also held in the meeting room.

Fresh drinking water and clean toilets for all stakeholders are the minimum requirements for a healthy atmosphere in the College and these are well provided and maintained by the College authority.

The College campus is fully covered with a Wifi hotspot.

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

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

The College has a unique playground inside the campus with an area of 391.20 sq. mt. area (approx.). The playground is well maintained. The physical education department regularly holds practical classes on the playground. Besides every year inter-class football and cricket tournaments are held. A colourful annual sports event is held every winter on the playground.

The physical education department regularly monitor and maintains the facilities for sports and games. The college gymnasium is under the direct supervision of the department. Students both boys and girls are provided with instruments for basic physical training in the gymnasium.

One lady instructor is provided by the college authority on a contractual basis for girls students in this regards.

The Boys' and girls' common rooms have facilities for indoor games as well for the student's recreational activities.

One of the most important events in college life is the annual social feast. Under the direct supervision of the college authority, the student council organises the annual feast where nearly all the present students and a large number of alumni participate in the feast with exuberant enthusiasm. Not only the students or alumni, people from the local neighbourhoods flood the college premises to observe cultural programme performed by talented artists. This practice has enabled the college to build up a strong social bond with the locality.

Newly admitted students of the first semester are colourfully facilitated by their seniors through Fresher's Welcome ceremony.

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

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

7

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

7

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

0.84866

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

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

The library is automated using an Integrated Library Management System (ILMS) Data

The Central Library of the college has a long history since 1976. At present (during 2020-2021) the library holds a large number of printed books containing all subjects taught in the college along with rich reference and rare book collections. The library uses KOHA Library Management Software to manage its resources circulation system. The library hasan active membership of INFlIBNETN-LIST consortia and provides 6000+ journals and 799500+ e-books for members. The Library provides a barcode scanner and OPAC facility for staff and students. The library has a well-decorated reading space for students with a free Wi-Fi facility. A separate library webpage is created on the college website to update the happening and new activities of the library regularly.

Name of ILMS software: KOHA

Nature of automation (fully or partially): Partially

Version: (3.22)

Year of Automation: Started in 2016

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://sccollegednk.ac.in/content.php?pid=MzM=

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	D. Any 1 of the above

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

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

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

0.059

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

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

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

The institution has established a sub-committee to oversee its IT facilities provided in the different departments and computer laboratories including the library. The sub-committee monitors on a regular basis mostly and updates the facilities provided there with reference to regular system backups, dust cleaning, speed

checking, anti-virus updates, system optimization, Wi-Fi upgrades, IP address maintenance, and physical LAN checking, and the overall institutional LAN mapping.

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

4.3.2 - Number of Computers

7

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

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

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

4.4 - Maintenance of Campus Infrastructure

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

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

3.24048

File Description	Documents
Upload any additional information	[View File](#)
Audited statements of accounts.	[View File](#)
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

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

The college follows a well-defined plan for maintaining all facilities, including laboratories, library, sports complex, computer labs, and classrooms. This plan addresses both preventive maintenance (regular upkeep) and corrective maintenance (repairing breakdowns). Facilities are accessible to students and staff as per designated schedules and usage guidelines. A designated committee is responsible for overseeing the maintenance and utilization of each facility type. Laboratories: Labs have qualified lab assistants to maintain equipment, ensure safety protocols, and manage stock. Regular checks and calibrations are done. Access to labs is restricted to specific courses and requires instructor supervision due to safety concerns. A booking system is implemented to manage lab usage. Library: Librarians manage book acquisitions, handle renewals for online resources, and oversee upkeep of the physical space. The library has designated opening hours. Clear policies on borrowing books, using computers, and maintaining silence have been established. Sports Complex: The sports department is responsible for maintaining equipment, grounds, and facilities. A schedule for sports practices, matches, and gym usage is implemented. Booking systems are used to manage access to specific facilities.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

Government during the year

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

1559

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

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

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

0

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

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**B. 3 of the above**

File Description	Documents
Link to institutional website	**Nil**
Any additional information	**No File Uploaded**
Details of capability building and skills enhancement initiatives (Data Template)	[View File](#)

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

0

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

0

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**B. Any 3 of the above**

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

4

File Description	Documents
Self-attested list of students placed	[View File](#)
Upload any additional information	[View File](#)

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

5.2.2.1 - Number of outgoing student progression to higher education

56

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

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

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

government examinations) during the year

0

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

5.3 - Student Participation and Activities

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

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

0

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

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

The Student Council of the college is an elected body (presently by Government Order No-1116 (19) Edn (U) 1U-111/14 dated-26.11.2015 election to the students council has been kept in abeyance) of students and cooperates with faculty members and college administration to ensure overall development of the college. The teachers' council of the college has a sub-committee to supervise the election of the Students Union Council as directed by government orders.

Student Involvement in College Activities:

The Students' Union Council hosts a variety of extracurricular activities on campus, including the Annual Sports and Annual Cultural Programme.

In addition, the Council is also actively involved in organizing a Blood Donation Camp on the campus in collaboration with NSS units of the college. This is a wonderful method to inculcate a spirit of social responsibility and accountability in students.

The Council helps to organize certain festive affairs on the campus every year including Saraswati Puja which holds particular significance as a religious occasion and a cultural event.

This way, the Students Union Council at Sarat Centenary College is an active force on the campus, diligently helping to maintain the academic as well as festive atmosphere on the campus at all times.

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

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

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

9

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

5.4 - Alumni Engagement

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

5.4.1 Alumni Association

Academic Year 2020-21

Sarat Centenary College Alumni Association was registered under West Bengal Societies Registration Act, 1961 on 21.06.2016 bearing registration No S/2L/57428/2016-17. The main objective of the Association is to foster strong bonds between Alumnae, Faculty members, and students of the college. It acts as a bridge between the past and the present of the college. Unfortunately, due to Covid-19, no activities of the association were possible.

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

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

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

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Constitutive, complimentary, and participative development has been the vision of the of the institution. Based on that the institution has strived to build the characters of the stakeholders into responsible citizens and good human beings. To achieve the same, the college has undertaken the following:

The main focus of the college is exerted on the teaching-learning process. Utmost efforts are given to maintain the academic environment of the college along with co-curricular activities.

College administration remains always alert regarding to cater all

the benefits of scholarships (funded by the State Government) to the students. Moreover, the college provides scholarships to needy students to carry out his/her education.

In order to develop student personalities, the institution constantly endeavors to engage them in student-centric activities like academic, career-oriented & vocational seminars/workshops/courses.

To repay its debt to society the institution has been an active agent of change brought through community-oriented programs of NSS.

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

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

Administrative management through decentralization remains a part and parcel of institutional practice.

Three teachers and one representative of the non-teaching staff of the college are members of the Governing Body and are involved in every decision.

IQAC is constituted as per NAAC guidelines, which include, non-teaching and external members

Appointed by the Principal on approval of the Governing Body Bursar supervises the financial matters, audit, and utilization and disbursements of funds in the college.

Senior most full-time faculty of the department are responsible for ensuring the smooth running of the departmental academic work collaboration with the other teachers of the department

Nodal Officers of different heads are responsible for collaborating with government agencies and civil authorities on behalf of the college. He/she acts as a responsible person to supervise the entire work.

Teachers' Council plays a significant role in the smooth functioning of the college. All the sub-committees are led by a teacher member, non-teaching member and students jointly act to achieve the goal. IQAC regularly monitors all the activities.

Teachers participate in decision making regardingBuilding, Finance and Tender along with GB members. Participative contribution of both teaching and non-teaching staff enables the smooth functioning of the institution.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college assiduously follows the syllabi set by the University of Burdwan.

The institution keeping in mind the emergent trends in global education encourages and practices a blended style of teaching-learning methods like ICT-enabled classrooms, Google Classroom, and PPTs, etc.

The college has always believed in the mutual exchange of knowledge through discursive platforms like seminars and webinars (during the pandemic years).

Students are informed about the distribution of marks of internal assessment on the departmental orientation day and during regular classes as well.

Within the rules of UGC, study leave with full remuneration is provided to staff for PhD, and postdoctoral research work, and duty leave is granted for attending workshops and training programs.

The library has 16241 books. The library has a subscription of 3 magazines 3 journals 2 newspapers and 16 CDs and videos.

The college sports ground has been developed and allow the students of the Physical Education Department a space to practice.

Workshops, seminars, and awareness programs are organized by the college which involves eminent resource persons from industries and institutes of higher learning.

Admission rules and regulations of the University of Burdwan are strictly adhered to.

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

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

Sarat Centenary College, a Government Aided General Degree College affiliated with The University of Burdwan, operates with a structured governing system. The Governing Body makes decisions in accordance with UGC, the Government of West Bengal, and University rules. The Principal serves as the key implementing authority, overseeing academic and administrative tasks with the help of the Office, IQAC, Teachers Council, and students. The IQAC, formed as per guidelines, ensures quality through coordination among stakeholders. The Teachers Council and Academic Council focus on academic excellence, while a Sub-Committee evaluates the academic landscape periodically. Financial decisions are sanctioned by the Finance Committee, with a separate Tender and Purchase Sub-Committee ensuring proper procurement protocols. The College Office plays a crucial role in academic and administrative operations, supporting the smooth functioning of activities. Department Heads, faculty, and support staff contribute to curricular and co-curricular activities. Various sub-committees decentralized academic and administrative responsibilities, with all substantive staff appointed by government authorities.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	https://sccollegednk.ac.in/images/uploads/ORGANOGRAM_2020_2021.pdf
Upload any additional information	View File

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

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

6.3 - Faculty Empowerment Strategies

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

Both teaching and non-teaching members can join the Group Savings Linked Insurance Scheme until 2011, with 18 members currently enrolled.

The West Bengal Health Scheme offers cashless medical treatments up to Rs. 2 lakhs for permanent teaching staff at designated hospitals, with government reimbursement for expenses exceeding that amount. Three teaching members have signed up for the scheme so far.

Various leave facilities are available, including medical leave, maternity leave of 180 days for female staff, and child care leave of 24 months for up to two children for female staff.

Other benefits include on-duty leave, study leave, pension and

family pensionary benefits, gratuity benefits, leave encashment, General Provident Fund, and non-refundable General Provident Fund loans.

Additional perks for staff members include access to the Sarat Centenary College Employees' Co-operative Credit Society, recreational facilities like table tennis and gymnasium, accommodations for differently-abled individuals, e-governance initiatives, air-conditioned staff rooms and college offices, water purifiers, parking facilities, access to an interdisciplinary journal of literary studies, and open e-learning resources in the college library.

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

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

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

0

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

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

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

1

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

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

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

15

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

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

The institution's Performance Appraisal system is followed as per the Career Advancement Scheme (CAS) of the UGC for the teachers. The IQAC co-ordinator helps the Promotion Placement subcommittee of the College to prepare the necessary papers and documents for

promotion of Teachers from stage- I onwards. In the meeting of the IQAC, the incumbents'applications are reviewed and the papers and documents are sanctioned by the members. The coordinator puts his signature and forwards the same to the Principal who checks, verifies, and submits the same to the Higher Education Departments for the selection of experts to verify the performance of such teachers. Prior to the promotion, the teachers are allowed to attend the Orientation programme or Refresher Course and participate in seminars and workshops after reviewing their attendance in the class and completing of the syllabus.

In the case of non-teaching staff, there is no such performance appraisal system required for their promotion. The non-teaching staffget promoted by the Government of WB after getting application from the incumbent after completion ofdefinite period of service which is recommended by the Principal after getting it sanctioned by the Government body.

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

6.4 - Financial Management and Resource Mobilization

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

The account section of the college updates all the financial books after completion of each financial year. The college authority has to apply to the Department of Higher Education to appoint Auditor from their panel of auditors. Audit firm appointed by the Govt. performs the external audit of the college. The audit report has to table before the Governing Body and the necessary measures are adopted if any audit objection is found.

At present, the financial accounts are finalized and completed up to 2020-21 but are unaudited reports.

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

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

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

0

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

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

Account section of the college propose a budget for the upcoming financial year before the Finance Committee. After threat bear discussion along with necessary rectification, if required, the budget is accepted. This budget was forwarded to the Governing Body for final approval. On the basis of the approved budget, the fund management process was initiated for the coming financial year.

The Department of Higher Education of the Government of West Bengal is the main funding authority of the college. Funds also incurred from student admission of which half of the tuition fees have to be deposited to the Government through treasury. The rest of the amount is utilized to meet the academic and administrative requirements.

All the heads of the fund utilization as reflected in the approved budget are categorized into several heads viz., Development, Repair and Maintenance, Examination, Library, Laboratory, and so on.

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

6.5 - Internal Quality Assurance System

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

IQAC plays a significant role in both the academic andadministrative developments of the college. Among many, the following are a few selected initiatives adopted by IQAC.

IQAC collects feedback from the students and analyzes them and takes necessary actions for improvements.

For the holistic development of the students, IQAC proposed to include organizing a Quiz Contest, Students' Seminar, Value and Ethic Education, Gender Sensitization, Anti-Ragging programs, Career Counseling, Remedial Classes, NSS activities for the students etc. However, due to pandemic situation most of the proposals could not be implemented.

https://www.youtube.com/live/K5SwU5_KgkE?si=SQqXLrt0JuqHBsIZ

NSS

15th Aug 2020

https://www.facebook.com/share/p/iGBzHwoPjMxVLhhx/?mibextid=oFDknk

NSS Observation 24/09/20

https://www.facebook.com/share/p/3NnXuRMJrX9z1tXz/?mibextid=oFDknk

02/10/20 Gandhi Birthday

https://www.facebook.com/share/p/C7HKyfztd8DHhWNy/?mibextid=oFDknk

12/01/21 Swamiji and Sarat Chandra

https://www.facebook.com/share/p/mEkem3qoA83VfLug/?mibextid=oFDknk

23/01/21 Netaji

https://www.facebook.com/share/p/xC2ophbDHhVG3QZA/?mibextid=oFDknk

26/01/21 Republic day

https://www.facebook.com/share/p/YgYgWNQDbwPyUxuJ/?mibextid=oFDknk

09/05/21 RabindraJayanti

https://www.facebook.com/share/p/S2yy2jxKhiTZcSLV/?mibextid=qi2Omg

05/06/21 Environment Day

https://www.facebook.com/share/p/tCLtpmraTq21N5ou/?mibextid=oFDknk

21/06/21 World Yoga Day

https://www.facebook.com/share/p/hPWsPkeUscwYgFKA/?mibextid=oFDknk

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

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

The institutional review system of the teaching-learning process of the college. The following are as follows-

Each department regularly takes Continuous Assessments of different types to understand the progress of the learners.

Informal meetings between teachers and students help to identify and solve the problems of the students coming from different Socio-Economic backgrounds.

Each department arranges Departmental Meetings and the IQAC Coordinator also attends these meetings particularly when reviewing the progress of the students discussed.

In the Academic Year 2020-21, the number of students appearing in the final year examination was 538 and the number of students qualified was 493. So, 91.63% of students qualified in the AY 2020-21.

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

| 6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA) | D. Any 1 of the above |

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Measures initiated by the Institution for the promotion of gender equity during the year. Due to the catastrophic effect of the ongoing pandemic caused by COVID-19, no such action plan could be designed.

Annual gender sensitization action plan Nil

Specific facilities provided for women in terms of:

1. **Safety and security: As the College was closed during due to the pandemic such measures were not required.**
2. **Counselling through online mode**
3. **Common Rooms One girl's Common room.**
4. **Daycare: Nil**
5. **Centre for Young Children: Nil**
6. **Any other relevant information: N/A**

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

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above

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

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

The institution has facilities in place for managing different types of waste. For solid and liquid waste management, there are eco-friendly dustbins in every classroom and corridor. Effluents from washrooms and toilets are directed to soak chambers and eventually to the drainage system. Bioscience laboratories have separate soak chambers for liquid waste. A rainwater drainage system is also present to prevent waterlogging. Biomedical waste management is not needed as the syllabus does not involve activities that produce biomedical waste. E-waste is stored in a designated E-waste storage room, although a more comprehensive waste management strategy is yet to be implemented. The institution does not have a wastewater recycling system in place. Hazardous chemicals and radioactive waste management are not required as they are not used in the syllabus. Overall, the institution is proactive in managing waste and ensuring minimal environmental impact.

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

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	[View File](#)

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	E. None of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**A. Any 4 or all of the above**

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

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

During the COVID-19 lockdown, the college made multiple institutional efforts to provide an inclusive environment promoting tolerance and harmony towards cultural, regional, linguistic, communal, socioeconomic, and other diversities. This was primarily done through online initiatives such as webinars,

online discussions among faculty members, and teaching students about the etiquette of a free democratic society. Secular values were also emphasized to eliminate parochial feelings, and various cultural programs were organized to raise awareness about communal harmony. Efforts were made to increase tolerance levels among all stakeholders, with a focus on promoting harmony among people. Specifically regarding linguistic diversities, the college issued formal notices in both English and Bengali, promoting linguistic harmony within the campus. These efforts aimed to create an inclusive environment where all individuals felt respected and valued regardless of their background or differences. The goal was to foster a sense of unity and understanding among the college community.

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

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

Sensitizing students and employees to constitutional obligations involves instilling values, rights, duties, and responsibilities in them, as they are the future strength of the nation. Educational institutions have a duty to nurture this strength, focusing on individual roles, goals, and potential to manage the country's needs. The primary goals of this mission are accountability, responsibility, and acceptability. The COVID-19 pandemic posed challenges in the 2020-21 academic session, disrupting daily activities. It was essential to impart value education and civic responsibility to students and stakeholders of the institution. This involved celebrating national days like Independence Day, Republic Day, and Constitution Day to foster respect for national values and their relevance in society. Collaboration among various stakeholders, particularly students, played a crucial role in promoting justice and cooperation. Overall, the institution's focus on instilling national values and promoting collaboration among stakeholders, especially students, aims to cultivate responsible and respectful citizens.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	C. Any 2 of the above

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

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

The College traditionally celebrates commemorative days like Republic Day, Independence Day, International Women's Day, Science Day, etc. However, due to the pandemic situation, these celebrations could not be held physically.

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

7.2 - Best Practices

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

Best Practice 1: Online Multi-Disciplinary Talks

Goal: Boost morale and confidence among faculty, staff, and students during the COVID-19 crisis through online talks.

Context: COVID-19 constraints led to the initiation of online talks to uplift morale.

Practice: Faculty organized talks to uphold best practices and have a positive impact during the pandemic.

Evidence of Success: Online talks motivated faculty to continue research despite challenges.

Problems Encountered and Resource Required: Challenges included adapting to online platforms and managing technical resources for effective talks.

Best Practice 2: Regular Online Socialization Among Institutional Stakeholders

Goal: Address COVID-19's psychological impact through online socialization among staff.

Context: COVID-19 isolation prompted a program for regular online socialization.

Practice: Staff engaged in online activities like chatting and cultural programs to combat isolation.

Evidence of Success: Online socialization strengthened bonds despite physical distance.

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

7.3 - Institutional Distinctiveness

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

1.Bridging research and teaching.

2. Imparting quality education with a nominal fee structure

3. Providing opportunities for the holistic development of students

4. Group health insurance for the students

1. High-quality teaching depends on high-quality research work. The College provides ample space for the teachers to carry out their research works. The academic council encourages the teachers to reflect on their research works while teaching through interdisciplinary talks and classes.

2. The college is situated in a comparatively backward region of the state and the bulk of students come from poverty-stricken families. It is imperative on the part of the college to provide quality education to these students. Despite a severe financial crunch, the college has kept the fee structure very minimal as far as possible.

3. Besides academic work the students are provided with ample opportunities to develop their other faculties such as sports and games, community leadership, etc. The Physical Education department along with a well-equipped gymnasium and a Yoga centre, provide such spaces to the students for their holistic development.

4. The college introduces a group health insurance scheme for the students with the help of the National Insurance Company. This has been tremendously beneficial to the students as some of them have been settled with claims.

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

7.3.2 - Plan of action for the next academic year

Thorough restoration of the college campus, Laboratories, Library, office equipment, gym, and sports equipment before the college resumes for offline regular classes.

Organize the pending National Seminar and Science popularization programme for which funds from the Department of Science and Technology and Biotechnology, Government of West Bengal already received towards the end of the financial year 2019-20.

Organize several Awareness program on relevant topics and encourage the students during online/offline classes to reduce the stress of the pandemic period