



YEARLY STATUS REPORT - 2021-2022

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_2020_2021.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/images/uploads/Academic_Calender_SCC_2021-2022\(ODD%20&%20EVEN\).pdf](https://sccollegednk.ac.in/images/uploads/Academic_Calender_SCC_2021-2022(ODD%20&%20EVEN).pdf)

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
Dr. Sandip Kumar Basak	Development of Biological Control Technology for Invasive Species Polyalthia suberosa Hamjam in wildlife Sanctuary of Bethuadahari West Bengal	DBT	2022	3984000

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

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

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

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report [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)

- IQAC took the initiative so that students/staff of this college who didn't receive their 1st dose yet, can get the Covid-19

Vaccination. Data are collected from the concerned staff/students through Google form and accordingly 3 days vaccination camp were organized on 7-9 October, 2021 • Reviewed college hygiene related issues and accordingly recommended necessary steps to be taken before commencement of offline classes after a long time. For classes with large no of students, division into several sections was done so that covid-19 distance protocol can be maintained • Reviewed department wise book requirement, repairing & purchasing of instruments, computers etc and accordingly suggested for necessary actions • Played pivotal role in organizing Two-Day National Seminar on "Biodiversity Conservation & Sustainable Development---with a sense of urgency to combat desertification and climate change" on 22-23rd April, 2022 which was funded by Department of Science & Technology and Biotechnology (DSTBT), Govt. of West Bengal • Played the mentor role to organize several awareness/observation program throughout the year with the help of NSS units and Teachers' council of the college such as observation of National Youth Day, Netaji Subhas Chandra Bose' s Birth Day, Republic day, International Women's Day , Environment Day, Yoga day and awareness programme on Consumer rights and consumer protection Act, Environmental Issues and It's Holistic Approach , Heavy Metal Pollution and Plastic Pollution, Health, Hygiene and Nutrition in our day to day life etc.

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
Covid-19 Vaccination	IQAC was aware that large no of students and some staff are yet to get their 1st vaccination dose. After getting assistance from government end, IQAC played very active role to gather the list of students/staff who didn't receive their vaccination dose yet. Several notification were issued in this regard and data are collected through google form and accordingly 3 days vaccination camp were organized on 7-9 October, 2021. It helped lot of concerned students/staff during the time of high demand.
Review hygiene related issues	After getting govt. approval,

<p>and taking necessary steps so that offline classes may be started</p>	<p>offline classes first started on 16/11/2021. Prior to the commencement of offline classes, IQAC Reviewed college hygiene related issues and accordingly recommended necessary steps to be taken before commencement of offline classes after a long time. For classes with large no of students, division into several sections was done so that covid-19 distance protocol can be maintained.</p>
<p>Reviewing of Infrastructural requirement and providing due recommendation after opening of college on regular basis</p>	<p>IQAC took the initiative to know the present status of equipments, instruments that are not used during lockdown period from office/departments and also asked about their present requirement based on that. After analyzing the lists, IQAC suggested for the initiatives to be taken in this regard. Based on IQAC recommendations and subsequent meeting of purchase committee, necessary purchase/repair was done through process of invitation of quotation/tender.</p>
<p>Organizing two day national Seminar</p>	<p>IQAC Played pivotal role in organizing Two-Day National Seminar on "Biodiversity Conservation & Sustainable Development---with a sense of urgency to combat desertification and climate change" on 22-23rd April, 2022 . The event was sponsored by Department of Science & Technology and Biotechnology (DSTBT), Govt. of West Bengal . In this seminar 38 papers was accepted for presentation. Five Invited lectures were delivered</p>

	<p>by distinguished resource persons.</p>
<p>Organizing several awareness/observation program</p>	<p>Our College has a tradition to observe important days and organizing awareness program on relevant issues. This year also IQAC played the mentor role to organize several awareness/observation program throughout the year with the help of NSS units and Teachers' council of the college such as observation of National Youth Day, Netaji Subhas Chandra Bose's Birth Day, Republic day, International Women's Day , Environment Day, Yoga day and awareness programme on Consumer rights and consumer protection Act, Environmental Issues and It's Holistic Approach , Heavy Metal Pollution and Plastic Pollution, Health, Hygiene and Nutrition in our day to day life etc.</p>

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

- Name of the statutory body

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

14. Whether institutional data submitted to AISHE

Part A

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<p>13.Whether the AQAR was placed before statutory body?</p>	<p>Yes</p>
<p>• Name of the statutory body</p>	
<p>Name</p>	<p>Date of meeting(s)</p>
<p>GOVERNING BODY OF SARAT CENTENARY COLLEGE</p>	<p>22/03/2024</p>
<p>14.Whether institutional data submitted to AISHE</p>	

Year	Date of Submission
2021-2022	15/02/2023

15. Multidisciplinary / interdisciplinary

Sarat Centenary College is affiliated to the University of Burdwan and follows the curriculum of its parent University. The CBCS syllabi implemented by the University offers five types of courses viz Core Courses (CC), Discipline specific electives (DSE), Generic Electives (GE), Skill Enhancement courses (SEC), Ability Enhancement Compulsory Courses (AECC) at the UG level. Students are offered maximum flexibility in choosing their subject, subject to rationalization in designing class routines. However, the rationalization of subject choosing is determined by a multi-disciplinary or interdisciplinary approach. Besides these faculty exchange programmes are initiated to enable the students to taste flavour of multi-disciplinary or inter-disciplinary approaches. A Teacher from the commerce discipline (Economics) takes classes in the department of geography and a teacher from mathematics takes classes in the said department. Departments of History, Philosophy, and Political Science often inter-charge their faculties to provide other perspectives in allied and relevant portions of their curricula to the students. In addition, the College organizes various extension activities through NSS units and other departments such as a science exhibition relevant to yoga, spreading value education, environmental consciousness, etc where students and teachers of all departments wholeheartedly participate in this effort for a holistic overview of life.

16. Academic bank of credits (ABC):

All Indian students are intended to use the specialised 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 personalised 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 NAD/ABC Cell procedure. We have assigned a Nodal Officer from our college faculties and posted all necessary guidelines, website links, videos, 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 helps the students through the process and provides a computer system with internet access. The web site 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 lack of linking of individual mobile number to their Aadhaar number. Then our nodal officer guided them to fill up the Google form provided by university to create their ABC ID in bulk form.

17.Skill development:

The CBCS curricula have skill enhancement courses (SEC) which are being efficiently taught by able teachers from all the faculties. Besides this curriculum based skilled courses, there are ample opportunities in the locality to provide skill-based training programmes. Before the pandemic struck the college successfully ran a skill-based training programme on sewing for three consecutive years where nearly 100 numbers peoples mostly women from the locality took training and benefitted. At present offers its students the following courses on skill development.-----

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 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 CHEMISTRY 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)

The Indian knowledge system is a unique system of accruing knowledge. However, the challenge remains how to incorporate this age-old unique system of knowledge into the present high technology-based information system. Language can be a bridge between the two systems. Here lies the importance of classical languages like Sanskrit, and modern Indian languages like Bengali and Santali. Sarat Centenary College offers all three languages viz Sanskrit, Bengali, and Santali as UG Honours and General courses. As a classical language, Sanskrit inculcates ancient Indian values and morality into the students' mentality. Bengali through its rich curriculum offers an exceptional opportunity for the students to delve into the vast ocean of Bengali culture. The Santali department systematically follows the courses and nurtures the intricately sophisticated cultural traits of the Santalis. What is noteworthy in this context is Sanskrit, Bengali & Santali are superbly balanced and integrated with modern high-tech information society. The departments of Sanskrit, Bengali & Santali exploit the full opportunity of their rich syllabi provided by the university to expand and ensure the academic and cultural excellence of their students so that they can be proud enough of their cultural heritage in a fast-changing world. No online course had been taught.

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

An educational institution through its outcome-based education signifies its own distinction. As an institution situated in a comparably rural backward area with meager resource

opportunities, the College utilizes its resources to its fullest extent for the benefit of the concerned stakeholders. The unfortunate pandemic crisis however offered an opportunity for the College to come closer to the locality by sharing experiences good and bad, and establishing a mental bond with the institution. The NSS units organize and campaign for a better environmental and eco-friendly future among the students and the locality. Guiding the students for their future plans through departmental and individual initiatives falls within the college's institutional social responsibility.

20.Distance education/online education:

During the pandemic period entire mode of teaching was online as is well known and the College has successfully implemented such method with ample satisfaction. No formal course has been introduced in distance education. But initiatives are being taken to introduce in the near future.

Extended Profile

1.Programme

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

File Description	Documents
Data Template	View File

2.Student

2.1	2759
Number of students during the year	

File Description	Documents
Data Template	View File

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

File Description	Documents
Data Template	View File
2.3	609
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	65
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	87
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	41
Total number of Classrooms and Seminar halls	
4.2	41.0320359
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	39
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	

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

The course curriculum of different disciplines prescribed by the University of Burdwan is strictly followed throughout the session. This college is located in the reserved constituency of West Bengal. Remembering its location and communities, the college formulated its strategies to run the administration and academic activities considering the downtrodden people of society for the overall development of the students. The college respects the sentiments and multi-cultural values of the societies and tries to inculcate the same through the various kinds of academic, cultural and co-curricular activities.

The institute always ensures to emphasize the regularity of the classes, mode of delivery, representation, completion of syllabus within stipulated time, assessment etc in proper ways with in depth knowledge. To implement the course curriculum, class routine with duration of classes is prepared by the routine committee and the respective departments with the proper guidance of Teachers' Council and Academic Council.

At the end of each semester, the degree final examinations of the affiliating university are held to evaluate the overall performances of students. All information and notices are displayed in the college website and notice boards. The prospectus is also prepared for information on admission and other activities as ready reference.

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	https://sccollegednk.ac.in/images/uploads/Academic_Calender_SCC_2021-2022(ODD%20&%20EVEN).pdf

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

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	No File Uploaded

1.2 - Academic Flexibility

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

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented	
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)	View File
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 college is deeply concerned about Professional Ethics, Gender, Human Values, Environment and Sustainability which are included in the syllabi of various disciplines. The above-mentioned issues are reflected in the course curriculum of various subjects as follows:

Gender

Subjects like Bengali, Political Science, Geography and History have papers addressing on Gender and related issues like gender biasness, gender discrimination, gender violence etc. Gender and its role are also depicted related to family, working places, politics and also in various platforms.

Environment & Sustainability

As previously mentioned, Environmental Studies is mandatorily taught in the 1st semester of all disciplines, so all the students gain knowledge on environment-related issues. It is also included in some portions of courses of Botany, Zoology, Chemistry, Geography and Bengali.

As a compulsory course of Humanities, Science, and Commerce the students must have to go through the theoretical and practical knowledge in terms of project work. The NSS units of the college also organize various awareness programmes on environment. The Botany courses include Plant Ecology, Phytogeography, Industrial and Environmental Microbiology, Mushroom Culture Technology etc.

Human Values and Professional Ethics

Human Values and Professional Ethics are reflected in the course curriculum of Education, English, Philosophy and Political Science.

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

1068

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

12

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								
<table border="1"> <thead> <tr> <th data-bbox="86 356 539 421">File Description</th> <th data-bbox="539 356 1445 421">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 421 539 524">URL for stakeholder feedback report</td> <td data-bbox="539 421 1445 524" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 524 539 741">Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)</td> <td data-bbox="539 524 1445 741" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 741 539 846">Any additional information(Upload)</td> <td data-bbox="539 741 1445 846" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	URL for stakeholder feedback report	View File	Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded	Any additional information(Upload)	No File Uploaded	
File Description	Documents								
URL for stakeholder feedback report	View File								
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded								
Any additional information(Upload)	No File Uploaded								
1.4.2 - Feedback process of the Institution may be classified as follows	C. Feedback collected and analyzed								
<table border="1"> <thead> <tr> <th data-bbox="86 983 539 1048">File Description</th> <th data-bbox="539 983 1445 1048">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1048 539 1151">Upload any additional information</td> <td data-bbox="539 1048 1445 1151" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="86 1151 539 1256">URL for feedback report</td> <td data-bbox="539 1151 1445 1256" style="text-align: center;">NIL</td> </tr> </tbody> </table>	File Description	Documents	Upload any additional information	View File	URL for feedback report	NIL			
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									
<table border="1"> <thead> <tr> <th data-bbox="86 1617 539 1682">File Description</th> <th data-bbox="539 1617 1445 1682">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1682 539 1749">Any additional information</td> <td data-bbox="539 1682 1445 1749" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="86 1749 539 1861">Institutional data in prescribed format</td> <td data-bbox="539 1749 1445 1861" style="text-align: center;">View File</td> </tr> </tbody> </table>	File Description	Documents	Any additional information	No File Uploaded	Institutional data in prescribed format	View File			
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

638

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

2.2 - Catering to Student Diversity

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

At the very beginning of each semester as well as at regular intervals, all the departments of the college arrange interactive sessions in order to identify the slow and advanced learners. Students' performance in the internal examination helps the departmental teachers to identify and categorize their slow and advanced learners and adopt measures accordingly. 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. College library provides the students a wide range of books, journals and computer with internet connection so that they can use during the college hours. The faculty members strive hard to keep the slow learners motivated all the time to bring them to the mainstream line of studies. On the other hand, the advanced learners 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 future. Some department have their own departmental library. Additional Books are issued to them.

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
2759	65

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The institution puts special emphasis on student centric methodologies for imparting knowledge, skills and lifelong learning experiences. Students' need always remains the matter of prime importance. Apart from the traditional lecture method, teachers present their content in interactive way and encourage students through models, charts, other audio-visual aids. Teaching Learning Materials prepared by the teachers are directly linked to the life experience of the students. Several departments like Geography, History, Zoology, and Botany conduct study tour and field visits to provide experiential and participative learning. Project works are allotted to the students by various departments as a part of experiential learning and problem solving activity. Students participate in various activities such as seminars, group discussions, brainstorming sessions on particular topic. Educational excursions are arranged by few departments to make the students familiar with the real world factors and that helps them derive an encountering experience and problem solving inspiration. Lab based subjects provide direct accessibility of well equipped labs and students are directly benefitted by means of getting firsthand knowledge of specific topics.

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

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

The institution encourages ICT Enabled Teaching to make classes more interesting and effective since it is found that visual and audio-visual presentations help the learners to understand the

topics easily and makes the class interesting too. Most of the faculty members, in addition to the conventional chalk and talk method of teaching, use ICT enabled tools and e-learning resources for effective and student-centric teaching and learning. College has developed few class rooms and the college auditorium with LCD projectors, audio-visual facilities and various ICT tools. The institution encourages ICT Enabled Teaching to make classes more interesting and effective since it is found that visual and audio-visual presentations help the learners to understand the topics easily and makes the class interesting too. Most of the faculty members, in addition to the conventional chalk and talk method of teaching, use ICT enabled tools and e-learning resources for effective and student-centric teaching and learning. College has developed few class rooms and the college auditorium with LCD projectors, audio-visual facilities and various ICT tools. Computational software like Matlab, Mathematica are used by some departments for visual presentation.

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

65

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

65

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

20

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

642

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

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and

mode. Write description within 200 words.

As an affiliated college to the Burdwan University , Sarat Centenary College has designed its internal assessment process in accordance with circular provided by the University in this respect. As far as the Core Courses are concerned, 10 marks are allotted in the forms of written examination, assignments and viva by the respective departments and 5 marks are allotted for the Attendance of the students. In the case of Skill Enhancement Courses no marks is allotted for Attendance of the students, only 10 marks are allotted in the forms of written examination, assignments and viva by the respective departments like the Core Courses.

The respective departments use their discretion to conduct Internal Evaluation for their Honours students, whereas, Internal Examinations for General and Generic courses are conducted centrally under the supervision of the Examination Committee.

Marks of Internal Assessments are preserved by the Departments and uploaded by the respective departmental teachers in the University portal as and when required.

The date of the internal examination is planned well ahead in the meetings held by the Examination Committee, Teachers' Council and Academic Council.

The Examination Committee of the college publishes a centralized routine to ensure transparency of the conduct of examinations

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

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

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.

For other examination (class test) after the evaluation of Answer scripts, respective teacher shows the evaluated answer scripts to the students so that they can identify the mistakes and learn for further improvement from the teachers. Grievances in this regard are addressed on the spot upon discussion with the students.

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_2021-2022_Final.pdf
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The 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	No File Uploaded
Paste link for Additional information	NIL

2.6.3 - Pass percentage of Students during the year	
2.6.3.1 - Total number of final year students who passed the university examination during the year	
607	
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)	
Nil	
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)	
39.84000	
File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File
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**1**

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://dbtindia.gov.in/

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****1**

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****11**

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

7

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. NSS Day Observation in our college via Google Meet Online Platform on 24th September, 2021. 159th National Youth Day, observed in our college on 12.01.2022 on the occasion of Vivekananda Birthday in Online Platform along with a webinar entitled "Vivekananda: A Pioneer of Youth Thought Process". 73rd Republic Day celebrated in our college premises on 26.01.2022. A webinar was held via Online platform at 10:00 am on "Significance of Republic Day". International Women's Day observed in our college at A.P.J. Abdul Kalam Auditorium on 08.03.2022 conducted by NSS Units and the Humanities Departments. A Motivational Program was held on 11.03.2022 to inspire our volunteers in social service related activities. A awareness program about 'Environmental Issues and It's Holistic Approach' had been arranged by NSS Units. An awareness program on Heavy Metal Pollution and Plastic Pollution was conducted by NSS on 26th April, 2022. An awareness program was conducted about our Health, Hygiene and Nutrition in our day to day life. World Environment Day was celebrated in our college via Google Meet on 05.06.2022. On behalf of this program a webinar was held about the significance of Environment Day.

File Description	Documents
Paste link for additional information	https://www.facebook.com/profile.php?id=100063681405573&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

11

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

482

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

2

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

0

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 spacious 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 interclass 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)

4.43828

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 2021-2022) 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 has an active membership of

INFLIBNET-NLIST 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

C. Any 2 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)

0.1577

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

237

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)

4.58598

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

1770

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

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

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

02

File Description	Documents
Upload any additional information	View File
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

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	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

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

3

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**

86

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 university/state/national/international level (During the year) (Data Template)	No File Uploaded

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

The 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 student's council has been kept in abeyance) of students and cooperates with faculty members and college administration to ensure 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 the government orders.

Organizational Structure of Student Union Council

- President-Principal
- Vice-President
- General Secretary
- Assistant General Secretary
- Sectional Secretaries and Members:

1. Grievance Redressal Cell
2. Anti Ragging Cell
3. ICC
4. Games and Sports
5. Students' Common Room
6. Magazine and Literary Section
7. Social and Cultural Affairs
8. Vigyan Parishad
9. Annual Magazine Published "Ankur" By Student's Council
10. Library
11. Minority and Economically Backward Section

Student involvement in college activities:

- Annual Sports and Annual Cultural Programme
- Blood Donation Camp
- Saraswati Puja
- Basanta Utsav

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

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

10

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	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 2021-22

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 college. Unfortunately, due to effects of Covid-19, no activities of the association were possible. An audit process was not performed.

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, nonteaching 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 regarding Building, 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 PPTsetc. The college has always believed in a mutual exchange of knowledgethrough discussive 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 program. The library has ample books. The library has a subscription to sufficient magazines, journals, newspapers, and many 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 programmes 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 pension 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

0

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

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

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

4

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 an Orientation program or refresher course and participate in seminars and workshops after reviewing their attendance in the class and completing the syllabus.

In the case of non-teaching staff, there is no such performance appraisal system required for their promotion. The non-teaching staff get promoted by the Government of WB after getting application from the incumbent after completion of definite 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 an Auditor from their panel of auditors. An audit firm as appointed by the Govt. performs the external audit of the college. The audit report has to be tabled 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 2020-21but they 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

The Internal Quality Assurance Cell (IQAC) plays a crucial role in the academic and administrative progress of the college. It collects feedback from students, and proposes initiatives like Quiz Contests and Career Counselling for holistic student development. Due to the pandemic, many proposed programs were not implemented in the 2021-22 academic session. IQAC coordinated staff to engage students in online learning through lectures, webinars, and cultural activities, ensuring continuity in the learning process despite the challenges posed by the pandemic.

File Description	Documents
Paste link for additional information	https://sccollegednk.ac.in/content.php?pid=MTM
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 2021-22, the number of students appearing in the final year examination was 609 and the number of students qualified was 607. So, 99.67% of students qualified in the AY 2021-22.

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

D. Any 1 of the above

agencies (ISO Certification, NBA)	
File Description	Documents
Paste web link of Annual reports of Institution	NIL
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded
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	
<p>Measures initiated by the Institution for the promotion of gender equity during the year. Nil Annual gender sensitization action plan Nil Specific facilities provided for women in terms of: 1. Safety and security: Private security guard 2. Counselling 3. Common Rooms : One girl's Common room. 4. Daycare: Nil 5. Centre for Young Children: Nil 6. Any other relevant information: N/A</p>	
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	No File Uploaded

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

Solid Waste Management:

All classrooms and corridors have eco-friendly dustbins. Washrooms and toilet effluents are released to the soak chambers connected with the respective buildings. Soak chambers are cleaned from time to time.

Liquid Waste Management :

The liquid effluents are released into the interconnected drainage system. The rainwater drainage system is well constructed within the campus to prevent water logging.

Bio-Medical Waste Management :

No bio-medical toxic wastes are produced within the campus as the syllabuses of CBCS for Botany & Zoology do not include any such practical lessons that are likely to produce Bio-medical wastes.

E-Waste Management :

The non-functional and surplus e-resources are stored at a particular location as an e-waste storage room.

Waste recycling system :

The institution has no such wastewater recycling system.

Hazardous chemical and radioactive waste :

The syllabus does not include any portion or topic concerning Hazardous chemicals or radioactive material. As a result, no such type of waste management system is required in the institution.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	NIL
Any other relevant information	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: <ol style="list-style-type: none"> 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	No File Uploaded
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit	E. None of the above

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

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

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

C. Any 2 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	No File Uploaded

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

After the pandemic shock, the institution gradually returns to its normal functioning. The College took the initiative to boost

confidence amongst all the stakeholders through various cultural and other activities.

1. The College, as its motto, educate the students in a holistic manner so that they become honest, responsible citizens of future India.
2. The institution imbibes secular values among its stakeholders through teaching, and various cultural programs like the celebration of Matri Bhasa Divas, Netaji Jayanti, Rabindra Jayanti, etc.

The College provides an inclusive environment to promote tolerance and harmony towards linguistic diversities. The College notices are served in both English and Bengali. The department of Santali observes Santali Divas in colourful manner.

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

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

The College to the best of its institutional abilities inculcates basic values of citizenship, social responsibilities, constitutional obligations, rights, and duties among the students. To achieve this goal various programs are undertaken like the celebration of Independence Day, Republic Day, Netaji Jayanti, etc. where the spirits of patriotism, democracy, and other noble causes are nurtured. For that matter, the employees of this institution are very much alert and perform their duties and responsibilities with high integrity. Various national days like Independence Day, and Republic Day are observed by the institution with apt reverence. Various negative qualities like gender discrimination, social injustice, casteism, etc. are intuitively sensitized.

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

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

D. Any 1 of the above

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

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

The institution observes and celebrates various important and national days.

1. Independence Day
2. Republic Day
3. Netaji Jayanti
4. Rabindra Jayanti
5. Birthday celebration of Sarat Chandra Chattopadhyay
6. National Youth Day
7. Matri Bhasa Divas

8. National Science Day
9. Santali Bhasa Divas
10. Fresher's Welcome
11. Teacher's Day
12. Annual Social Fest
13. International Yoga Day
14. Annual Sports
15. Saraswati Puja

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

Title: E-Journal publication

Goal: To reach researchers globally, fostering a multidisciplinary approach.

The Context: A multidisciplinary approach is crucial for addressing research challenges effectively.

The Practice: The institution publishes the e-journal POSTSCRIPTUM (ISSN 2456-7507) online, indexed in DOAJ, and approved by UGC till 2018-19. It is a peer-reviewed interdisciplinary journal continuing its online publication during COVID crisis, maintaining its status as an open-access platform.

Evidence of Success: The e-journal has attracted submissions from scholars and researchers across the state, country, and international institutions, indicating its success in reaching a diverse audience.

Problems Encountered and Resource Required: Challenges include

managing the publication process, ensuring quality submissions, and allocating resources.

BEST PRACTICE: 2

Title: Multidisciplinary Talks Programme (MTP)

Goal: To promote a multidisciplinary approach in academia through a series of lectures under the Multidisciplinary Talks Programme (MTP).

The Context: A multidisciplinary approach is essential for addressing complex research problems.

The Practice: The teachers' council initiated the MTP, where faculty deliver lectures using PPTs and traditional methods, focusing on their research areas.

Evidence of Success: The MTP has been highly instructive and popular among faculty.

Problems Encountered and Resource Required: Challenges include ensuring active participation and providing technical support.

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

- 1) Organizing an Orientation programme for newly admitted students
- 2) Introduction of the Skill Development programme
- 3) Organizing Two Day National Seminar On "Popular and Basic Sciences: A Quest Towards Foundation of Science"
- 4) Organizing Parent-Teacher-Students meeting
- 5) Initiative for infrastructural augmentation