



YEARLY STATUS REPORT - 2022-2023

Part A

Data of the Institution

1.Name of the Institution	Sovarani Memorial College
• Name of the Head of the institution	DR. KALYAN KUMAR MONDAL
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03214255038
• Mobile No:	9679226106
• Registered e-mail	srmcollege.edu@gmail.com
• Alternate e-mail	iqac@smc.edu.in
• Address	JAGATBALLAPUR, DIST.- HOWRAH
• City/Town	HOWRAH
• State/UT	West Bengal
• Pin Code	711408
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated Colleges
• Type of Institution	Co-education
• Location	Rural
• Financial Status	Grants-in aid

- Name of the Affiliating University **University of Calcutta**
- Name of the IQAC Coordinator **Dr. Mousumi Pal**
- Phone No. **9641773307**
- Alternate phone No. **9831427602**
- Mobile **9433909921**
- IQAC e-mail address **iqac@smc.edu.in**
- Alternate e-mail address **srmcollege.edu@gmail.com**

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

https://smc.edu.in/index.php?option=com_content&view=article&id=172&Itemid=0

4. Whether Academic Calendar prepared during the year?

Yes

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

https://smc.edu.in/index.php?option=com_content&view=article&id=160&Itemid=0

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	A	3.02	2016	02/12/2016	01/12/2021
Cycle 1	B	73.3	2005	27/02/2005	26/02/2010

6. Date of Establishment of IQAC

14/06/2008

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

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	Nil	Nil	Nil	Nil

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 5

- 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 **No File Uploaded**

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)

***Second Batch of Yoga Training has been conducted. * Computer Training Program for all students. *Self Defense Training for Women students has been conducted. *Vocational Training courses conducted on Vermicompost making and Mushroom Cultivation in collaboration with Krishi Vigyan Kendra and Bharat Seva Brati Mahasangha respectively. * Seminar organised on Depression and Anxiety: The Most Common Mental Health Conditions Among Students.**

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
Computer Training for all	CERTIFICATE COURSE IN COMPUTER APPLICATION (CCA) for duration 6 months. Total 52 candidates in two batches successfully completed the course starting on 1/04/23.
Vocational Training	Vermicompost making Training Course 13th to 16/03/2023 A vermicompost making training course was conducted for the students of the college in collaboration with Krishi Vigyan Kendra, Jagatballavpur. ten students participated in the workshop after which the students were provided certificates. Mushroom Cultivation Course, starting date: 21/03/2023 Seven Days Training Programme (1st Batch, No. of Students participated-14) and second batch started with 12 students starting on 15/05/ 2023 .
Yoga Training	Three Months Yoga training program was conducted from 4/05/23 with 78 students.
Self Defence for Woman	Two Months Self Defense Training course was conducted with 18 students starting from 4/05/23 for female candidates.
Organising Seminars	*A seminar was organized by the Department of Political Science and Philosophy titled GANDHI IN OUR TIMES on 24/03/2023. *NEP Seminar Organised by IQAC on 04/07/23. * Online Seminar on Depression and Anxiety: The Most Common Mental Health Conditions Among Students on 11/10/2022

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

- Name of the statutory body

Name	Date of meeting(s)
Administrator (SDO, Howrah)	02/09/2022

14. Whether institutional data submitted to AISHE

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Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
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If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
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Year	Date of Submission				
2022 - 2023	02/09/2022				
15. Multidisciplinary / interdisciplinary					
Multidisciplinary or interdisciplinary learning is a "whole" or "comprehensive" method that covers an idea, topic, or text by integrating multiple knowledge domains. It is a very powerful method of teaching that crosses the boundaries of a discipline or curriculum in order to enhance the scope and depth of learning. Our College is affiliated under Calcutta University hence it has to follow a roadmap or guidelines prepared and provided by the affiliated university. In the Academic Session 2018- 19 Calcutta University decided to introduce multidisciplinary/interdisciplinary approaches to learning through CBCS (Choice Based Credit System) following new education policy. Our College as an affiliated institution under Calcutta University had to abide by this new approach. As for example, compulsory Bengali and English Language Courses have been introduced for the students of all streams (Humanities, Science and Commerce Streams). Similarly Environmental Studies has been introduced for all students of 2 nd Semester. Thus multidisciplinary education strategy allows pupils to learn and explore different courses or curricula from different fields and in this way helps them to have a more comprehensive grasp of the experienced world.					
16. Academic bank of credits (ABC):					
Academic bank of credits (ABC): According to academic bank of credit (ABC) as part of the National Page 5/60 13-03-2023 03:22:08, students will be given multiple entries and exit options, which will allow students enrolled in undergraduate (UG) programme to exit course and enter within stipulated period. This					

flexibility in academic programmes will enable students to seek employment after any level of award and help to upgrade qualification and also curtail a dropout rate. Calcutta University has introduced this system since the academic session 2018-19. As an affiliated institution of C.U our college has to accept this system. Now a student gets total five years after taking her/his admission in the institution to complete the Graduation course. She/he can take a break after completion of a particular Semester and can again take up the course within the stipulated period (i.e. Five years) to upgrade her/his qualification.

17.Skill development:

The vision of the college is promoting Value-Based Quality Education. Hence the college takes efforts to inculcate positivity among the learners. All stakeholders are encouraged to use E-learning websites, open source software, licensed software, books, journals, e-journals data relevant to their disciplines. Mentoring students is also one of the practices of the institution, to enable students to explore future employment pathways after graduation, and help them get the most of their studies. Seminars and workshops are organized on regular basis focussing on different sorts of soft or hard Skill development projects. We have introduced for the students training in Basic Computer Course since. Besides these, Self Defence and Yoga training is also given to the willing students to become strong in both body and mind.

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

Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course) In order to promote and integrate the local language, art and culture, a compulsory activity in the curriculum like literary activities through discussions/interactions etc. in local language has to be introduced. This has already been incorporated by Calcutta University, the affiliated university, as AECC paper (compulsory Bengali).

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

To maintain academic standards in all spheres the Institution monitors continual quality improvement by focussing on outcome based education. Issues in teaching and learning are taken care of by continuous monitoring through formative assessment and mapping of the curriculum. Calcutta University updates regularly

the curriculum to align with the latest knowledge requirements and to meet specified learning outcomes, so that by the end of the educational experience, each student should achieve the specific goal. The Institute has already developed well organized mentor- mentee system where the role of the faculty adapts as instructor, trainer, facilitator, or mentor, based on the targeted outcome.

20.Distance education/online education:

NA

Extended Profile

1.Programme

1.1

16

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

File Description	Documents
Data Template	View File

2.Student

2.1

1940

Number of students during the year

File Description	Documents
Data Template	View File

2.2

1860

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

151

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File
3.Academic	
3.1 Number of full time teachers during the year	27
File Description	Documents
Data Template	View File
3.2 Number of Sanctioned posts during the year	31
File Description	Documents
Data Template	View File
4.Institution	
4.1 Total number of Classrooms and Seminar halls	32
4.2 Total expenditure excluding salary during the year (INR in lakhs)	88.73192
4.3 Total number of computers on campus for academic purposes	30

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

In the beginning of the academic session the Principal ,Academic sub

IQAC coordinator conducted a meeting and decided to prepare routine a

for the students. During the pandemic period online classes were held

classes started the lesson plan was followed to complete the curriculum

and tutorial examinations were held as per university schedule.

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

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

The college adheres to the Academic Calendar issued by the University

Adoption of CBCS The university has introduced the Choice Based Credit

for UG since June 2018 and from 2017 for Commerce alongwith semester

from the same year.

Formative Evaluation Students are assigned written projects followed

a few departments. Tutorial classes/ evaluation/practical classes are

each course.

1. Summative Evaluation The marks distribution are as per University

comprising of :. 1. The summative evaluation through a MCQ, short que

descriptive answers 2. Experiment based qualitative and quantitative

laboratory-based subjects. 3. Field trips Evaluation is done through

assessment by the College followed by semester-end examination conducted

University.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	https://smc.edu.in/index.php?option=com_content&view=article&id=160&Itemid=0

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

C. Any 2 of the above

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

1.2 - Academic Flexibility

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

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

16

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

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

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

6

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

154

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

102

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

1.3 - Curriculum Enrichment

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

Our Institution, as an affiliating college under University of Calcutta, does not have the freedom to integrate anything into the

curriculum,. We have to strictly follow the curriculum made by the University. But the above- mentioned issues like Professional Ethics, Gender, Human Values, Environment & Sustainability have been integrated into the curriculum of many Courses.For example, in Courses like Philosophy, English, Bengali, Sanskrit, Botany, Zoology,and Accountancy these issues are integrated into the syllabus. Besides, Environmental Study is a compulsory paper which the students of all programmes have to undertake as part of their curriculum. A seminar has been conducted on Awareness About Cyber Crimes to spread consciousness among the students.

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

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

2

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

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

40

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

1.4 - Feedback System

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

C. Any 2 of the above

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

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://smc.edu.in/index.php?option=com_content&view=article&id=173&Itemid=0

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

4140

File Description	Documents
Any additional information	View File
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

745

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

2.2 - Catering to Student Diversity

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

The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners Learning levels of the students are assessed by their class performance, class tests. Teachers have been assigned the task to recognize the advanced and slow learners, and approach them individually for assistance and motivation. Classes are arranged for the slow learners to give them special guidance to cope up with pace of the other students. Attention is also paid to the advanced learners by helping them to collect advanced materials for their notes. Institution has time and again recognised the two types of learners to ensure their participation in all institutional programs and activities.

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
1940	27

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

The curriculum of some courses assigns certain project work to enhance problem-solving capacity through experiential learning. Students are often made to do field-work like preparing presentation. They are often assigned topics on current issues to present their views orally and sometimes through power-point presentations. Often, they are engaged in gardening, organising rallies on social issues, organising cultural programs. Since these activities need group performance, hence participative learning is ensured. For experiential learning workshops and seminars are organised.

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

Information and Communication Technology (ICT) is used by the faculty members in order to cater to the students a blended platform of learning. The main two areas where it is extensively used are: online lectures and providing course materials, however smart classes are also used for audio-visual interactive sessions. The use of ICT tools has magnified and broadened the prospect of class teaching and strengthened the mean of student-teacher interaction.

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

27

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

2.4 - Teacher Profile and Quality

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

26

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

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

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

13

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

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

2.4.3.1 - Total experience of full-time teachers

26

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.

In order to evaluate the progress of the students the faculty members often conduct class tests. The evaluated answer scripts are shown to the students so that they can understand their status of learning and rectify their mistakes. Students seminar has been conducted by some Departments where a student or group of students give presentation on a particular topic from the course and then the teacher conducts a question answer session. In this manner the students engage in open discussion and they also develop the skills of presentation (use of PowerPoint is encouraged), critical thinking and articulation of individual thoughts. The question pattern of the class tests is mostly MCQ type or short answer type or broad question. After the introduction of CBCS system from 2018 onwards, apart from the usual class tests, an internal assessment has been added to the university question pattern which ensures a mandatory internal test of 10 marks at the end of each semester.

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

Performances of students are continuously monitored by the teachers in class and the internal evaluation process adds much to this monitoring. After the internal examination the teachers discuss areas of improvement and clears the doubts of the students. Based on the performance of the students they are divided in groups according to their merit and teachers take special care of the students who have scored poorly. If need be special remedial classes are also arranged. In addition to that the students to submit their grievances directly to the concerned teacher or through Whatsapp groups. The students can always approach the teachers personally for any specific concern regarding the course.

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.

Teachers are definitely aware of the Program and course outcomes. Their teaching experience and Refresher Courses on the programs have time and again updated them on the program outcomes. As for the students, the inauguration day to the college is often intelligibly used to introduce them to the program outcomes, each of the faculties in the departments take turns to introduce the students to the program outcomes. Nothing in detail is delivered during the inauguration, just a preliminary idea of what to expect from the program is provided. A more detailed information on the program outcome, now from an occupational view point, is delivered by the faculties during the ongoing courses. In class, faculties inform what job opportunities are available in the market in view of the given program. Programme and course outcomes are properly outlined in our college website the link of which is provided as

additional information.

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

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

Our College offers under graduate courses in Commerce, Sciences and Humanities courses. During a specific programme, students acquire sound knowledge, good skills and abilities on their own subject domain that enable them to build a good character and a better future for themselves while also contributing positively to society and the country at large. Career Counseling Seminars organized by the institution.

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

151

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

2.7 - Student Satisfaction Survey

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

https://smc.edu.in/index.php?option=com_content&view=article&id=173&Itemid=0

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

NIL

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

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

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

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	No File Uploaded
Paste link to funding agency website	Nil

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

year

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

8

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

3.2 - Research Publications and Awards

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

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

5

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

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

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

0

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

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

Number of activities are performed by the NSS and NCC unit of the college to serve the community and inculcate a sense of service among the students. The list of activities performed by the College are as follows:

Digital campaign to avoid the use of plastic national flags (Independence Week) Encouraging all to visit the Har Ghar Tiranga website and pin flag in their location and in important public places/historical monuments (Independence Week)

Awareness programme on Role of Organic Manure for Restoration of Soil dated 28.08.2022

Distribution of saplings among farmers of Goalpota village dated 30.08.2022 10. Distribution of plant saplings to local people/inhabitants near college dated 02.09.2022

Campus and locality Cleaning Programme dated 23.09.2022

NSS Day celebration with local school children dated 24.09.2022

Free Health cum Eye Checkup for students and villagers dated 07.01.2023

Maintenance of law and order during local festivals.

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

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

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

0

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

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

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

7

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

173

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

3.4 - Collaboration

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

4

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

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

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

2

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The collage has a Well-stocked Central Library and 12 Departmental Libraries, located at Vidyasagar Bhawan, adjacent to the main building. The library is funded by grants from UGC, Government as well as from the college fund. The library is going to be a fully automated library in near future. Departmental libraries have started functioning from the academic session 2010-11. The head of each department is in charge of their respective

Departmental Libraries. The collage has six well equipped laboratory rooms for mathematics, Physics, Chemistry, Zoology, Botany, and IT with internet facilities to care for the needs of students. It is a matter of great pleasure to all of us that with a grant sanctioned by the Sports and Youth Affairs Department, the Government of India, the college has established a Gymnasium on its own with all modern gadgets in one of the rooms on the College premises. The collage has Cheap store from which students can buy relevant studies Books. It is located on the ground floor of the main campus. There is a canteen located in front of the Principal's quarter, which cater to the needs of students and staff.

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

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

The institution has a number of facilities for the students. The college has an open air stage for hosting cultural events. The college also has a well equipped gymnasium. Since the students have proved their excellence in the sports field, the College encourages the young budding sportsmen through financial assistance and others wherever needed. Three month Yoga Certificate Course was organized for the students and the staff of the college Self Defence Training program for 2 months conducted for Female candidates.

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

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

4

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

6

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://smc.edu.in/index.php?option=com_content&view=article&id=184&Itemid=0
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)

18.53

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

4.2 - Library as a Learning Resource

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

1. Name of ILMS softwareSOUL 2.0

2. Nature of automation (fully or partially)Partially

3. Version2.0

4. Year of Automation2015

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

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

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

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

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

6.17

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

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

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

7200

File Description	Documents
Any additional information	View File
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

Consistent effort has been made to improve upon its IT infrastructure and facilities. The college has 143 computers (112 desktops & 2 laptops), 43 printers/scanner, 3 projectors, out of these 87 desktops are for Academic purpose and 28 desktops are for Administrative purpose and 4 laptops for office use. Regular maintenance is carried out of all desktops and laptops by Dolphin Computer Centre. The College has a Computer centre. Three Internet Lease Line Connection of 100Mbps from Alliance high-speed internet connections, . The bandwidths have been regularly updated . The college has licensed software including Microsoft Office, Microsoft windows 7 or above, Python, MiKTeX, GNU Plot, LaTeX, TeXmaker, , Tally ERP 9, Software upgradation has been carried out as and when needed especially with the introduction of the new CBCS system. The smart boards are connected with internet via Wi-fi so that the faculty while teaching or presenter while presenting can access internet for reference and for deeper and wider knowledge. A SMS software facility for admission, registration, attendance entry, ID cards, Student Management System was installed in 2019. Three classrooms are ICT enabled. Projectors provided as and when required. Biometric machines are also connected with Wi-Fi and are linked to Principal's desktop. Library is partially automated with SOUL 2.0 .

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

4.3.2 - Number of Computers

67

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	No File Uploaded

4.4 - Maintenance of Campus Infrastructure

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

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

5.78

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	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 collage has a Well-stocked Central Library and 12 Departmental Libraries, located at Vidyasagar Bhawan, adjacent to the main building. The library is funded by grants from UGC, Government as well as from the college fund. The library is going to be a fully automated library in near future. Departmental libraries have started functioning from the academic session 2010-11. The head of each department is in charge of their respective

Departmental Libraries. The collage has six well equipped laboratory rooms for mathematics, Physics, Chemistry, Zoology, Botany, and IT with internet facilities to care for the needs of students. It is a matter of great pleasure to all of us that with a grant sanctioned by the Sports and Youth Affairs Department, the Government of India, the college has established a Gymnasium on its own with all modern gadgets in one of the rooms on the College premises. The collage has Cheap store from which students can buy relevant studies Books. It is located on the ground floor of the main campus. There is a canteen located in front of the Principal's quarter, which cater to the needs of students and staff.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1335

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefitted 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

133

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

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

B. 3 of the above

File Description	Documents
Link to institutional website	https://smc.edu.in/index.php?option=com_content&view=article&id=176&Itemid=0
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

223

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

223

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)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
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

0

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

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

5.2.2.1 - Number of outgoing student progression to higher education

0

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

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.

11

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	View File
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 representative informs the college authorities about the common issues and difficulties that students encounter and works to have those issues resolved. Under the ambit of this forum, students are encouraged to be a part of the decisionmaking process supporting democratic form of governance. The general activities of the Student Council include:

1) Looking after student related matters and reporting their grievances to the higher authority.

2) Organization of the annual athletic sports, together with the teachers of the college.

3) Organisation of various religious and cultural programmes such as Rabindra Jayanti, Saraswati Puja etc.

4) Participation in various extension activities of the college like blood donation camp, health check up with NSS.

5. Helping the College administration in preserving academic discipline.

6. Organizing the annual Freshers' Welcome and the annual Cultural Fest.

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

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

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

12

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

5.4 - Alumni Engagement

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

There is an Alumni Association and the process of registration is going on. The body functions with all its members and various activities are conducted throughout the year. Feedback from them is collected from time to time.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Most of the students in this institution are coming from economically poor background, sometimes first generation learners. So our vision is to provide maximum help to the students.our mission

is to teach them and help them to cope with ever changing outside world with new possibilities. The governance of the Institution offers merit based admission with minimum fees to be in tune with its vision & mission. Students get access clean, safe and hospitable environment, free access to gym, and libraries; canteen food at minimum expense, smart classrooms,, study material and question banks. As per West Bengal service rules, due facilities are provided to all staffs. Certified skill -oriented short courses on computer technology, mushroom, vermicompost, beautician etc. Seminars and workshops on social issues are conducted by IQAC round the year for human resource development.

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

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

The institution promotes the culture of decentralization and participative management at the level, strategic functional level and operational level. At the strategic level the Principal, Administrator, IQAC and Teachers' Council are involved in framing policies and guidelines pertaining to major issues like admission, examination, support services, financial matters etc. At the functional level the faculty members, office staff and the students, who are members of different committee, sincerely perform their functions to carry out the policies successfully. And at the operational level, the Principal interacts with the Government and Private agencies to give shape to various projects undertaken for the overall development of the institution and the faculty members, staff and the student council join hands with him for the execution of different academic, administrative and extension related activities.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The objective of the perspective/ strategic plan of the institute is to ensure top quality standards in higher education contributing to National Development and to develop requisite competencies among students of the college.

Our motto is to develop and execute effective teaching learning process by encouraging research culture in faculty and students. A comprehensive system of student mentoring and ensuring transparency in evaluation process of students is part of this process. In order to deploy the above plans the institution ensures students' engagement in Academic Seminars & Webinars and motivating students by periodic interaction with distinguished guests. In order to increase students' responsibility towards learning, Feedback System has been introduced. Proper library facilities is given to the students (Current and Pass-out) and the faculty members. Teachers are encouraged to participate in Orientation Programme, Refresher Courses, Short Term Courses, etc. College provide Internet Facility and Laptops to Faculty Members.

To promote healthy relations amongst staff members and students, the institution takes various measures like organizing cultural programmes and cocurricular activities. To inculcate social responsibilities & ethical values among students, various social activities are organized through NSS & NCC. Initiatives are taken to promote well-being of the local people. Career Counseling Programmes are organized on regular basis.

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

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

The Administrator holds meetings. Matters are discussed in detail and minutes are recorded with perfection.

PRINCIPAL :

To prepare all the agenda items, co-ordinate the conduct of meetings and arrange to follow-up all actions required. To conduct internal and other examinations To initiate all the developmental activities, monitor the progress and report to the Governing Body

TEACHERS' COUNCIL: All the Teachers are members of T.C. Teachers' Representative in Governing Body are selected/elected in TC. **NON-TEACHING STAFF COUNCIL** Bursar, Head Clerk and Accountants play important role in the financial management of the institution. The Secretary of the Non-teaching staff play important role in maintaining liaison with Office staff and Principal.

COMMITTEE: Every committee constituted at college level and department level have the faculty member as an In-charge with two or more faculty members as committee members. All committees assist the HODs in the discharge of their duties and smooth functioning of the college.

INTERNAL QUALITY CONTROL CELL (IQAC) IQAC is responsible for fixing quality parameters for various academic and administrative activities. Monitoring the organization of class work and related academic activities.

SERVICE RULES, POLICIES AND PROCEDURE (Act 2017, WBHED) Service rules, policies and procedures are maintained as per West Bengal Government's rules and regulations.

RECRUITMENT OF FACULTY AND SUPPORTING STAFF In this regard College authority has to abide by the rules of the State Government.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://smc.edu.in/index.php?option=com_content&view=article&id=157&Itemid=0
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	No File Uploaded
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

In our Institution Staff welfare is given foremost importance. In connection with this, welfare measure for teaching and non-teaching staff are itemized below: Medical Leave & Maternity leave for eligible staff members Faculty members are eligible for Earned Leave. Advances for the festivals. Internet and free Wi-Fi facilities are also available in campus for staff. Gratuity for the employees of the institution. Provident Fund for teaching and Non teaching Employee Pension for all employees. Leave encashment for all employees. In a nutshell, the Institution strives hard to keep our staff happy and healthy. PF, Gratuity, Leave encashment and Pension are provided as per Service rule of the State Government.

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

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

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

0

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

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

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

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

7

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

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

Total number of Leaves (Casual Leave, Medical Leave, Earned Leave etc.) enjoyed by a teacher or a non-teaching staff are duly recorded at the end of each year by the Principal's Office.

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

6.4 - Financial Management and Resource Mobilization

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

Accounts of our college were audited almost on regular basis up to the Financial Year : 2017-2018 by the Auditing Agency appointed by the Govt. of West Bengal.

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

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

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

0

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

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

Mobilisation of funds and its optimal utilisation is one of the greatest challenges facing higher educational institutions in the country today. Important sources of funds are the student's admission fees, development fees, laboratory fees, library fees, magazine fees, welfare charges collected at the time of admission and tuition fees and examination fees collected during the academic year. A substantial amount of funds collected through sale of Admission Form for UG and PG level.

A part of the fund received has been used for enhancement and maintenance of the Library, procurement of new equipment for laboratories, maintenance of the existing instruments, expenditure on capital assets such as electrical installation, furniture, office equipment, repair and renovation of existing class rooms and buildings etc. Fund has been allocated for purchase of Sports equipment as well.

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

6.5 - Internal Quality Assurance System

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

IQAC plays an active role in enhancing the quality assurance

strategies and processes.

1. The strategy of IQAC is to maintain the academic quality of the institution by encouraging the research activities of the faculty members. 2. IQAC inspires the faculty members to organize departmental seminars or endowment lectures by inviting eminent speakers from different institutions for the benefit of the students. Students are encouraged to present in theseminar.

3. IQAC encourages to organize programmes like cultural activities, observation of National and International Days, observation of events like Saraswati Puja, Viswa-Nabi Divas etc.

4.The Grievance- Redress cell of IQAC always keeps vigilance to redress the complaints raised by the students regarding any academic, official or harassment related issues and in this regard keeps liaison with the administrative department of the institution.

5. To maintain the eco-friendly atmosphere of the campus IQAC regularly organizes campaigns through posters, rallies, tree plantation programme etc.

File Description	Documents
Paste link for additional information	https://smc.edu.in/index.php?option=com_content&view=article&id=162&Itemid=0
Upload any additional information	No File Uploaded

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

The institution continuously reviews its teaching learning process, methodologies of operations and learning outcomes through IQAC. The Academic Calendar is prepared in the beginning of each academic year. It is displayed and circulated in uploaded in the Institute and the institutional website. Admission to various programmes, examination schedule and declaration of results are notified in the Academic Calendar. Orientation Programme is organized for the newly admitted students to make them aware of

the mission & vision and the uniqueness of the institution, the teaching- learning process, the system of continuous evaluation, compulsory core courses, various cocurricular activities. Students are apprised of the Time-Table, Programme structure, syllabi of the courses before the semester commences. The IQAC conducts periodical meetings with the departments, Internal Examination Committee, Heads of the departments, the principal, throughout the academic year. The Academic subcommittee of IQAC conducts an academic review of all departments collecting information on academic activities, such as completion of study programmes, assignments, seminars, group discussion, quiz, education tour and other activities. The use of ICT tools has become an integral part in teaching learning process. IQAC always encouraged teachers to utilize these tools in academic interaction and laboratories. Feedbacks are collected from students, faculty members as well as from alumni. IQAC analyses the feedbacks and communicates the feedback report to the higher authority and to the faculty members.

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

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

B. Any 3 of the above

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

The college has permanent security guards and CCTV cameras are installed in different places. College has separate Girls and Boys common room College has facility for counselling of students especially the girl students. Cell for Gender Sensitisation and Prevention of Sexual harassment in College since the year 2007(Vishakha guidelines) on a regular basis to disseminate knowledge on gender equality.

File Description	Documents
Annual gender sensitization action plan	http://smc.edu.in/images/IQAC/insight/ag.pdf
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

D. Any 1 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: We have several garbage bins installed in different places of the campus. All garbage is collected in bigger bins at the end of the day to be collected by the Sweepers in the early morning of 6 working days in every week. **Liquid Waste Management:** There is a system to drain out Liquid wastes through drainage system which is connected with Gram Panchayat drain. A company, under contract maintains the computers, Laptops and associated machineries properly. Upgradation and replacements in hardwires and software are made as per necessity. The computers / laptops which are irreparable are sold as scraps.

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

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

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

7.1.5 - Green campus initiatives include

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

B. Any 3 of the above

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

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

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

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

E. None of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment

E. None of the above

5. Provision for enquiry and information :

**Human assistance, reader, scribe, soft copies
of reading material, screen reading**

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

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

To promote cultural harmony: One cultural festival is organised every year after the entry of new semester students. It acts as a platform for exhibiting the latent talent of new aspirants with the purpose to make them feel connected as an integral part of this college.

To promote linguistic harmony: Students and staff can respectfully engage in language of their choice for on campus communication. Though higher education demands English language, our faculties are empathetic enough to deliver lessons multilingually, as per students' convenience.

To promote Socio-economic harmony: We have ensured canteen services for students belonging to all economic classes. Our institution tries to support financially weak candidates by waiving academic fees. The fees structure has been prepared keeping in mind the first generation earning status of majority portion of the students.

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

To inculcate values of empathy and sensitize students and employees towards their duties and responsibilities, the NSS unit of the college organises blood donation camps. Tree plantation drives in the college and in neighbouring area constitute representative sensitization programmes. Awareness on constitutional values, rights and duties as Indian citizens is further disseminated through Quiz Competition. The involvement of the students and the staff of the college in the celebration of Independence and Republic Day have also sensitized them with patriotic sentiments.

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.

D. Any 1 of the above

4. Annual awareness programmes on Code of Conduct are organized

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

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

Independence Day: celebrated through the hoisting of the National flag by the Principal in presence of the students, teaching and non-teaching staff. Republic Day, Birthday of Netaji and Swami Vivekananda: are likewise celebrated with solemnity and grandeur. Significance of these historical days discussed and enriched further by recitations, recital of National Songs. NSS day was observed through programmes organized on various issues of contemporary relevance. Teachers' Day is celebrated in each department with great enthusiasm. All such programmes are organised under the patronisation of the IQAC of the College. Teachers, students and the support staff display their multifarious talents upholding the cultural plurality of India.

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

1. Name of the Practice: Yoga (2nd Batch) and Self-Defence (For Girls only-1st Batch)

Last year the Yoga Certificate Course (three months) was launched with ninety-nine (99) participants. The same course continued this year with seventy-eight (78) participants. The three month Karate Certificate Course (girls only) launched this year for the empowerment of the girls of our college. Eighteen (18) students signed up for the course.

Name of the Practice: Skill Development Training- Mushroom Culture and Vermiculture

Twenty-seven (27) students had participated in the seven day certificate course on Mushroom Culture in collaboration with Bharat Seababrati Mahasangha, an NGO with whom we signed MOU and ten students participated in a five day Vermicompost Course run by Howrah Krishi Vigyan Kendra (KVK).

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

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socio economic and other diversities. Different sports and cultural activities organized inside the college promote harmony towards each other. Commemorative days like Women's day, Yoga day also promote tolerance and harmony. Institute has code of ethics for students and a separate code of ethics for teachers and other employees which has to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities. It strives to promote to be tolerant, fair to all, to be truthful and to be loving to all fellow men. With these ideals of purity in mind, the institution works towards creating a holistic environment by including all its stakeholders, and especially its students, from all walks of life, of various religions, caste and creed, and from various economic strata. Under the benevolent umbrella of the College, all are equal: there is no discrimination. This engenders and fosters the spirit of Unity and harmony

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

In the beginning of the academic session the Principal, Academic sub

IQAC coordinator conducted a meeting and decided to prepare routine a

for the students. During the pandemic period online classes were held

classes started the lesson plan was followed to complete the curriculum

and tutorial examinations were held as per university schedule.

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

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

The college adheres to the Academic Calendar issued by the University

Adoption of CBCS The university has introduced the Choice Based Credit

for UG since June 2018 and from 2017 for Commerce alongwith semester

from the same year.

Formative Evaluation Students are assigned written projects followed

a few departments. Tutorial classes/ evaluation/practical classes are

each course.

1. Summative Evaluation The marks distribution are as per University

comprising of :. 1. The summative evaluation through a MCQ, short que

descriptive answers 2. Experiment based qualitative and quantitative

laboratory-based subjects. 3. Field trips Evaluation is done through

assessment by the College followed by semester-end examination conduc

University.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	https://smc.edu.in/index.php?option=com_content&view=article&id=160&Itemid=0

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

C. Any 2 of the above

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

1.2 - Academic Flexibility

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

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

16

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

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

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

6

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

154

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

102

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

1.3 - Curriculum Enrichment

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

Our Institution, as an affiliating college under University of Calcutta, does not have the freedom to integrate anything into the curriculum,. We have to strictly follow the curriculum made by the University. But the above- mentioned issues like Professional Ethics, Gender, Human Values, Environment & Sustainability have been integrated into the curriculum of many Courses.For example, in Courses like Philosophy, English, Bengali, Sanskrit, Botany, Zoology,and Accountancy these issues are integrated into the syllabus. Besides, Environmental Study is a compulsory paper which the students of all programmes have to undertake as part of their curriculum. A seminar has been conducted on Awareness About Cyber Crimes to spread consciousness among the students.

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

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

2

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

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

40

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

1.4 - Feedback System

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

C. Any 2 of the above

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

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://smc.edu.in/index.php?option=com_content&view=article&id=173&Itemid=0

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

4140

File Description	Documents
Any additional information	View File
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

745

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

2.2 - Catering to Student Diversity

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

The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners Learning levels of the students are assessed by their class performance, class tests. Teachers have been assigned the task to recognize the advanced and slow learners, and approach them individually for assistance and motivation. Classes are arranged for the slow learners to give them special guidance to cope up with pace of the other students. Attention is also paid to the advanced learners by helping them to collect advanced materials for their notes. Institution has time and again recognised the two types of learners to ensure their participation in all institutional programs and activities.

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
1940	27

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

The curriculum of some courses assigns certain project work to enhance problem-solving capacity through experiential learning.

Students are often made to do field-work like preparing presentation. They are often assigned topics on current issues to present their views orally and sometimes through power-point presentations. Often, they are engaged in gardening, organising rallies on social issues, organising cultural programs. Since these activities need group performance, hence participative learning is ensured. For experiential learning workshops and seminars are organised.

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

Information and Communication Technology (ICT) is used by the faculty members in order to cater to the students a blended platform of learning. The main two areas where it is extensively used are: online lectures and providing course materials, however smart classes are also used for audio-visual interactive sessions. The use of ICT tools has magnified and broadened the prospect of class teaching and strengthened the mean of student-teacher interaction.

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

27

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

2.4 - Teacher Profile and Quality

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

26

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

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

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

13

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

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

2.4.3.1 - Total experience of full-time teachers

26

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.

In order to evaluate the progress of the students the faculty members often conduct class tests. The evaluated answer scripts are shown to the students so that they can understand their status of learning and rectify their mistakes. Students seminar has been conducted by some Departments where a student or group of students give presentation on a particular topic from the course and then the teacher conducts a question answer session. In this manner the students engage in open discussion and they also develop the skills of presentation (use of PowerPoint is encouraged), critical thinking and articulation of individual thoughts. The question pattern of the class tests is mostly MCQ type or short answer type or broad question. After the introduction of CBCS system from 2018 onwards, apart from the usual class tests, an internal assessment has been added to the university question pattern which ensures a mandatory internal test of 10 marks at the end of each semester.

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

Performances of students are continuously monitored by the teachers in class and the internal evaluation process adds much to this monitoring. After the internal examination the teachers discuss areas of improvement and clear the doubts of the students. Based on the performance of the students they are divided in groups according to their merit and teachers take

special care of the students who have scored poorly. If need be special remedial classes are also arranged. In addition to that the students to submit their grievances directly to the concerned teacher or through Whatsapp groups. The students can always approach the teachers personally for any specific concern regarding the course.

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.

Teachers are definitely aware of the Program and course outcomes. Their teaching experience and Refresher Courses on the programs have time and again updated them on the program outcomes. As for the students, the inauguration day to the college is often intelligibly used to introduce them to the program outcomes, each of the faculties in the departments take turns to introduce the students to the program outcomes. Nothing in detail is delivered during the inauguration, just a preliminary idea of what to expect from the program is provided. A more detailed information on the program outcome, now from an occupational view point, is delivered by the faculties during the ongoing courses. In class, faculties inform what job opportunities are available in the market in view of the given program. Programme and course outcomes are properly outlined in our college website the link of which is provided as additional information.

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

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

Our College offers under graduate courses in Commerce, Sciences and Humanities courses. During a specific programme, students acquire sound knowledge, good skills and abilities on their own subject domain that enable them to build a good character and a better future for themselves while also contributing positively to society and the country at large. Career Counseling Seminars organized by the institution.

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

151

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

2.7 - Student Satisfaction Survey

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

https://smc.edu.in/index.php?option=com_content&view=article&id=173&Itemid=0

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

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

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year****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	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year****8**

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

3.2 - Research Publications and Awards

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

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

5

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

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

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

0

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

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

Number of activities are performed by the NSS and NCC unit of the college to serve the community and inculcate a sense of

service among the students. The list of activities performed by the College are as follows:

Digital campaign to avoid the use of plastic national flags (Independence Week) Encouraging all to visit the Har Ghar Tiranga website and pin flag in their location and in important public places/historical monuments (Independence Week)

Awareness programme on Role of Organic Manure for Restoration of Soil dated 28.08.2022

Distribution of saplings among farmers of Goalpota village dated 30.08.2022 10. Distribution of plant saplings to local people/inhabitants near college dated 02.09.2022

Campus and locality Cleaning Programme dated 23.09.2022

NSS Day celebration with local school children dated 24.09.2022

Free Health cum Eye Checkup for students and villagers dated 07.01.2023

Maintenamce of law and order during local festivals.

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

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

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

0

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

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

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

7

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

173

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

3.4 - Collaboration

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

4

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

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

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

2

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

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

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

The collage has a Well-stocked Central Library and 12 Departmental Libraries, located at Vidyasagar Bhawan, adjacent to the main building. The library is funded by grants from UGC, Government as well as from the college fund. The library is going to be a fully automated library in near future. Departmental libraries have started functioning from the

academic session 2010-11. The head of each department is in charge of their respective Departmental Libraries. The collage has six well equipped laboratory rooms for mathematics, Physics, Chemistry, Zoology, Botany, and IT with internet facilities to care for the needs of students. It is a matter of great pleasure to all of us that with a grant sanctioned by the Sports and Youth Affairs Department, the Government of India, the college has established a Gymnasium on its own with all modern gadgets in one of the rooms on the College premises. The collage has Cheap store from which students can buy relevant studies Books. It is located on the ground floor of the main campus. There is a canteen located in front of the Principal's quarter, which cater to the needs of students and staff.

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

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

The institution has a number of facilities for the students. The college has an open air stage for hosting cultural events. The college also has a well equipped gymnasium. Since the students have proved their excellence in the sports field, the College encourages the young budding sportsmen through financial assistance and others wherever needed. Three month Yoga Certificate Course was organized for the students and the staff of the college Self Defence Training program for 2 months conducted for Female candidates.

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

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

4

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

6

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://smc.edu.in/index.php?option=com_content&view=article&id=184&Itemid=0
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)

18.53

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

4.2 - Library as a Learning Resource

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

1. Name of ILMS softwareSOUL 2.0**2. Nature of automation (fully or partially)Partially****3. Version2.0****4. Year of Automation2015**

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

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

A. Any 4 or more of the above

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

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

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

6.17

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

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

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

7200

File Description	Documents
Any additional information	View File
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

Consistent effort has been made to improve upon its IT infrastructure and facilities. The college has 143 computers (112 desktops & 2 laptops), 43 printers/scanner, 3 projectors, out of these 87 desktops are for Academic purpose and 28 desktops are for Administrative purpose and 4 laptops for office use. Regular maintenance is carried out of all desktops and laptops by Dolphin Computer Centre. The College has a Computer centre. Three Internet Lease Line Connection of 100Mbps from Alliance high-speed internet connections, . The bandwidths have been regularly updated . The college has licensed software including Microsoft Office, Microsoft windows 7 or above, Python, MiKTeX, GNU Plot, LaTeX, TeXmaker, , Tally ERP 9, Software upgradation has been carried out as and when needed especially with the introduction of the new CBCS system. The smart boards are connected with internet via Wi-fi so that the faculty while teaching or presenter while presenting can access internet for reference and for deeper and wider knowledge. A SMS software facility for admission, registration, attendance entry, ID cards, Student Management System was installed in 2019. Three classrooms are ICT enabled. Projectors provided as and when required. Biometric machines are also connected with Wi-Fi and are linked to Principal's desktop. Library is partially automated with SOUL 2.0 .

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

4.3.2 - Number of Computers

67

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	No File Uploaded

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)****5.78**

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	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 collage has a Well-stocked Central Library and 12 Departmental Libraries, located at Vidyasagar Bhawan, adjacent to the main building. The library is funded by grants from UGC, Government as well as from the college fund. The library is going to be a fully automated library in near

future. Departmental libraries have started functioning from the academic session 2010-11. The head of each department is in charge of their respective Departmental Libraries. The collage has six well equipped laboratory rooms for mathematics, Physics, Chemistry, Zoology, Botany, and IT with internet facilities to care for the needs of students. It is a matter of great pleasure to all of us that with a grant sanctioned by the Sports and Youth Affairs Department, the Government of India, the college has established a Gymnasium on its own with all modern gadgets in one of the rooms on the College premises. The collage has Cheap store from which students can buy relevant studies Books. It is located on the ground floor of the main campus. There is a canteen located in front of the Principal's quarter, which cater to the needs of students and staff.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

1335

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

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the

institution / non- government agencies during the year

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

133

File Description	Documents
Upload any additional information	No File Uploaded
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	https://smc.edu.in/index.php?option=com_content&view=article&id=176&Itemid=0
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

223

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

223

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)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
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

0

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

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education****0**

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

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.****11**

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	View File
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 representative informs the college authorities about the common issues and difficulties that students encounter and works to have those issues resolved. Under the ambit of this forum, students are encouraged to be a part of the decisionmaking process supporting democratic form of governance. The general activities of the Student Council include:

- 1) Looking after student related matters and reporting their grievances to the higher authority.**
- 2) Organization of the annual athletic sports, together with the teachers of the college.**
- 3) Organisation of various religious and cultural programmes such as Rabindra Jayanti, Saraswati Puja etc.**
- 4) Participation in various extension activities of the college like blood donation camp, health check up with NSS.**
- 5. Helping the College administration in preserving academic discipline.**
- 6. Organizing the annual Freshers' Welcome and the annual Cultural Fest.**

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

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

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

12

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

5.4 - Alumni Engagement

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

There is an Alumni Association and the process of registration is going on. The body functions with all its members and various activities are conducted throughout the year. Feedback from them is collected from time to time.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

Most of the students in this institution are coming from economically poor background, sometimes first generation learners. So our vision is to provide maximum help to the students. Our mission is to teach them and help them to cope with ever changing outside world with new possibilities. The governance of the Institution offers merit based admission with minimum fees to be in tune with its vision & mission. Students get access clean, safe and hospitable environment, free access to gym, and libraries; canteen food at minimum expense, smart classrooms,, study material and question banks. As per West Bengal service rules, due facilities are provided to all staffs. Certified skill -oriented short courses on computer technology, mushroom, vermicompost, beautician etc. Seminars and workshops on social issues are conducted by IQAC round the year for human resource development.

File Description	Documents
Paste link for additional information	<u>nil</u>
Upload any additional information	No File Uploaded

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

The institution promotes the culture of decentralization and participative management at the level, strategic functional level and operational level. At the strategic level the Principal, Administrator, IQAC and Teachers' Council are involved in framing policies and guidelines pertaining to major issues like admission, examination, support services, financial matters etc. At the functional level the faculty members, office staff and the students, who are members of different committee, sincerely perform their functions to carry out the

policies successfully. And at the operational level, the Principal interacts with the Government and Private agencies to give shape to various projects undertaken for the overall development of the institution and the faculty members, staff and the student council join hands with him for the execution of different academic, administrative and extension related activities.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The objective of the perspective/ strategic plan of the institute is to ensure top quality standards in higher education contributing to National Development and to develop requisite competencies among students of the college.

Our motto is to develop and execute effective teaching learning process by encouraging research culture in faculty and students. A comprehensive system of student mentoring and ensuring transparency in evaluation process of students is part of this process. In order to deploy the above plans the institution ensures students' engagement in Academic Seminars & Webinars and motivating students by periodic interaction with distinguished guests. In order to increase students' responsibility towards learning, Feedback System has been introduced. Proper library facilities is given to the students (Current and Pass-out) and the faculty members. Teachers are encouraged to participate in Orientation Programme, Refresher Courses, Short Term Courses, etc. College provide Internet Facility and Laptops to Faculty Members.

To promote healthy relations amongst staff members and students, the institution takes various measures like organizing cultural programmes and cocurricular activities. To inculcate social responsibilities & ethical values among students, various social activities are organized through NSS & NCC. Initiatives are taken to promote well-being of the local people. Career Counseling Programmes are organized on regular basis.

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

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

The Administrator holds meetings. Matters are discussed in detail and minutes are recorded with perfection.

PRINCIPAL :

To prepare all the agenda items, co-ordinate the conduct of meetings and arrange to follow-up all actions required. To conduct internal and other examinations To initiate all the developmental activities, monitor the progress and report to the Governing Body

TEACHERS' COUNCIL: All the Teachers are members of T.C. Teachers' Representative in Governing Body are selected/elected in TC. **NON-TEACHING STAFF COUNCIL** Bursar, Head Clerk and Accountants play important role in the financial management of the institution. The Secretary of the Non-teaching staff play important role in maintaining liaison with Office staff and Principal.

COMMITTEE: Every committee constituted at college level and department level have the faculty member as an In-charge with two or more faculty members as committee members. All committees assist the HODs in the discharge of their duties and smooth functioning of the college.

INTERNAL QUALITY CONTROL CELL (IQAC) IQAC is responsible for fixing quality parameters for various academic and administrative activities. Monitoring the organization of class work and related academic activities.

SERVICE RULES, POLICIES AND PROCEDURE (Act 2017, WBHED) Service rules, policies and procedures are maintained as per West Bengal Government's rules and regulations.

RECRUITMENT OF FACULTY AND SUPPORTING STAFFIn this regard College authority has to abide by the rules of the State Government.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	https://smc.edu.in/index.php?option=com_content&view=article&id=157&Itemid=0
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	No File Uploaded
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

In our Institution Staff welfare is given foremost importance. In connection with this, welfare measure for teaching and non-teaching staff are itemized below: Medical Leave & Maternity leave for eligible staff members Faculty members are eligible for Earned Leave. Advances for the festivals. Internet and free Wi-Fi facilities are also available in campus for staff. Gratuity for the employees of the institution. Provident Fund for teaching and Non teaching Employee Pension for all employees. Leave encashment for all employees. In a nutshell, the Institution strives hard to keep our staff happy and healthy. PF, Gratuity, Leave encashment and Pension are

provided as per Service rule of the State Government.

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

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

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

0

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

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

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

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

7

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

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

Total number of Leaves (Casual Leave, Medical Leave, Earned Leave etc.) enjoyed by a teacher or a non-teaching staff are duly recorded at the end of each year by the Principal's

Office.

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

6.4 - Financial Management and Resource Mobilization

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

Accounts of our college were audited almost on regular basis up to the Financial Year : 2017-2018 by the Auditing Agency appointed by the Govt. of West Bengal.

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

0

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

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

Mobilisation of funds and its optimal utilisation is one of the

greatest challenges facing higher educational institutions in the country today. Important sources of funds are the student's admission fees, development fees, laboratory fees, library fees, magazine fees, welfare charges collected at the time of admission and tuition fees and examination fees collected during the academic year. A substantial amount of funds collected through sale of Admission Form for UG and PG level.

A part of the fund received has been used for enhancement and maintenance of the Library, procurement of new equipment for laboratories, maintenance of the existing instruments, expenditure on capital assets such as electrical installation, furniture, office equipment, repair and renovation of existing class rooms and buildings etc. Fund has been allocated for purchase of Sports equipment as well.

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

6.5 - Internal Quality Assurance System

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

IQAC plays an active role in enhancing the quality assurance strategies and processes.

1. The strategy of IQAC is to maintain the academic quality of the institution by encouraging the research activities of the faculty members. 2. IQAC inspires the faculty members to organize departmental seminars or endowment lectures by inviting eminent speakers from different institutions for the benefit of the students. Students are encouraged to present in the seminar.

3. IQAC encourages to organize programmes like cultural activities, observation of National and International Days, observation of events like Saraswati Puja, Viswa-Nabi Divas etc.

4. The Grievance- Redress cell of IQAC always keeps vigilance to redress the complaints raised by the students regarding any academic, official or harassment related issues and in this

regard keeps liaison with the administrative department of the institution.

5. To maintain the eco-friendly atmosphere of the campus IQAC regularly organizes campaigns through posters, rallies, tree plantation programme etc.

File Description	Documents
Paste link for additional information	https://smc.edu.in/index.php?option=com_content&view=article&id=162&Itemid=0
Upload any additional information	No File Uploaded

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

The institution continuously reviews its teaching learning process, methodologies of operations and learning outcomes through IQAC. The Academic Calendar is prepared in the beginning of each academic year. It is displayed and circulated in uploaded in the Institute and the institutional website. Admission to various programmes, examination schedule and declaration of results are notified in the Academic Calendar. Orientation Programme is organized for the newly admitted students to make them aware of the mission & vision and the uniqueness of the institution, the teaching- learning process, the system of continuous evaluation, compulsory core courses, various cocurricular activities. Students are apprised of the Time-Table, Programme structure, syllabi of the courses before the semester commences. The IQAC conducts periodical meetings with the departments, Internal Examination Committee, Heads of the departments, the principal, throughout the academic year. The Academic subcommittee of IQAC conducts an academic review of all departments collecting information on academic activities, such as completion of study programmes, assignments, seminars, group discussion, quiz, education tour and other activities. The use of ICT tools has become an integral part in teaching learning process. IQAC always encouraged teachers to utilize these tools in academic interaction and laboratories. Feedbacks are collected from students, faculty members as well as from alumni. IQAC analyses

the feedbacks and communicates the feedback report to the higher authority and to the faculty members.

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

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

B. Any 3 of the above

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

The college has permanent security guards and CCTV cameras are installed in different places. College has separate Girls and Boys common room College has facility for counselling of students especially the girl students. Cell for Gender Sensitisation and Prevention of Sexual harassment in College since the year 2007 (Vishakha guidelines) on a regular basis to

disseminate knowledge on gender equality.

File Description	Documents
Annual gender sensitization action plan	http://smc.edu.in/images/IQAC/insight/ag.pdf.pdf
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

D. Any 1 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:We have several garbage bins installed in different places of the campus. All garbage is collected in bigger bins at the end of the day to be collected by the Sweepers in the early morning of 6working days in every week.
Liquid Waste Management: There is a system to drain outLiquid wastes through drainage system which is connected with Gram Panchayat drain.A company, under contract maintains the computers, Laptops and associated machineries properly.
Upgradationand replacements in hardwires and software are made as per necessity. The computers / laptops which are irreparable are sold as scraps.

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

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

E. None of the above

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

7.1.5 - Green campus initiatives include

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

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

B. Any 3 of the above

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

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

7.1.6.1 - The institutional environment and

E. None of the above

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

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

E. None of the above

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

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e.,

tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

To promote cultural harmony: One cultural festival is organised every year after the entry of new semester students. It acts as a platform for exhibiting the latent talent of new aspirants with the purpose to make them feel connected as an integral part of this college.

To promote linguistic harmony: Students and staff can respectfully engage in language of their choice for on campus communication. Though higher education demands English language, our faculties are empathetic enough to deliver lessons multilingually, as per students' convenience.

To promote Socio-economic harmony: We have ensured canteen services for students belonging to all economic classes. Our institution tries to support financially weak candidates by waiving academic fees. The fees structure has been prepared keeping in mind the first generation earning status of majority portion of the students.

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

To inculcate values of empathy and sensitize students and employees towards their duties and responsibilities, the NSS unit of the college organises blood donation camps. Tree plantation drives in the college and in neighbouring area constitute representative sensitization programmes. Awareness on constitutional values, rights and duties as Indian citizens is further disseminated through Quiz Competition. The involvement of the students and the staff of the college in the celebration of Independence and Republic Day have also sensitized them with patriotic sentiments.

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

Independence Day: celebrated through the hoisting of the National flag by the Principal in presence of the students, teaching and non-teaching staff. Republic Day, Birthday of Netaji and Swami Vivekananda: are likewise celebrated with solemnity and grandeur. Significance of these historical days discussed and enriched further by recitations, recital of National Songs. NSS day was observed through programmes organized on various issues of contemporary relevance. Teachers' Day is celebrated in each department with great

enthusiasm. All such programmes are organised under the patronisation of the IQAC of the College. Teachers, students and the support staff display their multifarious talents upholding the cultural plurality of India.

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

1. Name of the Practice: Yoga (2nd Batch) and Self-Defence (For Girls only-1st Batch)

Last year the Yoga Certificate Course (three months) was launched with ninety-nine (99) participants. The same course continued this year with seventy-eight (78) participants. The three month Karate Certificate Course (girls only) launched this year for the empowerment of the girls of our college. Eighteen (18) students signed up for the course.

Name of the Practice: Skill Development Training- Mushroom Culture and Vermiculture

Twenty-seven (27) students had participated in the seven day certificate course on Mushroom Culture in collaboration with Bharat Seabratni Mahasangha, an NGO with whom we signed MOU and ten students participated in a five day Vermicompost Course run by Howrah Krishi Vigyan Kendra (KVK).

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

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socio economic and other diversities. Different sports and cultural activities organized inside the college promote harmony towards each other. Commemorative days like Women's day, Yoga day also promote tolerance and harmony. Institute has code of ethics for students and a separate code of ethics for teachers and other employees which has to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities. It strives to promote to be tolerant, fair to all, to be truthful and to be loving to all fellow men. With these ideals of purity in mind, the institution works towards creating a holistic environment by including all its stakeholders, and especially its students, from all walks of life, of various religions, caste and creed, and from various economic strata. Under the benevolent umbrella of the College, all are equal: there is no discrimination. This engenders and fosters the spirit of Unity and harmony

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. MOUs with various institutions

2. Enriching the language lab with modern facilities and starting new courses.

3. Infrastructural development- extension of library building and building of new staircase.

4. Introduction of Parents Feedback mechanism.

5. Maintenance of college waterbody for its proper utilisation.

