



# YEARLY STATUS REPORT - 2020-2021

## Part A

### Data of the Institution

#### 1. Name of the Institution

SALDIHA COLLEGE

- Name of the Head of the institution **DR. SHAIKH SIRAJUDDIN**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **03242262224**
- Mobile No: **9434933586**
- Registered e-mail **saldihacollege@gmail.com**
- Alternate e-mail **sksirajuddin96@gmail.com**
- Address **VILLAGE & P.O.- SALDIHA, P.S.-  
INDPUR, DIST. - BANKURA**
- City/Town **Bankura**
- State/UT **West Bengal**
- Pin Code **722173**

#### 2. Institutional status

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

- Financial Status **Grants-in aid**
- Name of the Affiliating University **Bankura University**
- Name of the IQAC Coordinator **DR. DIPAK KUMAR RANA**
- Phone No. **03242262224**
- Alternate phone No.
- Mobile **9007352524**
- IQAC e-mail address **iqac@saldihacollege.ac.in**
- Alternate e-mail address **iqacsaldihacollege@gmail.com**

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

<http://www.saldihacollege.ac.in/aqar.php>

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

**Yes**

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

[https://www.saldihacollege.ac.in/academic\\_calendar.php](https://www.saldihacollege.ac.in/academic_calendar.php)

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B+</b>	<b>76.05</b>	<b>2007</b>	<b>31/03/2007</b>	<b>30/03/2012</b>
<b>Cycle 2</b>	<b>B+</b>	<b>2.63</b>	<b>2016</b>	<b>05/11/2016</b>	<b>04/11/2021</b>

**6. Date of Establishment of IQAC**

**30/09/2013**

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

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>SALDIHA COLLEGE</b>	<b>NA</b>	<b>NA</b>	<b>2021</b>	<b>0</b>

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

**Yes**

- Upload latest notification of formation of IQAC

[View File](#)

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

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

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

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

- If yes, mention the amount

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

The construction of different type of works in saldiha college consisting of a) five class rooms with verandah and stair b) two technology enabled class room c) computer centre d) separate toilets for boys & girls at 1st floor of the existing class room building of saldiha college has been completed.

The renovation of electrification work of (i) electrical power supply (ii) electric wiring installation for chemistry building (iii) electric wiring installation for bio-science building (iv) electric wiring installation for office building (v) electric wiring installation for library building has been completed.

Renovation of administrative area, chemistry department & veranda, bioscience department, academic area at 1st floor of main building and bio science laboratory has been completed.

Laboratory equipments i) Shimadzu Double Beam UV VIS Spectrophotometer, Model No. -UV-1900i and ii) COD Digester have been purchased.

Two permanent teaching staff have been appointed.

**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
<p>Number of class room and laboratory to be increased for fulfil the basic need of CBCS system</p>	<p>The construction of different type of works in saldiha college consisting of a) five class rooms with verandah and stair b) two technology enabled class room c) computer centre d) separate toilets for boys &amp; girls at 1st floor of the existing class room building of saldiha college has been completed.</p>
<p>Renovation of electrification work of entire college building to be made</p>	<p>The renovation of electrification work of (i) electrical power supply (ii) electric wiring installation for chemistry building (iii) electric wiring installation for bio-science building (iv) electric wiring installation for office building (v) electric wiring installation for library building has been completed.</p>
<p>Renovation of administrative area library and all departments and adjacent veranda of old building to be made</p>	<p>Renovation of administrative area, chemistry department &amp; veranda, bioscience department, academic area at 1st floor of main building and bio science laboratory has been completed.</p>
<p>More laboratory equipment to be purchase for fullfill the basic need of CBCS system</p>	<p>Laboratory equipments i) Shimadzu Double Beam UV VIS Spectrophotometer, Model No. -UV-1900i and ii) COD Digester have been purchased.</p>
<p>New canteen to be constructed for staff and students</p>	<p>Construction of canteen is under progress.</p>
<p>Participation from stakeholders</p>	<p>Students seminars, wall magazine by students, extension activities, students projects, alumni meeting to discuss and enhance wholesome education and development.</p>

Development Programmes	After introduction of CBCS Program under Bankura University, several seminars, webinar, workshops have been organised by different departments.
Faculty Development Programme	Faculty members of different departments have completed orientation program, Refresher Course, training courses, PhD and MPhil during this session.
Enhancing Quality of Teaching learning	Adopting student centric interactive strategies like Project writing, Student Seminar, Field visit, Quiz contest, Wall magazine, Webinar, e-courses etc. Blending variety of methods like Power Point Presentation of the lesson plan, lecture delivered. Mentor mentee system.
Fulfilling social responsibilities	Blood Donation Program, Remedial classes for weaker students. Swachh Bharat Aviyon, plantation drives and Special camp through NSS.
To take feedback from the students	The students have the full facility to state their suggestions, complaints and grievances through feedback process provided by the college administration. They also provide feedback on applicability of the syllabus, which are then forwarded to relevant authorities
Different types of assistance performed by the College or Faculty members to the needy students to help them in pursuing study	Half free and full free studentship has been given to the needy students. To encourage the students, the college also pursues a scheme of giving Medals to the highest number

	holders of different departments in the final examination.
Encouragement for extracurricular activities	The College has performed different kinds of extracurricular activities such as quiz, extempore and even nominates students to the competitions organized by govt. and private organizations to promote and encourage the hidden talents of the students.
Minimization environmental degradation	Plastic free campus, tree plantation, rain water harvesting, waste recycling measures have been adopted for minimization of environmental degradation. .

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	05/03/2022

**14. Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	<b>SALDIHA COLLEGE</b>
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<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.saldihacollege.ac.in/academic_calendar.php">https://www.saldihacollege.ac.in/academic_calendar.php</a>				
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SALDIHA COLLEGE	NA	NA	2021	0	
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<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	Yes	
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pursuing study	college also pursues a scheme of giving Medals to the highest number holders of different departments in the final examination.
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- Name of the statutory body

Name	Date of meeting(s)
Governing Body	05/03/2022

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2020-21	11/02/2022

**15. Multidisciplinary / interdisciplinary**

After the introduction of CBCS syllabus in the colleges under Bankura University in 2017, the students get remarkable liberty to pursue their studies through multidisciplinary combination. They are free to choose subjects according to their choice and academic capability. This multidisciplinary pattern has not imposed studies upon them as burden but has opened up interesting

job-oriented avenues where they move freely with deep delight.

#### **16.Academic bank of credits (ABC):**

The NEP was launched Ministry of Human Resource Development in July 2020, but neither the state government nor our affiliating university have accepted NEP 2020 during this academic year. The NEP document was shared and discussed among college teachers so that when the state government or the affiliating university implements it, it can be implemented in our college properly with no time.

#### **17.Skill development:**

Bankura University introducing SEC (Skill Enhancement Course) in CBCS syllabus is to enhance the individual creativity that can help a student to exert his trained ability and determine his means of living in future Ability Enhancement Compulsory Courses (AECC) introduced in this syllabus help a student to spur on communication skill especially preparing him for competitive examination in future. Regular observance of the national days every year like Independence day (15th August), Republic day (26th January), birth day celebrations of great sons of India, International Yoga day, Environment day etc. and valuable lectures & discussions made on significance of the above facilitate our learners to absorb eternal values of truth, peace, love nonviolence, nationalism and citizenship. Moreover, our NSS volunteers and NCC cadets under the supervision of the respective in-charges of the college perform positive and extension activities for the examination in future.

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

In such a multilingual and multiethnic country like India, the Modern Indian Languages (Bengali, Sanskrit etc.) and English take a vital role for linguistic as well as cultural integration among Page 12/128 21-02-2023 01:34:49 Self Study Report of BANKURA SAMMILANI COLLEGE different states and lay out ample opportunity to the students for effective communication and maintaining cultural identity in service sectors and places. These two courses pragmatically bolster systemic synchronicity in the linguistic and cultural integration of the nation. That is early this language study, as designed in CBCS syllabus has been mandatory for all disciplines with 04 credits in case of Environment Studies and 02 credits in case of MIL i.e. Bengali, Sanskrit etc.

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

The institution regularly arranges department wise orientation programme for our students who are newly admitted and make them aware of the aims and objectives of their respective programme and courses. Even the programme outcomes, programme specific outcomes and course outcomes of all the subjects have been uploaded in our college website for the benefit of our students.

**20.Distance education/online education:**

In the prevailing COVID-19 pandemic situation for last one and a half year from last week of March, 2020 to Mid-November, 2021, the college adopted to a large extent the on-line education. Online classes had been conducted by our teachers through google meet, zoom, college ERP (Enterprise resource Planning), video conferencing whats app group etc. Even study materials had been uploaded by our teachers to the departmental portal for the students in the college website. Examinations, evaluation of answerscripts and publication of results had been made through online mode. Even admission of students in college had been done through on-line mode on stand-alone basis following the reservation policies of the Government.

**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	<a href="#">View File</a>

**2.Student**

2.1

1930

Number of students during the year

File Description	Documents
Data Template	<a href="#">View File</a>

2.2

478

Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		
File Description		Documents
Data Template		<a href="#">View File</a>
2.3 Number of outgoing/ final year students during the year		492
File Description		Documents
Data Template		<a href="#">View File</a>
<b>3.Academic</b>		
3.1 Number of full time teachers during the year		31
File Description		Documents
Data Template		<a href="#">View File</a>
3.2 Number of Sanctioned posts during the year		36
File Description		Documents
Data Template		<a href="#">View File</a>
<b>4.Institution</b>		
4.1 Total number of Classrooms and Seminar halls		30
4.2 Total expenditure excluding salary during the year (INR in lakhs)		340.81168
4.3 Total number of computers on campus for academic purposes		66

**Part B****CURRICULAR ASPECTS**

## 1.1 - Curricular Planning and Implementation

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

The College is affiliated to the Bankura University and follows the university prescribed curriculum of Choice Based Credit System (CBCS) formulated by Board of Studies of UG and PG. The institution is committed to effectively delivering the prescribed curricula in a systematic manner and the following actions have been taken to ensure the same: i) Institutional Calendar: In addition to the University Academic Calendar, the institutional calendar is prepared giving academic and administrative details, such as commencement of session, number of teaching and working days, list of holidays, probable dates of Internal Assessments. ii) Routine: The routine is prepared by a designated routine committee specifies the allocated slots for theory, practical, tutorial and remedial classes. Suitable slots are also kept for Departmental talk, students' seminars, conferences and library hours. iii) Attendance Register: The registers are maintained to keep a record of the attendance of students. This helps in documenting the monthly attendance of the students which is later displayed on the respective Departmental notice boards. iv) Lesson plan: Lesson plan is prepared for every subject with the consultant of concerned Head of the Department for effective distribution and to record the extent of syllabus covered within the stipulated time.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	<a href="http://www.saldihacollege.ac.in">www.saldihacollege.ac.in</a>

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 prepared by Bankura University. In addition to the University Academic Calendar, the institutional calendar is prepared by The Teachers' Council at the beginning of each session mentioning academic and administrative details, such as commencement of session, number of teaching and working days, list of holidays, tentative dates of Internal Assessments, Tutorial examinations (Project and Viva- Voce), evaluations of answer script of final examination of each semester. The above details are displayed on the notice boards and



on the College Website. Continuous internal assessments are taken for progressive evaluation of the students.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	<a href="http://www.saldihacollege.ac.in">www.saldihacollege.ac.in</a>

**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**

**A. All of the above**

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

## 1.2 - Academic Flexibility

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

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

15

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

0

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

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

0

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

0

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

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

Teachings on human values, gender equity are imparted to our students through arrangements of webinars, workshops, educational tours etc. The teachings on environmental issues are imparted in accordance with the Bankura University syllabus on Environmental studies. Some project works, workshops, training programmes, seminars/webinars, and educational tours are also organised as prescribed in the syllabi for the said purpose. Moreover, our NSS students/volunteers from different departments are communicated with the human values with focus on major moral social issues related to life in order to discover a sense of oneness within

themselves, world and nature. Women Cell promotes gender equality through different programs.

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

13

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)	<a href="#">View File</a>

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

1863

File Description	Documents
Any additional information	No File Uploaded
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)	No File Uploaded
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	<a href="https://www.saldihacollege.ac.in/igac_feedback.php">https://www.saldihacollege.ac.in/igac_feedback.php</a>

## 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**

**1069**

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**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**

460

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 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 college usually adopt the following measures, first, to identify the advanced and the slow learners and then, to upgrade the slow ones to the level of the advanced students:

Slow learners:

- They are allotted remedial classes and model answers to selected problems which help them enormously.
- It is the regular evaluation process that makes the slow learners to gain self-confidence by teachers' personal counselling regarding academic and non-academic inconveniences.

Advanced learners:

- Organisations of students' seminars are regular features to enhance students' communication skill and sharpen their knowledge.
- The advanced learners are motivated and guided to follow more advanced books and articles for wider knowledge.

File Description	Documents
Link for additional Information	<a href="https://www.saldihacollege.ac.in">https://www.saldihacollege.ac.in</a>
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
1930	30

File Description	Documents
Any additional information	<a href="#">View File</a>

**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

Peer teaching is one of the means for which students are encouraged in both off-line and on-line modes. Students are given wider exposure to other institutions and teaching methods through faculty exchange programme. Seminars, workshops from eminent academicians, students' seminars render the students' enormous scope for enhancing their communication skills, getting lucid ideas about the topics through interactive sessions. The final year students get ample opportunities in searching for placements through Career Counseling Cell of the college. Field Works and Project works undertaken by the students and guided by the respective faculty members of the department which made learning truly collaborative and participative in spirit. Such project-works often focused on the local real life socio-political and environmental issues.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="https://www.saldihacollege.ac.in">https://www.saldihacollege.ac.in</a>

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

In the modern age of high technological development, ICT enabled tools provide immense facilities to the teachers for effective teaching-learning process. During the COVID-19 situation for last one and half year since March, 2020, the students got exposure to on-line teaching. There are several technology enabled classrooms in the college, where PPT, Videos etc. are used by the teachers on regular basis to make their teaching more attractive and livelier

to the students. Teachers are allowed on-duty leave to attend faculty development programme for getting trained with the latest ICT tools. Blended learning with the advantages of the on-line learning and traditional learning simultaneously has been emerged as a new aspect. Teachers made full utilization of the Learning Management System coping with the difficulties as faced during the pandemic by distributing notes, study materials, conducting tutorials etc. even through the WhatsApp study groups, college website etc. Online examinations were taken through Google classroom, classmarker etc.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://www.saldihacollege.ac.in">https://www.saldihacollege.ac.in</a>

### 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

30

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	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

31

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
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

20

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

#### 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

31

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

## 2.5 - Evaluation Process and Reforms

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



The college being affiliated under Bankura University, we are to abide by the end semester assessment pattern as laid down by the University. For the University End semester examination, 20% of the total marks are allotted for internal assessment in each paper. Following are the ways of evaluation:

- Class tests.
- Midterm tests.
- Supplementary tests, giving the students another chance of improvement when they fare badly at a given test.
- Students' feedbacks are taken regularly through a standard questionnaire including the questions on methods of evaluation.
- Surprise tests are conducted occasionally and monitored by the respective faculty.
- Mentoring sessions are also there while monitoring during class, thus identifying students' learning needs and progress.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="https://www.saldihacollege.ac.in">https://www.saldihacollege.ac.in</a>

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

Conduction of end/mid-session/semester examination for both the Undergraduate and Postgraduate programmes is made in accordance with the Bankura University guidelines. The college has a Examination Committee, which undertakes necessary measures to ensure objectivity and transparency in the process. Notifications are displayed prominently on the college website, the official Facebook account of the college, students' Whatsapp groups of all the departments and on digital notice boards of the college to communicate information related to internal assessment to students. The attendance record, which is a part of Internal Assessment, is displayed on the departmental notice board by all the departments on monthly basis and students are given ample time to point out any discrepancies. After evaluation of answer scripts of internal class tests, assignments and project reports are discussed with students in the concerned department. The scrutiny of reassessment of marks are done through the University web portal by paying the requisite fees. Students are given the opportunity to raise their grievances regarding the marks awarded

to them with the faculty concerned. Grievance Redressal System functions with Grievance drop boxes placed in the campus and online system of Grievance submission so that students can submit any Grievance/Complaints to the authority.

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

## 2.6 - Student Performance and Learning Outcomes

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

The institute follows the syllabus of Bankura University. Course Outcome (CO), Programme Outcome (PO) and Program Specific Outcomes (PSOs) are provided in the university syllabus itself. However, the college has simplified these CO, PO and PSOs for easy understanding by the students. Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to students in their induction program. The Mentor-Mentee scheme of each department enables students to get in direct touch with the teachers. In addition to that at the beginning of each semester, teachers of each department provide detail information to the students regarding their CO, PO and PSOs. Officially, hand-outs are given on the induction programmes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://www.saldihacollege.ac.in/po_co.php">https://www.saldihacollege.ac.in/po_co.php</a>
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.

During their study, students are made to inculcate the core values of a responsible citizen and nurture ethical values by creating a holistic environment both inside and outside the classrooms. College makes all efforts to create an environment so that teamwork, professional ethics, love for nature, and empathy for all creatures are practiced by the students. An Academic Calendar

drafted centrally based on university guidelines and a Teaching Plan prepared at the departmental level ensures that the lectures/classes are oriented toward the fulfillment of course outcomes and the syllabus is completed on time. Regular departmental meetings to monitor the progress of the teaching-learning process are done. Direct methods to assess the learning outcome of the students are done based on their performance in-class tests, group discussions, student seminars, and internal assessments. The Feedback mechanism and Grievance Redressal System also emphasize curriculum delivery and infrastructural facilities made available to the students and problems/grievances (if any) are resolved in IQAC and Academic Committee meetings

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://www.saldihacollege.ac.in/po_co.php">https://www.saldihacollege.ac.in/po_co.php</a>

### 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

430

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
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://www.saldihacollege.ac.in/student\\_satisfaction\\_survey\\_report.php](https://www.saldihacollege.ac.in/student_satisfaction_survey_report.php)

### RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

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)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

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

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

11

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

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

6

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

The college organizes a number of extension activities to promote institute-neighborhood community to sensitize the students towards community needs. The students of our college actively participate

in social service activities leading to their overall development. The college runs effectively National Service Scheme Units. Through these units, the college undertakes various extension activities in the neighbourhood community. NSS organizes a residential seven day camp in nearby adopted village and several activities were carried out by NSS volunteers addressing social issues which include cleanliness, tree plantation, and discussion on basic health and hygiene and awareness generation on different social issues. Group discussion with community youth on Environmental awareness, Women empowerment, National Integrity, Aids awareness, Blood Donation Camps and free Thalassaemia Tests were organised. Through these activities the health and hygienic behaviour people living in the model villages have improved.

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

0

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

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

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

0

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

### 3.4 - Collaboration

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

0

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

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

##### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance,

other universities, industries, corporate houses etc. during the year

1

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

## 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.

Saldiha College provides at the moment 30 classrooms of which 7 rooms are ICT enabled, 12 big well equipments laboratory, 2 conference halls, one gymnasium, one health care unit and a big auditorium hall with around 300 seating capacity. The college has a big computer laboratory with internet and Wi-Fi facilities. All the campus is also enabled with high speed Wi-Fi facility. A canteen has also been provided to our students and staff. There are separate hostels facilities for boys and girls. A big playground adjacent to the college has been situated for games and sports. The college possesses a large well furnished, central library with more than 26284 books and 6293 e-journals, magazines, weekly and daily newspapers (both English & Bengali). Beside the central library, there are two reading room for student and staff. Each department has a seminar library. A 10KW solar system, 25 KVA have provided uninterrupted power supply. There are sufficient water coolers to provide RO purified cold drinking water to students and staff.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.saldihacollege.ac.in/laboratory.php">https://www.saldihacollege.ac.in/laboratory.php</a>



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

The college has a big auditorium hall with around 300 seating capacity and an open-air stage for cultural activities. In addition, there are two conference halls which also used for cultural programmes. The cultural committee and Magazine Sub-Committee of our institution look after the various cultural activities to be performed during Fresher's Welcome, Teachers' Day, celebrating national and international, and commemorative events in the college campus. Wall magazine is maintained by all departments where students contribute their write-ups, and drawings, which in turn highlight their talents. The College has a large playground for Cricket and Football. In addition, there are also Khokho, Volleyball and Badminton court for the students. There is a well-equipped gymnasium with the facilities like Trade mill, Cycle, Gym ball, sixteen station, Stepper etc. A yoga centre has been running to provide the facilities for conducting theory and practical classes for the yoga certificate course. Thus, participation of students in various sports, games, and cultural activities helps students in developing interpersonal interaction, team spirit, leadership quality, and personality also.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.saldihacollege.ac.in/multi_gym.php">https://www.saldihacollege.ac.in/multi_gym.php</a>

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

8

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

8

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 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)

23.16042

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)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

The college acquires a large well furnished, central library with more than 26284 books and reference books. Beside the central library, there are two reading room for student and staff. Our college library is a member of N-LIST program of the UGC-INFLIBNET centre for the purpose of accessing the electronic resources like e-book, e-journals etc. About more than 6293 full text electronic journals and 29336 full text electronic books are being accessed under this program. Students are being provided with the facility of digital library where e-resources, video-lectures etc. can be accessed by them. There is an Wi-Fi enabled reading room for the teachers and the students. Beside this, each department has a seminar library where limited books are access by the students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="https://www.saldihacollege.ac.in/library.php">https://www.saldihacollege.ac.in/library.php</a>

**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)	<a href="#">View File</a>

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

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

0.0073

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)	<a href="#">View File</a>

**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**

50

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

### 4.3 - IT Infrastructure

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

The college has adequate IT facilities for learning management and administrative services. CAMS (College Administration and Management System) software is used and updated frequently to manage all kinds of office works of the college including accounts, auditing, students' admission, sending their data to the university for registration-cum-enrolment, on-line classes, examination, evaluation of answer scripts and sending of marks to the university. Salary billing of the staff is done through HRMS (Govt. of West Bengal) portal etc. There are five separate internet (Siti High Speed Unlimited Broadband) connections with 100 MBPS bandwidth. At present the college has 7 wi-fi connections. The college has a big computer laboratory with internet and Wi-Fi facilities. All the campus is also enabled with high speed Wi-Fi facility. The entire college, class rooms, library and Labourites are fully covered by 36 numbers of CCTV cameras. The record is kept for 20 days for future references.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.saldihacollege.ac.in/wi_fi.php">https://www.saldihacollege.ac.in/wi_fi.php</a>

#### 4.3.2 - Number of Computers

66

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

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

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

#### 4.4 - Maintenance of Campus Infrastructure

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

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

23.16042

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)	<a href="#">View File</a>

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

The college follows well-established procedures and policies for the maintenance and utilization of its physical, academic, and support facilities, including laboratories, sports complexes, computers, and classrooms:

- **1. Budget Allocation:** At the start of each academic session, the college's budget is presented to the Finance Committee, where provisions are made for all facilities. Major expenses related to these facilities require approval from the Governing Body.
- **2. Maintenance of Academic Facilities:** Departmental heads and faculty members submit written requests for academic resources like books, journals, laboratory equipment, chemicals, IT facilities, special lectures, study materials, seminars, and workshops.
- **3. Maintenance of Physical Facilities:** Renovation of college

building was made from RUSA 2.0 fund. Regular cleaning of labs and classrooms is carried out, and ad-hoc maintenance for electricity, plumbing, lab machinery, and computers is addressed based on departmental requests.

- **4. Campus Cleaning:** The cleaning staffs ensure daily maintenance of classrooms and laboratories. The college garden is cared for by NSS volunteers and occasionally by daily labourers.
- **5. IT Infrastructures:** The College maintains its IT infrastructure, including Wi-Fi, computers, servers and CCTV cameras through appointed vendors time to time.

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

864

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)	<a href="#">View File</a>

#### 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

1066

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)	<a href="#">View File</a>

**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**

C. 2 of the above

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

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

0

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

0

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

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

**A. All of the above**

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

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

18

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
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

69



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	<a href="#">View File</a>

### 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

3

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

### 5.3 - Student Participation and Activities

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

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

0

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

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

The college had an elected Student's Union in 2017-2018 and 2018-2019 and in subsequent years representatives were chosen by the authority of the college (as circular related to the election of the students' union was withheld) to conduct the activities of Students Union. The major Function of The Students Union / Council is to work in tandem with the College Administration, Teachers, Students, for the overall Academic and Cultural Improvement of the college. Students' representation in different committees of the college like AntiRagging cell, Grievance Redressal Cell, Internal Complaints Committee, Free/Half Free Studentship Committee, Sports Committee, Cultural Committee etc help the college authority for smooth functioning of the college. The students' council of the college along with the NSS volunteers and NCC cadets take positive initiatives in arranging blood donation camps, cleaning of the college campus and cleanliness drive program at nearby slum areas, tree plantation programs. The Student's Union/ Council organises several programmes like cultural events, Independence Day celebration sports and games activities, Blood Donation Camp, Teachers' Day Celebration, etc.

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**

0

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)	No File Uploaded

## 5.4 - Alumni Engagement

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

The college has an Alumni Association but the Registration yet to be done.

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

For effective implementation and improvement of the Institute, different committees are formed in every academic session. Faculty members form a part of different committees entrusted with a range of activities of the Institute. This enables them to conduct various programs to showcase their teaching and administrative

skills. They are encouraged to develop leadership qualities by taking charge of various academic, cocurricular, and extracurricular activities.

File Description	Documents
Paste link for additional information	<a href="https://www.saldihacollege.ac.in/mission_vision.php">https://www.saldihacollege.ac.in/mission_vision.php</a>
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.

For effective administration and efficient implementation of academic activities, efforts to decentralize the management are being made through Heads of Departments, and several committees comprising Teaching faculties, and nonteaching staff as members. The Governing Body, as the highest policy-making body, is at the top of the structure, representing a different cross-section of the population and providing overall guidance/supervision. The Governing Body forms different committees like Finance Committee, Purchase Committee, Building Committee, Internal Complaints Committee, Anti-Raging Cell, IQAC etc. Teachers' Council forms various committees like Examination Committee, Admission Committee, Grievance Cell, Cultural Committee, Women's Cell, Routine Sub-committee, and Sports Sub-committee which help in monitoring and facilitating several academic and administrative functions. Teaching and non-teaching members are incorporated into each of these committees and some have representatives from the students.

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

- Implementation of the National Education Policy (NEP) 2020
- To ensure Infrastructural growth in terms of classrooms, Laboratories, Books, Computers and instruments.

- Memoranda of Understanding (MoUs) with academic institutions and corporate houses to facilitate better utilization of knowledge and resources.
- To introduce more certificate and Add-on courses for equipping our students with new skills and preparing them for job-oriented market.
- To maintain a Digital Library to support research activities and provide learning resources.
- To initiate publication of books with ISBN number and Journal with ISSN number

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 Governing Body is the apex body of the college, in whose absence Government and University appointed Administrator can exercise the powers of the apex body. Principal is the overall in-charge of the matters related to academic financial, administrative, internal quality including the issues related to the students, teaching staff, nonteaching staff. Bursar is in-charge of finance, accounts and College office, IQAC coordinator is in-charge of the quality initiatives in academic and administrative fields, while the secretary of the Teachers' Council deals with the matters affecting teachers. Regarding appointment of the teaching staff, Governing Body issues appointment letters to the candidates, recommended by the West Bengal College Service Commission in accordance with the vacancy position as declared by the college to the said commission. In case of appointments of non-teaching staff, the college Governing Body issues appointment letters to a candidate only when the college gets permission for filling vacancy/s from the DPI, West Bengal. All the service rules related to leave, promotion, and retirement benefits are guided by the Govt. of West Bengal. Regarding procedure of payments of salaries of staff, the grant-in-aid pay-packet system as sanctioned by the DPI, West Bengal is mediated through the respective treasuries and deposited to individual bank account through HRMS portal of the Govt. of West

**Bengal .**

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

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

**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

**6.3 - Faculty Empowerment Strategies**

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

The college has several welfare measures for teaching and nonteaching staff.

- Faculty members are deputed to attend Orientation and Refresher Programme 'on duty'.
- Casual leave, Maternity leave, Medical leave, and Earned leave are permitted.
- Xgratia and Festive Bonus for nonteaching staff.
- Loan facilities from Employees Cooperative credit society.
- Special medical assistance for teaching and non-teaching staff.
- Gymnasium facility for staff.
- Training program for non-teaching staff organized for professional development.

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**

10

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)	<a href="#">View File</a>

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

Performance Appraisal System for teaching and non-teaching staff is carried out in the following manner Submission of the academic audit report to the university every year and its analysis in IQAC and the Academic Committee. Activity Report submitted to IQAC for



compilation in the Annual Report of the college. Self-appraisal reports submitted by teachers during CAS have been placed in IQAC. Feedback analysis reports of teachers are discussed in the Academic committee and G.B. The analysis and subsequent evaluation reports undertaken under the above process are analyzed in the meetings of the Academic Committee, IQAC, and then in the Governing Body. The Governing Body advises suitable remedial measures for low-performing teachers for improvement in the form of appeal and control. The appraisal system for the Non-Teaching staff is based on punctuality, execution of duties, proactiveness, and general demeanour. Besides taking routine reports from HODs regarding the nonteaching staff assigned to the respective departments, the principal also regularly checks the neatness of the departments, classrooms, labs, and other facilities available and takes stringent action on the erring staff if facilities are found in an unsatisfactory state.

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

The college has a mechanism for both internal and external audit. Competent auditor is appointed by the Governing Body for internal audit. The external/statutory audit is carried out by a Government auditor appointed by the Department of Higher Education, Government 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

The institution follows transparency and democracy in the entire procedure of mobilization and utilization of funds. Collection from students is the main source of funds. Development fund generated from student collection is utilised for infrastructural up-gradation and General fund for remuneration and recurring costs like maintenance works. Beside this, the institution has been able to secure additional funding from various agencies such as RUSA Grant, Higher Education grant, MLA grant, MP grant and Paschimanchal Unnayan Parishad for the construction of building and purchase of books and equipment. Whenever, the college gets any government grant a special audit is done by the Accountant General, West Bengal for verifying the process of utilization of those grants.

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

Internal Quality Assurance Cell (IQAC) of the college has contributed significantly to the quality assurance strategies and processes of the college. IQAC visits every department at regular intervals to observe departmental academic activities, inconveniences, grievances of students and staff (if any),

requirements, and tries to fulfil the same through approaching the college Governing Body (wherever needed), as far as practicable. To enhance the students' communication skills, clear conception on the subject topics, IQAC motivates the departments to arrange students' seminars. To make the staff and students of the college well acquainted with the latest technological developments, current and burning topics IQAC arranges seminars, workshops etc., thus facilitating the staff and students for gainful interactions with the resource persons. The IQAC made all-round effort to motivate teachers to constantly update their teaching methodologies and skills with the changing times. In the pandemic situation, the introduction of e-teaching-learning and evaluation process enhances the quality of knowledge management of the students. Despite the rural setting, the college has made infrastructural revamping and provided encouragement and training to teachers so that they are able to upgrade themselves for utilisation of these tools for teaching to the students.

File Description	Documents
Paste link for additional information	<a href="https://www.saldihacollege.ac.in/mission_of_iqac.php">https://www.saldihacollege.ac.in/mission_of_iqac.php</a>
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

Implementation of Blended Learning (offline and online learning) in the current situation - Implementation of online learning through online platforms like Google Meet using G-suit accounts of the college, using LMS as a teaching tool, and INFLIBNET access for students. Assessment has made through online tests and assignments. Sensitising and Training teachers in innovative trends and methodologies has made through Seminars, webinars, and workshops. Monitoring the academic activities-formulation of the academic calendar and analysis of feedback from stakeholders for concrete actions towards redressal of grievances/shortcomings are the activities that are targeted towards quality assurance.

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)	<a href="#">View File</a>

## **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

**IQAC of our college formulate the annual plan to implement gender equity in principle and practice. The College organizes awareness programmes women's health, women's rights and domestic violence, POSCO, etc.**

**Facilities and provisions for the safety and well-being of girl students**

- **Lady Attendants are provided in the Girl's Common Room.**
- **36 HD CCTV cameras are installed all corners of the campus.**
- **Self-defence Martial Art training programs for students are**

organised regularly.

- The college has an Internal Complaints Committee and Prevention of Sexual Harassment Cell
- A separate Common Room for girl students is available.

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

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

**C. Any 2 of the above**

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

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

**Solid Waste management -**

Bins are kept at each floor near classrooms, in laboratories, library, toilets. The solid and liquid wastes, as generated in the laboratories are collected separately with subsequent separate disposal.

**Liquid Waste Management -**

In some science departments like Chemistry, Zoology, Botany and

Physiology liquid wastes are generated. Waste chemicals are disposed in Chemical chamber.

**Rainwater harvesting:** A network of pipes drains the rooftop rainwater into the water reservoir, i.e., the pond located inside the campus.

#### **E-waste Management -**

The waste computers and equipment are first marked as scraps by the respective departments. The Purchase Committee are then sold to the local agent with a minimal price.

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

A. Any 4 or all 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**

**B. Any 3 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**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**

**D. Any 1 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).

- The socially backward students like ST/SC/OBC (non-creamy layer)/Minorities are offered special privileges for admission by relaxation of the entry marks, by offering different types of incentives and scholarship opportunities from the college Resources State Government and UGC.
- College provides concessions to needy students.
- In respect of cultural activities, the college has encouraged the formation of special tribal group of students performing their own style of music and dance on different occasions of the college.
- Organizing Community Services and participation of the staff and students are made through NSS programmes, Blood Donation Camp, etc.

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

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

The College is initiating various activities for inculcating values for being responsible citizens as reflected in the Constitution of India.

- Voter awareness camps are organized by the block development



office.

- 26th January "Republic Day" is celebrated every year to commemorate the adoption of the constitution.
- June 21st is observed as "International Yoga Day".
- Independence Day and birth days of our great national heroes and other personalities are celebrated at the College premises.
- To promote a sustainable environment, Swachh Bharat campaigns and Tree Plantation drives are organised.
- As part of the campaigns, environmentally safe practices such as plastic ban, tobacco bans, the importance of water conservation, and pollution-free zones are promoted regularly.
- Students from different departments have regularly participated in the events like Youth Parliament Competition organized in different institutions.

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

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

File Description	Documents
Code of ethics policy document	No File Uploaded
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

Our college celebrates national and international commemorative days to inculcate constitutional values and responsibilities, encourage the patriotic spirit and foster unity among fellow citizens.

- Independence Day (15th August) to commemorate Indian's independence from British rule
- Republic Day (26th January) to mark the establishment of Indian constitution
- Birthday of Swami Vivekananda/National Youth Day (12th January) to infuse the ideas of Swami Vivekananda
- Birthday of Rabindranath Tagore (9th May) to disseminate the knowledge of cultural diversity and sense of unity
- Birthday of Netaji Subhas Chandra Bose (23rd January) to arouse the sense of patriotism, nationalism
- Birthday of Pandit Iswar Chandra Vidyasagar (26th September) to create sense of social service
- International Mother Language Day (21st February) to promote awareness about the diversified language and culture across the world.
- World Environment Day (5th June) to create awareness on environmental pollution.
- International Yoga Day (21st June) to create awareness about the importance of yoga
- NSS Day (24th September) is celebrated with various programmes including plantation and community cleaning activities.
- College Foundation Day (22nd August).
- Teacher's Day (5th September) Paying tribute to the teachers

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
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.

### Institutional Best Practice -1

#### Promotion of Sustainable Environment

- Green campus
- A solar-power plant was installed on the college rooftop
- The campus is enlightened with street solar lights throughout the campus.
- Plastic free campus.
- Herbal and medicinal plants, flowering plant and fruits trees etc. Is maintained inside the campus.
- The Vermicompost Unit of our college converts green and food waste to vermicompost, being used in the college garden.
- Rainwater harvesting: A network of pipes collects the rainwater from the roof-tops and channelizes them to the water body inside the campus.

### Institutional Best Practice -2

#### Use of Digital platforms and skill-based training

- Along with standard and conventional modes of classroom teaching, the college has successfully used Learning Management System in providing e-study materials and Virtual classes.
- Digital library with e-books and INFLIBNET login access for students of all departments have been used effectively.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
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

Our college is located in a rural, backward area and the college was built on the land donated by local people with the dream that their wards will get opportunities for accessing higher education near to their residence at affordable cost. Our institutional distinctiveness lies in the fact that due to its locational status where a significant student population hails from financially backward and weaker sections, our primary target and challenge is to provide our students with the opportunity for Higher Education at a minimum financial cost. The official WhatsApp groups have been used effectively as modes of communication with students. Google meet and Google Classroom are effectively used as a teaching tool along with G-suite accounts for online classes. Effective use of the Learning Management System with class notes and regular assessments is done. Digital library with e-books and INFLIBNET login access for students of all departments have been used effectively.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

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

The College is affiliated to the Bankura University and follows the university prescribed curriculum of Choice Based Credit System (CBCS) formulated by Board of Studies of UG and PG. The institution is committed to effectively delivering the prescribed curricula in a systematic manner and the following actions have been taken to ensure the same: i) Institutional Calendar: In addition to the University Academic Calendar, the institutional calendar is prepared giving academic and administrative details, such as commencement of session, number of teaching and working days, list of holidays, probable dates of Internal Assessments. ii) Routine: The routine is prepared by a designated routine committee specifies the allocated slots for theory, practical, tutorial and remedial classes. Suitable slots are also kept for Departmental talk, students' seminars, conferences and library hours. iii) Attendance Register: The registers are maintained to keep a record of the attendance of students. This helps in documenting the monthly attendance of the students which is later displayed on the respective Departmental notice boards. iv) Lesson plan: Lesson plan is prepared for every subject with the consultant of concerned Head of the Department for effective distribution and to record the extent of syllabus covered within the stipulated time.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	<a href="http://www.saldihacollege.ac.in">www.saldihacollege.ac.in</a>

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 prepared by Bankura University. In addition to the University Academic Calendar, the institutional calendar is prepared by The Teachers' Council at the beginning of each session mentioning academic and administrative details, such as

commencement of session, number of teaching and working days, list of holidays, tentative dates of Internal Assessments, Tutorial examinations (Project and Viva- Voce), evaluations of answer script of final examination of each semester. The above details are displayed on the notice boards and on the College Website. Continuous internal assessments are taken for progressive evaluation of the students.

File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	<a href="http://www.saldihacollege.ac.in">www.saldihacollege.ac.in</a>

**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**

**A. All of the above**

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

## **1.2 - Academic Flexibility**

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

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

15

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

0

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

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

0

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

0

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

### 1.3 - Curriculum Enrichment

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

Teachings on human values, gender equity are imparted to our students through arrangements of webinars, workshops,

educational tours etc. The teachings on environmental issues are imparted in accordance with the Bankura University syllabus on Environmental studies. Some project works, workshops, training programmes, seminars/webinars, and educational tours are also organised as prescribed in the syllabi for the said purpose. Moreover, our NSS students/volunteers from different departments are communicated with the human values with focus on major moral social issues related to life in order to discover a sense of oneness within themselves, world and nature. Women Cell promotes gender equality through different programs.

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

13

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)	<a href="#">View File</a>

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



<b>1863</b>	
File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	No File Uploaded
<b>1.4 - Feedback System</b>	
<b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b>	<b>C. Any 2 of the above</b>
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)	No File Uploaded
Any additional information(Upload)	No File Uploaded
<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="https://www.saldihacollege.ac.in/igac_fee_dback.php">https://www.saldihacollege.ac.in/igac_fee_dback.php</a>
<b>TEACHING-LEARNING AND EVALUATION</b>	
<b>2.1 - Student Enrollment and Profile</b>	

**2.1.1 - Enrolment Number Number of students admitted during the year****2.1.1.1 - Number of sanctioned seats during the year**

1069

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**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**

460

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**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 college usually adopt the following measures, first, to identify the advanced and the slow learners and then, to upgrade the slow ones to the level of the advanced students:

**Slow learners:**

- They are allotted remedial classes and model answers to selected problems which help them enormously.
- It is the regular evaluation process that makes the slow learners to gain self-confidence by teachers' personal counselling regarding academic and non-academic inconveniences.

**Advanced learners:**

- Organisations of students' seminars are regular features to enhance students' communication skill and sharpen

their knowledge.

- The advanced learners are motivated and guided to follow more advanced books and articles for wider knowledge.

File Description	Documents
Link for additional Information	<a href="https://www.saldihacollege.ac.in">https://www.saldihacollege.ac.in</a>
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
1930	30

File Description	Documents
Any additional information	<a href="#">View File</a>

### 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

Peer teaching is one of the means for which students are encouraged in both off-line and on-line modes. Students are given wider exposure to other institutions and teaching methods through faculty exchange programme. Seminars, workshops from eminent academicians, students' seminars render the students' enormous scope for enhancing their communication skills, getting lucid ideas about the topics through interactive sessions. The final year students get ample opportunities in searching for placements through Career Counseling Cell of the college. Field Works and Project works undertaken by the students and guided by the respective faculty members of the department which made learning truly collaborative and participative in spirit. Such project-works often focused on the local real life socio-political and environmental issues.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	<a href="https://www.saldihacollege.ac.in">https://www.saldihacollege.ac.in</a>

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

In the modern age of high technological development, ICT enabled tools provide immense facilities to the teachers for effective teaching-learning process. During the COVID-19 situation for last one and half year since March, 2020, the students got exposure to on-line teaching. There are several technology enabled classrooms in the college, where PPT, Videos etc. are used by the teachers on regular basis to make their teaching more attractive and livelier to the students. Teachers are allowed on-duty leave to attend faculty development programme for getting trained with the latest ICT tools. Blended learning with the advantages of the on-line learning and traditional learning simultaneously has been emerged as a new aspect. Teachers made full utilization of the Learning Management System coping with the difficulties as faced during the pandemic by distributing notes, study materials, conducting tutorials etc. even through the WhatsApp study groups, college website etc. Online examinations were taken through Google classroom, classmarker etc.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://www.saldihacollege.ac.in">https://www.saldihacollege.ac.in</a>

**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**

30

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	<a href="#">View File</a>

2.4 - Teacher Profile and Quality	
<b>2.4.1 - Number of full time teachers against sanctioned posts during the year</b>	
31	
File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded
<b>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)</b>	
<b>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</b>	
20	
File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>
<b>2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)</b>	
<b>2.4.3.1 - Total experience of full-time teachers</b>	
31	
File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

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

The college being affiliated under Bankura University, we are to abide by the end semester assessment pattern as laid down by the University. For the University End semester examination, 20% of the total marks are allotted for internal assessment in each paper. Following are the ways of evaluation:

- Class tests.
- Midterm tests.
- Supplementary tests, giving the students another chance of improvement when they fare badly at a given test.
- Students' feedbacks are taken regularly through a standard questionnaire including the questions on methods of evaluation.
- Surprise tests are conducted occasionally and monitored by the respective faculty.
- Mentoring sessions are also there while monitoring during class, thus identifying students' learning needs and progress.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="https://www.saldihacollege.ac.in">https://www.saldihacollege.ac.in</a>

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

Conduction of end/mid-session/semester examination for both the Undergraduate and Postgraduate programmes is made in accordance with the Bankura University guidelines. The college has a Examination Committee, which undertakes necessary measures to ensure objectivity and transparency in the process. Notifications are displayed prominently on the college website, the official Facebook account of the college, students' Whatsapp groups of all the departments and on digital notice boards of the college to communicate information related to internal assessment to students. The attendance record, which is a part of Internal Assessment, is displayed on the departmental notice board by all the departments on monthly basis and students are given ample time to point out any discrepancies. After evaluation of answer scripts of internal

class tests, assignments and project reports are discussed with students in the concerned department. The scrutiny of reassessment of marks are done through the University web portal by paying the requisite fees. Students are given the opportunity to raise their grievances regarding the marks awarded to them with the faculty concerned. Grievance Redressal System functions with Grievance drop boxes placed in the campus and online system of Grievance submission so that students can submit any Grievance/Complaints to the authority.

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

## 2.6 - Student Performance and Learning Outcomes

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

The institute follows the syllabus of Bankura University. Course Outcome (CO), Programme Outcome (PO) and Program Specific Outcomes (PSOs) are provided in the university syllabus itself. However, the college has simplified these CO, PO and PSOs for easy understanding by the students. Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to students in their induction program. The Mentor-Mentee scheme of each department enables students to get in direct touch with the teachers. In addition to that at the beginning of each semester, teachers of each department provide detail information to the students regarding their CO, PO and PSOs. Officially, hand-outs are given on the induction programmes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://www.saldihacollege.ac.in/po_co.php">https://www.saldihacollege.ac.in/po_co.ph p</a>
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.

During their study, students are made to inculcate the core values of a responsible citizen and nurture ethical values by creating a holistic environment both inside and outside the classrooms. College makes all efforts to create an environment so that teamwork, professional ethics, love for nature, and empathy for all creatures are practiced by the students. An Academic Calendar drafted centrally based on university guidelines and a Teaching Plan prepared at the departmental level ensures that the lectures/classes are oriented toward the fulfillment of course outcomes and the syllabus is completed on time. Regular departmental meetings to monitor the progress of the teaching-learning process are done. Direct methods to assess the learning outcome of the students are done based on their performance in-class tests, group discussions, student seminars, and internal assessments. The Feedback mechanism and Grievance Redressal System also emphasize curriculum delivery and infrastructural facilities made available to the students and problems/grievances (if any) are resolved in IQAC and Academic Committee meetings

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://www.saldihacollege.ac.in/po_co.php">https://www.saldihacollege.ac.in/po_co.ph</a> <a href="#">p</a>

### 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

430



File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
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://www.saldihacollege.ac.in/student\\_satisfaction\\_survey\\_report.php](https://www.saldihacollege.ac.in/student_satisfaction_survey_report.php)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

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)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

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

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

11

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers

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

6

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**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

The college organizes a number of extension activities to promote institute-neighborhood community to sensitize the students towards community needs. The students of our college actively participate in social service activities leading to their overall development. The college runs effectively National Service Scheme Units. Through these units, the college undertakes various extension activities in the neighbourhood community. NSS organizes a residential seven day camp in nearby adopted village and several activities were carried out by NSS volunteers addressing social issues which include cleanliness, tree plantation, and discussion on basic health and hygiene and awareness generation on different social issues. Group discussion with community youth on Environmental awareness, Women empowerment, National Integrity, Aids awareness, Blood Donation Camps and free Thalassaemia Tests were organised. Through these activities the health and hygienic behaviour people living in the model villages have improved.

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**

0

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

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year****3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

0

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

### 3.4 - Collaboration

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

0

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

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

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

1

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

## 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.

Saldiha College provides at the moment 30 classrooms of which 7 rooms are ICT enabled, 12 big well equipments laboratory, 2 conference halls, one gymnasium, one health care unit and a big auditorium hall with around 300 seating capacity. The college has a big computer laboratory with internet and Wi-Fi facilities. All the campus is also enabled with high speed Wi-Fi facility. A canteen has also been provided to our students and staff. There are separate hostels facilities for boys and girls. A big playground adjacent to the college has been situated for games and sports. The college possesses a large well furnished, central library with more than 26284 books and 6293 e-journals, magazines, weekly and daily newspapers (both English & Bengali). Beside the central library, there are two reading room for student and staff. Each department has a seminar library. A 10KW solar system, 25 KVA have provided uninterrupted power supply. There are sufficient water coolers to provide RO purified cold drinking water to students and staff.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.saldihacollege.ac.in/laboratory.php">https://www.saldihacollege.ac.in/laboratory.php</a>

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

The college has a big auditorium hall with around 300 seating capacity and an open-air stage for cultural activities. In addition, there are two conference halls which also used for cultural programmes. The cultural committee and Magazine Sub-Committee of our institution look after the various cultural activities to be performed during Fresher's Welcome, Teachers' Day, celebrating national and international, and commemorative events in the college campus. Wall magazine is maintained by all departments where students contribute their write-ups, and drawings, which in turn highlight their talents. The College has a large playground for Cricket and Football. In addition, there are also Khokho, Volleyball and Badminton court for the students. There is a well-equipped gymnasium with the

facilities like Trade mill, Cycle, Gym ball, sixteen station, Stepper etc. A yoga centre has been running to provide the facilities for conducting theory and practical classes for the yoga certificate course. Thus, participation of students in various sports, games, and cultural activities helps students in developing interpersonal interaction, team spirit, leadership quality, and personality also.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.saldihacollege.ac.in/multi_gym.php">https://www.saldihacollege.ac.in/multi_gym.php</a>

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

8

**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities**

8

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

**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)**

23.16042

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)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

The college acquires a large well furnished, central library with more than 26284 books and reference books. Beside the central library, there are two reading room for student and staff. Our college library is a member of N-LIST program of the UGC-INFLIBNET centre for the purpose of accessing the electronic resources like e-book, e-journals etc. About more than 6293 full text electronic journals and 29336 full text electronic books are being accessed under this program. Students are being provided with the facility of digital library where e-resources, video-lectures etc. can be accessed by them. There is an Wi-Fi enabled reading room for the teachers and the students. Beside this, each department has a seminar library where limited books are access by the students.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="https://www.saldihacollege.ac.in/library.php">https://www.saldihacollege.ac.in/library.php</a>

**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)	<a href="#">View File</a>

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

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

0.0073

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)	<a href="#">View File</a>

#### 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

50

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

#### 4.3 - IT Infrastructure

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

The college has adequate IT facilities for learning management and administrative services. CAMS (College Administration and Management System) software is used and updated frequently to manage all kinds of office works of the college including accounts, auditing, students' admission, sending their data to

the university for registration-cum-enrolment, on-line classes, examination, evaluation of answer scripts and sending of marks to the university. Salary billing of the staff is done through HRMS (Govt. of West Bengal) portal etc. There are five separate internet (Siti High Speed Unlimited Broadband) connections with 100 MBPS bandwidth. At present the college has 7 wi-fi connections. The college has a big computer laboratory with internet and Wi-Fi facilities. All the campus is also enabled with high speed Wi-Fi facility. The entire college, class rooms, library and Labourites are fully covered by 36 numbers of CCTV cameras. The record is kept for 20 days for future references.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://www.saldihacollege.ac.in/wi-fi.php">https://www.saldihacollege.ac.in/wi-fi.php</a>

#### 4.3.2 - Number of Computers

66

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

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

#### 4.4 - Maintenance of Campus Infrastructure

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

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

23.16042

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)	<a href="#">View File</a>

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

The college follows well-established procedures and policies for the maintenance and utilization of its physical, academic, and support facilities, including laboratories, sports complexes, computers, and classrooms:

- 1. Budget Allocation: At the start of each academic session, the college's budget is presented to the Finance Committee, where provisions are made for all facilities. Major expenses related to these facilities require approval from the Governing Body.
- 2. Maintenance of Academic Facilities: Departmental heads and faculty members submit written requests for academic resources like books, journals, laboratory equipment, chemicals, IT facilities, special lectures, study materials, seminars, and workshops.
- 3. Maintenance of Physical Facilities: Renovation of college building was made from RUSA 2.0 fund. Regular cleaning of labs and classrooms is carried out, and ad-hoc maintenance for electricity, plumbing, lab machinery, and computers is addressed based on departmental requests.
- 4. Campus Cleaning: The cleaning staffs ensure daily maintenance of classrooms and laboratories. The college garden is cared for by NSS volunteers and occasionally by daily labourers.
- 5. IT Infrastructures: The College maintains its IT

infrastructure, including Wi-Fi, computers, servers and CCTV cameras through appointed vendors time to time.

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

864

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)	<a href="#">View File</a>

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

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

1066

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)	<a href="#">View File</a>

**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**

C. 2 of the above

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

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

0

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

0

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

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student**

A. All of the above

**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**

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

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

18

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
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

69

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	<a href="#">View File</a>

### 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

3

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	No File Uploaded

### 5.3 - Student Participation and Activities

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

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

0

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

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

The college had an elected Student's Union in 2017-2018 and 2018-2019 and in subsequent years representatives were chosen by the authority of the college (as circular related to the election of the students' union was withheld) to conduct the activities of Students Union. The major Function of The Students Union / Council is to work in tandem with the College Administration, Teachers, Students, for the overall Academic and Cultural Improvement of the college. Students' representation in different committees of the college like AntiRagging cell, Grievance Redressal Cell, Internal Complaints Committee, Free/Half Free Studentship Committee, Sports Committee, Cultural Committee etc help the college authority for smooth functioning of the college. The students' council of the college along with the NSS volunteers and NCC cadets take positive initiatives in arranging blood donation camps, cleaning of the college campus and cleanliness drive program at nearby slum areas, tree plantation programs. The Student's Union/ Council organises several programmes like cultural events, Independence Day celebration sports and games activities, Blood Donation Camp, Teachers' Day Celebration, etc.

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**

0



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)	No File Uploaded

#### 5.4 - Alumni Engagement

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

The college has an Alumni Association but the Registration yet to be done.

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

For effective implementation and improvement of the Institute, different committees are formed in every academic session. Faculty members form a part of different committees entrusted with a range of activities of the Institute. This enables them to conduct various programs to showcase their teaching and

administrative skills. They are encouraged to develop leadership qualities by taking charge of various academic, cocurricular, and extracurricular activities.

File Description	Documents
Paste link for additional information	<a href="https://www.saldihacollege.ac.in/mission_vision.php">https://www.saldihacollege.ac.in/mission_vision.php</a>
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.

For effective administration and efficient implementation of academic activities, efforts to decentralize the management are being made through Heads of Departments, and several committees comprising Teaching faculties, and nonteaching staff as members. The Governing Body, as the highest policy-making body, is at the top of the structure, representing a different cross-section of the population and providing overall guidance/supervision. The Governing Body forms different committees like Finance Committee, Purchase Committee, Building Committee, Internal Complaints Committee, Anti-Raging Cell, IQAC etc. Teachers' Council forms various committees like Examination Committee, Admission Committee, Grievance Cell, Cultural Committee, Women's Cell, Routine Sub-committee, and Sports Sub-committee which help in monitoring and facilitating several academic and administrative functions. Teaching and non-teaching members are incorporated into each of these committees and some have representatives from the students.

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

- Implementation of the National Education Policy (NEP) 2020
- To ensure Infrastructural growth in terms of classrooms,

Laboratories, Books, Computers and instruments.

- Memoranda of Understanding (MoUs) with academic institutions and corporate houses to facilitate better utilization of knowledge and resources.
- To introduce more certificate and Add-on courses for equipping our students with new skills and preparing them for job-oriented market.
- To maintain a Digital Library to support research activities and provide learning resources.
- To initiate publication of books with ISBN number and Journal with ISSN number

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 Governing Body is the apex body of the college, in whose absence Government and University appointed Administrator can exercise the powers of the apex body. Principal is the overall in-charge of the matters related to academic financial, administrative, internal quality including the issues related to the students, teaching staff, nonteaching staff. Bursar is in-charge of finance, accounts and College office, IQAC coordinator is in-charge of the quality initiatives in academic and administrative fields, while the secretary of the Teachers' Council deals with the matters affecting teachers. Regarding appointment of the teaching staff, Governing Body issues appointment letters to the candidates, recommended by the West Bengal College Service Commission in accordance with the vacancy position as declared by the college to the said commission. In case of appointments of non-teaching staff, the college Governing Body issues appointment letters to a candidate only when the college gets permission for filling vacancy/s from the DPI, West Bengal. All the service rules related to leave, promotion, and retirement benefits are guided by the Govt. of West Bengal. Regarding procedure of payments of salaries of staff, the grant-in-aid pay-packet system as sanctioned by the DPI, West Bengal is mediated through the

respective treasuries and deposited to individual bank account through HRMS portal of the Govt. of West Bengal.

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

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The college has several welfare measures for teaching and nonteaching staff.

- Faculty members are deputed to attend Orientation and Refresher Programme 'on duty'.
- Casual leave, Maternity leave, Medical leave, and Earned leave are permitted.
- Xgratia and Festive Bonus for nonteaching staff.
- Loan facilities from Employees Cooperative credit society.
- Special medical assistance for teaching and non-teaching staff.
- Gymnasium facility for staff.

- **Training program for non-teaching staff organized for professional development.**

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

10

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)	<a href="#">View File</a>

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

Performance Appraisal System for teaching and non-teaching staff is carried out in the following mannerSubmission of the academic audit report to the university every year and its

analysis in IQAC and the Academic Committee. Activity Report submitted to IQAC for compilation in the Annual Report of the college. Self-appraisal reports submitted by teachers during CAS have been placed in IQAC. Feedback analysis reports of teachers are discussed in the Academic committee and G.B. The analysis and subsequent evaluation reports undertaken under the above process are analyzed in the meetings of the Academic Committee, IQAC, and then in the Governing Body. The Governing Body advises suitable remedial measures for low-performing teachers for improvement in the form of appeal and control. The appraisal system for the Non-Teaching staff is based on punctuality, execution of duties, proactiveness, and general demeanour. Besides taking routine reports from HODs regarding the nonteaching staff assigned to the respective departments, the principal also regularly checks the neatness of the departments, classrooms, labs, and other facilities available and takes stringent action on the erring staff if facilities are found in an unsatisfactory state.

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

The college has a mechanism for both internal and external audit. Competent auditor is appointed by the Governing Body for internal audit. The external/statutory audit is carried out by a Government auditor appointed by the Department of Higher Education, Government 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**

The institution follows transparency and democracy in the entire procedure of mobilization and utilization of funds. Collection from students is the main source of funds. Development fund generated from student collection is utilised for infrastructural up-gradation and General fund for remuneration and recurring costs like maintenance works. Beside this, the institution has been able to secure additional funding from various agencies such as RUSA Grant, Higher Education grant, MLA grant, MP grant and Paschimanchal Unnayan Parishad for the construction of building and purchase of books and equipment. Whenever, the college gets any government grant a special audit is done by the Accountant General, West Bengal for verifying the process of utilization of those grants.

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

Internal Quality Assurance Cell (IQAC) of the college has contributed significantly to the quality assurance strategies and processes of the college. IQAC visits every department at



regular intervals to observe departmental academic activities, inconveniences, grievances of students and staff (if any), requirements, and tries to fulfil the same through approaching the college Governing Body (wherever needed), as far as practicable. To enhance the students' communication skills, clear conception on the subject topics, IQAC motivates the departments to arrange students' seminars. To make the staff and students of the college well acquainted with the latest technological developments, current and burning topics IQAC arranges seminars, workshops etc., thus facilitating the staff and students for gainful interactions with the resource persons. The IQAC made all-round effort to motivate teachers to constantly update their teaching methodologies and skills with the changing times. In the pandemic situation, the introduction of e-teaching-learning and evaluation process enhances the quality of knowledge management of the students. Despite the rural setting, the college has made infrastructural revamping and provided encouragement and training to teachers so that they are able to upgrade themselves for utilisation of these tools for teaching to the students.

File Description	Documents
Paste link for additional information	<a href="https://www.saldihacollege.ac.in/mission_of_iqac.php">https://www.saldihacollege.ac.in/mission_of_iqac.php</a>
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

Implementation of Blended Learning (offline and online learning) in the current situation - Implementation of online learning through online platforms like Google Meet using G-suite accounts of the college, using LMS as a teaching tool, and INFLIBNET access for students. Assessment has made through online tests and assignments. Sensitising and Training teachers in innovative trends and methodologies has made through Seminars, webinars, and workshops. Monitoring the academic activities-formulation of the academic calendar and analysis of feedback from stakeholders for concrete actions towards redressal of grievances/shortcomings are the activities that are targeted towards quality assurance.

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)	<a href="#">View File</a>

## **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

**IQAC of our college formulate the annual plan to implement gender equity in principle and practice. The College organizes awareness programmes women's health, women's rights and domestic violence, POSCO, etc.**

**Facilities and provisions for the safety and well-being of girl students**

- Lady Attendants are provided in the Girl's Common Room.**

- 36 HD CCTV cameras are installed all corners of the campus.
- Self-defence Martial Art training programs for students are organised regularly.
- The college has an Internal Complaints Committee and Prevention of Sexual Harassment Cell
- A separate Common Room for girl students is available.

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

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

C. Any 2 of the above

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

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

**Solid Waste management -**

Bins are kept at each floor near classrooms, in laboratories, library, toilets. The solid and liquid wastes, as generated in the laboratories are collected separately with subsequent separate disposal.

**Liquid Waste Management -**

In some science departments like Chemistry, Zoology, Botany and Physiology liquid wastes are generated. Waste chemicals are disposed in Chemical chamber.

Rainwater harvesting: A network of pipes drains the rooftop rainwater into the water reservoir, i.e., the pond located inside the campus.

#### E-waste Management -

The waste computers and equipment are first marked as scraps by the respective departments. The Purchase Committee are then sold to the local agent with a minimal price.

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**

A. Any 4 or all 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

<p><b>vehicles</b></p> <p><b>3. Pedestrian Friendly pathways</b></p> <p><b>4. Ban on use of Plastic</b></p> <p><b>5. landscaping with trees and plants</b></p>	
File Description	Documents
Geo tagged photos / videos of the facilities	No File Uploaded
Any other relevant documents	No File Uploaded
<p><b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b></p>	
<p><b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following</b></p> <p><b>1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b></p>	<p><b>B. Any 3 of the above</b></p>
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
<p><b>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</b></p>	<p><b>D. Any 1 of the above</b></p>

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).

- The socially backward students like ST/SC/OBC (non-creamy layer)/Minorities are offered special privileges for admission by relaxation of the entry marks, by offering different types of incentives and scholarship opportunities from the college Resources State Government and UGC.
- College provides concessions to needy students.
- In respect of cultural activities, the college has encouraged the formation of special tribal group of students performing their own style of music and dance on different occasions of the college.
- Organizing Community Services and participation of the staff and students are made through NSS programmes, Blood Donation Camp, etc.

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

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

The College is initiating various activities for inculcating values for being responsible citizens as reflected in the Constitution of India.

- Voter awareness camps are organized by the block development office.
- 26th January "Republic Day" is celebrated every year to commemorate the adoption of the constitution.
- June 21st is observed as "International Yoga Day".
- Independence Day and birth days of our great national heroes and other personalities are celebrated at the College premises.
- To promote a sustainable environment, Swachh Bharat campaigns and Tree Plantation drives are organised.
- As part of the campaigns, environmentally safe practices such as plastic ban, tobacco bans, the importance of water conservation, and pollution-free zones are promoted regularly.
- Students from different departments have regularly participated in the events like Youth Parliament Competition organized in different institutions.

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	No File Uploaded
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

Our college celebrates national and international commemorative days to inculcate constitutional values and responsibilities, encourage the patriotic spirit and foster unity among fellow citizens.

- Independence Day (15th August) to commemorate Indian's independence from British rule
- Republic Day (26th January) to mark the establishment of Indian constitution
- Birthday of Swami Vivekananda/National Youth Day (12th January) to infuse the ideas of Swami Vivekananda
- Birthday of Rabindranath Tagore (9th May) to disseminate the knowledge of cultural diversity and sense of unity
- Birthday of Netaji Subhas Chandra Bose (23rd January) to arouse the sense of patriotism, nationalism
- Birthday of Pandit Iswar Chandra Vidyasagar (26th September) to create sense of social service
- International Mother Language Day (21st February) to promote awareness about the diversified language and culture across the world.
- World Environment Day (5th June) to create awareness on environmental pollution.
- International Yoga Day (21st June) to create awareness about the importance of yoga
- NSS Day (24th September) is celebrated with various programmes including plantation and community cleaning activities.
- College Foundation Day (22nd August).
- Teacher's Day (5th September) Paying tribute to the teachers



File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
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.

### Institutional Best Practice -1

#### Promotion of Sustainable Environment

- Green campus
- A solar-power plant was installed on the college rooftop
- The campus is enlightened with street solar lights throughout the campus.
- Plastic free campus.
- Herbal and medicinal plants, flowering plant and fruits trees etc. Is maintained inside the campus.
- The Vermicompost Unit of our college converts green and food waste to vermicompost, being used in the college garden.
- Rainwater harvesting: A network of pipes collects the rainwater from the roof-tops and channelizes them to the water body inside the campus.

### Institutional Best Practice -2

#### Use of Digital platforms and skill-based training

- Along with standard and conventional modes of classroom teaching, the college has successfully used Learning Management System in providing e-study materials and Virtual classes.
- Digital library with e-books and INFLIBNET login access for students of all departments have been used effectively.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
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

Our college is located in a rural, backward area and the college was built on the land donated by local people with the dream that their wards will get opportunities for accessing higher education near to their residence at affordable cost. Our institutional distinctiveness lies in the fact that due to its locational status where a significant student population hails from financially backward and weaker sections, our primary target and challenge is to provide our students with the opportunity for Higher Education at a minimum financial cost. The official WhatsApp groups have been used effectively as modes of communication with students. Google meet and Google Classroom are effectively used as a teaching tool along with G-suite accounts for online classes. Effective use of the Learning Management System with class notes and regular assessments is done. Digital library with e-books and INFLIBNET login access for students of all departments have been used effectively.

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

- To organised national and International conferences.
- Purchase lab equipments, computers and library books.
- Introduction of several interdisciplinary, value-added and soft skill enhancement courses/workshop training programmes/certificate add-on courses
- Linkage with industries and MoU with institutes of repute.
- Renovation of Library
- Renovatipon of toilets

- Campus development
- Installation of electric works at the proposed five class rooms, two smart class rooms with verandah & stair and separate toilets for boys and girls at 1st floor of the existing class room building