



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution

SEWNARAYAN RAMESWAR FATEPURIA
COLLEGE

- Name of the Head of the institution **Dr Suhas Roy**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **03482264040**
- Mobile No: **7679236401**
- Registered e-mail **principal@srfatepuriacollege.in**
- Alternate e-mail **collegesrf@yahoo.com**
- Address **P.O.-Beldanga, DIST.-MURSHIDABAD,
PIN742133**
- City/Town **BELDANGA**
- State/UT **West Bengal**
- Pin Code **742133**

2.Institutional status

- Affiliated / Constitution Colleges **Affiliated College**
- Type of Institution **Co-education**
- Location **Semi-Urban**

- Financial Status **Grants-in aid**
- Name of the Affiliating University **University of Kalyani**
- Name of the IQAC Coordinator **Dr. Milan Mandal**
- Phone No. **03482264040**
- Alternate phone No. **7679236401**
- Mobile **9434639377**
- IQAC e-mail address **iqac@srfatepuriacollege.in**
- Alternate e-mail address **principal@srfatepuriacollege.in**

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

<http://www.srfatepuriacollege.in/doc/AQAR%202019-20.pdf>

4. Whether Academic Calendar prepared during the year?

Yes

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

<http://www.srfatepuriacollege.in/doc/Academic%20Calendar%202020-21.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.36	2016	05/11/2016	04/11/2021

6. Date of Establishment of IQAC

19/11/2014

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

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

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

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year 01

- 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)

? We have arranged regular online classes for the Students of Hons. and Programme Courses during the lockdown period. ? Organised a number of local, national and international Webinars on various relevant issues in collaboration with various college departments. ? Processed CAS Files of six teachers of the college for promotion. ? Organised Webinar on mental health issues to improve the mental health of students and teachers during Covid 19 lockdown period. ? Organised Relief programme at Yash Cyclone disastrous areas of Sundarban, South 24 Parganas, West Bengal in collaboration with JRM college, Amtala on 7th, 8th and 9th June 2021.

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
To continue online classes and provide notes to the students via whatsapp group and motivate them to stay focused.	Online classes arranged and students were regularly motivated to remain engaged and focused during lockdown period.
To process Career Advancement Scheme (CAS) files of teachers for promotion.	Total Six teachers' files were processed for promotion under CAS.
To organised Webinars in collaboration with various departments on various current relevant issues.	Total 12 Webinars successfully conducted in collaboration with various departments during the year.
To finish the remaining construction works of second floor of the southern part of the college building.	Construction work completed during the year and are ready for use.
To fill up vacant teaching posts in various subjects.	One permanent teacher joined in substantive post in History during this period.
To motivate faculty members to participate in webinars as resource person and also in FDP programmes during the year.	Many of the faculty members participated in online FDP organised by various Indian Universities during the year.

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body (GB) of the College	15/03/2022

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• Name of the Head of the institution	Dr Suhas Roy
• Designation	Principal
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• Alternate e-mail address	principal@srfatepuriacollege.in				
3.Website address (Web link of the AQAR (Previous Academic Year))	http://www.srfatepuriacollege.in/doc/AQAR%202019-20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://www.srfatepuriacollege.in/doc/Academic%20Calendar%202020-21.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
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6.Date of Establishment of IQAC			19/11/2014		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
nil	nil	nil	nil	nil	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		
9.No. of IQAC meetings held during the year			01		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional			Yes		

website?	
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> If yes, mention the amount 	
11. Significant contributions made by IQAC during the current year (maximum five bullets)	
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Name	Date of meeting(s)
Governing Body (GB) of the College	15/03/2022
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2022	31/01/2022
15.Multidisciplinary / interdisciplinary	

16.Academic bank of credits (ABC):
17.Skill development:
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):
20.Distance education/online education:

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	18
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	5112
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	1850

File Description	Documents
Data Template	View File
2.3	583
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	66
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	25
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	27
Total number of Classrooms and Seminar halls	
4.2	4282670
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	55
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

documented process

The curriculum is designed by the affiliated university, the University of Kalyani. The institution through a well-planned and documented process ensures the effective delivery of the curriculum to the students. Before the commencement of each academic year, the Academic Calendar is prepared by the Academic Calendar Preparation Sub-committee following the Academic Schedule of the University of Kalyani. A Master Routine incorporating all Arts subjects is prepared by the Routine Preparation Sub-committee after receiving feedback and suggestions from all the Arts Departments. The Science and Commerce Departments have their separate routines. As the college remained closed during the Academic Year 2020-21, all activities relating to these had been conducted by the teachers working from home. Department-wise WhatsApp groups were created for the running semester students so that students can interact with the teachers to resolve their queries. The college has a mechanism for keeping all the records at the Departmental Meeting Registers. Students' attendance, results of various examinations, and their attendance in various programmes/seminars organized at the college level are also properly documented. However, proper offline documentation was not possible during this year due to covid-19 lockdown.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

It is the practice of the college to prepare an Academic Calendar at the beginning of the academic year based on the Academic Calendar of the University of Kalyani. The Academic Calendar is prepared in such a way that the continuous internal evaluation of the students becomes an integral part of the teaching-learning process. The internal assessment on each subject is conducted before each semester-end examination strictly following university norms and the marks obtained in the internal assessment are added to the university's Final examination marks and are reflected on the Report Card of the students. Though all these activities during this year were hampered due to covid-19 lockdown imposed throughout the year and as a result, all academic and administrative activities were conducted online to the extent

practicable working from home. Internal assessment examinations were also conducted online.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

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

B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

17

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

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

0

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

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

0

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

0

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

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

The college is affiliated with the University of Kalyani and follows the curriculum designed by the University for undergraduate students. The curriculum and the various co-curricular activities are performed throughout the year in such a way that they inculcate human values and ethics, and environmental consciousness among the general students. The NSS and NCC units of the college organize various awareness programmes throughout the year which help increase the general awareness among students in areas such as gender issues, human values, environmental issues etc. No discrimination is done between girls and boys students and

both actively participate in the NSS and NCC programmes. The academic year 2020-21 faced strict lockdown due to covid-19 pandemic. All academic activities were performed online. As a result, the institution observed various days virtually involving students of the college through webinars and WhatsApp groups. The IQAC of the college in collaboration with various departments organized webinars on the issues of environment, gender and sexuality, human rights, mental health etc.

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

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

28

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

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

106

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

1.4 - Feedback System

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

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://www.srfatepuriacollege.in/doc/Feedback%20on%20syllabus%202020-21.pdf

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

4157

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

1514

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The academic session in the college starts with the conduct of an Induction Programme for freshers both at the college level and subsequently at the respective department levels. The scope and opportunities in the college and the availability of subjects offered were introduced to the students. However, all such orientations were organized on the digital platform as during the academic year 2020-21 the college was closed adhering to the government order due to the prevalence of Covid 19 pandemic. At the onset of each online class, the students are acquainted with the syllabus of the respective subjects and their future possibilities by the concerned subject teachers. Special care has been taken for students in the online classes in subsequent semesters for those who secure low marks in the university-level examination. Additional classes were organized at the departmental levels for the slow learners and the absentees as well. The students who scored comparatively high in the university-level examinations have been considered advanced learners and they were provided with additional learning materials, both in hard and soft copies, as and when required.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
5112	22

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The students are the main stakeholders of the college. Hence, all academic activities in the college are postulated to be student-centric. During 2020-21, as the college couldn't exercise regular mode of off-line classes due to covid pandemic, the college has no other option but to resort to online classes. In order to organize classes and accomplish the distribution of question papers and receipt of answer scripts in the University examinations being operated in a blended mode of online & offline, subject-wise WhatsApp groups were formed and run centrally by the college. Apart from the online classes, e-learning materials were provided to the students of the respective departments and e-learning modules of some departments have already been uploaded to the website of the college. Over time, various departments/seminar organising sub-committee organized twelve (12) webinars in collaboration with the IQAC of the college at the college, state, national and international levels respectively in which college students were motivated to participate. Besides, the NSS unit of the college organized one such webinar on the evolution of the pandemic in Bengal for a better understanding of the ongoing situation for the students. Moreover, the NCC unit also remained active for the cadets during the pandemic period. The Associate NCC Officer of the NCC unit of the college was appointed as the Chief Trainer cum Coordinator of 9 Bengal Battalion for the conduct of Online classes w.e.f.25th July 2020 onwards.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

The college is reinforcing the use of ICT-enabled tools for effective teaching with Learning Management Systems (LMS). The students are being facilitated with e-resources, 3 ICT-enabled classrooms and 2 smart classrooms have already been set up for making the teaching and learning process more effective and tech-savvy. As during 2020-21, all classes are operated in Online mode in Google Meet, and Zoom digital platforms; hence, e-resources (including syllabi, subject inputs, question papers, book & journal references) were all given in the WhatsApp groups formulated for taking online classes. The college is equipped with a high-speed wifi internet facility for teachers and the office. Computers in Office, Accounts and IQAC room are well connected with wifi for easy and timely dissemination of information. Some of the departments have started developing youtube links in which the video classes have been uploaded so that students can view them at any time, repeated times and get back to the concerned teachers regarding any issue which sometimes they could not raise/ask during the stipulated period of digital class. The library of the college uses ICT-enabled tools for its circulation, reference and referral services.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

66

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

2.4 - Teacher Profile and Quality

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

22

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

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

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

13

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

235

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

There are two internal assessment examinations of 10 marks each conducted for each semester's students. In consultation with the academic sub-committee, IQAC of the college has decided to set internal assignment papers for each subject for the conduct of the internal assessment of the students. In order to make the internal assessment mechanism trustworthy, transparent and robust- firstly, IQAC convene a meeting with all departmental heads and then the procedure of exercising the internal assessment is discussed and settled. In a decentralized way, the head of each department conducts meetings with its other teachers of the department. The resolution resolved in all meetings of IQAC and of every department is then forwarded to the head of the institution. Finally, a staff council meeting is conducted in which the last date of submission of question papers by the teaching staff and the final date of submitting answer scripts of assignment papers by the students to the department is decided. Respective departmental teachers upload the internal assignment marks in the University site. Since, 2020-21, the college was closed due to covid pandemic so all meetings were conducted in digital platforms and notice is also given in the college website and in the respective departmental WhatsApp groups of the college.

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

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

During the Academic Year 2020-21, students have been directed to

post the answer scripts of the assignment paper to the e-mail id of the concerned subject teacher which has been given by the college in its portal. However, like any other examinations, they may not have complacency regarding the marks they obtained; which is why, as per the university norms, to redress the grievances of the students regarding examinations a Grievance Redressal Cell is already operating in the college. Since the questions in the assignment papers are given in the portal as well as in the subject-wise WhatsApp group of semesters on a stipulated date and they are given not less than a week period for submission of answer scripts, hence students get adequate time for practising the questions and that's why the mode of answering is also almost errorless and the number they received in lieu is thus as per their expectation. Again, as the entire internal assessment procedure is conducted in digital mode, so starting from the distribution of assignment papers to the mode of answering and marks obtained is open to all and thus transparency has never been compromised.

File Description	Documents
Any additional information	View File
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 institution offers a total of 17 Under Graduate Programmes, out of which fourteen (14) are Honours Graduate Programmes and three (03) are General Under Graduate degree programmes. The institution is affiliated with the University of Kalyani and the syllabi of all the programmes are framed at the Board of Studies (BoSs) meetings of the respective subjects at the University level. Though, teachers from affiliated colleges actively take part as a member of the BoSs in framing the syllabus. All teachers are aware of the programme outcomes (POs) and Course Outcomes (COs) as in most cases it is stated in the CBCS syllabus. For students, the POs and COs are described at the beginning of the class by the teachers after admission. During the year 2020-21 all classes were held online and POs and COs were described to the students while taking online classes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.srfatepuriacollege.in/pos-cos.html
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The course basically denotes a subject with a specific number of credits assigned under a particular programme. Once the course is completed and internal examinations are taken, results are analyzed at the respective department level and after the university final examination the results are then evaluated and plausible suggestions are put forward for pursuing higher studies or moving in professional avenues.

The academic sub-committee in coordination with the IQAC of the college goes for a critical appraisal of the results of students for subjects as a whole at the end of each semester.

A Sample survey is applied for a stipulated per cent of students from each semester. The feedback method is adopted which eventually delineates the attainment of students from each programme after every semester session.

The attainment of PSOs is evaluated in terms of the mechanism adopted for POs. Instead of adopting a holistic appraisal technique for all subjects, the results of students for the respective subjects are examined by the college at the end of every semester.

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

2.6.3 - Pass percentage of Students during the year

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

496

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
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)

<http://www.srfatepuriacollege.in/doc/SRFC%20SSS%20Report%202020-21.pdf>

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)

00

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)	View File

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

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

00

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

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

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

11

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

3.2 - Research Publications and Awards

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

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

12

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

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

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

10

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

3.3 - Extension Activities

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

As the college remained mostly closed during the academic year 2020-21 due to the COVID-19 lockdown, no extension activities were carried out by the NSS/NCC students in the neighbourhood community. However, students were sensitized to various social issues via webinars conducted during the academic year. Such as, "Covid-19 Pandemic and Environment", "Human Rights in the Time of COVID-19 Pandemic", "Mental Health Issues During Covid-19 Pandemic: Red Flags and Management" etc.

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

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**

00

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
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

15

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

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

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

940

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

3.4 - Collaboration

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

00

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

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

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

00

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	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The Institution has 70 rooms out of which 25 classrooms are there exclusively used for teaching. It also has one ICT-enabled Conference Room, one Smart Classroom, and one seminar hall well equipped. There are a total of six laboratories dedicated to the physics department (02), and chemistry department (02), one each for the geography and environmental science departments. The institution has one computer lab used by the students of the

mathematics and commerce department for their practical classes. Hostel accommodations are available for the girls' students with 24*7 security arrangements. The institution has a rich well-furnished library comprising more than forty-five thousand books and different journals, magazines, and periodicals either for home or daily issues. The library has a different dedicated reading room for both teachers and students. Purified water, fire extinguisher, and generator systems are available. Common rooms for both girls' and boys' students are there in the college. Canteen facilities are also provided. Reprographic facilities for the faculties and some cases for the students are also provided.

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

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

The Institution has different facilities for various activities like cultural programmes, sports, games (indoor, outdoor), gymnasium, yoga etc. As per Govt. calendar, various days like Independence Day, Women's Day, Republic Day etc. are observed in classrooms, seminar halls and on the playground of the college. Various cultural activities and social and health-related awareness programmes are also organised by the students or various departments and committees or through the NSS Unit of the college or by external organizations/ local bodies in collaboration with the college. There is a well-equipped gymnasium in the college where gym and yoga facilities are available. A playground attached to the college is used for outdoor games like football, cricket, volleyball, kho-kho, sprint, javelin, shot-put etc. The ground is also used for NCC training/ parade and student cultural festivals. Besides, a small ground is also there at the southern side of the college area where badminton is played. carrom board, chess etc. are played as indoor games in the student's common room.

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

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

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

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)	View File

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

3473288

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

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

- Name of ILMS software - KOHA
- Nature of automation (fully or partially) - Partially
- Version - 3.18.03
- Year of Automation - 2016

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources **E. None 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)	View File

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

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

3430

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

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

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

0

File Description	Documents
Any additional information	View File
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 institution has one web server for administrative work like record keeping of students, website design, management and other official work hosted by HOSTING KOLKATA and maintained by AIDNI Infotec. The institution also has a local SQL server configured by Intel i5 processor. Besides there exists a host server in the library to operate the Integrated Library Management Software (KOHA) on UBUNTU (12.04 LTS) platform and configured by i3 processor with 8 GB of RAM which is connected with 6 computers through LAN by a 6 port switch. There are 4 routers in different areas of the college to provide the facility of WiFi connection throughout the college premises. During this period two new wifi routers were installed one for the science block and one for the IQAC at the newly constructed southern part of the college building. There are 5 computers with Microsoft Licensed OS which upgrade automatically. One multipurpose reprographic machine, and 16 laser printers are used in the institution.

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

4.3.2 - Number of Computers

55

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

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

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

805952

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The laboratories, library, sports complex, computers, classrooms etc are cleaned regularly by the sweepers engaged by the institution for such works. Cutting of grass and bushes are also made regularly. The ICT items such as Computers, laptops, projectors, CC cameras etc. are maintained by the mechanics engaged by the institution or on a hire basis. The ACs are being maintained on a hire basis twice a year. One electrician was also engaged to look after the electrical items and plumbing works of the college regularly. The College website design, Library Automation Software and other used software and hardware are installed or maintained by an authorised developer through AMC. The institution has tried its level best to arrange the laboratory, library and classroom, sports complex scientifically within its resources. More than 45,000 different documents including books, journals, periodicals, maps etc are there in the library for use by the students and teachers of the institution.

80-90 students and 15 faculties can seat in their respective reading rooms. Day-night security arrangements are there in the institution

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

4303

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

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

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

2246

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

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

D. 1 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

0

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

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	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

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

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

5.2.2.1 - Number of outgoing student progression to higher education

0

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

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

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

00

File Description	Documents
Upload supporting data for the same	View File
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.

00

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)	View File

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 students' representative General Secretary (GS) use to be the member of the Governing Body of the college and use to play the active role in every administrative, co-curricular and extracurricular activities of the college. However, as the term of the General Secretary has ended and no election of the Students' Union is being conducted so currently there is no students' representative. However, in various co-curricular activities students actively participate as volunteer of the NSS units and cadet of the NCC units of the college. General students of the college also actively participate in extracurricular activities organized at the college level.

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

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

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

00

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

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development

of the institution through financial and/or other support services

There is an alumni association of the college constituting 118 members who are ex-student of the college. However, the alumni association is not registered with the government. Every year the association conduct their executive and general meetings. The association take part in meetings like annual sports meeting, freshers' welcome meeting, prize distribution meeting etc. However, because of the lockdown, no such activities have been conducted in the college during the pandemic period and the association has not been able to take part in any activities of the college.

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

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

File Description	Documents
Upload any additional information	View File

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

The institution is governed by following the vision and mission of the institution. The highest decision-making body of the college is the Governing Body. There are three (03) teachers' representatives at the Governing Body and all of them actively participate in the decision-making process of the college. All the decisions are taken considering the objective of the college. To spread higher education among the poor and peasantry classes of people, the institution has been striving at its best for the holistic development of the students. The institution offers the opportunity for postgraduate study in various subjects through the open and distance learning wings under Netaji Subhas Open University (NSOU) and the Directorate of Open and Distance Learning (DODL), Kalyani University. The institution has NCC and

NSS units for the students to get socially involved through various social activities. Various programmes are organized throughout the year to spread social awareness among students. Various scholarship schemes/ concessions are there to financially support poor students. The Governing Body always encourages and takes initiatives to achieve the vision and mission of the institution. However, due to the COVID-19 lockdown, all the activities were performed online during 2020-2021.

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

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

The institution is managed by the Governing Body (G.B), well represented by the teaching, non-teaching staff and other external members as per stated rules and regulations for the purpose. Several sub-committees are there approved by the G.B. to perform various activities of the institution throughout the year. The activities of each of these sub-committees reflect the practice of decentralization and the participative management process. The function of the Library Committee may be mentioned as a case study. The committee is well represented by the head of the department of all the departments, besides the librarian. The Principal of the college acts as the chairperson. The library purchase-related decisions are taken at the meeting of the Library Committee considering the opinion of each of the departmental representatives. Funds are allotted to each of the departments at the beginning of each Academic Year after careful consideration of the student's strengths and the requirements of the respective departments. The books are purchased by following lawful procedures based on the requisitions from respective departments.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college has adopted online teaching through Google Meet, Zoom App and Skype App for imparting sustainable teachings to the students during the pandemic and subsequent lockdown period. In this new era, the teachers themselves got acquainted with the virtual mode of teaching and learning with the facilities available through the above apps. The facilities are:

1. Both the students and the teachers may use a whiteboard facility.
2. The teachers make a schedule of the classes and notify the students.
3. Easy uploading facility of study materials in "students' backup" for smooth access of the students.
4. The facility of easy and quick sharing of PPT, audio/ video clip/ word file etc.

The aforesaid online portal helped in the smooth running of the teaching-learning process.

The College library provided several web links to the students for searching for study materials.

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

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 Institution has several active bodies and sub-committees for the smooth and proper execution of plans and policies set up for the purpose.

Governing Body: As per the Deed Agreement of the college, the Governing Body (GB) is the highest decision-making body of the college well represented by teaching, non-teaching and external

members. The honourable District Magistrate (DM) is the Ex-officio President, and the Principal, as the Ex-officio secretary of the GB.

Administrative Setup: The Finance Sub-committee takes important financial decisions subject to the approval of the Governing Body. Moreover, the Principal is authorized to maintain the day-to-day activities of the college. Secretaries from different sub-committees coordinate and assist the principal to execute the entire administrative work.

Besides, all other sub-committees extend their active support to the Principal for executing different plans, programmes and policies set up by competent authority from time to time for the enhancement of administrative quality and ability of the Institution as a whole.

Service rules, procedures, recruitment and promotional policies of the staff are well guided by the G.Os issued by the UGC/ University/Higher Education Department, Govt. of West Bengal from Time to time.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

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

B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

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

The Teaching staff of the college are provided effective welfare measures with the facilities of GSLI, Provident Fund, Death cum retirement benefits, and medium-term loans with affordable simple interest from Beldanga S.R.F College Employees Credit Cooperative Society Ltd.

All eligible non-teaching staff are provided with a festival Bonus and advance. The Non-Teaching staff of the college are also provided with the facilities of GSLI, Provident Fund, Beldanga S.R.F College Employees Credit Co-operative Society Ltd. Moreover, the wards of the non-teaching staff are provided with free admission to the UG level of study.

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

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

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

0

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

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)	View File

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

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

3

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

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

The Institution has an Internal Performance Appraisal system for teaching and non-teaching staff. The IQAC of the college evaluates the performance of the teaching and non-teaching staff of the college. The Teachers' Council also plays an active role in the overall evaluation of the academic performance of the teaching staff. The Principal regularly convenes departmental meetings to discuss and evaluate the performance of all teaching staff and promotes the areas of enhancements in teaching performance. Besides, Students also evaluate the performance of the teachers through the students' feedback system. The performance of the non-teaching staff is also evaluated by the principal from time to time. The Principal monitors the system with a dynamic and sustainable process.

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

6.4 - Financial Management and Resource Mobilization

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

The Institution arranges internal audits regularly. The internal audit assistance is arranged in the college office. Statutory audits of the college are conducted by a competent auditor

appointed by the Higher Education Department, Govt. of West Bengal. The statutory audit has been completed up to the financial year 2016 -17. The statutory auditor has been assigned and due to the lockdown, it could not be conducted after the opening of the college the statutory audit of the college is under process.

In the year 2023 the statutory audit up to 31st March, 2020 had been conducted by the assigned Auditor of Higher Education Department, Govt. of West Bengal.

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

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

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

0

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

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

The Institution mobilizes its funds and optimally utilizes its resources by following the strategies, policies and decisions taken at the Finance Sub-Committee of the college and approved by the Governing body, the topmost administrative body.

The Institution, regularly, frames policies to collect funds/ resources and ensures the utilization of the same in the best possible and optimal way. The income over expenditure is invested from time to time in accordance with the policies of the Governing Body. The budgetary expenditures are strictly maintained.

The prime sources of funds are grants from the State Government and the UGC, collections from the students, interest on savings accounts and fixed deposits and other miscellaneous collections from the sale of expired newspapers, magazines, scrab etc. well ahead of the beginning of every financial year a budget is prepared by the Finance Sub-committee subject to the approval of the Governing Body. All purchases are made by inviting quotations or tenders.

The accumulated resources are allotted as per budgetary provision to meet day-to-day administrative expenses, expenditures relating to infrastructural development and maintenance, remunerations/ wages to the casual non-teaching staff, several faculty development programmes, improvement of the teaching-learning environment etc.

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

6.5 - Internal Quality Assurance System

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

Given the present lockdown situation due to COVID-19, the IQAC of our esteemed institution the its IQAC has adopted the following two practices for quality assurance during 2020-21-

1. Study materials, class notes etc. were provided to the students via WhatsApp groups created for each of the departments. Students were regular motivated to maintain contact with the departmental teachers for all kind of help for their upliftment. They were provided all possible helps and motivation to stay tune. Students were shared links of various open access database through the library of the college. Teachers were motivated to participate in online FDP programmes, various national and international quality webinars and present their papers.
2. The IQAC conducted a number of State, National and International Webinars in collaboration with various departments which were helpful to both our students and

participating faculties. Arrangements were also made to keep YouTube recorded versions of the webinars for future reference.

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

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

During the lockdown period as all classes were arranged online, the IQAC maintained regular contact with all the departments and departmental teachers to review the progress of the teaching-learning process. Feedback from students was also collected and analysed and based on the feedback received appropriate measures were taken for the benefit of the students. All possible efforts were made to keep students and teachers of the institution motivated and remain always engaged during the unexpected period of lockdown. With that objective in mind several webinars were arranged to the extent possible with our limited capacity. Teachers were also encouraged to participate in FDP programmes online. As a result, three teachers participated in the Refresher/Short-term courses during this period.

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

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

D. Any 1 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Sewnarayan Rameshwar Fatepuria College believes in promoting student diversity in all Degree programmes. The Admission policy clearly states that equal opportunity will be given to all candidates as per the government of India guidelines. The College promotes gender equity in the admission policy, and it pays special attention to admitting female candidates as per the Merit List.

To focalize the National Service Scheme, the Institution arranges some programming where the girls are given equal opportunities as those of boys to perform. Various awareness programmes are arranged to spread the message of gender equity. Interestingly a large number of girls participate in the National Service Scheme as a volunteer every year.

The Institution feels proud of the enriched NCC units. To enrol in the NCC, girls students get an equal chance to enrol them. The celebration of Republic Day, in the Institution, charms the eyes of the onlookers for the performance of girls is equal to that of the boys.

The Institution for the promotion of gender equity has made A Common Room for girls so that they can refresh. There is a Sexual Harassment Committee and Anti-raging Committee to look after the related issues raised by the students.

File Description	Documents
Annual gender sensitization action plan	<p>1. The Admission policy clearly states that equal opportunity will be given to all candidates as per the government of India guidelines.</p> <p>2. To focalize the National Service Scheme, during session the Institution arranges some programming where the girls are given equal opportunities as those of boys to perform.</p> <p>3. Various awareness programmes were arranged to spread the message of gender equity. Interestingly a large number of girls participate in the National Service Scheme as a volunteer every year.</p> <p>4. At the time of enrolment in the NCC, girl students get an equal chance as boys.</p> <p>5. The Institution for the promotion of gender equity had made A Common Room for girls so that they can refresh.</p> <p>6. There is a Sexual Harassment Committee and Anti-raging Committee to look after the related issues raised by the students.</p>
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	<p>a. For safety the College Campus is under CCTV surveillance, c. One separate Common Room for Girls.</p>

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

D. Any 1 of the above

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

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

Hazardous chemicals and radioactive waste management

An ideal institution must practise sustainable development, and this Institution is not the exception of that. The Institution has its tactful plan for waste management.

Solid Waste Management: The Institution has arranged a garbage vat for solid waste material management. In our college campus, a large portion of the solid waste came from plant littering and the other one is food waste from the canteen. Segregation at the source is the main and first step toward waste management. The degradable plant leaf, dead plant materials and food waste are collected and dumped into a pit to get some amount of natural compost which can be used as fertilizer in gardening. Paperless practices through messages, emails and electronic media are one of the most emerging practices for paper waste minimization in our institution.

Liquid Waste Management: The liquid wastes are partially treated with some conventional and feasible techniques (like screening, settling tank, sand bed filter) to reuse the water for several purposes like washing, cleaning, gardening etc. The untreated semi-solid portions of the liquid wastes are also dumped into pits with degradable solid wastes to get compost.....

Details attached

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

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	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:

C. Any 2 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	View File
Any other relevant documents	No File Uploaded

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

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

D. Any 1 of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment

C. Any 2 of the above

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

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

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

Sewnarayan Rameshwar Fatepuria College makes serious endeavours to nourish an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities. The efforts are put to make the environment of the institution inclusive:

The teachers while taking classes ensure that the classroom discussions are to the expected level of respectability to all and encourage all to participate.

In the Institution the students are coming from different parts of the district of Murshidabad with different castes, creeds and social identities. The senior students under the able direction of the teachers, act as a conduit to make the new incoming batch of students understand and practice full participation of all students without the dominance of any particular group.

The Institution invites great personalities of our society to deliver lectures through the seminars on the importance of

tolerance and harmony to sensitise the students about the importance of maintaining the same throughout their life.

The Admission policy clearly states that equal opportunity will be given to all candidates as per the government of India guidelines. The College promotes gender diversity in the admission policy, and it pays special attention to admitting female candidates as per the Merit List.

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

Sewnarayan Rameshwar Fatepuria College regularly conducts activities to generate awareness drives for employees and students to inculcate values for being responsible citizens. Some of the regularly conducted activities are activities of Anti Raging Committee, Equal Opportunities Cell, Committee for disabled students; Fitness activities, Yoga and games, tree plantation, Awareness Programme etc.

Being an academic institute our main focus is on sensitizing our students to become mature and responsible citizens of India. The course curriculum compulsorily includes a course on Governance & Ethics and they have to participate in various social awareness programmes which is also a compulsory course as part of their curriculum.

The students of the Institution are provided with a platform through the Social Awareness Programme of the NSS units, to make their contribution toward creating a shared value for society. The growing importance attached to ethics and sustainability has now become increasingly pertinent for the students to share the same values. This social awareness programme of NSS is involved in numerous activities towards the grass root problems of the society and the needs of the people, spreading the message of social, ecological and ethical responsibility amongst students who wil.....

Details attached

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

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

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

Sewnarayan Rameshwar Fatepuria College regularly celebrates national and international commemorative days, events, and festivals like Republic Day, Independence Day, International Yoga Day etc. In addition, various other activities like Health check-ups through NSS, and Covid vaccination drives are conducted for the welfare of students, faculties and employees. A formal email and announcement are made before conducting these events for mass awareness. In a few cases, small committees are formed in

collaboration with faculties, employees and students who can form a team and smoothly manage the activities.

Students take an active part in organising the Independence Day and Republic Day celebrations. On both these days, our National Flag is hoisted with full honour and the national anthem is sung by all the attendees. Besides, students in coordination with faculties and staff conduct various students event. The NCC

Details attached

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	View File

7.2 - Best Practices

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

Best practice 1

Title of the Practice: National, International and State level Webinar.

Objectives of the Practice: The objectives of the College are to provide knowledge in different fields and to be aware of health and hygiene to come out from the threat of Covid 19.

The Context: The whole country was in threat and mankind almost was forgetting the healthy way of life. It encourages the students, teachers, researchers and those who attended a lot of information to be aware and build up a constructive society.

The Practice: Webinar is one of the important resources for learning during the Covid time when life was almost pent up. It is unique as it provides a range of knowledge in a different fields. Especially the Webinar on Cancer awareness helps people to be cautious about health.....

Best practice 11

Title of the Practice: Online Classes and Submission of Study Materials.

Objectives of the Practice: The objectives of the College are to provide knowledge in the stipulated syllabus and be aware that education is a knowledge of learning. Whatever obstacles it might be education can not be stopped.....

Details attached

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

Since its inception, Sewnarayan Rameshwar Fatepuria College has developed a distinctive mission with a focus on a humanitarian face to aid Yaas Cyclone victimised people at Sundarban through its mission, values and way of life. The College provided the Community Kitchen in the village Jota Narendrapur, Raidighi Block, Godkhali, Bali Island and Kumimari Island, South 24 Parganas. It is run and managed by local inhabitants. The college has tried heart and soul efforts to relieve grief-stricken victims of Sundarban due to the Cyclonic effect by providing food help.....

The details attached

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 curriculum is designed by the affiliated university, the University of Kalyani. The institution through a well-planned and documented process ensures the effective delivery of the curriculum to the students. Before the commencement of each academic year, the Academic Calendar is prepared by the Academic Calendar Preparation Sub-committee following the Academic Schedule of the University of Kalyani. A Master Routine incorporating all Arts subjects is prepared by the Routine Preparation Sub-committee after receiving feedback and suggestions from all the Arts Departments. The Science and Commerce Departments have their separate routines. As the college remained closed during the Academic Year 2020-21, all activities relating to these had been conducted by the teachers working from home. Department-wise WhatsApp groups were created for the running semester students so that students can interact with the teachers to resolve their queries. The college has a mechanism for keeping all the records at the Departmental Meeting Registers. Students' attendance, results of various examinations, and their attendance in various programmes/seminars organized at the college level are also properly documented. However, proper offline documentation was not possible during this year due to covid-19 lockdown.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

It is the practice of the college to prepare an Academic Calendar at the beginning of the academic year based on the Academic Calendar of the University of Kalyani. The Academic Calendar is prepared in such a way that the continuous internal evaluation of the students becomes an integral part of the

teaching-learning process. The internal assessment on each subject is conducted before each semester-end examination strictly following university norms and the marks obtained in the internal assessment are added to the university's Final examination marks and are reflected on the Report Card of the students. Though all these activities during this year were hampered due to covid-19 lockdown imposed throughout the year and as a result, all academic and administrative activities were conducted online to the extent practicable working from home. Internal assessment examinations were also conducted online.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

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

B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

17

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

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

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

0

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

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

0

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

0

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

1.3 - Curriculum Enrichment

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

The college is affiliated with the University of Kalyani and follows the curriculum designed by the University for undergraduate students. The curriculum and the various co-curricular activities are performed throughout the year in such a way that they inculcate human values and ethics, and environmental consciousness among the general students. The NSS and NCC units of the college organize various awareness programmes throughout the year which help increase the general awareness among students in areas such as gender issues, human values, environmental issues etc. No discrimination is done between girls and boys students and both actively participate in the NSS and NCC programmes. The academic year 2020-21 faced strict lockdown due to covid-19 pandemic. All academic activities were performed online. As a result, the institution observed various days virtually involving students of the college through webinars and WhatsApp groups. The IQAC of the college in collaboration with various departments organized webinars on the issues of environment, gender and sexuality, human rights, mental health etc.

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

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

28

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

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

106

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://www.srfatepuriacollege.in/doc/Feedback%20on%20syllabus%202020-21.pdf

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

4157

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

1514

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

The academic session in the college starts with the conduct of an Induction Programme for freshers both at the college level and subsequently at the respective department levels. The scope and opportunities in the college and the availability of subjects offered were introduced to the students. However, all such orientations were organized on the digital platform as during the academic year 2020-21 the college was closed adhering to the government order due to the prevalence of Covid 19 pandemic. At the onset of each online class, the students are acquainted with the syllabus of the respective subjects and their future possibilities by the concerned subject teachers. Special care has been taken for students in the online classes in subsequent semesters for those who secure low marks in the university-level examination. Additional classes were organized at the departmental levels for the slow learners and the absentees as well. The students who scored comparatively high in the university-level examinations have been considered advanced learners and they were provided with additional learning materials, both in hard and soft copies, as and when required.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
5112	22

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The students are the main stakeholders of the college. Hence, all academic activities in the college are postulated to be student-centric. During 2020-21, as the college couldn't exercise regular mode of off-line classes due to covid pandemic, the college has no other option but to resort to online classes. In order to organize classes and accomplish the distribution of question papers and receipt of answer scripts in the University examinations being operated in a blended mode of online & offline, subject-wise WhatsApp groups were formed and run centrally by the college. Apart from the online classes, e-learning materials were provided to the students of the respective departments and e-learning modules of some departments have already been uploaded to the website of the college. Over time, various departments/seminar organising sub-committee organized twelve (12) webinars in collaboration with the IQAC of the college at the college, state, national and international levels respectively in which college students were motivated to participate. Besides, the NSS unit of the college organized one such webinar on the evolution of the pandemic in Bengal for a better understanding of the ongoing situation for the students. Moreover, the NCC unit also remained active for the cadets during the pandemic period. The Associate NCC Officer of the NCC unit of the college was appointed as the Chief Trainer cum Coordinator of 9 Bengal Battalion for the conduct of Online classes w.e.f.25th July 2020 onwards.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

The college is reinforcing the use of ICT-enabled tools for

effective teaching with Learning Management Systems (LMS). The students are being facilitated with e-resources, 3 ICT-enabled classrooms and 2 smart classrooms have already been set up for making the teaching and learning process more effective and tech-savvy. As during 2020-21, all classes are operated in Online mode in Google Meet, and Zoom digital platforms; hence, e-resources (including syllabi, subject inputs, question papers, book & journal references) were all given in the WhatsApp groups formulated for taking online classes. The college is equipped with a high-speed wifi internet facility for teachers and the office. Computers in Office, Accounts and IQAC room are well connected with wifi for easy and timely dissemination of information. Some of the departments have started developing youtube links in which the video classes have been uploaded so that students can view them at any time, repeated times and get back to the concerned teachers regarding any issue which sometimes they could not raise/ask during the stipulated period of digital class. The library of the college uses ICT-enabled tools for its circulation, reference and referral services.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

2.3.3.1 - Number of mentors

66

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

2.4 - Teacher Profile and Quality

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

22

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

13

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)**2.4.3.1 - Total experience of full-time teachers**

235

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

There are two internal assessment examinations of 10 marks each conducted for each semester's students. In consultation with the academic sub-committee, IQAC of the college has decided to set internal assignment papers for each subject for the conduct of the internal assessment of the students. In order to make the internal assessment mechanism trustworthy, transparent and robust- firstly, IQAC convene a meeting with all departmental heads and then the procedure of exercising the internal assessment is discussed and settled. In a decentralized way, the head of each department conducts meetings with its other teachers of the department. The resolution resolved in all meetings of IQAC and of every department is then forwarded to the head of the institution. Finally, a staff council meeting is conducted in which the last date of submission of question papers by the teaching staff and the final date of submitting answer scripts of assignment papers by the students to the department is decided. Respective departmental teachers upload the internal assignment marks in the University site. Since, 2020-21, the college was closed due to covid pandemic so all meetings were conducted in digital platforms and notice is also given in the college website and in the respective departmental WhatsApp groups of the college.

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

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

During the Academic Year 2020-21, students have been directed to post the answer scripts of the assignment paper to the e-mail id of the concerned subject teacher which has been given by the college in its portal. However, like any other examinations, they may not have complacency regarding the marks they obtained; which is why, as per the university norms, to redress the grievances of the students regarding examinations a Grievance Redressal Cell is already operating in the college. Since the questions in the assignment papers are given in the portal as well as in the subject-wise WhatsApp group of semesters on a stipulated date and they are given not less than

a week period for submission of answer scripts, hence students get adequate time for practising the questions and that's why the mode of answering is also almost errorless and the number they received in lieu is thus as per their expectation. Again, as the entire internal assessment procedure is conducted in digital mode, so starting from the distribution of assignment papers to the mode of answering and marks obtained is open to all and thus transparency has never been compromised.

File Description	Documents
Any additional information	View File
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 institution offers a total of 17 Under Graduate Programmes, out of which fourteen (14) are Honours Graduate Programmes and three (03) are General Under Graduate degree programmes. The institution is affiliated with the University of Kalyani and the syllabi of all the programmes are framed at the Board of Studies (BoSs) meetings of the respective subjects at the University level. Though, teachers from affiliated colleges actively take part as a member of the BoSs in framing the syllabus. All teachers are aware of the programme outcomes (POs) and Course Outcomes (COs) as in most cases it is stated in the CBCS syllabus. For students, the POs and COs are described at the beginning of the class by the teachers after admission. During the year 2020-21 all classes were held online and POs and COs were described to the students while taking online classes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://www.srfatepuriacollege.in/pos-cos.html
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The course basically denotes a subject with a specific number of credits assigned under a particular programme. Once the course is completed and internal examinations are taken, results are analyzed at the respective department level and after the university final examination the results are then evaluated and plausible suggestions are put forward for pursuing higher studies or moving in professional avenues.

The academic sub-committee in coordination with the IQAC of the college goes for a critical appraisal of the results of students for subjects as a whole at the end of each semester.

A Sample survey is applied for a stipulated per cent of students from each semester. The feedback method is adopted which eventually delineates the attainment of students from each programme after every semester session.

The attainment of PSOs is evaluated in terms of the mechanism adopted for POs. Instead of adopting a holistic appraisal technique for all subjects, the results of students for the respective subjects are examined by the college at the end of every semester.

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

2.6.3 - Pass percentage of Students during the year

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

496

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
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)

<http://www.srfatepuriacollege.in/doc/SRFC%20SSS%20Report%202020-21.pdf>

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)

00

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)	View File

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

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

00

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

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

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

11

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

3.2 - Research Publications and Awards

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

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

12

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

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

published in national/ international conference proceedings per teacher during the year

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

10

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

3.3 - Extension Activities

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

As the college remained mostly closed during the academic year 2020-21 due to the COVID-19 lockdown, no extension activities were carried out by the NSS/NCC students in the neighbourhood community. However, students were sensitized to various social issues via webinars conducted during the academic year. Such as, "Covid-19 Pandemic and Environment", "Human Rights in the Time of COVID-19 Pandemic", "Mental Health Issues During Covid-19 Pandemic: Red Flags and Management" etc.

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

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

00

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
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

15

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

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

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

940

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

3.4 - Collaboration

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

00

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

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

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

00

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	View File

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

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

The Institution has 70 rooms out of which 25 classrooms are there exclusively used for teaching. It also has one ICT-enabled Conference Room, one Smart Classroom, and one seminar hall well equipped. There are a total of six laboratories dedicated to the physics department (02), and chemistry department (02), one each for the geography and environmental

science departments. The institution has one computer lab used by the students of the mathematics and commerce department for their practical classes. Hostel accommodations are available for the girls' students with 24*7 security arrangements. The institution has a rich well-furnished library comprising more than forty-five thousand books and different journals, magazines, and periodicals either for home or daily issues. The library has a different dedicated reading room for both teachers and students. Purified water, fire extinguisher, and generator systems are available. Common rooms for both girls' and boys' students are there in the college. Canteen facilities are also provided. Reprographic facilities for the faculties and some cases for the students are also provided.

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

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

The Institution has different facilities for various activities like cultural programmes, sports, games (indoor, outdoor), gymnasium, yoga etc. As per Govt. calendar, various days like Independence Day, Women's Day, Republic Day etc. are observed in classrooms, seminar halls and on the playground of the college. Various cultural activities and social and health-related awareness programmes are also organised by the students or various departments and committees or through the NSS Unit of the college or by external organizations/ local bodies in collaboration with the college. There is a well-equipped gymnasium in the college where gym and yoga facilities are available. A playground attached to the college is used for outdoor games like football, cricket, volleyball, kho-kho, sprint, javelin, shot-put etc. The ground is also used for NCC training/ parade and student cultural festivals. Besides, a small ground is also there at the southern side of the college area where badminton is played. carrom board, chess etc. are played as indoor games in the student's common room.

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

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

3

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

3

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)	View File

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

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

3473288

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

4.2 - Library as a Learning Resource

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

- Name of ILMS software - KOHA
- Nature of automation (fully or partially) - Partially
- Version - 3.18.03
- Year of Automation - 2016

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

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

E. None 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)	View File

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

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

3430

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login

data for online access) (Data for the latest completed academic year)

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

0

File Description	Documents
Any additional information	View File
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 institution has one web server for administrative work like record keeping of students, website design, management and other official work hosted by HOSTING KOLKATA and maintained by AIDNI Infotec. The institution also has a local SQL server configured by Intel i5 processor. Besides there exists a host server in the library to operate the Integrated Library Management Software (KOHA) on UBUNTU (12.04 LTS) platform and configured by i3 processor with 8 GB of RAM which is connected with 6 computers through LAN by a 6 port switch. There are 4 routers in different areas of the college to provide the facility of WiFi connection throughout the college premises. During this period two new wifi routers were installed one for the science block and one for the IQAC at the newly constructed southern part of the college building. There are 5 computers with Microsoft Licensed OS which upgrade automatically. One multipurpose reprographic machine, and 16 laser printers are used in the institution.

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

4.3.2 - Number of Computers

55

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

805952

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

The laboratories, library, sports complex, computers, classrooms etc are cleaned regularly by the sweepers engaged by the institution for such works. Cutting of grass and bushes are also made regularly. The ICT items such as Computers, laptops, projectors, CC cameras etc. are maintained by the mechanics

engaged by the institution or on a hire basis. The ACs are being maintained on a hire basis twice a year. One electrician was also engaged to look after the electrical items and plumbing works of the college regularly. The College website design, Library Automation Software and other used software and hardware are installed or maintained by an authorised developer through AMC. The institution has tried its level best to arrange the laboratory, library and classroom, sports complex scientifically within its resources. More than 45,000 different documents including books, journals, periodicals, maps etc are there in the library for use by the students and teachers of the institution. 80-90 students and 15 faculties can seat in their respective reading rooms. Day-night security arrangements are there in the institution

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

4303

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

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

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

2246

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

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

D. 1 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

0

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

0

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

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

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

0

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

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

00

File Description	Documents
Upload supporting data for the same	View File
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.**

00

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)	View File

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 students' representative General Secretary (GS) use to be the member of the Governing Body of the college and use to play the active role in every administrative, co-curricular and extracurricular activities of the college. However, as the term of the General Secretary has ended and no election of the Students' Union is being conducted so currently there is no students' representative. However, in various co-curricular activities students actively participate as volunteer of the NSS units and cadet of the NCC units of the college. General students of the college also actively participate in extracurricular activities organized at the college level.

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

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

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

00

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

5.4 - Alumni Engagement

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

There is an alumni association of the college constituting 118 members who are ex-student of the college. However, the alumni association is not registered with the government. Every year the association conduct their executive and general meetings. The association take part in meetings like annual sports meeting, freshers' welcome meeting, prize distribution meeting etc. However, because of the lockdown, no such activities have been conducted in the college during the pandemic period and the association has not been able to take part in any activities of the college.

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

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

File Description	Documents
Upload any additional information	View File

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

The institution is governed by following the vision and mission of the institution. The highest decision-making body of the college is the Governing Body. There are three (03) teachers' representatives at the Governing Body and all of them actively participate in the decision-making process of the college. All the decisions are taken considering the objective of the college. To spread higher education among the poor and peasantry classes of people, the institution has been striving at its best for the holistic development of the students. The institution offers the opportunity for postgraduate study in various subjects through the open and distance learning wings under Netaji Subhas Open University (NSOU) and the Directorate of Open and Distance Learning (DODL), Kalyani University. The institution has NCC and NSS units for the students to get socially involved through various social activities. Various programmes are organized throughout the year to spread social awareness among students. Various scholarship schemes/concessions are there to financially support poor students. The Governing Body always encourages and takes initiatives to achieve the vision and mission of the institution. However, due to the COVID-19 lockdown, all the activities were performed online during 2020-2021.

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

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

The institution is managed by the Governing Body (G.B), well represented by the teaching, non-teaching staff and other external members as per stated rules and regulations for the purpose. Several sub-committees are there approved by the G.B. to perform various activities of the institution throughout the year. The activities of each of these sub-committees reflect the practice of decentralization and the participative management process. The function of the Library Committee may be mentioned as a case study. The committee is well represented by the head of the department of all the departments, besides

the librarian. The Principal of the college acts as the chairperson. The library purchase-related decisions are taken at the meeting of the Library Committee considering the opinion of each of the departmental representatives. Funds are allotted to each of the departments at the beginning of each Academic Year after careful consideration of the student's strengths and the requirements of the respective departments. The books are purchased by following lawful procedures based on the requisitions from respective departments.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college has adopted online teaching through Google Meet, Zoom App and Skype App for imparting sustainable teachings to the students during the pandemic and subsequent lockdown period. In this new era, the teachers themselves got acquainted with the virtual mode of teaching and learning with the facilities available through the above apps. The facilities are:

1. Both the students and the teachers may use a whiteboard facility.
2. The teachers make a schedule of the classes and notify the students.
3. Easy uploading facility of study materials in "students' backup" for smooth access of the students.
4. The facility of easy and quick sharing of PPT, audio/ video clip/ word file etc.

The aforesaid online portal helped in the smooth running of the teaching-learning process.

The College library provided several web links to the students for searching for study materials.

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

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 Institution has several active bodies and sub-committees for the smooth and proper execution of plans and policies set up for the purpose.

Governing Body: As per the Deed Agreement of the college, the Governing Body (GB) is the highest decision-making body of the college well represented by teaching, non-teaching and external members. The honourable District Magistrate (DM) is the Ex-officio President, and the Principal, as the Ex-officio secretary of the GB.

Administrative Setup: The Finance Sub-committee takes important financial decisions subject to the approval of the Governing Body. Moreover, the Principal is authorized to maintain the day-to-day activities of the college. Secretaries from different sub-committees coordinate and assist the principal to execute the entire administrative work.

Besides, all other sub-committees extend their active support to the Principal for executing different plans, programmes and policies set up by competent authority from time to time for the enhancement of administrative quality and ability of the Institution as a whole.

Service rules, procedures, recruitment and promotional policies of the staff are well guided by the G.Os issued by the UGC/ University/Higher Education Department, Govt. of West Bengal from Time to time.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

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

B. Any 3 of the above

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

6.3 - Faculty Empowerment Strategies

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

The Teaching staff of the college are provided effective welfare measures with the facilities of GSLI, Provident Fund, Death cum retirement benefits, and medium-term loans with affordable simple interest from Beldanga S.R.F College Employees Credit Cooperative Society Ltd.

All eligible non-teaching staff are provided with a festival Bonus and advance. The Non-Teaching staff of the college are also provided with the facilities of GSLI, Provident Fund, Beldanga S.R.F College Employees Credit Co-operative Society Ltd. Moreover, the wards of the non-teaching staff are provided with free admission to the UG level of study.

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

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

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

0

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

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)	View File

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

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

3

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

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

The Institution has an Internal Performance Appraisal system for teaching and non-teaching staff. The IQAC of the college evaluates the performance of the teaching and non-teaching

staff of the college. The Teachers' Council also plays an active role in the overall evaluation of the academic performance of the teaching staff. The Principal regularly convenes departmental meetings to discuss and evaluate the performance of all teaching staff and promotes the areas of enhancements in teaching performance. Besides, Students also evaluate the performance of the teachers through the students' feedback system. The performance of the non-teaching staff is also evaluated by the principal from time to time. The Principal monitors the system with a dynamic and sustainable process.

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

6.4 - Financial Management and Resource Mobilization

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

The Institution arranges internal audits regularly. The internal audit assistance is arranged in the college office. Statutory audits of the college are conducted by a competent auditor appointed by the Higher Education Department, Govt. of West Bengal. The statutory audit has been completed up to the financial year 2016 -17. The statutory auditor has been assigned and due to the lockdown, it could not be conducted after the opening of the college the statutory audit of the college is under process.

In the year 2023 the statutory audit up to 31st March, 2020 had been conducted by the assigned Auditor of Higher Education Department, Govt. of West Bengal.

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers

during the year (not covered in Criterion III)

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

0

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

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

The Institution mobilizes its funds and optimally utilizes its resources by following the strategies, policies and decisions taken at the Finance Sub-Committee of the college and approved by the Governing body, the topmost administrative body.

The Institution, regularly, frames policies to collect funds/ resources and ensures the utilization of the same in the best possible and optimal way. The income over expenditure is invested from time to time in accordance with the policies of the Governing Body. The budgetary expenditures are strictly maintained.

The prime sources of funds are grants from the State Government and the UGC, collections from the students, interest on savings accounts and fixed deposits and other miscellaneous collections from the sale of expired newspapers, magazines, scrab etc. well ahead of the beginning of every financial year a budget is prepared by the Finance Sub-committee subject to the approval of the Governing Body. All purchases are made by inviting quotations or tenders.

The accumulated resources are allotted as per budgetary provision to meet day-to-day administrative expenses, expenditures relating to infrastructural development and maintenance, remunerations/ wages to the casual non-teaching staff, several faculty development programmes, improvement of

the teaching-learning environment etc.

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

6.5 - Internal Quality Assurance System

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

Given the present lockdown situation due to COVID-19, the IQAC of our esteemed institution the its IQAC has adopted the following two practices for quality assurance during 2020-21-

1. Study materials, class notes etc. were provided to the students via WhatsApp groups created for each of the departments. Students were regular motivated to maintain contact with the departmental teachers for all king of help for their upliftment. They were provided all possible helps and motivation to stay tune. Students were shared links of various open access database through the library of the college. Teachers were motivated to participate in online FDP programmes, various national and international quality webinars and present their papers.
2. The IQAC conducted a number of State, National and International Webinars in collaboration with various departments which were helpful to both our students and participating faculties. Arrangements were also made to keep YouTube recorded versions of the webinars for future reference.

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

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

During the lockdown period as all classes were arranged online, the IQAC maintained regular contact with all the departments and departmental teachers to review the progress of the teaching-learning process. Feedback from students was also collected and analysed and based on the feedback received appropriate measures were taken for the benefit of the students. All possible efforts were made to keep students and teachers of the institution motivated and remain always engaged during the unexpected period of lockdown. With that objective in mind several webinars were arranged to the extent possible with our limited capacity. Teachers were also encouraged to participate in FDP programmes online. As a result, three teachers participated in the Refresher/Short-term courses during this period.

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

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

D. Any 1 of the above

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

INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 - Institutional Values and Social Responsibilities****7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year**

Sewnarayan Rameshwar Fatepuria College believes in promoting student diversity in all Degree programmes. The Admission policy clearly states that equal opportunity will be given to all candidates as per the government of India guidelines. The College promotes gender equity in the admission policy, and it pays special attention to admitting female candidates as per the Merit List.

To focalize the National Service Scheme, the Institution arranges some programming where the girls are given equal opportunities as those of boys to perform. Various awareness programmes are arranged to spread the message of gender equity. Interestingly a large number of girls participate in the National Service Scheme as a volunteer every year.

The Institution feels proud of the enriched NCC units. To enrol in the NCC, girls students get an equal chance to enrol them. The celebration of Republic Day, in the Institution, charms the eyes of the onlookers for the performance of girls is equal to that of the boys.

The Institution for the promotion of gender equity has made A Common Room for girls so that they can refresh. There is a Sexual Harassment Committee and Anti-raging Committee to look after the related issues raised by the students.

File Description	Documents
Annual gender sensitization action plan	<p>1. The Admission policy clearly states that equal opportunity will be given to all candidates as per the government of India guidelines.</p> <p>2. To focalize the National Service Scheme, during session the Institution arranges some programming where the girls are given equal opportunities as those of boys to perform.</p> <p>3. Various awareness programmes were arranged to spread the message of gender equity. Interestingly a large number of girls participate in the National Service Scheme as a volunteer every year.</p> <p>4. At the time of enrolment in the NCC, girl students get an equal chance as boys.</p> <p>5. The Institution for the promotion of gender equity had made A Common Room for girls so that they can refresh.</p> <p>6. There is a Sexual Harassment Committee and Anti-raging Committee to look after the related issues raised by the students.</p>
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	<p>a. For safety the College Campus is under CCTV surveillance, c. One separate Common Room for Girls.</p>

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

D. Any 1 of the above

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

7.1.3 - Describe the facilities in the Institution for the management of the following types of

degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

An ideal institution must practise sustainable development, and this Institution is not the exception of that. The Institution has its tactful plan for waste management.

Solid Waste Management: The Institution has arranged a garbage vat for solid waste material management. In our college campus, a large portion of the solid waste came from plant littering and the other one is food waste from the canteen. Segregation at the source is the main and first step toward waste management. The degradable plant leaf, dead plant materials and food waste are collected and dumped into a pit to get some amount of natural compost which can be used as fertilizer in gardening. Paperless practices through messages, emails and electronic media are one of the most emerging practices for paper waste minimization in our institution.

Liquid Waste Management: The liquid wastes are partially treated with some conventional and feasible techniques (like screening, settling tank, sand bed filter) to reuse the water for several purposes like washing, cleaning, gardening etc. The untreated semi-solid portions of the liquid wastes are also dumped into pits with degradable solid wastes to get compost.....

Details attached

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

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

D. Any 1 of the above

campus	
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: <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants 	C. Any 2 of the above
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following <ol style="list-style-type: none"> 1. Green audit 2. Energy audit 3. Environment audit 4. Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities 	D. Any 1 of the above

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

<p>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</p>	<p>C. Any 2 of the above</p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

Sewnarayan Rameshwar Fatepuria College makes serious endeavours to nourish an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities. The efforts are put to make the

environment of the institution inclusive:

The teachers while taking classes ensure that the classroom discussions are to the expected level of respectability to all and encourage all to participate.

In the Institution the students are coming from different parts of the district of Murshidabad with different castes, creeds and social identities. The senior students under the able direction of the teachers, act as a conduit to make the new incoming batch of students understand and practice full participation of all students without the dominance of any particular group.

The Institution invites great personalities of our society to deliver lectures through the seminars on the importance of tolerance and harmony to sensitise the students about the importance of maintaining the same throughout their life.

The Admission policy clearly states that equal opportunity will be given to all candidates as per the government of India guidelines. The College promotes gender diversity in the admission policy, and it pays special attention to admitting female candidates as per the Merit List.

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

Sewnarayan Rameshwar Fatepuria College regularly conducts activities to generate awareness drives for employees and students to inculcate values for being responsible citizens. Some of the regularly conducted activities are activities of Anti Raging Committee, Equal Opportunities Cell, Committee for disabled students; Fitness activities, Yoga and games, tree plantation, Awareness Programme etc.

Being an academic institute our main focus is on sensitizing our students to become mature and responsible citizens of

India. The course curriculum compulsorily includes a course on Governance & Ethics and they have to participate in various social awareness programmes which is also a compulsory course as part of their curriculum.

The students of the Institution are provided with a platform through the Social Awareness Programme of the NSS units, to make their contribution toward creating a shared value for society. The growing importance attached to ethics and sustainability has now become increasingly pertinent for the students to share the same values. This social awareness programme of NSS is involved in numerous activities towards the grass root problems of the society and the needs of the people, spreading the message of social, ecological and ethical responsibility amongst students who wil.....

Details attached

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

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

C. Any 2 of the above

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

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

Sewnarayan Rameshwar Fatepuria College regularly celebrates national and international commemorative days, events, and festivals like Republic Day, Independence Day, International Yoga Day etc. In addition, various other activities like Health check-ups through NSS, and Covid vaccination drives are conducted for the welfare of students, faculties and employees. A formal email and announcement are made before conducting these events for mass awareness. In a few cases, small committees are formed in collaboration with faculties, employees and students who can form a team and smoothly manage the activities.

Students take an active part in organising the Independence Day and Republic Day celebrations. On both these days, our National Flag is hoisted with full honour and the national anthem is sung by all the attendees. Besides, students in coordination with faculties and staff conduct various students event. The NCC

Details attached

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	View File

7.2 - Best Practices

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

Best practice 1

Title of the Practice: National, International and State level Webinar.

Objectives of the Practice: The objectives of the College are to provide knowledge in different fields and to be aware of health and hygiene to come out from the threat of Covid 19.

The Context: The whole country was in threat and mankind almost was forgetting the healthy way of life. It encourages the students, teachers, researchers and those who attended a lot of information to be aware and build up a constructive society.

The Practice: Webinar is one of the important resources for learning during the Covid time when life was almost pent up. It is unique as it provides a range of knowledge in a different fields. Especially the Webinar on Cancer awareness helps people to be cautious about health.....

Best practice 11

Title of the Practice: Online Classes and Submission of Study Materials.

Objectives of the Practice: The objectives of the College are to provide knowledge in the stipulated syllabus and be aware that education is a knowledge of learning. Whatever obstacles it might be education can not be stopped.....

Details attached

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

within 200 words

Since its inception, Sewnarayan Rameshwar Fatepuria College has developed a distinctive mission with a focus on a humanitarian face to aid Yaas Cyclone victimised people at Sundarban through its mission, values and way of life. The College provided the Community Kitchen in the village Jota Narendrapur, Raidighi Block, Godkhali, Bali Island and Kumimari Island, South 24 Parganas. It is run and managed by local inhabitants. The college has tried heart and soul efforts to relieve grief-stricken victims of Sundarban due to the Cyclonic effect by providing food help.....

The details attached

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Sewnarayan Rameshwar Fatepuria College by aiming its mission, vision and objectives makes a plan of action for the next academic year to provide a sustainable environment of education and to fulfil its purpose the plans of action taken are:

1. Infrastructural development.
2. To Increase intake capacity in various Honours and General Programme Courses.
3. To open new courses by applying to the appropriate authority.
4. To enter into MoU with other colleges for sharing of faculties and resources.
5. To increase and develop library facilities.
6. To spread value education among the students.
7. To increase the beauty of the College Campus through the plantation of trees and other beautification measures.
8. To open various vocational job-oriented courses for the benefit of our students.
9. To organise various Seminars and Conferences in both online and offline mode.