Yearly Status Report - 2017-2018

Part A	
Data of the Institution	
1. Name of the Institution	**SAHEED KSHUDIRAM COLLEGE**
Name of the head of the Institution	**DR. ABDUL KADER SAFILY**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**+916294928039**
Mobile no.	**6294928039**
Registered Email	**saheedkshudiramcollege@gmail.com**
Alternate Email	**skciqac@gmail.com**
Address	**SAHEED KSHUDIRAM COLLEGE,P.O.KAMAKHYAGU RI,DIST-ALIPURDUAR,WEST BENGAL,PIN-736202**
City/Town	**KAMAKHYAGURI,DISTRICT- ALIPURDUAR**
State/UT	**West Bengal**
Pincode	**736202**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**state**
Name of the IQAC co-ordinator/Director	**AJOY KUMAR DUTTA**
Phone no/Alternate Phone no.	**+919775925238**
Mobile no.	**9775925238**
Registered Email	**saheedkshudiramcollege@gmail.com**
Alternate Email	**skciqac@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	**https://www.saheedkshudiramcollege.ac.in/aqar/**

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	**https://drive.google.com/file/d/1epHamrF7L8ypPNhcsywAqm1FWy8FZL53/view**

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.19**	**2017**	**02-May-2017**	**01-May-2022**

6. Date of Establishment of IQAC	**16-Aug-2014**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
1.Implematation of	**10-Jul-2017**	**12**

Interdisciplinary Class	1	
2.Necessary Steps Regarding New Building	18-Jul-2017 1	14
3. Necessary Step regarding separate Block for Library	18-Jul-2017 1	14
4. Steps for the Academically Backward Students	10-Aug-2017 1	14
5. Application of Remedial Classes	10-Aug-2017 1	14
6. Formation of IQAC Committee	14-Nov-2017 1	14
7. Steps for the enhancement of the enrolment in Science Department	14-Nov-2017 1	14
8. Policy making for the effective internal assesment	17-Mar-2018 1	14
9. Policy making for the Participation in Seminar and Conferences	25-Jun-2018 1	14

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
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9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View Link
10. Number of IQAC meetings held during the year :	**6**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View Uploaded File

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

12. Significant contributions made by IQAC during the current year(maximum five bullets)
1. Initiative for the quick start of New Buildings 2. Remedial Classes have been conducted 3. Necessary Step regarding separate Block for Library

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

Plan of Action	Achivements/Outcomes
Decision regarding Interdisciplinary Classes	All most all departments conducted the Interdisciplinary Classes
Initiative regarding the extension programme	NCC & NSS conducted different extension programme for the betterment of society.
College has applied for the hostel grant to the different funding agencies.	We don't get any fund still under consideration
IQAC initiated to apply for the additional post to mitigate the faculty shortage	Yet not sanctioned by the Higher Education Department Department, W.B till under consideration.
Decision regarding the automation college library	The library has been automated by KOHA software
Decision regarding the adequate books for the library according to NAAC recommendation	Book has been purchased of Rs.One and half lack
IQAC has continuously communicated with NBDD, Govt. of West Bengal to quick start of the new buildings	Building work has been started
No Files Uploaded !!!	

14. Whether AQAR was placed before statutory body ?	No
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2018

Date of Submission	07-Mar-2018
17. Does the Institution have Management Information System ?	**No**

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The college directly has no opportunity for making any curriculum planning. However, we have few Board of Studies members from different universities , where we have the opportunity to propose our view regarding the curriculum planning. We are recognized by the University of North Bengal. University is the sole authority behind the the curriculum planning. We are also bound to implement the university curriculum. However, we have online Students' Feedback system where we may analyse the students' feedback regarding the curriculum and we may deliver the feedback report to our BOS members to convey the University authorities for the better curriculum planning.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
NIL	NIL	Nil	0	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nill	NIL	Nill
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nill	NIL	Nill

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
0	Nill	0
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nill	NIL	0
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Nill
Employers	Nill
Alumni	Yes
Parents	Nill

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
We follow the online Students and Alumni feedback system for the all students and alumni. For each question/statement each students have to face five level of experiences (Below Average, Average, Good, Very Good, Excellent) by choosing a statement from a score between 1 and 5. A higher score indicates a better experience. The students and alumni will give feedback on five parameters : Academic, Infrastructure, Support- system , Skills and Overall Experience. After taking the online feedback system college follow its own feedback policy. After analyse we make a report on overall feedback system and IQAC discusses the matter with the members and make a recommendations. Thereafter, IQAC sends their recommendations to the associate departments and bodies of the college.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	General	20	75	20
BA	General	2118	3225	2118
BA	Sanskrit Honours	30	275	30
BA	English Honour	50	325	50
BA	Political Science Honours	80	162	80
BA	History Honours	80	382	80
BA	Geography Honours	50	342	50
BA	Bengali Honours	80	457	80
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	2466	0	15	0	15

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
15	8	4	2	1	5

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

The students mentoring yet not started. The college will take innovative initiatives in the academic years to come.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
4340	15	1:289

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
15	15	0	0	2

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nill	NIL	Nill	NIL

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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BSc	1st Year	2018	14/06/2018	28/08/2018

	General			
BSc	2nd Year General	2018	11/06/2018	28/08/2018
BSc	3rd Year General	2018	17/04/2018	30/06/2018
BA	1st Year General	2018	14/06/2018	28/08/2018
BA	2nd Year General	2018	11/06/2018	28/08/2018
BA	3rd Year General	2018	17/04/2018	30/06/2018
BA	1st Year Honours	2018	14/06/2018	28/08/2018
BA	2nd Year Honours	2018	11/06/2018	28/08/2018
BA	3rd Year Honours	2018	17/04/2018	30/06/2018

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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

College has conducted internal test exam and mock test for each and every department.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic Calendar has been prepared and uploaded in the college website in adherence to the Examinations conducted and other academic matters

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://drive.google.com/file/d/1qycCiBt4zUdrwT1ugoKwN80E3PfBPbEH/view

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Bengali	BA	Honours	49	47	95.92
Geography	BA	Honours	32	30	93.75
History	BA	Honours	51	47	92.16
Political Science	BA	Honours	38	31	81.58
English	BA	Honours	27	24	88.89
B.A.	BA	General	1044	465	44.54
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

https://drive.google.com/file/d/1HqdI69YK-wDcoYOkizqpxy7uqIROJ252/view

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	NIL	0	0
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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nill	NIL
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nill
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
NIL	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	NIL	0	0
National	NIL	0	0
International	NIL	0	0
National	NIL	0	0
View Uploaded File			

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Political Science	2
Department of Library	1
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nill	0	NIL	0
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nill	0	0	0
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	4	0	0
Resource persons	0	0	0	0
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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Workshop on Disaster Management	NSS with Disaster Management, W.B	4	55
Cleanliness Drive	NSS with Kamakhyaguri Voluntary Organisation	4	80
College Cleanliness Drive	NSS	4	150
Health Check up	NSS and Kamakhyaguri Health Centre	4	60

Dengue Prevention Workshop	NSS with Health Dept. W.B	6	160
Health Awareness and Family Welfare	NSS Special Camp	4	187
NSS Day	NSS	4	300
Womens Day	NSS with Womens Cell	4	250
Blood Donation	NSS with Blood Bank	4	400
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	0
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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Workshop on Disaster Management	NSS with Disaster Management, W.B	Workshop on Disaster Management	4	55
Cloth Distribution in Tea Estate	NSS with KVO	Cloth Distribution in Tea Estate	4	70
Cleanliness Drive	NSS with Kamakhyaguri Voluntary Organisation	Cleanliness Drive	4	80
Health Check up	NSS and Kamakhyaguri Health Centre	Health Check up	4	60
Dengue Prevention Workshop	NSS with Health Dept. W.B	Dengue Prevention Workshop	6	160
Blood Donation	NSS with Blood Bank	Blood Donation	4	400
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
NIL	0	0	0
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3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research

facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
NIL	NIL	NIL	Nill	Nill	0

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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
NIL	Nill	NIL	0

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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
20	17.83

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Newly Added
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing
Seminar halls with ICT facilities	Existing
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
Others	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Classrooms with Wi-Fi OR LAN	Existing

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4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation

KOHA	Fully	18.11.10	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	5803	350860	56	17351	5859	368211
Reference Books	4084	130388	40	12724	4124	143112
e-Books	138521	5750	0	0	138521	5750
Journals	12	8600	6	7295	18	15895
e-Journals	6328	5750	0	0	6328	5750
CD & Video	18	5200	0	0	18	5200
Library Automation	0	0	1	21500	1	21500

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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NIL	NIL	NIL	Nill

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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	38	2	30	0	1	28	10	100	0
Added	0	0	0	0	0	0	0	0	0
Total	38	2	30	0	1	28	10	100	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

100 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	Nill

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
6	598923	12	1020549

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The College Principal ensures the maximum allocation and utilization of the financial resources for maintenance and facilities by arranging regular meetings of various committees constituted for this purpose and using the grants received by the college as per the requirements for the benefit of students. 1. Laboratory: a) Record of maintenance account is maintained by lab. Staffs, the teachers and supervised by HOD s of the concerned departments. Repairing, calibration and maintenance of sophisticated lab equipments are regularly done by the technicians. 2. Library: a) The requirement and list of books is collected from the departments and HODs of different departments are involved in the process. The finalized list of required books is duly approved by college Library Committee and Principal. b) Suggestion box is installed in library to take users feedback. These helps a lot in introducing new ideas regarding library enrichment. c) Some issues such as weeding out of old titles, schedule of issue/return o book etc. are chalked out /resolved by the Library Committee. d) To ensure return of books 'No dues' from the library is mandatory for students before scheduled dates and also before appearing in final exam. 3. Sports: Regarding the maintenance of sports ground and equipment the college Sport-in-Charge is deputed. Time to time sport-in-charge used to check the ground/sports related equipments and take appropriate measures. 4. Computers: a) Centralized computer laboratory was established in Computer Science Department with internet facilities. b) Most departments having appropriate number of computers for their requirements with internet facilities. 5. Class rooms: The College has powerful committee for maintenance and upkeep infrastructure. All the department HODs and senior teachers submit their requirements to the Principal regarding class room upgradation and furniture etc. In addition to these, i) Non -teaching staffs of each and every department maintain the stock register by physically verifying the equipments round the year. ii) Department wise annual stock verification is done by concerned HOD and teachers of the department. iii) Regular maintenance of computer equipments are done by concerned teachers, lab-assistants and lab attendants. iv) Upkeep of all facilities and cleanliness of environment in men's and women's hostel is maintained by Hostel Super along with Hostel Committee. Regular cleaning of water tanks, garbage disposal, pest control and maintenance of garden is done by concerned employees.

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CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Student Aid Funds	46	23125
Financial Support from Other Sources			
a) National	SC/ST/OBC Scholarship,	2278	21160200

	Kanyanshree, Minority, Swami Vivekananda Merit cum Means Scholarship, Sitaram Jindal		
b)International	NIL	0	0

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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
NIL	Nill	0	0

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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed
2017	Affirmative action TCS	10	45	7	7

View File

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
102	55	65

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
Affirmative action TCS	10	45	1	7	7

View File

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2017	8	BA Honours	Political	NBU, ASSAM	MA

2017	7	BA Honours	History	NBU, ASSAM Guwahati University, IGNOU, NSOU, RBU	MA
2017	8	BA honours	Geography	NBU, ASSAM Guwahati University, IGNOU, NSOU, RBU	MA
2017	5	BA honours	English	NBU, ASSAM Guwahati University, IGNOU, NSOU, RBU	MA
2017	10	BA honours	Bengali	NBU, ASSAM Guwahati University, IGNOU, NSOU, RBU	MA

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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nill	0

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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Freshers Welcome	College Level	61
Annual Social Programme	College Level	100
College Annual Cultural Programme	College Level	50
College Annual Sports	College Level	200

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nill	NIL	Nill	Nill	Nill	Nill	NIL

No file uploaded.

5.3.2 – Activity of Student Council & representation of students on academic & administrative

Students council is one of the important body of the College administration. Students council General Secretary is the member of Governing Body of the college and has vital role to promote the students interest in the college administration. Students council has significant role in the college cultural and sports activities. Every year council conducts different cultural activities with the collaboration of college cultural and sports body.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

128

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

One meeting has been conducted by the Alumni Association

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

1. Formation of different committees for the distribution of work 2. Governing Body is the sole authority of the college, but the total administrative system as well as decentralized by different administrative bodies.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Admission of Students	Admission process is conducted online for fare admission procedure .
Industry Interaction / Collaboration	We have not yet industry collaboration
Human Resource Management	We always encourage and try to improve our Human Resource Management . Faculties are always encouraged to participate in training workshop and staff development programme.
Library, ICT and Physical Infrastructure / Instrumentation	Introduction of fully automated library by KOHA software .
Research and Development	We have little scope in the research development . However, few teachers are doing good publications in the reputed journals.

Examination and Evaluation	We always maintains internal test, mock test however main evaluation process is cnducted by the University.
Teaching and Learning	College always try to provide the best teaching and learning atmospheres in the campus with continuous effective classes and evaluation.
Curriculum Development	University is the sole authority behind Curriculum planning but we have some BOS members they have the scope to convey the college opinions.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Examination	It was not under E-governance
Planning and Development	We are going to initiate planning and development .
Administration	Already admission, office work and finance has been continuing by e-governance
Finance and Accounts	It will be introduced from next year.
Student Admission and Support	It was semi-online mode.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nill	NIL	NIL	NIL	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
Nill	NIL	NIL	Nill	Nill	Nill	Nill
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration

| NIL | 0 | Nill | Nill | 0 |

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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
We have staff welfare committee for teaching and non-teaching staff for the overall development .	We have staff welfare committee for teaching and non-teaching staff.	We have also student welfare committee. College helps to the all students to get different government scholarship.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The college conducts internal audit by itself and external financial audits DPI, West Bengal Govt. every year.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
NIL	0	NIL

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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	Nill	No	Nill
Administrative	No	Nill	No	Nill

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

NA

6.5.3 – Development programmes for support staff (at least three)

We have a welfare committee for the development of support staff .

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Purchase of Library books amounting to Rs. 1.5 lakh 2. Automation of Library Software by KOHA software 3. Initiative regarding the quick construction of new college building for additional class room.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Development of universal moral values among the students	12/07/2017	12/07/2017	12/11/2017	500
2018	Students Workshop on CBCS	06/02/2018	06/02/2018	27/06/2018	2130

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Observation of the International Women Day	08/03/2017	18/03/2018	150	100

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
College introduced number of solar lights as alternative energy resource and also for reducing the electricity bill.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	12
Physical facilities	Yes	12
Rest Rooms	Yes	12

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff

community							
Nill	Nill	Nill	Nill	Nill	NIL	NIL	Nill

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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Code of conduct for Student	05/01/2015	Students: 1. Adherence to the values of Saheed Kshudiram College and strive at fulfilling its mission ad vision 2. Regular attendance and attentiveness is expected 3. Respect and behave well with all stakeholders 4. Inclusive outlook with no discrimination based on differences of class, caste, creed, religion or ethnicity 5. Decent in dressing 6. Carry identity card within the campus 5. No ragging and spread consciousness about anti-ragging 6. No use of unfair means in the exam as per the signed declaration 7. Participate in college all events like Swachhata mission, cultural events, club events, NSS etc. 8. Consciousness about gynecological diseases
Code of Conduct for Faculty	05/01/2015	Faculty: 1. Adhering to the values, mission and vision of the College 2. No to sexual harassment. 3. Constant Up-gradation related to the concepts, new developments related to the subject and technology 4. Be an example of an empathetic and compassionate mentor 5. Part of Co and extracurricular activities 6. Involvement with the committees 7. Inclusive outlook with no discrimination based on differences of class, caste, creed, religion or ethnicity 8. Contribution to anti-harassment, anti-

			ragging, anti-corruption and awareness of gender, ecology and community outreach 9. Organize seminars, conferences and undertake projects 10. Participate in induction programs.
Code of Conduct for Non Teaching Staff	05/01/2015		Non-teaching Staff: 1. Adhering to the values, mission and vision of the College 2. Need to be Punctual, disciplined, and follow zero corruption. 3. Never involve in sexual harassment. 4. Update regularly digitally. 5. Participate in training programs for regular updating 6. Cooperation with all the stakeholders 7. Inclusive outlook with no discrimination based on differences of class, caste, creed, religion or ethnicity 8. Contribution to anti-harassment, anti-ragging 9. Regular maintenance acts and up gradation of the infrastructure and enhancement of the services provided 10. Participate in the college programs.
Code of Conduct for Administration	05/01/2015		Administrators: 1. Adhere to the values, mission and vision of the college 2. Keep ideal working ambiance, encourage academic and extracurricular activities 3. Maintain and upgrade resources 4. Address complaints following the principles of fairness of justice 5. Encourage skill-oriented, gender, environment, outreach, professional programs 6. Practice compassionate-leadership and humanitarian management. 7. Enhance services provided to stakeholders. 8. Constant

		surveillance against ragging, discrimination based on differences of class, caste, creed, religion or ethnicity 9. De-centralize the power, unbiased co-ordination among the stakeholders 10. Cordial relation with neighboring institutes, MOU institute s and collaborators.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
NIL	Nil	Nil	Nil

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Plantation of trees for the Green campus 2. Proper use of dustbin for renewable and non-renewable resources 3. Plantation of decorative trees and flowers 4. Use of Solar light 5. Initiative for the paperless administration 6. Initiative for plastic free campus

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE – 1 Title of the Practice: Automation of College Administration and Library Goal: ? To expedite and smoothen the daily operations of college office ? To improve the quality of services provided to the stakeholders ? To maintain records of data in a protected way ? To reduce manual labour and requirement of manpower ? To provide best possible services in the library ? To cope up with the rapidly changing scenario of higher education in India and to meet its demands ? To be commensurate with the quality promotion and sustenance initiatives fostered by the institution ? To provide free access to the stakeholders with the books in library. The Context: As one of the premier institutes of higher education in the locality, the college has to deal with more than Five thousand students every year. At present fifty-four Employees also work in this institution. The College library also deals with more than Nine thousand books and journals. It involves a good number of non-teaching staff to provide services like admission, examination, scholarship and free ship, staff payment, issuing of books etc. to various stakeholders. A good deal of labour is also required for the maintenance of the record of all sorts of data regarding Students' Profile, Results, College Fees, Grants, and Accounts etc. Expertise in ICT is also required to maintain a salubrious relationship with the affiliating University, the State Government and the UGC. But a good number of office Staff was not accustomed to computers and advanced technology. There is also the dearth of sufficient non-teaching staff in the college office and library. The Practice: Under the above-mentioned context, the College Management and IQAC took initiatives for the automation of college office and library. Some of the practices maintained for this purpose include: ? The College has procured College Automation Software (CAS) from Adini Infotech, Kolkata and installed the same. ? The State Government has also provided the college Computerization of Salary ? Account (COSA) software and requisite training for the smooth functioning of the ? Accounts Section. ? The College Library has gone for automation through the installation of Library College module software. ? To accustom the Office Staff and Library Staff with

computers and new technology, the College has arranged for the training of Non-Teaching Staff. ? A good number of Office Staff and Library Staff have been imparted Basic Computer training and Computer Hardware/Software training. ? For the training of these staff, the College has the provision for financial grants from its miscellaneous fund. ? Training is also being imparted for the operation of the Xerox machine and Reprography. ? Computerization has been introduced in fields like Fees Collection, Pay Roll, Accounts, Examinations, Admission, Scholarship, Book Search in Library, Maintenance of Correspondence and Records etc. ? The College has also installed a good number of new computers with Wi-Fi and Broadband/wishnet facilities in the office and library. Evidence of Success: The process of automation of college office and library has created huge enthusiasm among the stakeholders as well as the Non-Teaching Staff. Stakeholders like students employees etc. are receiving quick and flawless services. Complex processes like Admission, Staff Payment, Examination and Scholarship are now being efficiently and effectively done. All the computers of the Office are connected by LAN. The automation of Library is under process. Yet library users are now becoming able to search their books using computerized catalogue. They can search their books through OPAC and avail of reprographic facilities in the library. The Library is now offering users scopes to access ebooks and e-journals through INFLIBNET. The Non-Teaching Staff are now equipped with necessary knowledge, skill and confidence. Thus the automation process has ensured quality attainment and sustenance by College administration. Problems Encountered and Resources Required: The main challenges faced during the automation process were that the office staff lacked sufficient self-confidence to shift from manual to automation. Some of the staff objected to being forced to learn computers. The challenge was to overcome the resistance shown by them. When the changeover from manual to automated system was launched in the library and the infrastructure was installed without prior training of the staff, they felt intimated by it. The Principal organized a meeting in which he motivated and inspired the staff. The IQAC arranged required training for the supporting staff. Professionals were invited to accustom the staff with the operations of the newly install BEST PRACTICE – 2 Title of the Practice: Participatory decision-making process Goal: ? To achieve the vision and mission of the instruction. ? To build a healthy institutional culture ? To involve the staff and students in the decision-making process. ? To ensure transparency both in the academic and administrative activities. ? To democratize the whole governing process of the college. The Context: It is the extent to which the college management allows and encourages the stakeholders to share and participate in the institutional decision-making process. The Practice: This is being practiced from the very inception of the college. The practice of this process is summarized in the following two flow charts. Decisions taken and Circulated to academic units Evidence of Success: ? This practice helps to enrich the decisions. ? Co-operation among stakeholders has improved. ? Transparency and democratic element may also be inducted in the decision making process. Problems Encountered and Resources Required: All teachers attend the teachers' council meeting. For this at least two periods off all class from 2.30 p.m. are suspended.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://drive.google.com/file/d/1xO-7168aLYGeXL3pP0x62Tx5zHePClJg/view

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Saheed Kshudiram College, Kamakyaguri maintained the duties to the society as a

premier institution in the area by supporting nearby villages and closed tea garden like 'New Lands Tea Garden, Sankosh Tea Garden' in various way. A large number of first generation learners from the marginalized layers of the society (More than 70 percent) come to the college to materialize their ambition of empowerment through education. The college assists them within its limits to actualize their self potentials and extends its helping hands to make them confident so that they can build their future in this age of competition. Throughout these years the College has worked very hard to hunt the talents and abilities of the students. The college administration tries to ensure that all these students get government benefits to continue their education. The effort has resulted in more than 50 per cent of the students this year getting some form of scholarship under different government schemes. Since our college is located in a rural area, it has been our constant endeavour to serve the local rural community by being a beacon of higher education in this area. Our social responsibility towards the society is not served by imparting education only, but it has been our motto to provide holistic education to all. Through various social outreach programmes organized throughout the year like adopting villages, we have made an effort to give back to the society. The extension activities of the college and its outreach programs help students engage with the community around them and strive to awaken in students a sense of social and civic responsibility, environmental stewardship and sensitivity to the needs of those different from themselves. The NSS Units have organized annual special camps to provide empowerment and awareness programmes for the community. The NCC cadets are involved in awareness programmes, disaster management and community development initiatives.

Provide the weblink of the institution
https://drive.google.com/file/d/1B5KDxNSlNLah_nWeT17PLhPgEd24JMqK/view

8.Future Plans of Actions for Next Academic Year

1. Introducing mentoring system for the academic development 2. Proper activation of all feedback system including parents, teachers and stuff 3. Necessary step for the proper use of ICT 4. More effective students support system 5. Use of ICT in the Students Support System 6. Creation of Departmental Alumni association