



## Yearly Status Report - 2018-2019

### Part A

#### Data of the Institution

Part A	
<b>Data of the Institution</b>	
<b>1. Name of the Institution</b>	SAHEED KSHUDIRAM COLLEGE
Name of the head of the Institution	Smriti Kanta Barman
Designation	Principal (in-charge)
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. Kamakhyaguri Dist: Alipurduar West Bengal
City/Town	Alipurduar
State/UT	West Bengal
Pincode	736202

<b>2. Institutional Status</b>	
Affiliated / Constituent	<b>Affiliated</b>
Type of Institution	<b>Co-education</b>
Location	<b>Rural</b>
Financial Status	<b>state</b>
Name of the IQAC co-ordinator/Director	<b>Ajay Kumar Datta</b>
Phone no/Alternate Phone no.	<b>+919775925238</b>
Mobile no.	<b>9775925238</b>
Registered Email	<b>saheedkshudiramcollege@gmail.com</b>
Alternate Email	<b>skciqac@gmail.com</b>

<b>3. Website Address</b>	
Web-link of the AQAR: (Previous Academic Year)	<a href="https://drive.google.com/file/d/1OzXPw5wScvhPCZqUD6HskqeKXL8S0Ec-/view">https://drive.google.com/file/d/1OzXPw5wScvhPCZqUD6HskqeKXL8S0Ec-/view</a>
<b>4. Whether Academic Calendar prepared during the year</b>	<b>Yes</b>
if yes,whether it is uploaded in the institutional website: Weblink :	<a href="https://drive.google.com/file/d/1oC86d59peOn4q89i8CsROM7Oyd1DMjDD/view">https://drive.google.com/file/d/1oC86d59peOn4q89i8CsROM7Oyd1DMjDD/view</a>

<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
<b>1</b>	<b>B</b>	<b>2.19</b>	<b>2017</b>	<b>02-May-2017</b>	<b>01-May-2022</b>

<b>6. Date of Establishment of IQAC</b>	<b>16-Aug-2014</b>
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<b>7. Internal Quality Assurance System</b>
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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
<b>Policy making regarding</b>	<b>10-Jul-2018</b>	<b>12</b>

the implementation of the Student mentoring System	1	
Discussion regarding the implementation of MOU with Majherdabri Tea Garden, Alipurduar, and SWABDA, NGO Alipurduar.	24-Jul-2018 1	11
Discussion making regarding the implementation of the Student Feedback System and analysis process	08-Aug-2018 1	13
Analysis of the grievance redressal system	13-Sep-2018 1	13
Stress on departmental seminar	13-Sep-2018 1	12
Renovation and reconstruction of college canteen	26-Oct-2018 1	12
Policy regarding campus cleanliness	26-Oct-2018 1	12
Decision regarding Administrative ,Academic and Green Audit reports within November, 2019.	10-Nov-2018 1	11
Renovation and maintenance policy of the Medicinal and Herbal Garden	11-Dec-2018 1	12
Addition of new book for improve the books ratio	09-Feb-2019 1	12

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[View Uploaded File](#)

**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
<b>No Data Entered/Not Applicable!!!</b>				
No Files Uploaded !!!				

**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 :	7
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	<a href="#">View Uploaded File</a>
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)

**No Data Entered/Not Applicable!!!**

[View Uploaded File](#)

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
<b>No Data Entered/Not Applicable!!!</b>	
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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	2019
Date of Submission	28-Feb-2019
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

As an associated institution of the University of North Bengal, the Saheed Kshudiram College does not have the scope and sovereignty to design and develop the curriculum. However, faculty members of the College, those who are members of the Board of Studies of the University are actively associated in designing and framing the CBCS curriculum. At the very onset of the session, the teachers provide the students with the syllabus along with the choice of the special papers in the third year in 1+1+1 system. Since the CBCS curriculum has implemented an induction program for the teachers was organized as an initiative of the IQAC. The newly introduced CBCS curriculum is more flexible Hence the students have got more options and choices. The teachers provide the necessary new and additional materials for CBCS. Besides, they also supply notes, books and references with e- resources to the students along with the continuous use of ICT. At the beginning of the session, all the departments chalk out the academic activities. The teachers also sort out the relevant topics for the departmental seminars in which papers are presented by the students. Group discussions, open book exams, mentoring of the students add to the effective completion of the syllabus along with in-depth knowledge creation among the students. Question bank is also provided to the students to enable them for an intimate knowledge with the curriculum. The teachers as per their specializations also groom the students in their special papers. The library as a repertoire of previous year question papers helps the students in preparing themselves for the exams as per the curriculum. New books and reference books are added according to the needs of newly introduced CBCS curriculum. Besides, the teachers regularly take part in the Orientation Programs, Refresher Courses, Seminars, Workshops and Conferences to cope with the changing needs. Apart from the regular courses the College offers and conducts add on courses/ training programs. The teachers frame the topics and syllabus of the topics that are marked internally such as projects, field works etc. To complement the curriculum and keep the students updated with the current trends, initiatives at the department level such as subject related seminars / workshops/ quizzes, etc. are often taken. The IQAC regularly interacts with the stake holders to ensure that the syllabus is completed and the students are well intimated with the curriculum.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	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
<b>No Data Entered/Not Applicable !!!</b>		
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
BA	Honours	02/07/2018
BA	General	02/07/2018

BSc	General	02/07/2018
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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
NIL	Nil	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
BA	Geography	36
BA	ENVS	1565
BA	History	69
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### 1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>Saheed Kshudiram College's NAAC Feedback Analysis Mechanism Session 2018-19 1. Introduction: A structured process was formulated to conduct a comprehensive feedback mechanism for all the stakeholders under different categories and components. A quantitative data extracted from qualitative scale was consolidated to draw a conclusion. A questionnaire consisting of 56 questions grouped in four categories was framed as per UGC and NAAC guidelines and each question has the point allocation system, varying from 1 to 5. The questionnaire so framed was compared with the standard questionnaires used by some reputed institutions and found at par with the standards and reliability of questionnaires used for the same objective. 3. Methodology: The feedback form was distributed to all current students of final year pursuing their undergraduate course. An anonymous status was maintained for freedom of thought and expression. The feedback was taken for all teaching faculty members working different departments of the college. Each question has a rating scale from 5 to 1, in which 1 being strongly disagree (needs immediate improvement) and 5 being strongly agree. Then the mean of all variables was obtained which is the total score is given to each faculty member. Apart from important dimensions, the statistical instruments like averages, deviations and graphs and charts were used to assess the feedback data. 5. Analysis: The data available through feedback forms are mined using different statistical tools and outcomes of the</p>

assessment are to be utilized as pointer and information to mould and shape the students of Saheed Kshudiram College as future leaders and best social being. Also, the feedback outcomes are used as an important criterion for the evaluation and appraisal process for faculty development. To achieve the objective, an analysis was done based on the strengths and shortcomings and scope for improvement of each component. Finally, a review committee is there to discuss the concerns with each member of the college and constructive communication was established to motivate college staff. Feedback Obtained: The questionnaire for feedbacks were provided to and submitted by the outgoing 3rd Year students of different departments under UG Part-III. We have provided each of the students with a detailed questionnaire formulated carefully keeping in mind the guidelines provided by the UGC. Some salient features of collection and analysis of the feedbacks were as follows – 1. The feedbacks were provided to the students anonymously. 2. The feedbacks submitted by the students were for the teaching faculty, administration, library and laboratory altogether. 3. We have grouped the questions for the readiness of analysis. e.g. Questions about teaching perception are grouped together like perception regarding the number of teachers and the teaching quality. 4. For analysis we've calculated the weighted percentage for each option of a certain question. 5. We have used 'Pie Chart' and 'Bar Diagram' to show the analysis for each question/group in a graph. 6. We have also used the above-stated graphs to compare the departments based on each question in order to identify the potential areas for further improvement for each

## 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
BA	Bengali Hons	80	657	80
BA	History Hons	77	416	77
BA	Pol Sc. Hons	67	225	67
BA	Geography Hon	47	477	47
BA	Sanskrit Hon	30	305	30
BA	English Hon	47	357	47
BA	General	2040	2876	2040
BSc	General	20	35	16

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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
2018	2404	0	13	0	13

### 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	Number of smart classrooms	E-resources and techniques used
13	8	4	2	2	5
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### 2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Under the mentoring system, the full-time teachers of the college are engaged as mentors to the students. At the beginning of the year, the mentors are provided with basic facts regarding the students under their mentorship, that have been obtained during admission so as to enable them identify the academic, social and financial backgrounds of the mentees. Thereafter the mentors meet the students formally at specific intervals, to discuss and counsel them regarding their academic progress, attendance, and other issues (if any). The mentors also provide psychological counselling to students, if required. In cases where they think that the mental health problem is beyond their purview, they refer the student to the external psychological counsellor who visits the college once in every week. Apart from formal sessions, mentors often meet the students as and when required - students can approach the mentors at the latter are convenience. The mentors try not only to counsel the students to improve their academic performance, but also to guide them in achieving their goals and help them in coping with different unfavorable situations, if the students confide in the mentor. The one-to-one correspondence enables the mentors to install human and moral values like social responsibility, ethics, etc.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2404	13	1:185

## 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
13	13	0	2	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
Nil	NIL	Nil	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	General	1st	14/06/2018	28/08/2018
BSc	General	2nd	11/06/2018	28/08/2018
BSc	General	3rd	17/04/2018	30/06/2018
BA	General	1st	18/06/2018	28/08/2018



BA	General	2nd	11/06/2018	28/08/2018
BA	General	3rd	17/04/2018	30/06/2018
BA	Honours	1st	14/06/2018	28/08/2018
BA	Honours	2nd	11/06/2018	28/08/2018
BA	Honours	3rd	18/04/2018	30/06/2018
BA	Honours	1st semester	12/11/2018	03/08/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Departments have evaluated their respective departmental honors students through seminar presentations, group discussions, and term paper evaluation methods. For the students of Program Courses, the Teachers Council decided to take the traditional system of examination method for each courses.

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

The institute has a well-defined standard operating procedure to develop the academic teaching plans and it follows a well-defined academic calendar. The academic calendar of the institution is prepared in synchronization with the University of North Bengal schedule and the same is uploaded on the college website and displayed on notice boards and at strategic locations. It is updated during the session making symmetry with the information from the University from time to time. The activity calendar shows the start and end of each semester stating various activities to be conducted, the internal evaluation schedule and the tentative schedule of external evaluation. The schedule, also contains admission dates, date of commencement of classes, registration form fill-up dates, different academic and cultural function dates (such as exhibition, seminars etc), sports dates, theory and practical examination schedules, holiday list and all the observable dates (College Day, Independence Day, NCC, NSS Day, World Environment Day etc). Each Course and the respective Teacher follow his /her own pattern of Internal Examination like Practical, Group discussions, Seminar, Presentations, and Projects etc. As per their teaching plans, each teacher takes liberty to schedule their own Internal Subjects Concurrent Evaluation. Preparation of academic calendar immensely contributes to achieving this. The Academic Calendar helps as a source of information and planner for students, faculty, staff and other stakeholders of the institute. It encompasses all the processes of the institute such as, the Student section, Administrative, Academic, co-curricular and extracurricular activities. The institute prepares the Academic Calendar by understanding the requirements of students and faculty members and the activities are planned accordingly. Academic Calendar lays down a very strong foundation of the academic delivery. It further propagates the Institute's vision and mission and is definitely an indispensable strategy of any academic institution.

**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/1qycCiBt4zUdrwTlugoKwN80E3PfbpBEH/view>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year	Number of students passed in final year examination	Pass Percentage
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			examination		
English	BA	Honours	38	30	78.95
Political Science	BA	Honours	48	32	66.67
History	BA	Honours	52	34	68.38
Geography	BA	Honours	28	23	82.14
Bengali	BA	Honours	54	42	77.78
Sanskrit	BA	Honours	16	15	93.75
Generaal	BA	Pass	773	645	87.99
General	BSc	Pass	12	9	75
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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/1wkBsFTngW6ERaOCV6F4pmlpfxMg5m3Ij/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
Nil	0	NIL	0	0
No file uploaded.				

### 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	Nil	NIL
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nil
No file uploaded.					

### 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)
National	Bengali	1	0
No file uploaded.			

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
No file uploaded.	

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	Nil	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	Nil	0	0	NIL
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	4	4	1	0
No file uploaded.				

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
NSS day	NSS	4	215
Womens Day	NSS with Womens Cell	4	175
International	NSS	4	230

Language Day			
Independence Day	NSS	4	150
NSS Special Camp	NSS	4	210
Blood Donation Camp	NSS	4	155
Blood Donation Camp	NSS with Blood Bank	4	210
Blood Donors Motivational Camp	NSS with Swabda, NGO	4	180
Awareness Program on Human Trafficking	NSS with Swabda, NGO	4	156
Eye Checkup	NSS with District Health Department	4	215
No file uploaded.			

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
State RD Parred	Selection for Parred at Red Road Kolkata	State NSS	4
No file uploaded.			

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 activities	Number of students participated in such activities
Workshop on Human Trafficking	NSS with SWABDA, NGO	Workshop	4	156
Awareness Program In Tea Estate	NSS with Swabda, NGO	Awareness Program	4	70
No file uploaded.				

### 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	NIL	NIL	0
No file uploaded.			

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	Duration From	Duration To	Participant

		/research lab with contact details			
NIL	NIL	NIL	Nil	Nil	0
No file uploaded.					

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
Majherdabri Tea Estate	16/08/2018	Students Visit for Understanding Tea Processing and Management	220
Alipurduar Mahila Mahavidyala	15/09/2018	Training Program on Research Methodology	131
SWABDA, NGO	15/02/2019	Awareness Program on Voluntary Blood Donation156	156
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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
3.25	2.77

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
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	Newly Added
No file uploaded.	

##### 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 partially)	Version	Year of automation
KOHA	Fully	18.11.02	2018

#### 4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	5859	368211	683	142859	6542	511070
Reference Books	4124	143112	373	73025	4497	216137
e-Books	1	5900	0	0	1	5900
Journals	18	15895	0	0	18	15895
e-Journals	1	5900	0	0	1	5900
Digital Database	0	0	0	0	0	0
CD & Video	18	5200	0	0	18	5200
Library Automation	1	21500	0	0	1	21500
Weeding (hard & soft)	0	0	0	0	0	0
Others (specify)	0	0	0	0	0	0
No file uploaded.						

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	Nil
No file uploaded.			

#### 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

No Data Entered/Not Applicable !!!

#### 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 incurred on maintenance of physical facilities
5.55	503478	3.5	327640

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 TIC 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: The college has 3 laboratory regarding Geography, Physics and Chemistry. a) Records of maintenance of the laboratory equipments are maintained by laboratory staff and the teachers 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 are 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 TIC. b) Suggestion box is installed in library to take users feedback. This helps a lot in introducing new ideas regarding library enrichment. c) Some issues such as weeding out of old titles, schedule of issue/return of books 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. e) Any student of the college can take maximum 3 books at a time for maximum 7 days. f) Students can access computer with internet facility in library reading room only for academic purpose. 3. Sports: The maintenance of sports ground and sports equipments are monitored by the college Sports Committee. The committee holds meeting for the maintained of the playground or any requirement of sports goods. The list of requirement forwarded to the TIC for final approval. The Physical Education Teacher checks the ground/sports related equipments time to time and takes appropriate measures. 4. Computers: The College has computers in office, Library, and in different departments with internet facility. Computers of the college are maintained by the internal non teaching staff and the faculty members. All computers are purchase through tender as per the rules. 5. Class rooms: The College has powerful committee for maintenance and up keeping of infrastructure. All the departmental HODs and senior teachers submit their requirements to the TIC regarding class room up gradation and furniture etc. .

<https://drive.google.com/file/d/10cA-Uef-u6JKW-EVAMe9AL18QIVjmNM/view>

#### 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	NIL	0	0
Financial Support from Other Sources			
a) National	SVMCMS, OASIS, AIKYASHREE, KANYASHREE	2328	18535200
b) International	NIL	0	0
No file uploaded.			

### 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 implementation	Number of students enrolled	Agencies involved
NIL	Nil	0	NIL
No file uploaded.			

### 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 passed in the comp. exam	Number of students placed
2018	Career counselling workshop	500	500	5	5
2019	Seminar on Employability and Career guidance.	60	60	0	0
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### 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
43	4	15

## 5.2 – Student Progression

### 5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	0	0	NIL	0	0
No file uploaded.					



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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	3	BA Honours	Bengali	University of North Bengal	MA
2019	6	BA Honours	Bengali	University of North Bengal	MA
2019	3	BA Honours	English	University of North Bengal / Cooch Behar Panchanan Barma University	MA
2019	1	BA Honours	Geography	University of North Bengal	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
NET	1
No file uploaded.	

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

Activity	Level	Number of Participants
Annual Sports	College Level	111
Annual cultural competition	College Level	152
College Annual Social	College Level	2500
College Freshers Welcome Program	College Level	2500
No file uploaded.		

**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/ International	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2018	Athletics	National	1	Nil	0394	Haradhan Das
No file uploaded.						

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

bodies/committees of the institution (maximum 500 words)

Election of the Student council has been postponed by the government for an indefinite period of time. To carry forward the representation of the students in different Academic and administrative bodies of the college, a list of the student's representation in various committees has been nominated as a 'caretaker of student council' in consultation with the local authority. The caretaker of student council nominates and finalizes their representation for various committees. Interested students assist the administration in redressing student-related issues and problems. Thereafter, they address the students about their visions, missions that are related to the vision and mission of the college. The caretaker incorporates the functioning of Cultural Committee, NSS, Magazine and Sports Committees. In this way the Caretaker of Student Council functions at par with the college's mission to become a student-centric institution. The Student representatives are also important parts of Anti-ragging committee, and discipline committee. With their able dedication the college has been able to become a ragging-free campus. The important activities that the Caretaker of Student Council undertook are as follows: 1. Engage actively to ensure over-all wellbeing of the students. 2. Ensure that the campus is free of plastic, ragging, harassment, or any sort of discrimination. 3. Become a bridge between the students and other stake holders like faculty, non-teaching-staff, administration, parents and alumni. 4. Organise events like Fresher's welcome, annual fest, farewell programs etc. 5. Ensure that the students abide by the rules and regulations of the college. 6. Represent the voice of the students in the Governing Body through the Head Councillor. 7. Ensure that the admission is done as per the government guidelines. 8. Ensure that the teaching-learning and evaluation are conducted as per the rules and regulations provided by the affiliating university. 9. Recommend and assist in bringing positive changes related to the service provided by the institute to the students. 10. Ensure that the students, apart from academics, engage with community outreach programs, skill oriented and value based programs, NSS, sports and co-curricular activities.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

225

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

02 Meetings: The Alumni Association of the College keeps the record of Alumni Students. They are in contact through social networking sites also. The members are invited for attending different programmes of the College. A grand college fest was organized by Alumni members in the college premises on 10th November 2018. The Fete commenced at 10am and continued till 5 in the evening. The Fete was open to all and was marked by large number of people all over the town of Darjeeling. The Alumni senior members took an active initiative to organize career Counselling talk.

### 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)

I. The vision of the college is to become an institution of excellence at the national level by preparing and shaping students at their best along with designing and implementing quality policies. The institution has an efficient Co-ordination and internal management system. For its fruitfulness the Teacher-in-Charge, IQAC and Governing Body work together and place these policies into practices. From these, one of the best practices of decentralization and participative management can be found in Teachers Council and admission committee which is formed in Teachers' Council Meeting. With the teachers from various departments and non-teaching staffs this committee has been formed. The committee works in the strict adherence with the norms of University. Primarily, the Admission committee looks into the matters of admission such as admission procedure, contract with vendors, fee structure, seat capacity, preparation and publishing merit lists during the process. All the members of the committee are assigned with the duties related to admission procedure. II. Meetings of various academic and administrative bodies of the institution were held on a regular basis. The agenda of these meetings pertained to the specific purpose for which these bodies were found and the relevant issues that were needed to be addressed. Notices for these meetings were served beforehand, and the agenda pronounced, so that the concerned member could equip themselves well in the advanced and participate in the deliberations. Thus, discussions were on a participative basis and of a high order. Healthy opposition is fostered in a situation where each member has a say, making for the decisions taken and resolutions made agreeable to all. Thus, the practice, which has been institutionalized over time in Saheed Kshudiram College provides for decision making that is based upon principles of decentralizations, transparency and freedom of expression. Furthermore, the very composition of the academic and administrative bodies is such that members are drawn from all stake holders and is very broad based, and for which decisions are taken catering to the widest possible range of opinions and points of view that go on to build the building blocks of an institution that strives to uphold a holistic value-based education system.

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

No

**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
Curriculum Development	As an affiliated college of the University of North Bengal, the Saheed Kshudiram College does not have the scope and sovereignty to design and develop the curriculum. However, faculty members of the College, those who are members of the Board of Studies of the University are actively associated in designing and framing the CBCS curriculum. At the very onset of the session, the teachers provide the students with the syllabus along with the choice of the special papers in the third year in 111 systems. Since the CBCS curriculum has implemented an induction program for the teachers was

organized as an initiative of the IQAC. The newly introduced CBCS curriculum is more flexible. Hence the students have got more options and choices. The teachers provide the necessary new and additional materials for CBCS. Besides, they also supply notes, books and references with e- resources to the students along with the continuous use of ICT. However, in order to provide a complete educational experience, the institution invites various special lectures and awareness programs in college. This helps in the all-round development of the students.

Teaching and Learning

The college has a detailed academic calendar which is distributed to the students at the beginning of every academic session. Innovative methods like storytelling movie screening is employed to make the teaching - learning process more interesting. Students are also made to prepare PowerPoint presentations and present it in front of their friends. This gives them confidence and enhances their ability to speak and explain themselves. Extempore are also organized. Students are encouraged to do self - study.

Examination and Evaluation

Students are assessed continuously and their performance is analyzed. They are informed about their strengths and weaknesses (Class test, weekly test, panel discussion etc.) After the commencement of each academic session HOD's hold a meeting with the newly admitted students and explain to them the examination pattern, schedule and regulations. Every department hold a meeting at least 7 days before of the internal exams and HOD distributes the responsibilities like question papers making, evaluation etc. to all the faculty members. Assessment is not limited to only pen and paper test. They are also made to prepare a topic and present it in class. Students are examined mainly through their participation in class. The semester end examinations are conducted by the University of North Bengal.

Research and Development

Teachers are encouraged to participate in seminars. They are also encouraged to apply for research projects and get their research papers published in UGC care listed Journals.

Once a research project is sanctioned by the concern authority (UGC/ICSSR etc.), the college provides the requisite amount and infrastructural facilities to the researcher.

Library, ICT and Physical Infrastructure / Instrumentation

The library subcommittee formed by the teacher's council of the college acts as an advisory committee. The coordinator of this committee is the Librarian, while the librarian, other representatives, the principal/TIC are its member. The library facilities are equipped with the software of KOHA. Automation of library service has been initiated. The college has renewed its subscription to NLIST. CCTV cameras have been installed to monitor security of library documents. Departmental committees look after the laboratory infrastructure. The librarian and the library staff have taken every necessary step all through the year to keep our Open access Library intact and easily convenient for the students and teachers. CCTV Surveillance was also continued for the safety and security of the books and other resources of the library. The library staff encouraged the students to make more use of the facility of N-LIST since this is the easier way to get contact with the vast knowledge world. A few important books were added to the library collection in the academic session. ICT: The College is well equipped with ICT and ICT facilities. However the college decided to provide smart class room/ board to all the departments by the end of 2020. The students are also encouraged to make use of ICT facilities of the library and department by making power point presentation, online submission of project and assignments. Physical infrastructure: For the augmentation and management of the physical and academic facilities the authority of the college allocated following budgets

1. Infrastructure augmentation- Rs.325000
2. Maintenance of Academic facilities - RS, 555000
3. Maintenance of physical facilities- RS. 350000.

Human Resource Management

IQAC is very active in managing the human resource of the college. The IQAC encouraged the teachers, particularly the junior ones to upgrade with new areas of concern. Besides, the teachers were stimulated to pursue orientation

	and refresher courses, minor and major research projects. They were asked to publish their papers in CARE journals. Additionally the advanced students of each department were assigned to take some classes of the junior students.
Industry Interaction / Collaboration	<p>Following programmes were organized in collaboration with NGO: On November 20, 2018 Majherdarbri Tea Garden organized a Student Visit for understanding Tea Processing and Tea Management system. 215 students and 05 teachers took part in this programme. On December 10 2018 a teacher from the Alipurduar Mahila Mahavidyalaya organized a training programme on the techniques Research Methodology. Besides teachers, and 121 students participated in the training programme. Swabda, A NGO of Alipurduar organized an awareness Program on Voluntary Blood Donation at college Seminar hall on April, 16 2019 and 150 student and teacher of the college attended the program.</p>
Admission of Students	The admission notification, form fill-up process and publication of merit list are completely online. Merit panels for admission are prepared by the various departments. The detailed merit lists along with the merit point are uploaded in the college website adhering to the reservation policy of the government. In the total admission process transparency and fair play are given top priority to all new comers of the college.

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

E-governance area	Details
Planning and Development	In addressing various issues regarding planning and development, the college uses its own emails and websites. Apart from that different teachers have set on WhatsApp groups in inter connectively and inter section cross discipline strategic interactions.
Administration	The College administration is fully automated. Every work of the college is done through online mode. There is no time lagging or other ill practices adapted in the college day to day activity. The administration puts its notification first through website, and then through WhatsApp groups, emails

etc. The thrust of the administration in its regular functioning is on paperless transaction, and dedicated efforts are taken to switchover from the use of paper stationary to the digitized mode as far practicable.

Finance and Accounts

The office uses FINAWARE software to maintain all the accounts digitally 2. Calculations and procedures related to Tax are supervised and executed digitally. 3. Transactions and maintenance related to the grants/ funds received from the state government, central government, UGC, ICSSR etc. are done digitally. 4 Grant received from Central / State Govt. was utilized via PFMS (Public Financial Management system) in a digitized manner based on the Government norms. Governmental salary is done through HRMS portal which is fully automated and control by the government.

Student Admission and Support

The admission process initiative is in a digital mode through the admission notification in a digitized mode uploaded duly in the college website. ICMS, CampusXpart, Student Plus, etc. softwares are used for different purposes. Applications are entertained solely in the online mode, and monetary transactions are executed solely in the digital mode through e-transaction. Final merit list is published and uploaded in the college website.

Examination

The college follows two-way evaluation method - External (university) and Internal. Regular class and continuous internal evaluation are the important features of Saheed Kshudiram College. Hence the IQAC of the college instructs each department to identify the capability of the students with the help of continuous evaluation through assignments, tutorials, group discussions, field work and oral test. Faculty members of the each department then categorized the students into advanced learners, average learners and slow learners according to their capacity and capability. For the slow learners the teachers are supposed to take repeated tests as well as open book test to grow their confidence. The advanced learners are sometimes asked to evaluate the assignments, scripts and tutorial papers of the average

learners. To fulfill the need and check the overconfidence of the advanced learners the departments are asked to invite asset teachers of other departments to evaluate them through interaction, oral test and presiding over the departmental seminars. Facility of online submission and correction of assignments and project papers are also provided to students with the assistants of whatsapp groups and emails.

### 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

No file uploaded.

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
UGC sponsored Refresher Course	1	06/06/2019	19/06/2019	14
UGC sponsored Refresher Course	1	01/08/2018	21/08/2018	22

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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
<p>The college has Staff welfare committee to look after the welfare schemes for the teachers. Teaching Staffs are provided with Festival Advance form the college. Teacher Members are also eligible to get WB government schemes like WB Health Schemes and Swastha Sathi (Health Scheme by the State Government). The college provides Loans to the teaching staffs form Provident funds</p>	<p>Staff welfare committee also looks after the welfare schemes for the Non-Teaching Staffs. Non-Teaching Staffs are provided with Festival Advance form the college. They are also getting facilities of the Swastha Sathi (Health Scheme by the State Government). Salary of the Non-Teaching Staffs is also enhanced from time to time.</p>	<p>Students are provided many welfare schemes through the college like Kanyasree, Students Credit Card, Oasis scholarship, Swami Vivekananda, Akiyasree, etc.</p>

## 6.4 – Financial Management and Resource Mobilization

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

Financial audits are conducted regularly. The college, being a Government Aided organization receives funds from the Government of West Bengal and therefore all its accounts are subject to audit by the Government appointed statutory auditors. The institution gets its account audited internally on an annual basis. For external audit, a designated firm is appointed by the government of West Bengal. The decision of the government is intimated to the audit firm as well as the college authority. The college authority gets in touch with the designated firm and together they decide upon a convenient date to get the accounts audited. The statutory auditors prepare and submit an audit report with audit observations. The report is then submitted to the Director of Public Instruction (College Audit Cell), Government of West Bengal for perusal. The institution accords utmost important to ensure financial priority. It conducts both internal and external audits on a regular basis. Two types of audits are conducted in a financial year after the account department prepares the book of accounts and balance sheet: (i) Internal Audit: College internally conducts audit every year. Issues that rise are address in the following ways: (a) If during the process, the internal auditor raises any objection a meeting is called by the principal/TIC with the accounts department to resolve issues. (b) If the issues are still not resolved and if there are written objections, then an all-out effort is made to resolve it during the audit process in the next quarter. (ii) Government Audit: This is also a yearly audit. The auditors are appointed by the higher education department, govt. of West Bengal. Financial issues raised are taken up and objections, if any are commuted by the higher education department and the institute has to provide satisfactory clarifications to the same.

### 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
No file uploaded.		

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	Yes	UGC, HRDC, University of Burdwan	Yes	IQAC
Administrative	Yes	UGC, HRDC, University of Burdwan	No	NIL

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

There is no provision for formal Parent - Teacher Association. However, Parent teacher meeting is held regularly. Every year parents are required to come to attend the Annual Parent - Teachers meeting. Attending this meeting is mandatory for parents and teachers alike. It forms a major feedback mechanism where guardians and teachers converse on relevant issues of the teaching-learning-evaluation process in a free and frank manner. Observations, comments and suggestions emanating from the meeting are scrupulously noted by the Teachers, and incorporated in future, where called for. Salient suggestions include: (1) Introduction of PG courses have been received from guardians of various departments. (2) A few parents stressed that remedial coaching could be beneficial for slow learners. (3) Revision of course-structure/syllabus was suggested by a few guardians. The concerned departments responded accordingly.

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

1.Hands on Training in Office Software Management by DM office, Alipurduar 2. Training in HRMS Module and maintenance of Financial Records 3. Training Program in Library Software Management. 4. Online GPF portal conducting training done by the treasury, Alipurduar

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

Recommendations for Quality Enhancement of the institution by the NAAC were- • More classrooms to cater to the larger number of students. • Separate block for fully automated Library with 1:5 ratios of books and adequate number of journals. • Appointing required number of full-time teachers. • More support from Management and State Government. • Securing UGC grants for Hostels and Sports facilities. • Initiative to start additional UG Honours and PG courses. (, education, math, physics, chemistry honours) • Spoken English classes, Job oriented programs and counseling for students. • Higher emoluments and more welfare Schemes for non-teaching staff. (EPF for casual staff) • Transportation facility, adequate Canteen facility, adequate Canteen facility and dress code for students. • Admission to be in proportion to the faculty strength and infrastructure facilities. Considering the above recommendations of the NAAC visiting team following initiatives have been taken on behalf of the college authority- 1. Construction of New Buildings for sufficient class rooms to cater students. 2. Attempts have been made on behalf of college authority to imitate a well-furnished canteen for the students of the college. All food items will be provided in the canteen with subsidized rate and proper health and hygiene will be the top priority of the canteen. In this respect a canteen committee has been formed with the teachers those who are primarily responsible for

maintaining the quality of the canteen. Saheed Kshudiram College is a co-educational college situated in the rural areas of north Bengal adjacent to Assam border. Some departments have taken initiatives to start dress code of their respective department. But considering socio-economic situation of the college students, the college authority decided not to initiate dress code of the college. However, the English department has initiated dress code in consultation with the TIC of the college. Later on the dress code of the English department found to be discarded by the college authority. 3. Alumni is known as the mirror of the institution because they are the product of this institution and now they are the part of the main stream of the society. The institution has tried to register their alumni association as it is an independent body to assist the college in different ways. Many of the alumni of this institution have now got various jobs like Professors in different subjects, school teachers, and primary teachers, police, defense, administration jobs etc.

#### 6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
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
2018	Campus cleanliness activity	26/10/2018	30/10/2018	01/11/2018	100
2019	Develop a frame work and prepare student feedback system.	09/02/2019	09/02/2019	07/03/2019	500
2019	Implementation of remedial classes	05/01/2019	05/01/2019	24/03/2019	500

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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
Beti Bachao Beti Padhao	13/03/2019	13/03/2019	125	95
Women trafficking	27/08/2018	27/08/2018	78	45

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

- The college students are guided from time to time to Save Energy by switching off lights and fans before leaving the classrooms.
- Substitution of bulbs and tube lights with LED lights for reduction in power consumption.
- Solar energy for sustainable energy use partially in a section of the college building
- The environmental Studies students prepare projects on environmental issues such as air, water, soil and noise pollution, solid waste management, global warming, eco-system and bio-diversity.
- Environmental awareness campaigns like tree plantation are at plastic pollution and anti-pollution activities were organized by NSS/ NCC volunteers during this session.
- The paper reading contest and speech competitions are organized by the Cultural Committee in the cultural competition of the college.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	0
Provision for lift	No	0
Ramp/Rails	Yes	2
Rest Rooms	Yes	1
Scribes for examination	No	0
Special skill development for differently abled students	No	0
Any other similar facility	No	0

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 community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	1	1	01/12/2018	3	Health Awareness Camp at Majherdabri Tea Garden Labour line	1. Dengue Prevention Awareness 2. Malaria Prevention Awareness 3. Health and Hygiene	227
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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	02/07/2018	<p>Students: 1. Adherence to the values of Saheed Kshudiram College and strive at fulfilling its mission and 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</p>
Code of Conduct for Faculty	02/07/2018	<p>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.</p>

Code of Conduct for Non Teaching Staff	02/07/2018	<p>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.</p>
Code of Conduct for Administration	02/07/2018	<p>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</p>

neighboring institutes,  
MOU institutes 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
No file uploaded.			

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

- The college has a green and comforting environment. Care is taken to maintain a plastic-free campus. Various energy conservation strategies are adopted on the campus like minimal use of lights.
- The institute has a well-maintained Medicinal garden, in which a large number of plant species are added every year. Department of ENVS and Beautification Committee monitors the campus beautification and keeps the campus eco-friendly.
- The tree plantation programme, Rallies, and Beat Plastic Pollution on World Environment Day is organized by IQAC in collaboration with the department of NSS. The NSS volunteers regularly lead campaigns to prevent the use of polythene and polythene products in the college campus.
- IQAC prevails open the college authority to sanction funds to the NSS units for this noble mission. It also enlists the support and cooperation of its NSS Units to create awareness of environmental hazards and of the urgent need to keep the environment clean green and pollution-free.
- Various energy conservation strategies are adopted in the campus like minimal use of lights, fans and AC.

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

**Best Practice 1** Title of the practice: Felicitation of Students and Teachers for excellence in Library Activities Goal: • To inculcate reading habit among students and teachers as well. • To boost up the faculties in using e-resources. • To ensure better academic performance of students. Context: Kumargram block of Alipurduar district is one of the most backward districts of West Bengal. Majority of the total population of the district are belongs to SC category and residing in tea-garden area mainly. Besides, poor economic conditions, the educational scenario of the district is gloomy. Many social and economic factors are there behind this condition. The college is very sincere in nurturing the students with utmost care. The College Library takes new initiative like Felicitation Activity to boost up the library usage by students and teachers. The felicitation of such activities is arranged on Library Day every year. And, it is seen that the feedback of such felicitation is very positive. The list of awardees is based on the circulation history available in the library automation software KOHA and usage statistics available on N-List. This practice can be adopted by other college to help students to excel automatically and to develop a good reading habit among the students and teachers. This felicitation ceremony creates an atmosphere of high interest and enthusiasm among the students. College honor the teachers every year who have taken maximum books, use library maximum and uses e-resources(N-List) with maximum hits in order to encourage their involvement in reading practices. Evidence of Success It has been found the frequency of library visit of both students and teachers has been increased. Challenges faced: 1. More number of books and journals to be subscribed to cater the growing the need of the of the stakeholders. 2. Seating Capacity of the reading room to be increased 3. Washroom facilities to be provided

**Best Practice 2** Title of the Practice: Use of LED Lighting 2. Objectives Firstly, to use LED luminaries in the institution means it will cut energy and maintenance costs of the institution drastically.

As our institution experiences high occupancy of energy throughout the day and even at night comprising of various areas like corridors, stairs, classrooms, office, labs, hallways, College premises at night time etc, making them vulnerable to accidents and mishaps, use of LED lights can save the institution of this kind of untoward situations. It also ensures the safety of students and staff. The Context Being sensitive and responsive to the environment is a part of our Higher Education Curriculum. LEDs are mercury free and one hundred percent recyclable, thus making them the most environmentally safe lighting option and it also uses less energy than any lighting technology on the market. Favourable lighting condition and suitable illumination also aid in the creation of an optimal visual setting, produce minimum glare to ensure comfortability which is conducive to learning, as it is asserted that environmental conditions in educational institutions lay a significant influence on the health and behaviour of the students. 4. The Practice Experts claim that integration of natural light in Educational Institutions is one of the best ways to boost the overall efficiency of the students. As humans are biologically designed to be exposed to natural lights, LED lighting serves this purpose the best. So in Saheed Kshudiram College, a human centric lighting solution that works in harmony with Earths natural cycle and it has been programmed to emulate natural daylight. 5. Evidence of Success LED lighting condition in Saheed Kshudiram College has proved to be a very favourable lighting option which is a proper eco-friendly lighting system for both students visual comfort ability and safety and at the same being very much cost-effective. 6. Problems Encountered: Considering all the benefits of LED lighting system, there was no problem in decision making on part of the College Administrative Body for installing it.

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/1mfmBjK4WNIngMOOjNFp5SxVDG7yiiEEO/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

Institutional Distinctiveness Saheed Kshudiram College, Kamakhyaguri 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/1IRSA13BC7ljYGQfFsY\\_tIXhIOAivVlCD/view](https://drive.google.com/file/d/1IRSA13BC7ljYGQfFsY_tIXhIOAivVlCD/view)

### **8.Future Plans of Actions for Next Academic Year**

The vision of Saheed Kshudiram College is to provide inclusive education for inculcating human values, professionalism and scientific installation to all section of students including SC, ST, and OBC and religious minorities with special focus to female students. Our vision is also to transform our college in to a centre of excellence in the arena of Higher Education and contribute to the inclusive development of the country by generating quality human resources. The college aims at the holistic development of the young learners and hopes to mold them in the young citizens of the nations who are dependable, honest, committed and posses a sound value system. To achieve the mission and vision of the college following initiative will taken 1. more number of ICT facilities will be added 2. Number and activity of Collaborative activity should be increased 3. More number of books and journals are to be subscribed 4. More number of Class rooms to be added 5. Skill enhancement course to be introduced 6. Experimental Learning, Outcome based learning have to be introduced 7. Faculty/Student Exchanged program should be increased 8. Process of Democratization in the administration to be enhanced