



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		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

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Rural			
Financial Status		state			
Name of the IQAC co-ordinator/Director		DR. UTPAL ROY			
Phone no/Alternate Phone no.		+919832005864			
Mobile no.		9832005864			
Registered Email		saheedkshudiramcollege@gmail.com			
Alternate Email		skciqac@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		https://drive.google.com/file/d/1cZw5O5NIscdCsbyjFm_mj-lwZ1bO_FyR/view			
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/1iNW9mvThbqKcm6TPHHMCVon6RDF4zTOV/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	
No Data Entered/Not Applicable!!!					

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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!!!				
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 :

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. IQAC initiated a collaboration with ICA, Coochbehar , West Bengal for conducting Career Counselling and Job Orient Programme . 2. IQAC initiated to Sign MOU with different institutions: 1. SWABDA , Alipuduar 2. Majher Dabri Tea State , Alipuduar IQAC initiated a collaboration with ICA, Coochbehar , West Bengal for conducting Career Counselling and Job Orient Programme . 4. Anudip Foundation, Alipuduar 5. Kamakhyaguri High School, Alipuduar 3. Lab. Equipment was purchased of Rs. 1,73,228/ to improve the quality of Science Laboratories 4. Career Guidance Seminar has been conducted with the collaboration of ICA, Coochbehar on 18th February, 2020, 253 students have been inspired by the seminar. 5. Workshop on " NAAC and the Use of Information Communication Technology (ICT) in Teaching Learning and Administrative Practices" Organised By IQAC on 28th February 2020 and use of ICT will change the administrative and academic dimensions of the college.

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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 MOU different institutions and decision of collaborative activity with the same institutions. Decision regarding the possibility of placement and job orient programme.	Collaboration ICA, Coochbehar , West Bengal for conducting Carrier Counselling and Job Orient Programme
Decission regarding the signature of MOU with the different institutions	The Institutions agree to Sign MOU with us: SWABDA ,Alipuduar Majher Dabri Tea State ,Alipuduar Alipuduar Mahila College,Alipuduar Anudip Foundation, Alipuduar Kamkhyaguri High School,Alipuduar
Reconstruction of IQAC Committee and Selection of new IQAC Coordinator Discussion regarding the due AQAR submission Different Committee Construction for IQAC	Dr. Utpal Roy started IQAC work as new IQAC Coordinator. Different Committee started their function
Decision regarding Alumni Association	Alumni Association started their functions
Decision about the necessary steps to improve the Lab. Equipment and infrastructure.	Lab. Equipment was purchased of Rs. 1,73,228/-
Carrier Guidance Seminar in Collaboration with ICA , Coochbehar	Carrier Guidance Seminar has benn conducted on 18th February, 2020, 253 students have been inspired by the seminar
Workshop on " NAAC and the Use of Information Communication Technology (ICT) in Teaching Learning and Administrative Practices" Organized By IQAC	Teachers are highly benefited by the ICT seminar and use of ICT may change the administrative and academic dimensions of the college.
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14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body	12-Oct-2020

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	2020
Date of Submission	29-Jun-2020
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. 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
No Data Entered/Not Applicable !!!		
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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	01/07/2018
BA	Programme	01/07/2018
BSc	Programme	01/07/2018

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	Null	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	38
BA	History	70
BA	ENVS	1895
BA	NSS	184
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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 Student's Feedback Analysis Mechanism Session 2019-20 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</p>

questions grouped in six 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 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 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 department.

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	Programme	20	34	18
BA	Programme	1228	2672	1773
BA	Sanskrit Honours	30	187	30
BA	English Honours	50	356	47
BA	Political Science Honours	80	524	71
BA	History Honours	80	631	62

BA	Geography Honours	50	692	46
BA	Bengali Honours	80	783	78
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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
2019	2125	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	6	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
2125	13	1:163

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	13	2	0	3

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
No Data Entered/Not Applicable !!!				
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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. Since some months of the academic session belong to pandemic period the college had to initiate online mode of internal evaluation. Each department formed whatsapp group for online mode of teaching and evaluation. Links of Zoom and Google meet are provided to these groups. With the help of Zoom and Google meet our teachers used to take oral tests on regular basis. Topics for tutorial and assignments were provided and evaluated through these whatsapp groups. Project papers were also evaluated through the help of these whatsapp groups.

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/17PGwstNOUfxPCk6mI09dpJ3lnLH94iUm/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
General	BA	General	810	727	89.75
Bengali	BA	Hons	54	46	85.15
English	BA	Hons	38	29	76.71
History	BA	Hons	52	37	71.15
Political Science	BA	Hons	38	35	72.91
Geography	BA	Hons	28	23	82.14
Sanskrit	BA	Hons	23	15	65.21
General	BSc	General	11	10	90.90
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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/1fmNa8_grU9D-7I7Io5kxc5aL0l0fgfIC/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
Projects sponsored by the University	360	Center for Womens Studies, University of North Bengal	0.5	0.25

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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	0	NIL	Nil	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	Nil
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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)
Nil	NIL	0	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
History	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
No Data Entered/Not Applicable !!!						
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
No Data Entered/Not Applicable !!!						
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	6	4	1	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
No Data Entered/Not Applicable !!!			
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
State RD Parade	Selection for Parade at Red Road Kolkata	State NSS	7
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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 activities	Number of students participated in such activities
Motivational Lecture on Gender Issue	NCC Unit	Motivational Lecture on Gender Issue	9	56
World Aids Day	NSS	World Aids Day	4	70
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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
Faculty Exchange Program	Students of Saheed Khsudiram College	NIL	5
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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	Duration From	Duration To	Participant
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		with contact details			
MoU	Industrial Visit	Majherdabri Tea Garden	08/08/2019	10/08/2019	221
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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
Anudip Foundation	08/08/2019	Placement and Carrier counselling	220
DATM College	15/11/2019	Faculty Exchange Program	131
Alipurduar Bigyan o yuktibadi Sangshta	15/02/2020	Awareness Program on Snake bite	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
4.5	3.7

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Nil
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	Newly Added
Classrooms with Wi-Fi OR LAN	Nil
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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 partially)	Version	Year of automation
KOHA	Fully	19.11.01	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	6524	511070	167	31508	6691	542578
Reference Books	4497	216137	118	19528	4615	235665
e-Books	164309	5900	0	0	164309	5900
Journals	18	15895	0	0	18	15895
e-Journals	6150	5900	0	0	6150	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
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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	Nil
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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	1	0	0	0	0	0	1	0	0
Total	39	2	30	0	1	28	11	100	0

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

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	NIL

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	453894	3.5	262918

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. Saheed Kshudiram College maintains computer laboratories equipped with the latest hardware and software to facilitate learning and research activities. Policies governing computer usage emphasize responsible conduct, prohibiting unauthorized access or misuse of resources. Cyber security measures are implemented to safeguard sensitive data and protect against potential threats. Additionally, technical support services are hired to address any issues or concerns related to computer systems and networks. 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.

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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	NIL	0	0
Financial Support from Other Sources			
a) National	SVMCMS, OASIS, AIKYASHREE, KANYASHREE	4532	21924300
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
Yoga for Vasudhaiva Kutumbakam	21/07/2019	56	SWABDA and NSS
Yoga For Heart	15/02/2020	45	SWABDA and NSS

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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 passed in the comp. exam	Number of students placed
2019	Workshop on Creative Writing	68	68	0	0
2020	Career Guidance Seminar (ICA)	160	160	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
37	5	22

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
2019	3	BA Honours	History	University of North Bengal University of North Bengal	MA
2019	2	BA Honours	Bengali	University of North Bengal	MA
2019	2	BA Honours	English	University of North Bengal and Cooch Behar Panchanan Barma University	MA
2019	10	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
SET	1
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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
Annual Sports	College Level	132
Annual Cultural Competition	College Level	175
College Annual Social	College Level	2357
College Fresher's Welcome Program	College Level	2357

Departmental Farewell Program	College Level	212
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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
No Data Entered/Not Applicable !!!						
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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:

645

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 July 2019. Members of alumni Association were invited on 20th November 2019 to introduce a biannual alumni meet to implement the function of the 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)

Upon Decentralization, the institution has a mechanism of providing operational autonomy to various functionaries in order to ensure a decentralized governance system. TIC is the member secretary of the Governing Body and Chairperson of the IQAC. TIC in consultation with the Teachers' Council nominates different committees for planning and implementation of different academic, student administration and related policies. All academic and operational policies are based on the unanimous decision of the governing body, the IQAC and the Teachers' Council. Faculty members are given representation in various committees/cells nominated by the Teachers Council, in the Governing body, in the IQAC and other committees. After a fixed tenure, the composition of different committees is changed to ensure a uniform exposure of duties for academic and professional development of faculty members. Non-teaching staff are represented in the governing body and the IQAC. Suggestions of non-teaching staff are considered while framing policies or taking important decisions. General Secretary of the Students Union is the member of governing body. Students are empowered to play important role in different activities. Functioning of different secretaries of students' union further reinforces decentralization. Participative management includes the TIC, Governing body, Teachers Council. Academic Sub-Committee and the IQAC are involved in defining policies procedures, framing guidelines and rules regulations pertaining to admission, examination, discipline, grievance, support services, finance etc. Faculty members share knowledge among themselves, students and staff members while working for a committee. Faculty members are involved in joint research and have quite a good number of published papers. Principal interacts with State Government and external agencies faculty members maintain interactions with the concerned departments of affiliating University. Students and office staff join hands with the TIC and faculty for the execution of different academic, administrative, extension related activities and extracurricular activities.

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
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 departmental heads conduct departmental meetings for syllabus distribution and monitor the progress of syllabus completion from time to time. The departments maintain strict compliance to the academic calendar for teaching the prescribed curriculum. Conventional lecture method is supplemented with practical demonstrations, lab sessions, field trips, seminar presentation, invited lectures by experts, play readings etc. Interactive learning is encouraged particularly through group discussions and presentations. Continuous evaluation of student's performance is practiced, and regular parent teacher meetings are held for communicating student's progress. The laboratories of various departments are extensively utilized for practical teaching and learning. • Online teaching commenced from 3rd week of March 2020 due to pandemic situation and is being continued till date on various online platforms like Google meet, google classroom, zoom etc.

Examination and Evaluation

The college conducts examinations as per the regulations and notifications

issued from time to time. The faculty is well acquainted with the stipulated evaluation criteria as prescribed by the University. The students are made aware of the details of the evaluation process by concerned teachers through orientation and introductory classes. Internal examinations comprising of class tests, tutorial, home assignments, presentation etc. are conducted to prepare the students for the end semester examinations. The institution utilizing its infrastructure and staff conducts the University

Research and Development

Many of the faculty members of the college are engaged in active research. The IQAC of the college encourages teachers to upgrade themselves through participation in seminars, workshops and faculty development programs. The faculty members are also encouraged to publish research articles in journals of repute.

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

Following programs were organized in collaboration with various Non-Governmental Organizations (NGO):

- An Experimental Learning was conducted in Majher Dabri Tea Garden on 8th August, 2019 on Tea Farming process. 220 students and teachers 5 were present. The program was organized by the NSS, Saheed Kshudiram College, Kamkhyaguri Alipurduar .
- Awareness Program was held on the topic of 'Snake Bite' on 15th of February, 2020. In that seminar 156 students and some of our teachers were also present. The program was organized by the NSS, Saheed Kshudiram College in collaboration with Alipurduar Bigyan o Yuktibadi Sangstha, Alipurduar. The program was held at Laboure line of Majherdabri Tea Garden.

Admission of Students

An experienced Admission Committee supervises the whole process based on the guidelines of the University of North Bengal and regulations of the Government of West Bengal.

- The admission process has been conducted online. Complete digitization of the process has made it smooth and transparent.

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

E-governance area	Details
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<p>Planning and Development</p>	<p>College has given emphasis on e-governance. Financial transactions and Library works are managed digitally. Digitalization of Information related to the teachers and students is a continuous process. Exchange and submission of information and correspondence with the Governments both at state and center, with the regulatory authorities like UGC and other funding agencies have become completely digitalized. Importance is being given on e-content development by teachers.</p>
<p>Administration</p>	<p>The regular administrative tasks relating to staff and students, viz. collection and payment of fees are performed online, computerized accounts are maintained, pertaining to UGC's pledge of cash-free campus, the college provides the facility of e-payment options to students. The college uses bulk SMS services to serve notices and information of all kinds to its staff and students. All notifications are uploaded on the college website as well.</p>
<p>Finance and Accounts</p>	<p>Fees collection including examination fees, admission fees, refunding in case of cancellation of admission etc. from students is done online. The entire processing of the salaries and generation of pay slips is done online. Accounts department maintains records through digital documentation.</p>
<p>Student Admission and Support</p>	<p>All admissions are conducted online as per the directive of the Department of Higher Education, Government of West Bengal. Selection of students based on university guidelines and publication of merit list is done online. Details of students for registration purpose are sent to the university as and when required in online format. All fees related to admission for regular candidates in the CBSC system are collected online. In the time of pandemic attendance of students have been processed online for awarding marks.</p>
<p>Examination</p>	<p>In the time of pandemic all semester internal and university examinations were conducted online by the college. Assignments and projects for internal assessment were received from students in the online mode. All academic work</p>

like preparation and distribution of question papers, correction of scripts and recording of marks and entry of marks in pre-given university portal have been done online. As this was a challenge for all stakeholders, particularly the students, faculty and management, care was exercised to groom both students and faculties to the technical details of doing things online.

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)
2020	State Level Workshop for skill development.	State Level Workshop for skill development	28/02/2020	28/02/2020	24	11
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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
1	0	1	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, Zindal Foundation Scholarship, 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	0
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6.4.3 – Total corpus fund generated

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 Burdwan	Yes	IQAC
Administrative	Yes	UGC, HRDC, University Burdwan	Yes	IQAC

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

Saheed Kshudiram College believes in the academic, social, moral and cultural development of students by acquiring inputs from all stakeholders. Although the college does not maintain formally registered parent-teacher association, yet interactions of teachers with parents during parent-teacher meetings of different departments come up with new suggestions related to the overall development of the students. Mentors and the Department monitor the attendance of students. If a student shows poor attendance, then parents are informed about the same and subsequently meetings are arranged by the college authority with the parents. In almost all cases, parents provide essential support and care to ensure proper attendance of their ward. Joint efforts of parents and faculty members has ensured good representation of girl students in field-based subjects such as Geography, History, which require field trainings to different parts of West Bengal and India. More than 60 percent students of this institution are female students. Teachers have been able to communicate with parents to prevent early marriages and other prejudices related to the drop-out of girl students. This has resulted in the increase in overall percentage of girl students in the college.

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

1. Refundable Puja advance is given to the support staff 2. Refundable amount is allotted to teaching staff to participate International Seminar 4. Salary advance without any interest to be refunded in installments to the newly recruited staff members

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

Considering the previous 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	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
2019	Policy Making regarding the implementation of student mentoring system	10/07/2019	15/07/2019	30/06/2020	12
2019	Policy was taken to reduce students drop out	09/02/2019	16/02/2019	30/07/2019	12

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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
International Women's Day Celebration	06/03/2020	06/03/2020	98	78
Organization of a Seminar on Gender Sensitization	23/09/2019	23/09/2019	87	56

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 institution being located close to the Chipra and Boxa forest of West Bengal, ensures an eco-friendly ambience. Besides the college campus is glorified by large gardens at different corners and sites, where seasonal flowers are planted adding to the beautification aspects. Besides, there exists

a separate subcommittee to take care of Flowers and herb gardens not only found within the college campus but also in surrounding areas. The institution is extremely conscious of energy conservation. As such switching off lights, fans and other electronic appliances, when not in use, is sensitized among students with the help of posters. Solar panels are also installed on the college campus to utilize natural renewable sources of energy.

7.1.3 – Differently abled (Divyangjan) friendliness

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

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
2020	1	1	15/02/2020	2	Awareness Program on the topic of 'Snake Bite'	Death of marginalized people due to Snake Bite	156
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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>1. Adherence to the values of Saheed Kshudiram College and strive at fulfilling its mission and vision</p> <p>2. Regular attendance and attentiveness is expected</p> <p>3. Respect and behave well with all stakeholders</p> <p>4. Inclusive</p>

		<p>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>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>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.</p>

		<p>Participate in training programs for regular updating</p> <p>6. Cooperation with all the stakeholders</p> <p>7. Inclusive outlook with no discrimination based on differences of class, caste, creed, religion or ethnicity</p> <p>8. Contribution to anti-harassment, anti-ragging</p> <p>9. Regular maintenance acts and up gradation of the infrastructure and enhancement of the services provided</p> <p>10. Participate in the college programs.</p>
Code of Conduct for Administration	02/07/2018	<p>1. Adhere to the values, mission and vision of the college</p> <p>2. Keep ideal working ambiance, encourage academic and extracurricular activities</p> <p>3. Maintain and upgrade resources</p> <p>4. Address complaints following the principles of fairness of justice</p> <p>5. Encourage skill-oriented, gender, environment, outreach, professional programs</p> <p>6. Practice compassionate-leadership and humanitarian management.</p> <p>7. Enhance services provided to stakeholders.</p> <p>8. Constant surveillance against ragging, discrimination based on differences of class, caste, creed, religion or ethnicity</p> <p>9. De-centralize the power, unbiased co-ordination among the stakeholders</p> <p>10. Cordial relation with neighboring institutes, MOU institutes and collaborators.</p>
Code of conduct for Governing Body	02/07/2019	<p>1. No property of the College to be used for personal benefits.</p> <p>2. The members of the Governing Body can obtain service from the College</p>

		<p>employees as and when required for the benefit of the College. 3. If any member of Governing Body needs any primary information from College, he/ she shall communicate with the Principal and will not have any oral or written communication with other employees. 4. If any misbehavior and action by the employees defames the College, it will be communicated to the authority concerned in writing. 6. All shall abide by the saying that None Is above the College.</p>
<p>Code of conduct for the Principal</p>	<p>02/07/2019</p>	<p>1. To uphold and upkeep the ethos of inclusiveness in terms of imparting education in the institution. 2. To protect the collective interest of different sections of the institution so that each and all can perform freely and give their highest for the institution building. 3. To institute, nourish and enforce meting equal treatment to all the stakeholders in the College so that there remains no scope of any discriminatory and disparate practice at any level within the stretch of the College. 4. To uphold and maintain the essence of social justice for all the stakeholders irrespective of the caste, creed, race, sex or religious identity as within the framework of Indian constitution. 5. To create and maintain an unbiased gender-free atmosphere within the periphery of the College so that all the stakeholders enjoy equal opportunities</p>

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Independence Day Flag Hosting	15/08/2019	15/08/2019	36
International Mother Language Day	21/02/2020	21/02/2020	275
International Yoga Day	21/06/2020	21/06/2020	51

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

- Regular pruning and cleaning of gardens, big trees, medicinal plant gardens etc.
- Erection of new gardens in front of the administrative building and its subsequent beautification.
- Replacement of old light bulbs with power-efficient electrical accessories.
- Establishment of some solar panels for external lighting.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Best Practices-1 Title of the practice: Felicitation of Students and Teachers for Excellence in Library Activities
Goal: • To inculcate reading habits 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. The majority of the total population of the district belongs to the SC category and resides in the 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 initiatives like Felicitation Activity to boost up library usage by students and teachers. 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. As the pandemic hit the world in the middle of March 2020, this year the circulation statistics calculated from 1st July 2019 to 31st of March, 2020. Patron with the most checkouts Rank Patron Checkout Counts 1 Dutta, Amita 51 2 Sarkar, Bina 38 3 Barman, Beauty 34 4 Das, Liza 33 5 Majumder, Riya 32 6 Das, Mallika 31 7 Roy, Dipak 29 8 Saha, Monika 28 9 Biswas, Kushal 27 10 Das, Biswajit 26 This practice can be adopted by another college to help the students excel automatically and to develop good reading habits among the students and teachers. This felicitation ceremony creates an atmosphere of high interest and enthusiasm among the students. **Evidence of Success:** It has been found that the frequency of library visits by both students and teachers has increased. **Challenges faced:** 1. More books and journals to be subscribed to cater to the growing needs of the stakeholders. 2. The Seating Capacity of the reading room is to be increased. **Best Practice 2 Title of the Practice: Use of LED Lighting.** **Objectives** Firstly, using 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, offices, 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 conditions and suitable illumination also aid in the creation of an optimal visual setting, producing 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. The Practice Experts claim that the 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 works in harmony with Earth's natural cycle and it has been programmed to emulate natural daylight. 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 comfortability and safety and at the being very cost-effective. Problems Encountered: Considering all the benefits of the LED lighting system, there was no problem in decision-making on the 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/18aI3PO8Ia5PG5GpDGu5Y1GrsacQm5Je5/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, Kamakhyguri, Alipurduar Saheed Kshudiram College, Kamakhyguri 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/1Yxog9R0Efuape6LimU2Yv6xI2FJF7FvZ/view>

8.Future Plans of Actions for Next Academic Year

1. The aim is to broaden the mentoring program to encompass students from all semesters, both Honours and General, ensuring inclusivity. 2. Procuring the Zoom/Google Meet cloud meeting platform for one year will facilitate seamless organization of various online events. 3. Departments are urged to host a variety of online activities such as invited lectures, webinars, workshops, student seminars, quizzes, competitions, cultural events, etc., and to enhance outreach efforts at the departmental level by publishing an E-Magazine. 4. Establishing a video/media center within the college premises will aid in creating tutorial videos, along with providing a room equipped for video conferencing purposes. 5. Development of tutorial videos for effective teaching of both theoretical and practical modules is planned, with the intention of uploading them onto the colleges YouTube channel. 6. Tutorial videos designed for teachers and students will facilitate the smooth conduct of online classes and will be disseminated widely through the colleges YouTube channel. 7. The installation of KOHA for full automation of the central library will be finalized, and the E-library facility will be updated to ensure maximum accessibility to reference materials, including costly works by foreign authors. 8. Increase the number of collaboration with different institutions which will enable the organization of various online certificate courses for faculty and students.