



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>		<b>SAHEED KSHUDIRAM COLLEGE</b>
• Name of the Head of the institution	<b>Dr. Ajoy Kumar Datta</b>	
• Designation	<b>Principal (In-charge)</b>	
• Does the institution function from its own campus?	<b>Yes</b>	
• Phone no./Alternate phone no.	<b>+916294928039</b>	
• Mobile No:	<b>6294928039</b>	
• Registered e-mail	<b>saheedkshudiramcollege@gmail.com</b>	
• Alternate e-mail	<b>skciqac@gmail.com</b>	
• Address	<b>Saheed Kshudiram College P.O.- Kamakhyaguri, Dist: Alipurduar, West Bengal</b>	
• City/Town	<b>Alipurduar</b>	
• State/UT	<b>West Bengal</b>	
• Pin Code	<b>736202</b>	
<b>2.Institutional status</b>		
• Affiliated / Constitution Colleges	<b>Affiliated</b>	
• Type of Institution	<b>Co-education</b>	
• Location	<b>Rural</b>	

• Financial Status	Grants-in aid				
• Name of the Affiliating University	University of North Bengal				
• Name of the IQAC Coordinator	DR. UTPAL ROY				
• Phone No.	+919832005864				
• Alternate phone No.	9832005864				
• Mobile	9832005864				
• IQAC e-mail address	skciqac@gmail.com				
• Alternate e-mail address	skcnaac50@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="https://drive.google.com/file/d/1v4QbHTAujYAOkk9Lf2Y2LkBtPUzXHH1E/view">https://drive.google.com/file/d/1v4QbHTAujYAOkk9Lf2Y2LkBtPUzXHH1E/view</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://drive.google.com/file/d/1EniD0rtllT1ffWx188ncVk5YfElCnerH/view">https://drive.google.com/file/d/1EniD0rtllT1ffWx188ncVk5YfElCnerH/view</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.19	2017	02/05/2017	01/05/2022
<b>6.Date of Establishment of IQAC</b>			16/08/2014		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Institutional 1	NSS	Ministry of Youth Affairs and Sports	2020-2021	180000	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		

<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>	
<b>9.No. of IQAC meetings held during the year</b>	<b>6</b>	
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>National Level Webinar on "Sino-Indian Relations: Historical Perspective and Contending Contemporary Dynamics" has been successfully conducted on 19th August, 2020 Department of History, Saheed Kshudiram College, Alipurduar in joint collaboration with the Department of Political Science, Malda College, Malda, West Bengal. Teachers are requested to submit sufficient e-content for the development of e-content and e-resources in collaboration with other faculty members. Guidelines and standards for the creation and review of e-content have been prepared. IQAC initiated different steps in areas of mutual cooperation such as academic exchange, research collaboration, and community engagement. Guidelines and best practices for conducting effective online classes will be circulated among faculty members. Strategies have been prepared to address challenges such as remote learning, mental health support for students and faculty during pandemic situations.</p>		
<b>12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year</b>		

Plan of Action	Achievements/Outcomes
Decision regarding the signature of MOU with the following institutions: KVO, Kmakhyaguri, Alipurduar Kohinur Tea Garden, Alipuduar Jalpaiguri Law College, Jalpaiguri Youth Computer Center, Alipurduar	All organisations agreed to sign MOU with our college, however the field base programme was not possible due to pandemic situations.
Decision regarding effective online class	All teachers are active to take online classes
Decision regarding the national level webinar on "Sino- Indian relation Historical Perspective and Contending Contemporary Dynamics" joint collaboration with Malda College, Malda	Seminar has been successfully conducted on 19th August, 2020 Department of History, Saheed Kshudiram College, Alipurduar in joint collaboration with the Department of Political Science, Malda College, Malda, West Bengal.
Discussion Regarding the Development of E-content and E-resources for solving the study material crisis during the Pandemic situation	Teachers produced sufficient learning materials and resources for e-content development.
Dynamic Admission Process and Counseling Through Online Due to Pandemic	The admission committee reviewed and revised the admission process to facilitate online applications and counselling. Information and admission guidelines were prepared for students to navigate the online admission process effectively.
Decision regarding the feasibility of collaborative activities with signatory MOU institutions during pandemic situation.	Considering the challenges posed by the pandemic, it was decided to assess the viability of conducting virtual online collaborative activities .
Institutional challenges and social responsibilities during pandemic situations.	Challenges such as remote learning, mental health support for students and faculty, and community outreach amidst

	<p>pandemic restrictions were prioritised for future action.</p>				
<p>Decision regarding how to normalise IQAC activities during the pandemic and post-pandemic situations.</p>	<p>A plan was developed to transition IQAC activities into hybrid mode, ensuring regularity during the pandemic. Govt. guidelines and protocols for resuming in-person activities post-pandemic were maintained, considering safety measures and institutional requirements.</p>				
<p>Student connectivity with the department and college and their improvement of mental health during the pandemic situation.</p>	<p>Virtual platforms were used to maintain student connectivity with the department and college, facilitating inter communication and support.</p>				
<p><b>13. Whether the AQAR was placed before statutory body?</b></p>	<p>Yes</p>				
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>					
<table border="1"> <thead> <tr> <th>Name</th> <th>Date of meeting(s)</th> </tr> </thead> <tbody> <tr> <td>Governing Body</td> <td>25/09/2021</td> </tr> </tbody> </table>	Name	Date of meeting(s)	Governing Body	25/09/2021	
Name	Date of meeting(s)				
Governing Body	25/09/2021				
<p><b>14. Whether institutional data submitted to AISHE</b></p>					
<table border="1"> <thead> <tr> <th>Year</th> <th>Date of Submission</th> </tr> </thead> <tbody> <tr> <td>2020-2021</td> <td>25/03/2022</td> </tr> </tbody> </table>	Year	Date of Submission	2020-2021	25/03/2022	
Year	Date of Submission				
2020-2021	25/03/2022				
<p><b>15. Multidisciplinary / interdisciplinary</b></p>					
<p>15. Multidisciplinary and Interdisciplinary</p> <p>Objective:</p> <ul style="list-style-type: none"> <li>Foster interdisciplinary collaboration among departments within Saheed Kshudiram College.</li> <li>Enhance the learning experience for students by exposing them to diverse perspectives and methodologies.</li> </ul>					

- Promote professional development among faculty members through exchange programs.
- Encourage innovation and creativity by merging ideas from different fields of study.
- Strengthen the academic community and create a culture of interdisciplinary cooperation.

Outcome:

Interdisciplinary Classes:

- Introduction of interdisciplinary courses integrating concepts from multiple departments.
- Increased engagement and interest among students due to the diverse nature of the curriculum.
- Enhanced critical thinking and problem-solving skills as students tackle complex issues from various angles.
- Improved collaboration and communication skills as students work with peers from different academic backgrounds.
- Positive feedback from both students and faculty regarding the enriching learning experience.

Faculty Exchange Program:

- Facilitated the exchange of ideas and best practices among faculty members from different departments.
- Enhanced professional development opportunities for faculty through exposure to new teaching methods and research areas.
- Strengthened interdisciplinary research collaborations leading to publications and grants.
- Increased faculty satisfaction and morale due to the opportunity for intellectual exchange and networking.
- Improved teaching quality and pedagogical approaches as faculty members incorporate insights gained from their

exchange experiences.

#### Key Achievements:

- Establishment of a structured faculty exchange program with clear guidelines and objectives.
- Collaboration with external institutions to broaden the scope of interdisciplinary exchange and learning.
- Recognition from accrediting bodies for innovation in curriculum design and faculty development initiatives.
- Increased student enrollment in interdisciplinary courses, indicating growing interest and demand.
- Positive impact on the college's reputation and standing within the academic community.

#### Challenges and Lessons Learned:

- Initial resistance from some faculty members towards interdisciplinary approaches due to concerns about workload and expertise.
- Overcoming logistical challenges such as scheduling conflicts and resource allocation for interdisciplinary courses.
- Importance of effective communication and collaboration among departments to ensure smooth implementation of interdisciplinary initiatives.
- Need for ongoing support and training for faculty members to facilitate interdisciplinary teaching and research.
- Importance of evaluating the effectiveness of interdisciplinary programs through feedback mechanisms and assessment metrics.

#### Future Directions:

- Expansion of interdisciplinary offerings to include more departments and disciplines.

- Integration of interdisciplinary components into existing curriculum structures to promote cross-disciplinary learning.
- Continued investment in faculty development programs to support interdisciplinary teaching and research.
- Exploration of collaborative research opportunities with industry partners and other academic institutions.
- Incorporation of student feedback to further refine and improve interdisciplinary courses and programs.

In conclusion, the Interdisciplinary Classes and Faculty Exchange Program at Saheed Kshudiram College has successfully achieved its objectives of promoting interdisciplinary collaboration and enhancing the learning experience for both students and faculty. Despite challenges, the program has demonstrated significant benefits and holds promise for further innovation and growth in the future.

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

##### **16. Academic Bank of Credit (ABC):**

An Academic Bank of Credit (ABC) is a system used in some educational institutions to facilitate the accumulation, transfer, and recognition of academic credits earned by students. The concept is akin to a financial bank where credits earned through courses or other learning experiences are deposited, stored, and can be later withdrawn or transferred as needed. Saheed Kshudiram College partially adopted the Academic Bank of Credit (ABC) system by accepting Choice Based Credit System (CBCS) from the academic session 2018-19.

However the other features of the Academic Bank of Credit (ABC) are still not applied in our institution like : Credit Transferability, Recognition of Prior Learning (RPL) and Flexibility and Mobility:



**17.Skill development:****17. Skill Development**

Though the college has no Skill Development Course directly. However, Saheed Kshudiram College is committed to providing holistic education that prepares students for the challenges of the modern world. Recognizing the importance of skill development in today's competitive job market, the college is planning to introduce a skill development programme through add-on courses. These courses will complement the existing academic curriculum and equip students with practical skills and competencies that are in high demand across various industries and also encourage the self employability.

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

The Department of History at Saheed Kshudiram College every year conducts historical field study aimed at exploring various historical sites and monuments across India. The objective of this initiative was to deepen students' understanding of Indian culture and knowledge systems by providing them with firsthand exposure to significant historical landmarks. This report assesses the impact of the historical field study on promoting Indian culture and knowledge systems among the students of Saheed Kshudiram College.

**Methodology:**

The historical field study was conducted over a period of few days and involved visits to several historically significant sites, including ancient monuments, archaeological sites, museums, and heritage villages. The participating students were accompanied by faculty members from the Department of History, who provided guidance and interpretation throughout the study.

**Impact Assessment:**

- **Cultural Awareness:** The field study significantly enhanced students' cultural awareness by exposing them to the rich diversity of Indian culture. Visits to sites such as the Taj Mahal, Qutub Minar, and Ajanta Caves provided students with insights into various aspects of Indian art, architecture, and cultural traditions.

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- **Historical Understanding:** The field study deepened students' understanding of Indian history by allowing them to witness firsthand the historical significance of various monuments and sites. Students gained a deeper appreciation for the complexities of Indian history and the contributions of different civilizations and dynasties.
- 
- **Interdisciplinary Learning:** The field study promoted interdisciplinary learning by integrating insights from history, art, archaeology, and cultural studies. Students were encouraged to analyze historical sites from multiple perspectives, fostering critical thinking and analytical skills.
- **Personal Growth:** The field study facilitated personal growth and development among students by challenging them to step out of their comfort zones and engage with unfamiliar environments and cultures. Many students reported feeling a sense of personal transformation and increased confidence as a result of their experiences during the study.
- 
- **Community Engagement:** The field study fostered community engagement by encouraging students to interact with local communities living near historical sites. Students had the opportunity to learn about the cultural practices and traditions of various communities, fostering mutual respect and understanding.
- 
- **Promotion of Indian Heritage:** The field study contributed to the promotion of Indian heritage by raising awareness about the importance of preserving and protecting historical sites and monuments. Students were sensitized to issues such as heritage conservation and the need for sustainable tourism practices.

The historical field study conducted by the Department of History at Saheed Kshudiram College has had a profound impact on promoting Indian culture and knowledge systems among students. By providing firsthand exposure to significant historical landmarks, the study has enhanced students' cultural awareness, deepened their understanding of Indian history, promoted interdisciplinary learning, facilitated personal growth, fostered community engagement, and contributed to the promotion of Indian heritage. Moving forward, initiatives such as these are essential for nurturing a generation of informed and culturally sensitive individuals who are proud custodians of India's rich cultural heritage.

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

OBE aims to prepare students not only for their first job but also for lifelong learning and career advancement. By focusing on the development of transferable skills such as critical thinking, communication, and problem-solving, OBE helps students adapt to the changing demands of the workforce. In our college students get the benefit from our college to achieve higher educational goals and achieve different government and private jobs after completing their course. At the same time we are going to introduce Add-On course to achieve more Outcome Based Education.

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

- As a result of the COVID-19 pandemic, the entire academic session has been conducted through online teaching, learning, and evaluation methods. Educators have provided study materials, shared links to freely accessible resources, and compiled question banks for open-book or assignment-based online examinations. Students have participated in online examinations, and assessments have been conducted through both online and offline means. Faculty members have engaged in online exchanges with Sonada Degree College. At the same time we have initiated to sign MOU with Netaji Open University to promote distance education learning in the college campus.

### **Extended Profile**

<b>1.Programme</b>	
1.1 Number of courses offered by the institution across all programs during the year	<b>444</b>
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
<b>2.Student</b>	
2.1 Number of students during the year	<b>4522</b>
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	<b>1173</b>
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
2.3 Number of outgoing/ final year students during the year	<b>1303</b>
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
<b>3.Academic</b>	
3.1 Number of full time teachers during the year	<b>38</b>
<b>File Description</b>	<b>Documents</b>
Data Template	<a href="#">View File</a>
3.2	<b>14</b>

Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1 Total number of Classrooms and Seminar halls	22
4.2 Total expenditure excluding salary during the year (INR in lakhs)	44.09
4.3 Total number of computers on campus for academic purposes	11
<b>Part B</b>	
<b>CURRICULAR ASPECTS</b>	
<b>1.1 - Curricular Planning and Implementation</b>	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>Being an affiliated college of the University of North Bengal, members of Board of Studies from our college are vigorously associated in framing the curriculum. However our college ensures effective syllabus delivery through an organized and documented practice. Due to COVID, the college had to make a well-organized plan to ensure effective curriculum delivery. The University of North Bengal provided truncated syllabus to the colleges. Presently the institution offers courses in 12 regular subjects (Honours, General). Every session,</p> <p>The institution practices online methods for the teaching and learning process, focusing on modern ICT technologies. The faculty members implemented their academic plans and activities with the help of ZOOM, Google Meet Classroom, and WhatsApp groups. For the fulfillment of the plan, the teachers also provided the necessary e-materials, notes, e-books, and references to the students. The teachers also provided the relevant topics for the online discussions and open book test.</p> <p>In the current year, the institution has adopted new measures, such</p>	

as.

1. The assessment process is strictly practiced through regular evaluation.
2. An academic audit is carried out for proper transparency.
3. The central library offers digital materials for the students of the current year, and scan copies of requested materials are provided regularly.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://drive.google.com/file/d/1UjV9ELycmURSIMUCuJC6kAL99TxT_hrB/view">https://drive.google.com/file/d/1UjV9ELycmURSIMUCuJC6kAL99TxT_hrB/view</a>

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

College IQAC team members prepare the academic calendar every consecutive year, after proper consultation and discussion with all the Head of departments, covering all the academic and administrative events based on the academic calendar as directed by the University of North Bengal. Details such as admission procedure, evaluation and assessment (both internal and external), online form fill-up tenure, events of national and international importance, details of seminars and workshops to be conducted, and co-curricular events for students such as Annual Social, Annual Sports and other intra-college competitions are reflected in the academic calendar. There was no possibility of field work owing to COVID-19. But the plans for other yearlong activities, including the conduct of continuous internal evaluation, are made after getting data from all the departments.

The academic calendar helps the student immensely in advance preparation, for their course study well before the evaluation and assessment. The faculties also plan out their future course of action well in advance, such as syllabus distribution, updating reference reading lists, new innovative ways of evaluating, and others, through regularly held departmental meetings.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://drive.google.com/file/d/1EniD0rtl1T1ffWx188ncVk5YfElCnerH/view">https://drive.google.com/file/d/1EniD0rtl1T1ffWx188ncVk5YfElCnerH/view</a>

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

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

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

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

**49**

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

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

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

0

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

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

0

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

0

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

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

Saheed Kshudiram College believes and encourages the idea that holistic development is an important part of student growth and development. The role of an educational institution should not be confined to providing academic excellence but also to bringing out the moral and ethical value of a responsible human being for a better society. Considering the objective, the institution, takes on active responsibility for providing such a platform to the students. A strong wing of the NSS (Unit I, II, III, and IV) and NCC has conducted relevant, empowering events for the students. Besides, Saheed Kshudiram College also provides the platform for the integration of cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the



curriculum.

The NBU syllabus on Environmental Studies included in AECC -1 for first-semester students offers theoretical and practical lessons on the sustainability of environment. This syllabus also encourages students to do field work, surveys, and projects on environmental sustainability.

- 1) Observation of World Youth Day
- 2) Webinar on Health Issues During Covid Pandemic
- 3) Workshop on Emotional Distress Management Caused by Covid-19
- 4) Observation of International Yoga Day
- 5) Sexual harassment of women in the workplace and legal aid.

File Description	Documents
Any additional information	<a href="#">View File</a>
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

2

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

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

2477

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

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

**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	No File Uploaded

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
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File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://www.saheedkshudiramcollege.ac.in/aqar/#1707836805875-0d77cdc0-19a4">https://www.saheedkshudiramcollege.ac.in/aqar/#1707836805875-0d77cdc0-19a4</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

**2520**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

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

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

**1173**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 2.2 - Catering to Student Diversity

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

**Classes are distributed among the teachers based on government norms. Teachers take the assigned classes of each semester in a**

regulated manner to ensure the timely coverage of the assigned topics as per the academic calendar. All students cannot grasp the lessons and teachings equally within the given time. Some students feel discomfort and start lagging behind in learning due to the unavoidable constraints of online teaching, and the unavailability of books at hand. To reduce the discomfort of such students, teachers prepared study materials and shared them over Google Drive. The materials also served the semester-wise WhatsApp group, and the academic resource section of the college website. To cater to the special needs of slow learners, teachers arrange special classes and remedial activities to remove their uneasiness. Group discussions and quiz contests are arranged to encourage the learners. A student seminar on the particular course is conducted to encourage slow learners. For advanced learners, different departments conduct tutorials to provide an easy and clear understanding of a topic. They are also encouraged to participate in various online courses and webinars so that they can listen to eminent academicians.

File Description	Documents
Link for additional Information	<a href="https://drive.google.com/file/d/1FkBDcDQ25qRU1RlQfmoqKrtjqJTnID09/view?usp=sharing">https://drive.google.com/file/d/1FkBDcDQ25qRU1RlQfmoqKrtjqJTnID09/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
5494	38

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

### 2.3 - Teaching- Learning Process

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

Since field trips were not possible due to the ongoing pandemic, students were encouraged to be active participants in the online mode of teaching. Interactive sessions were conducted where students were given various platforms to explore their creative side. Departments regularly held online creative competitions like poster making, video presentations, and caption contests. The students also

took an active part in various webinars and symposiums at the departmental and inter-departmental level, which were conducted keeping in mind the mental and physical wellbeing of all the stakeholders of the institution. Students were also given individual as well as group-based research projects to promote an active learning process. Under the leadership of the entry into service cell, a few workshops were held to enhance the learning process of the students. The students were also updated on the new modes and avenues of learning to create a multidisciplinary approach and skill-based learning. At the departmental level, participative learning was encouraged through tutorial learning and dissertations. The career-oriented programmes also conducted projects on interdepartmental issues to promote an interdisciplinary approach. Value- and ethics-based classes continued via various online platforms to promote the holistic development of each individual student

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://drive.google.com/file/d/1e8J5wgcSIkx0Ewp2dpluxv3c2PdHfJzd/view?usp=drive_link">https://drive.google.com/file/d/1e8J5wgcSIkx0Ewp2dpluxv3c2PdHfJzd/view?usp=drive_link</a>

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

Due to restrictions on offline or in-person teaching to maintain social distance, physical classroom activities were not conducted. But the college encouraged the students to participate in online teaching-learning activities through Google Meet and Zoom. Student's records were maintained using Google Classrooms. Besides, they attended online classes and delivered presentations in the students' seminar. Mock teaching was also arranged by some departments usually on the Google platform. Besides, students were asked to interact in the online classes. Experiential learning through social outreach and the survey-based project is compulsory in some courses.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://drive.google.com/file/d/1atL0NOX6VximTII6eBXSFKuSl_yf8FHb/view?usp=sharing">https://drive.google.com/file/d/1atL0NOX6VximTII6eBXSFKuSl_yf8FHb/view?usp=sharing</a>

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

#### 2.3.3.1 - Number of mentors

38

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

38

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

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

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

5

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

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

#### 2.4.3.1 - Total experience of full-time teachers

38

File Description	Documents
Any additional information	<a href="#">View File</a>
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

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

Internal assessment is an integral part of the CBCS framework. It is carried out at two levels based on the planning of the department. At the beginning of an academic session, the schedule for internal assessment is shared with the students following the academic calendar. Before the examination for internal assessment, teachers of various departments conduct several examinations, like oral tests, class tests, home assignments, surprise tests, student's seminars, group discussions, etc., as per the academic calendar. The results of all such class tests are shared with the students, and the slow learners are also informed about ways to improve. Doubts are cleared, and students are made aware of their mistakes. Although teachers conduct various types of examinations, marks from such examinations are not counted. The schedule for internal assessment is notified by the departments prior to the university examination. Students are evaluated in a transparent way. This time, due to the restrictions imposed by the government for the pandemic, students were asked to take online exams, seminars, and open book exams.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://drive.google.com/file/d/1TW5nZ5BP6pgQ3Lj8LkW3-Rm57aJMUwxM/view?usp=sharing">https://drive.google.com/file/d/1TW5nZ5BP6pgQ3Lj8LkW3-Rm57aJMUwxM/view?usp=sharing</a>

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

So far, no grievance has been received regarding the evaluation process. This college has an academic ambiance where students can freely discuss different matters, if any, with their respective teachers and solve difficulties. The students are very aware of the results of class tests. Final internal assessment results are not shared with the students as they are sent to the university for the preparation of the mark sheet.

There is an option for the student to go for a review of their answer sheet if they are unsatisfied with their marks and feel that they deserve more. The Examination Committee and Grievance Cell of SaheedKshudiram College provide full support to the students with regard to any grievances related to examinations and results. The mentor-mentee relationship has also become a platform for feedback and grievance redressal for purposes of examination and otherwise.

However, during the internal examination, students belonging to the remote location found internet connectivity problems. The respective department addressed their problem and arranged alternative ways. The students physically came to the college to submit their answer script.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://drive.google.com/file/d/1xKPRgJCSGSiT9Tv-dLbCH HN0 dthdcP/view?usp=sharing">https://drive.google.com/file/d/1xKPRgJCSGSiT9Tv-dLbCH HN0 dthdcP/view?usp=sharing</a>

## 2.6 - Student Performance and Learning Outcomes

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

Describe Course Outcomes (COs) for all courses and mechanisms of communication within a minimum of 200 characters and maximum of 200



words

The programme curriculum has been prepared by the University of North Bengal. The college teachers have prepared the programme outcome for each program or course offered by the college. Following are the programme outcomes:

1. To acquire knowledge and apply the acquired knowledge in a relevant field confidently. Learn the skill to communicate the acquired knowledge.
2. To create ability for thinking critically and reasonably.
3. To create capacity of effective problem solving
4. To develop a spirit of team work.
5. To develop and promote ethical values
6. To develop an aptitude for lifelong self-learning
7. To develop a spirit of appreciation for good works.
8. To develop positive thinking and values towards a sustainable environment.

Mechanism of communication:

Program and course outcomes are clearly communicated to the students in regular classes. Students' feedback provides necessary clues regarding the achievements of programme outcomes and course outcomes.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://drive.google.com/file/d/1Ujv9ELyCmURSIMUCuJC6kAL99TxT_hrB/view?usp=sharing">https://drive.google.com/file/d/1Ujv9ELyCmURSIMUCuJC6kAL99TxT_hrB/view?usp=sharing</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

In the Fifth Semester of 2020, 1303 students appeared for exams. B.A. Honours had 123 male and 150 female students, B.A. General had 473 male and 548 female students, and B.Sc. General had 3 male and 6 female students. In the Second Semester of 2020, 2247 students appeared: B.A. Honors had 173 male and 185 female students; B.A. General had 922 male and 967 female students, and B.Sc. General had 7 male and 6 female students. In the Fourth semester of 2020, 1342 students appeared: B.A. honors had 134 male and 142 female students, B.A. General had 506 male and 551 female students, and B.Sc. General had 3 male and 6 female students. In the First Semester of 2021, 2721 students appeared: B.A. honors had 134 male and 168 female students, B.A. general had 1059 male and 1348 female students, and B.Sc. General had 5 male and 7 female students. On average, 84 percent of students passed the board examination. A large number of students from the college proceeded with higher education.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://drive.google.com/file/d/1c8KIi-pPxhYcVZv4gs85pD7oradnDK6x/view">https://drive.google.com/file/d/1c8KIi-pPxhYcVZv4gs85pD7oradnDK6x/view</a>

### 2.6.3 - Pass percentage of Students during the year

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

1382

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	<a href="https://drive.google.com/file/d/10sMGcJTPJFO_D8UU9kS3qlXaxIGUm1_eL/view?usp=sharing">https://drive.google.com/file/d/10sMGcJTPJFO_D8UU9kS3qlXaxIGUm1_eL/view?usp=sharing</a>

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

<https://drive.google.com/file/d/1ggcc4B4-EbO9Mwb5MlcsQ7vHe5xov8FS/view?usp=sharing>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

0

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

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

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

03

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

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

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

3

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

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

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

4

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

##### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in

**national/ international conference proceedings during the year**

2

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**3.3 - Extension Activities**

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

In the years 2020 and 2021, the National Service Scheme (NSS) demonstrated commendable engagement in various community-oriented activities, forging collaborations with different units and agencies. A total of 509 students actively participated in these initiatives, contributing to the welfare of society.

Amid the COVID-19 pandemic, NSS volunteers, numbering 405, played a pivotal role in organizing awareness programs, sanitation drives, and providing assistance at quarantine centers. Collaborations with the District Health Department, NCC, and other organizations enhanced the effectiveness of these efforts. Noteworthy were the 150 students involved in the SPIT FREE INDIA MOVEMENT and the 89 students contributing to the Swachh Bharat campaign.

Furthermore, significant participation was observed in special events such as Independence Day celebrations (with 35 students involved) and NCC Day (with 23 participants). The NSS also actively supported causes like tobacco cessation, with 111 students engaged in spreading awareness.

In 2021, collaborations continued with units like the Women's Cell, EVS Department, and various organizations, resulting in impactful initiatives such as cleanliness drives and distribution of old clothes. The NSS's commitment to environmental sustainability was evident in the participation of 25 students in the World Environmental Day celebration and 45 students in the International Day of Yoga.

File Description	Documents
Paste link for additional information	<a href="https://www.saheedkshudiramcollege.ac.in/agar/#1707836805875-0d77cdc0-19a4">https://www.saheedkshudiramcollege.ac.in/agar/#1707836805875-0d77cdc0-19a4</a>
Upload any additional information	<a href="#">View File</a>

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

2

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

### 3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

19

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

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

#### 3.3.4.1 - Total number of Students participating in extension activities conducted in

**collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

1327

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.4 - Collaboration**

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

4

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

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

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

4

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

#### 1. Class Rooms

The college has 21 classrooms and 1 seminar hall. Among the 21 class rooms, 5 rooms have ICT facilities such as projectors, LAN etc., and 17 class rooms lack ICT infrastructure. The college has one portable projector for taking PPT classes with the help of a laptop in the rooms where permanent ICT setups do not exist. The college seminar hall also has the facility of ICT with a portable projector and laptop. All class rooms have a black board, white board, or green board with enough LED lights and fans.

#### 2. Laboratories

The institution has 3 laboratories

3. Computer: The institution has 11 desktops and laptops in the library reading room and different departments for academic purposes. There are 7 computers in the office and 3 computers in the library for official work.

The college has

1 library with stack room

1 IQAC room, 1 NCC room

1 NSS room and

1 Physical Education room.

1 Common Room for teaching staff,

1 common room for girls

1 Student Union Room.

1 NTS room

1 Boys common Room



2 Ramps, 1 Wheel Chair with railing

1 Wash rooms for disabled persons

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://docs.google.com/document/d/liwEKy9sg_YiDxG4zfINs6E71AE8eM3fO/edit?usp=sharing&amp;ouid=115583122180612988629&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/liwEKy9sg_YiDxG4zfINs6E71AE8eM3fO/edit?usp=sharing&amp;ouid=115583122180612988629&amp;rtpof=true&amp;sd=true</a>

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

Saheed Kshudiram College has adequate facilities for sports and games. The institution has a big playground with an area of about 28000 sq. meters. There is another ground consisting of an area of about 2000 sq. meters. The institution has sufficient sports equipment related to athletics, gymnastics, Football, Volleyball, Badminton, Carom Board, Cricket, Table Tennis, Yoga, etc. Students of the college participate in games and sports every year at the university and state levels. Annual sports are held every year on the college field. Regular practices for different games and sports are done on the college field. In the present session, no university, state, or national-level sports competitions are held due to the lockdown. Hence, college students did not participate in any sports competitions. Cultural activities like recitation, singing, debate, quizzes, drawing, etc. are organized online. Generally, the college seminar hall is used for different cultural and academic practices of the students. The annual social and cultural program of the college is also organized every year in the open field by constructing temporarily decorated stages and pandals. Like all other events, cultural activities are also badly affected due to the COVID-19 pandemic situation.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://docs.google.com/document/d/1HVnuWNctcIjr824-OSJg3zfdYs-1R9SY/edit?usp=sharing&amp;ouid=115583122180612988629&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1HVnuWNctcIjr824-OSJg3zfdYs-1R9SY/edit?usp=sharing&amp;ouid=115583122180612988629&amp;rtpof=true&amp;sd=true</a>

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

6

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

6

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://docs.google.com/document/d/10FyKR4b0nlxKMZrJRS1BmIJxJZr1c702/edit?usp=sharing&amp;ouid=115583122180612988629&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/10FyKR4b0nlxKMZrJRS1BmIJxJZr1c702/edit?usp=sharing&amp;ouid=115583122180612988629&amp;rtpof=true&amp;sd=true</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

2.16

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

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

The library has completed the automation process using KOHA and has launched OPAC to remotely access the library's database.

Data requirement for year: Upload a description of library with,

- Name of ILMS software: KOHA
- Nature of automation (fully or partially): Fully
- Version: 19.11.15
- Year of Automation: June 2018

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://drive.google.com/file/d/1cix75Szfe5xLo-CSNxemvS_iBM42ex4g/view?usp=sharing">https://drive.google.com/file/d/1cix75Szfe5xLo-CSNxemvS_iBM42ex4g/view?usp=sharing</a>

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

**B. Any 3 of the above**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

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

**0.342**

File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

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

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

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of library usage by teachers and students	<a href="#">View File</a>

**4.3 - IT Infrastructure****4.3.1 - Institution frequently updates its IT facilities including Wi-Fi**

The total number of computers for academic purposes in the institution has been increased to 11 in order to ensure improved academic support. The college has provided WIFI facilities for the students and the teachers. The college has a high-speed internet facility without any interruption throughout the college hours. The software on the computers is updated regularly. The computers in the office, departments, and library are connected to the main server through a local LAN.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://docs.google.com/document/d/10FyKR4b0nlxKMZrJRS1BmIJxJZr1C7O2/edit?usp=sharing&amp;ouid=115583122180612988629&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/10FyKR4b0nlxKMZrJRS1BmIJxJZr1C7O2/edit?usp=sharing&amp;ouid=115583122180612988629&amp;rtpof=true&amp;sd=true</a>

**4.3.2 - Number of Computers**

11

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	<a href="#">View File</a>

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

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

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

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

7.66

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

The institution adopts the policy to maintain its infrastructure features like classrooms, laboratories, libraries, playgrounds, and sports facilities. The required steps are taken from time to time to maintain these infrastructural facilities. Repair and maintenance of facilities like water and power supply are looked after by hired technicians. Maintenance of electrical services is done by hired electricians whenever necessary. For the maintenance of computer and IT facilities, office staff and faculty members are conscious of their proper use. Repair of computers and IT facilities is done by hired technicians as and when necessary. The laboratory equipment is maintained at the department level by the staff or hired technician whenever necessary. Library books and computers are maintained by the library staff of the college. Classroom facilities like lights, fan chairs, benches, and desks are monitored regularly, and action taken as and when necessary. Sports equipment is maintained by the physical education teacher. He monitors the field at regular

intervals and informs the sports committee of any action taken as and when necessary.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://docs.google.com/document/d/1PpKrvwTps6tJv4t_BoXbyPZa9vZNa_jj/edit?usp=sharing&amp;ouid=115583122180612988629&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1PpKrvwTps6tJv4t_BoXbyPZa9vZNa_jj/edit?usp=sharing&amp;ouid=115583122180612988629&amp;rtpof=true&amp;sd=true</a>

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

4034

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

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

C. 2 of the above

File Description	Documents
Link to institutional website	<a href="https://docs.google.com/document/d/1daqN-vCMgFZdh0YkCUCo5q7oA4p348UH/edit?usp=sharing&amp;ouid=115583122180612988629&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1daqN-vCMgFZdh0YkCUCo5q7oA4p348UH/edit?usp=sharing&amp;ouid=115583122180612988629&amp;rtpof=true&amp;sd=true</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

321

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

321

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

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

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## **5.2 - Student Progression**

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

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

**0**

File Description	Documents
Self-attested list of students placed	<b>No File Uploaded</b>
Upload any additional information	<b>No File Uploaded</b>

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

#### **5.2.2.1 - Number of outgoing student progression to higher education**

**66**



File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of student progression to higher education	<a href="#">View File</a>

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

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

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities**

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

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

0

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

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

Saheed Kshudiram college has facilitated the students' representation and engagement in various administrative bodies, co-curricular and extracurricular activities for the fulfillment of its vision i.e. overall development of the students. To grow effective leadership quality among students in various institutional practices, a 'Caretaker' has been nominated for the interest of the students and to assist in the administration the elected 'Caretaker' has promoted several clubs/committees like Library development committee, Games & Sports, Career Guidance and Counselling, Student's Feedback, Nature club etc. The 'Caretaker' of the student representatives is incorporated in the functioning of Cultural Committee, NSS, Magazine and Sports Committees etc.

File Description	Documents
Paste link for additional information	<a href="https://docs.google.com/document/d/1KrW3Yscv_dD1L-L5Pm7o6RIk25P4nNxKj/edit?usp=drive_link&amp;ouid=115583122180612988629&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1KrW3Yscv_dD1L-L5Pm7o6RIk25P4nNxKj/edit?usp=drive_link&amp;ouid=115583122180612988629&amp;rtpof=true&amp;sd=true</a>
Upload any additional information	<a href="#">View File</a>

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

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

0

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

**5.4 - Alumni Engagement**

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

The alumni association of the college is yet to be registered. But the college has a strong connection with the alumnus. Alumni committee meets in a regular interval and shares their significant input for the benefits of the stakeholders.

File Description	Documents
Paste link for additional information	<a href="https://docs.google.com/document/d/1HPy3IrtCft28aalmnXvMrTHZ-pNeN8Xm/edit?usp=drive_link&amp;oid=115583122180612988629&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1HPy3IrtCft28aalmnXvMrTHZ-pNeN8Xm/edit?usp=drive_link&amp;oid=115583122180612988629&amp;rtpof=true&amp;sd=true</a>
Upload any additional information	<a href="#">View File</a>

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**E. <1Lakhs**

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

**GOVERNANCE, LEADERSHIP AND MANAGEMENT****6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The college is determined to build an empathetic administration that ensures students' experience relating to the official workhasslefree and less time-consuming, campus-environment becomes cleaner and safe and the infrastructural facilities become up-to-date. The College wants to ensure a meaningful teaching-learning experience for both the teachers and the students by monitoring the teaching methodology and scrutinizing the teaching-outcome regularly; by upgrading the physical infrastructure, modernizing the teaching-aids and incorporating cutting-the-edge instruments in laboratories on regular basis. The college always tries to inculcate a creative, socially aware and ethically sensitive self among the students by emphasizing on the curricular activities, focusing on the mental health and well-being of the students, promoting the value-based

education and encouraging the students for participating in the extension activities. At the administrative level, college has the Governing Body, Teacher-in-Charge, Teachers' Council, IQAC, Finance Committee, Building-Committee, Admission-Committee, Examination-Committee, Sports-Committee, Cultural-committee, etc. where the representatives of the faculty, non-teaching staff and the students are involved for a dialogic and democratised working culture. The committees like Gender Sensitization Committee against Sexual-harassment, Anti-ragging committee, Inclusive squad, Nature Club etc. sensitise the stake-holders towards becoming conscious of protecting human rights and ecology through the promotion of value-oriented education.

File Description	Documents
Paste link for additional information	<a href="https://www.saheedkshudiramcollege.ac.in/">https://www.saheedkshudiramcollege.ac.in/</a>
Upload any additional information	<a href="#">View File</a>

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

1. The college has democratically elected a system where both the administrative and academic level such as the Governing Body (consisting of democratically elected 04 teaching staff nominees, TIC/Principal, 02 University nominees and 02 DPI/Government Nominees and 02 non-teaching staff nominees and 01 student representative nominee), Teachers Council, IQAC, Committees for Finance, Internal Complaints Committee/ Grievance Redressal cell, Gender sensitization against sexual harassment, Anti-Ragging Committee, SC/ST/OBC and Minority Cell, Cultural Committee, Routine Committee, Library Committee etc to practice effective leadership quality. 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. For the interest of the students and to assist the administration student elected members for different Clubs and committees to manage the activities. Thus, with the decentralised decision making at all levels - administrative, student, curricular and extracurricular, every member of the institution feels empowered.

2. Freedom to the departments in pursuing ONLINE mode of teaching due to unprecedented Pandemic situation. Teachers have taken their classes according to their feasibility of the students

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/13voECFmEOOs_iLYxZHNU2V_-RWHxng1V3/view?usp=sharing">https://drive.google.com/file/d/13voECFmEOOs_iLYxZHNU2V_-RWHxng1V3/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

#### Strategic Plan:

The Teacher in Charge of Saheed Kshudiram College together with the HoDs of the Academic departments, Co-Ordinator, IQAC and Secretary, Teachers' Council take active participation in Planning and implementation of strategic planning of the Institution. The Teacher in Charge also invites suggestions from the members of the Governing Body of the college for further improvement of the college. The following strategies are adopted by the Institution:

1. Admission process was made online as per University norms.
2. With the initiative of the IQAC the faculty members decided to provide the students with the syllabus and an academic calendar (e-copy) which has the details of the academic plan for the year and necessary e-materials, notes, e-books and references among the students following COVID protocols.
3. Regular Meetings of Teachers' council and IQAC
4. Regular Feedback System is activated (staff and students) Periodical Academic audit by the principal with the help of Co-Ordinator, IQAC.
5. Special emphasis was given to Grievance related issues among the students and teachers and non-teaching staffs.
6. Building Extension activities are done to accommodate students.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1TzLsGu6cLRdONBraqkoD5opqPKstgVFB/view?usp=sharing">https://drive.google.com/file/d/1TzLsGu6cLRdONBraqkoD5opqPKstgVFB/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The administration, faculties and non-teaching staffs of the college are recruited and runs as per rules and regulations lay down by the Department of Higher Education, Government of West Bengal.

The Governing Body is the highest decision-making body of the college, comprising of the TIC, Teaching, NBU Nominees, DPI nominees, non-teaching and student's representatives.

TIC is the administrative, financial and academic head of the institution and he is also the Drawing and Disbursing Officer (DDO) of the college. Under his stewardship different bodies or cell works.

Office of the TIC is engaged in different administrative and financial functions. There are 12 academic departments in the college engaged in the teaching-learning process. Internal Quality Assurance Cell monitors a large number of issues associated with teachers and students, specially focusing on the academic affairs. Teachers' Council comprising of all the teachers of the college is engaged in different administrative, academic and co-curricular activities through various committees. There are some Special Duty Cells, mostly defined or suggested by the constitutional bodies like UGC, such as Students' Grievance Redressal Committee, Anti-ragging Cell etc. These cells are engaged in works beyond the regular activities of the college. Library plays a pivotal role in the academic sphere of the college.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/13voECFmEQOs_iLYxZHNJ2V_-RWHxng1V3/view?usp=sharing">https://drive.google.com/file/d/13voECFmEQOs_iLYxZHNJ2V_-RWHxng1V3/view?usp=sharing</a>
Link to Organogram of the Institution webpage	<a href="https://drive.google.com/file/d/1r7XhYbbauZnWsORMFE0GZDDWraoyEH7h/view?usp=drive_link">https://drive.google.com/file/d/1r7XhYbbauZnWsORMFE0GZDDWraoyEH7h/view?usp=drive_link</a>
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

## 6.3 - Faculty Empowerment Strategies

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

1. Being the state-government employee, all the teaching and non-teaching staff of the college avail the General Provident Fund (GPF) scheme which presently gives 7.1% interest on the savings. If necessary, employees can take loan or may withdraw money from this account on both non-refundable and refundable basis.
2. There is also a health insurance policy like West Bengal Health Scheme and Swasthasathi maintained by the Government of West Bengal. All the employees serving the college on substantive basis can avail this policy.
3. All the employees on substantive basis can avail 10 (ten) medical Leave with full pay or 20 (twenty) medical leave with half pay. Maternity Leave for 180 days and CCL for 30 days is available as per govt rules. Eligible staff gets bonus,

festival advance and Ex-gratia from the college fund.

4. Puja Advance given without interest and Emergency loan also provided to the staff members on emergency basis.
5. Regular sanitization of the campus to protect the Teaching staff, non-teaching staffs and students against COVID-19 from time to time from Block Development Office, Kumargramduar and Block Medical Officer of Health (BMOH), Kamakhyaguri.

File Description	Documents
Paste link for additional information	<a href="https://www.saheedkshudiramcollege.ac.in/code-of-conduct/">https://www.saheedkshudiramcollege.ac.in/code-of-conduct/</a>
Upload any additional information	<a href="#">View File</a>

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

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

0

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

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0



File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

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

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

8

File Description	Documents
IQAC report summary	<a href="#">View File</a>
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

Teaching staff of this college face self-appraisal system in the following way. Teachers prepare a self-appraisal copy daily stating all the academic and administrative duties performed and leave taken. The TIC prepares a consolidated report on the basis of the self appraisal report provided by teachers and submits it to the Department of Higher Education, Govt. of West Bengal. Besides,

teachers and NTS have to submit a detailed Self-Appraisal Report to the Teacher in charge once every year. These reports are checked by Teacher in Charge. An overall monitoring and assessment is done by the TIC on regular basis.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1jj22HmvLH_yBROPCuwJALSput62YeaCw/view?usp=drive_link">https://drive.google.com/file/d/1jj22HmvLH_yBROPCuwJALSput62YeaCw/view?usp=drive_link</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

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

**Internal Audit:** The College conducts regular audits, internally. The internal audit for the year 2020-21 is done by A. K. Das and Company. Details have been attached with the link provided below.  
**Mechanism for settling audit objections:** The first Internal Audit report on the accounts done by A. K. Das and Company for the financial year 2020-2021 and had provided some suggestions and accordingly the audit suggestions were addressed by the college and thereafter, a final internal audit report was acquired. **External Audit Report:** The College is a government sponsored college. Hence the external audit has to be done by the auditors sent by the DPI, Government of West Bengal. Despite multiple prayers as provided in the attachment below, the Department of Higher Education, Government of West Bengal has not yet finalised the external audit of the college. Hence the external audit for 2020-21 is pending.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1u5nFY1EKU4UdwY1p5opzBDYtGsGhx1F2/view">https://drive.google.com/file/d/1u5nFY1EKU4UdwY1p5opzBDYtGsGhx1F2/view</a>
Upload any additional information	<a href="#">View File</a>

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

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

0

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

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

The student tuition fees are a major source of Income of this college. Grant from UGC and other state and central govt. agencies are received by the college Interest in Corpus funds asanother source of income. Utilization of Funds received from salary from state Govt. is spent on teaching and non-teaching staff of the college. The college itself bears the salary/remuneration of the management staff. Funds received from central govt. (UGC, RUSA, NBDD) are spent within stipulated time on specified heads and utilization certificate is submitted to concerned authority. Expenditure on different heads like purchase of books, construction of the building, maintenance work etc. are performed following the respective norms and budget allocations after taking approval from the Governing Body, Finance Committee, purchase committee, Library sub-committee and other statutory committee of the college. Each year the budget is prepared by the college and all heads of income and expenditure is reflected in the budget.

Fund mobilization: 1. The funds raised by the college include online-fees from the students, which is utilised by the assistance of Finance-Committee and the Governing-Body. 2. The salary, received through online HRMS, is mobilised with transparency.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1mblU2jkPcmxRhG0dBGeDN4WgWqq3yuX4/view?usp=drive_link">https://drive.google.com/file/d/1mblU2jkPcmxRhG0dBGeDN4WgWqq3yuX4/view?usp=drive link</a>
Upload any additional information	<a href="#">View File</a>

#### 6.5 - Internal Quality Assurance System

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

#### Plan of Action

#### Achievements/Outcomes

1. Decision regarding the signature of MOU with the following institutions:

1. KVO, Kmakhyaguri, Alipurduar
2. Kohinur Tea Garden, Alipurduar
3. Jalpaiguri Law College, Jalpaiguri
4. Youth Computer Center, Alipurduar

All organisations agreed to sign MOU with our college; however the field base programme was not possible due to pandemic situations.

#### Decision regarding effective online class

All teachers are active to take online classes

Decision regarding the national level webinar on "Sino- Indian relation Historical Perspective and Contending Contemporary Dynamics" join collaboration with Malda College, Malda

Seminar has been successfully conducted on 19th August, 2020 Department of History, Saheed Kshudiram College, Alipurduar in joint collaboration with the Department of Political Science, Malda College, Malda, West Bengal.

Discussion Regarding the Development of E-content and E-resources for solving the study material crisis during the Pandemic situation

•

Teachers produced sufficient learning materials and resources for e-content development.

Dynamic Admission Process and Counselling Through Online Due to Pandemic.

The admission committee reviewed and revised the admission process to facilitate online applications and counselling.

Information and admission guidelines were prepared for students to navigate the online admission process effectively.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1TzLsGu6cLRdONBraqkoD5opqPKstgVFB/view?usp=drive_link">https://drive.google.com/file/d/1TzLsGu6cLRdONBraqkoD5opqPKstgVFB/view?usp=drive_link</a>
Upload any additional information	<a href="#">View File</a>

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

The following steps have been taken in this direction under the supervision of the IQAC:

**Review of teaching-learning Process:** In the micro level the mentors review the performances of the mentees. The Head of the Department is the head of the departmental academic committee along with all the other faculty members. There is constant review of teaching-learning and of the universality and internal assessment results.

**Structures & methodologies of operations:** The department academic committee, at the very beginning of the session, divides the portions of the syllabus among each of the faculty members. The lesson plan is chalked out, as provided in the course outcome document which is uploaded in the college website.

**Learning outcomes:** The learning outcome has been uploaded in the college website. 100% passed in NBU-exam.

**Role of IQAC:** The IQAC conducts student's survey, survey by the parents and the employer. The feedbacks are analysed and accordingly, recommendations are made to the individual departments related to measures to be undertaken for improvising teaching learning, and methodologies. The e-materials, provided by the departmental teachers, e-link to e-resources, question bank related to open book/ assignment based examinations are provided in the college website.

File Description	Documents
Paste link for additional information	<a href="https://drive.google.com/file/d/1UjV9ELyCmURSIMUCuJC6kAL99TxT_hrB/view?usp=sharing">https://drive.google.com/file/d/1UjV9ELyCmURSIMUCuJC6kAL99TxT_hrB/view?usp=sharing</a>
Upload any additional information	<a href="#">View File</a>

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

**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://drive.google.com/file/d/1TzLsGu6cLRdONBraqkoD5opqPKstgVFB/view?usp=drive_link">https://drive.google.com/file/d/1TzLsGu6cLRdONBraqkoD5opqPKstgVFB/view?usp=drive_link</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

The notion of gender equity is consistently nurtured in this institution through various workshops, seminars, and academic programmes. At the beginning of July 2020, the Women's Cell of the college organized a national webinar on the topic 'Women's Empowerment in the 21st Century'. Various speakers have enlightened our students as well as the teachers. Dr. Somdatta Bhattacharya, CBPBU; Dr. Mou Dasgupta, CU; Dr. Rohini Paul, Ramakrishna Sarada Mission; and Dr. Prasenjit Basu, Saheed Kshudiram College, are invited to this webinar as resource persons.

The Women's Cell observed 'International Women's Day' on the 8th of March, 2021, in the seminar hall of the college, where lectures were delivered by the members of the Women's Cell, the teacher-in-charge, and the president of the Governing body, Smt. Shukla Ghosh, Smt. Shila Das Sarkar, Sabhadhipati, Alipurduar Zilla Parishad, who placed a strong emphasis on topics including sexual harassment, women's power, domestic abuse, and how to contact the police or Lok Adalat in difficult circumstances.

File Description	Documents
Annual gender sensitization action plan	<a href="file:///C:/Users/user/Downloads/7.1.1%20ACTION%20PLAN%20gender%20sensitization%20%2020-21[1].pdf">file:///C:/Users/user/Downloads/7.1.1%20ACTION%20PLAN%20gender%20sensitization%20%2020-21[1].pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://drive.google.com/drive/folders/175j51DmrjT9mBA_oWTBIPzbe14KDlsz3">https://drive.google.com/drive/folders/175j51DmrjT9mBA_oWTBIPzbe14KDlsz3</a>

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

**E. None of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

A separate room for storage of paper waste is maintained for recycling paper waste. The plastic bottles are recycled as flowring pots. Bio-degradable and non-biodegradable dustbins are used for primary solid waste dumping. On the other hand, kitchenwaste from the canteen is accumulated in separate dustbins. After waste

segregation, the biodegradable waste materials are deposited in a compost pit to generate organic fertilizer that is used in the garden. The sanitary waste is disposed of using the incinerator, and wood and metal scrap is given to scrap dealers for recycling. liquid waste material; generated from the toilets is stabilised at the soakpit and ultimately used to recharge the groundwater.

2. Liquid Waste Management: Water used to wash vegetables, etc. in the canteen is used to water plants.

3. Biomedical waste management- NOT APPLICABLE

4. E-waste management: A separate room for e-waste in the B. A building for further recycling where old desktops, etc. are identified and segregated; Toners are recycled; LED bulbs and calling bells are repaired and reused; computers are dismantled and parts are reused; and old generators have been put for resale when they became obsolete for college usage

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

<b>7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus</b>	A. Any 4 or all of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**



<p><b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b></p> <ol style="list-style-type: none"> <li><b>1.Restricted entry of automobiles</b></li> <li><b>2.Use of Bicycles/ Battery powered vehicles</b></li> <li><b>3.Pedestrian Friendly pathways</b></li> <li><b>4.Ban on use of Plastic</b></li> <li><b>5.landscaping with trees and plants</b></li> </ol>	<p><b>A. Any 4 or All of the above</b></p>										
<table border="1"> <thead> <tr> <th data-bbox="76 564 550 631">File Description</th> <th data-bbox="550 564 1476 631">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 631 550 734">Geo tagged photos / videos of the facilities</td> <td data-bbox="550 631 1476 734" style="text-align: center;"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="76 734 550 801">Any other relevant documents</td> <td data-bbox="550 734 1476 801" style="text-align: center;"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	Geo tagged photos / videos of the facilities	<a href="#">View File</a>	Any other relevant documents	<a href="#">View File</a>					
File Description	Documents										
Geo tagged photos / videos of the facilities	<a href="#">View File</a>										
Any other relevant documents	<a href="#">View File</a>										
<p><b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b></p>											
<p><b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities</b></p>	<p><b>A. Any 4 or all of the above</b></p>										
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Any other relevant information	<a href="#">View File</a>										
<p><b>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment</b> 5.</p>	<p><b>C. Any 2 of the above</b></p>										

**Provision for enquiry and information :  
Human assistance, reader, scribe, soft copies of  
reading material, screen reading**

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

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

**Independence Day: Observation of August 15, 2020, with a Special Lecture Topic on "Importance of NCC on National Integrity" online.**

**The Special Lecture was delivered by Dr. Swapna Mitra, CTO, NCC, SKC**

**Celebration of NCC Day with a Special Lecture Topic on "How NCC is Motivating the Youth of the Country" online.**

**The Special Lecture was delivered by Dr. Swapna Mitra, CTO, NCC, SKC**

**A celebration of International Mother Language Day (21/02/2021) was observed on the day.**

**NSS volunteers work as warriors to strengthen our families, workplaces, and communities during the Corona disease pandemic.**

**The birth anniversary of Kaviguru Rabindranath Tagore was celebrated on May 9, 2020.**

**Awareness program on Covid 19 on 22/07/2020**

**Awareness program on safety and hygiene 10/08/2020**

**NSS day Celebration, September 24, 2020**

**Birth Day of Mahatma Gandhi on 2/10/20**

Spit Free India Movement on October 26, 2020

Cleanliness Drive on November 25, 2020

Old Cloth Distribution in Kohinur Tea Garden on January 12, 2021

Sanitization of Covid Patient House on April 29, 2021

World Environmental Day on May 6, 2020

Awareness drive on COVID-19 on 10/06/2021

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

1. An online ethics class was conducted for all semester students to provide value education to the students.

2. The online induction program caters to the introduction of staff and students to their rights and responsibilities as stakeholders in the institution, outlining the vision and mission of the college.

3. The anti-ragging cell and the anti-harassment/complaints cell conducted an induction program that familiarized them and helped in implementing the code of conduct.

4. NSS activities to inculcate social responsibility.

Activities to inculcate universal values through seminars on various luminaries, etc.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**A. All of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

1. Kshudiram Bose Atma Balidan Diwas- 11/08/2020
2. Importance of NCC on the National Integrity- 15/08/2020
3. Teachers Day Celebration-05/09/2020
4. International Mother Language Day- 21/02/2021
5. International Women's Day- 08/03/2021
6. Rabindra Janma Jayanti- 07/05/2021

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### Best Practice 1: Participatory Decision-Making Process

1. To involve the staff and students in the decision-making process
2. Democratization of governing process
- 3.

The organogram displayed on the college website clearly explains the structure. Regular meetings, open forums, and feedback mechanisms are established to facilitate dialogue and collaboration among stakeholders. The decisions are resolved unanimously in the meetings and channeled to the higher authority through the proper channel for approval. Very often, the lack of expertise among stakeholders may lead to decisions that are not well-informed.

### Best Practices 2: Mentor-Mentee System

- To execute the participatory decision-making approach
- To detect slow and advanced learners in order to promote equity

External mentors (Teachers from other Departments) and Internal Mentors [Teachers (Both Substantive and SACT) from the concerned Department). Students from different semesters of Honours Streams are designated as Mentees. It is found that the students are sharing their problems, ambitions, and needs with the mentors transparently. The Department of Geography collected autobiographies from the students and discovered the real issues of a few slow learners. Due to the poor teacher-student ratio, the college has failed to implement the system for general and program course students.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3 - Institutional Distinctiveness

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

Saheed Kshudiram College, Kamakhyaguri, plays an important role in contributing to society as a premier institution in the area by supporting nearby villages and closed tea gardens like 'New Lands Tea Garden, and Sankosh Tea Garden' in various ways. This institution provides stability and continuity to the community in various supportive ways.

In the academic year 2020-21, out of 2438 enrolled students, 998 (40.93%) belonged to the Scheduled Caste (SC), 199 (8.16%) to the Scheduled Tribe (ST), and 157 (6.46%) to the Other Backward Classes (OBC) category. Overall, 55.53 percent of students belong to marginalized sections. Besides, a large number of first-generation learners from the multilingual/ethnic layers of society in the tea garden areas come to college to materialize their ambition of empowerment through education.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Nil