



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

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

• Financial Status	Grants-in aid				
• Name of the Affiliating University	University of North Bengal				
• Name of the IQAC Coordinator	DULON SARKAR				
• Phone No.	8972393212				
• Alternate phone No.	8972393212				
• Mobile	8972393212				
• IQAC e-mail address	skciqac@gmail.com				
• Alternate e-mail address	skcnaac50@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://drive.google.com/file/d/1Yoadh_zugWACpKaMUmLkphHC9g58TjjV/view				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://drive.google.com/file/d/1cE6NZR8Y2xTv7yYadwmPexc2oXWi_EID/view				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.19	2017	02/05/2017	01/05/2022
6.Date of Establishment of IQAC			16/08/2014		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Institutional 1	NSS	Ministry of Youth Affairs and Sports	2021-2022	260459	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		

<ul style="list-style-type: none"> • Upload latest notification of formation of IQAC 	View File
9.No. of IQAC meetings held during the year	5
<ul style="list-style-type: none"> • Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> • If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> • If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
<p>MOU Signature with the following institutions: KVO, Kmakhyaguri, Alipurduar Kohinur Tea Garden, Alipurduar Jalpaiguri Law College, Jalpaiguri Youth Computer Center, Alipurduar The student feedback report of the 2020-21 highlights the issues of the library facilities, infrastructure and ICT resources, and the college has a need to improve these areas. Applied to the local bodies for funding the 7 ICT classroom to resolve the problem. Decision Regarding the promotion of Dr. Utpal Roy, Dr. Setu Chattopadhyya and Sri Haripada Paul through CAS from Assistant Professor Stage-2 to Assistant Professor Stage-3 IQAC initiative for the essential requirement of the Science Department (Chemical and Instrument) With the recommendation of Computer and Projector . (Date: 3rd January, 2022 Online Faculty Exchange Programme conducted by IQAC on 21st December, 2022. Our Teacher Sri. Dolon Sarkar participated in this programme. Decision regarding the upgradation of the Geography GIS laboratory. It has been approved by the college authority.</p>	
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	

Plan of Action	Achievements/Outcomes
Decision regarding the signature of MOU with the following institutions: Netaji Subhas Open University, Kolkata Dream India, Alipurduar Digdarshan, Alipurduar Dakhsin Narathali Shakti Sangha , Alipurduar Red Cross, Alipudua	All organisations agreed to sign MOU with our college, however the field base programme was not possible due to pandemic situations.
The student feedback report of the 2020-21 highlights the issues of the library facilities, infrastructure and ICT resources, and the college has a need to improve these areas.	Applied to the local bodies for funding the 7 ICT classroom.
Student Week Observation (1st to 7th January)	Students get benefit from this programme after Covid it was a long direct interrogative programme with the students.
Reconstruction of NAAC and distribution of workload to the seven Criteria Head	The efficiency of the IQAC work increased.
Decision Regarding the promotion of Dr. Utpal Roy, Dr. Setu Chattopadhyaya and Sri Haripada Paul through CAS from Assistant Professor Stage-2 to Assistant Professor Stage-3	Teachers get the benefit of CAS in due time.
Different NAAC Criteria Heads are appointed	IQAC started functioning smoothly.
IQAC initiative for the essential requirement of the Science Department (Chemical and Instrument) With the recommendation of Computer and Projector . (Date: 3rd January, 2022)	The Science Department enriched itself due to this support.
Online Faculty Exchange Programme Date: 21st December, 2022	Our Teacher Sri. Dolon Sarkar participated in this programme.

Decision regarding the upgradation of the Geography GIS laboratory.	It has been approved by the college authority.
Inauguration of college wall magazine " Dealika"	It improved the cultural activity of the college.

13. Whether the AQAR was placed before statutory body?	Yes
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- Name of the statutory body

Name	Date of meeting(s)
Governing Body	14/09/2022

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021-2022	15/02/2023

15. Multidisciplinary / interdisciplinary

Saheed Kshudiram College has embarked on a pioneering initiative to foster interdisciplinary learning among its various departments. Recognizing the value of interdisciplinary education in cultivating well-rounded individuals with a holistic understanding of the world, the college has introduced collaborative classes between departments such as History, Bengali, English, Sanskrit, Political Science, Philosophy, Education, Physical Education, Physics, Chemistry, Mathematics, and Environmental Science. This report aims to provide an overview of these interdisciplinary classes and their impact on students' academic and intellectual growth.

Objectives:

The primary objectives of implementing interdisciplinary classes at Saheed Kshudiram College are:

- To encourage students to explore connections between different disciplines.
- To promote critical thinking and problem-solving skills.
- To facilitate a comprehensive understanding of complex issues

through multiple perspectives.

- To prepare students for interdisciplinary challenges in their future careers.

Implementation:

Interdisciplinary classes are conducted through a collaborative effort involving faculty members from participating departments, and the same has been reflected in the central routine. These classes are designed to integrate concepts, theories, and methodologies from multiple disciplines, providing students with a broader framework for analysis and inquiry. For example, a class might explore the historical, literary, and philosophical dimensions of a particular period in history, incorporating perspectives from History, Bengali, English, and Philosophy departments. Similarly, a class on environmental sustainability might draw upon insights from Environmental Science, Political Science, and Economics.

Impact:

The interdisciplinary classes at Saheed Kshudiram College have had several positive impacts on students:

Enhanced Critical Thinking: Students are encouraged to think critically and analytically about complex issues by approaching them from various disciplinary angles.
Broadened Perspectives: Interdisciplinary classes expose students to diverse viewpoints, helping them develop a more nuanced understanding of subjects beyond their primary area of study.
Improved Problem-Solving Skills: By grappling with interdisciplinary challenges, students learn to apply knowledge and skills from different disciplines to solve real-world problems creatively.
Increased Engagement: The collaborative nature of interdisciplinary classes fosters active participation and engagement among students, leading to a more enriching learning experience.
Preparation for Future Careers: In an increasingly interconnected world, interdisciplinary skills are highly valued in various professional fields. The exposure gained through these classes equips students with the versatility and adaptability needed to succeed in their future careers.

The implementation of interdisciplinary classes at Saheed Kshudiram College represents a significant step towards fostering a culture of interdisciplinary learning and innovation. By breaking down disciplinary boundaries and encouraging collaboration, these classes

are equipping students with the skills and knowledge needed to thrive in an increasingly complex and interconnected world. With continued support and investment, interdisciplinary education at the college is poised to make even greater strides in the years to come.

16.Academic bank of credits (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:

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 self employability. College has decided to sign an MOU with the different tea gardens and institutions to enhance the skill of the students.

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. 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.
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- **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.

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- **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.
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- **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. Even after the end of pandemic college IQAC decided to continue the blended mode of education. At the same time we have initiated a MOU with Netaji Subhas Open University dated on 20th September, 2021 to promote distance education learning in the college campus.

Extended Profile

1.Programme

1.1	444
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	5392
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	1623
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Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		
File Description	Documents	
Data Template	View File	
2.3	1620	
Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	View File	
3.Academic		
3.1	38	
Number of full time teachers during the year		
File Description	Documents	
Data Template	View File	
3.2	38	
Number of Sanctioned posts during the year		
File Description	Documents	
Data Template	View File	
4.Institution		
4.1	22	
Total number of Classrooms and Seminar halls		
4.2	33.02	
Total expenditure excluding salary during the year (INR in lakhs)		
4.3	11	
Total number of computers on campus for academic purposes		

Part B**CURRICULAR ASPECTS**

1.1 - Curricular Planning and Implementation

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

Saheed Kshudiram college ensures effective syllabus delivery through an organized and documented practice. Due to COVID the college had to make a well organised plan to ensure effective curriculum delivery. The departments were asked to chalk out their yearlong academic activities which could be accomplished through online mode. After getting the information from each department an academic calendar was prepared and uploaded in the college website. Besides, IQAC have decided to integrate crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. The faculty members implemented their academic plans and activities with the help of Google Meet Classroom and WhatsApp groups. For the fulfilment 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.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://drive.google.com/file/d/1oxvKkIMqTRhLhjIoQLqCsfrGpwD6UxHu/view?usp=drive_link

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

Being an affiliated college of University of North Bengal we follow the academic calendar as directed by the University. Presently the University of North Bengal is following CBCS. For CBCS University conducts semester wise exam. So there are ample areas of concern related to the internal, continuous and practical, field work, projects cum viva-voce exams. However there was no possibility of field work owing to COVID-19. But the plans of other yearlong activities including for the conduct of Continuous Internal Evaluation are made after getting data from all the departments and the same are incorporated in the college Academic Calendar and uploaded on the website for the information of the students so that they would know when to keep themselves unengaged with any other preoccupations. Since it is always better to have more such exercises, rather than restricting the numbers of internal evaluation that department conducts as many as possible and inform

the students about online test/open book at least a week prior to the scheduled test. Faculty members are also involved in a continuous evaluation of students through online assignments, seminars, group discussions and viva. Regular tests are taken along with MCQs to ensure that the students are well prepared for their university exams.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://drive.google.com/file/d/1wJT03IfjJvyqFdJOSduoMkmoucSOUEav/view?usp=sharing

1.1.3 - Teachers of the Institution participate in C. Any 2 of the above 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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

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

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

0

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

The curriculum enrichment enables the students to elevate and enhance their learning beyond their main course of study. IQAC have

decided to integrate crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. Along with NCC ,NSS UNIT I,II,III AND UNIT-IV of Saheed Kshudiram College conduct various events to inculcate human values and consciousness regarding environment .Besides that ENVIRONMENTAL STUDIES included in AECC -1 for First semester students offers theoretical and practical lessons on sustenance of environment. This syllabus also encourages students to do field work, survey and projects on environmental sustainability.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

3

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

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

2658

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

1.4 - Feedback System

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

A. All of the above

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

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil

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

2608

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

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

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

1623

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

2.2 - Catering to Student Diversity

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

Classes are distributed among the Teachers based on the 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 properly the lessons/teachings equally within the given time. Some students feel discomfort and start lagging behind in learning due to unavoidable constraints of online teaching, and the unavailability of books at hand. To reduce the discomfort of such students, Teachers prepared study materials and share them over Google drive. The materials also served semester-wise WhatsApp group, and the academic resource section of the college website. To cater the special needs of slow learners, Teachers arrange special classes and remedial to remove their uneasiness. Group discussions and quiz contests are arranged to encourage the learners. Student seminar on the particular course is conducted to encourage slow learners. For the 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	https://docs.google.com/document/d/li5XVk2o0SMbLF6_AJlJ8utY74-mV20nX/edit?usp=sharing&ouid=108131718079869982673&rtpof=true&sd=true
Upload any additional information	View File

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

Number of Students	Number of Teachers
5392	38

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Since field trips were not possible due to the ongoing pandemic students were encouraged to be active participants in 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 contest. The students also took 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 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 dissertation. The career oriented programmes also conducted projects on interdepartmental promote interdisciplinary approach. Value and ethics based classes continued via various online platforms to promote a holistic development of each individual student

File Description	Documents
Upload any additional information	View File
Link for additional information	https://drive.google.com/file/d/10gRMgVoC7Y0VyeV1Yt3eAXDIVmQuLg6F/view?usp=sharing

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

Due to restriction on offline or in-person teaching to maintain social distancing, 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	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://drive.google.com/file/d/14FMRY1sypvF1-8puCDg_A9He2licKhG0/view?usp=sharing

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.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

38

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

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

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

5

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

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

2.4.3.1 - Total experience of full-time teachers

297.28

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

2.5 - Evaluation Process and Reforms

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

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 schedule for Internal Assessment is shared with the students following the academic calendar. Before examination for Internal Assessment, Teachers of various departments conduct several examinations like oral tests, class tests, home assignments, surprise tests, student's seminar, Group discussion etc. as per the academic calendar. Results of all such class tests are shared with the students and the slow learners are also informed about the ways for their improvements. Doubts are cleared and students are made aware of their mistakes. Although Teachers conduct various types of examinations, Marks of such examinations are not counted. 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 restriction imposed by the government for pandemic, Students were asked to face online exams, Seminars and open book exam.

File Description	Documents
Any additional information	View File
Link for additional information	https://drive.google.com/file/d/1yP2MXzl3A4whxRdHH9W7JKOx5mHHIj78/view?usp=sharing

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

So far no grievance is 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 much aware of the results of class tests. Final Internal Assessment results are not shared with the students as it is 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 deserved more. 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 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 college to submit his /her answer script.

File Description	Documents
Any additional information	View File
Link for additional information	https://drive.google.com/file/d/1sJgoiWV5UGJXIF7-ze6uvWrXauJ3dGE1/view?usp=sharing

2.6 - Student Performance and Learning Outcomes

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

The programme curriculum has been prepared by the university of North Bengal. The college teachers have prepared the programme outcome for each programme/ course offered by the college. Following are the programme outcome-

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 sustainable environment.

Mechanism of communication:

Programme 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	No File Uploaded
Paste link for Additional information	https://drive.google.com/file/d/102Ca2plPHfwgOY7W6AkAJ82YwiUeAbat/view?usp=sharing
Upload COs for all courses (exemplars from Glossary)	View File

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

The College looks into the matter of evaluation with due importance. By taking care of Programme outcomes program specific outcomes, and course outcomes, the college attempts to evaluate whether the target students are able to achieve their goals. Departmental faculty keeps a record of the performance of students. Different activities like group discussion, class tests, and internal assessment play roles in the evaluation of learning outcomes. Finally university-level examinations both theory and practical help in measuring the learning attainment level. In the departmental meeting, results of every semester have been analyzed. The concerned student is communicated remedial for his progress in the next exam.

During the year total 1620 final year student appeared in the final year university examination out of which 1521. Over all 93.88 percent students passed in the examination. 53 students are perusing higher education in different premier institution of India. A number of students placed in different services. During the last board examination, 231 students secured more than 60 percent. 69 students secured more than 70% marks. This significantly proves that the Programme outcomes and course outcomes are attained.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://drive.google.com/file/d/1qiXY5xAXRZjaleCBO1nMhgGeKPFekXmh/view?usp=sharing

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**1521**

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://drive.google.com/file/d/1rr_5mey15Le_curShIhK8Jrdki4kPqMfG/view?usp=sharing

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/1tm4qz_iQEkr1_HgulG1l3R5qHhozqHBx/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

0

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**

4

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards**3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year****3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year**

14

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

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

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

8

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

3.3 - Extension Activities

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

Saheed Kshudiram College through the years 2020 and 2021, the National Service Scheme (NSS) has actively engaged 509 students in various community-oriented activities. These initiatives, ranging from pandemic response efforts to broader social issues, showcase the college's commitment to societal welfare.

During the COVID-19 pandemic, NSS volunteers played a crucial role in organizing awareness programs, sanitation drives, and aiding quarantine centers, collaborating with entities like the District Health Department and NCC. Special campaigns such as the Spit Free India Movement and Swachh Bharat saw participation from 58 students, highlighting the commitment to community hygiene.

Aside from pandemic-related activities, NSS members participated in events like Independence Day celebrations and NCC Day, fostering patriotism and emphasizing national service. Additionally, NSS actively supported causes like tobacco cessation, engaging 100 students in awareness campaigns.

Collaborations with units like the Women's Cell and EVS Department led to impactful initiatives such as cleanliness drives and clothes distribution. The NSS's dedication to environmental sustainability was evident in student participation in events like World Environmental Day and International Day of Yoga. These endeavors reflect the college's enduring commitment to social awareness and community service.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1xrsH_1cSarUAn5H6c-WXiyGAjjqSzUur/view
Upload any additional information	View File

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

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

8

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

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

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

28

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

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

1481

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

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

5

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

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	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

1. Class Rooms -

The college has 21 classrooms and 1 Seminar hall. Among 21 Class rooms, 5 rooms are with ICT facility such as projector, LAN, Wi-Fi etc. and 16 class rooms are without ICT infrastructure. Though one portable projector has in the college for taking PPT classes with the help of laptop in the rooms where permanent setup of ICT are not exist. College seminar Hall also has the facility of ICT with portable projector and laptop. All class rooms have black board/ white board/ green board with enough light and fan.

2. Laboratories-

The institution has 3 laboratories for Geography, Physics and Chemistry subject.

3. Computer: The institution has 11 desktop and laptop for academic purpose. This computers are in the library reading room and different departments. The college has 7 computers in the office and 3 computers in library.

Besides these the institution has 1 library with stack room, 1 IQAC room, 1 NCC room, 1 NSS room and 1 Physical Education room. There is also a Common Room for teaching staff, 1 common room for girls' 1 common room for boys' students and a Student Union Room.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.saheedkshudiramcollege.ac.in/college-infrastructure/

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

Saheed Kshudiram college has the adequate facilities for sports and games. The institution has a big playground with size of 200 meter long and 140 meter wide. The total area of the field is about 28000 sq. meters. The small field area is about 2000 sq. meters. The institution has sufficient sports equipments related to athletics, gymnastics, Football, Volleyball, Badminton, Carom Board, Cricket, Table Tennis , Yoga mate etc. Students of the college participate in games and sports every year in University level, State level. Annual sports are held in every yea in the college field. Regular practices for different games and sports are done in the college field. Cultural activities like recitation, singing, debate, quiz, drawing etc. are also organize every year. Generally college seminar hall are use for cultural practices of the students. Annual social and cultural program of the college also arrange in every year in the open field by constructing stage and pandal.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.saheedkshudiramcollege.ac.in/college-infrastructure/

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	View File
Paste link for additional information	https://docs.google.com/document/d/1sSqhhUdaXtXh-gIo702EYVFs_bLiTvds/edit?usp=sharing&ouid=115583122180612988629&rtpof=true&sd=true
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

0.197

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

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: 20.05.07

Year of Automation: June 2018

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://skc-opac.l2c2.co.in/

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	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

0.059

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

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

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

70.62

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

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. College has provided WIFI facility for the students and the teachers. The College has bandwidth of high speed internet facility without any interruption throughout the college hours. Software's of the computers are updated regularly. The computers in the office, departments and the library are connected to the main server through LAN.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.saheedkshudiramcollege.ac.in/college-infrastructure/

4.3.2 - Number of Computers

11

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

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

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

4.4 - Maintenance of Campus Infrastructure

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

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

30.60

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

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

The institution adopts the policy to maintain its infrastructure features like classrooms, laboratories, and library, playground and sports facilities. 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 technician. Maintenance of electrical services is done by hired electrician whenever necessary. For maintenance of computer and IT facilities office staff and faculty member are conscious about their proper use. Repair of computer and IT facilities is done by hired technician as and when necessary. An AMC is signed with broadband internet service provider for the smooth running of internet service of the college. The laboratory equipment is maintained at the department level by the staff or hired technician whenever necessary. Library books and computer is maintained by the library staff of the college. Classroom facilities like light, fan chair, benches, desks are monitored regularly and action taken as and when

necessary. Sports equipment is maintained by the Physical Education teacher.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.saheedkshudiramcollege.ac.in/college-infrastructure/

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

3169

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

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

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

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

B. 3 of the above

File Description	Documents
Link to institutional website	https://docs.google.com/spreadsheets/d/1o0rWguwTiuynYhpqDi5vfuh74YDr_Uv9/edit?usp=sharing&oid=108131718079869982673&rtpof=true&sd=true
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

238

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

238

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

3

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

53

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

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

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

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 like literary club , 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	https://docs.google.com/document/d/1MyyXmPPzO2oPhF5ibyXJph8zWhhy7rUw/edit?usp=drive_link&ouid=115583122180612988629&rtpof=true&sd=true
Upload any additional information	View File

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

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

11

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

5.4 - Alumni Engagement

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

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	https://drive.google.com/file/d/1GW_USP9pI74zEghI34tJL7lGz6lybVD/view?usp=drive_link
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

- **Vision**
- **Equity and Inclusion:** Commitment to equitable access, regardless of socio-economic status or background.
- **Holistic Development:** Integration of academic rigor with critical thinking, creativity, and communication skills.
- **Community Engagement:** Actively collaborating with local stakeholders for positive socio-economic change.
- **Environmental Sustainability:** Advocacy for conservation and eco-friendly practices in the Himalayan foothills.
- **Local Empowerment, Global Engagement:** Nurturing local talent while engaging with global knowledge networks.
- **Inclusivity and Accessibility:** Providing quality education for

all, fostering a culture of lifelong learning.

- **Mission**
- **Empowerment through Education: Accessible and inclusive education for marginalized communities, emphasizing lifelong learning and skill development.**
- **Promotion of Diversity and Inclusion: Celebrating cultural diversity, creating an inclusive environment valuing all backgrounds.**
- **Academic Excellence and Innovation: Rigorous programs fostering innovation and research to tackle local and global challenges.**
- **Community Engagement and Social Responsibility: Collaborating with stakeholders for sustainable development, advocating for community service.**
- **Environmental Stewardship and Sustainability: Promoting conservation practices, integrating sustainability into curriculum and operations.**
- **Promotion of Entrepreneurship and Employment Opportunities: Providing entrepreneurial education, facilitating internships, and job placements.**
- **Cultural Preservation and Heritage Conservation: and Tourism Development and Sustainable Growth:**
- **Continuous Improvement and Quality Assurance and Global Engagement and Collaboration:**

File Description	Documents
Paste link for additional information	https://www.saheedkshudiramcollege.ac.in/our-mission/
Upload any additional information	View File

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

The 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.

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/1_AXmnCBpTL0YbPrNaMEnc9CUqI3bWd3x/edit?usp=sharing&ouid=115583122180612988629&rtpof=true&sd=true
Upload any additional information	View File

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.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://drive.google.com/file/d/1weFBBxEZJjA2FPJwprg7nbzMPk3ngN0W/view?usp=sharing
Upload any additional information	View File

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

The 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.

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/1ZeM4Efg4kPnGiV7nNHh26Gic0L_ixTKI/edit?usp=sharing&ouid=115583122180612988629&rtpof=true&sd=true
Link to Organogram of the Institution webpage	https://drive.google.com/file/d/1r7XhYbbauZnWsORMFE0GZDDWraoyEH7h/view?usp=sharing
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

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 Swastha sathi 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.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1R6eMyuf898Q1vNlHUYbvyarRt7ZwgC4U/view?usp=sharing
Upload any additional information	View File

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

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

0

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

11

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

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

The Staff appraisal system of the college has two phases: 1. Self-appraisal, 2. Appraisal by the principal. Appraisal of the faculty members: 1. First, the online self-appraisal forms of the teachers are made available. 2. Second, the teachers fill in the forms, with the testimonials and submit it to the principal. 3. Third, after the self-appraisal done by the teachers themselves, the principal

prepare the employer's feedback. 4. The employer's feedback is thereafter analysed and the recommendations are provided by the IQAC after analysing the principal's appraisal of the teacher's self-appraisal forms.

Appraisal of the non-teaching staffs: 1. First, the online self-appraisal forms of the non-teaching staffs are made available. 2. Second, the non-teaching staffs fill in the forms, with the testimonials and submit it to the principal. 3. Third, after the self-appraisal done by the non-teaching staffs themselves, the principal prepare the employer's feedback. 4. The employer's feedback is thereafter analysed and the recommendations are provided by the IQAC after analysing the principal's appraisal of the non-teaching staffs' self-appraisal

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1KDmpfdO5fJiJClr-rmynZjnUn62NZ_oT/view?usp=sharing
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

Internal Audit: The College conducts regular audits, internally. The internal audit for the year 2021-22 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 2021-2022 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 2021-22 is pending.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1Min9XCm9Hh7gSkdeEr-OjqSK6-yIkM9S/view?usp=sharing
Upload any additional information	View File

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

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

0

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

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. 3. The internal audits are done. The external audit is yet to be finalised by the

Government of West Bengal. Fund generated from the existing resources.

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/lw4fDEsjsXeCFzfm9EcC0hcLtpmlej7J4/edit?usp=sharing&ouid=115583122180612988629&rtpof=true&sd=true
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

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.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1lq48WoZyV17xJMvP3kD5twUBT55QnpRo/view?usp=sharing
Upload any additional information	View File

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

Review of teaching-learning Process: In the micro level the mentors review the performances of the mentees. There is constant review of teaching-learning and of the universality and internal assessment results.

Structures & methodologies of operations: The departments, at the very beginning of the session, divide 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.

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, assignment based examinations are provided in the college website. As the students could not take the benefit of the library, e-books were downloaded and circulated in the whatsapp groups.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/102Ca2plPHfwgOY7W6AkAJ82YwiUeAbat/view?usp=sharing
Upload any additional information	View File

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://drive.google.com/file/d/1h0F5v5o8SzA-PXo1Ia1YP_vZjTuw1-X/view?usp=drive_link
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

Gender equity and sensitization through curricular and extracurricular activities: Gender sensitization-related topics are included in various courses of the BA program. Apart from this College organizes various workshops and seminars to address such issues. Other activities such as celebrations of International Women's Day and workshops for self-defense for female students are held with the help of NSS and NCC.

Safety and security: The College has a high boundary wall on all sides with two gates which are guarded 24x7 by security guards. The entry of outsiders in the college campus is restricted and the students must display their ID cards compulsorily. The college has an anti-ragging and anti-harassment committee to handle any case of harassment.

Girl's common room: College common rooms offer a communal space for students to relax and socialize. Equipped with comfortable seating, entertainment options like gaming consoles, and study spaces, they cater to various needs. Sanitary vending machines are there to maintain hygiene. Bulletin boards which are near about girl's common room keep students informed about campus events, and the decor reflects the college spirit. These versatile spaces may also host meetings and club gatherings, fostering a sense of community and connection among students.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/1ZCNJMICG1DUK-IpszczNTujfGe_4dJ3l/view?usp=sharing
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	https://drive.google.com/file/d/1tp_RkjCptkOe-ai8Hpg8v71pDn2_KMuL/view?usp=sharing

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

- 1. Solid Waste Management System:** Approximately 20 waste bins for biodegradable and non-biodegradable solid wastes are placed in different regions inside the college campus to collect solid waste materials daily. These waste materials are regularly cleared. Two cemented tanks are created by the college authority for processing of organic waste products mainly produced by the dead leaves and trunks of the plants. This helps to reduce soil pollution and increase soil fertility.
- 2. Liquid waste Management-** Water used to wash vegetables etc. in the canteen is used to water plants. There are septic tanks in the college campus for the collection of liquid wastes. There is no such liquid waste recycling system inside the campus.

3. **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/ 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	https://drive.google.com/file/d/1opoQEe0sp3sHJrIn_wI3Vp0LfVACTbSr/view?usp=sharing
Any other relevant information	View File

- 7.1.4 - Water conservation facilities available in the Institution:** Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus **C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

- 7.1.5.1 - The institutional initiatives for greening the campus are as follows:** **A. Any 4 or All of the above**

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

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

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

A. Any 4 or all of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
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).

Being a famous college of the North-Eastern part of the country and the Border area of Assam-Bengal students hail from different sections of the society with linguistic and cultural variations belonging to ethnic communities such as Bengalese, Assamese, Rajbanshi, Nepali, Mech, Rava, Boro, Santali and are either Hindu or Muslim or Buddhist or Christianity by religion. Our students here learn to pay respect to others' religion, language and culture through their day-to-day activities and also by active participation in different events and programmes on the Special Day Celebrations. Freshers' Welcome thereby embracing freshers from diverse communities, 'Basanta Utsab' (celebration of Holi-the festival of colours), is marked here with much enthusiasm whereby all students of the college get involved with their cultural distinctiveness. Reverence is offered on occasions of Budhha Purnima and Mahavir Jaynti. Moreover, Saraswati Puja is a marked deliverance of offerings by students of all communities as they get involved in the management and organisation of the ritual within the college premises. Thus, it can be said that an expressed environment of cordiality and harmony exists within the institution. The NSS wings of our college play a very crucial role in that issue.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations:

values, rights, duties and responsibilities of citizens

The College hosts a number of programs aimed at raising awareness among students and the general public about constitutional ideals, rights, and the obligations of citizens of our country. Saheed Kshudiram College commemorates national and cultural occasions in this context by planning a range of events that raise awareness of our national symbols and identity. As a result, celebrations of national solemnity and pride, such as Youth Day on January 12 and Independence Day on January 26, are observed to teach people the importance of freedom and liberty. Every college student gains a sense of patriotism from the flag-hosting events on these national holidays, which are followed by the National Anthem being spoken. Various cultural events are held to honor the nation's unity despite its many geographical and cultural differences, as well as the spirit of liberty, equality, and brotherhood embodied in the Constitution. Activities like the youth parliament, which Saheed Kshudiram College actively promotes, make sure that students are knowledgeable about the constitutional principles that, in the end, protect our Motherland's identity as a nation. Events like Environment Day and Women's Day honour the accomplishments of women throughout history while also educating the next generation about gender issues.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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

4. Annual awareness programmes on Code of Conduct are organized

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

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

Saheed Kshudiram College, Alipurduar organizes or celebrates following national and international commemorative days and festivals with utmost care and enthusiasm. Committees entrusted with the responsibility or departments at their initiative observe these days to pay the due homage.

1. Atma Balidas Diwas on 11th August 2021
2. Independence Day Celebration on 15th August 2021.
3. Teachers' Day Celebration on 5th September 2021
4. NSS Day on 27th November 2021.
5. National Youth Day on 12th January 2022
6. Parakram Diwas on 23rd January 2022
7. Observation of Republic Day on 26th January 2022.
8. Celebration of Basanta Panchami on 5th February 2022.
9. Black Day Celebration on 14th February 2022.
10. Observation of International Women's Day on 8th March 2022.
11. Rabindra Jayanti on 9th June 2022.
12. Yoga Day Celebration on 21st June 2022.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
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

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

1. To execute the participatory decision-making approach
2. 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	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

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 2021-22, out of 2551 enrolled students, 1146 (44.92%) belonged to the Scheduled Caste (SC), 278 (10.89%) to the Scheduled Tribe (ST), and 199 (7.80%) to the Other Backward Classes (OBC) category. Overall, 62.63 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

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Saheed Kshudiram college ensures effective syllabus delivery through an organized and documented practice. Due to COVID the college had to make a well organised plan to ensure effective curriculum delivery. The departments were asked to chalk out their yearlong academic activities which could be accomplished through online mode. After getting the information from each department an academic calendar was prepared and uploaded in the college website. Besides, IQAC have decided to integrate crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. The faculty members implemented their academic plans and activities with the help of Google Meet Classroom and WhatsApp groups. For the fulfilment 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.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://drive.google.com/file/d/1oxvKkIMqTRhLhjIoQLqCsfrGpwD6UxHu/view?usp=drive_link

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

Being an affiliated college of University of North Bengal we follow the academic calendar as directed by the University. Presently the University of North Bengal is following CBCS. For CBCS University conducts semester wise exam. So there are ample areas of concern related to the internal, continuous and practical, field work, projects cum viva-voce exams. However there was no possibility of field work owing to COVID-19. But the plans of other yearlong activities including for the conduct of Continuous Internal Evaluation are made after getting data from

all the departments and the same are incorporated in the college Academic Calender and uploaded on the website for the information of the students so that they would know when to keep themselves unengaged with any other preoccupations. Since it is always better to have more such exercises, rather than restricting the numbers of internal evaluation that department conducts as many as possible and inform the students about online test/open book at least a week prior to the scheduled test. Faculty members are also involved in a continuous evaluation of students through online assignments, seminars, group discussions and viva. Regular tests are taken along with MCQs to ensure that the students are well prepared for their university exams.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://drive.google.com/file/d/1wJTO3IfjJvyqFdJOSduoMkmoucSOUEav/view?usp=sharing

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

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

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

20

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

0

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

The curriculum enrichment enables the students to elevate and enhance their learning beyond their main course of study. IQAC have decided to integrate crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. Along with NCC ,NSS UNIT I,II,III AND UNIT-IV of Saheed Kshudiram College conduct various events to inculcate human values and consciousness regarding environment .Besides that ENVIRONMENTAL STUDIES included in AECC -1 for First semester students offers theoretical and practical lessons on sustenance of environment. This syllabus also encourages students to do field work, survey and projects on environmental sustainability.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

3

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

1.3.3 - Number of students undertaking project work/field work/ internships	
2658	
File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File
1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	A. All of the above
File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	No File Uploaded
1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	View File
URL for feedback report	Nil
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

2608

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

1623

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

2.2 - Catering to Student Diversity

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

Classes are distributed among the Teachers based on the 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 properly the lessons/teachings equally within the given time. Some students feel discomfort and start lagging behind in learning due to unavoidable constraints of online teaching, and the unavailability of books at hand. To reduce the discomfort of such students, Teachers prepared study materials and share them over Google drive. The materials also served semester-wise WhatsApp group, and the academic resource section of the college website. To cater the special needs of slow learners, Teachers arrange special classes and remedial to remove their uneasiness. Group discussions and quiz contests are arranged to encourage the learners. Student seminar on the particular course is conducted to encourage slow learners. For the 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	https://docs.google.com/document/d/li5Xvk2oOSMbLF6_AJlJ8utY74-mV20nX/edit?usp=sharing&oid=108131718079869982673&rtpof=true&sd=true
Upload any additional information	View File

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

Number of Students	Number of Teachers
5392	38

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Since field trips were not possible due to the ongoing pandemic students were encouraged to be active participants in 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 contest. The students also took 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 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 dissertation. The career oriented programmes also conducted

projects on interdepartmental promote interdisciplinary approach. Value and ethics based classes continued via various online platforms to promote a holistic development of each individual student

File Description	Documents
Upload any additional information	View File
Link for additional information	https://drive.google.com/file/d/10gRMgVoC7Y0VyeV1Yt3eAXDIVmOuLg6F/view?usp=sharing

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

Due to restriction on offline or in-person teaching to maintain social distancing, 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	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://drive.google.com/file/d/14FMRY1sypvF1-8puCDg_A9He2licKhG0/view?usp=sharing

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.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

38

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

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

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

5

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

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

2.4.3.1 - Total experience of full-time teachers

297.28	
File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File
2.5 - Evaluation Process and Reforms	
2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.	
<p>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 schedule for Internal Assessment is shared with the students following the academic calendar. Before examination for Internal Assessment, Teachers of various departments conduct several examinations like oral tests, class tests, home assignments, surprise tests, student's seminar, Group discussion etc. as per the academic calendar. Results of all such class tests are shared with the students and the slow learners are also informed about the ways for their improvements. Doubts are cleared and students are made aware of their mistakes. Although Teachers conduct various types of examinations, Marks of such examinations are not counted. 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 restriction imposed by the government for pandemic, Students were asked to face online exams, Seminars and open book exam.</p>	
File Description	Documents
Any additional information	View File
Link for additional information	https://drive.google.com/file/d/1yP2MXzl3A4whxRdHH9W7JKOx5mHHIj78/view?usp=sharing
2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient	
<p>So far no grievance is received regarding the evaluation process. This college has an academic ambiance where students can freely discuss different matters, if any, with their respective teachers</p>	

and solve difficulties. The students are very much aware of the results of class tests. Final Internal Assessment results are not shared with the students as it is 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 deserved more. 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 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 college to submit his /her answer script.

File Description	Documents
Any additional information	View File
Link for additional information	https://drive.google.com/file/d/1sJgoiWV5UGJXIF7-ze6uvWrXauJ3dGE1/view?usp=sharing

2.6 - Student Performance and Learning Outcomes

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

The programme curriculum has been prepared by the university of North Bengal. The college teachers have prepared the programme outcome for each programme/ course offered by the college. Following are the programme outcome-

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 sustainable environment.

Mechanism of communication:

Programme 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	No File Uploaded
Paste link for Additional information	https://drive.google.com/file/d/102Ca2plPHfwgOY7W6AkAJ82YwiUeAbat/view?usp=sharing
Upload COs for all courses (exemplars from Glossary)	View File

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

The College looks into the matter of evaluation with due importance. By taking care of Programme outcomes program specific outcomes, and course outcomes, the college attempts to evaluate whether the target students are able to achieve their goals. Departmental faculty keeps a record of the performance of students. Different activities like group discussion, class tests, and internal assessment play roles in the evaluation of learning outcomes. Finally university-level examinations both theory and practical help in measuring the learning attainment level. In the departmental meeting, results of every semester have been analyzed. The concerned student is communicated remedial for his progress in the next exam.

During the year total 1620 final year student appeared in the final year university examination out of which 1521. Over all 93.88 percent students passed in the examination. 53 students are perusing higher education in different premier institution of India. A number of students placed in different services. During

the last board examination, 231 students secured more than 60 percent. 69 students secured more than 70% marks. This significantly proves that the Programme outcomes and course outcomes are attained.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://drive.google.com/file/d/1qiXY5xAXRZjaleCB01nMhgGeKPfEkXmh/view?usp=sharing

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

1521

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://drive.google.com/file/d/1rr_5mey15LecurShIhK8Jrdki4kPqMfG/view?usp=sharing

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/1tm4qz_iOEkr1HgulG1l3R5qHhozqHBx/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	
0	
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	
4	
File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards	
3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year	
3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year	
14	
File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File
3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year	
3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year	
8	
File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File
3.3 - Extension Activities	
3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year	
<p>Saheed Kshudiram College through the years 2020 and 2021, the National Service Scheme (NSS) has actively engaged 509 students in various community-oriented activities. These initiatives, ranging from pandemic response efforts to broader social issues, showcase the college's commitment to societal welfare.</p> <p>During the COVID-19 pandemic, NSS volunteers played a crucial role in organizing awareness programs, sanitation drives, and aiding quarantine centers, collaborating with entities like the District Health Department and NCC. Special campaigns such as the Spit Free India Movement and Swachh Bharat saw participation from</p>	

58 students, highlighting the commitment to community hygiene.

Aside from pandemic-related activities, NSS members participated in events like Independence Day celebrations and NCC Day, fostering patriotism and emphasizing national service. Additionally, NSS actively supported causes like tobacco cessation, engaging 100 students in awareness campaigns.

Collaborations with units like the Women's Cell and EVS Department led to impactful initiatives such as cleanliness drives and clothes distribution. The NSS's dedication to environmental sustainability was evident in student participation in events like World Environmental Day and International Day of Yoga. These endeavors reflect the college's enduring commitment to social awareness and community service.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1xrsH_1cSarrUAn5H6c-WXiyGAjjqSzUur/view
Upload any additional information	View File

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

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

8

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS

awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

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

28

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

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

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

1481

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

3.4 - Collaboration

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

5

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

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	View File
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

1. Class Rooms -

The college has 21 classrooms and 1 Seminar hall. Among 21 Class rooms, 5 rooms are with ICT facility such as projector, LAN, Wi-Fi etc. and 16 class rooms are without ICT infrastructure. Though one portable projector has in the college for taking PPT classes with the help of laptop in the rooms where permanent setup of ICT are not exist. College seminar Hall also has the facility of ICT with portable projector and laptop. All class rooms have black board/ white board/ green board with enough light and fan.

2. Laboratories-

The institution has 3 laboratories for Geography, Physics and Chemistry subject.

3. Computer: The institution has 11 desktop and laptop for academic purpose. These computers are in the library reading room and different departments. The college has 7 computers in the office and 3 computers in library.

Besides these the institution has 1 library with stack room, 1 IQAC room, 1 NCC room, 1 NSS room and 1 Physical Education room. There is also a Common Room for teaching staff, 1 common room for girls' 1 common room for boys' students and a Student Union Room.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.saheedkshudiramcollege.ac.in/college-infrastructure/

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

Saheed Kshudiram college has the adequate facilities for sports and games. The institution has a big playground with size of 200 meter long and 140 meter wide. The total area of the field is about 28000 sq. meters. The small field area is about 2000 sq. meters. The institution has sufficient sports equipments related to athletics, gymnastics, Football, Volleyball, Badminton, Carom Board, Cricket, Table Tennis, Yoga mat etc. Students of the college participate in games and sports every year in University level, State level. Annual sports are held in every year in the college field. Regular practices for different games and sports are done in the college field. Cultural activities like recitation, singing, debate, quiz, drawing etc. are also organized every year. Generally college seminar hall are used for cultural practices of the students. Annual social and cultural program of the college also arranged in every year in the open field by constructing stage and pandal.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.saheedkshudiramcollege.ac.in/college-infrastructure/

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	View File
Paste link for additional information	https://docs.google.com/document/d/1sSghUdaXtXh-gIo702EYVFs_bLiTvds/edit?usp=sharing&oid=115583122180612988629&rtpof=true&sd=true
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

0.197

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

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: 20.05.07

Year of Automation: June 2018

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://skc-opac.l2c2.co.in/

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	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

0.059

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

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

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

70.62

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

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. College has provided WIFI facility for the students and the teachers. The College has bandwidth of high speed internet facility without any interruption throughout the

college hours. Software's of the computers are updated regularly. The computers in the office, departments and the library are connected to the main server through LAN.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.saheedkshudiramcollege.ac.in/college-infrastructure/

4.3.2 - Number of Computers

11

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

30.60

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

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

The institution adopts the policy to maintain its infrastructure features like classrooms, laboratories, and library, playground and sports facilities. 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 technician. Maintenance of electrical services is done by hired electrician whenever necessary. For maintenance of computer and IT facilities office staff and faculty member are conscious about their proper use. Repair of computer and IT facilities is done by hired technician as and when necessary. An AMC is signed with broadband internet service provider for the smooth running of internet service of the college. The laboratory equipment is maintained at the department level by the staff or hired technician whenever necessary. Library books and computer is maintained by the library staff of the college. Classroom facilities like light, fan chair, benches, desks are monitored regularly and action taken as and when necessary. Sports equipment is maintained by the Physical Education teacher.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.saheedkshudiramcollege.ac.in/college-infrastructure/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

Government during the year	
5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
3169	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File
5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year	
5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year	
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	B. 3 of the above

File Description	Documents
Link to institutional website	https://docs.google.com/spreadsheets/d/1o0rWguwTiuynYhpgDi5vfuh74YDr_Uv9/edit?usp=sharing&ouid=108131718079869982673&rtpof=true&sd=true
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

238

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

238

File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

3

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

53

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

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

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

government examinations) during the year

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 like literary club , 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	https://docs.google.com/document/d/1MyyXmPzO2oPhF5ibyXJph8zWhhy7rUw/edit?usp=drive_link&oid=115583122180612988629&rtpof=true&sd=true
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)**5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year**

11

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

5.4 - Alumni Engagement

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

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	https://drive.google.com/file/d/1GW_USP9pI74zEghI34tJL7lGz6lybVD_/view?usp=drive_link
Upload any additional information	View File

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

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

- **Vision**
- **Equity and Inclusion:** Commitment to equitable access, regardless of socio-economic status or background.
- **Holistic Development:** Integration of academic rigor with critical thinking, creativity, and communication skills.
- **Community Engagement:** Actively collaborating with local stakeholders for positive socio-economic change.
- **Environmental Sustainability:** Advocacy for conservation and eco-friendly practices in the Himalayan foothills.
- **Local Empowerment, Global Engagement:** Nurturing local talent while engaging with global knowledge networks.
- **Inclusivity and Accessibility:** Providing quality education for all, fostering a culture of lifelong learning.
- **Mission**
- **Empowerment through Education:** Accessible and inclusive education for marginalized communities, emphasizing lifelong learning and skill development.
- **Promotion of Diversity and Inclusion:** Celebrating cultural diversity, creating an inclusive environment valuing all backgrounds.

- **Academic Excellence and Innovation:** Rigorous programs fostering innovation and research to tackle local and global challenges.
- **Community Engagement and Social Responsibility:** Collaborating with stakeholders for sustainable development, advocating for community service.
- **Environmental Stewardship and Sustainability:** Promoting conservation practices, integrating sustainability into curriculum and operations.
- **Promotion of Entrepreneurship and Employment Opportunities:** Providing entrepreneurial education, facilitating internships, and job placements.
- **Cultural Preservation and Heritage Conservation:** and **Tourism Development and Sustainable Growth:**
- **Continuous Improvement and Quality Assurance and Global Engagement and Collaboration:**

File Description	Documents
Paste link for additional information	https://www.saheedkshudiramcollege.ac.in/our-mission/
Upload any additional information	View File

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

The 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.

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/1_AXmnCBpTL0YbPrNaMEnC9CUqI3bWd3x/edit?usp=sharing&oid=115583122180612988629&rtpof=true&sd=true
Upload any additional information	View File

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.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://drive.google.com/file/d/1weFBBxEZJjA2FPJwprg7nbzMPk3ngN0W/view?usp=sharing
Upload any additional information	View File

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

The 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.

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/1ZeM4Ef_g4kPnGiV7nNHh26GIc0L_ixTKI/edit?usp=sharing&oid=115583122180612988629&rtpof=true&sd=true
Link to Organogram of the Institution webpage	https://drive.google.com/file/d/1r7XhYbbauZnWsQRMFE0GZDDWraoyEH7h/view?usp=sharing
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

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 Swastha sathi 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.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1R6eMyuf898Q1vNlHUYbvyyarRt7ZwgC4U/view?usp=sharing
Upload any additional information	View File

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

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

0

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

11

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

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

The Staff appraisal system of the college has two phases: 1. Self-appraisal, 2. Appraisal by the principal. Appraisal of the faculty members: 1. First, the online self-appraisal forms of the teachers are made available. 2. Second, the teachers fill in the

forms, with the testimonials and submit it to the principal. 3. Third, after the self-appraisal done by the teachers themselves, the principal prepare the employer's feedback. 4. The employer's feedback is thereafter analysed and the recommendations are provided by the IQAC after analysing the principal's appraisal of the teacher's self-appraisal forms.

Appraisal of the non-teaching staffs: 1. First, the online self-appraisal forms of the non-teaching staffs are made available. 2. Second, the non-teaching staffs fill in the forms, with the testimonials and submit it to the principal. 3. Third, after the self-appraisal done by the non-teaching staffs themselves, the principal prepare the employer's feedback. 4. The employer's feedback is thereafter analysed and the recommendations are provided by the IQAC after analysing the principal's appraisal of the non-teaching staffs' self-appraisal

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1KDmpfdO5fJiJClr-rmynZjnUn62NZ_oT/view?usp=sharing
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

Internal Audit: The College conducts regular audits, internally. The internal audit for the year 2021-22 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 2021-2022 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

2021-22 is pending.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1Min9XCm9Hh7gSkdeEr-OjqSK6-yIkM9S/view?usp=sharing
Upload any additional information	View File

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

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

0

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

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. 3. The internal audits are done. The external audit is yet to be finalised by the Government of West Bengal. Fund generated from the existing resources.

File Description	Documents
Paste link for additional information	https://docs.google.com/document/d/lw4fDEsjsXeCFzfm9EcCOhcLtpmlej7J4/edit?usp=sharing&ouid=115583122180612988629&rtpof=true&sd=true
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

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.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1lq48WoZyV17xJMvP3kD5twUBT55QnpRo/view?usp=sharing
Upload any additional information	View File

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

Review of teaching-learning Process: In the micro level the mentors review the performances of the mentees. There is constant review of teaching-learning and of the universality and internal assessment results.

Structures & methodologies of operations: The departments, at the very beginning of the session, divide 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.

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, assignment based examinations are provided in the college website. As the students could not take the benefit of the library, e-books were downloaded and circulated in the whatsapp groups.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/102Ca2plPHfwgOY7W6AkAJ82YwiUeAbat/view?usp=sharing
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of

B. Any 3 of the above

**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)**

File Description	Documents
Paste web link of Annual reports of Institution	https://drive.google.com/file/d/1h0F5v5o8SzA-PXo1IalYP_vZjTUW1-X/view?usp=drive_link
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

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

Gender equity and sensitization through curricular and curricular activities: Gender sensitization-related topics are included in various courses of the BA program. Apart from this College organizes various workshops and seminars to address such issues. Other activities such as celebrations of International Women's Day and workshops for self-defense for female students are held with the help of NSS and NCC.

Safety and security: The College has a high boundary wall on all sides with two gates which are guarded 24x7 by security guards. The entry of outsiders in the college campus is restricted and the students must display their ID cards compulsorily. The college has an anti-ragging and anti-harassment committee to handle any case of harassment.

Girl's common room: College common rooms offer a communal space for students to relax and socialize. Equipped with comfortable seating, entertainment options like gaming consoles, and study spaces, they cater to various needs. Sanitary vending machines are there to maintain hygiene. Bulletin boards which are near about girl's common room keep students informed about campus events, and the decor reflects the college spirit. These versatile spaces may also host meetings and club gatherings, fostering a sense of community and connection among students.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/1ZCNJMICG1DUK-IpszczNTujfGe_4dJ3l/view?usp=sharing
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	https://drive.google.com/file/d/1tp_RkjCptkOe-ai8Hpg8v71pDn2_KMuL/view?usp=sharing

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

1. Solid Waste Management System: Approximately 20 waste bins for biodegradable and non-biodegradable solid wastes are

placed in different regions inside the college campus to collect solid waste materials daily. These waste materials are regularly cleared. Two cemented tanks are created by the college authority for processing of organic waste products mainly produced by the dead leaves and trunks of the plants. This helps to reduce soil pollution and increase soil fertility.

2. Liquid waste Management- Water used to wash vegetables etc. in the canteen is used to water plants. There are septic tanks in the college campus for the collection of liquid wastes. There is no such liquid waste recycling system inside the campus.
3. 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/ 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	https://drive.google.com/file/d/1opoQEe0sp3sHJrIn_wI3Vp0LfVACTbSr/view?usp=sharing
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	C. Any 2 of the above
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1.Restricted entry of automobiles 2.Use of Bicycles/ Battery powered vehicles 3.Pedestrian Friendly pathways 4.Ban on use of Plastic 5.landscaping with trees and plants	A. Any 4 or All of the above
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above
File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	View File
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-	B. Any 3 of the above

reading software, mechanized equipment
5. Provision for enquiry and information :
Human assistance, reader, scribe, soft copies
of reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
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).

Being a famous college of the North-Eastern part of the country and the Border area of Assam-Bengal students hail from different sections of the society with linguistic and cultural variations belonging to ethnic communities such as Bengalese, Assamese, Rajbanshi, Nepali, Mech, Rava, Boro, Santali and are either Hindu or Muslim or Buddhist or Christianity by religion. Our students here learn to pay respect to others' religion, language and culture through their day-to-day activities and also by active participation in different events and programmes on the Special Day Celebrations. Freshers' Welcome thereby embracing freshers from diverse communities, 'Basanta Utsab' (celebration of Holi-the festival of colours), is marked here with much enthusiasm whereby all students of the college get involved with their cultural distinctiveness. Reverence is offered on occasions of Budhha Purnima and Mahavir Jaynti. Moreover, Saraswati Puja is a marked deliverance of offerings by students of all communities as they get involved in the management and organisation of the ritual within the college premises. Thus, it can be said that an expressed environment of cordiality and harmony exists within the institution. The NSS wings of our college play a very crucial role in that issue.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	No File Uploaded

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

The College hosts a number of programs aimed at raising awareness among students and the general public about constitutional ideals, rights, and the obligations of citizens of our country. Saheed Kshudiram College commemorates national and cultural occasions in this context by planning a range of events that raise awareness of our national symbols and identity. As a result, celebrations of national solemnity and pride, such as Youth Day on January 12 and Independence Day on January 26, are observed to teach people the importance of freedom and liberty. Every college student gains a sense of patriotism from the flag-hosting events on these national holidays, which are followed by the National Anthem being spoken. Various cultural events are held to honor the nation's unity despite its many geographical and cultural differences, as well as the spirit of liberty, equality, and brotherhood embodied in the Constitution. Activities like the youth parliament, which Saheed Kshudiram College actively promotes, make sure that students are knowledgeable about the constitutional principles that, in the end, protect our Motherland's identity as a nation. Events like Environment Day and Women's Day honour the accomplishments of women throughout history while also educating the next generation about gender issues.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

7.1.10 - The Institution has a prescribed code of conduct for students, teachers,

A. All of the above

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

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

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

Saheed Kshudiram College, Alipurduar organizes or celebrates following national and international commemorative days and festivals with utmost care and enthusiasm. Committees entrusted with the responsibility or departments at their initiative observe these days to pay the due homage.

1. Atma Balidas Diwas on 11th August 2021
2. Independence Day Celebration on 15th August 2021.
3. Teachers' Day Celebration on 5th September 2021
4. NSS Day on 27th November 2021.
5. National Youth Day on 12th January 2022
6. Parakram Diwas on 23rd January 2022
7. Observation of Republic Day on 26th January 2022.

8. Celebration of Basanta Panchami on 5th February 2022.
9. Black Day Celebration on 14th February 2022.
10. Observation of International Women's Day on 8th March 2022.
11. Rabindra Jayanti on 9th June 2022.
12. Yoga Day Celebration on 21st June 2022.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
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

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

1. To execute the participatory decision-making approach
2. 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	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

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 2021-22, out of 2551 enrolled students, 1146 (44.92%) belonged to the Scheduled Caste (SC), 278 (10.89%) to the Scheduled Tribe (ST), and 199 (7.80%) to the Other Backward Classes (OBC) category. Overall, 62.63 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	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. Proposal of 6 certificate courses.
2. MOU with other Institutions .
3. Complete digitization of the Library.
4. 10% more energy conservation by installing LED lights.
5. Setting up 7 Smart Class Room .
6. Installation of solar panels
7. Installation of Rainwater harvesting tanks.
8. Organizing National and International level seminars.
9. Workshops for teaching and non-teaching staff.
10. Upgradation of ICT and Wi-Fi facilities.