YEARLY STATUS REPORT - 2022-2023

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/1gGPRUEyrf2dOe6JTcxQWn3HoH5Sfrghf/view?usp=sharing

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/1UP_nmu4YscsCAaoJzt629wVn94dJquYq/view?usp=sharing

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	**NSS**	**Ministry of Youth Affairs and Sports**	**2022-23**	**126010**

8.Whether composition of IQAC as per latest NAAC guidelines   **Yes**

- Upload latest notification of formation of IQAC

[View File](#)

9.No. of IQAC meetings held during the year   `7`

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   `Yes`

- 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`

- If yes, mention the amount

11.Significant contributions made by IQAC during the current year (maximum five bullets)

Decision regarding the signature of MOU with the following institutions: Alipurduar District Boxing Association Blood donor organisation, Jajabar sports and cultural association, Piyush Kanti Mahavidyalaya, Vivekananda College, IIARI, Travel Holic , Purbasha Eco helpline, Samuktala Sidhu Kanhu College, Lion's club Kamakhyaguri . College signed MOU with the concerned institutions with same institutions Decision regarding the introduction of Add-on Courses of the following departments: Spoken Sanskrit by the Department of Sanskrit Communicative and Functional English, Department of English Preparation of Alcohol-based Handrub Sanitizer by the Department of Science (Chemistry) Green Politics by the Department of Political Science Environmental Pollution and Climate Change and its Consequences by the Department of Environmental Studies (ENVS) Folk Culture and Tradition , by the Department of History All the following courses were successfully started by the College in the same academic year. Application to the Governing Body for the construction of Six Smart Class Room by the college fund after failure to achieve the required fund from other funding agencies.The following proposal was approved by the Governing Body. Decision regarding the signature of second MOU with Netaji Subhas Open University. The MOU was signed with Netaji Subhas Open University on 18th December, 2022 Decision regarding the signature

of MOU with the West Bengal State Electricity Distribution Company Limited for the complete installation and activation of solar. The MOU was signed with the West Bengal State Electricity Distribution Company Limited on 18th November, 2023

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: Alipurduar District Boxing Association, Blood donor organisation, Jajabar sports and cultural association, Piyush Kanti Mahavidyalaya, Vivekananda College, IIARI, Travel Holic , Purbasha Eco helpline, Samuktala Sidhu Kanhu College, Lion's club Kamakhyaguri	College signed MOU with the concerned institutions with same institutions
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Body for the construction of Six Smart Class Room by the college fund after failure to achieve the required fund from other funding agencies.	approved by the Governing Body.
Decision regarding the signature of second MOU with Netaji Subhas Open University	The MOU was signed with Netaji Subhas Open University on 18th December, 2022
Decision regarding the signature of MOU with the West Bengal State Electricity Distribution Company Limited for the complete installation and activation of solar	The MOU was signed with the West Bengal State Electricity Distribution Company Limited on 18th November, 2023
Observation of the Students Week 2nd to 7th January, 2023	Help to enhance the student's cultural and creative activities.
Health Check-up Camp on 03/01/2023	Monitoring the students, faculty and staff's health status.
IQAC decision of the Seven Smart Classroom forwarded to the Governing Body of the college for the final approval.	The decision was approved by the Governing Body on 11th May, 2023 for the further installation of Smart Classroom.

13.Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	24/11/2023

14.Whether institutional data submitted to AISHE

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13.Whether the AQAR was placed before statutory body?	**Yes**

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	24/11/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-2023	13/02/2024

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 introduced the following skill enhancement courses :

1.Skill enhancement programme on Q-GIS (ICT) introduce by Geography Department

2.MicroTeaching is introduced by Education Department

3.English Language and Communication Skill - English

4.Behavioral Skill on Boxing MOU with Alipurduar District Boxing Association

5. Demonstration of Life Skill on Save Drive Save life in collaboration with Alipurduar District Police, Government of West Benga

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.

  -

  - **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 an Add-On course to achieve more Outcome Based Education.Decision regarding the introduction of Add-on Courses of the following departments:

1. Spoken Sanskrit by the Department of Sanskrit

2. Communicative and Functional English, Department of English

3. Preparation of Alcohol-based Handrub Sanitizer by the Department of Science (Chemistry)

4. Green Politics by the Department of Political Science

5. Environmental Pollution and Climate Change and its Consequences by the Department of Environmental Studies (ENVS)

6. Folk Culture and Tradition , by the Department of History

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 blende 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. The second MOU was signed with Netaji Subhas Open University on 18th December, 2022 for the further development of the scope of online education.

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	**444**

File Description	Documents
Data Template	View File

2.Student	
2.1 Number of students during the year	**6158**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**1393**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**1440**

File Description	Documents
Data Template	View File

3.Academic	
3.1 Number of full time teachers during the year	**38**

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 Total number of Classrooms and Seminar halls	**36**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**114.049**
4.3 Total number of computers on campus for academic purposes	**16**

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. After 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. 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. Besides,IQAC took initiative to start various Add on courses to give the students expertise in various fields related to employment.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://drive.google.com/file/d/1DauC6wJt4 HdcIZKrHXiBiKDBPNrPFzLf/view?usp=sharing

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.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. Faculty members are also involved in a continuous evaluation of students through 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/11KFigm49OYcW9vOsfft5dpi5w3rFEiSp/view?usp=drive_link

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	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	**No File Uploaded**
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)

8

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

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

2409

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

2409

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

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

5

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	<u>View File</u>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
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)	<u>View File</u>

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

2486

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

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	https://drive.google.com/file/d/1eIONdTJt1e-hJnMdG2_YllwJ-snG7Ntn/view?usp=drive_link

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

1393

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 in 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://drive.google.com/file/d/1ES9ubbFtg69mARsDIUXKw4JfyaTKpQk_/view
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
6158	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

Interactive sessions were conducted where students were given various platforms to explore their creative side.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. Afew new Add on courses were introduced. Under the leadership of CarrierGuidance cell a few workshops were conducted to enhance the learning process and motivate 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 were also conducted throughprojects and promotedin a interdisciplinary approach. Slow learners were identified by the mentor. The problems of the slow learners were resloved by the mentors through appropreate remdials. Advanced learners were suggested differently for their improvements.

File Description	Documents
Upload any additional information	[View File]
Link for additional information	https://docs.google.com/spreadsheets/d/1iz VYth7bvEqhdPJIC5T9mfnEpXgKxird/edit?usp=sh aring&ouid=108131718079869982673&rtpof=tru e&sd=true

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/1l4yoPf71j KENXN3FpnPRu0Zekbm3OO04/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	**No File Uploaded**
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

335.28

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/1yJAGm8iax WEXbb5zkx- QLBRvBhuKVnMy/view?usp=drive_link

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/1h3juw6x4QtE39FiRrocaAChSkMsHN5AN/view?usp=drive_link

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:

Programmeand 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	View File
Paste link for Additional information	https://drive.google.com/file/d/1jvfeCZJ73JEeYC771AGaHB9X6WAbCiKe/view
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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. Each department tries to find out if there is any marked difference between in-class tests and university-level performance. Due to pandemic restrictions on teaching learning at college, the teachers have evaluated the students' progress in the online mode of communications e.g., Google Meet, Google classroom, and email.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://drive.google.com/file/d/1PVF4KLDJDcrPd9S5xJNlZJJg5ukMa0Do/view

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

1342

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/1kVYwP4tXYQAK9r2MsaURjlP8NspAr_Ee/view?usp=drive_link

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/11jSY9KMaRcfikg3vg7ohl6f0S8Rytye6/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

8

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

2

File Description	Documents
Any additional information	**No File Uploaded**
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

Throughout the year 2022-23, the NSS and NCC units at Saheed Kshudiram College, Kamakhyaguri, Alipuduar, actively engaged in various extension activities aimed at sensitizing students to social issues and fostering their holistic development. These activities had a significant impact on the student community and beyond.

The calendar of events included the observation of key national and international days such as 15th August, Gandhi Birth Day, Punni Sagar Avhijan, Republic Day, No Tobacco Day, World Environment Day, NSS Day, International Literacy Day, AIDS Day, National Youth Day, Women's Day, and Yoga Day. Each event was meticulously organized, incorporating educational sessions, awareness drives, and community involvement.

Highlights of the year included the organization of a Blood Donation Camp, Free Health Check-up Camp, and a special NSS Camp dedicated to community development and health awareness. The NSS Special Camp held from 10th to 16th March 2023 stands out as a significant endeavor towards fostering community welfare.

These activities not only enriched the students' understanding of social issues but also instilled in them a sense of responsibility towards society. The holistic approach towards development through these initiatives underscores the commitment of Saheed Kshudiram College towards nurturing socially conscious and empathetic individuals.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1nmJIrwOzt hz4fVaQzTIHlckMdcSAU8qp/view?usp=sharing
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

4

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	[View File](#)

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

17

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

2559

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

4

File Description	Documents
e-copies of linkage related Document	[View File](#)
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

10

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	**No File Uploaded**
Any additional information	View File
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.

The institution has:

1. Class Rooms –

The college has 34 classrooms and 2 Seminar halls. Among 34 Class rooms, 5 rooms are with ICT facility such as projector, LAN, Wi-Fi etc. and 29 class rooms are without ICT infrastructure. Though one portable projector has in the college for taking PPT classes 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. Laboratories have sufficient number of instruments and equipments for practical classes.

3. Computer: The institution has 16 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://drive.google.com/file/d/1EsJntOdcL P2Rn2bn0NISBYH3adMSiaDt/view?usp=sharing

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://drive.google.com/file/d/1E-guEw0ZE WI-cXcjuYGdrNXg7bhyIir5/view?usp=sharing

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

7

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

7

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://drive.google.com/file/d/1xaWAP2UjO iTpc_sA5sqMrZL9hj0ZYk6E/view?usp=sharing
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)

.065

File Description	Documents
Upload any additional information	**No File Uploaded**
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)

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

- **Name of ILMS software: KOHA**

- **Nature of automation (fully or partially): Fully**

- **Version: 20.11.06**

- **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

A. Any 4 or more 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)

1.812

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

63

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 16 in order to ensure improved academic support. The number of computer for academic purpose was 11. For enhancing IT facility 5 new computers have added in August 2022. 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://drive.google.com/file/d/1ScMAJerR2 Pq3MZfAWLQzEWpf2eNqzKyx/view?usp=sharing

4.3.2 - Number of Computers

16

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)

29.45

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. For the maintenance of electrical services an AMC is signed with a skill electrician. 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. He monitors the field at regular interval and informed the Sports committee and action taken as and when necessary.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://drive.google.com/file/d/16EUswM6k3 J1U_MNmq2wfwvr5XEmPXvWU/view?usp=sharing

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

4076

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	**A. All of the above**

File Description	Documents
Link to institutional website	https://drive.google.com/file/d/1h_kD23FzH Zn1dqQjzRfpk06sd3PEcLMq/view
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

`110`

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

`0`

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	**A. All of the above**

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

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	**No File Uploaded**
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

2

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

48

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.

22

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

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://drive.google.com/file/d/1P30TSUzpn PndUd89d8FG0mEmYytN4U9-/view
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

22

File Description	Documents
Report of the event	*View File*
Upload any additional information	*View File*
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	**Nil**
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 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/1XVVjri b6aoMeNEd_q9kIv9iIjZgijRd7/edit?usp=sharin g&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

Activities to support academics, besides completion of syllabus, are decided by the IQAC in consultation with the TIC, Committee Conveners and Head of the Departments. The major focus is on developing the abilities of the students and making them think creatively as well as critically. Students are encouraged to participate in debates, extempore and group discussions. Special Lectures and Awareness Programmes are also organised. Students are assessed continuously so that teachers have a clear idea about their strengths and weaknesses. Teachers participate in Refresher Courses and Short-Term Courses to keep themselves updated. In order to maintain standards, the college regularly augments its infrastructural facilities. Administrative Audit, Academic Audit, Financial Audit and Green Audit are conducted annually. The Library Committee keeps a stock of the books purchased every year and also monitors the condition of the existing books.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://drive.google.com/file/d/1---oGq_7f drzvGWxMqQVjbxpaYeDkzrj/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 staff of the college are recruited and run as per rules and regulations laid down by the Department of Higher Education, Government of West Bengal.

The Governing Body is the highest decision-making body of the college, comprising 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, composed 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/1AKixcksCf1sj7nYjR6hjWAqiffpHcykl/edit?usp=sharing&ouid=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 loans 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 get 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/1cI38v8Y4msvZz0HWC7_Vl4u0a0mP0ihu/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

3

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 prepares 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 staff: 1. First, the online self-appraisal forms of the non-teaching staff are made available. 2. Second, the non-teaching staff fill in the forms, with the testimonials and submit it to the principal. 3. Third, after the self-appraisal done by the non-teaching staff themselves, the principal prepares 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/1bL8N3tVVl_NqZEBzQAnhKHKtaiXtKF8o/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 2022-23 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 2022-2023 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 2022-23 is pending.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1NaDIajISp_F6Il49qpUUqsGzSLR7B0Zr/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 certificates are 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 the 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://drive.google.com/file/d/1jQTvUREmq_0yfrYAGoeOfKnNPaFeID9t/view?usp=sharing
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. Decision regarding the signature of MOU with the following institutions:

1. Alipurduar District Boxing Association,

2. Blood donor organisation,

3. Jajabar sports and cultural association,

4. Piyush Kanti Mahavidyalaya,

2. Decision regarding the introduction of Add-on Courses of the following departments:

1. Spoken Sanskrit by the Department of Sanskrit

2. Communicative and Functional English, Department of English

3. Preparation of Alcohol-based Handrub Sanitizer by the Department of Science (Chemistry)

4. Green Politics by the Department of Political Science

3. Application to the Governing Body for the construction of Six

Smart Class Room by the college fund after failure to achieve the required fund from other funding agencies.

File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/16rYmAi6kp MovWlj7mThVF0jwy6DwwIZV/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

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

Review of teaching-learning Process: In the micro level the mentors review the performances of the mentees. 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 on 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.

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File Description	Documents
Paste link for additional information	https://drive.google.com/file/d/1O2Ca2plPHfwgOY7W6AkAJ82YwiUeAbat/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/16rYmAi6kpMovWlj7mThVF0jwy6DwwIZV/view?usp=sharing
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: Saheed Kshudiram College promotes gender equity by integrating gender sensitization topics into BA courses. Workshops, seminars, and events like International Women's Day celebrations and self-defence workshops, facilitated by NSS and NCC, further empower female students.

Safety and security: Our college prioritizes the safety of women

with a robust security system comprising over 140 CCTV cameras. This extensive surveillance network enhances campus safety, providing a secure environment for female students. The strategic placement of cameras ensures comprehensive coverage, deterring potential threats and fostering a secure atmosphere conducive to learning. The commitment to such advanced security measures reflects our dedication to creating a protective and empowering space for all members of the college community.

Girl's common room: Saheed Kshudiram College prioritizes the well-being of its female students through a well-equipped girls' common room. This space features a meticulously designed washroom for hygiene, along with a sanitary vending machine, catering to essential needs. The inclusion of a spacious table fosters a conducive environment for rest and discussions, fostering a sense of community. This thoughtful provision enhances the overall college experience, emphasizing the comfort and specific requirements of the female student body.

File Description	Documents
Annual gender sensitization action plan	https://drive.google.com/file/d/1otdOFD-UwVuxkP7sSf0EVGA4XazPvlee/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/178ZrZBSs1Pay69C0fQuXKN4wjCSMdhpd/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	C. Any 2 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

Saheed Kshudiram College is dedicated to a comprehensive waste management system. Around 25 bins strategically placed across the campus facilitate the daily collection and proper disposal of both biodegradable and non-biodegradable solid wastes. The college demonstrates environmental responsibility by establishing two cemented tanks to process organic waste, derived mainly from plant debris, effectively curbing soil pollution and enhancing fertility.

In terms of liquid waste, the canteen optimizes water used for washing vegetables by redirecting it to nourish plants. Septic tanks within the campus manage liquid waste, although a dedicated recycling system for liquid waste is yet to be established.

Addressing the critical issue of e-waste, the college has designated a specific room in the B.A. building. Here, a meticulous process of identification, segregation, and recycling is undertaken. Old desktops undergo recycling, toners are repurposed, LED bulbs and calling bells are repaired, and obsolete computer parts find reuse. Additionally, the college actively engages in the resale of outdated generators, contributing to a sustainable and eco-friendly approach in managing electronic waste.

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/1SUmuerNUZ 09Jk9OM-_AbD4v-gdJiJGxJ/view?usp=sharing
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting	C. Any 2 of the above

Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	

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-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	View File

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).

Saheed Kshudiram College, situated in the culturally diverse border area of Assam-Bengal, embodies unity in diversity. Students, representing various linguistic, ethnic, and religious

backgrounds, harmoniously coexist. Through daily activities, events, and Special Day Celebrations, a culture of mutual respect for different religions, languages, and cultures is cultivated.

The college's inclusive approach is evident during the Freshers' Welcome, where students from diverse communities are embraced. Festivals like 'Basanta Utsab' showcase the vibrant cultural tapestry, with students actively participating, highlighting their unique cultural identities. Observing occasions like Buddha Purnima, Mahavir Jayanti, and Saraswati Puja further instils a sense of reverence and understanding among students of different faiths.

The NSS wings of the college play a pivotal role, in fostering cordiality and harmony. Their active involvement in managing events and promoting social causes contributes to a cohesive and inclusive environment, making Saheed Kshudiram College a symbol of unity amidst diversity.

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

Saheed Kshudiram College, committed to nurturing informed and patriotic citizens, orchestrates diverse programs throughout the academic year. These initiatives focus on constitutional ideals, rights, and civic duties, fostering a sense of national identity. Celebrations of significant occasions like Youth Day and Independence Day instil a deep appreciation for freedom and unity.

Flag-hosting ceremonies, accompanied by the National Anthem, instil a sense of patriotism among college students. Cultural events emphasize national unity amid geographical and cultural diversity, echoing the principles of liberty, equality, and brotherhood enshrined in the Constitution.

The college actively engages in activities such as the youth

parliament, ensuring students grasp constitutional principles safeguarding the nation's identity. Special events like Environment Day and Women's Day not only celebrate historical achievements but also educate the next generation on pressing gender issues, contributing to a holistic understanding of citizenship and societal responsibilities. Saheed Kshudiram College thus plays a vital role in shaping socially aware and responsible individuals for the nation.

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 4. Annual awareness programmes on Code of Conduct are organized	**A. All of the above**

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 Balidan Diwas-11/08/2022

2.Independence Day-15/08/2022

3. Library Day-31/08/2022

4, Teacher's Day-05/09/2022

5. International Literacy Day-08/09/2022

6. N.S.S Day-24/09/2022

7. National Youth Day-12/01/2023

8, Parakram Diwas-23/01/2023

9. Republic Day-26/01/2023

10.Swatch Bharat Abhiyan-04/04/2023

11. Rabindra Jayanti-09/05/2023

12. World Environment Day-05/06/2023

13. Yoga Day-21/06/2023

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	View File
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: Inclusive Decision-Making Process

Objective:

1. Engaging both staff and students in decision-making.

2. Promoting a democratic governing process.

The college employs a transparent organizational structure, clearly outlined in the organogram on its website. Regular meetings, open forums, and feedback mechanisms are established to foster communication and collaboration among stakeholders. Decision-making occurs through consensus in meetings, with approved decisions forwarded through proper channels. However, it is acknowledged that limited expertise among stakeholders may sometimes result in less-informed decisions.

Best Practice 2: Mentorship System for Academic Support

Objective:

1. Implementation of participatory decision-making.

2. Identification and support of both slow and advanced learners to ensure equity.

The college employs a mentor-mentee system involving both external mentors (teachers from other departments) and internal mentors (substantive and SACT teachers within the department). Students from various semesters in Honours Streams are assigned as mentees. This system encourages open communication, with students sharing their challenges, aspirations, and needs with their mentors. In one instance, the Geography Department used autobiographies to identify issues faced by slow learners. Unfortunately, resource constraints prevent the extension of this system to general and program course students due to a poor teacher-student ratio.

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, stands as a key institution, playing a crucial role in supporting nearby villages and closed tea gardens like 'New Lands Tea Garden' and 'Sankosh Tea Garden.' In the academic year 2022-23, of the 2,221 enrolled students, 40.16% were from Scheduled Castes (SC), 12.38% from Scheduled Tribes (ST), and 10.17% from Other Backward Classes (OBC), totalling 62.71% from marginalized sections. The college also attracts first-generation learners from diverse linguistic and ethnic backgrounds in tea garden areas.

Despite resource limitations, the institution empowers students by nurturing their potential, fostering confidence, and supporting educational aspirations. Over 60% of students received government scholarships under various schemes.

Situated in a rural area, the college fulfils its social responsibility through social outreach programs, village adoption, and various initiatives, providing holistic education. NSS Units conduct annual special camps for community empowerment, while NCC cadets engage in awareness, disaster management, and community development. These efforts instil social responsibility, environmental stewardship, and empathy in students, positively impacting the community's overall development. Saheed Kshudiram College remains dedicated to both education and community service, embodying a beacon of higher education in the region.

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. Opening of seven ICT and Smart Classrooms: Investing in modern technology-enabled classrooms will facilitate interactive and engaging learning experiences, promoting digital literacy among students.

2. Enhanced Collaborative Activities with MOU Signatory Institutions: Strengthening partnerships with other institutions through Memoranda of Understanding (MOUs) will foster knowledge exchange, joint research projects, and

student exchange programs, enriching the academic environment.

3. Introduction of More Skill-Based Courses: Recognizing the importance of practical skills in today's job market, the college will introduce additional skill-based courses tailored to industry demands, enhancing students' employability.

4. Implementation of Additional Add-on Courses: Offering add-on courses in diverse fields will provide students with opportunities for interdisciplinary learning and personal development, catering to varied interests and career aspirations.

5. Establishment of Departmental Classrooms, Staff Rooms, and Seminar Libraries: Creating dedicated spaces within departments will facilitate focused teaching, collaborative research, and resource accessibility, fostering academic excellence.

6. Provision of Audio Books for Visually Impaired Students: Ensuring inclusivity, the college will provide audio books and other assistive technologies to visually impaired students, enabling them to access educational materials effectively.