



## YEARLY STATUS REPORT - 2023-2024

### Part A

#### Data of the Institution

##### 1. Name of the Institution

SAHEED KSHUDIRAM COLLEGE

- Name of the Head of the institution **Dr. Shyamal Chandra Sarkar**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **9832353625**
- Mobile No: **03564260419**
- 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 **Dr. Dulon Sarkar**
- Phone No. **8972393212**
- Alternate phone No. **8972393212**
- Mobile **8972393212**
- IQAC e-mail address **skciqac@gmail.com**
- Alternate e-mail address **dulonskr@gmail.com**

**3. Website address (Web link of the AQAR (Previous Academic Year))**

[https://drive.google.com/file/d/1UE9GkAAEUacUvuBBkR5MRDbKlmZbFA6\\_/view](https://drive.google.com/file/d/1UE9GkAAEUacUvuBBkR5MRDbKlmZbFA6_/view)

**4. Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

<chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/08/Academic-Calendar-2023-24.pdf>

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>2.19</b>	<b>2017</b>	<b>02/05/2017</b>	<b>01/05/2022</b>

**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
Dr. Swapna Mitra	Fieldwork Expenditure	SUMS, University of Sheffield	14/2/2014	1.35 Lakhs
Dr. Swapna Mitra	Seminar Grant	BDO, Kumargram, Govt. of West Bengal	Nil	1 Lakhs

**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** **6**

- 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)**

- **Enhancement of Departmental Infrastructure:** Allocated separate offices for seven Honours departments, ensuring optimal utilization of space and prioritizing infrastructural needs for academic growth.
- **Introduction of Add-on Courses:** Coordinated the launch of skill-based and career-oriented add-on courses in line with NEP 2020, benefiting students across multiple departments through practical and industry-relevant training.
- **Addressing Student Feedback:** Resolved critical issues from feedback reports, including improvements in canteen services, drinking water facilities, library

resources, and the addition of girls' washrooms in the New Building.

• **Promotion of Research Culture:** Proposal submitted to the higher authority to facilitated funding for student and teacher projects, enabling interdisciplinary research and innovation, and established guidelines for effective project implementation. The process is under way.

• **Up gradation of Learning Facilities:** Proposal submitted to the higher authority to modernized classrooms by installing interactive panels with EPTZ cameras and relocated the sick room to a more functional space with washroom facilities to enhance the overall learning environment. The process is under way.

## 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
<p>1. Distribution of Separate Offices for Departments with Honours Courses</p>	<p>1. A committee assessed available spaces and submitted a report recommending rooms for seven Honours departments. Committee Headed by Dr. Utpal Roy (TCS) recommended the 3 rooms dividing in to two halves of the ground floor of the New Building (Block - C) to allocate for Bengali, English, Philosophy Sanskrit, History and Political Science. Geography will be provided with a room in the Block A near the Seminar Hall. Allocation is underway.</p>
<p>2. Introduction of add-on courses in skill-based and career-oriented areas, in alignment with the National Education Policy 2020.</p>	<p>2. Following Departments have conducted add-on course following Academic Calendar (23rd November to 30th November)</p> <p>English: Spoken English            Political Science: Global Warming            Geography: Tourism Management            Bengali: Creative Writing &amp; Script Writing In Bengali            History: Traditional Knowledge of Indian Art            Science: Mathematical Reasoning            Sanskrit: Communicative Sanskrit</p>
<p>3. Review of Feedback report: A.</p>	<p>3. A. Rate of the Canteen</p>

<p>Rate of the Canteen will be reviewed by the canteen committee. B. Separate Cycle and Bike parking will be installed C. Drinking water facility will be improved D. Books in the library will be increased E. Hand wash will provided in the girls Common room F. Wash Rooms will be cleaned weekly G. Number of 3 more Girls Wash rooms will be arranged in the New building H. Computer in the Library will be upgraded</p>	<p>reviewed by the canteen committee. New rate chart installed reducing the price of Egg Porota and Tea B. For Separate Cycle and Bike parking a proposal has been forwarded to the higher authority. The work is done C. Sources of Drinking water facility were cleaned and improved D. Library committee reviewed the status of books available in the library and proposal of new book purchased E. Hand wash provided in the girls Common room F. Wash Rooms started to be cleaned weekly G. Proposal to arrange 3 more Girls Wash rooms in the New building sent to the higher authority H. Computer in the Library upgraded</p>
<p>4. IIQA and SSR Submission After a prolonged and thread bearing discussion the house unanimously resolved that the college will submit IIQA within April 2024 and the college will appear for the Assessment of NAAC.</p>	<p>4. IIQA and SSR have been Submitted</p>
<p>5. a) Up gradation of Sick Room a. It was unanimously resolved that the sick room will be shifted to a room having washroom facilities b) Up gradation of Smart Classrooms with Interactive Panel a. It is unanimously resolved that 3 interactive panels with EPTZ Camera will be installed in two Auditoriums and Language Laboratory. Proposal will be sent to the higher authority by the coordinator, IQAC. c) Students Project funding a. After a prolonged discussion it was resolved that, based on the</p>	<p>5. The proposal has been submitted to the higher authority. The matters are under consideration.</p>

report of screening committee/Previous years Semester Result, at least six students of each department may be selected for Student Project funding amounting Rs. 5000 for a relevant project work for duration of 3 months. It is further decided that the research committee will be instructed to prepare the guidelines. Proposal will be sent to the higher authority by the coordinator, IQAC. d) Teachers Project Funding a. After a prolonged discussion it was resolved that, the eligible Teachers may be funded amounting Rs. 10000 for a relevant project work for duration of 6 months. It is further decided that the research committee will be instructed to prepare the guidelines. Proposal will be sent to the higher authority by the coordinator, IQAC. e) Seminar Participation/Membership of Professional body Grant a. Eligible Teachers may be funded to attend Seminar/Conferences/Workshops. Per teacher per year Rs. 5000/- to be granted. It is further decided that the research committee will be instructed to prepare the guidelines. Proposal will be sent to the higher authority by the coordinator, IQAC. f) Appreciation Awards for Teaching and NTS a. It is unanimously decided that the Coordinator, IQAC will send proposal to the higher authority. g) Students Full Free/ Half Free a. After a prolonged discussion it was

<p>resolved that, a number of students from marginalized section shall be granted Full Free/ Half Free Criteria may be decided by the Scholarship Committee subject to approval of the appropriate higher authority. Proposal will be sent to the higher authority by the coordinator, IQAC. h) Alumni fees a. After a prolonged discussion it was resolved that, alumni fees of Rs. 500 shall be collected from the outgoing students for alumni registration purposes. The fund generated shall be utilized for providing Scholarships/Any other welfare schemes to the Students. i) Chemistry Laboratory Up-gradation a. After a prolonged discussion it was resolved that, there is a requirement to upgrade the Chemistry Laboratory. The department is suggested to submit the proposal to the IQAC. The Coordinator, IQAC is instructed to submit the requirement to the higher authority.</p>	
6. Academic and Administrative Audit	6. Academic and Administrative Audit has been done
7. Self-Appraisal of the faculty members	7. Self-Appraisal of the faculty members have been done
8. Gender and Green Audit	8. Gender and Green Audit have been done
9. Signing MoU	9. The college has signed MOU with Lilabati Mahavidyalaya, Birpara College, MoU with WBSIEDCL for Solar System

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	23/12/2024

**14. Whether institutional data submitted to AISHE**



**Part A****Data of the Institution**

<b>1.Name of the Institution</b>	<b>SAHEED KSHUDIRAM COLLEGE</b>
• Name of the Head of the institution	<b>Dr. Shyamal Chandra Sarkar</b>
• Designation	<b>Principal</b>
• Does the institution function from its own campus?	<b>Yes</b>
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• Mobile	8972393212				
• IQAC e-mail address	skciqac@gmail.com				
• Alternate e-mail address	dulonskr@gmail.com				
<b>3.Website address (Web link of the AQAR (Previous Academic Year)</b>	<a href="https://drive.google.com/file/d/1UE9GkAAEUacUvuBBkR5MRDbKlmZbFA6_/view">https://drive.google.com/file/d/1UE9GkAAEUacUvuBBkR5MRDbKlmZbFA6_/view</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/08/Academic-Calendar-2023-24.pdf">chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/08/Academic-Calendar-2023-24.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
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<b>6.Date of Establishment of IQAC</b>			16/08/2014		
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<b>NAAC guidelines</b>		
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<ul style="list-style-type: none"> <li>• <b>Enhancement of Departmental Infrastructure:</b> Allocated separate offices for seven Honours departments, ensuring optimal utilization of space and prioritizing infrastructural needs for academic growth.</li> <li>• <b>Introduction of Add-on Courses:</b> Coordinated the launch of skill-based and career-oriented add-on courses in line with NEP 2020, benefiting students across multiple departments through practical and industry-relevant training.</li> <li>• <b>Addressing Student Feedback:</b> Resolved critical issues from feedback reports, including improvements in canteen services, drinking water facilities, library resources, and the addition of girls' washrooms in the New Building.</li> <li>• <b>Promotion of Research Culture:</b> Proposal submitted to the higher authority to facilitated funding for student and teacher projects, enabling interdisciplinary research and innovation, and established guidelines for effective project implementation. The process is under way.</li> <li>• <b>Up gradation of Learning Facilities:</b> Proposal submitted to the higher authority to modernized classrooms by installing interactive panels with EPTZ cameras and relocated the sick room to a more functional space with washroom facilities to enhance the overall learning environment. The process is under</li> </ul>		

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<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	23/12/2024

#### 14. Whether institutional data submitted to AISHE

Year	Date of Submission
NIL	Nil

#### 15. Multidisciplinary / interdisciplinary

15. Interdisciplinary Learning at Saheed Kshudiram College 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 involving departments such as History, Bengali, English, Sanskrit, Political Science, Philosophy, Education, Physical Education, Physics, Chemistry, Mathematics, and Environmental Science. This report provides 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 this initiative is reflected in the central routine. These classes 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. A class on environmental sustainability might draw upon insights from Environmental Science, Political Science, and Economics. In alignment with the National Education Policy (NEP) 2020, the



college has also initiated the Four-Year Undergraduate Program (FYUGP) as per guidelines set by the affiliating university, the University of North Bengal. This initiative aims to enhance academic flexibility and provide a robust interdisciplinary foundation for students. 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. These classes equip students with the versatility and adaptability needed to succeed in their future careers. Conclusion 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 utilized in some educational institutions to facilitate the accumulation, transfer, and recognition of academic credits earned by students. The concept is analogous to a financial bank where credits earned through courses or other learning experiences are deposited, stored, and can later be withdrawn or transferred as needed. Saheed Kshudiram College has partially adopted the Academic Bank of Credit (ABC) system by implementing the Choice Based Credit System (CBCS) from the academic session 2018-19. In alignment with the National Education Policy (NEP) 2020, the college has also initiated the Four-Year Undergraduate Program (FYUGP) as per

guidelines set by the affiliating university, the University of North Bengal. Ad during the academic year 2023-24 the process is full adopted by the college. However, other features of the Academic Bank of Credit (ABC) system are yet to be implemented in the institution. These include: Credit Transferability  
Recognition of Prior Learning (RPL) Flexibility and Mobility

#### 17.Skill development:

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

The Department of History at Saheed Kshudiram College conducts an annual historical field study aimed at exploring various historical sites and monuments across India. This initiative seeks to deepen students' understanding of Indian culture and knowledge systems by providing firsthand exposure to significant historical landmarks. This report highlights the impact of these historical field studies in promoting Indian culture and knowledge systems among the students of Saheed Kshudiram College.

**Implementation** The historical field study, conducted over several days, includes visits to historically significant sites such as ancient monuments, archaeological sites, museums, and heritage villages. Participating students are guided by faculty members from the Department of History, who provide in-depth explanations and interpretations of the historical and cultural importance of these sites.

**Impact Assessment**

**Cultural Awareness:** The field study significantly enhances students' awareness of the rich diversity of Indian culture. Visits to sites like the Taj Mahal, Qutub Minar, and Ajanta Caves provide insights into Indian art, architecture, and cultural traditions.

**Historical Understanding:** Students gain a deeper understanding of Indian history through firsthand exposure to the historical significance of monuments and sites, fostering an appreciation for the contributions of various civilizations and dynasties.

**Interdisciplinary Learning:** The field study integrates knowledge from history, art, archaeology, and cultural studies, encouraging students to analyze historical sites from multiple perspectives. This approach nurtures critical thinking and analytical skills.

**Personal Growth:** The experience fosters personal development by challenging students to step out of their comfort zones, engage with unfamiliar environments, and appreciate diverse cultural contexts. Many students report a sense of personal transformation and increased confidence.

**Community Engagement:** Interaction with local communities near historical sites allows students to learn

about cultural practices and traditions, fostering mutual respect, understanding, and a sense of connection to India's heritage. Promotion of Indian Heritage: The field study raises awareness about preserving and protecting historical sites and monuments. Students are sensitized to issues such as heritage conservation and the importance of sustainable tourism practices. Conclusion The historical field study initiative by the Department of History at Saheed Kshudiram College has made a profound impact in promoting Indian culture and knowledge systems. By offering firsthand exposure to significant historical landmarks, it has enhanced cultural awareness, deepened historical understanding, promoted interdisciplinary learning, facilitated personal growth, and strengthened community engagement. Such initiatives are vital for nurturing a generation of informed and culturally sensitive individuals who are proud custodians of India's rich cultural heritage and are equipped to contribute to its preservation and promotion.

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

Outcome-Based Education (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. At Saheed Kshudiram College, students benefit from structured academic programs designed to support their pursuit of higher education and career opportunities in both government and private sectors. To further enhance Outcome-Based Education, the college is introducing Add-On Courses tailored to equip students with practical skills and interdisciplinary knowledge. Decisions regarding the introduction of Add-On Courses for the academic year include the following: Communicative Sanskrit by the Department of Sanskrit Spoken English by the Department of English Mathematical Reasoning by the Department of Mathematics Global Warming by the Department of Political Science Creative Writing and Script Writing in Bengali by the Department of Bengali Traditional Knowledge of Indian Art by the Department of History Tourism Management by Geography These initiatives reflect the college's commitment to providing a comprehensive education that emphasizes practical learning and skill development, aligning with the principles of OBE.

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

As a result of the COVID-19 pandemic, the entire academic session was conducted through online teaching, learning, and evaluation

methods. Educators provided study materials, shared links to freely accessible resources, and compiled question banks for open-book or assignment-based online examinations. Students actively participated in online examinations, and assessments were conducted through both online and offline means. Even after the end of the pandemic, the college IQAC decided to continue with a blended mode of education to leverage the benefits of both online and offline learning. To further enhance educational opportunities, the college initiated a Memorandum of Understanding (MoU) with Netaji Subhas Open University on 20th September 2021, aimed at promoting distance education on the college campus. A second MoU was signed with Netaji Subhas Open University on 18th December 2022 to further expand the scope of online education and foster continued collaboration in this domain.

## Extended Profile

### 1. Programme

1.1	441
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2. Student

2.1	7940
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	1860
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	1347
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Number of outgoing/ final year students during the year		
File Description		Documents
Data Template	<a href="#">View File</a>	
<b>3.Academic</b>		
3.1 Number of full time teachers during the year		<b>38</b>
File Description		Documents
Data Template	<a href="#">View File</a>	
3.2 Number of Sanctioned posts during the year		<b>38</b>
File Description		Documents
Data Template	<a href="#">View File</a>	
<b>4.Institution</b>		
4.1 Total number of Classrooms and Seminar halls		<b>35</b>
4.2 Total expenditure excluding salary during the year (INR in lakhs)		<b>212.28</b>
4.3 Total number of computers on campus for academic purposes		<b>24</b>
<b>Part B</b>		
<b>CURRICULAR ASPECTS</b>		
<b>1.1 - Curricular Planning and Implementation</b>		
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process		
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	<a href="#">View File</a>
Link for Additional information	<a href="https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/Project-3.pdf">https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/Project-3.pdf</a>

#### 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 and FYUGP (NEP). For CBCS and FYUGP (NEP) 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 Calendar and uploaded on the website for the information of the students so that they would know when to keep themselves unengaged with any other preoccupations. 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	<a href="#">View File</a>
Link for Additional information	<a href="https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/Project-3.pdf">https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/Project-3.pdf</a>

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

**A. All of the above**

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

## **1.2 - Academic Flexibility**

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

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

**20**

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

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

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

7

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

573

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

573

File Description	Documents
Any additional information	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

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

Saheed Kshudiram College has embraced a transformative approach to education, focusing on integrating cross-cutting issues into its curriculum to nurture well-rounded, socially responsible individuals. Recognizing the importance of aligning education with real-world challenges, the college addresses key themes like professional ethics, gender, human values, the environment, and sustainability across its diverse disciplines. This proactive integration reflects the college's commitment to holistic student development.

The college's initiative gained momentum during the COVID-19 pandemic, when it reevaluated its educational model to better meet



the demands of an interconnected world. Guided by the Internal Quality Assurance Cell (IQAC), the curriculum now incorporates these critical issues into subjects such as History, Philosophy, Environmental Studies, and Business Studies. By weaving these themes into various courses, the college aims to equip students with the knowledge and skills necessary to navigate complex societal issues with integrity, empathy, and foresight.

The integration of gender studies, professional ethics, and sustainability helps students engage in ethical decision-making, challenge societal stereotypes, and develop a sense of responsibility toward the environment. Saheed Kshudiram College's forward-thinking approach ensures that students are prepared to contribute meaningfully to a rapidly changing world, emerging as leaders capable of addressing global challenges with compassion and wisdom.

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

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

04

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

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

2944

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

### 1.4 - Feedback System

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

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

<b>1.4.2 - Feedback process of the Institution may be classified as follows</b>	<b>A. Feedback collected, analyzed and action taken and feedback available on website</b>
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File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://saheedkshudiramcollege.ac.in/feedb ack/#1735059098081-1f84d73d-72c6">https://saheedkshudiramcollege.ac.in/feedb ack/#1735059098081-1f84d73d-72c6</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

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

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

**3461**

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

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

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

**1921**

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

## 2.2 - Catering to Student Diversity

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

Classes are distributed among the Teachers based on the government norms. Teachers take the assigned classes each semester in a regulated manner to ensure the timely coverage of the assigned topics per the academic calendar. All students cannot properly grasp the lessons/teachings within the given time. Some students feel discomfort and start lagging 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 shared them over Google Drive. The materials also served semester-wise in WhatsApp group and the academic resource section of the college website. To cater for 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 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	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
7940	38

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

### 2.3 - Teaching- Learning Process

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

Interactive sessions were conducted where students were given various platforms to explore their creative side. The students also took an active part in various webinars and symposiums at the departmental and inter-departmental level which were conducted keeping in mind the mental and physical wellbeing of all the stakeholders of the institution. Students were also given individual as well as group-based research projects to promote an active learning process. A few new Add-on courses were introduced. Under the leadership of the Career Guidance 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 dissertations. The career-oriented programmes were also conducted through projects and promoted in an interdisciplinary approach. Slow learners were identified by the mentor. The problems of the slow learners were resolved by the mentors through appropriate remedials. Advanced learners were suggested differently for their improvements.

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

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

The college has 9 smart classrooms equipped with 2 overhead projections and 7 smart TVs. There is a Language Laboratory and a GIS laboratory equipped with 8 computers. regular classes are conducted using all these facilities. The library of the college is fully automated. There is a computer browsing centre in the library equipped with 9 computers. the library has free wifi provisions. Besides, The college encouraged the students to

participate in online teaching-learning activities through Google Meet and Zoom. Student records were maintained using Google Classrooms. Students attend online classes and deliver presentations in the students' seminars. Mock teaching was also arranged by some departments usually on the Google platform. Besides, students were asked to interact in the online classes. Experiential learning through social outreach and the survey-based project is compulsory in some courses.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/ICT.pdf">https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/ICT.pdf</a>

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

#### 2.3.3.1 - Number of mentors

38

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

### 2.4 - Teacher Profile and Quality

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

38

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

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

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

6

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

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

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

389

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

#### 2.5 - Evaluation Process and Reforms

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

Internal assessment is taken by each department at least two times during any semester. 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 the examination for Internal Assessment, Teachers of various departments conduct several examinations like oral tests, class tests, home assignments, surprise tests, student seminars, Group discussions 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. The schedule for Internal assessment is notified by the departments before the university examination. Students are evaluated in a transparent way. This time, due to the restriction imposed by the government for a pandemic, Students were asked to face online exams, Seminars and open-book exams.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/CIE-Marged.pdf">https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/CIE-Marged.pdf</a>

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

The examination system at Saheed Kshudiram College, Alipurduar, West Bengal, ensures transparency and efficiency through a comprehensive assessment framework under the Choice-Based Credit System (CBCS) FYUGP. Evaluations comprise cumulative internal assessments (CIE) and university semester examinations to track academic progress. CIE includes at least two internal examinations per semester conducted by departments using diverse methods like group discussions, projects, student seminars, and written tests. Attendance is also considered in grading. The examination committee, under the supervision of the teacher in charge and departmental faculty, centrally manages the CIE.

To address grievances, the college employs a structured and time-bound system. CIE results are uploaded to the college website, allowing students to submit grievances to the examination committee within a week. The convener communicates these to the



respective department heads for reassessment, resolving issues promptly within a week. Reassessment results are declared immediately.

For university-level evaluations, the college facilitates Post Publication Review (PPR) and Post Publication Scrutiny (PPS), ensuring swift redressal of discrepancies. This system fosters a transparent and student-friendly environment, reducing stress and maintaining academic integrity. By acting as an intermediary between students and the university, the college ensures prompt resolution of concerns, supporting students' academic journeys effectively.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/Biplabl.pdf">https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/Biplabl.pdf</a>

## 2.6 - Student Performance and Learning Outcomes

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

At Saheed Kshudiram College, Alipurduar, the Programme Outcomes (POs) and Course Outcomes (COs) are clearly defined and accessible on the college website, helping students understand what to expect from their courses. This transparency aids in course selection, particularly for optional subjects. During the Orientation Programme at the start of each academic year, students are introduced to the POs, followed by detailed departmental sessions where specific course outcomes are explained. Throughout the year, faculty reinforce these outcomes in classroom discussions.

Student performance is evaluated through both direct and indirect methods. Direct assessment includes Continuous Internal Assessments (CIA), which involve seminars, assignments, tests, and presentations, and End-of-Semester Examinations. These activities measure students' understanding, critical thinking, and communication skills. Indirect assessment includes feedback from students, alumni, and employers, helping improve the curriculum and teaching methods.

The college also focuses on holistic student development, encouraging skills such as leadership, adaptability, and

professional growth. Successful placement rates and progression to higher studies are key indicators of programme effectiveness. In conclusion, the clear communication and regular evaluation of POs and COs ensure that students at Saheed Kshudiram College are well-prepared for their academic and professional futures.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	<a href="https://saheedkshudiramcollege.ac.in/program-outcome/">https://saheedkshudiramcollege.ac.in/program-outcome/</a>
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

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 can 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 communication e.g., Google Meet, Google Classroom, and email.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil

**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**

1347

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Paste link for the annual report	Nil

## 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://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/Students-Satisfaction-Survey-2023-24-2.pdf>

## 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)

138712

File Description	Documents
Any additional information	<a href="#">View File</a>
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

#### 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

1

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Supporting document from Funding Agency	<a href="#">View File</a>
Paste link to funding agency website	<a href="https://www.sheffield.ac.uk/management">https://www.sheffield.ac.uk/management</a>

### 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

11

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

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

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

6

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

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

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

03

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

**3.3 - Extension Activities**

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

The NSS and NCC units of Saheed Kshudiram College organized a variety of extension and outreach activities, engaging students and collaborating with several organizations to address social, environmental, and health issues.

In 2023, the NSS unit conducted impactful programs such as the Van Mahotsav Celebration (65 participants), Blood Donation Camp (145 participants), and Swachh Bharat Abhiyan (162 participants). Events like World Environment Day, International Yoga Day, and Independence Day Celebration also highlighted environmental and national awareness, involving significant student participation.

The NCC unit engaged in activities such as the Cleaning of Kamakhyaguri Gramin Hospital, Chipra Forest, and the Super Market Premises, demonstrating a strong commitment to community service. Programs like Punit Sagar Abhiyan (57 participants) and NCC Day Celebration (64 participants) further reinforced their outreach.

In 2024, notable events included the Dengue Awareness Campaign (33 participants), Tree Plantation (21 participants), and Yoga Day Celebration (43 participants). Collaborative initiatives, such as those with the EVS department and NGOs, added to the overall impact.

With over 1,500 participants across activities, the institution's commitment to social responsibility and student engagement has been commendable.

File Description	Documents
Paste link for additional information	<a href="https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/NCCNSS-WO_compressed.pdf">https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/NCCNSS-WO_compressed.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

0

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

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

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

38

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

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

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

2125

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

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

1

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

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

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

2

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

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

Saheed Kshudiram College demonstrates its commitment to quality education through its well-planned infrastructure and facilities, meeting the minimum requirements specified by statutory bodies. The college operates across three buildings: Block-A, Block-B, and Block-C, housing 35 classrooms, of which 7 are equipped with LCD projectors and 1 with an overhead projector, enhancing modern teaching methodologies. The 2 seminar halls of the college has the facility with LAN and portable projector.

The institution has five laboratories, catering to diverse academic needs. The Geography lab and GIS lab are particularly noteworthy; the GIS lab is equipped with 9 computers installed with QGIS software and a well-organized seating arrangement for students. Additionally, the Physics and Chemistry labs are fully equipped to support hands-on experiments and research activities. The language has 5 computers and 10 headphones.

The college provides 24 computers across its facilities, ensuring digital literacy and access to online resources. The library, with its rich collection of books and journals, along with Wi-Fi connectivity, supports e-learning and research. Furthermore, the college maintains accessibility features such as ramps for differently-abled students.

With its blend of traditional and modern facilities, Saheed Kshudiram College fosters a conducive environment for holistic and innovative learning; ensuring students and faculty are equipped with the tools necessary to achieve academic excellence.



File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/4.1.1-Additional-File-23-24-PDF.pdf">https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/4.1.1-Additional-File-23-24-PDF.pdf</a>

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

Saheed Kshudiram College provides comprehensive facilities for sports, games, and cultural activities, ensuring holistic development for students. The institution has two sports fields: a smaller field measuring 20 meters by 50 meters and a larger playground spanning 200 meters by 100 meters. Both fields, established in 2003, are equipped for outdoor sports such as football, cricket, and athletics.

Indoor sports facilities include spaces for table tennis, chess, and carrom, encouraging student participation in recreational and competitive activities. Yoga is done in an open field, fostering mental and physical well-being, with four yoga mats available for use.

Cultural activities are held in two seminar halls and on a permanent open stage. The first seminar hall, established in 2016, measures 20 feet by 70 feet, while the second, introduced in 2023, is more spacious at 20 feet by 200 feet. The open stage, constructed in 2024, measures 40 feet by 30 feet and serves as a dynamic venue for cultural performances and events.

These facilities are widely utilized, ensuring a vibrant campus environment. With its combination of indoor and outdoor amenities, Saheed Kshudiram College supports diverse extracurricular and cultural activities, fostering overall growth and engagement.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/4.1.2-Sports-File-2023-24-AQAR-PDF.pdf">https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/4.1.2-Sports-File-2023-24-AQAR-PDF.pdf</a>

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

11

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

11

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/4.1.3-Additional-2023-24-AQAR-PDF.pdf">https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/4.1.3-Additional-2023-24-AQAR-PDF.pdf</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

10.33

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

## 4.2 - Library as a Learning Resource

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

- **ILMS software used in the Central Library: KOHA**
- **Nature of Automation: Fully Automated**
- **Version: 23.11.08.000**
- **Year of Automation: June 2008**
- **Hyperlink for the ILMS software: <https://skc-opac.l2c2.co.in/>**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://skc-opac.l2c2.co.in/">https://skc-opac.l2c2.co.in/</a>

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

A. Any 4 or more of the above

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

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

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

**2.615**

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

**4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)****4.2.4.1 - Number of teachers and students using library per day over last one year**

68

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

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

The college boasts a robust IT infrastructure with wired and wireless networks ensuring uninterrupted high-speed connectivity. The wired network, powered by Alliance Broadband, offers 110 Mbps speed with download and upload rates of 94.73 Mbps and 94.81 Mbps, and a low latency of 18 ms. A 109 Mbps Wi-Fi network, provided by BSNL under a state initiative, delivers FTTH connectivity across the campus for students, faculty, and staff.

Network security is fortified with firewalls, intrusion detection systems, encryption protocols, and Quick Heal Antivirus (v15.1.0.3). The campus has 43 desktops from brands like HP and Lenovo, equipped with Intel i5/i3 processors, 4-8GB RAM, 512GB SSDs, and 1TB HDDs, complemented by peripherals like Lenovo wireless mice and Mente keyboards. Smart classrooms feature LG and Hyundai smart TVs, projectors, and 4K HD interactive panels for interactive learning. Faculty utilize the Learning Management Systems such as Moodle, Canvas, and Google Classroom to manage resources and conduct virtual classes.

The library employs KOHA software (v23.11.08) on a Linux-based platform for digital cataloging and barcoding of books. Its independent website offers access to e-books, journals, and other academic resources. Administrative processes are streamlined with Student Information Systems (SIS) and HRMS for managing records, payroll, and workflows. Campus security is ensured through 49 CCTV cameras, biometric access, and real-time monitoring systems.

The institution's dynamic website, managed by M9 IT Consulting, operates on a cloud VPS with 4GB memory, 2 vCPUs, 80GB SSD storage, and 4TB transfer capacity, supporting seamless online services.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/4.3.1-IT-infrastructure.docx">https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/4.3.1-IT-infrastructure.docx</a>

**4.3.2 - Number of Computers**

43

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

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

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	No File Uploaded

**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)**

62.82

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

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

The institution adopts a comprehensive policy to maintain its infrastructure, including classrooms, laboratories, library, playground, and sports facilities. Necessary steps are taken periodically to ensure the upkeep of these facilities. The repair and maintenance of essential services such as water supply and power supply are managed by hired technicians.

For electrical services, an Annual Maintenance Contract (AMC) is in place with a skilled electrician. Maintenance of computers and IT facilities is ensured through the collective efforts of office staff and faculty members, who are mindful of their proper use. Repairs to computers and IT infrastructure are carried out by hired technicians as needed. Additionally, an AMC with a broadband internet service provider ensures the seamless operation of internet services in the college.

Laboratory equipment is maintained at the departmental level by the staff or, when required, by hired technicians. The library staff oversees the maintenance of library books and computers. Classroom facilities, including lights, fans, chairs, benches, and desks, are monitored regularly, with necessary actions taken promptly when issues are identified.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil
<b>STUDENT SUPPORT AND PROGRESSION</b>	
<b>5.1 - Student Support</b>	
<b>5.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year</b>	
<b>5.1.1.1 - Number of students benefitted by scholarships and free ships provided by the Government during the year</b>	
3531	
File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>
<b>5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year</b>	
<b>5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year</b>	
0	
File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefitted by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

<b>5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills</b>	<b>A. All of the above</b>								
<table border="1"> <thead> <tr> <th data-bbox="86 441 529 506">File Description</th> <th data-bbox="529 441 1436 506">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 506 529 696">Link to institutional website</td> <td data-bbox="529 506 1436 696"><a href="https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/Skill_Enhancement_Programme1.pdf">https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/Skill_Enhancement_Programme1.pdf</a></td> </tr> <tr> <td data-bbox="86 696 529 761">Any additional information</td> <td data-bbox="529 696 1436 761"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="86 761 529 900">Details of capability building and skills enhancement initiatives (Data Template)</td> <td data-bbox="529 761 1436 900"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	Link to institutional website	<a href="https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/Skill_Enhancement_Programme1.pdf">https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/Skill_Enhancement_Programme1.pdf</a>	Any additional information	<a href="#">View File</a>	Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>	
File Description	Documents								
Link to institutional website	<a href="https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/Skill_Enhancement_Programme1.pdf">https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/Skill_Enhancement_Programme1.pdf</a>								
Any additional information	<a href="#">View File</a>								
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>								
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>									
<b>1</b>									
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>									
<b>1</b>									
<table border="1"> <thead> <tr> <th data-bbox="86 1303 529 1357">File Description</th> <th data-bbox="529 1303 1436 1357">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="86 1357 529 1422">Any additional information</td> <td data-bbox="529 1357 1436 1422"><a href="#">View File</a></td> </tr> <tr> <td data-bbox="86 1422 529 1628">Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)</td> <td data-bbox="529 1422 1436 1628"><a href="#">View File</a></td> </tr> </tbody> </table>	File Description	Documents	Any additional information	<a href="#">View File</a>	Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>			
File Description	Documents								
Any additional information	<a href="#">View File</a>								
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>								
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees</b>	<b>A. All of the above</b>								



File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	<a href="#">View File</a>

## 5.2 - Student Progression

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

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

1

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>

### 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

47

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations

(eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

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

### 5.3 - Student Participation and Activities

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

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

12

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

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, and co-curricular and extracurricular activities for the fulfilment 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 the Cultural Committee, NSS, Magazine and Sports Committees etc.

File Description	Documents
Paste link for additional information	<a href="https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/Committee-List.pdf">https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/Committee-List.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

31

File Description	Documents
Report of the event	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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 Registration of the Alumni Association was obtained under the WB Society Registration Act of 1961 and the association was certified to be registered on June 18, 2024. The Alumni Association serves as the bridge between the cherished past and the promising future of our alma mater. The Association serves as a powerful platform for networking, mentorship, and career development. Organized virtual and in-person events provide opportunities for graduates to connect, share experiences, and offer guidance to current students navigating their educational and professional paths. It actively contributes to the college's future through initiatives that support scholarships,

infrastructure development, and academic programs.

The association primarily focused on ensuring an all-around supply of potable water on the campus and renovating the classrooms and fields of the college. It was a go-to to facilitate learning by extending comfort to the students and making learning a joyful experience rather than a rote one. The alumnus also participates keenly in conducting free classes for the students and helps in the smooth conduct of semester exams.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

## 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 rigour 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, and 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.

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

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

The college has established a democratically elected system to ensure inclusive participation at both administrative and academic

levels. The Governing Body comprises 04 elected teaching staff representatives, the TIC/Principal, 02 University nominees, 02 DPI/Government nominees, 02 non-teaching staff representatives, and 01 student representative. Various committees, including the Teachers' Council, IQAC, Finance Committee, Internal Complaints/Grievance Redressal Cell, Gender Sensitization Committee, Anti-Ragging Committee, SC/ST/OBC and Minority Cell, Cultural Committee, Routine Committee, and Library Committee, work collaboratively to foster leadership and effective governance.

With Student Council elections postponed indefinitely by the government, the college has nominated student representatives as a 'caretaker student council' in consultation with local authorities. These representatives ensure active student involvement in academic and administrative matters. Moreover, student-elected members manage activities across various clubs and committees, enabling them to take leadership roles and contribute to institutional development.

Through decentralized decision-making at all levels—administrative, academic, curricular, and extracurricular—the college empowers every stakeholder, fostering a sense of shared responsibility. This inclusive governance structure ensures efficient functioning, enhances student engagement, and promotes leadership across the institution, benefiting both the students and the administration.

File Description	Documents
Paste link for additional information	<a href="https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/6.1.2-link-a.pdf">https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/6.1.2-link-a.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

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

Academic support activities, beyond syllabus completion, are planned by the IQAC in collaboration with the Principal, Committee Conveners, and Heads of Departments. These initiatives aim to enhance student's abilities while fostering creative and critical thinking. Students are actively encouraged to engage in debates, extempore speech, and group discussions. Special lectures and awareness programs are also organized to enrich their learning experience.

Continuous assessments are conducted to help teachers identify students' strengths and areas for improvement. Faculty members participate in refresher and short-term courses to stay updated with the latest advancements in their fields.

To uphold quality standards, the college regularly upgrades its infrastructure. Annual audits, including Administrative, Academic, Financial, and Green Audits, are carried out to ensure efficient functioning. The Library Committee oversees the procurement of new books and monitors the condition of existing resources, ensuring they remain accessible and well-maintained.

Through these efforts, the institution provides a comprehensive learning environment that supports academic growth, skill development, and continuous improvement for both students and faculty.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1weFBBxEZJjA2FPJwprg7nbzMPk3ngNOW/view">https://drive.google.com/file/d/1weFBBxEZJjA2FPJwprg7nbzMPk3ngNOW/view</a>
Upload any additional information	<a href="#">View File</a>

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

The administration, faculty, and non-teaching staff of the college are recruited and governed according to the rules and regulations set by the Department of Higher Education, Government of West Bengal.

The Governing Body, the college's highest decision-making authority, includes the Principal, Teacher Representatives, NBU Nominees, DPI Nominees, Non-Teaching Staff Representatives, and a Student Representative.

The Principal serves as the administrative, financial, and academic head of the institution and acts as the Drawing and Disbursing Officer (DDO). Under the Principal's leadership, various bodies and cells function effectively.

The Principal's Office handles a range of administrative and

financial responsibilities. The college comprises 12 academic departments dedicated to the teaching-learning process. The Internal Quality Assurance Cell (IQAC) oversees numerous issues related to teachers and students, with a particular focus on academic affairs.

The Teachers' Council, consisting of all faculty members, contributes to administrative, academic, and co-curricular activities through various committees. Additionally, Special Duty Cells, such as the Students' Grievance Redressal Committee and Anti-Ragging Cell, address specific responsibilities as outlined by constitutional bodies like the UGC. These cells handle activities beyond the regular operations of the college, ensuring a well-rounded and supportive institutional environment.

File Description	Documents
Paste link for additional information	<a href="https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/6.2.2-LINK-a-1.pdf">https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/6.2.2-LINK-a-1.pdf</a>
Link to Organogram of the Institution webpage	<a href="https://saheedkshudiramcollege.ac.in/distinctiveness/">https://saheedkshudiramcollege.ac.in/distinctiveness/</a>
Upload any additional information	<a href="#">View File</a>

<b>6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination</b>	<b>A. All of the above</b>
---	----------------------------



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

### 6.3 - Faculty Empowerment Strategies

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

1. Being state-government employees, 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 withdraw money from this account on both a non-refundable and refundable basis.
2. There is also a health insurance policy like the West Bengal Health Scheme and Swastha Sathi maintained by the Government of West Bengal. All the employees serving the college on a substantive basis can avail of this policy.
3. All the employees on a substantive basis can avail of 10 (10) 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 bonuses, festival advances and Ex-gratia from the college fund.
4. Puja Advance is given without interest and an Emergency loan is also provided to the staff members on an emergency basis.
5. Exgratia is also provided by the college.

File Description	Documents
Paste link for additional information	<a href="https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/6.3.1-LINK-ASwasthasathi-new.docx">https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/6.3.1-LINK-ASwasthasathi-new.docx</a>
Upload any additional information	<a href="#">View File</a>

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

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

00

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

00

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**

07

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

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

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 them 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 analyzed and the recommendations are provided by the IQAC after analyzing 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 staff's self-appraisal

File Description	Documents
Paste link for additional information	<a href="https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/6.3.5-LINK-ASelf-appraisal.pdf">https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/6.3.5-LINK-ASelf-appraisal.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

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

**Internal Audit:** The college conducts regular internal audits to ensure financial accountability. The internal audit for the years 2023-24 was conducted by Abhishek Choudhury and Compan, and the details are provided in the link below.

**The mechanism for Addressing Audit Objections:** The first internal audit for the financial year 2023-24 was carried out by Abhishek Choudhury and Company, which offered several suggestions. The college promptly addressed these recommendations, following which a final internal audit report was obtained.

**External Audit:** As a government-sponsored institution, the college's external audit is conducted by auditors appointed by the

DPI, Government of West Bengal. Despite repeated requests, as detailed in the attached correspondence, the Department of Higher Education, Government of West Bengal, has not yet finalized the external audit for the financial year 2023-24. Consequently, the external audit for this period remains pending.

File Description	Documents
Paste link for additional information	<a href="https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/6.4.1-LINK-b-new.pdf">https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/6.4.1-LINK-b-new.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

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

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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 for this college. A 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 the central govt. (UGC, NBDD) are spent within stipulated time on specified heads and utilization certificates are submitted to the concerned authority. Expenditures on different heads like the purchase of books, construction of the building, maintenance work etc. are performed following the respective norms and budget allocations after obtaining approval from the Governing Body.

**Fund mobilization:** 1. The funds raised by the college include online fees from the students, which are utilised with 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. Funds generated from the existing resources.

File Description	Documents
Paste link for additional information	<a href="https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/6.4.3.-link-A-income-expenditure.docx">https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/6.4.3.-link-A-income-expenditure.docx</a>
Upload any additional information	<a href="#">View File</a>

## 6.5 - Internal Quality Assurance System

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

In the academic year, the IQAC at Shaheed Kshudiram College undertook significant initiatives to enhance institutional quality. Separate offices were allocated for Honours departments, while infrastructure improvements included upgraded washrooms, weekly cleaning, hand wash facilities, and improved drinking water systems. Seven departments conducted skill-based add-on courses like Spoken English and Tourism Management, aligning with NEP 2020. IIQA and SSR submissions for NAAC accreditation were completed. Proposals for student and teacher research funding, offering ₹5000 and ₹10,000 respectively, were introduced to promote innovation. Digital upgrades included interactive panels and EPTZ cameras for auditoriums and the language lab, along with library computer enhancements and book acquisitions. Scholarships for marginalized students were expanded, and alumni fees of ₹500 were introduced to support welfare schemes. Academic, administrative, gender, and green audits were successfully conducted, complemented by faculty self-appraisals, showcasing the college's commitment to quality enhancement and holistic development.

File Description	Documents
Paste link for additional information	<a href="https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/6.2.1-LINK-A-1.pdf">https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/6.2.1-LINK-A-1.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

The following steps have been taken in this direction under the supervision of the IQAC: Review of teaching-learning Process: In the micro level the mentors review the performances of the mentees. 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.

File Description	Documents
Paste link for additional information	<a href="https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/2023-2024-CO-PO-PSO.pdf">https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/2023-2024-CO-PO-PSO.pdf</a>
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

agencies (ISO Certification, NBA)	
File Description	Documents
Paste web link of Annual reports of Institution	<a href="https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/6.2.1-LINK-A-2.pdf">https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/6.2.1-LINK-A-2.pdf</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>
<b>INSTITUTIONAL VALUES AND BEST PRACTICES</b>	
<b>7.1 - Institutional Values and Social Responsibilities</b>	
7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year	
<p>Socialization is a universal and continuous process that begins with the birth of an individual till their death. It refers to an ongoing process of learning the expected behaviours, values, norms, and social skills of individuals who occupy particular roles in society. Characteristics of the College, teachers, and peers all influence the socialization of students within college settings. Colleges are one of the most important agents of socialization that build the foundation of an individual's character. College is the social environment that a student is exposed to after their family and peers. Many children start their academic journey from the age of four. The most significant function of a college is to impart education and skills to the students. Students learn the ability to convert this knowledge into thinking and behavioural patterns. Educational institutions should foster the overall development of a student. What a student learns in college stays with an individual for the longest period of their lives. Thus, it is necessary to instil the right moral and educational values in students to equip them with a set of social skills for further decision-making.</p>	



File Description	Documents
Annual gender sensitization action plan	<a href="https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/7.1.1_Action_Plan_for_Gender_Sensitization_Activities1.pdf">https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/7.1.1_Action_Plan_for_Gender_Sensitization_Activities1.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/7.1.1_Women_facilities1.pdf">https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/7.1.1_Women_facilities1.pdf</a>

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

**C. Any 2 of the above**

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

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

Saheed Kshudiram College is dedicated to a comprehensive waste management system. Around 45 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	<a href="https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/7.1.3_Geotag1.pdf">https://saheedkshudiramcollege.ac.in/wp-content/uploads/2024/12/7.1.3_Geotag1.pdf</a>
Any other relevant information	<a href="#">View File</a>

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**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**

A. Any 4 or All of the above

**5. landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
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**

**B. Any 3 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

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

Saheed Kshudiram College has implemented several initiatives to create an inclusive environment that promotes tolerance and harmony across various diversities, including cultural, regional, linguistic, communal, and socioeconomic differences. The college celebrates cultural diversity through events like the Vasant festival every year. The college also organizes various cultural events departmental as well as general college events like- Fresher's welcome, Farewell programmes, Foundation day, Teacher's Day and student's week. It also has its annual sports event every year where students from diverse backgrounds and departments of college amalgamate and perform as a whole unit to share and appreciate each other's traditions.

To ensure equality and inclusion within the college premises, the college has a Women Cell, Anti-Sexual Harassment Cell and Anti-Ragging Cell with a strong policy ensuring that students from all communities are treated with equal respect and fairness through sensitization programmes and seminars.

The institution also offers scholarships and financial aid to support students from economically disadvantaged backgrounds, thus bridging socioeconomic gaps and providing equal education opportunities. Additionally, our college also has NSS and NCC units working actively towards promoting a responsible as well as a holistic college-cum-society in the near future.

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

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

Sensitizing students and employees of Saheed Kshudiram College to their constitutional obligations is an essential step in fostering a strong sense of civic responsibility, respect for democratic values, and active participation in nation-building. Some initiatives adopted by the college like: organizing educational seminars, incorporating Constitutional education into the Curriculum like in the department of Political Science, incorporating the role of civic values in daily life through cultural programs and community services especially conducted by NSS and NCC. Several other initiatives are also taken through information dissemination by poster making and banners under the various cells actively operating within the college like Anti-Sexual Harassment cell and Anti-Ragging cell, displaying throughout the campus featuring key constitutional articles, values, and responsibilities to constantly remind everyone of their civic duties. The department of Political Science takes active initiative every year in promoting active student's participation through Youth Parliaments organised at district level.

By embedding these values and responsibilities into the daily life of Saheed Kshudiram College, both students and employees will become more aware of their role in a democracy and be motivated to contribute positively to the society they are a part of.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

**B. Any 3 of the above**

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

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

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

The 2023-2024 academic year at Saheed Kshudiram College was marked by a vibrant array of cultural and national events, fostering unity, creativity, and values among students. The celebrations began on August 11, 2023, with the commemoration of Saheed Kshudiram Bose's martyrdom.

Events like Independence Day, Republic Day, International Mother Language Day (February 21), Rabindra Jayanti, Nazrul Jayanti, Swami Vivekananda's Birth Anniversary, Netaji Subhas Chandra Bose's Birth Anniversary, World Environment Day, and Teacher's Day were observed with great enthusiasm and reverence. The Library Day program encouraged students to embrace the habit of reading.

The annual cultural program was a grand celebration featuring competitions in music, dance, drama, recitation, and painting, showcasing the students' talents. The Freshers' Welcome and Farewell Ceremony for seniors were heartwarming moments of bonding. The social programs encouraged students to actively participate in community service, enhancing their sense of responsibility.

A special reunion brought together current and former students with teachers, transforming the college into a hub of joy and nostalgia. These events not only enriched the cultural environment of the college but also fostered a sense of unity, discipline, and creativity among students.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	<a href="#">View File</a>
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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3 - Institutional Distinctiveness

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

Saheed Kshudiram College, Kamakhyaguri, 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 2023-24 of the 2,802 enrolled students, 41.6% were from Scheduled Castes (SC), 13.05% from Scheduled Tribes (ST), and 9.98% from Other Backward Classes (OBC), totalling 65.08% 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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.3.2 - Plan of action for the next academic year

1. to conduct Seminars related to IPR, IKNS, Gender Sensitization in Collaboration with different government agencies
2. To organise faculty and NTS training Program
3. to Upgrade more ICT Facilities in the college incorporating Interactive Panels
4. To increase beyond campus activity and extension activities
5. To sign mous
6. To include Incubation Centers
7. To Conduct more Skill Based Courses
9. To conduct Add - on courses
10. To provide more computers in GIS lab, Language Lab, Library