



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution

SUKANTA MAHAVIDYALAYA

- Name of the Head of the institution

DR. NILANGSHU SEKHAR DAS

- Designation

PRINCIPAL

- Does the institution function from its own campus?

Yes

- Phone no./Alternate phone no.

9800783224

- Mobile No:

8436238571

- Registered e-mail

sukantamahavidyalaya@gmail.com

- Alternate e-mail

iqac_coordinator@sukantamahavidyalaya.ac.in

- Address

**SUKANTA NAGAR, WARD NO - 1, P.O.
- DHUPGURI**

- City/Town

DHUPGURI

- State/UT

WEST BENGAL

- Pin Code

735210

2.Institutional status

- Type of Institution

Co-education

- Location

Urban

- Financial Status

Grants-in aid

- Name of the Affiliating University **UNIVERSITY OF NORTH BENGAL**
- Name of the IQAC Coordinator **Prof. Ranjan Kumar Das**
- Phone No. **8617700899**
- Alternate phone No. **8617700899**
- Mobile **8617700899**
- IQAC e-mail address **iqac_coordinator@sukantamahavidyalaya.ac.in**
- Alternate e-mail address **sukantamahavidyalaya@gmail.com**

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

<http://sukantamahavidyalaya.ac.in/wp-content/uploads/2020/07/SMV-AQAR-2020-21.pdf>

4. Whether Academic Calendar prepared during the year?

Yes

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

<https://sukantamahavidyalaya.ac.in/wp-content/uploads/2022/09/Academic-Calendar-2021-22.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.19	2014	21/02/2014	20/02/2019

6. Date of Establishment of IQAC

27/02/2014

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
Sukanta Mahavidyalaya	Salary for the Year 2021-22	State Government	2021-22/1 Year	47542599.00
Sukanta Mahavidyalaya	Space lease for ATM	SBI	2021-22/1 Year	90000.00
Sukanta Mahavidyalaya	BBA Professional Course	BBA	2021-22/ 1 Year	1225579.00
Sukanta Mahavidyalaya	Room Rent	CANTEEN	2021-22/ 1 Year	1500.00

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 **3**

- 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)

IQAC reviewed the AQARs for 2018-19 and 2019-20 and submitted the AQAR for the academic session 2020-2021.

To encourage and support the teaching staff to contribute to the knowledge pool through research publications. As an output, the teaching staff published a sizable amount of research output throughout the year in the form of research papers and book chapters.

Online method to receive feedback from Alumni, Students, Teachers, and employers has been implemented. Subsequent analysis of that feedback and reporting it to the Principal for an academic audit has been performed. Additionally, major emphasis has been given to Student Satisfactory Survey (SSS) conductance and subsequent analysis.

Implementation of formal mentor-mentee relationships in all departments is promoted in a well-planned way. However, due to the pandemic situation at hand, this has only been made available to Honours students. The teachers in the relevant departments are assigned students to guide. For a variety of reasons, some departments (Commerce, Economics, Political Science, History, and Sanskrit) have not formally begun the procedure. But for departments of Environmental Science, the large number of students makes it seem unworkable to teach such subjects online. Additionally, all students and the teachers of the relevant department are grouped together in a WhatsApp group to communicate frequently as a result.

Green audit (or environmental audit), which also includes energy audit, water consumption, waste management, green area management, etc., for the session 2021-2022 was conducted by an external member.

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
Review query submission of AQARs for academic session 2018-2019 & 2019-2020	AQAR reviews for the session 2018-2019 & 2019-2020 has been prepared, uploaded in May and June 2022, respectively and accepted.
Submission of AQAR for session 2020-2021	AQAR for the session 2020-21 has been prepared, uploaded in July 2022 and accepted.
Online collection of Feedback from stakeholders on quality related institutional processes	The IQAC's questionnaire was distributed to the stakeholders. Their answers were recorded. They recommended their suggestions and the college will comply the suggestions in the next academic year.
Departmental in-charge (DI) appointment	The Departmental in-charge (DI) taking the responsibility to prepare documentation of activities performed at departmental level, and other concerned departmental issues.
A focus on publications, advancements, and research	The faculty members of the college published a good number of publications, periodicals, and electronic journals. During this session total 36 journal paper or book chapters are published.
To complete all pending CAS and Confirmation cases.	Under the skillful direction of IQAC, the pending CAS files of 2 teachers who were at various stages of promotion are processed. The confirmation of newly appointed teachers (11) processed and letter given to the concerned teachers.
Establishment of Pollution Monitoring Station	Dept. of Environmental Science takes the initiatives to install pollution monitoring unit within the campus. In consultation with

	West Bengal Pollution Control Board officials, the WBPCB installed the sensor-based Air and Noise Quality Monitoring Unit within the campus.
Documentation of the college's different programmes and activities	The annual schedule for the implementation of activities was prepared by the relevant committees.
To provide scholarship to the needy students	Financial aid to the tune of Rs. 3,33,080/- was granted to needy Students from the College Fund.
Student centric webinar, seminar and workshop organization	Several departments successfully organized a number of national/international webinars, seminars or workshop on a variety of student centric themes.
Afforestation programme is planned to salvage the Greenery of the campus after devastation caused by cyclone.	NSS and NCC units started afforestation to preserve the campus's greenery.
Conductance of NAAC 2nd Cycle Accreditation	The process is going on with full fledge.

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

- Name of the statutory body

Name	Date of meeting(s)
IQAC and Governing Body of the College	20/09/2022

14. Whether institutional data submitted to AISHE

Part A

Data of the Institution

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• Name of the Head of the institution	DR. NILANGSHU SEKHAR DAS
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IQAC and Governing Body of the College	20/09/2022				
14. Whether institutional data submitted to AISHE					

Year	Date of Submission
AISHE link for institutional data submission is not yet opened.	Nil

15. Multidisciplinary / interdisciplinary

The institution recognizes the National Education Policy's vision, which is to deliver high-quality education and build human resources in our country. All faculty members are well aware of the fundamental tenets of NEP, including curriculum design and pedagogical knowledge with technological advances in the teaching process, boosting strategic decisions and innovative thinking, logical analysis, and creative thinking. The college authority is planning to integrate the NEP's inter/multidisciplinary dimension into the existing curriculum. College firmly believes that curriculums should indeed be revised to incorporate interdisciplinary/multidisciplinary modules as electives so that students have great freedom to select electives from subjects also. However, the institution is not the proper authority to create the curriculum for the courses it offers. For such, we are reliant on the affiliated university. At the moment, it can be considered that the College is prepared enough to put the recommendations made in the NEP into action as and when instructed by the affiliated institution.

16. Academic bank of credits (ABC):

Academic Bank of Credits (ABC) is a virtual/digital repository that houses data on the credits that certain students have accrued over the course of their respective academic pursuits. Under the Digital India Program, the Government of India has created the National Academic Depository (as nad.digitallocker.gov.in platform) to provide an online archive for all academic achievements. Our organization recently uses a choice-based credit system (CBCS) for all of its programs, and all courses are associated with the University of North Bengal, which has not yet approved the said ABC through its Academic Council resolutions. After receiving approval and the affiliating university's recommendation, our institution will officially register on the ABC portal.

17. Skill development:

The National Education Policy 2020, which places a strong emphasis on skill development, will be crucial in reshaping the educational ecosystem and increasing future generations'

employability. The college is aware of how education plays a part in equipping students with sufficient skills and knowledge. In the tune with that Sukanta Mahavidyalaya focuses on the training of students as a troubling skill gap affects employment in every area. In addition to that UGC has introduced DDU KAUSHAL KENDRA (DDUKK) to promote vocational courses in recognition of the significance and requirement of strengthening the skills of the students and producing an effective workforce on a broad scale. Our college is eager to put this idea into practice. According to the National Skill Qualification Framework (NSQF), the institution constantly seeks to establish vocational programs. College currently operates 2 diploma courses and already conducted 3 skill development programs. Students who successfully finish the first SEM of the program are eligible for these courses. For the next session, the college authority already approved another PG diploma course from the next session.

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

Regional languages like Bengali and traditional languages like Sanskrit are taught as core courses as well as in LCC (Language Core Course) and AECC (Ability Enhancement Compulsory Courses) in addition to teaching in English as a foreign language. The college authority makes it mandatory for AECC in English for BBA courses. In order to support Bengali learners and help them comprehend the cultural values reflected in Bengali literature, cultural programs, webinars/seminars, or other events are occasionally organized in the Bengali medium.

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

Till now, there are 33 programs available at Sukanta Mahavidyalaya in the sciences, humanities, and social sciences. The affiliating university (the University of North Bengal) approved all these curricula as outcomes-based education (OBE), taking into account the local and national needs. Accordingly, the outcome-based education model has been applied in our institution, and the program outcomes (PO), program-specific outcomes (PSO), and course outcomes (CO) are all clearly outlined on our college website. All modules are created with an eye toward outcomes and are focused on the cognitive skills of comprehending, remembering, applying, investigating, appraising, and creating. In addition to domain-specific expertise, the learning outcomes assure responsibility to society, and morality so that graduates make a significant contribution to the country's socio-economic, environmental, and social well-

being. The PO-PSO paradigm is also in line with the course outcomes (COs). In order to implement NEP's principles, all course syllabi have been developed with proper attention regarding macroeconomic and societal needs in particular.

20.Distance education/online education:

Owing to the COVID-19 crisis, educational establishments across the nation are adopting digital platforms more frequently to engage students and host events, meetings, conferences, and seminars. Our institution also used a digital platform during the COVID-19 lockdown period to impart knowledge among students, as well as conducted several meetings to discuss different academic issues and arranged a number of seminars/webinars in tune with the current ongoing COVID-19 scenario. Despite the drawbacks of digital learning, such as the absence of face-to-face engagement, it has enabled students from different parts of the region to connect. The adoption of a hybrid educational paradigm that combines physical and digital platforms (collectively we can call it PHYGITAL) has been made possible by the rapid development of the economy, including academic institutions. This could be seen as the new norm that is also envisioned in the National Education Policy framework. As a consequence of that, access to digital materials for teachers and students won't be a problem going forward thanks to the expertise acquired during the COVID-19 pandemic period.

Extended Profile

1.Programme

1.1	630
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	6566
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	1375
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3	1665
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	72
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	103
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	80
Total number of Classrooms and Seminar halls	
4.2	12792974.54
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	105
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The college tries to ensure effective and timely delivery of the curriculum prescribed by the university of North Bengal through a well-planned way and documented process keeping in mind the following things.

- The curriculum is executed as per the prescribed Routine and academic calendar. At the beginning of each academic session, a routine is shared with each and every department mentioning the exact time and room number of classes. Classes are allotted keeping in mind the requirement of the CBCS system.
- Owing to the Pandemic situation each teacher has maintained the online attendance in separate sheets during an online class. During the normal teaching-learning period teachers usually adopt chalk and talk to an ICT-enabled curriculum delivery system. But due to the pandemic scenario/ suspension of in-person teaching, Teachers had to adopt an online mode of teaching-learning.
- Teachers used Google Meet or any other available platforms at the initial stage. Later The college used G Suite in a uniform way.
- The academic departments conduct internal assessments through regular tests, assignments, and question-answer sessions. This helps build a deeper understanding of each and every course.
- Invited lectures and seminars are organized by some departments to make the course very understandable to the students. Both the college teachers and the resource person attempt an exhaustive discussion keeping in mind the objective of each course.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

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

The Institution adheres to the academic calendar and performs accordingly. The following measures are taken to ensure adherence to the academic calendar.

- At the beginning of each academic session, an academic calendar both college level and department level is prepared and shared with the students a tentative schedule of the upcoming major curricular co-curricular and extra-curricular activities in advance.
- The academic calendar includes a tentative date of commencement of classes, dates of internal assessment, dates of university examinations, major college events like college social, annual sports, foundation day celebration, and some cultural programs. The college tries to comply with the schedule.
- The internal evaluation lies at the liberty of teachers. The assessment process varies from the class test, quiz, surprise test, mock teaching by the students, and students' seminars/webinars. Owing to the pandemic situation this year entire internal evaluation was conducted online to meet the compulsory requirement of internal assessment. After the start of offline/physical classes, Internal Assessment was conducted at the physical level.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	Nil

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	View File
Any additional information	View File

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

33

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

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

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

2

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

21

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

during the year

21

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

1.3 - Curriculum Enrichment

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

Since the introduction of the CBCS pattern by the university of North Bengal, this college is following the CBCS curriculum. In the Curriculum, there are several crosscutting issues that are extremely relevant and connected to professional Ethics, Human Values, Environment, and Sustainability in the curriculum.

- We have environmental studies as a compulsory paper in Semester I where multiple issues are discussed.
- There are topics in the Language subjects (Bengali, English & Sanskrit) dealing with issues that encompass areas like gender inequalities, the role of women, the importance of nature, and human rights.
- Professional ethics and social responsibilities are also discussed in the subjects like History, and Political Science.
- Science subjects like Botany, Zoology, and Geography cover the environmental areas and social responsibility. The awareness of the diversity of animal kingdom and plant lives and the threatened and endangered species emphasizes the necessity for conservation of those for a sustainable life.

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

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

30

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

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

2695

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

1.4 - Feedback System

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

A. All of the above

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

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
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File Description	Documents
Upload any additional information	View File
URL for feedback report	https://sukantamahavidyalaya.ac.in/feedback-and-analysis/

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

3094

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

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

1090

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

To assess the learning levels of students following steps are taken.

- Classes are equitably distributed among the Teachers and Teachers take the assigned classes of each semester in a regulated manner to ensure the timely coverage of the assigned topics as per the academic calendar.
- But owing to various receiving capacities of the students, all the students cannot grasp properly the lessons/teachings well within the given time. Some students feel discomfort and start lagging behind in learning due to unavoidable constraints of online teaching, and the unavailability of books at hand. To treat the discomfort of such students, Teachers prepared study materials and share them over google drive, semester-wise WhatsApp groups, and the academic resource section of the college website. During physical classes, students are asked to attend extra classes and read particular materials(pages/books, etc.)
- To cater special needs of slow learners, Teachers arrange special classes to remove 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 extension lectures to provide a deeper understanding of a topic. They are also encouraged to participate in various online courses and webinars so that they can listen to eminent academicians. Special care is taken to accommodate their thirst for knowledge. Discussions at an advanced level are provided to them.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
6566	72

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

During the academic session July 2021-June 2022, the following student-centric approaches were followed

- Owing to restriction on offline or in-person teaching till 31st January 2022, physical classroom activities was not possible. But the Mahavidyalaya encouraged the students to participate in online teaching-learning activities. They attended online classes and delivered presentations in the students' seminars. Students attended college classrooms when physical classes resumed in February 2022.
- Mock teaching was also arranged by some departments usually on the google platform. Besides, students were asked to interact both in online classes and offline classes.
- Experiential learning through social outreach and the survey-based project is compulsory in some courses.

File Description	Documents
Upload any additional information	View File
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 following measures were taken by the teachers during the academic session:

- Due to Pandemic related restrictions on physical classroom teaching all the teachers practiced online teaching using Google Meet Platform or any other available Teaching-learning Tool. Later the college managed to buy a common platform - Gsuite for academic purposes.
- Teachers already created WhatsApp groups for sharing important information and class notes. Before the start of a particular class, the link is shared with the students.
- After a class is over study materials are shared in the WhatsApp group.
- Later the study materials are uploaded to the academic resource section of the departmental corner on the college website. The assessment was also conducted online.
- To conduct online classes teachers generally used laptops, desktops, and/or smartphones.
- During class at the physical level Teachers sometimes used smart Classrooms for teaching-learning purposes and to enable the students to enhance their understanding of a given topic. A blending of traditional teaching using chalk and talk and ICT-based teaching was adopted in the classroom at the physical level of teaching-learning.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://sukantamahavidyalaya.ac.in/wp-content/uploads/2020/03/ICT-Uses-2021-22.pdf

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

34

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

72

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

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

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

15

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

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

2.4.3.1 - Total experience of full-time teachers

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Internal Assessment is carried out in the following way:

- Internal assessment, an integral part of the CBCS framework is carried out at two levels. At the beginning of an academic session schedule for Internal Assessment is shared with the students. Before examination for Internal Assessment.
- Teachers conduct several examinations like oral tests, class tests, home assignments, and surprise tests. Results of all such class tests are shared with the students and they 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 and they sit for the final internal assessment prior to the university examination.
- Students are evaluated in a transparent way. This time owing to the pandemic restriction Students were asked to face online exams. However, after the reopening of college few assessments were done physically and students were informed in due time.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

Mechanism to deal with internal examination-related grievance:

- So far no grievance is received regarding the evaluation process.
- This college has an academic ambiance where students can freely discuss different matters, if any, with their respective teachers and solve difficulties. The students are very much aware of the results of class tests.
- Final Internal Assessment results are not shared with the students as it is sent to the university for the preparation of the Marksheet.
- However, during internal examination students belonging to the remote location found internet connectivity problems. The respective department addressed their problem and arranged alternative ways. The students physically came to college to submit his /her answer script.
- After the reopening of college at the physical level internal assessment was done at the physical level and no grievance related to the internal examination was found.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

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

Following is the programme outcome

- To acquire knowledge and apply the acquired knowledge in a relevant field confidently.
- Learn the skill to communicate.
- To create proper aptitude for thinking critically and reasonably.
- To create the capacity to solve problems effectively.
- To develop a spirit of teamwork.
- To develop and promote ethical values
- To develop an aptitude for lifelong self-learning
- To develop a spirit of appreciation for good works.

- To develop positive thinking and values towards sustainable environment.

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

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	http://sukantamahavidyalaya.ac.in/wp-content/uploads/2022/07/1.2.1-Programmes.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

The Mahavidyalaya looks into the matter of evaluation with due importance. By taking care of Programme outcomes, program-specific outcomes, and course outcomes, the Mahavidyalaya attempts to evaluate whether the target students are able to achieve their goals.

- Departmental faculty keeps a record of the performance of students. Different activities like group discussion, class tests, and internal assessment play roles in the evaluation of learning outcomes.
- Finally, university-level examinations both theory and practical help in measuring the learning attainment level. Each department tries to find out if there is any marked difference between in-class tests and university-level performance.
- Due to pandemic restrictions on teaching learning at college, the teachers have evaluated the students' progress in online mode- e.g. Google Meet, Google classroom, and email.
- After the reopening of the college, teachers evaluated the progress of the students at the physical level

File Description	Documents
Upload any additional information	View File
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

11344

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	http://sukantamahavidyalaya.ac.in/wp-content/uploads/2020/03/Pass-Percentage-2021-22.pdf

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://sukantamahavidyalaya.ac.in/wp-content/uploads/2022/07/SSS-2021-22.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)

0

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

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

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

0

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

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

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

8

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

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

21

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

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

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

15

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

3.3 - Extension Activities

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

Extension activities are carried out in the following way:

- Owing to restrictions on physical gatherings, the institution arranges some online extension programs. Different social issues were discussed and the participants were sensitized.
- The issue of the Covid 19 pandemic was discussed online before the students and teachers. The Resource person offered a detailed discussion.
- A voluntary Team was also formed to sensitize the local people about the deadly pandemic disease. They made a door-to-door campaign to make people aware of how to keep themselves safe and sound during the pandemic period.

- The team also helped about 100 families providing them with food packets and necessary items.
- Students celebrated Independence Day, Republic Day, and World Environment Day strictly maintaining covid -19 Protocol.
- Some students participated in the online yoga Sana competition on world Yoga Day.
- Some other programs worth mentioning were conducted: college Foundation Day, Teachers' Day, and Independence Day.
- After the resumption of college at the physical level, extension activities are carried out as per schedule, and records of these activities are maintained.

File Description	Documents
Paste link for additional information	https://sukantamahavidyalaya.ac.in/wp-content/uploads/2022/09/NSS-Report-2021-2022.pdf https://sukantamahavidyalaya.ac.in/wp-content/uploads/2022/09/NCC-report-2021-2022.pdf
Upload any additional information	View File

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

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

6

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	View File

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

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

YRC etc., during the year

48

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

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

1762

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

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

0

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

1

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

Since its establishment in the year 1981, this institution has grown up significantly.

- It has a well-developed campus of 7000 sq. meters with 3 blocks dedicated to facilities like a library, laboratories, and classrooms for teaching-learning to achieve academic excellence.
- There are 16 departments running here along with 2 study Centres under the Directorate of distance education namely, NSOU DDE(both UG and PG courses) and RBU DDE(only PG course).
- Also, BBA is taught here under a self-financed scheme. The institution has a number of classes and laboratories(80 in number) and computers (122 in number).
- The institution has a separate building for science students with separate classrooms for different honors subjects.
- In the Arts stream, the same rooms are used for different courses. The college needs more classrooms to accommodate the growing demand of the students.
- Laboratories are equipped with necessary instruments, chemicals, and software as per the needs of the students.
- Support facilities include a well-maintained canteen, sports ground, sports room, and medicinal plants around the

playground.

- Some classes are scheduled for maximum utilization of available physical infrastructure which includes a smart board, overhead projector, and sound system.
- The library is equipped with Integrated Library Management System (i.e., KOHA software) to deal with the students' demand for books.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://sukantamahavidyalaya.ac.in/wp-content/uploads/2022/07/Maintenance-Policy.pdf

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

The institution gives prime importance to the holistic development of the students and organizes various games, sports, and cultural activities on campus regularly.

- The college has a big playground for sports and games. The college holds its annual sports Meet generally in the month of January every year.
- The college games room has indoor games like Yoga, Badminton, Table Tennis, and other sports equipment purchased from the development grants.
- The college also provides for various events. To maintain physical fitness the games room provides the students with multi gym facilities like bi-cycle, algometer, twister, chest expander, weight lifting, ladies cycle, etc. besides, the college also participates in various inter-college sports and has many prizes to its credit.
- In the past few years, our college has participated gallantly in state-level inter-varsity(east zone) and all-India university levels.
- To encourage cultural activities the institution organizes some events and the students participate in year-round celebrations of national festivals, important dates on the calendar, and birth anniversaries of some eminent personalities.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

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	View File
Paste link for additional information	http://sukantamahavidyalaya.ac.in/wp-content/uploads/2020/03/ICT-Classrooms-Halls-2021-22.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

5362093.00

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

An integrated library system (ILS) is an enterprise resource planning system for a library, used to track items owned, orders made, bills paid, and patrons who have borrowed.

ILMS usually is constituted of a relational database, software to interact with that database, and two graphical user interfaces -one for patrons & one for staff. ILMS includes the module like:

- acquisitions (ordering, receiving, and invoicing materials)
- cataloging (classifying and indexing materials)
- circulation (lending materials to patrons and receiving them back)
- serials (tracking magazine, journals, and newspaper holdings)
- online public access catalog or OPAC (public user interface)

Koha ILMS is an open-source integrated library system (ILS), used by over 3,000 worldwide institutions. The name comes from a Maori term for a gift or donation. Koha has all the modules- acquisition, serials, members, circulation, cataloging, reports, and tools. Koha is Standards compliant - MARC 21 (or UNIMARC) for cataloging, Z39.5 for copy cataloging, UTF-8 for non-English catalog data, and SIP2 for RFID integration.

In 2020, our college has purchased and installed Koha 19.11 version in the cloud environment provided by SoftMind Technologies Pvt. Ltd., Kolkata. We are now using Koha 21.05.05.003 version.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://library.sukantamahavidyalaya.ac.in/

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

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

12600/-

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

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

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

1302

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

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Following IT facilities are available at the college for teaching, non-teaching staff, and students:

- The college provides IT facilities for teaching learning, and office management, Technological support is procured

from a reputed agency, and maintenance is taken care of.

- The college reviews the need and takes action to upgrade them. At present, the college is using 25 Mbps bandwidth.
- Faculties and students of computer science and Physics Departments use LAN service and wi-fi facilities.
- The College office also avails LAN and Wi-Fi services. Wi-Fi service was introduced for students from 2019 for general students.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://sukantamahavidyalaya.ac.in/wp-content/uploads/2020/03/Internet-Bill-2021-22.pdf

4.3.2 - Number of Computers

122

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

962811.00

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

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

The college infrastructure includes basic features like buildings, classrooms, smart classrooms, laboratories, playgrounds, smart classrooms, laboratory, and library facilities.

- To maintain these infra-structural facilities necessary steps are taken from time to time. Generally, an effort is made to provide a dedicated and secure space for equipment and tools. Construction, repair, and maintenance of the building and physical infrastructures like water and power supply are looked after. For the maintenance and upgradation of civil works, a supervisor is assigned to make sure the work is done in a proper way. The electrical work/problem is attended to and repaired by a trained electrician.
- Toilets and common room service is performed by the sweeping staff and hired plumbers at regular intervals.
- For the maintenance of computer and IT facilities ICT in charge is assigned on an annual maintenance contract basis. For the purpose of uninterrupted service in the laboratory, a stock register is maintained for keeping the list of chemicals, glassware, and any other instruments in the laboratory.
- The laboratory equipment is maintained at the department level by the staff or hired technicians annually /whenever necessary.
- Library maintenance like disinfection and keeping the library clean is done by library staff.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	http://sukantamahavidyalaya.ac.in/wp-content/uploads/2022/07/Maintenance-Policy.pdf

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

2072

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

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

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

2072

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	C. 2 of the above
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File Description	Documents
Link to institutional website	http://sukantamahavidyalaya.ac.in/wp-content/uploads/2020/03/5.1.3.-Capacity-Building-Combinedb-Reduced.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year
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0

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year
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0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

<p>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</p>	<p>A. All of the above</p>
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File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<p style="text-align: center;">View File</p>
Upload any additional information	<p style="text-align: center;">No File Uploaded</p>
Details of student grievances including sexual harassment and ragging cases	<p style="text-align: center;">View File</p>

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	<p style="text-align: center;">View File</p>
Upload any additional information	<p style="text-align: center;">No File Uploaded</p>

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

17

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

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

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

6

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

5.3 - Student Participation and Activities

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

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

0

File Description	Documents
e-copies of award letters and certificates	View File
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)	View File

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

The following steps are taken to ensure students' representation and engagement:

- The college provides space for students' representation and engagement in various administrative, co-curricular and extra-curricular activities. Although there has been no student union or council for the last few years, students are always welcomed and included and their views are taken into confidence in all such issues where their interest is concerned.
- Their views and opinions are taken in the admission process, the conduct of cultural and sports activities, observance of foundation day, Independence Day, Saraswati puja celebration, etc.
- Students took part both departmentally and collectively at the college level in celebrations like Teachers Day, Freshers' welcome, and Farewell ceremony.
- Students are included in several committees like IQAC, sports, admission, etc. to allow them to voice their opinion before a larger platform.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

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

8

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

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

Alumni Association of Sukanta Mahavidyalaya always contributes significantly to the academic development of the college:

- Members of the alumni association try to be available during the observance of important occasions like International Mother Language Day on 21st February, World Environment Day on 5th June, Independence Day, Teachers' Day on 5th September & college foundation day on 25th September.
- With their participation and valuable activities during the observance of these days, they inculcate the significance of these days. Students are inspired by their valuable contributions.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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

E. <1Lakhs

File Description	Documents
Upload any additional information	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

The Vision of Sukanta Mahavidyalaya is to mentor and encourage our students to achieve their highest potential.

- An effective policy is maintained for imparting proper education and moral values to lead a righteous life as a responsible citizen.
- The Institution aims toward a comprehensive psychic and academic development of the students.

Mission

To ensure quality education.

To ensure comprehensive development through co-curricular activities.

To empower students with Proper skills to ensure employability.

To enlighten the youthful souls and eradicate the evils of illiteracy.

Playing a key role to achieve the vision and mission, the principal monitors the mechanism regarding administration and academic process.

- Following a democratic and participatory mode of governance, the Principal seeks suggestions from all stakeholders.
- Governing Body and Co-Ordinator, IQAC play their due role and extend every possible support to the principal. For academic purposes, all teachers of every department maintain constant cooperation with the principal to achieve academic excellence.
- Committees are formed to support the regular activities of the college like the exam sub-committee, Library sub-committee, cultural committee, admission sub-committee, sports sub-committee, etc. Each committee tries to play its due role effectively.
- Necessary contributions are also made by the non-teaching and supporting staff.

File Description	Documents
Paste link for additional information	https://sukantamahavidyalaya.ac.in/vision-mission/
Upload any additional information	View File

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

Sukanta Mahavidyalaya prefers a decentralized and participatory mode of governance where different academic departments and committees accomplish their role in consultation with the Principal who in turn seeks suggestions from Governing Body and IQAC.

- The academic Departments are allowed to make their own departmental academic and extracurricular plan and discharge their regular activities but within the larger academic framework of the college.
- The departmental faculties perform their respective duty and responsibility and participate actively in the vision and mission of both the College and the Department.
- Again, different committees are set up to conduct different assigned duties throughout an academic session like admission sub-committee, exam sub-committee cultural sub-committee, etc. Each committee is led by a convener and members are selected from different departments.
- The college encourages students to participate in various activities for their overall development.

File Description	Documents
Paste link for additional information	https://sukantamahavidyalaya.ac.in/aqar/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Strategic Plan:

- The Principal of SukantaMahavidyalaya together with the

Senior teachers of the Academic departments, Co-Ordinator, IQAC, and Secretary, Teachers' Council take active participation in the Planning of developmental activities and implementation of strategic planning of the Institution. They regularly meet and take necessary steps in this regard.

- The principal also invites suggestions from the members of the Governing Body and other senior staff of the college for further improvement and holistic development of the college.

The following strategies are adopted by the Institution:

- Regular Meetings of Teachers' council and IQAC
- Regular Feedback System is activated (staff and students)
- Periodical Academic audit by the principal with the help of Co-Ordinator, IQAC.
- Attention to Grievance related issues.
- Utilization of Grants received from Government.
- Building Extension activities are done to accommodate students.
- Application is forwarded to higher authorities and pursued for obtaining more teaching posts to keep students - teacher ratio healthy.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://sukantamahavidyalaya.ac.in/wp-content/uploads/2020/03/Institutional-Strategies-2021-22.pdf
Upload any additional information	No File Uploaded

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 of the college runs as per rules and regulations laid down by the Department of Higher Education, Govt. of West Bengal.

- The Governing Body is the highest decision-making body of the college, comprising of the Principal, Teaching and Non-Teaching Representatives, and Government, and University nominees.
- The principal is the administrative, financial and academic

head of the college. Under the aegis of the Principal different activities are performed at college.

- Different academic departments are engaged in Teaching Learning Process. As an academic body, the Internal Quality Assurance Cell supervises different issues associated with teachers and students with a close focus on academic affairs.
- Teachers' Academic council is actively involved in different academic and co-curricular activities through various committees.
- The library performs a key role in the academic sphere of the college by extending help to the readers.

File Description	Documents
Paste link for additional information	http://sukantamahavidyalaya.ac.in/wp-content/uploads/2020/03/Institutional-Functioning-2021-22.pdf
Link to Organogram of the Institution webpage	http://sukantamahavidyalaya.ac.in/wp-content/uploads/2022/08/Organogram.pdf
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

Being state government employees all the teaching and non-teaching staff of the college avail multiple privileges.

- Teaching and non-teaching staff on substantive posts of the college avail the General Provident Fund.
- There is Health Insurance Policy for the employees. All the employees serving on a substantive basis can avail West Bengal Health Scheme.
- All the employees on a substantive basis can avail of 20 (twenty) Medical Leave with full pay.
- Maternity Leave for 180 days and CCL for 30 days and Paternity Leave are available as per govt rules.
- The eligible staff gets a bonus and festival advance.
- EPF
- Gratuity
- Medical Support

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

0

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

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

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

0

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

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

17

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

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

Teaching staff of this college faces a self-appraisal system in the following way.

- Teachers prepare a self-appraisal copy daily stating all the academic and administrative duties performed and leave taken.
- The principal prepares a consolidated report on the basis of the self-appraisal report provided by teachers and submits it to the Department of Higher Education, Govt. of West Bengal.
- There is no such appraisal system for non-teaching staff of the college. But, the performance of the non-teaching staff posted in different academic departments is reported by the senior teacher of the department.
- The performance of non-teaching staff working in the principal's office is scrutinized by the head clerk and reported to the principal.
- Overall monitoring and assessment are done by the Principal on regular basis. An annual confidential report of the teaching staff and non-teaching staff is prepared by the principal and sent to the higher authority.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

As the college is a Govt. aided institution, the Government appoints auditors to conduct financial audits regularly.

File Description	Documents
Paste link for additional information	http://sukantamahavidyalaya.ac.in/wp-content/uploads/2020/03/Finance-Audit-2021-22.pdf
Upload any additional information	View File

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

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

0

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

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

Mobilization of Funds

- The student tuition fees are a major source of Income for this college.
- A grant from UGC, RUSA, and other state and central govt. agencies are received by the college
- Interest in Corpus funds is another source of income.

Utilization of Funds

- Funds received from salary from the state Govt. are spent on teaching and non-teaching staff of the college.
- The college itself bears the salary/remuneration of the management staff.
- Funds are received from the central govt. (UGC, RUSA) are spent within the stipulated time on specified heads and a utilization certificate is submitted to the concerned authority.
- Expenditure on different heads like the purchase of books, construction of the building, maintenance work, etc., is performed following the respective norms and budget allocations after taking approval from the Governing Body, Finance Committee, purchase committee, Library sub-committee, and other statutory committees of the college.
- Each year the budget is prepared by the college which includes recurring expenses like electricity bills, internet charges, yearly maintenance charges of some articles, stationery, and maintenance costs.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

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

This academic session was badly hit by the continuation of the deadly covid 19 pandemic. Colleges in West Bengal were closed on 16th March 2020 owing to the outbreak and rapid spread of the Covid 19 pandemic. classes and examinations were halted and the shutdown of teaching learning activities at the physical level continued till February 2022. In between every few times, teaching-learning was available at the physical level.

- Under such circumstances, to maintain the interest of academic stakeholders this college, adjusting to the initial shock of the pandemic, resumed academic activities in online mode from the first week of April 2020 and a routine for the online classes was prepared and followed subsequently.
- Along with teaching learning materials were shared over WhatsApp, email, google classroom and other available online platforms. This whole process was planned, designed, and supervised by the IQAC in consultation with the Principal.
- From February 2022 onwards, teaching-learning at college became regular/offline and students were encouraged to come to college and attend the class maintaining covid Protocol.
- Apart from regular academic activities the IQAC planned and arranged online lectures on relevant issues.
- The institution firmly pursues quality education. Apart from classroom teaching learning, IQAC guides the departments to the innovative and productive learning experiences.
- IQAC constantly pursues and promotes quality education.

File Description	Documents
Paste link for additional information	http://sukantamahavidyalaya.ac.in/wp-content/uploads/2022/07/Annual-Report-2021-22.pdf
Upload any additional information	View File

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

The institution reviews its learning process and learning outcomes at regular intervals through IQAC and steps are taken to improve the learning experience and co-curricular activities. The following steps have been taken under the supervision of IQAC.

- IQAC monitors and reviews the teaching-learning process, infra-structural facilities, and methodologies of operation and learning outcomes at regular intervals.
- The college takes feedback from students of all semesters. Feedback provides a micro-level observation of the academic condition of the college.
- Necessary steps are taken and lapse if any, are repaired by the individual teachers and academic departments on the basis of the feedback of students and observations and recommendations of IQAC.

File Description	Documents
Paste link for additional information	http://sukantamahavidyalaya.ac.in/wp-content/uploads/2022/07/Students-Feedback-2021-2022.pdf http://sukantamahavidyalaya.ac.in/wp-content/uploads/2022/07/Teachers-Feedback-2021-2022.pdf
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s)

D. Any 1 of the above

Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	http://sukantamahavidyalaya.ac.in/wp-content/uploads/2022/07/Annual-Report-2021-22-1.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

- Sukanta Mahavidyalaya takes active steps for gender sensitization. The college inculcates values of equality, diversity, and inclusivity which are essential for creating a safer and sound ambience for students and employees. Measures are taken for an effective and positive atmosphere free from chauvinism.
- The college is under CCTV surveillance with security guards posted at the main gates. The campus is also physically monitored to avoid any untoward incidents.
- The college has a strong redressal system in the form of an Anti-women harassment cell and Anti Ragging cell.
- During the celebration of events girl students' participation is ensured and effectively carried out.
- Special papers in the CBCS curriculum dedicated to women studies and women empowerment have been successfully introduced in the subjects like English, Political Science, Bengali, Education & History, etc. which will reap benefits in due course.

File Description	Documents
Annual gender sensitization action plan	http://sukantamahavidyalaya.ac.in/wp-content/uploads/2022/07/Gender-Action-Plan-2021-22.pdf
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	<p><u>a. Safety and security: Due to the Covid 19 pandemic crisis, students attended their classes online in 2020-2021, and the majority of the activities were carried out at home, thus no specific facilities for women were needed to ensure their safety and security. The campus entrance is where the security guard is stationed.</u></p> <p><u>b. Counselling: During this session one sensitization programme (Topic: A Talk on Female Foeticide) was organized for student's sake.</u></p> <p><u>c. Common Rooms - Till the session there is no separate common rooms facilities for boys' and girls'. One co-ed common room is available for boys' and girls'</u></p>

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
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File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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
<p>The Institution takes every possible step to make the campus plastic free.</p> <ul style="list-style-type: none"> Students are discouraged to bring plastic inside the college.

- The solid waste generated in the college is segregated based on its biodegradable nature. In different places, Bins are kept to receive waste.
- Old and worn-out wooden and steel furniture are kept in separate rooms. Very old, out-of-use books and journals are identified and separated by the library committee. These books can be disposed of after receiving permission from the appropriate authority.
- E wastes like desktops, laptops CPUs, etc. are kept separately. These out-of-use items can only be disposed of after receiving permission from the appropriate authority. The college does not dispose of these items without permission from the appropriate authority.
- Chemical/ laboratory wastes are kept separately and carefully. These wastes are not mixed with solid wastes.
- Bio-hazardous wastes are handled carefully.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	http://sukantamahavidyalaya.ac.in/wp-content/uploads/2020/03/7.1.3.-Waste-Management-Pad.pdf
Any other relevant information	View File

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

C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

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

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

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

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

C. Any 2 of the above

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

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
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).

- The Mahavidyalaya has been practicing tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic, and other diversities since its inception.
- The Mahavidyalaya has maintained and continued various cultural activities to promote tolerance and harmony.
- An inclusive atmosphere is maintained in the college as people with different cultural, social, and linguistic backgrounds live in this area.
- The backward class and minority nodal officer has been actively working to guide SC, ST, and OBC students. NSS and NCC units are actively involved to help the socially and economically underprivileged. NSS units visit the nearby villages every year during the winter season and distribute old clothes to poor villagers.
- Several commemorative days like International Mother Language Day, Republic Day, Independence Day, College Foundation Day, etc. are celebrated.
- The students, Teachers, and office staff remain present there not only for recreation and pleasure but to generate a feeling of oneness and social harmony.
- The students, Teachers, and office staff jointly celebrate cultural and religious festivals like Freshers' welcome, annual Social, Saraswati puja, Teachers' Day, world environment Day, etc.
- During this academic session, some programs are celebrated online and some have been celebrated with a restricted number of participants.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

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

- The Mahavidyalaya follows the syllabus of the University of North Bengal where there are courses like ethics and human values, the constitution of India, prose and verse in language subjects covering social, gender and environmental issues as an effort to inculcate constitutional obligations: values, rights, duties and responsibilities among the students.
- The Mahavidyalaya has a code of conduct that reflect the core values of the constitution. It has been prepared for both the staff and students. By observing various events throughout the year the core values of the Indian constitution get reflected.
- The NSS and NCC units take initiatives in various awareness camps and cleanliness programmes. NSS units conduct programmes like Blood donation programme, Yoga Day, World Environmental Day, etc. programmes like Swachha Bharat Mission, cleanliness are conducted.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

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

D. Any 1 of the above

and other staff 4. Annual awareness programmes on Code of Conduct are organized

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

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

Sukanta Mahavidyalaya cultural committee celebrates various national, and international commemorative days, events, and festivals as best practices and college social responsibilities.

- The students participate enthusiastically in the celebration of these events and cultural activities throughout the year. Every year International Mother language Day is celebrated. During Republic Day and Independence Day NCC unit actively participate in the drill and marched past.
- The NSS units take the tree plantation program in the month of June and celebrate vanmahotsab. This year, owing to the Pandemic the tree plantation program was conducted online. Vasanta utsab is celebrated in a festive mood. The college celebrates science day and arranges special lectures and exhibitions, and cultural functions to commemorate days and events.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Best Practices - 1

Title of the Practice:Setting up Sensor-Based Air and Noise Quality Monitoring Station
Objective of the Practice:To record levels of atmospheric pollutants and noise levels.

The Context:Pollution is an inevitable part of our society, which necessitates the timely measurement of environmental quality. Accordingly, the decision was taken.

The Practice:The practice was supervised by the Department of Environmental Science.

Evidence of Success:Two students completed project work. Data is utilized in Green Audit Report. Uttarbanga Sambad covered the news on 18.01.2022.

Problems Encountered and Resources Required:No problem arises.

Notes (Optional): NA

Best Practices - 2

Title of the Practice: Promotion and Execution of Student Satisfaction Survey

Objectives of the Practice: To understand of the satisfaction level of students.

The Context: To impart quality education, it is very essential to get feedback from students. Accordingly, the practice is conducted.

The Practice: The practice is conducted under IQAC direction in online mode.

Evidence of Success: The students' recommended suggestions were implemented by the Governing body. Survey helps to submit AQAR of 2021-22.

Problems Encountered and Resources Required: Lack of digital literacy among most of the downtrodden students acts as a bar to the spirit.

Notes (Optional): NA

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

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

The key areas which this organization works on include providing enough infrastructures, and sports facilities, enriching the library, providing adequate orientation for students towards promoting effective learning. Our educational establishment has created several working groups for the purpose of providing holistic real worth education such as an Examination Committee, a Cultural Committee, an Admission Committee, and others. Authentic G-Suite official mail IDs have also been issued for everyone to ensure that all departments and workplace correspondences run smoothly. For conserving energy, the institution produces electricity by solar panels. This organization is completely accessible to people with disabilities. We mentor students and residents in remote regions by adopting neighboring communities. Our institution's NSS and NCC branches inculcate good social morality betterment among the undergraduates through social and cultural activities inside and outside the college throughout the year. The institution's daily tasks include academic and administrative audits, teacher development opportunities, webinars, lectures, and student-centric events. Given all the college's constructive things, we hope that our Institution will be able to keep up the space for sustaining the principles of integrity, governance, and accountability, ethical practice, and other activities in the coming years.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

The Institutional plan of action for the next academic year is as follows:

1. The Institution is prioritizing 2nd Cycle NAAC Accreditation. For this the preparation of SSR and IIQA is to be started very soon.
2. Steps will be taken regarding final stage of activation process of installed rooftop solar energy plant.
3. Continuation of online feedback from all stakeholders as well as Students' Satisfaction Survey continuation.
4. To emphasize on publication by Faculty members in national and international level Journals as well as books.
5. Encourage Faculty members to apply for research projects.
6. Continue to provide quality education.
7. Organizing seminars, workshop and lecture series on regular basis.
8. Encouraging all departments to undertake Career counselling programmes.
9. Skill development programmes and introduction of certificate or diploma courses, training program for all stakeholders.
10. NSS and NCC activities to be accentuated.
11. Student exchange and Faculty Exchange Programme to be undertaken.
12. Institution will encourage the departments to apply different Government schemes like DBT star scheme.
13. The Institution will approach Government of West Bengal for approving teaching and non-teaching posts and releasing of fund for the construction of new Science building.
14. Signing of MOUs with different Institutions to ensure quality education.