



Yearly Status Report - 2018-2019

Part A

Data of the Institution

1. Name of the Institution	SABANG SAJANIKANTA MAHAVIDYALAYA
Name of the head of the Institution	Dr.Tapan Kumar Dutta
Designation	Principal
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03222-248221
Mobile no.	7001605070
Registered Email	sasama1970@gmail.com
Alternate Email	principal.sskm18@gmail.com
Address	Sabang Sajanikanta Mahavidyalaya, Vill: Temathani, Post: Lutunia, Dist: Paschim Medinipore
City/Town	SABANG
State/UT	West Bengal
Pincode	721166

2. Institutional Status																			
Affiliated / Constituent			Affiliated																
Type of Institution			Co-education																
Location			Rural																
Financial Status			Self financed and grant-in-aid																
Name of the IQAC co-ordinator/Director			Dr. Selim Chisti																
Phone no/Alternate Phone no.			03222248221																
Mobile no.			9830728132																
Registered Email			slmchst@gmail.com																
Alternate Email			principal.sskm18@gmail.com																
3. Website Address																			
Web-link of the AQAR: (Previous Academic Year)			https://sabangcollege.ac.in/aqar																
4. Whether Academic Calendar prepared during the year			Yes																
if yes,whether it is uploaded in the institutional website: Weblink :			https://sabangcollege.ac.in/wp-content/uploads/2019/12/Academic-Calendar-2018-19-Jul-Dec.pdf																
5. Accrediation Details																			
<table border="1"> <thead> <tr> <th rowspan="2">Cycle</th> <th rowspan="2">Grade</th> <th rowspan="2">CGPA</th> <th rowspan="2">Year of Accrediation</th> <th colspan="2">Validity</th> </tr> <tr> <th>Period From</th> <th>Period To</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>B</td> <td>2.51</td> <td>2014</td> <td>21-Feb-2014</td> <td>20-Feb-2019</td> </tr> </tbody> </table>						Cycle	Grade	CGPA	Year of Accrediation	Validity		Period From	Period To	1	B	2.51	2014	21-Feb-2014	20-Feb-2019
Cycle	Grade	CGPA	Year of Accrediation	Validity															
				Period From	Period To														
1	B	2.51	2014	21-Feb-2014	20-Feb-2019														
6. Date of Establishment of IQAC			16-Dec-2009																
7. Internal Quality Assurance System																			
<table border="1"> <thead> <tr> <th colspan="3">Quality initiatives by IQAC during the year for promoting quality culture</th> </tr> <tr> <th>Item /Title of the quality initiative by IQAC</th> <th>Date & Duration</th> <th>Number of participants/ beneficiaries</th> </tr> </thead> <tbody> <tr> <td>Training on accounting software: Tally</td> <td>16-Nov-2018 11</td> <td>12</td> </tr> </tbody> </table>						Quality initiatives by IQAC during the year for promoting quality culture			Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries	Training on accounting software: Tally	16-Nov-2018 11	12					
Quality initiatives by IQAC during the year for promoting quality culture																			
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries																	
Training on accounting software: Tally	16-Nov-2018 11	12																	

Differently abled friendly college campus	12-Nov-2018 228	4
Initiation of Mentor-mentee program	03-Oct-2018 267	1165
Faculty exchange program	20-Aug-2018 62	11
View File		

8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Dr. Abhik Mukhopadhyay	MRP	UGC	2014 2005	170000
Dr. Sukumar Chandra	MRP	UGC	2015 1205	335000
View File				

9. Whether composition of IQAC as per latest NAAC guidelines:

No

Upload latest notification of formation of IQAC

No Files Uploaded !!!

10. Number of IQAC meetings held during the year :

8

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

Initiation of Mentormentee programme

Faculty exchange program

Library automation

Drinking water supply in the college campus

Installation of CCTV camera in the college campus

[View File](#)

13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Enhancement of safety and security of the college campus	44 CCTV cameras installed
Creation of drinking water facilities	4 water purifier along with cooling facility installed
Initiation of Faculty Exchange Program.	Six PG departments are engaged in faculty exchange program with nearby PG colleges.
Differently -abled friendly college campus.	New physical facilities like, Ramp/ Rails, elevator, Rest Room etc. are built in the college campus and academic facilities like, Scribes for examination are provided.
Library automation keeping in view to make it user-friendly and to provide the latest techniques to the students as well as to the library staff.	Total automation in library operation with the installation of open source software - KOHA had been accomplished.
Initiation of Mentor mentee program	More and more students got attracted to the program.

[View File](#)

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Governing Body of the Mahavidyalaya	29-Feb-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

26-Feb-2019

17. Does the Institution have Management Information System ?

Yes

<p>If yes, give a brief description and a list of modules currently operational (maximum 500 words)</p>	<p>A management information system (MIS) has been designed in the Mahavidyalaya keeping in mind the necessity of the College administration where it can generate any reports it requires to run the college. Various summarized information are available at finger tips to make fast decision and execution. Information such as: a. Students' merit list (several lists) at the time of admission of students, current admission status for all class, admission fee summary report etc. b. Categorisation of students on the basis of gender, caste, differently abled students, pass - honours, students applying for kanyasree benefits etc. c. Result of students / divisions obtained / students availing institutional concessions obtained, stipend obtained from government, number of students asked for hostel facilities etc. d. Library books lent, reminder for last date of depositing the lent books, list of defaulters e. Office - upto date status of PF including interest received / salary certificate/ fees book generation are readily available as and when asked by the apex body of the Mahavidyalaya. These Actionable data help the administration as well as any stakeholder - right from student to govt. Authorities to form opinion and undertake any decision.</p>
---	--

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

? The Mahavidyalaya follows an academic calendar prepared by the Vidyasagar University. However, it plans the curriculum delivery mechanism and keeps a documentation of the same in the following manner. ? At the beginning of the session the whole course of a semester/year is subdivided among the teachers following the strength of teachers and their specialisations. Numbers of classes required to complete the course, number of days the college will remain open are assessed beforehand in the departmental meeting at the beginning of the session, and loads are distributed accordingly. Further, teachers are instructed to keep a record of the topics taught along with the date of completion and a column of 'Remark' - where the teacher will mention whether any internal assessment is taken on that topic, if yes the average marks scored by the students. ? When uncalled for disturbances occur in the Mahavidyalaya and as a result of those disturbances regular classes get hampered, the institution has a mechanism to deal with those unfortunate situations. In the routine, there is a provision of TUTORIAL CLASSES for every

department; in these slots extra classes are taken to complete the course. Teachers keep a record of the TUTORIAL CLASSES taken in the curriculum diary as well as in the students' attendance registrar.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Beng(H), Eng (H), Hist(H), Pol. Science (H), Edu (H), Phy. Edu (H), Phil (H), Sans (H), Santali (H)	23/07/2018
BCom	Accounting and Finance (H)	23/07/2018
BA	General	23/07/2018
BCom	General	23/07/2018
BSc	General	23/07/2018

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

Certificate	Diploma Course
No Data Entered/Not Applicable !!!	

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Bengali (Folk culture survey)	55
BSc	Geography (Socio Economic survey)	18
BSc	Economics (Livelihood pattern of rural people)	3

BA	English (Field documentation)	19
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	
Alumni	
Parents	

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained
Feedbacks are obtained from students and teachers through structured questionnaire and are statistically analysed. Results are circulated among the teachers for future course of action.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	MTMHCC (UG)	52	69	20
BSc	CEMHCC (UG)	43	37	6
BSc	PHSHCC (UG)	34	28	8
BA	SANHCC (UG)	103	129	71
BA	PHIHCC (UG)	85	59	30
BA	PLSHCC (UG)	85	43	29
BA	HISHCC (UG)	103	53	36
BA	EDCHCC (UG)	77	241	74
BA	ENGHCC (UG)	85	158	63
BA	BNGHCC (UG)	130	311	112
View File				

2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	2770	170	29	0	14

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
No Data Entered/Not Applicable !!!					
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Mentor-mentee program has been started in the Mahavidyalaya wherein the teaching faculties of this Mahavidyalaya are doing the job as the mentors and the students are considered as the mentee. Objectives i. To help the students for understanding the challenges and opportunities present in the college and develop a smooth transition to campus life. ii. To counsel academically weak students and to play an important role in helping troubled students to cope with academic, extra-academic and personal problems. iii. To proactively try to identify problems of the general student populace and to bring them to the notice of the concerned authorities

The Practice Mentor-Mentee program endeavors to pursue these objectives by guiding the students by the teaching faculty who can act as a friend, philosopher and guide to the students. Mentors of each department, selected by the teachers of the concerned department, play this role and are given the authority to pursue the mission of this programme. Each of them is assigned a group of students. Mentors are required to keep track of their mentees with reference to academics, attendance, discipline and overall development. Obstacle faced Mentors are to record their findings in the mentor's diary. Any complaint or compliments regarding mentees are to be brought to the notice of the respective mentors. Mentors, if required, are to schedule face to face counseling with their mentees. Mahavidyalaya suffers from huge shortage of teaching faculty as a result of this the Mahavidyalaya has decided to undertake this programme only for the honors students for the time being. Evidence of success Evidence on the impact of mentoring for college success mostly comes from studies of informal mentoring, which is yet to be done as the operation of this programme at our Mahavidyalaya is at nascent stage. However, on a cursory view it may be claimed that the confidence of the students to face unforeseen obstacles have increased manifold. Resources required A good collection of mentoring handbooks, curricula, manuals, and other resources are required for proper implementation of the program.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1165	29	1:40

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
35	29	6	0	18

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
No file uploaded.			

2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
View File				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The Mahavidyalaya has very little scope to bring reforms in the CIE. However, the institution does undertake internal assessment (class test of 10 marks) of 2 tests for the honours courses and 1 test for General Degree courses for each semester. Prior intimations through notice circulation to the classes and on notice board are given to the students. Questions are set based on the topics covered in the previous classes. After the class tests are over the questions are uploaded in the Mahavidyalaya's website. Students who fail to appear on the days of class tests are offered a second chance, provided a valid ground of absence is produced before the head of the department through written application. Results of the internal assessment are published in the departmental notice board. Students are given an opportunity to interact with the teacher in their next class to understand/correct the weak points both in terms of data and style of writing, of their answer scripts. After the completion of all the tests an average marks obtained are calculated by the respective departments and sent to the Vidyasagar University (V.U.). Other than this mechanism of CIE the institution also keeps a record of the bright and weak students based on the responses in the classes and the marks scored in the class tests. A special attention is given to these groups of students through advanced classes and elementary classes. Both types of classes are taken in the 'tutorial' slot of the routine.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Yes. However, examination dates are fixed by affiliating University. Internal examinations are taken following the UGC guideline, viz, by conducting surprise test.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

No Data Entered/Not Applicable !!!

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
View File					

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

No Data Entered/Not Applicable !!!

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Minor Projects	1205	UGC	3.35	3.35
Minor Projects	2005	UGC	1.7	1.7

[View File](#)

3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Zoology	1	0
National	Commerce	7	4.76
National	Chemistry	2	2
National	Sanskrit	7	0
National	Economics	2	5.74

[View File](#)

3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
History	2
Philosdophy	1
Commerce	4
Bengali	2
Sanskrit	4
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
View File						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	5	0	0	0
Presented papers	20	8	2	2
Resource persons	0	0	0	0
View File				

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Blood Donation Camp	NSS, Kharagpur SD Hospital	15	85
Seminar Thalassemia Carrier Detection Camp	NSS, Thallasemia Society of Medinipur	27	183
Workshop on the use of liquid bio-fertiliser	NSS , KRIBHCO	7	51

World AIDS Day	NSS	22	127
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Shwacchata Hi Seva	NSS	Procession, Campus cleaning	4	92
Shwacchata Pakhwada	NSS	Awareness programmes on Cleanliness, Seminars, cultural programmes, Debate , extempore competition, Quiz etc.	10	43
Swachh Bharat summer internship Program	NSS	Steps towards cleanliness, film show, Seminar, group discussion, Campus cleaning	9	40
View File				

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
7	9

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	
View File	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
KOHA	Fully	19.0.5	2019

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
View File			

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Co mputers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departme nts	Available Bandwid th (MBPS/ GBPS)	Others
Existin g	67	1	10	10	0	7	18	2	0
Added	1	0	0	0	0	4	2	0	0

Total	68	1	10	10	0	11	20	2	0
-------	----	---	----	----	---	----	----	---	---

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

2 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
3.64	3.69	9.35	9.42

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Laboratory: Laboratory Stock Registrar for instruments and chemicals are maintained on regular basis to keep a record of the number of instruments and to minimise the misuse or pilferage of chemicals. The companies who supplied the instruments are communicated whenever technical snags arise in the instruments. The whole lab along with the instruments is sanitized on every 1st Saturday of month. Library: The library books are kept in bookshelves dedicated to respective subject/paper/topic. Whenever new books are purchased the subject teachers physically verify them before they are tagged and catalogued. . The library is going through a modification process the authority has agreed to install KOHA software for smoothening off the operation of library. The library undergoes for pest control twice a year. Book binding is done regularly as and when needed. The students are allowed to keep maximum of 2 books for a period of 15 days. If a student fails to submit the book on and before the deadline he or she is fined for Rs. 10 for every consecutive day. Sports complex and Sports facilities: The drainage system of the football ground of the college is repaired every year before the advent of Monsoon season. Weeds of the football ground, volleyball ground and hand ball ground are slashed and burned on regular basis. Sports equipments are kept in stock room under the supervision of sports-in- charge/game teacher. Gymnasium of the college is maintained under the supervision of the game teacher. A stock registered is maintained by the game teacher for the sports equipments and gym instruments. Both sports equipments and gym instruments are cleaned and greased quarterly. Sports equipments and entry to the gym are made available to the students on the basis of their requisitions placed before the game's teacher. The bat and ball for cricket and table Tanis is maintained by the students' union of the college. Computers: A stock registrar for all the computers and computer accessories purchased are maintained meticulously. The computers are repaired as and when required. Moreover, a yearly check-up of all the computers are done with the help of a local hardware service provider named "Computer World". New computers are purchased through a rigorous process of seeking requisitions from the various Departments, analysing them in Finance Sub-committee meeting, if the finance of the college permit than tenders are asked through purchase sub-committee and required items are purchased by the same committee. Classrooms: The Mahavidyalaya has a big campus with 37 class rooms and 15 laboratories. Two staffs are dedicated for cleaning and keeping the class rooms in order. A

strict routine of "clean all the rooms twice a month" is maintained ritually. A standing electrician is there to look after the electrical disturbances as and when brought to the authority's notice by the departments.

<https://sabangcollege.ac.in/>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
No Data Entered/Not Applicable !!!			
View File			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
Mentor-Mentee	03/10/2018	1165	Sabang Sajanjikanta Mahavidyalaya
Yoga training	01/07/2018	33	Sabang Yoga Academy
View File			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
No Data Entered/Not Applicable !!!					
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
40	40	52

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
No Data Entered/Not Applicable !!!					
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students	Programme graduated from	Department graduated from	Name of institution joined	Name of programme
------	--------------------	--------------------------	---------------------------	----------------------------	-------------------

	enrolling into higher education				admitted to
2019	2	Sabang SK Ma havidyalaya	Physics	Sabang SK Ma havidyalaya	pg
2019	1	Sabang SK Ma havidyalaya	Philosophy	J.U.	pg
2019	4	Sabang SK Ma havidyalaya	Political Science	VU, NOU	PG
2019	2	Sabang SK Ma havidyalaya	Chemistry	Sabang SK Ma havidyalayaP G in Chemistry	PG
View File					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year
(eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	2
SET	1
View File	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Cultural Competition	Zonal	7
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
View File						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students' union of the Mahavidyalaya is actively engaged in different extracurricular activities that help in developing social, cultural, environmental, physical as well as political awareness amongst the youths. The activities of the students 'union are enlisted bellow: • The Cultural competition of the Mahavidyalaya is organised by the Students 'Union every year. All the students are requested to take part in the competition an automatic screening is done through this competition for the students who will take part in the University's (VU) cultural competition. • The union publishes their annual magazine every year. A team of magazine committee is selected every year whose primary duty is to collect the writings from the students and place them before the editors' board (comprising teachers) for final selection. The magazine offers an excellent opportunity to the students to ventilate their unexplored brilliance present in them. • The college has a history of showing good performance in Youth Parliament competition. It performed well in District

level Competition as well as State Level Competition. Credit goes to the Union, right from developing the script to selection of students for the specific role, the arrangement of rehearsals, purchasing drama attires and logistical support all are done by the union. • The annual sports of the college as a gala event, where all the departments take active participation. A college football team is selected by the union with the help of the physical education teacher, just after the annual sports. This football team (students mainly comprising from hostel) undertake regular practice and perform praise worthy performance at the University level as well as at State level competition. • The union also take active participation in selecting NCC and NSS cadets. Regular activities of the NCC and NSS like establishment of practice camp, visiting to adopted villages, organising seminars - film show - campus cleaning - environmental awareness in villages for NSS volunteers etc. are carried out with the help of the union. • Amongst other works the union also logistically help the institution organising state/national/international seminars, invited lectures, teachers' day celebration, Independence Day celebration etc. Students on academic administrative bodies/committees of the institution: Student representatives ventilate their grievances and opine their perspectives in the meetings of the following academic administrative bodies/committees of the institution. Their representations are valued highly as they are the elected representative/members of the students and their presence in the meetings is by virtue of their posts. 1. Governing Body of the Institution 2. Cultural - sub - Committee of the Institution 3. Games and Sports - sub - Committee of the Institution 4. Academic - sub - Committee of the Institution 5. Seminar Committee of the Institution

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

No Data Entered/Not Applicable !!!

5.4.3 – Alumni contribution during the year (in Rupees) :

No Data Entered/Not Applicable !!!

5.4.4 – Meetings/activities organized by Alumni Association :

No Data Entered/Not Applicable !!!

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

Interactive Staff meetings such as Teachers 'Council, Academic -sub-Committee, finance -sub-Committee etc. functions independently in consultation with the Apex body of the College. There is a very fine tuned balance between the authority and responsibility distributed between different layers of management.

6.1.2 – Does the institution have a Management Information System (MIS)?

Partial

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	Curriculum is developed and framed by the University. The institution does not have any say in it.
Teaching and Learning	New and modern methods of teaching and learning like field trips, films PPTS etc. are utilized and regular feedback from students is obtained.
Examination and Evaluation	Examinations are decided by the university including evaluation procedures.
Research and Development	Institution encourages research by allowing the teachers to conduct seminars on their pet subject. A grant of Rs. 10,000/- per department is sanctioned for the said purpose. Moreover, the institution encourages teachers to go for research projects, FDP, Publications, Paper Presentation, attending seminars, conferences and workshops.
Library, ICT and Physical Infrastructure / Instrumentation	Keeping in view the needs of the students and the course module the mentioned physical infrastructures are maintained and constantly upgraded.
Human Resource Management	Despite the scarcity of teaching as well as non-teaching staff the institution is run in task oriented and time bound manner. The college has a culture of high motivational level. Every good performance is duly recognised by the authority.
Industry Interaction / Collaboration	With respect to career counselling, exposure to Industry and placements the institution has interaction and collaboration with local corporate.
Admission of Students	Admissions are purely on merit and there is no management quota. The procedure of the admission is governed by guidelines issued by the Govt. of West Bengal and Vidyasagar University.

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	Not implemented
Administration	Not implemented
Finance and Accounts	Implemented
Student Admission and Support	Implemented
Examination	Not implemented

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Workshop on preparing e-study materials		15/02/2019	15/02/2019	57	0
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
STC	1	05/10/2018	12/10/2018	7
RC	1	29/01/2019	18/02/2019	21
RC	1	04/01/2019	24/01/2019	21
OP	1	06/02/2018	06/03/2018	28
View File				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
No Data Entered/Not Applicable !!!			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Group insurance, Employees Credit Cooperative Society, Provident Fund, Maternity leave, Paternity Leave, and Child Care Leave.	Group insurance, Festival advance advance payment for the declared bonus by the State Govt. Of West Bengal, Employees Credit Cooperative Society,	Full-free Half-free Students scholarship, Government scholarship, Prize, Remedial classes, Students' Career Counseling advice.

Provident Fund, Maternity leave, Paternity Leave, and Child Care Leave.

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Yes .Internal Audit is conducted by in-house staff and External Audit is conducted by independent External Auditor appointed by the Govt. Of West Bengal.

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
No file uploaded.		

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		No	
Administrative	No		No	

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Suggestions from PTA Voicing students Grievances Participation in College activities

6.5.3 – Development programmes for support staff (at least three)

Workshops for support staff Financial Aid on case to case basis Personal Counselling

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Initiation and commencement of PG courses in six subjects. 2. library automation 3. Automation of office 4. Special emphasis on the development of the students' health centre of the college. 5. Arrangement of safe drinking water for the students and staff. 6. Promotion of hygienic sense among the students with a special emphasis on girl students. 7. Renovation of Hostels 8. Encouragement to teachers with a seed money of Rs. 10000/ department to organise seminars/workshops/lecture

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2018	Faculty exchange program	20/08/2018	20/08/2018	30/06/2019	11
2018	Initiation of Mentor-mentee program	03/10/2018	03/10/2018	30/06/2019	1165
2018	Differently abled friendly college campus	12/11/2018	12/11/2018	30/06/2019	4
2018	Training on accounting software: Tally	16/11/2018	16/11/2018	16/11/2018	12
2019	Workshop on preparing e-study materials	15/02/2019	15/02/2019	15/02/2019	57
View File					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Celebration of International women's day	08/03/2019	08/03/2019	223	87
Group discussion organised by the women Cell of the College	17/04/2019	17/04/2019	87	11

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
1. Regular maintenance of the Solar Power Unit that has been installed in the year 2017-18. 2. Plantation of siblings during Celebration of Āranya Saptah and Vanomohatsav. 3. Awareness programme for the local cultivators on liquid bio-fertiliser and compost to increase the sustainability of the arable land of the locality.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	4

Rest Rooms	Yes	4
Scribes for examination	Yes	4

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2018	2	1	01/07/2018	277	Yoga and Bratachari	Health, Diseases and Mental Strength	57
2018	2	2	01/07/2018	2	Vidyasagar Patha Parishad	Cultural competition and Career counselling	42
2018	2	2	01/07/2018	115	Football coaching and volleyball coaching	Physical and mental ability enhancement	49
2018	1	1	01/07/2018	365	Irrigation facility	Water supply	17
2018	1	1	01/07/2018	286	Postal facility	Postal service	3222

[View File](#)

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Reduction/ elimination in usage of plastic items Reduction in usage of paper Tree plantation Smoking free campus Swaccha Abhiyan
--

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

1. Differently-abled friendly college campus Context Having been felt that differently-abled students need special arrangements in the college for their mobility and independent functioning college authority initiated differently-
--

abled friendly college campus along with special learning facilities.

Objectives i. To promote diversity and inclusive practices in the college campus ii. To provide equal educational opportunities to differently-abled students

The Practice Accessibility means uninterrupted mobility for all of us to reach our fullest potential. Students with reduced mobility and permanent to impermanent disabilities have the right to inclusive and accessible environments. This means equal opportunities for all, in all aspects of life, from education to work. Accessibility facilitates that empowerment. To address accessibility related issues as per the stipulations of the Persons with Disabilities Act 1995 the college authority ensures that all existing structures as well as future construction projects in the college campus will be disabled friendly.

Obstacle faced There is the absence of trained staff for inclusive education and sufficient alternative teaching aides. Evidence of success The infrastructure that facilitates access for the physically challenged - ramps, railings rest room and scribes for examination has been done. The construction of lift is in operation.

Resources /programs required i. Sensitization of teaching and non-teaching staff on disability equality to develop empathy ii. Sensitization camp Awareness rising among fellow students on disability equality based on the guideline of the RCI (Rehabilitation Council of India). iii. Increase in the basic facilities like accessible transportation to and from college, in-campus accommodations, and an accessible and sound infrastructure, with accessible wide doors, elevators, ramps, and toilets, to enable uninterrupted mobility and educational provisions. iv. Provide and use of specific aids for Teaching and Learning practices for differently-abled students.

2. Mentor-Mentee programme

Context Mentor-mentee program has been started in the Mahavidyalaya wherein the teaching faculties of this Mahavidyalaya are doing the job as the mentors and the students are considered as the mentee.

Objectives i. To help the students for understanding the challenges and opportunities present in the college and develop a smooth transition to campus life. ii. To counsel academically weak students and to play an important role in helping troubled students to cope with academic, extra-academic and personal problems. iii. To proactively try to identify problems of the general student populace and to bring them to the notice of the concerned authorities

The Practice Mentor-Mentee program endeavors to pursue these objectives by guiding the students by the teaching faculty who can act as a friend, philosopher and guide to the students. Mentors of each department, selected by the teachers of the concerned department, play this role and are given the authority to pursue the mission of this programme. Each of them is assigned a group of students. Mentors are required to keep track of their mentees with reference to academics, attendance, discipline and overall development.

Obstacle faced Mentors are to record their findings in the mentor's diary. Any complaint or compliments regarding mentees are to be brought to the notice of the respective mentors. Mentors, if required, are to schedule face to face counseling with their mentees.

Mahavidyalaya suffers from huge shortage of teaching faculty as a result of this the Mahavidyalaya has decided to undertake this programme only for the honors students for the time being. Evidence of success Evidence on the impact of mentoring for college success mostly comes from studies of informal mentoring, which is yet to be done as the operation of this programme at our Mahavidyalaya is at nascent stage. However, on a cursory view it may be claimed that the confidence of the students to face unforeseen obstacles have increased manifold.

Resources required A good collection of mentoring handbooks, curricula, manuals, and other resources are required for proper implementation of the program.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<https://sabanqcollege.ac.in>

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The institution has a singular vision of imparting higher education to the rural folks of the area. In this endeavour the Mahavidyalaya introduced different honours courses in undergraduate level, and also introduced P.G courses in science as well arts subjects. The Mahavidyalaya runs these courses with the priority to educate the village poor. The institution has its future plan to introduce technical education as well as subjects on cross cutting issues as a future thrust area.

Provide the weblink of the institution

<https://sabangcollege.ac.in>

8.Future Plans of Actions for Next Academic Year

High speed internet connectivity, Green and white board to all the classes, Interactive projector in some class rooms, Online based feedback system and its analysis and its e-reporting, Illumination of college campus with LED flood lights, Availability of e-learning resources through our institutional website, Introduction of new courses: professional courses, Language lab, Computer lab, Overhead water tank and piped water supply within total college campus.