



## **YEARLY STATUS REPORT - 2020-2021**

### **Part A**

#### **Data of the Institution**

<b>1.Name of the Institution</b>		<b>SABANG SAJANIKANTA MAHAVIDYALAYA</b>
• Name of the Head of the institution	<b>Dr. Tapan Kr. Dutta</b>	
• Designation	<b>Principal</b>	
• Does the institution function from its own campus?	<b>Yes</b>	
• Phone no./Alternate phone no.	<b>9933076927</b>	
• Mobile No:	<b>7001605070</b>	
• Registered e-mail	<b>sasama1970@gmail.com</b>	
• Alternate e-mail	<b>iqac@sabangcollege.ac.in</b>	
• Address	<b>Vill-Temathani, P.O.- Lutunia, P.S.- Sabang, Dist.- Paschim Medinipur</b>	
• City/Town	<b>LUTUNIA SABANG</b>	
• State/UT	<b>WEST BENGAL</b>	
• Pin Code	<b>721166</b>	
<b>2.Institutional status</b>		
• Type of Institution	<b>Co-education</b>	
• Location	<b>Rural</b>	
• Financial Status	<b>UGC 2f and 12(B)</b>	

• Name of the Affiliating University	VIDYASAGAR UNIVERSITY				
• Name of the IQAC Coordinator	Dr. Selim Chisti				
• Phone No.	9830728132				
• Alternate phone No.	03222248221				
• Mobile	9647186360				
• IQAC e-mail address	iqac@sabangcollege.ac.in				
• Alternate e-mail address	iqac.ssm@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	<a href="https://sabangcollege.ac.in/wp-content/uploads/2021/05/AQAR-FINAL-2019-2020.pdf">https://sabangcollege.ac.in/wp-content/uploads/2021/05/AQAR-FINAL-2019-2020.pdf</a>				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://sabangcollege.ac.in/wp-content/uploads/2021/03/Academic-Calendar-2020-2021-Jul-Dec.pdf">https://sabangcollege.ac.in/wp-content/uploads/2021/03/Academic-Calendar-2020-2021-Jul-Dec.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.51	2014	21/02/2014	20/02/2019
6.Date of Establishment of IQAC			16/12/2009		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Institutional 1	RUSA	Government of India	2014	20000000.00	
Institutional 1	BEUP	Government of West Bengal	2018-2019	3450000.00	
Institutional 1	Infrastructure Development	Government of West Bengal	2017-2018	3800000.00	

<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	<a href="#">View File</a>	
<b>9. No. of IQAC meetings held during the year</b>	<b>5</b>	
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded	
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>		
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
Digitization of Office Management		
Implementation of Online Real time Class Rooms		
Use of extensive use of digital platform for the smooth running of the academic activities in this COVID-19 Pandemic situation		
Implementation of Online Exam System		
<b>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</b>		

Plan of Action	Achievements/Outcomes
Digitization of Office Management	Office has been partially digitized
Implementation of Online Real time Class Rooms	Online Real time Class Rooms is fully operational
Utilization of digital platform for the smooth running of the academic activities in this COVID-19 Pandemic situation	Access of Google class room, google meet, you tube, Academia Edu, digital library etc
Implementation of Online Exam System	Online Exam System running as per guideline of affiliating University
Organizing webinars	13 webinars have been organized
<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Governing Body	30/03/2022
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2020-2021	29/03/2022

## Extended Profile

### 1. Programme

1.1

26

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

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

### 2. Student

2.1

3013

Number of students during the year

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

2.2

570

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

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

2.3

1255

Number of outgoing/ final year students during the year

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

**3.Academic**

3.1

32

Number of full time teachers during the year

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

3.2

0

Number of Sanctioned posts during the year

## Extended Profile

### 1. Programme

1.1	26
Number of courses offered by the institution across all programs during the year	

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

### 2. Student

2.1	3013
Number of students during the year	

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

2.2	570
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

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

2.3	1255
Number of outgoing/ final year students during the year	

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

### 3. Academic

3.1	32
Number of full time teachers during the year	

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

3.2	0
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	<a href="#">View File</a>
<b>4.Institution</b>	
4.1	50
Total number of Classrooms and Seminar halls	
4.2	99.37707 Lakh
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	76
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

1. 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.

2. At the beginning of the session the whole course of a semester is subdivided among the teachers following the strength of teachers and their specializations. 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 topics.

3. When uncalled for disturbances occur in the Mahavidyalaya due

to impose of LOCKDOWN for the outbreak of COVID-19 pandemic situation as a result regular classes get hampered to some extent, the institution has a mechanism to deal with those unfortunate situations with readily available online platform for taking and regularise the teaching and learning process. 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.

4. In the COVID-19 pandemic situation, college maintained an real time online class routine for all semester. Soft copy of study materials are documented in different online platform like Google classroom, academia edu etc.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://app.sabangcollege.ac.in/routine/routine_new">https://app.sabangcollege.ac.in/routine/routine_new</a>

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

Institution follow the academic calendar of Vidyasagar University. As per guideline of University regarding Internal evaluation, institution conduct Internal assessment through a centralised process. Institution adheres academic schedule for Continuous Internal Evaluation (CIE) for each semester.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://sabangcollege.ac.in/academic-calendar/">https://sabangcollege.ac.in/academic-calendar/</a>

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**

**Academic council/BoS of Affiliating**

**A. All of the above**



**University Setting of question papers for  
UG/PG programs Design and Development  
of Curriculum for Add on/ certificate/  
Diploma Courses Assessment /evaluation  
process of the affiliating University**

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

## **1.2 - Academic Flexibility**

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

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

26

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

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

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

2

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

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

91

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

91

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

### 1.3 - Curriculum Enrichment

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

The college follows the syllabus developed by the affiliating University- 'Vidyasagar University'. The college has imbibed different types of courses developed by the University in the curriculum, some enhance professional competencies while others aim to inculcate general competencies like social ethical values, human values, environment sensitivity etc., thereby leading to the holistic development of students. These courses provide free environment for inculcating values and developing ethical competence among the students. It is in response to a long- felt and urgent need to integrate value education with decision making skills in their personal, social and professional life.

The current issue of environment awareness has been thoroughly addressed by the college, in curriculum developed by the affiliating University. Environmental studies are taught as an elective course 'AECC 2' for the students studying degree courses [B.A (Gen + Hons), B. Com (Gen + Hons) & B. Sc (Gen + Hons)]. The course include lot of areas, such as, scope & nature of environment science, natural resources, eco-system, bio-diversity, pollution, social issues , population, etc.

The departments of English, Sanskrit, Bengali, Education, and Political Science offer courses related with gender issues: lot of papers included the vital topics on promoting gender equality, gender sensitization, focus on women empowerment, etc. One of the objects of emphasizing on gender issues is to focus on women

education; therefore, integrating gender issues in the curriculum has been its top priority.

The departments of Philosophy and Education include lot of topics on ethics and moral values. Students will be able to understand the importance of ethics and values in their personal, social & professional life after studying these courses. The students are engaged in value added programmes to make them aware of responsibilities and the professional ethics. Especially the college authorities have not noticed till this date any major issues of ragging & harassments, etc.

The details of papers and courses are given in attached documents.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

11

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

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

125

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

**1.4 - Feedback System**

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

A. All of the above

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

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://sabangcollege.ac.in/2020-2021/">https://sabangcollege.ac.in/2020-2021/</a>

**TEACHING-LEARNING AND EVALUATION****2.1 - Student Enrollment and Profile****2.1.1 - Enrolment Number Number of students admitted during the year**

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

1788

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

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

303

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**2.2 - Catering to Student Diversity**

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

The Institution has well-intended strategies which are put into practice from time to time to tackle the matters of multiplicity in pupils' learning levels. Initial prompts of the pupils' learning skills are judged from their performance in learning level assessments conducted by all the departments immediately after the admission.

The real stratification of pupils' learning levels into slow and advanced learners is based on their presentation in the internal assessments and uninterrupted follow-up actions were taken afterward the completion of their courses by the rigorous endeavors of teachers, H.O.Ds and coordinators.

To prop up the slow and advanced learners, college organizes:

- Special remedial classes are arranged for the slow learners for improving the pupils' level of learning.
- Slow learners are further assisted through individualized counseling by the teachers.

- Slow learners are paired with good performers to enhance their learning abilities.
- Advanced learners are taken care of by the concerned faculty through assignments and peer-group discussions.

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

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

Number of Students	Number of Teachers
3013	31

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

## 2.3 - Teaching- Learning Process

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

The teaching-learning method is one of the principal objectives and the potency of our institution. Students are provided an accurate intermingle of conventional and modern sophisticated technologies to build up learning student-centric and a worthwhile knowledge. Experiential learning, participative learning and problem solving methodologies are well adopted to make sure the comprehensive upliftment of students.

### Participative learning

- Students attempt to develop solutions for complex problems through group analysis, brainstorming etc.
- Students are encouraged to follow (Massive Open Online Courses) MOOCs offered by premier institutions of the country. They include online lectures and demonstrations.
- Project works were taken to a sensible level by the students under the supervision of teachers, within the constraints of time and resources in each department.

### Experiential learning

- Practical classes (laboratory) are made compulsory in the curriculum in the science subjects.
- Technological knowledge regarding maintenance of various laboratory equipments.
- Different learning methods, namely, project-based, inquiry based, computation-based are implemented wherever feasible.

#### Problem solving methodologies

- Students have been provided by assignments after completion of each unit.
- Students are encouraged to ponder about the process of finding solutions to difficult or complex issues

File Description	Documents
Upload any additional information	No File Uploaded
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

Effective content delivery by utilizing Information Communication Technology (ICT) tools in virtual classes as well as in offline class rooms for better indulgent and strengthening of the concepts and problem-solving techniques are adopted by all the teachers of the college. ICT tools complement the conventional teaching-learning methodologies, and the college is highly interested in providing innovative methods for enriching the learning experience. The college has moderate resources which include wide availability of computers and high speed internet access. The college follows real-time routine. The faculties deliver their online lectures using Google class room and Google meet platform.

The conventional lecture method facilitates the teacher to interpret, explain and revise the content of a topic, only for better understanding of the subject by the learners. At the end of instruction of each unit, the students are given specific assignment which enriches their learning. To enhance the effectiveness of teaching-learning process, the teachers use ICT components and apply ICT tools along with the conventional methodologies. ICT for course delivery includes power point presentation, you-tube presentation or educational websites.



ICT enabled teaching-learning process is supported with access to digital library, online journals, online tests, use of projectors, productive use of educational videos, and accessibility of non-print material for students of different disciplines.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://sabangcollege.ac.in/ict-enable-class-room/">https://sabangcollege.ac.in/ict-enable-class-room/</a>

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

#### 2.3.3.1 - Number of mentors

40

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

32

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	No File Uploaded

### 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**

18

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

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

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

401

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

## 2.5 - Evaluation Process and Reforms

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

College is affiliated to Vidyasagar University, and hence, it has to follow the rules and guidelines of the affiliating university regarding the assessment and evaluation process of performance of students. The university norms relating to course-wise examination pattern are communicated to the students through the college prospectus. The university circulars in this regard are circulated to the faculty members and administrative staff time to time and are also displayed on the college website for students as well as for the staff.

The college has the examination cell to coordinate the internal and external examination activities and communicate to the

students, teachers and administrative staff regarding examinations. For effective understanding of the evaluation process, the faculty members give class-wise/course-wise instructions about unique features of internal/external evaluation of that course.

Internal examination schedule is informed to the students. One/two internal examination(s) is (are) held per semester. It is a practice of the college to show internal examination answer books after evaluation to the students in the class for self-evaluation. Students are free to interact with the teacher to resolve grievances if any, regarding the assessment.

All the records and data bank of attendance in internal examinations, question papers, valued answer sheets/copies, summary of marks sheets, are properly maintained by the teachers for academic monitoring.

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

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

The college has a controller section for smooth conduction of internal and external examinations. The internal examination is conducted by the college. The college follows strictly the guidelines and rules issued by the affiliating university while conducting internal examinations.

For conducting the internal assessment test, a department level coordinator is constituted for smooth conduction of internal assessment. The controller section directs the teachers to evaluate the answer scripts of the internal examinations within one week after the date of completion of the examinations.

Any grievances related to university question paper like out of syllabus, repeated questions, improper split of marks, marks missed, wrong question number are addressed to the examination controller section of the college. Other than the examination controller section there is a grievance redressal cell in the college to look after the grievances of the students. After evaluation of internal assessment answer scripts, the scripts are

shown to the students to check any discrepancy or doubt in checking. If they come across any doubts, clarification is given by faculty to enables them to fare better in future. By adopting the criteria as per the direction of affiliating university, complete transparency is maintained in internal assessment tests.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://app.sabangcollege.ac.in/welcome/exam_result">https://app.sabangcollege.ac.in/welcome/exam_result</a>

## 2.6 - Student Performance and Learning Outcomes

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

Complying the mission & vision of the present outcome based education system, Program Outcomes (POs) and Course Outcomes (COs) are framed by each department of the college offering the degrees after thorough discussion with all teachers. POs are extensive reports which portray the professional achievements which the program aims at, and these are to be attained by the students by the time they complete the program. COs are through statements which describe the necessary and lasting disciplinary know-how, capabilities that pupils should have and the depth of learning that is expected upon completion of a course.

The POs and COs are published through electronic media at each departmental site located on the college website so that both students and teachers are aware about the same. While addressing the students, the class teachers inform the students and create awareness and emphasize the need to attain the outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://sabangcollege.ac.in/course-outcome/">https://sabangcollege.ac.in/course-outcome/</a>
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

All the degrees which contribute to the POs are identified and these courses are evaluated using attendance percentage, internal assessment and external assessment. The overall results from the assessments of the POs are compared with the expected attainment.

The process of course outcome assessment is based semester-end examination. Each question in semester-end examination is tagged to the corresponding COs. The course outcomes of a practical course should satisfy at least any one or more of the defined program outcomes. These describe what students are able to demonstrate in terms of knowledge, skills, and values upon completion of the said course. COs are mapped to POs which are used to provide the quantitative measurement of how well the program outcomes are achieved.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://sabangcollege.ac.in/course-outcome/">https://sabangcollege.ac.in/course-outcome/</a>

### 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

1255

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

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://sabangcollege.ac.in/wp-content/uploads/2021/04/Student->

[Satisfaction-Survey-TOTAL-2020-2021-30\\_4\\_2021.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)

00

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

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

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

0

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

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

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

13

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

### 3.2 - Research Publications and Awards

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

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

32

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

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

7

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

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

The college upholds regular rendezvous of students and staff with

neighborhood community for their holistic development and continued community development participating in various assignments. In 2020-21, some programmes are organized by N.S.S Units and N.C.C Unit of the Mahavidyalaya under which students and staff participate voluntarily in community based activities with neighborhood.

N.S.S units organized various awareness programs with themes like cleanliness, green environment & tree plantation, gender sensitization have been organized. Continuous voluntary activities by students to maintain cleanliness in and around the campus, create awareness about the role of clean environment in human health and contribute to the National Swachh Bharat Abhiyan. In this Covid- pandemic situation N.C.C unit of the Mahavidyalaya distributed consumer goods, like rice, dal, and potato to the needy people of the surrounding villages.

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

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

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

0

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

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

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



**YRC etc., during the year****4**

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

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year****3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year****164**

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

**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****2**

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

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

The college has a campus of 9.33 Acres. It is fully secured with CCTV camera. It is equipped with modern facilities and learning resources to achieve academic excellence according to its vision. The infrastructure facilities and learning resources are categorized as under:

- Learning resources include resources and infrastructure required for library, laboratories, computer lab, class room teaching, seminars and meetings.
- Support facilities include hostels, canteen, convocation hall, seminar hall, controller section, Wi-Fi campus and virtual class room.
- Utilities include safe drinking water, restrooms and power generators.

Classes are scheduled for optimal utilization of the available physical infrastructure. Sharing of laboratory facilities is encouraged between faculties and students. The college continuously strives to create and enhance infrastructure both in terms of buildings and other facilities to provide a good teaching-learning environment. The central library is an integrated knowledge resource centre having e-library facilities..

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

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

The college puts together sports and extra-curricular activities as essential components. This is done not only for participation but also for assessment of students. It has moderate facilities for sports, games and cultural activities. The college has a large playground with provision for multiple games, such as, athletes, cricket, football and volleyball. The college has a well-equipped hall for organizing annual functions and cultural events. Major cultural events are organized at hall. Facilities for outdoor and indoor sports and games include volley ball, football, cricket, carom, table tennis and chess. There is a gymnasium inside the college campus. There is a yoga centre with the facility of a well-trained instructor.

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

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

29

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

29

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://sabangcollege.ac.in/ict-enable-class-room/">https://sabangcollege.ac.in/ict-enable-class-room/</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

99.37707

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

The college has a fully automated central library. The name of ILMS software in the library is KOHA (version-19.0.5). The various housekeeping activities of the library such as data entry, issue and return and renewal of books, member logins etc are done through the software. The reading and reference section is provided with five air conditioners. The books are classified according to Dewey decimal classification. OPAC (Online public access catalogue) service is also provided where the users can search the collection of books by title, author, publisher etc. Apart from the printed books the library is having access to e-resources of N-list which is a part of e-shodhsindhu consortium of INFLIBNET, where the users are given awareness and made to access browse and download e-books, e-journals, databases etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="http://opac.sabangcollegelibrary.in/">http://opac.sabangcollegelibrary.in/</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** C. Any 2 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

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

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

0.5688

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

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

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

99

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

### 4.3 - IT Infrastructure

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

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

IT facilities including Wi-Fi facilities have been updated on regular basis. Also, new IT equipment has been purchased as per the requirements. To maintain computer laboratories, regular purchasing of mouse/RAM and other hardware components were also done. To upgrade IT facilities, 8GB additional RAM was installed in .PC, now the PC has 8 GB RAM. The college is now using 120 Mbps internet speed in the campus.

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

#### 4.3.2 - Number of Computers

76

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	No File Uploaded

#### 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	<a href="#">View File</a>

#### 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)

13.37278

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

#### Policy:

Mahavidyalaya has own internal policy for maintenance system. Maintenance is done through repair, partial replacement and total replacement. It includes the civil work, replacement / repair of electric parts like light, fan, laboratories equipments, computers, printers, CC camera, chair tables, sports items and books also. At first articles are registered in a record book in detail of its particulars damage. Then the report is processed to Finance committee and Governing Body if required. After passing the committee or body repair, replacement or renovation are permitted. Repair or replacement are done as per the emergency and priority. Few maintenance are processed in bulk as priority. College has allocated budget for annual maintenance purpose.

#### 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.

Electrical equipments/items: The college ensures uninterrupted power supply and maintenance of electrical assets. The maintenance of equipment like generator sets, general lighting, power distribution system etc. are undertaken as per their preventive maintenance schedules, guidelines by the equipment supplier.

### 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 is 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 then tenders are asked through purchase subcommittee and required items are purchased by the same committee.

## Classrooms

The Mahavidyalaya has a big campus with 50 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 required.

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

1170



File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 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

2203

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

### 5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

B. 3 of the above

File Description	Documents
Link to institutional website	<a href="https://app.sabangcollege.ac.in/webinars">https://app.sabangcollege.ac.in/webinars</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

82

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

17

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

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

A. All of the above

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

## 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

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

## 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

108

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

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

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

8

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 5.3 - Student Participation and Activities

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

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

0

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

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

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 below--

- The Cultural competition of the Mahavidyalaya is organized by the Students' Union every year. All the students are requested to take part in the competition and 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.
- 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 is a grand 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. The 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 takes active

participation in selecting NCC and NSS cadets. Regular activities of the NCC and NSS like establishment of practice camp, visiting to adopted villages, organizing seminars – film shows – 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 helps the institution organizing 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 representatives/members of the students and their presence in the meetings is by virtue of their posts. I. Governing Body of the Institution II. Cultural Sub-Committee of the Institution III. Games and Sports Sub-Committee of the Institution IV. Academic Sub-Committee of the Institution V. Seminar Committee of the Institution, etc.

File Description	Documents
Paste link for additional information	<a href="https://sabangcollege.ac.in/various-committee/">https://sabangcollege.ac.in/various-committee/</a>
Upload any additional information	No File Uploaded

**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**

0

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

## 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

Registration of Alumn association is under process. Alumni Association contributes frequently in different occupation. In the year 2020-21, they supports lot in pandemic situation.

File Description	Documents
Paste link for additional information	<a href="https://sabangcollege.ac.in/alumni/">https://sabangcollege.ac.in/alumni/</a>
Upload any additional information	No File Uploaded

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

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 college follows its vision and mission for the betterment of the students. The governance of the college maps the vision and mission of the college.

The college has the following vision and mission--

**Vision:**

- To become a full fledged institution having every scope of education to the needy student who live in very interior and rural areas having only one institution for Higher Education within periphery of 28 kms.
- To achieve further level of excellence in the higher education sectors and to become one of the premier leading rural educational institutions.

**Mission:**

- To provide higher education to the needy and prospective students of the various corridors of knowledge, with the best possible way.
- To impart from classical to professional education to students belonging to different strata of society irrespective of caste, gender, or creed facilitating through equality and quality teaching.
- To uplift the deprived and academically weak students by empowering them with knowledge.
- To develop moral, aesthetic, ethical and social values among the students.
- To inculcate reverence for humanity and to fortify high ideals of perseverance, dedication, quality consciousness and excellence towards the societal benefits.

The empowered team of the college comprises of the Governing Body, Principal, Teaching-staff, UGC Sub-committee, IQAC, Non-teaching and supporting staff, Students ' Union and Alumni. There are many committees to support the vision and mission of the college, e.g., Finance Sub-committee, NSS, NCC, Carrier and counselling cell, library committee, sports committee, cultural committee, anti-ragging cell, college-magazine committee, Academic Sub-committee, RUSA Sub-committee, UGC committee, grievance redressal committee, etc.

The general policy of the Deptt. of Higher Education, Govt. of West Bengal and the College Governing Body are the basis of functioning of the college. The Principal is the authority of the college as far as academic, accounts; co curricular activities are concerned. All major policy decisions be it academic or administration are arriving at after thorough discussions and consultative process in a transparent manner. Most of the



programmes offered by the college are targeted towards social inclusive and outreach components to benefit the society.

File Description	Documents
Paste link for additional information	<a href="https://sabangcollege.ac.in/vision-mission/">https://sabangcollege.ac.in/vision-mission/</a>
Upload any additional information	No File Uploaded

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

The Mahavidyalaya endorses decentralization and participative management, and promotes and practices decentralization in all academic and administrative activities. It has various academic and administrative committees to monitor, plan and execute smooth functioning of the Institute.

Governing Body, Principal and Staff are responsible for planning and policy development, institutional budget, academic and research growth of the Mahavidyalaya and other extension activities. College Development Committee deals with development plan of the college regarding academic, administrative and infrastructural growth and to enable college for addition of curricular activities.

There are different committees with well-defined functions that give academic and administrative leadership to the institution. Academic Sub-Committee is responsible for holistic development of the college and to recommend on the enhancement of student facilities, students' life and experiences at the Mahavidyalaya.

Anti-Ragging and Grievance Redressal Cell take care of healthy, enjoyable and disciplined culture in the Mahavidyalaya. It comprises of the Principal, HODs, Senior Faculty members and student representatives.

Various academic committees like library Sub-Committee, Routine Sub-Committee, Academic Sub-Committee etc take care of day-to-day academic functioning of the Mahavidyalaya.



File Description	Documents
Paste link for additional information	<a href="https://sabangcollege.ac.in/various-committee/">https://sabangcollege.ac.in/various-committee/</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

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

Both perspective and strategic plan are effectively deployed by the college. Keeping in mind the development plans, the college always adopts a bottom-up approach with a strategic directive given from the top administration management. The perspective strategic plan fulfils the requirements of society by providing quality education. Considering the vision and mission of the Mahavidyalaya, the strategic goals are set and finalized by the IQAC of the Mahavidyalaya to improve the quality of teaching and learning, promotion of innovation and research amongst staff and students, provide holistic development of students with enhanced student experience. Strategic planning process was conceived as an IQAC initiative. The IQAC, with the inputs of principal, registrar, heads of department, section in charges and senior faculty members developed the strategic plan.

Extension activities were carried out through NSS Units and NCC Cell of the Mahavidyalaya. Staff trainings were conducted to enhance the skill and knowledge of the teaching and non-teaching staff. More students from the socially deprived society were admitted with nominal fee and merit scholarship. The college established MoUs with other colleges for enhancing the academic ambience of the college. The college authority encourages the faculty for paper publishing & UGC approved national and international journal publishing for enhancing the academic excellence of the Mahavidyalaya.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://sabangcollege.ac.in/future-plan/">https://sabangcollege.ac.in/future-plan/</a>
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 key components of organizational structure of the college are Governing Body, Principal, H.O.Ds, Teaching staff and Non-teaching staff. It reviews the institutional strategic plan which in turn sets the academic aims and objectives of the Mahavidyalaya. The organizational structure lends itself to sustaining institutional capacity and educational effectiveness through the involvement of external members in various Committees. Various stakeholders of the Mahavidyalaya are members of different committees constituted by the institution. The decision-making procedures are made at appropriate levels in the organizational hierarchy.

There are various committees with well-defined functions that give academic and administrative leadership to the institution. A committee comprising of administrative staff and faculty members are involved in the planning and implementation, academic audit and evaluation. An optimum level of decentralization is in practice through the autonomous flexibility to the departments and participative decision-making process.

Being an affiliated college, the Mahavidyalaya appoints the Teachers recommended by West Bengal College Service Commission. The Non-teaching staffs are appointed following the guidelines of West Bengal Higher Education Department and G.Os of West Bengal State Government. The Mahavidyalaya follows transparent promotional policies previously through Appraisal forms and through Academic Performance Indicators (API) henceforth for the teachers, and follows the guidelines of the Govt. of West Bengal in case of promotion of Non-teaching staff. The college follows the service rules framed by the Govt. of West Bengal and the statutes of the affiliating university - Vidyasagar University.

File Description	Documents
Paste link for additional information	<a href="https://sabangcollege.ac.in/institutional-policies/">https://sabangcollege.ac.in/institutional-policies/</a>
Link to Organogram of the Institution webpage	<a href="https://sabangcollege.ac.in/rules-regulations/">https://sabangcollege.ac.in/rules-regulations/</a>
Upload any additional information	No File Uploaded

### 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	No File Uploaded
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The Mahavidyalaya has effective welfare measures for its teaching and non-teaching staff. The various welfare schemes are as follows:

#### For Teachers–

Group insurance, Employees Credit Cooperative Society, Provident Fund, Maternity leave, Paternity Leave and Child Care Leave.

#### For Non-teaching Staff–

Group insurance, Festival advance payment for the declared bonus by the State Govt. Of West Bengal, Employees Credit Cooperative Society, Provident Fund, Maternity leave, Paternity Leave and Child Care Leave.

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)	No File Uploaded

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

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

1

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	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

5

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

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

The Mahavidyalaya follows the UGC regulations and the guidelines of West Bengal Higher Education Department and GOs of State Government together with all amendments made therein from time to time, for its teaching and non-teaching staff. The performance of each employee is assessed annually after completion of one year of service.

The salient features of the performance appraisal system are as follows–

#### Teaching Staff–

- The performance of each faculty member is assessed according to the Annual Self Assessment for the Performance Based Appraisal System (PBAS)
- Promotions are based on the PBAS proforma for UGC Career Advancement Scheme (CAS) that is based on the API score
- The institute undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities. The Institute accords appropriate weightage for these contributions in their overall assessment
- The PBAS proforma filled by the Faculty Member is checked and verified by IQAC
- Faculty members whose promotions are due are recommended based on their API score and are required to appear before the screening-cum-selection committee.

#### Non-Teaching Staff–

All non-teaching staffs are also assessed through annual confidential reports and annual performance appraisal, strictly following the Government Orders.

File Description	Documents
Paste link for additional information	<a href="https://backoffice2.sabangcollege.ac.in/hrmanagement/staff_management">https://backoffice2.sabangcollege.ac.in/hrmanagement/staff_management</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

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

The Mahavidyalaya has a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. Internal audit is conducted by the internal financial committee of the institution. The committee thoroughly verifies the income and expenditure details. External audit is conducted once in every year by the Auditor appointed by the Government of West Bengal (H.E.D). Before the commencement of every financial year, College budget is prepared which includes recurring expenses such as salary, electricity, internet charges, maintenance cost, stationery, other consumable charges etc., and non - recurring expenses like lab equipment purchases, furniture and other development expenses. The expenses will be monitored by the accounts department as per the budget allocated by the management. The depreciation costs of various things purchased in the preceding years are also worked out. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers. The Mahavidyalaya did not stumble upon with any major audit objection during the preceding years. All these mechanisms exhibit the precision being maintained in financial matters and adherence to financial discipline to avoid defalcation of funds or properties of the institution at all levels.

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



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

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

0

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

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

The Mahavidyalaya mobilises its funds received mainly from State Government of West Bengal and UGC on various heads of expenditures of the Mahavidyalaya. Funds received from State government are spent on payment of salary of teaching and non-teaching staff of the university. Each and every amount of fund received from State government and UGC are at par with budget allocation. Budget of the Mahavidyalaya is prepared by finance sub-committee keeping in mind developmental criteria of the Mahavidyalaya. UGC grants are spent after approval from building sub-committee, purchase sub-committee, finance sub-committee and other statutory committees of the Mahavidyalaya. The college also mobilizes its resources from funds generated from self-financing courses run by the college and from the students' tuition fees. All expenses of contingent nature are spent from this fund after getting approval from Finance Sub-committee of the Mahavidyalaya. Optimum utilization of funds is ensured via the allocation of adequate funds for effective teaching-learning practices. Budget is utilized to meet day to day operational and administrative expenses and maintenance of fixed assets. Adequate funds are utilized every year for enhancement of library facilities. Adequate funds are utilized for development and maintenance of infrastructure of the Mahavidyalaya. Some funds are allocated for extension services as part of social responsibilities through NSS and NCC.



File Description	Documents
Paste link for additional information	<a href="https://sabangcollege.ac.in/resolution-taken/">https://sabangcollege.ac.in/resolution-taken/</a>
Upload any additional information	No File Uploaded

## 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

Mahavidyalaya attempts to scoop out the total quality human resource through a persistent focus on imparting quality education. IQAC carries out activities that take in all aspects of the Mahavidyalaya. IQAC has been performing the tasks on a regular basis for the improvement in quality of teaching-learning & research activities, providing inputs for best practices in administration for efficient resource utilization and better services to students and staff, and providing inputs for enhancement of academic ambience. Students and staff give their feedback and suggestions on teaching and administrative performance. IQAC meets at least once in every three months. IQAC prepares and evaluates : Annual Quality Assurance Report (AQAR) , Performance Based Appraisal System (PBAS) for Career Advancement Scheme (CAS) , Stakeholder's feedback , Action Taken Reports ,etc. IQAC planned, organized and executed the necessary steps that included the preparation of detailed quality manuals, identification of key performance indicators and mapping the various processes across the entire functioning of the Mahavidyalaya. IQAC led efforts to the successful implementation of modern technology in the Mahavidyalaya's administrative and academic functioning through ICT and alternative sources of energy, especially enhancement of solar power. Automation of admission, financial and examination processes, up-gradation of Wi-Fi and LAN facilities, have significantly contributed to an enhanced quality of teaching-learning experience.

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

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

**IQAC constantly goes over and takes requisite steps to improve the quality of the teaching-learning process of the Mahavidyalaya. IQAC reviews the progress of academic activities such as, the number of classes held, syllabi covered in subject, internal examinations conducted and teaching diaries are verified with annual plan and also to identify, bottlenecks, if any, in administrating various programmes. IQAC also reviews the progress in respect of college administration and steps taken / to be taken for improvement. Further, the IQAC collects feedback information from students on teaching-learning performance at the end of each semester. The information obtained is analysed and steps to be taken for necessary improvements are passed on to the concerned departments.**

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

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

**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## 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

The Mahavidyalaya has celebrated International Women's Day on 8th March 2021 to commemorate the cultural, political, and socioeconomic achievements of women. On that an online lecture delivered on "Women Health and Hygiene" by Dr. Sajal Sharma, Senior consultant, Department of Gynaecology, Chakdaha Hospital. A "Just a minute" competition on women oriented theme.

The Mahavidyalaya provides safety and security facilities for the staffs and students such as CCTV surveillance throughout the campus and security arrangement. There are separate washroom facilities for girls and boys. Washrooms are provided with sanitary napkin vending and disposal machine for the safe and hygienic disposal of sanitary napkins.

The Mahavidyalaya has a policy of appreciating faculty without gender bias. Women faculty staffs are nominated, based on their ability, as heads of the departments and conveners of various committees.

The institution has organized sensitization programmes on Cyber Crime and related burning issues.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://sabangcollege.ac.in/womens-cell/">https://sabangcollege.ac.in/womens-cell/</a>

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

**B. Any 3 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
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**

#### **Solid Waste Management**

The Mahavidyalaya takes extreme care to dispose of the solid waste. The solid waste generated within the campus is categorized into two, viz., the degradable and non-degradable waste. The wet waste generated mainly from the hostels from food/ kitchen waste and the dry waste generated both from the hostels and office such as paper, plastics and wooden materials etc is systematically managed properly by the college. The dry & wet waste dustbins are kept inside the college premises, hostels and on two entry gates of the college. The dry/wet degradable waste is used to produce compost. This compost produced from the waste is used for gardening in the campus.

#### **Liquid Waste Management**

Separate drainages/pipelines have been constructed to collect hostel kitchens, bathrooms and laboratories liquid waste. Proper

sewage system is present in all the washrooms of the Mahavidyalaya, appropriate care is taken to see that there is no water stagnation to discourage mosquito breeding. The Mahavidyalaya has a pond inside the campus where most of liquid wastes are safely channelled. The liquid waste from the laboratories is sent out through the sewage system without any danger of hazardous effects on environment.

#### Biomedical Waste Management

There is no biomedical waste management system in the Mahavidyalaya.

#### E-waste Management

Even if not so much e-waste is produced in the Mahavidyalaya every day, the electronic waste in the Mahavidyalaya includes discarded electrical or electronic devices such as used electronic parts, burned electric bulbs, wires, computer peripherals certified broken or unusable. These materials segregated as reuse, resale, salvage, recycling, or disposal. The items like printer cartridges are refilled and used and the unusable items are set out.

#### Waste recycling system

Hostel kitchen wastes are recycled by putting them in the compost pits that have been dug in the garden. Old newspapers, magazines khatas and bottles are sold to the waste-vendor.

#### Hazardous chemicals and radioactive waste management

Most of the departments do not generate hazardous waste. Hazardous chemicals are not used in the Mahavidyalaya campus yet. All the stakeholders, especially from academic departments and laboratories are responsible for disseminating information on hazardous materials being used in the facility. As the amount of hazardous waste is nil or very negligible amount, there is not facility developed to transport and manage it in proper place.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

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

**A. Any 4 or all of the above**

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

**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**

**A. Any 4 or all of the above**



**3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

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

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms.**

**Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment**

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

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	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 is proactively taking efforts in providing an inclusive environment. The initiatives are to promote better**



education, economic up-liftment of the needy and setting communal harmony. NSS Units of the Mahavidyalaya conducted various activities for their socio-economic development of their adopted villages. The extension activities of NSS Units are targeted towards enabling a holistic environment for student development. NCC Cell of the Mahavidyalaya distributed consumer goods to the Covid-affected needy people of the surrounding villages. Vidyasagar path Parishad organizes various programmes for enhancing cultural integration.

College also undertakes various initiatives in the form of celebration of days of eminent personalities and other such activities to provide for an inclusive environment by bringing students and teachers with diverse background on single platform for creating inclusive environment. These functions help in developing tolerance harmony towards culture ,region and linguistics and also communal social economics and other diversities.

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

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

The institution sensitizes the students and the employees to the constitutional obligations about values, rights, duties and responsibilities and constantly works upon to nurture them as better citizens of the country through various curricular and extra-curricular activities. The curriculum of the subjects, viz, Political Science, Philosophy, Education includes the courses like Introduction to Constitution of India, Gandhian Economic Thought, Moral Philosophy, Practical Ethics, Value Education, Philosophy of Human Rights and Applied Philosophy as a small step to inculcate constitutional obligations among the students. The Mahavidyalaya hoists the flag during national festivals and invites eminent persons to inspire students and staff by informing the qualities of freedom fighters and to emphasize the duties and responsibilities of citizens. The Mahavidyalaya establishes policies that reflect core values. Code of conduct is prepared for students and staff and everyone should obey the conduct rules. The

institution encourages participation of students in Sports and Games, NCC and NSS at National level to strengthen nationwide bond and relation.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
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 and other staff**

**A. All of the above**

**4. Annual awareness programmes on Code of Conduct are organized**

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

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

**Mahavidyalaya celebrates/ organizes national and international commemorative days, events and festivals. The Faculty, Staff and Students of the institution all come together under one umbrella to celebrate these occasions and spread the message of Unity, Peace, Love and Happiness throughout.**

Mahavidyalaya celebrates the following days with active participation of Student's Union –

- International Women's day (8th March)
- International Yoga day (21st June)
- Independence day (15th August)
- Republic day (26th Jan)

#### Celebration of Birth Day

- Netaji Subhas Chandra Bose (23 rd january),
- National Youth Day (Birthday of Swami Vivekananda) 12th January

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

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

### Best Practice -1: college automation system

#### Context

Modern sophisticated technology is altering the general ways of operation and unwrapping new access of advancement and construction for the e-universe, almost all the sectors are constructing their way to decide on online and technical operations which can assist them in moving forward. Innovation and learning are integrated to enhance the experience of students and faculty. Cloud, mobile and digital technologies are accelerating educational transformation in colleges and higher education around the world.

Automation is a method or technique of operating and controlling a single or different process, its core focus is to minimize the manual work in repetitive tasks. At the present time, the situation is insisting digital revolution for all sectors and education sector is one of the most important sectors which are looking for digital revolution; automation in education sector has various utilities for the management, administration, teachers, non-teaching staff and students. If the management follows the conservative or labor-intensive system, almost all colleges in India confront the difficulty in managing and sharing the data. Nevertheless, this difficulty can be taken away via the initiation of modern sophisticated technology, that is, via the implication of capital intensive system in the college arena. The related cost of this capital-intensive system is competitive. Resultantly, the relative cost is low. The management of rural college can bear this burden of relatively lower cost.

### Objectives

1. To maintain simple easy database
2. To check the response by the user automatically and instantly
3. To reduce the time for assessing the information
4. To reduce paper work of college
5. To generate various reports on demand
6. To help in monitoring the various activities that will help in enhancing the the performance of the system
7. To manage the tasks related to the students, staff and authorities

### The Practice

The college has automated the following areas-

- Examination system
- Classes held
- Administrative works
- Financial audit
- Attendance system
- Feedback system

In this Covid-19 pandemic situation the college is running mostly through e-platform. Most of the administrative tasks are now being accomplished on e-mode. Classes are being held on Google meet and Google classroom platform. Students grading and assessment are being held on Google classroom display place. Highest, lowest,

average marks obtained by the students are being recorder efficiently. Semester marks of the students are also being accessed by this application. Attendances of students are being recorded digitally as they are attending the class via smart class. Instead of taking attendance on notebooks, each faculty is updating their attendance of their duties & responsibilities through this automation system. While updating the routine this automation system are providing the names of the teachers available at the allocated time only. PDFs of class notes are being uploaded by the teachers in repository of Google classroom and Academia.edu. Some teachers have also uploaded you-tube materials of their lectures. Previous years questions, question banks are available in the repository. Details of the events held or about to be held are available via e-notice. Office is using tally software for accounts purpose. The students are giving their feedback via using online platform.

#### Obstacles faced

It is often one of the most common challenges for the college administrations, as not the faculties knows about coding, so it becomes difficult for them to grasp the coding process. The automation in college is involving no code and it is working in the same way to eliminate the manual process of the institution. The college requires some basic training that can help to understand and execute the automated system. But, tThe college is also suffering from the sufficient fund for renovating the college from manual to smarter one.

#### Evidence of success

Our college has started to reap the benefits of initiation of college automation system-

- The college administration has becoming greener and cost-effective. Paper consumption has been significantly reduced because all of the information is in an electronic format.
- Administration is getting the information regarding any faculty members as well as any student in particular day and time via storing the details of students and faculties in a dynamic order.
- It is helping the teachers, faculties, and admin to focus more on the proper teaching and learning process of the students.
- The teachers are enjoying the benefits of digital education -- online learning solutions provide effectiveness for

teachers, allowing them to maximize the potential for individual learning curves and styles within the classroom.

- Office staff has got new ways to manage information. It has enabled their work to be done efficiently and fast. It has reduced the consumption of time during maintenance of record of the college students.
- The students are being able to optimize the time along with helping them to learn whenever they want, whatever they want, and however, they want. They are becoming self-accountable, smarter and self-motivated.

#### Resources/Programmes required

Mastering new technology is complicated, especially for staffs that are not familiar with automation software or modern technology in general. They might become overwhelmed with the complexities of the new system and instead turn to familiar pen & paper processes. The college requires a well-trained technical team, headed by the person having the background of MCA or like that. The new post should be created immediately by the Government on 'computer proficiency'. As the college is suffering from the lack of fund, so the Government should come forward by providing sufficient fund to this rural remote college for its endeavor to convert it in a smarter college.

#### Best Practice -2:Implimentation of e-Library facility to the library users of the Mahavidyalaya

##### Context

In this era of Globalization, change is considered as the key element and makes lot of challenges for individuals' life which most imposed in result of modern technological advancement. Parallellly, during this Covid 19 pandemic period, the traditional/formal teaching-learning process has confronted with unconditional challenge/threat. One of areas that accepted large amount of changes is education. ICT's role in teaching-learning process is so important. In old form of education, people should study and write consistently and approximately the total flow of education is unilateral. Education is one of areas that have been affected form technology. In recent years, by development of information and communication technologies, new forms of education appeared named e- learning.

Primary purpose of each library is supporting, facilitating, and



expanding formal education in mother organization. E-Libraries should be developed or else it will decrease the interest of the library users. With the advent of modern sophisticated technology, e-Libraries are one of the leading learning tools that can be used to finding information through the internet access; hence e-Libraries will help Mahavidyalaya to enhance the academic environment of institution.

## Objectives

1. To provide friendly ambience to the library users
2. To engage the students in continuous-learning
3. To create a love for both digital and print platform for mitigating the curses of digital divide
4. To access more choices by the library users
5. To gain in-depth understanding of Sabang Sajanikanta Mahavidyalaya students' digital literacy
6. To explore the needs of Sabang Sajanikanta Mahavidyalaya staff with developing students' digital literacy
7. To develop exemplar institutional strategies focused on digital literacy as a graduate attribute
8. To improve library operations
9. To enhance advanced search, access and retrieval of information
10. To enable one to perform searches that is not practical manually
11. To preserve unique collection through digitization

## The Practice

XXXXX xxxxxx

## Obstacles faced

New technology has brought lot of opportunities to the library users for digital library, but simultaneously it also has faced lot of obstacles. To retrieve and read the information stored in digital form, need certain devices, which are too costly to the students of the Mahavidyalaya of rural belt. A large number of users visit the library regularly to satisfy their information needs, therefore, in order to save the time of the users, the devices useful for reading and storage of digital information, should be omnipresent. substantial part of their collection is in the conventional print form and hence, it is challenging, tedious, time consuming as well as very expensive, to convert these print



resources into the digital form

Even more challenging, however, is building intellectual infrastructures for digital libraries. These include techniques for using electronic information in teaching & learning. Teachers must learn how to teach with multimedia resources and to share informational authority with students. Designing activities that take advantage of e-library resources requires time and effort to examine what is available and integrate information into modules and sequences appropriate to the students and curriculum. Just as teachers must learn new strategies for using electronic tools in teaching, students must learn how to learn with multimedia and how to take increased responsibility for directing their own learning. Both the teachers and students should know how to operate the modern devices which needs the trained personnel- the Mahavidyalaya suffers from the lack of the same. Over and over the data uploaded on various websites and social Medias are not genuine, which puts forth great challenges the library users of the Mahavidyalaya.

#### Evidence of success

As e-libraries combine technology and information resources to allow remote access, breaking down the physical barriers between resources, so e-library facility of the Mahavidyalaya is helping the staff and students for reaping the benefits of wider ranges of materials and communicate with people outside the formal learning environment. Not all the library users in formal learning settings use information resources beyond their scheduled curriculum & syllabus; e-library facility of the Mahavidyalaya is allowing allow learners of all types to share resources, time and energy, and expertise to their mutual benefits. E-Library facility is helping the students of the Mahavidyalaya to become critical thinkers, information gatherers, and savvy digital media users.

#### Resources/Programmes required

As this programme requires the use of modern sophisticated technology, the program is too much costlier. This program has been initiated in the Mahavidyalaya with the internal sources of fund -- the college-fund. But the college is suffering from the shortage of fund. The Mahavidyalaya is situated in rural remote and under-privileged area, moderate number of students can't enjoy the benefits of e-library. The Mahavidyalaya requires financial assistance from the Government for carrying on the noble endeavor of the Mahavidyalaya.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

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

An Atmosphere that facilitates personal commitment to the educational success of students is an environment that values multiplicity and society. Sabang Sajanikanta Mahavidyalaya is very keen at facilitating personal commitment to the educational success of students and thus the Academic committee prepares the academic calendar well in advance before the commencement of the session/semester. The faculty members before the commencement of semester prepares the lesson plan, and make it available to the students. So many efforts are being made for the past few years to change the teaching-learning environment into activity based learning. The teaching faculty changes the teaching methodology via the use of power point presentation wherever required, and extensive use of online - content to support the class - room teaching. The teachers use the Google meet platform and Google class room for delivering their e-lectures.

## 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

1. 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.

2. At the beginning of the session the whole course of a semester is subdivided among the teachers following the strength of teachers and their specializations. 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.

3. When unexpected disturbances occur in the Mahavidyalaya due to imposition of LOCKDOWN for the outbreak of COVID-19 pandemic situation as a result regular classes get hampered to some extent, the institution has a mechanism to deal with those unfortunate situations with readily available online platform for taking and regularise the teaching and learning process. 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 register.

4. In the COVID-19 pandemic situation, college maintained an real time online class routine for all semester. Soft copy of study materials are documented in different online platform like Google classroom, academia.edu etc.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	<a href="https://app.sabangcollege.ac.in/routine/routine_new">https://app.sabangcollege.ac.in/routine/routine_new</a>

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

Institution follow the academic calender of Vidyasagar University. As per guideline of University regarding Internal evaluation, institution conduct Internal assessment through a centralised process. Instition adheres academic schedule for Continuous Internal Evaluation (CIE) for each semester.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://sabangcollege.ac.in/academic-calender/">https://sabangcollege.ac.in/academic-calender/</a>

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

**A. All of the above**

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

<b>1.2 - Academic Flexibility</b>	
<b>1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</b>	
<b>1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented</b>	
26	
File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>
<b>1.2.2 - Number of Add on /Certificate programs offered during the year</b>	
<b>1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)</b>	
2	
File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>
<b>1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year</b>	
91	
<b>1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year</b>	
91	

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

### 1.3 - Curriculum Enrichment

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

The college follows the syllabus developed by the affiliating University- 'Vidyasagar University'. The college has imbibed different types of courses developed by the University in the curriculum, some enhance professional competencies while others aim to inculcate general competencies like social ethical values, human values, environment sensitivity etc., thereby leading to the holistic development of students. These courses provide free environment for inculcating values and developing ethical competence among the students. It is in response to a long- felt and urgent need to integrate value education with decision making skills in their personal, social and professional life.

The current issue of environment awareness has been thoroughly addressed by the college, in curriculum developed by the affiliating University. Environmental studies are taught as an elective course 'AECC 2' for the students studying degree courses [B.A (Gen + Hons), B. Com (Gen + Hons) & B. Sc (Gen + Hons)]. The course include lot of areas, such as, scope & nature of environment science, natural resources, eco-system, bio- diversity, pollution, social issues , population, etc.

The departments of English, Sanskrit, Bengali, Education, and Political Science offer courses related with gender issues: lot of papers included the vital topics on promoting gender equality, gender sensitization, focus on women empowerment, etc. One of the objects of emphasizing on gender issues is to focus on women education; therefore, integrating gender issues in the curriculum has been its top priority.

The departments of Philosophy and Education include lot of topics on ethics and moral values. Students will be able to understand the importance of ethics and values in their personal, social & professional life after studying these

courses. The students are engaged in value added programmes to make them aware of responsibilities and the professional ethics. Especially the college authorities have not noticed till this date any major issues of ragging & harassments, etc.

The details of papers and courses are given in attached documents.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

11

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

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

125



File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

#### 1.4 - Feedback System

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

A. All of the above

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

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

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

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://sabangcollege.ac.in/2020-2021/">https://sabangcollege.ac.in/2020-2021/</a>

#### TEACHING-LEARNING AND EVALUATION

##### 2.1 - Student Enrollment and Profile

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

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

1788

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

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

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

303

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

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

The Institution has well-intended strategies which are put into practice from time to time to tackle the matters of multiplicity in pupils' learning levels. Initial prompts of the pupils' learning skills are judged from their performance in learning level assessments conducted by all the departments immediately after the admission.

The real stratification of pupils' learning levels into slow and advanced learners is based on their presentation in the internal assessments and uninterrupted follow-up actions were taken afterward the completion of their courses by the rigorous endeavors of teachers, H.O.Ds and coordinators.

To prop up the slow and advanced learners, college organizes:

- Special remedial classes are arranged for the slow learners for improving the pupils' level of learning.
- Slow learners are further assisted through individualized counseling by the teachers.
- Slow learners are paired with good performers to enhance

their learning abilities.

- Advanced learners are taken care of by the concerned faculty through assignments and peer-group discussions.

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

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

Number of Students	Number of Teachers
3013	31

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

### 2.3 - Teaching- Learning Process

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

The teaching-learning method is one of the principal objectives and the potency of our institution. Students are provided an accurate intermingle of conventional and modern sophisticated technologies to build up learning student-centric and a worthwhile knowledge. Experiential learning, participative learning and problem solving methodologies are well adopted to make sure the comprehensive upliftment of students.

#### Participative learning

- Students attempt to develop solutions for complex problems through group analysis, brainstorming etc.
- Students are encouraged to follow (Massive Open Online Courses) MOOCs offered by premier institutions of the country. They include online lectures and demonstrations.
- Project works were taken to a sensible level by the students under the supervision of teachers, within the constraints of time and resources in each department.

#### Experiential learning

- Practical classes (laboratory) are made compulsory in the curriculum in the science subjects.
- Technological knowledge regarding maintenance of various laboratory equipments.
- Different learning methods, namely, project-based, inquiry based, computation-based are implemented wherever feasible.

#### Problem solving methodologies

- Students have been provided by assignments after completion of each unit.
- Students are encouraged to ponder about the process of finding solutions to difficult or complex issues

File Description	Documents
Upload any additional information	No File Uploaded
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

Effective content delivery by utilizing Information Communication Technology (ICT) tools in virtual classes as well as in offline class rooms for better indulgent and strengthening of the concepts and problem-solving techniques are adopted by all the teachers of the college. ICT tools complement the conventional teaching-learning methodologies, and the college is highly interested in providing innovative methods for enriching the learning experience. The college has moderate resources which include wide availability of computers and high speed internet access. The college follows real-time routine. The faculties deliver their online lectures using Google class room and Google meet platform.

The conventional lecture method facilitates the teacher to interpret, explain and revise the content of a topic, only for better understanding of the subject by the learners. At the end of instruction of each unit, the students are given specific assignment which enriches their learning. To enhance the effectiveness of teaching-learning process, the teachers use ICT components and apply ICT tools along with the conventional methodologies. ICT for course delivery includes power point

presentation, you-tube presentation or educational websites.

ICT enabled teaching-learning process is supported with access to digital library, online journals, online tests, use of projectors, productive use of educational videos, and accessibility of non-print material for students of different disciplines.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://sabangcollege.ac.in/ict-enable-class-room/">https://sabangcollege.ac.in/ict-enable-class-room/</a>

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

#### 2.3.3.1 - Number of mentors

40

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

32

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
List of the faculty members authenticated by the Head of HEI	No File Uploaded

#### 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

18

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

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

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

401

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

#### 2.5 - Evaluation Process and Reforms

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

College is affiliated to Vidyasagar University, and hence, it has to follow the rules and guidelines of the affiliating university regarding the assessment and evaluation process of performance of students. The university norms relating to course-wise examination pattern are communicated to the students through the college prospectus. The university circulars in this regard are circulated to the faculty members and administrative staff time to time and are also displayed on the college website for students as well as for the staff.

The college has the examination cell to coordinate the internal and external examination activities and communicate to the students, teachers and administrative staff regarding examinations. For effective understanding of the evaluation process, the faculty members give class-wise/course-wise instructions about unique features of internal/external evaluation of that course.

Internal examination schedule is informed to the students. One/two internal examination(s) is (are) held per semester. It is a practice of the college to show internal examination answer books after evaluation to the students in the class for self-evaluation. Students are free to interact with the teacher to resolve grievances if any, regarding the assessment.

All the records and data bank of attendance in internal examinations, question papers, valued answer sheets/copies, summary of marks sheets, are properly maintained by the teachers for academic monitoring.

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

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

The college has a controller section for smooth conduction of internal and external examinations. The internal examination is conducted by the college. The college follows strictly the guidelines and rules issued by the affiliating university while conducting internal examinations.

For conducting the internal assessment test, a department level



coordinator is constituted for smooth conduction of internal assessment. The controller section directs the teachers to evaluate the answer scripts of the internal examinations within one week after the date of completion of the examinations.

Any grievances related to university question paper like out of syllabus, repeated questions, improper split of marks, marks missed, wrong question number are addressed to the examination controller section of the college. Other than the examination controller section there is a grievance redressal cell in the college to look after the grievances of the students. After evaluation of internal assessment answer scripts, the scripts are shown to the students to check any discrepancy or doubt in checking. If they come across any doubts, clarification is given by faculty to enables them to fare better in future. By adopting the criteria as per the direction of affiliating university, complete transparency is maintained in internal assessment tests.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="https://app.sabangcollege.ac.in/welcome/exam_result">https://app.sabangcollege.ac.in/welcome/exam_result</a>

## 2.6 - Student Performance and Learning Outcomes

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

Complying the mission & vision of the present outcome based education system, Program Outcomes (POs) and Course Outcomes (COs) are framed by each department of the college offering the degrees after thorough discussion with all teachers. POs are extensive reports which portray the professional achievements which the program aims at, and these are to be attained by the students by the time they complete the program. COs are through statements which describe the necessary and lasting disciplinary know-how, capabilities that pupils should have and the depth of learning that is expected upon completion of a course.

The POs and COs are published through electronic media at each departmental site located on the college website so that both students and teachers are aware about the same. While

addressing the students, the class teachers inform the students and create awareness and emphasize the need to attain the outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://sabangcollege.ac.in/course-outcome/">https://sabangcollege.ac.in/course-outcome/</a>
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

All the degrees which contribute to the POs are identified and these courses are evaluated using attendance percentage, internal assessment and external assessment. The overall results from the assessments of the POs are compared with the expected attainment.

The process of course outcome assessment is based semester-end examination. Each question in semester-end examination is tagged to the corresponding COs. The course outcomes of a practical course should satisfy at least any one or more of the defined program outcomes. These describe what students are able to demonstrate in terms of knowledge, skills, and values upon completion of the said course. COs are mapped to POs which are used to provide the quantitative measurement of how well the program outcomes are achieved.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://sabangcollege.ac.in/course-outcome/">https://sabangcollege.ac.in/course-outcome/</a>

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

1255

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

**2.7 - Student Satisfaction Survey**

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

[https://sabangcollege.ac.in/wp-content/uploads/2021/04/Student-Satisfaction-Survey-TOTAL-2020-2021-30\\_4\\_2021.pdf](https://sabangcollege.ac.in/wp-content/uploads/2021/04/Student-Satisfaction-Survey-TOTAL-2020-2021-30_4_2021.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)**

00

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

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

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

0

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

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

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

13

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

### 3.2 - Research Publications and Awards

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

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

32

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

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

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

7

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

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

The college upholds regular rendezvous of students and staff with neighborhood community for their holistic development and continued community development participating in various assignments. In 2020-21, some programmes are organized by N.S.S Units and N.C.C Unit of the Mahavidyalaya under which students and staff participate voluntarily in community based activities with neighborhood.

N.S.S units organized various awareness programs with themes like cleanliness, green environment & tree plantation, gender sensitization have been organized. Continuous voluntary activities by students to maintain cleanliness in and around the campus, create awareness about the role of clean environment in human health and contribute to the National Swachh Bharat Abhiyan. In this Covid- pandemic situation N.C.C unit of the Mahavidyalaya distributed consumer goods, like rice, dal, and potato to the needy people of the surrounding villages.

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

### 3.3.2 - Number of awards and recognitions received for extension activities from

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

0

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

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year****3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

4

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

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

164

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

### 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

2

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
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	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

### INFRASTRUCTURE AND LEARNING RESOURCES

#### 4.1 - Physical Facilities



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

The college has a campus of 9.33 Acres. It is fully secured with CCTV camera. It is equipped with modern facilities and learning resources to achieve academic excellence according to its vision. The infrastructure facilities and learning resources are categorized as under:

- Learning resources include resources and infrastructure required for library, laboratories, computer lab, class room teaching, seminars and meetings.
- Support facilities include hostels, canteen, convocation hall, seminar hall, controller section, Wi-Fi campus and virtual class room.
- Utilities include safe drinking water, restrooms and power generators.

Classes are scheduled for optimal utilization of the available physical infrastructure. Sharing of laboratory facilities is encouraged between faculties and students. The college continuously strives to create and enhance infrastructure both in terms of buildings and other facilities to provide a good teaching-learning environment. The central library is an integrated knowledge resource centre having e-library facilities..

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

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

The college puts together sports and extra-curricular activities as essential components. This is done not only for participation but also for assessment of students. It has moderate facilities for sports, games and cultural activities. The college has a large playground with provision for multiple games, such as, athletes, cricket, football and volleyball. The college has a well-equipped hall for organizing annual functions and cultural events. Major cultural events are organized athall. Facilities for outdoor and indoor sports and games

include volley ball, football, cricket, carom, table tennis and chess. There is a gymnasium inside the college campus. There is a yoga centre with the facility of a well-trained instructor.

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

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

29

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

29

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="https://sabangcollege.ac.in/ict-enable-class-room/">https://sabangcollege.ac.in/ict-enable-class-room/</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

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

99.37707

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

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

The college has a fully automated central library. The name of ILMS software in the library is KOHA (version-19.0.5). The various housekeeping activities of the library such as data entry, issue and return and renewal of books, member logins etc are done through the software. The reading and reference section is provided with five air conditioners. The books are classified according to Dewey decimal classification. OPAC (Online public access catalogue) service is also provided where the users can search the collection of books by title, author, publisher etc. Apart from the printed books the library is having access to e-resources of N-list which is a part of e-shodhsindhu consortium of INFLIBNET, where the users are given awareness and made to access browse and download e-books, e-journals, databases etc.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="http://opac.sabangcollegelibrary.in/">http://opac.sabangcollegelibrary.in/</a>

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

**C. Any 2 of the above**

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

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

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

0.5688

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

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

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

99

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

#### 4.3 - IT Infrastructure

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

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

IT facilities including Wi-Fi facilities have been updated on regular basis. Also, new IT equipment has been purchased as per

the requirements. To maintain computer laboratories, regular purchasing of mouse/RAM and other hardware components were also done. To upgrade IT facilities, 8GB additional RAM was installed in .PC, now the PC has 8 GB RAM. The college is now using 120 Mbps internet speed in the campus.

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

#### 4.3.2 - Number of Computers

76

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Student – computer ratio	No File Uploaded

#### 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	<a href="#">View File</a>

#### 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)

13.37278

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

#### Policy:

Mahavidyalaya has own internal policy for maintenance system. Maintenance is done through repair, partial replacement and total replacement. It includes the civil work, replacement / repair of electric parts like light, fan, laboratories equipments, computers, printers, CC camera, chair tables, sports items and books also. At first articles are registered in a record book in detail of its particulars damage. Then the report is processed to Finance committee and Governing Body if required. After passing the committee or body repair, replacement or renovation are permitted. Repair or replacement are done as per the emergency and priority. Few maintenance are processed in bulk as priority. College has allocated budget for annual maintenance purpose.

#### 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.

Electrical equipments/items: The college ensures uninterrupted power supply and maintenance of electrical assets. The maintenance of equipment like generator sets, general lighting, power distribution system etc. are undertaken as per their preventive maintenance schedules, guidelines by the equipment supplier.

#### 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 is 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 then tenders are asked through purchase subcommittee and required items are purchased by the same committee.



**Classrooms**

The Mahavidyalaya has a big campus with 50 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 required.

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

**STUDENT SUPPORT AND PROGRESSION****5.1 - Student Support****5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

1170

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

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

2203

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<a href="#">View File</a>

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

**B. 3 of the above**

File Description	Documents
Link to institutional website	<a href="https://app.sabangcollege.ac.in/webinars">https://app.sabangcollege.ac.in/webinars</a>
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

82

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

17

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)	No File Uploaded

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

**A. All of the above**

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

## **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**

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

### **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**

**108**

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

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

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

8

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 5.3 - Student Participation and Activities

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

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

0

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

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

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 below-- ? The Cultural competition of the Mahavidyalaya is organized 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. ? 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 is a grand 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. The 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 takes active participation in selecting NCC and NSS cadets. Regular activities of the NCC and NSS like establishment of practice camp, visiting to adopted villages, organizing seminars - film shows - 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 helps the institution organizing 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 representatives/members of the students and their presence in the meetings is by virtue of their posts. I. Governing Body of the Institution II. Cultural Sub-Committee of the Institution III. Games and Sports Sub-Committee of the Institution IV. Academic Sub-Committee of the Institution V. Seminar Committee of the Institution, etc.

File Description	Documents
Paste link for additional information	<a href="https://sabangcollege.ac.in/various-committee/">https://sabangcollege.ac.in/various-committee/</a>
Upload any additional information	No File Uploaded

### 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

0

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

### 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

Registration of Alumni association is under process. Alumni Association contributes frequently in different occupation. In the year 2020-21, they supports lot in pandemic situation.

File Description	Documents
Paste link for additional information	<a href="https://sabangcollege.ac.in/alumni/">https://sabangcollege.ac.in/alumni/</a>
Upload any additional information	No File Uploaded

**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 college follows its vision and mission for the betterment of the students. The governance of the college maps the vision and mission of the college.

The college has the following vision and mission--

#### Vision:

- To become a full fledged institution having every scope of education to the needy student who live in very interior and rural areas having only one institution for Higher Education within periphery of 28 kms.
- To achieve further level of excellence in the higher education sectors and to become one of the premier leading rural educational institutions.

#### Mission:

- To provide higher education to the needy and prospective students of the various corridors of knowledge, with the best possible way.
- To impart from classical to professional education to students belonging to different strata of society irrespective of caste, gender, or creed facilitating through equality and quality teaching.



- To uplift the deprived and academically weak students by empowering them with knowledge.
- To develop moral, aesthetic, ethical and social values among the students.
- To inculcate reverence for humanity and to fortify high ideals of perseverance, dedication, quality consciousness and excellence towards the societal benefits.

The empowered team of the college comprises of the Governing Body, Principal, Teaching-staff, UGC Sub-committee, IQAC, Non-teaching and supporting staff, Students ' Union and Alumni. There are many committees to support the vision and mission of the college, e.g., Finance Sub-committee, NSS, NCC, Carrier and counselling cell, library committee, sports committee, cultural committee, anti-ragging cell, college-magazine committee, Academic Sub-committee, RUSA Sub-committee, UGC committee, grievance redressal committee, etc.

The general policy of the Deptt. of Higher Education, Govt. of West Bengal and the College Governing Body are the basis of functioning of the college. The Principal is the authority of the college as far as academic, accounts; co curricular activities are concerned. All major policy decisions be it academic or administration are arriving at after thorough discussions and consultative process in a transparent manner. Most of the programmes offered by the college are targeted towards social inclusive and outreach components to benefit the society.

File Description	Documents
Paste link for additional information	<a href="https://sabangcollege.ac.in/vision-mission/">https://sabangcollege.ac.in/vision-mission/</a>
Upload any additional information	No File Uploaded

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

The Mahavidyalaya endorses decentralization and participative management, and promotes and practices decentralization in all academic and administrative activities. It has various academic and administrative committees to monitor, plan and execute smooth functioning of the Institute.

Governing Body, Principal and Staff are responsible for planning and policy development, institutional budget, academic and research growth of the Mahavidyalaya and other extension activities. College Development Committee deals with development plan of the college regarding academic, administrative and infrastructural growth and to enable college for addition of curricular activities.

There are different committees with well-defined functions that give academic and administrative leadership to the institution. Academic Sub-Committee is responsible for holistic development of the college and to recommend on the enhancement of student facilities, students' life and experiences at the Mahavidyalaya.

Anti-Ragging and Grievance Redressal Cell take care of healthy, enjoyable and disciplined culture in the Mahavidyalaya. It comprises of the Principal, HODs, Senior Faculty members and student representatives.

Various academic committees like library Sub-Committee, Routine Sub-Committee, Academic Sub-Committee etc take care of day-to-day academic functioning of the Mahavidyalaya.

File Description	Documents
Paste link for additional information	<a href="https://sabangcollege.ac.in/various-committee/">https://sabangcollege.ac.in/various-committee/</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

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

Both perspective and strategic plan are effectively deployed by the college. Keeping in mind the development plans, the college always adopts a bottom-up approach with a strategic directive given from the top administration management. The perspective strategic plan fulfils the requirements of society by providing quality education. Considering the vision and mission of the Mahavidyalaya, the strategic goals are set and finalized by the IQAC of the Mahavidyalaya to improve the quality of teaching and learning, promotion of innovation and research amongst staff and students, provide holistic development of students with enhanced student experience. Strategic planning process

was conceived as an IQAC initiative. The IQAC, with the inputs of principal, registrar, heads of department, section in charges and senior faculty members developed the strategic plan.

Extension activities were carried out through NSS Units and NCC Cell of the Mahavidyalaya. Staff trainings were conducted to enhance the skill and knowledge of the teaching and non-teaching staff. More students from the socially deprived society were admitted with nominal fee and merit scholarship. The college established MoUs with other colleges for enhancing the academic ambience of the college. The college authority encourages the faculty for paper publishing & UGC approved national and international journal publishing for enhancing the academic excellence of the Mahavidyalaya.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="https://sabangcollege.ac.in/future-plan/">https://sabangcollege.ac.in/future-plan/</a>
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 key components of organizational structure of the college are Governing Body, Principal, H.O.Ds, Teaching staff and Non-teaching staff. It reviews the institutional strategic plan which in turn sets the academic aims and objectives of the Mahavidyalaya. The organizational structure lends itself to sustaining institutional capacity and educational effectiveness through the involvement of external members in various Committees. Various stakeholders of the Mahavidyalaya are members of different committees constituted by the institution. The decision-making procedures are made at appropriate levels in the organizational hierarchy.

There are various committees with well-defined functions that give academic and administrative leadership to the institution. A committee comprising of administrative staff and faculty members are involved in the planning and implementation, academic audit and evaluation. An optimum level of decentralization is in practice through the autonomous

flexibility to the departments and participative decision-making process.

Being an affiliated college, the Mahavidyalaya appoints the Teachers recommended by West Bengal College Service Commission. The Non-teaching staffs are appointed following the guidelines of West Bengal Higher Education Department and G.Os of West Bengal State Government. The Mahavidyalaya follows transparent promotional policies previously through Appraisal forms and through Academic Performance Indicators (API) henceforth for the teachers, and follows the guidelines of the Govt. of West Bengal in case of promotion of Non-teaching staff. The college follows the service rules framed by the Govt. of West Bengal and the statutes of the affiliating university - Vidyasagar University.

File Description	Documents
Paste link for additional information	<a href="https://sabangcollege.ac.in/institutional-policies/">https://sabangcollege.ac.in/institutional-policies/</a>
Link to Organogram of the Institution webpage	<a href="https://sabangcollege.ac.in/rules-regulations/">https://sabangcollege.ac.in/rules-regulations/</a>
Upload any additional information	No File Uploaded

### 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	No File Uploaded
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

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

The Mahavidyalaya has effective welfare measures for its teaching and non-teaching staff. The various welfare schemes are as follows:

**For Teachers–**

Group insurance, Employees Credit Cooperative Society, Provident Fund, Maternity leave, Paternity Leave and Child Care Leave.

**For Non-teaching Staff–**

Group insurance, Festival advance payment for the declared bonus by the State Govt. Of West Bengal, Employees Credit Cooperative Society, Provident Fund, Maternity leave, Paternity Leave and Child Care Leave.

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)	No File Uploaded

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

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year****1**

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	<a href="#">View File</a>
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

**6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)****6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year****5**

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>



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

The Mahavidyalaya follows the UGC regulations and the guidelines of West Bengal Higher Education Department and GOs of State Government together with all amendments made therein from time to time, for its teaching and non-teaching staff. The performance of each employee is assessed annually after completion of one year of service.

The salient features of the performance appraisal system are as follows–

#### Teaching Staff–

- The performance of each faculty member is assessed according to the Annual Self Assessment for the Performance Based Appraisal System (PBAS)
- Promotions are based on the PBAS proforma for UGC Career Advancement Scheme (CAS) that is based on the API score
- The institute undertakes a wide range of activities besides academics, for which faculty members are assigned additional duties and responsibilities. The Institute accords appropriate weightage for these contributions in their overall assessment
- The PBAS proforma filled by the Faculty Member is checked and verified by IQAC
- Faculty members whose promotions are due are recommended based on their API score and are required to appear before the screening-cum-selection committee.

#### Non-Teaching Staff–

All non-teaching staffs are also assessed through annual confidential reports and annual performance appraisal, strictly following the Government Orders.

File Description	Documents
Paste link for additional information	<a href="https://backoffice2.sabangcollege.ac.in/hrmanagement/staff_management">https://backoffice2.sabangcollege.ac.in/hrmanagement/staff_management</a>
Upload any additional information	<a href="#">View File</a>

### 6.4 - Financial Management and Resource Mobilization



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

The Mahavidyalaya has a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. Internal audit is conducted by the internal financial committee of the institution. The committee thoroughly verifies the income and expenditure details. External audit is conducted once in every year by the Auditor appointed by the Government of West Bengal (H.E.D). Before the commencement of every financial year, College budget is prepared which includes recurring expenses such as salary, electricity, internet charges, maintenance cost, stationery, other consumable charges etc., and non - recurring expenses like lab equipment purchases, furniture and other development expenses. The expenses will be monitored by the accounts department as per the budget allocated by the management. The depreciation costs of various things purchased in the preceding years are also worked out. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers. The Mahavidyalaya did not stumble upon with any major audit objection during the preceding years. All these mechanisms exhibit the precision being maintained in financial matters and adherence to financial discipline to avoid defalcation of funds or properties of the institution at all levels.

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

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

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

0

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

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

The Mahavidyalaya mobilises its funds received mainly from State Government of West Bengal and UGC on various heads of expenditures of the Mahavidyalaya. Funds received from State government are spent on payment of salary of teaching and non-teaching staff of the university. Each and every amount of fund received from State government and UGC are at par with budget allocation. Budget of the Mahavidyalaya is prepared by finance sub-committee keeping in mind developmental criteria of the Mahavidyalaya. UGC grants are spent after approval from building sub-committee, purchase sub-committee, finance sub-committee and other statutory committees of the Mahavidyalaya. The college also mobilizes its resources from funds generated from self-financing courses run by the college and from the students' tuition fees. All expenses of contingent nature are spent from this fund after getting approval from Finance Sub-committee of the Mahavidyalaya. Optimum utilization of funds is ensured via the allocation of adequate funds for effective teaching-learning practices. Budget is utilized to meet day to day operational and administrative expenses and maintenance of fixed assets. Adequate funds are utilized every year for enhancement of library facilities. Adequate funds are utilized for development and maintenance of infrastructure of the Mahavidyalaya. Some funds are allocated for extension services as part of social responsibilities through NSS and NCC.

File Description	Documents
Paste link for additional information	<a href="https://sabangcollege.ac.in/resolution-taken/">https://sabangcollege.ac.in/resolution-taken/</a>
Upload any additional information	No File Uploaded

## 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

Mahavidyalaya attempts to scoop out the total quality human resource through a persistent focus on imparting quality education. IQAC carries out activities that take in all aspects of the Mahavidyalaya. IQAC has been performing the tasks on a regular basis for the improvement in quality of teaching-learning & research activities, providing inputs for best practices in administration for efficient resource utilization and better services to students and staff, and providing inputs for enhancement of academic ambience. Students and staff give their feedback and suggestions on teaching and administrative performance. IQAC meets at least once in every three months. IQAC prepares and evaluates : Annual Quality Assurance Report (AQAR) , Performance Based Appraisal System (PBAS) for Career Advancement Scheme (CAS) , Stakeholder's feedback , Action Taken Reports ,etc. IQAC planned, organized and executed the necessary steps that included the preparation of detailed quality manuals, identification of key performance indicators and mapping the various processes across the entire functioning of the Mahavidyalaya. IQAC led efforts to the successful implementation of modern technology in the Mahavidyalaya's administrative and academic functioning through ICT and alternative sources of energy, especially enhancement of solar power. Automation of admission, financial and examination processes, up-gradation of Wi-Fi and LAN facilities, have significantly contributed to an enhanced quality of teaching-learning experience.

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

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

IQAC constantly goes over and takes requisite steps to improve the quality of the teaching-learning process of the Mahavidyalaya. IQAC reviews the progress of academic activities such as, the number of classes held, syllabi covered in

subject, internal examinations conducted and teaching diaries are verified with annual plan and also to identify, bottlenecks, if any, in administrating various programmes. IQAC also reviews the progress in respect of college administration and steps taken / to be taken for improvement. Further, the IQAC collects feedback information from students on teaching-learning performance at the end of each semester. The information obtained is analysed and steps to be taken for necessary improvements are passed on to the concerned departments.

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

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

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

## 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

The Mahavidyalaya has celebrated International Women's Day on 8th March 2021 to commemorate the cultural, political, and socioeconomic achievements of women. On that an online lecture delivered on "Women Health and Hygiene" by Dr. Sajal Sharma, Senior consultant, Department of Gynaecology, Chakdaha Hospital. A "Just a minute" competition on women oriented theme.

The Mahavidyalaya provides safety and security facilities for the staffs and students such as CCTV surveillance throughout the campus and security arrangement. There are separate washroom facilities for girls and boys. Washrooms are provided with sanitary napkin vending and disposal machine for the safe and hygienic disposal of sanitary napkins.

The Mahavidyalaya has a policy of appreciating faculty without gender bias. Women faculty staffs are nominated, based on their ability, as heads of the departments and conveners of various committees.

The institution has organized sensitization programmes on Ciber Crime and related buning issues.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://sabangcollege.ac.in/womens-cell/">https://sabangcollege.ac.in/womens-cell/</a>

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
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

#### Solid Waste Management

The Mahavidyalaya takes extreme care to dispose of the solid waste. The solid waste generated within the campus is categorized into two, viz., the degradable and non-degradable waste. The wet waste generated mainly from the hostels from food/ kitchen waste and the dry waste generated both from the hostels and office such as paper, plastics and wooden materials etc is systematically managed properly by the college. The dry & wet waste dustbins are kept inside the college premises, hostels and on two entry gates of the college. The dry/wet degradable waste is used to produce compost. This compost produced from the waste is used for gardening in the campus.

#### Liquid Waste Management

Separate drainages/pipelines have been constructed to collect hostel kitchens, bathrooms and laboratories liquid waste. Proper sewage system is present in all the washrooms of the Mahavidyalaya, appropriate care is taken to see that there is no water stagnation to discourage mosquito breeding. The Mahavidyalaya has a pond inside the campus where most of liquid wastes are safely channelled. The liquid waste from the laboratories is sent out through the sewage system without any danger of hazardous effects on environment.

#### Biomedical Waste Management

There is no biomedical waste management system in the Mahavidyalaya.

#### E-waste Management

Even if not so much e-waste is produced in the Mahavidyalaya every day, the electronic waste in the Mahavidyalaya includes discarded electrical or electronic devices such as used



electronic parts, burned electric bulbs, wires, computer peripherals certified broken or unusable. These materials segregated as reuse, resale, salvage, recycling, or disposal. The items like printer cartridges are refilled and used and the unusable items are set out.

#### Waste recycling system

Hostel kitchen wastes are recycled by putting them in the compost pits that have been dug in the garden. Old newspapers, magazines khatas and bottles are sold to the waste-vendor.

#### Hazardous chemicals and radioactive waste management

Most of the departments do not generate hazardous waste. Hazardous chemicals are not used in the Mahavidyalaya campus yet. All the stakeholders, especially from academic departments and laboratories are responsible for disseminating information on hazardous materials being used in the facility. As the amount of hazardous waste is nil or very negligible amount, there is not facility developed to transport and manage it in proper place.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	<a href="#">View File</a>

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

**A. Any 4 or all of the above**



File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

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

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

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

A. Any 4 or all of the above

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

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

**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	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 is proactively taking efforts in providing an inclusive environment. The initiatives are to promote better education, economic up-liftment of the needy and setting communal harmony. NSS Units of the Mahavidyalaya conducted various activities for their socio-economic development of their adopted villages. The extension activities of NSS Units are targeted towards enabling a holistic environment for student development. NCC Cell of the Mahavidyalaya distributed consumer goods to the Covid-affected needy people of the surrounding villages. Vidyasagar path Parishad organizes various programmes for enhancing cultural integration.

College also undertakes various initiatives in the form of celebration of days of eminent personalities and other such activities to provide for an inclusive environment by bringing

students and teachers with diverse background on single platform for creating inclusive environment. These functions help in developing tolerance harmony towards culture ,region and linguistics and also communal social economics and other diversities.

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

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

The institution sensitizes the students and the employees to the constitutional obligations about values, rights, duties and responsibilities and constantly works upon to nurture them as better citizens of the country through various curricular and extra-curricular activities. The curriculum of the subjects, viz, Political Science, Philosophy, Education includes the courses like Introduction to Constitution of India, Gandhian Economic Thought, Moral Philosophy, Practical Ethics, Value Education, Philosophy of Human Rights and Applied Philosophy as a small step to inculcate constitutional obligations among the students. The Mahavidyalaya hoists the flag during national festivals and invites eminent persons to inspire students and staff by informing the qualities of freedom fighters and to emphasize the duties and responsibilities of citizens. The Mahavidyalaya establishes policies that reflect core values. Code of conduct is prepared for students and staff and everyone should obey the conduct rules. The institution encourages participation of students in Sports and Games, NCC and NSS at National level to strengthen nationwide bond and relation.

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

7.1.10 - The Institution has a prescribed

A. All of the above

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

**4. Annual awareness programmes on Code of Conduct are organized**

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

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

Mahavidyalaya celebrates/ organizes national and international commemorative days, events and festivals. The Faculty, Staff and Students of the institution all come together under one umbrella to celebrate these occasions and spread the message of Unity, Peace, Love and Happiness throughout.

Mahavidyalaya celebrates the following days with active participation of Student's Union –

- International Women's day (8th March)
- International Yoga day (21st June)
- Independence day (15th August)
- Republic day (26th Jan)

Celebration of Birth Day

- Netaji Subhas Chandra Bose (23 rd january),
- National Youth Day (Birthday of Swami Vivekananda) 12th

## January

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

**7.2 - Best Practices**

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

**Best Practice -1: college automation system****Context**

Modern sophisticated technology is altering the general ways of operation and unwrapping new access of advancement and construction for the e-universe, almost all the sectors are constructing their way to decide on online and technical operations which can assist them in moving forward. Innovation and learning are integrated to enhance the experience of students and faculty. Cloud, mobile and digital technologies are accelerating educational transformation in colleges and higher education around the world.

Automation is a method or technique of operating and controlling a single or different process, its core focus is to minimize the manual work in repetitive tasks. At the present time, the situation is insisting digital revolution for all sectors and education sector is one of the most important sectors which are looking for digital revolution; automation in education sector has various utilities for the management, administration, teachers, non-teaching staff and students. If the management follows the conservative or labor-intensive system, almost all colleges in India confront the difficulty in managing and sharing the data. Nevertheless, this difficulty can be taken away via the initiation of modern sophisticated

technology, that is, via the implication of capital intensive system in the college arena. The related cost of this capital-intensive system is competitive. Resultantly, the relative cost is low. The management of rural college can bear this burden of relatively lower cost.

### Objectives

1. To maintain simple easy database
2. To check the response by the user automatically and instantly
3. To reduce the time for assessing the information
4. To reduce paper work of college
5. To generate various reports on demand
6. To help in monitoring the various activities that will help in enhancing the the performance of the system
7. To manage the tasks related to the students, staff and authorities

### The Practice

The college has automated the following areas-

- Examination system
- Classes held
- Administrative works
- Financial audit
- Attendance system
- Feedback system

In this Covid-19 pandemic situation the college is running mostly through e-platform. Most of the administrative tasks are now being accomplished on e-mode. Classes are being held on Google meet and Google classroom platform. Students grading and assessment are being held on Google classroom display place. Highest, lowest, average marks obtained by the students are being recorder efficiently. Semester marks of the students are also being accessed by this application. Attendances of students are being recorded digitally as they are attending the class via smart class. Instead of taking attendance on notebooks, each faculty is updating their attendance of their duties & responsibilities through this automation system. While updating the routine this automation system are providing the names of the teachers available at the allocated time only. PDFs of class notes are being uploaded by the teachers in repository of Google classroom and Academia.edu. Some teachers



have also uploaded you-tube materials of their lectures. Previous years questions, question banks are available in the repository. Details of the events held or about to be held are available via e-notice. Office is using tally software for accounts purpose. The students are giving their feedback via using online platform.

#### Obstacles faced

It is often one of the most common challenges for the college administrations, as not the faculties knows about coding, so it becomes difficult for them to grasp the coding process. The automation in college is involving no code and it is working in the same way to eliminate the manual process of the institution. The college requires some basic training that can help to understand and execute the automated system. But, tThe college is also suffering from the sufficient fund for renovating the college from manual to smarter one.

#### Evidence of success

Our college has started to reap the benefits of initiation of college automation system—

- The college administration has becoming greener and cost-effective. Paper consumption has been significantly reduced because all of the information is in an electronic format.
- Administration is getting the information regarding any faculty members as well as any student in particular day and time via storing the details of students and faculties in a dynamic order.
- It is helping the teachers, faculties, and admin to focus more on the proper teaching and learning process of the students.
- The teachers are enjoying the benefits of digital education -- online learning solutions provide effectiveness for teachers, allowing them to maximize the potential for individual learning curves and styles within the classroom.
- Office staff has got new ways to manage information. It has enabled their work to be done efficiently and fast. It has reduced the consumption of time during maintenance of record of the college students.
- The students are being able to optimize the time along with helping them to learn whenever they want, whatever



they want, and however, they want. They are becoming self-accountable, smarter and self-motivated.

#### Resources/Programmes required

Mastering new technology is complicated, especially for staffs that are not familiar with automation software or modern technology in general. They might become overwhelmed with the complexities of the new system and instead turn to familiar pen & paper processes. The college requires a well-trained technical team, headed by the person having the background of MCA or like that. The new post should be created immediately by the Government on 'computer proficiency'. As the college is suffering from the lack of fund, so the Government should come forward by providing sufficient fund to this rural remote college for its endeavor to convert it in a smarter college.

#### Best Practice -2:Implimentation of e-Library facility to the library users of the Mahavidyalaya

##### Context

In this era of Globalization, change is considered as the key element and makes lot of challenges for individuals' life which most imposed in result of modern technological advancement. Parallelly, during this Covid 19 pandemic period, the traditional/formal teaching-learning process has confronted with unconditional challenge/threat. One of areas that accepted large amount of changes is education. ICT's role in teaching-learning process is so important. In old form of education, people should study and write consistently and approximately the total flow of education is unilateral. Education is one of areas that have been affected form technology. In recent years, by development of information and communication technologies, new forms of education appeared named e- learning.

Primary purpose of each library is supporting, facilitating, and expanding formal education in mother organization. E-Libraries should be developed or else it will decrease the interest of the library users. With the advent of modern sophisticated technology, e-Libraries are one of the leading learning tools that can be used to finding information through the internet access; hence e-Libraries will help Mahavidyalaya to enhance the academic environment of institution.

## Objectives

1. To provide friendly ambience to the library users
2. To engage the students in continuous-learning
3. To create a love for both digital and print platform for mitigating the curses of digital divide
4. To access more choices by the library users
5. To gain in-depth understanding of Sabang Sajanikanta Mahavidyalaya students' digital literacy
6. To explore the needs of Sabang Sajanikanta Mahavidyalaya staff with developing students' digital literacy
7. To develop exemplar institutional strategies focused on digital literacy as a graduate attribute
8. To improve library operations
9. To enhance advanced search, access and retrieval of information
10. To enable one to perform searches that is not practical manually
11. To preserve unique collection through digitization

## The Practice

XXXXX xxxxxx

## Obstacles faced

New technology has brought lot of opportunities to the library users for digital library, but simultaneously it also has faced lot of obstacles. To retrieve and read the information stored in digital form, need certain devices, which are too costly to the students of the Mahavidyalaya of rural belt. A large number of users visit the library regularly to satisfy their information needs, therefore, in order to save the time of the users, the devices useful for reading and storage of digital information, should be omnipresent. substantial part of their collection is in the conventional print form and hence, it is challenging, tedious, time consuming as well as very expensive, to convert these print resources into the digital form

Even more challenging, however, is building intellectual infrastructures for digital libraries. These include techniques for using electronic information in teaching & learning. Teachers must learn how to teach with multimedia resources and to share informational authority with students. Designing activities that take advantage of e-library resources requires

time and effort to examine what is available and integrate information into modules and sequences appropriate to the students and curriculum. Just as teachers must learn new strategies for using electronic tools in teaching, students must learn how to learn with multimedia and how to take increased responsibility for directing their own learning. Both the teachers and students should know how to operate the modern devices which needs the trained personnel- the Mahavidyalaya suffers from the lack of the same. Over and over the data uploaded on various websites and social Medias are not genuine, which puts forth great challenges the library users of the Mahavidyalaya.

#### Evidence of success

As e-libraries combine technology and information resources to allow remote access, breaking down the physical barriers between resources, so e-library facility of the Mahavidyalaya is helping the staff and students for reaping the benefits of wider ranges of materials and communicate with people outside the formal learning environment. Not all the library users in formal learning settings use information resources beyond their scheduled curriculum & syllabus; e-library facility of the Mahavidyalaya is allowing allow learners of all types to share resources, time and energy, and expertise to their mutual benefits. E-Library facility is helping the students of the Mahavidyalaya to become critical thinkers, information gatherers, and savvy digital media users.

#### Resources/Programmes required

As this programme requires the use of modern sophisticated technology, the program is too much costlier. This program has been initiated in the Mahavidyalaya with the internal sources of fund -- the college-fund. But the college is suffering from the shortage of fund. The Mahavidyalaya is situated in rural remote and under-privileged area, moderate number of students can't enjoy the benefits of e-library. The Mahavidyalaya requires financial assistance from the Government for carrying on the noble endeavor of the Mahavidyalaya.

File Description	Documents
Best practices in the Institutional web site	No File Uploaded
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

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

An Atmosphere that facilitates personal commitment to the educational success of students is an environment that values multiplicity and society. Sabang Sajanikanta Mahavidyalaya is very keen at facilitating personal commitment to the educational success of students and thus the Academic committee prepares the academic calendar well in advance before the commencement of the session/semester. The faculty members before the commencement of semester prepares the lesson plan, and make it available to the students. So many efforts are being made for the past few years to change the teaching-learning environment into activity based learning. The teaching faculty changes the teaching methodology via the use of power point presentation wherever required, and extensive use of online - content to support the class - room teaching. The teachers use the Google meet platform and Google class room for delivering their e-lectures.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Institution plans to impliment and execute the followings activities with in the upcomming years

1. Construction of overhead Tank with supply line in the entire campus
2. Setup of Science Research centre
3. Renovation of pond
4. Oppening of at least two PG ourse of Education, Mathematics

and Zoology subjects.

5. Concretization of unsurfaced road within the college premises.

6. Guest house for the Faculties

7. Extension of Hostel facilities for the PG students (Boy's)

8. Institutional Journals with ISSN of Bengali, Sanskrit and Interdisciplinary sciences.

9. Green House

10. Extension and renovation of car parking place.

11. Establishment of Language laboratory for 20+1 students.

12. Museum cum display gallery of the Institution.

13. Establishment of Sky Observatory Centre

14. Installation of Pollution Indicator Display Board at campus

15. Involvement with Institutional and Industrial Collaboration