Yearly Status Report - 2019-2020

Part A	
Data of the Institution	
1. Name of the Institution	**SITANANDA COLLEGE**
Name of the head of the Institution	**Dr. Samu Mahali**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03224232494**
Mobile no.	**9434015938**
Registered Email	**sitanandaiqac@gmail.com**
Alternate Email	**samumahali@rediffmail.com**
Address	**Nandigram, PurbaMedinipur**
City/Town	**Nandigram**
State/UT	**West Bengal**
Pincode	**721631**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Dr. Lakshmi Kanta Dolai**
Phone no/Alternate Phone no.	**03224232494**
Mobile no.	**9732606989**
Registered Email	**sitanandaiqac@gmail.com**
Alternate Email	**sitanandacollege@yahoo.in**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://sitanandacollegeiqac.in/index.php/naac/aqar/

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	https://sitanandacollegeiqac.in/index.php/2021/05/21/academic-calender-for-cbcs-odd-semester-2019-2020/

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.20**	**2017**	**27-Dec-2017**	**26-Nov-2022**

6. Date of Establishment of IQAC	**10-Dec-2011**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Reconstitute the IQAC as per latest NAAC	**20-Feb-2020** **3**	**11**

Guidelines & Submission of AQAR 2019-20		
Preparation of Future Plan of Action	21-Mar-2021 4	56
Preparation of Future Plan of Action	09-Apr-2021 4	18
View File		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	**Yes**
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	**3**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

? Prepares future plans of actions ? Sanction of Child Care Leave in favour of Bhaswati Mukhopadhyay, Assistant professor in History ? Promotion of Susmita Roy Adak, Assistant Professor in Philosophy (stage 3) to the next higher Grade of Associate Professor (stage 4) ? Preparing Academic and Holiday Calendar of the College ? Class Routines are prepared under the supervision of IQAC

View File

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

Plan of Action	Achivements/Outcomes
College has to take necessary action regarding NAAC Peer team visit	NAAC Preparation
Up gradation of college library automation.	College purchased Soft Ware for e-journals & automation service has been done partially.
Timely completion of Feedback analysis.	IQAC coordinator along with committee members are distributed the feedback proforma among the stake holders.
To prepare submit AQAR	AQAR 2019-2020 was submitted.
Registration of Alumni Association.	Initiated & completed the process of Registration of Alumni Association.
To complete the CAS of Teachers.	Completed the procedure of CAS of the teachers.
[View File](#)	

14. Whether AQAR was placed before statutory body ?

Yes

Name of Statutory Body	Meeting Date
Administrator	05-May-2021

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

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2019

Date of Submission

25-Sep-2019

17. Does the Institution have Management Information System ?

Yes

If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)

Brief Description and a list of modules currently operational The Institute implemented Management system to coordinate all the resources, information and academic activities conducted by the institute. The system supports most of the process in a single database the date which is needed for a variety of functions. The system various modules as under: a) Organisation Module: This module includes all the academic activities which include preparing lesson plan,

creating batches, assigning students to the batches etc. It also keep needed of some administrative activities like leave record etc. b) Student Module: The module keeps all the details of the students. c) Employee Module: Employee module includes all the details of the employee. d) Examination Module: Examination module keeps the record of all exams conducted by the institute as well as the University.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The Institute designed an effective mechanism for curriculum and documentation. It implements the process of completion of curriculum within the specific time to attain the programme outcomes. The institution has three-fold mechanism for curriculum completion. i) College/ Institution level:- To execute the curriculum completion in time, the college prepares an Academic calendar very meticulously and uploads it on the website and distributes department wise before commencement of the academic year. This is a useful mechanism which helps of curriculum completion in the teaching and learning process. Accordingly an effective time table is prepared. Teacher being the important source of learning process, the appointments of the State Aided College Teachers (SACT) are done as per order of the Government of West Bengal before the commencement of the academic year so that teaching is not hampered. The college declares the dates of the University and College Examinations well in advance so that students get ample time to prepare for examinations and the teachers complete the curriculum in time. The list of holidays as per Vidyasagar University and department of Higher Education, Govt. of West Bengal is put on the notice boards and on website for the planning of the academic sessions. ii) Department Level:- Departments are the productive units of higher education modules. Lots of academic activities other than teaching learning turn out regularly. All the departments organized departmental meetings on the regular basis with Principal and TCS (Teachers Council Secretary) to supervise the teaching-learning process. Different innovative teaching methodologies, creative pedagogies, new initiatives and activities to be organised and implemented to complete the curriculum effectively are discussed in the departmental meetings. The departmental timetable is prepared and the care is taken to see to it that it is getting executed properly. The workload is distributed among the faculties and non-teaching staff-members. The care is taken to complete the curriculum in time. Head of the department takes review of the departmental activities from time to time. The departments analyze the results at the end of the examinations to understand the learning outcomes of the students. The remedial coaching helps the needy students to do better in their examinations. The teachers also take few tutorial classes for the students in need. It is also noticed that certain courses demand rigorous training and advanced knowledge to gain insights from the curriculum. To cater to the needs of such instances, the departments conduct library orientation for the students. iii) Individual level:- The implementation of curriculum is smoothly administered by teachers. Every teacher follows individual timetable. Class-wise, course-wise and number of lecture wise teaching plan is prepared by

the individual teacher. Teachers complete the curriculum within the stipulated time. Every teacher enjoys the freedom to follow any innovative idea of teaching they wish. If need be teachers also take extra lectures to complete the syllabus.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
N.A.	Nil	Nil	Nil	Nil	Nil

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

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

	Certificate	Diploma Course
Number of Students	Nil	Nil

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
N.A.	Nill	Nill
No file uploaded.		

1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Education Hons.	70
BA	Sanskrit Hons.	26
BSc	Zoology Hons.	32
BSc	Geography Hons.	15
BSc	IFF Major	14
BSc	Anthropology Hons.	9
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No

Employers	No
Alumni	No
Parents	Yes

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

Feedback Obtained

The feedback has been taken in the online mode (google form). The link of the form is given below. 1. Student feedback on all aspects regarding to teaching learning, evaluation, facilities etc is taken annually from the students conducted by IQAC. 2. Students have freedom in the feedback form to categorize teachers by rating and options VG (very good)/G(good)/F(Average)/UN(unsatisfactory). 3. The student feedback is assessed by IQAC for the year 2019-20 and discussed with the head of the institution and coordinator of IQAC. It is observed that students are highly satisfied with the teaching learning processes and behaviour of teaching faculties. 4. Students are demanding more modern facilities such as sufficient class rooms, ICT class rooms, Wi-Fi Internet facilities. Principal is concern about to take the necessary steps to develop or provide such facilities. 5. They have suggested to develop hostel facilities. 6. All the departments without field work demands educational trip. 7. It is observed from feedback analysis that students are asking for some courses like electronics, vocational, computer courses. They want more sports events, more extra co-curriculum activities. 8. Most of the parents are satisfied with academic performance and administration. They proposed to introduce new courses in graduate and postgraduate courses. 9. Some of the mare suggested for (i) uniform of students (ii) modify the laboratory, library facilities, Internet and Wi-Fi facility, canteen. The above facts have been discussed with our Principal, IQAC to remove the drawbacks and improve the academic facilities and academic environment. URL of feedback form https://docs.google.com/forms/d/1KWz 3ZhhGXPKEYVXHYDVU3APmOD1IXlEebV3NkdW9ons/edit?uspsharing

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Geography	47	83	30
BA	Education	92	161	76
BA	English	77	171	68
BSc	Chemistry	47	45	21
BA	Bengali	138	232	125
BSc	Anthropology	70	47	22
View File				

2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG	Number of fulltime teachers available in the institution teaching only PG	Number of teachers teaching both UG and PG courses

				courses	courses	
2019	1811	19	27	Nill		6

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
27	6	11	5	5	Nill
No file uploaded.					
No file uploaded.					

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

The mentor system bridges the gap between the teachers and students. This system is also an ongoing process in our College. The mentor meets the mentee on the Wednesday and Friday of every month. Students are motivated in all academic purposes and guardians are contacted if necessary demand to handle negative behavioral changes. Students take advice for their career development too. A mentor record book is maintained by the department and the details of the students are recorded. Each department will be the mentor of a group of students. The concerned department will continuously monitor and council the students if necessary from 1st to final year.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
1811	27	1:67

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
28	27	1	27	12

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

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

2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	BNGH	Semester	05/10/2020	23/10/2020
View File				

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

The continuous Internal Evaluation System is an ongoing process of our college. Two internal tests for Hons. Students and one test for Gen students and one model examination are conducted every SEM and based on the performance of the students, internal marks are calculated. Internal tests are conducted for 45 minutes and model exams 4hours for Hons. Students and three hours for Gen. Students. During the tests individual question papers are distributed to the students and the students are shuffled for the seating arrangement. Initially department wise invigilation was followed and later changed to department invigilation. The answer scripts are kept in a common room and the concerned staff who takes the papers for valuation should sign in a register. This system enables the exam committee to check if all the answer scripts are taken for evaluation.

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

The IQAC of the college prepares Academic Calendar every year with the help of senior teachers and it is uploaded in the college website for the teachers and students. Teachers follow the academic calendar properly. Since our college is affiliated to Vidyasagar University, examinations are conducted according to the schedule given by the University.

2.6 – Student Performance and Learning Outcomes

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

http://sitanandacollege.in/Academics/Courses.aspx

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BNGH	BA	Hons.	58	57	98.275
View File					

2.7 – Student Satisfaction Survey

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

https://sitanandacollegeiqac.in/index.php/2021/05/20/national-assessment-accreditation-council-naac-student-satisfaction-survey-2019-2020/

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2 – Innovation Ecosystem

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

practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Environmental Degradation: Its Remedies and Prospects	Sitananda College in collaboration with the ministry Environment Govt. of W.B.	26/09/2019
Manuscript logy and Palaeography	Department of Sanskrit, Sitananda College	20/09/2019

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
N.A.	Nill	Nill	Nill	Nill

No file uploaded.

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

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
N.A.	Nill	Nill	Nill	Nill	Nill

No file uploaded.

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

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

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Mathematics	1	Nill
International	Education	1	Nill
International	Physics	1	Nill

View File

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

Department	Number of Publication
Geography	1
English	1
Sanskrit	2
Pol. Science	1
History	2
Philosophy	2
Chemistry	1

Mathematics	1
Bengali	4
Anthropology	2

View File

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

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

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

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

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	2	22	Nill	Nill
Presented papers	2	3	Nill	Nill

View File

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
AIDS awareness programme	NSS (Sitananda College)	27	120
National Youth Day Celebration	NSS (Sitananda College)	4	25

View File

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

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

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government

Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
Annual NS Regular Activities	NSS Units of Sitananda College	AIDS awareness programme	27	120
View File				

3.5 – Collaborations

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

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

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

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

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

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

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

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

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
6496145	6496145

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Laboratories	Existing
Seminar Halls	Existing
Classrooms with LCD facilities	Existing

Seminar halls with ICT facilities	Existing
Video Centre	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Classrooms with Wi-Fi OR LAN	Existing
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Others	Existing
No file uploaded.	

4.2 – Library as a Learning Resource

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

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
SOUL	Partially	1.0	2006

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	16926	2090471	478	132425	17404	2222896
Reference Books	1350	173610	27	5020	1377	178630
Journals	212	51819	Nill	Nill	212	51819
e-Books	3135000	5900	29309	5900	3164309	11800
e-Journals	6000	Nill	150	Nill	6150	Nill
CD & Video	28	Nill	Nill	Nill	28	Nill
Library Automation	1	15000	Nill	Nill	1	15000
Weeding (hard & soft)	1351	Nill	Nill	Nill	1351	Nill
Digital Database	Nill	Nill	Nill	Nill	Nill	Nill
No file uploaded.						

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

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

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	28	0	12	0	0	9	19	4	0
Added	0	0	0	0	0	0	0	0	0
Total	28	0	12	0	0	9	19	4	0

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

4 MBPS/ GBPS

4.3.3 – Facility for e-content

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

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
3700000	3796000	54000000	5642965

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

To keep the college premises clean healthy for all the members of the institution groups with the number of students from NSS headed by a teaching or Non-teaching staff has been formed. The cleaning and bleaching operation of the different parts of the campus has been done during the whole session by the above. Specially trained persons are engaged to operate maintain the physical equipments of sport complex and laboratories of different departments. Reading friendly environmental and accessing of different books at library has been provided throughout the session under the guidance of the library stuffs. Well facilitated class rooms and computer labs have been provided for all the students and some departments respectively. The institution repairs, constructs and extends the college building as required by the time using the grants received from the Department of Higher Education, Govt. of West Bengal.

https://sitanandacollegeiqac.in/index.php/2021/05/20/naac-sss-2019-2020-criterion-iv-key-indicator-4-4-2/

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	Free Admission	15	72550
Financial Support			

from Other Sources			
a) National	Govt. Scholarship	986	7582900
b)International	Nill	Nill	Nill

No file uploaded.

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

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			

No file uploaded.

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

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

No file uploaded.

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

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
No Data Entered/Not Applicable !!!		

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
No Data Entered/Not Applicable !!!					

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
No Data Entered/Not Applicable !!!					

No file uploaded.

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

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	

	No file uploaded.	

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

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
No file uploaded.		

5.3 – Student Participation and Activities

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

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

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

There are 8 students council members and 6 students disciplinary committee for 2019 – 2020. Teachers day was celebrated on 5th September 2019. All teachers, Non-Teaching staff and students were participated of 5th September 2019. Our Principal and some teachers was delivered the valuable speech in the occasion. 15th August was celebrated in the college premises. Women's day was celebrated of our college. Notice boards were made with the provisions of criteria and rules for judging of various competitions for the ease of the participants. The fresher's day program was organized on 6th July 2019. A beauty pageant MISS PROVIDENCE was conducted on 6th August 2019.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

Decentralisation, participation, involvement and accountability are the core aspects for the quality policy of the Institution. The Governing body delegates all the academic and operational decisions in their policy. The principal is the sole authority of the college. The faculty also play significant roles in the decision making process of the college. There are staffs and students' council which are chaired by the principal of the Institution. All the members

of the staff and students council participate in the proceeding and important decision in the view of the development of the college, staff and student. The HODs manage day-to-day events of their departments. There are various committees to coordinate the co-curricular and extracurricular activities of the college. Other units like sports, NSS, Library etc. have the operational authority and students are also involved in decision making process.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	Curriculum plays an important role in higher education. Since our college is affiliated to Vidyasagar University, the college implements the syllabus designed by the university and fulfils the needs of students. Though the curriculum has been designed by the University, each department works towards the delivery of the curriculum in the best possible manner that would give the students a theoretical as well as a practical knowledge of the subjects prescribed.
Teaching and Learning	Our college has adopted the following methods to impart knowledge to students: (a) Chalk and Talk method (b) Seminars and Workshops (c) Paper presentation (d) ICT teaching via LCD, Smart board. (e) Creative writing (f) Group Discussion (g) Project Assignment (h) One to one teaching.
Examination and Evaluation	The college follows the scheme of University examination. Internal Assessment are conducted regularly. The schedule of Internal Examination is made know to students in the beginning of the year through the college calendar and timely reminders are given through announcement and notice board.
Research and Development	Our college has a research cell and Research Sub-committee for organising various seminars workshops at Institutional / State / National / International levels. The teaching staff having Ph. D. is appraised and acknowledged for their research works.
Library, ICT and Physical Infrastructure / Instrumentation	College Central Library plays a vital role in the life of students for better knowledge and examinations purposes. The books meant for academicians, learning and references are extensively available anytime from 9 am to 6 pm.

	The Central Library has become an important part of research and helps scholars with useful materials. The faculty of the Library meet at the beginning of the academic year. Feedback forms are given to the staff and students and their suggestions are carried out to improve the overall functioning of the library. The Central Library is running with latest software. Books are issued and collected back using Bar-coded system. OPAC catalogue search is available and Photo copying and printing services are provided to staff and students.
Human Resource Management	a) At the end of every academic year, the management checks the vacancies and appoints staff. b) One permanent teaching staff, one permanent non teaching staff 6 full time teaching staffs were appointed during the year.
Industry Interaction / Collaboration	Nil
Admission of Students	For the admission process, Government norms and orders are followed. Some seats are reserved for minority community- SC, ST and OBC. The management along with administrative staff review the admission process every year. Faculty members of each department and student volunteers assist in guiding the candidates and their parents during the admission. The college website and prospectus are also given details of eligibility norms for admission. It is given to the application along with the application form. Merit and option for the poor are the main criteria for admission. 945 students in UG and 34 students in PG were admitted in this year.

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

E-governace area	Details
Planning and Development	Teachers have developed a group of WhatsApp for dissemination of information including regular notice to the members. The IQAC has suggested for complete automation of the Office and other units of the institution for keeping students, faculty and staff data for taking any kind of decision etc. Development is not possible without planning.
Administration	College office is fully automated and it helps to produce the details of staff and students, Transfer

	Certificates, Bonafied certificates, online Challan to pay the college fee, ID cards, etc.
Finance and Accounts	The college office is fully automated. The salaries of the employees are in HRMS system. All records of Finance and Accounts of the college are preserved in the computer.
Student Admission and Support	The management system has a module on student admission and support. The college has implemented online CBCS semester information system for UG and PG courses. IQAC of the college has suggested that online messages and short messaging services should be used to inform and notify students about different academic and official activities.
Examination	The continuous Internal Evaluation System is an ongoing process of our college. Two internal tests for Hons. and one for General. Internal Assessment of the college is held as per the guidelines of the University and it conducts annual semester examination. Notices related to University examinations, the Teachers' Council calls for a meeting for forming a body to conduct the examinations. Marks of the internal and semester exams are sent to the University online and results are displayed on the university website.

6.3 – Faculty Empowerment Strategies

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

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

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	Nill	Office Automation	Nill	Nill	2	6

		No file uploaded.		

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Programme	2	Nill	Nill	Nill
Refresher Course	1	02/01/2020	15/01/2020	14
FDP	2	Nill	Nill	Nill
		View File		

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
7	Nill	Nill	Nill

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Flexible timing reasons, Maternity leave, advance to staff for emergency case and delay of salary.	Flexible timing reasons, Maternity leave, advance to staff for emergency case and delay of salary. Shoes, Shirts Trousers are given to the day guard for daily duty and medical expenses are taken care in case of emergency in the premises.	Different scholarships are given by the state Govt, Non Govt. and others. Students concession, students aid fund etc are given by the college authority. Remedial coaching is organized by the college for slow learners. Hostel facility is also provided.

6.4 – Financial Management and Resource Mobilization

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

The college conducts internal financial audits every year. Every year the management conducts financial audits. The Joint Directorate of Higher Education audit and auditor of Government of West Bengal is conducted periodically. Internal Audit for the college was carried out Mr. Ram Associate. The NSS accounts were audited by Nanigopal co Chartered Accountant.

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

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

6.4.3 – Total corpus fund generated

	0	

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	Yes	Nill	Yes	College Authority
Administrative	Yes	JDPI	Nill	Nill

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

i) On the day of re opening of College, an orientation was given to both parents and students of 1st year about the college and its functioning with the rules and regulations. ii) Counselling to students with the parents. iii) Time to time parent-teacher meeting is held for taking their feedback. Parents provide valuable suggestion for development of the academic, social, moral and cultural development of students.

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

1) Course on Office Automation 2) Development of MIS 3) Maintenance of Office Equipment 4) Staff Development Training Programme

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

i) Motivating faculty to quality with Ph.D. ii) Once a week a doctor from Govt. Hospital visit our collage, for medical check up. iii) Various departments have been provided new computers and printers to increase the use of ICT enabled teaching and learning. iv) Most number of teachers to deliver lecture now uses computer -aided methods.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!					
No file uploaded.					

CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
No Data Entered/Not Applicable !!!				

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

Percentage of power requirement of the University met by the renewable energy sources

N.A.		

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	No	Nill
Provision for lift	No	Nill
Ramp/Rails	Yes	6
Braille Software/facilities	No	Nill
Rest Rooms	Yes	1
Scribes for examination	No	Nill
Special skill development for differently abled students	No	Nill
Any other similar facility	No	Nill

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
No file uploaded.							

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

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

7.1.6 – Activities conducted for promotion of universal Values and Ethics

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

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

i) Our college had organized National Seminar on Environment. ii) The college campus has become a plastic free zone. iii) Our college campus is full green. iv) Our campus is tobacco and smoking free zone. v) The campus is time to time cleaned by NSS Volunteers.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Resource Management Use of Unused Property for Financial Upliftment Our objective of using the unused property of our institute is to provide the institute a permanent source of financial health as it is the easy affordable

investment for the college in comparison with other investments to strengthen the fund. So, college has made a shopping complex on the roadside bank of the college-pond to reach its aim. Context: Our institute is situated at the rural areas where the scope for increasing the source of fund is limited. But to compete with the world around us and for the excellence of our dear institute in all respects the college needs better infrastructure, for which college needs strong economic development. Thats why our college has decided to take this project as a permanent source of income. Practices for the implemented project: Our institute always tries to devise and develop new, new fully-structured projects to increase the number of resources for fund. In this session our dear institute has taken and completed the project of shopping complex by building up forty three stalls in a single row on the roadside bank of the pond of our college. Strictly maintaining all the rules and regulations and having more conditions relevant to educational institute, our college has given a lease for thirty years (30 yrs) each stall @ Rs.300000/-(rupees three lakhs only) as caution money and each stall @ Rs.1000/-(rupees one thousand only) as monthly rental basis which will be increased after every two years @ Rs.15 (fifteen percent). Result: The use of this unused land (bank of the college pond) is strengthening our colleges financial backbone in every month. This practice of implementing such a kind of long lasting project has become a boon to our institute to be economically developed gradually. Moreover having book stalls, laboratory instruments stalls and food stalls our students are being benefitted. Conclusion: We are proud of our project of making this shopping complex on the offside of our teaching- learning areas, and providing our college a strong means of earning a good money at a regular basis, which we all are sure will assist our dear institute to be uplifted and be a centre of excellence in the globe competing with the others as fund is the food of infrastructure and infrastructure is food of soul of any institute and this good fund will help the soul of our institute to be bloomed in full swing.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
https://sitanandacollegeigac.in/index.php/2021/05/21/aqar-report-2019-2020-institutional-values-best-practices/

7.3 – Institutional Distinctiveness

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

Distinctive Role in the Development of ILMS for Online Education As the vision of our institution is to convert it into a centre of excellence in all respects, the online admission of UG and PG is made on the merit basis following Govt. Rules for the Reserved Categories. Our institution also provides online payment facility for the students. Apart from the traditional methods of teaching and learning, the teachers use Information and Communication Technology (ICT) for the better understanding of the subject matter. But in the last few months of this academic session, the COVID-19 pandemic has marred the regular normal teaching-learning activities. Amid the nation-wide lockdown, the traditional methods of classroom teaching have become impossible. So, the teachers of every department have developed several groups of WhatsApp and added the students of specific course for the purpose of necessary discussion and giving some study materials to the students. To continue the teaching-learning process smoothly, our institution has immediately developed a software, Institutional Learning Management System (ILMS) - an integrated highly configurable learning management system for modern generation through which the teachers can upload the study materials, set the questions and also take the assessment of the students. Besides, the teachers have taken the help of different online meeting apps, mostly Google

Meet for the smooth running of teaching process. Under the instruction of the affiliating university, the teachers have conducted internal assessment and evaluation process strictly through online mode during this period.

Provide the weblink of the institution
http://sitanandacollege.ilms.in

8.Future Plans of Actions for Next Academic Year

1. That all the teaching and non-teaching staff be encouraged by the Management members on regular meeting to complete the processes of NAAC. 2. Update of departmental library 3. Update of departmental staff room 4. Sports facilities be increased 5. Reinstate health centre with Primary Facilities 6. Restore the gymnasium in a big hall 7. Upgrade update the labs of different departments 8. Green Audit be done 9. Auditorium/ Mukta Munch 10. Purchase the latest and current books for students according to the new syllabus (CBCS) 11. NSS Units be revived 12. NCC Unit be introduced 13. Departmental wall Magazine be restarted 14. Medicinal Plantation and revive its garden 15. Remedial coaching be started 16. Women centre be introduced 17. Webinar/Seminar be organised in different departments 18. Professional job oriented courses be introduced 19. That the automation of the official records of the college be taken into consideration on priority basis. 20. The College website be developed as to the requirement of the NAAC UGC. 21. That the expansion of research facilities and an environment of research culture in the institution be encouraged. 22. That the initiative be taken for college audit up to date 23. That the records of Annual Audit, Planning, Budgeting and Strategy for mobilizing resources be kept and maintained. 24. That the initiative be taken to create a modern, vibrant and attractive campus with Wi-Fi facility. 25. That the initiative be taken to build a new building for increasing the number of classes. 26. That the initiative be taken to plant new trees to reorient the green campus. 27. That the initiative for an arrangement for training of teachers to use power point, over-projector etc be taken as an important duty. 28.That the initiative for preparing the ICT based smart classes be taken into consideration on an urgent basis. 29. That the initiative for the annual and external audit in terms of Income and Expenditure be taken immediately. 30. That the steps for the creation of teaching and non-teaching posts be initiated