



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution	Sitananda College, Nandigram
• Name of the Head of the institution	Dr. Samu Mahali
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	(03224) 232494
• Mobile No:	9434015938 / 8145096503
• Registered e-mail	sitanandaiqac@gmail.com
• Alternate e-mail	samumahali@rediffmail.com
• Address	Nandigram, Purba Medinipur
• City/Town	Nandigram
• State/UT	West Bengal
• Pin Code	721631
2.Institutional status	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

- Name of the Affiliating University **Vidyasagar University**
- Name of the IQAC Coordinator **Dr. Arpan Dhara**
- Phone No. **(03224) 232494**
- Alternate phone No. **8670698910**
- Mobile **8670698910**
- IQAC e-mail address **sitanandaiqac@gmail.com**
- Alternate e-mail address **sitanandacollege@yahoo.in**

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

<https://sitanandacollegeiqac.in/wp-content/uploads/2022/08/AQAR-New-2019-20...pdf>

4. Whether Academic Calendar prepared during the year?

Yes

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

<https://sitanandacollegeiqac.in/index.php/2022/03/02/academic-calender-2020-2021/>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.20	2017	27/11/2017	26/11/2022

6. Date of Establishment of IQAC

10/12/2011

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
Nil	Nil	Nil	Nil	Nil

8. Whether composition of IQAC as per latest NAAC guidelines

Yes

- Upload latest notification of formation of IQAC

[View File](#)

9. No. of IQAC meetings held during the year

6

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **No**

- If No, please upload the minutes of the meeting(s) and Action Taken Report [View File](#)

10. Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

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

Class Routines are prepared under the supervision of IQAC

Some Webinars and Awareness Programmes in collaboration with IQAC and various departments are organized.

AIDS Day Observation in collaboration with IQAC and NSS units has organized in the college premises.

Academic and Holiday Calendar of the College has prepared by IQAC.

Preparation of future plans & actions.

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

Plan of Action	Achievements/Outcomes
College has to take necessary initiatives regarding the visit of NAAC Peer team.	NAAC Preparation is being done.
Up gradation of college library Software(Soul.)	Up gradation of the library Software Soul 1.0 to Soul 3.0.
Timely completion of Feedback analysis.	IQAC coordinator along with committee members have distributed the feedback proforma among the stake holders.
To prepare & submit AQAR.	AQAR 2020-2021 will be submitted within the date stipulated in this regards.
Enhancement of the number of class rooms.	Construction for enhancing of class rooms are being done which will be completed soon.
Functioning of the Alumni Association.	Registration of the Alumni Association has already been done and it stated its functioning.

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

- Name of the statutory body

Name	Date of meeting(s)
GB/ Administrator	20/10/2021

14. Whether institutional data submitted to AISHE

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• if yes, whether it is uploaded in the Institutional website Web link:	https://sitanandacollegeiqac.in/index.php/2022/03/02/academic-calender-2020-2021/				
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• Upload latest notification of formation of IQAC	View File				
9.No. of IQAC meetings held during the year	6				
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<ul style="list-style-type: none"> If yes, mention the amount 	
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Name	Date of meeting(s)
GB/ Administrator	20/10/2021
14.Whether institutional data submitted to AISHE	
Year	Date of Submission
2022	29/07/2022
15.Multidisciplinary / interdisciplinary	

16.Academic bank of credits (ABC):
17.Skill development:
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):
20.Distance education/online education:

Extended Profile

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	3
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	1863
File Description	Documents
Data Template	View File
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	2004

File Description	Documents
Data Template	View File
2.3	367
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	27
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	28
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	34
Total number of Classrooms and Seminar halls	
4.2	71,58,808.76
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	45
Total number of computers on campus for academic purposes	
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	

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

The institution has three-fold mechanism for curriculum completion.

i) College/ Institution level:

The college prepares an Academic calendar very meticulously and uploads it on the website and distributes department wise before commencement of the academic year which helps of curriculum completion in the teaching and learning process. Accordingly an effective time table is prepared. College declares the dates of the University and College Examinations well in advance. The list of holidays as per University and Higher Education department, Govt. of West Bengal is put on the notice boards and on website.

ii) Department Level:

Academic activities other than teaching learning turn out regularly. Departmental meetings organised on the regular basis. The workload is distributed among the faculties. All 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. The remedial on line teaching helps the students during pandemic period.

iii) Individual level:

The implementation of curriculum is smoothly administered by teachers, Course-wise and number of lecture wise teaching plan is prepared by the individual teacher. Teachers complete the curriculum within the stipulated time. If need be teachers also take extra lectures to complete the syllabus.

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

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

Due to COVID-19 Pandemic Continuous Internal Evaluation Process

would not conduct as per the date of the Academic Calender.

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

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

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

4

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

0

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

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

0

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

0

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

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

Sitananda College's curriculum effectively integrates cross-cutting issues related to Professional Ethics, gender sensitization, environment and sustainability, and human values that lead to a developmental approach. In this context, the affiliated University has prescribed the course curriculum for the concerned institutions which are as follows:

A) Gender Sensitivity

1. Gender sensitization programmes providing equal opportunities for learning and awareness about their egalitarian rights.

2. In this regard, free counselling services are provided through a Counselling Cell. Gender sensitization program like- celebrations of International Women's Day.

B)Environment and Sustainability

N.S.S. promotes environmental program to fulfilling the goal of sustainable development and educational outreach activities. Cleanness, plantation, extempore and speech competition, hygiene and sanitation, Yoga, and Karate classes, under the inspection of a coach and assigned teachers.

C) Human Values and Professional Ethics

To create and enrich professional ethics among teachers and students, our college has tirelessly working towards the integration of ethical and human values through extra-curricular activities like NSS, NCC, National and International seminars, and conferences. Different social activities have been initiated by the college like Health and Hygiene awareness programs, Medical check-up camps, AIDS awareness programs, Voter's awareness program, Road safety Campaigns, Blood donation camps, etc.

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

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

5

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	D. Any 1 of the above
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File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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

C. Feedback collected and analyzed

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://sitanandacollegeiqac.in/index.php/naac/feedback/students/

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

1584

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

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

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

225

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Organises special programmes for advanced learners and slow learners. At the beginning of the every academic year the principal nominates the teaching faculty of the concerned subjects as class in charge of a particular class. After the internal assessments the academic performance of the students is analyzed by the subject teachers. The college undertakes the following measures to improve the educational standards of all the students to achieve the targeted goal:

Advanced Learners:

1. The advance learners are suggested to prepare project works based on their interest and subjects.

2. Advanced Learners are encouraged to give seminars, to prepare the students study projects and also motivated to participate in all the co-curricular activities.

Slow Learners:

1. Subject orientation sessions are conducted for the slow learners.

2. Personal attention is paid towards the slow learners to make them understand the concepts of the subject.

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

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

Number of Students	Number of Teachers
1863	27

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

1. Laboratory practical classes in Science Departments and Department of IFF.

2. Surveys Conducted:-

i) in social science department:

ii) Field survey in departments of Bengali and other some departments.

3. Presentation of survey reports by students.

4. Participation of students in Seminars, Conferences etc.

5. Department Seminars:- Department of Chemistry, Geography, Zoology etc.

6. Study Tours- i) Field tours: Department of Geography, Zoology, Botany etc.

ii) Educational field trips

iii) Historical tours.

7. Editing of Departmental Magazine.

Problem solving Methods.

Different departments provide students tasks that inculcate in them problem solving skills, they receive practical and direct experience of negotiating difficult situations and trained as capable, competent and accomplished individuals.

Following problem solving methods are used in student centric activities:

- i) Trial and error
- ii) Breaking large task into small steps.
- iii) Creating short goals to achieve the end.

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

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

The Classrooms and lab are ICT enable with projects installed and the campus is enable with high speed Wi-Fi connection. The faculty is used various ICT enabled tools to enhance the quality of teaching-learning like:-

1. Lab manuals are mailed to students well in advance the experiment is performed.
2. Virtuals labs are used to conduct labs through simulations.
3. Google classroom is used to manage and post course related information- learning materials etc.
4. The online learning environments designed to train students in open problem solving activity
5. The PPT are enable with animation and simulations to improve the effective of the teaching learning process.
6. To teach mathematical subjects in online mode, teachers have used various online tools like- whiteboard in Microsoft teams, Jamboard in Google meet, etc.
7. Media lab facility is used to create video lectures and upload in appropriate platforms for students to use as extra learning resources.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

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

27

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

2.4 - Teacher Profile and Quality

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

27

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

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

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

15

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

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

2.4.3.1 - Total experience of full-time teachers

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

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

Teaching and Learning process is mainly aimed to achieve the good result in Examinations. Examination is important aspects of the academic curriculum. Examination is a procedure to assess the ability of the student in terms of subject knowledge, skills etc. The continuous internal evaluation (CIE) system is nothing but an assessment frame work to monitor the gradual progression of the student in terms of educational standards. The college is affiliated to Vidyasagar University. Year wise examination system in which only annual examination time schedule and question papers will be used to prepared by the University. After every internal examination the evaluation will be done and the marks will be entered in the students Progression Registers maintained by departments separately. In the academic year 2016-2017 the state Government has instructed the Universities to implement the CBCSpattern of semester system. The affiliating University will design the frame work not only the CIE but also semester end

exams. Semesterwise number allotment for each paper by the University as follows: 60 marks for written examination, 10 marks for internal assessments and 5 marks for attendance. The time schedule and question paper pattern of semester exams and internal assessments is also decided by the University.

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

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

Various internal examinations are being performed throughout the semester. Some of them are unit test 1, unit test 2, assignments, lab continuous evaluation, project evaluations, etc.

Internal Assessments (Test 1 and Test 2)

The faculty evaluates the paper within a week of conduction of test. The evaluated answer sheets are shown to students in class and faculty undertakes individual grievances with a student on the paper if required by the student. At the end of the semester the average marks of both the unit test is calculated and verified with the students. If any discrepancies are reported by the students, then they are resolved by the faculty immediately.

Assignments:-

Faculty evaluates assignments based on the rubric which is also shared with the students. The evaluated assignments are given back to students.

Lab. Experiments:-

The experiment performed in lab by the student is immediately evaluated faculty. by the faculty and the performance marks are assigned based on the on the lab rubric designed by the faculty.

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

2.6 - Student Performance and Learning Outcomes

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

The Examination committee of the college consists of convener and members. It is constituted by the principal. The convener and members are well versed of the examination rules and regulations of the affiliated University. The examination branch circulates all the circulars issued by the university pertaining to the :

i) Time schedules of payments of examination fees.

ii) Exam time table.

iii) Obtaining Xerox copy of the answer scripts.

Generally the students approach the examination branch of the college regarding various pre-examination grievance such as late payment of exam fee with fine. The members of the examination branch with all their experience regarding the rules and regulations guide the students and also explain the procedure to get the solution to their grievance.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

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

Programme Outcomes (Pos) contain creating and developing among students aptitude/skill/ability for:

I) Employment

II) Research

III) Critical thinking

IV) Social Awareness and Interaction

V) Political Consciousness

VI) Ethics and Responsible Citizenship

Course Outcomes(Cos) include producing among students:

I) Knowledge and skill of the subject

II) Interest and capacity for research and

III) Employment capacity.

Evaluation and the level of attainment:

Attainment of these outcomes is excellent with pass percentage ranging between 90% to 96% in the last three years. Dropout rate is low. In 40% programmes pass percentage is 100%. Majority students in Science and Education pass in first class (60%). courses across different programmes. Syllabus revision was undertaken in 2013, 2015 and 2018 to integrate value added courses across different programmes. courses across different programmes.

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

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

367

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	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://sitanandacollegeiqac.in/index.php/students/students-feedback/>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0

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

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

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

0

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

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

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

8

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

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

9

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

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

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

6

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

3.3 - Extension Activities

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

Sitananda College, Nandigram continues to make tireless efforts towards noteworthy contribution to the society and environment by making a participation to promote College-Neighborhood-Community network. Being a rural area there is a lot of scope to contribute to the social issues in the area of Nandigram. Major emphasis is given on student engagement, service orientation, and holistic development of students contributing to good citizenship. NSS unit which is presently led by Prof. Biswarup Mandal engage students in various community development programmes. Our NSS volunteers actively participate in various awareness programmes such as AIDS awareness program, cleanliness programme in the college campus and local village, etc. The NSS unit regularly organize health, blood donation checkup camps in collaboration with the local health centers. Annually, the Independence Day, National Youth Day, etc. are celebrated in collaboration with the NSS unit. These activities among students make positive impact on the social awareness and personal character development. During the lock down period of COVID-19 pandemic in India the extension activities of the college has been severely affected. Still the NSS unit has able to showcase some extension activities which took place during the academic year 2020-2021. We summarize them in the following tables.

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	View File
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**

0

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	No File Uploaded

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**

0

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

0

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

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

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

0

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college has adequate physical and academic facilities required as per University Grant Commission guidelines to run the different programs. The college campus area is 9.85 acres. The various departments in Arts and Science streams are located in the separate blocks. Five well-equipped blocks with electricity and water supply, laboratories, Zoology Museum, Boys' Hostel, Girls' Hostel, Boys' Common room, Girls' Common room, playgrounds, Two ponds with three cementing Ghats, Canteen, One Generator room, one Cycle Stand, N.S.S Office, campus with social forest plantation, Three Deep Tube Well and a safe drinking water facility.

The Classrooms, Laboratories and Seminar Halls are well equipped. along with computing system and Internet facility. The College has a big pond for water storage under rain water harvesting scheme. The college campus is maintained with cleanly and neatly atmosphere. A medicinal garden with pavements and pavers in the campus is developed for students' service.

- 03 ICT enabled classrooms.
- Cleanliness, light and ventilation facilities are maintained in the classroom and laboratories.
- Black Boards, White Boards and Green Boards are available in the classrooms.
- A well-furnished computerized administrative office. Well-equipped Laboratories for science subjects.
- Ventilated Seminar Hall with ICT facilities.

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

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

Sitananda College, Nandigram has three large playgrounds with provision for multiple games, such as, Athletics, Cricket, Football, Volleyball, Basketball and Kho-kho. Outdoor badminton courts and gymnasium are available. All faculties have well-

equipped Seminar hall for organizing annual functions and cultural events. Intra-faculty, intra students and intra non-teaching staff games and sports competitions are organized regularly every year.

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

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

34

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

34

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

75,28,375.00

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

To copy with the call of time the Central Library of Sitananda College, P.O.-Nandigram, Dist.-Purba Medinipur, West Bengal accustomed with Integrated Library Management System (ILMS) as a part of library automation. For this purpose we are using SOUL (Software for University Library) software which is designed and developed by INFLIBNET Centre, Ahmedabad, Gujarat an IUC of University Grand Commission.

The SOUL software has been installed in our college library in the year 2006 and since then it has been functioning in our library regarding rendering of services to the users of the library. However, the Central Library of Sitananda College, Nandigram is automated partially.

Initially our College Library has stated the function of its automation with the network version of SOUL 1.0 software. But presently our college library has been upgraded with the network version of SOUL 3.0, the latest version which is upgraded by INFLIBNET Centre recently.

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

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

B. Any 3 of the above

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

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

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)**1,48,465**

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

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)**4.2.4.1 - Number of teachers and students using library per day over last one year****45**

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

4.3 - IT Infrastructure**4.3.1 - Institution frequently updates its IT facilities including Wi-Fi****Institution frequently updates its IT facilities including Wi-Fi two times annually.**

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

4.3.2 - Number of Computers**45**

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

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

75,28,375.00

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

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.

File Description	Documents
Upload any additional information	View File
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

984

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

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

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

175

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	E. none of the above
File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
0	
File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student	A. All of the above

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	View File
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

123

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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

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

0

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

5.3 - Student Participation and Activities

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

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

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)	View File

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

Students' Representative is an essential part of Academic and Administrative bodies/committees such as the Governing Body, IQAC, various committees and Alumni Association of the college. They are the main work force of the college who sincerely participated in all the programmes with love and affection. The representatives are selected as Class University norm. According to the norms of the government, representation of the students union in administrative bodies is must, thereby we included members of the students union in all our committees like IQAC, Campus Maintenance and Beautification Sub-committee, Canteen Committee, Cultural Sub-committee, Games and Sports Sub-committee, Health Care Centre, Magazine Sub-committee, Seminar/ Workshop/ Conference Sub-committee, Students' Grievance Redressal Cell, Students Support Progression/ Students' Welfare Sub-committee, Women Empowerment Sub-committee/ Womens' Cell, Hostel Committee, Purchase Committee, Anti-ragging committee, Anti-sexual harassment committee, Sub-committee for Boys' Common Room, Sub-committee for Girls' Common Room, etc. dedicated for the improvement of the institution. General Secretary (GS) is the member of the GB and he represented with all enthusiasm and usually raises student related issues in front of the GB members.

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

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

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

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)	View File

5.4 - Alumni Engagement

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

The institution has register the Alumni Association and the total number of enrolment Alumni are 56.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The governance of the institution is reflective of and in tune with the vision and mission of the Institution Vision Institution will stand globally recognized as a symbol of innovative advancement, creativity and will sophisticated repository of knowledge for its focus on delivering to the would as socially

responsible individuals. Institution Mission 1. To offer courses to the students for enhancing creativity, social responsibility and professional career through quality education. 2. To inculcate values and ethics to pave the way for higher order thinking skills to develop critical thinking. 3. To Strengthen community service through professional, humanitarian engagement through research service with commitment.

Motto

The Motto of the college is:

EDUCATION IS THE KEY TO UNLOCK THE GOLDEN DOOR OF FUTURE.

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

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

The college works through delegation of authority. The delegation of authority is organized in the form of a pyramid. Top-level managers are responsible for overseeing the entire institution. It includes the President of the Governing Body, the Governing Body and Principal. The Governing Body assists the principal with regard to broad guidelines, policies and framework. The principal involves the faculty members in matters of development of the college. The Principal heads the academic and administrative activities of the college. He forms various Committees and appoints faculty members. Middle-level managers include Head of the Departments (HOD) and Librarian. They help in the execution of different plans regarding development of the college. Low-level managers include faculty members, non-teaching staffs and others. They help the middle level managers by coordinating the activities delegated to them. The College does promote a culture of participative management.

The college follows committee system for decision making. The Academic Committee handles all the academic and examination related matters. The IQAC is responsible to enhance the quality of

the college. Other committees work towards enhancing the quality of the college. NSS Committee is responsible for the various social service schemes taken up by the students.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The college is a government institution; hence it follows government policies laid down by the Department of Higher Education, Government of West Bengal. Still a perspective plan is force in the college which takes into consideration the following aspects:

- Annual Calendar by IQAC
- Annual Institutional plan,
- Annual Academic Plan IQAC
- Academic Audit - Audit Taken Report
- Vision and Mission of the College
- Department Action Plan
- Students' needs and
- Future plans of the college Department the college takes initiatives in these regards by planning and formulating course of action for better utilization of available human resources and infrastructure. Students' academic excellence, their empowerment and welfare is of prime importance. The department heads plan the various activities keeping all these aspects in mind.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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 Governing Body as per government regulation has 12 members. The Members are President, Principal, two government nominees, two university nominees, three teaching representatives, one non-teaching representative, one donor and one students' representative from students' union. The principal is the Chief of the administration. He governs the whole administration with the co-operation of IQAC Co-ordinator, HODs, Bursar, Teachers' Council Secretary, Head Clerk and the Accountant, various sub-committees are there to enrich the performance of the administration. The Finance Sub-Committee, the Building Sub-Committee and the Hostel Sub-Committee take important decisions regarding finance, building construction renovation and maintenance and college hostel. The administration follows service rules, procedures of recruitment and promotion policies. Service rules and procedures are guided by the Vidyasagar University statute, the constitution of the college and the rules of the state government as amended from time to time in this regard. The recruitment of the teaching staffs and non-teaching staffs are as per the eligibility criteria of UGC and the state government. The promotion policies for teaching & non-teaching staff are according to UGC rule. There are Grievance Redressal Mechanisms including Anti Sexual Harassment Cell, The Anti Ragging cell, Grievance Redressal cell under Right to Information.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

1. Faculty members are promoted for self development programs and higher education.
2. Group insurance scheme for teaching and non-teaching staff.
3. Various leaves available to teachers and non-teaching staff are vacation leave, casual leave, Earned Leaves, medical leave and maternity leave for ladies staff.
4. Employee Provident Fund for teaching and non-teaching staff.
5. Loan/Advance facility is available for institute staff from the college.
6. Rest Room facility for teaching staff.

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

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

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

0

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

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

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

0

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

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

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

8

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

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

A good performance managements system works towards the improvement of the overall organisational performance of teams and individuals for ensuring the achievements of the overall organisational mission and vision. An effective performance management system plays a crucial role in managing the organisation in an efficient manner. In line with this, the institute is following the appraisal scheme suggested by UGC/ Department of Higher Education Govt. of West Bengal. In this scheme, the performances are classified into three categories.

i) Teaching, Learning and Evaluation related activities

ii) Co-Curricular, Extension and Professional Development related activities

iii) Research Publications and Academic Contributions

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

6.4 - Financial Management and Resource Mobilization

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

The Institution has established a mechanism for conducting internal and external audits of the financial transactions to ensure financial compliance. External audit is conducted by the government appointed chartered accountant. The mechanisms used to monitor effective and efficient use of financial resources are as follows: before the commencement of every financial year, principal submits the annual budget by considering the recommendations made by the heads of all the departments, to the governing body. College budget includes recurring expenses such as salary, electricity, internet charges, maintenance cost, stationery, other consumable charges etc, and non-recurring expenses like laboratory equipment purchases, furniture and other development expenses. The expenses get monitored by the accounts department as per the budget allocated by the governing body. The depreciation costs of various things purchased in the preceding are also worked out.

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

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

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

0

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

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

The principal and the committees of the college monitors the use of resources received from the state government, UGC and Non-Government funds. The allocated funds are utilized to purchase

equipments, chemicals, organize seminars, workshops and conferences etc. The administration and finance committee and the management board, review the use of resources including audit, budgets and accounts. They make recommendation for better handling of resources and effective mobilization of available funds.

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

6.5 - Internal Quality Assurance System

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

In pursuance of the National Action Plan of the National Assessment and Accreditation Council (NAAC), Bangalore, for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the Internal Quality Assurance Cell (IQAC) has been established in the College at the instance of the National Assessment and Accreditation Council (NAAC) as a post accreditation quality sustenance measure. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in overall performance of the Institutions. The IQAC will make a significant and meaningful contribution in the post-accreditation phase of the Institution. During the post accreditation period, the IQAC will channelize all efforts and measures of the Institution towards promoting its academic excellence. The objectives of the IQAC are: (i) To ensure continuous improvement in the entire operations of the Institution. (ii) To ensure stakeholders connected with Education, namely parents, teachers, staff, employers, funding agencies, society in general, of its own quality and probity. (iii) To develop a quality system for conscious, consistent and programmed action to improve the academic and administrative performance of the institution. (iv) To promote measures for driving institutional functioning towards quality enhancement and institutionalization of best practices.

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

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

The IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process. The Academic Calendar is prepared in advance, displayed and circulated in the Institute and strictly followed. Admission to various programmes, summer, winter and mid-term vacations, examination schedule and declaration of results are notified in the Academic Calendar. All newly admitted students have to compulsorily attend the Orientation Programme, in which they are made aware of the philosophy, the uniqueness of the Education system, the teaching learning process, the system of continuous evaluation, compulsory core courses, various co-curricular activities, discipline and culture of the Institute. All students are also aware of a guided tour of the campus and the various facilities. Students are apprised of the Time-Table, Programme structure, syllabi of the courses before the semester commences. Important announcements are made in the college notice board and attendance and conduct of class are monitored by the HODs.

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

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

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Our institution has been adhering to the idea of gender equality by providing equal opportunity to the girl students along with the boys to develop their personality and intellectual ability. Our college is committed to the idea of gender sensitization among students to protect as well as promote the maximum interests and opportunity of the girl students in the campus. It's our constitutional obligation, too. Our college has constituted a women cell as well as students' counselling cell, an anti ragging cell and anti-sexual harassment cell for the protection of the students, particularly girl students physically and psychologically. We have displayed posters and issued other government circulars in this regard.

In addition to, our N.S.S. units have been engaging the students in various activities to imbibe qualities of leadership, social service, responsible citizenship to cherish the values of equality, social justice and tolerance among students.

Moreover, a women common room and a large girls' hostel have been built for the interest of the girls. The campus of the institution is under the surveillance of cc camera as a strict safety measure.

Through these measures our institution has implemented the idea of gender equality inside the campus.

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	Nil

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	C. Any 2 of the above
--	------------------------------

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

<p>The management of waste production and disposal of different wastes like paper, food, plastic, glass etc and solid waste could otherwise be channelled into better service through reduce, rot, recycle, repair and reuse. Waste generation from the tree droppings and lawn management is a major solid waste generated in the campus. The waste is segregated at the source by providing separate dustbins for bio-degradable and non-biodegradable waste. Very less plastic waste is generated by the department, office, garden etc but it is neither categorised at point source nor sent for recycling. Metal waste and wooden waste are stored and are given to authorised scrap agents for further processing. E-waste is much more hazardous than other wastes because electronic components contain cadmium, lead, mercury etc that can damage human health and the environment. The E-waste and defective items from computer laboratory and from various departments are being stored properly. As the academic activity was paused due to COVID, the administration could not be able to conduct the awareness programmes regarding E-waste management.</p>

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	Nil
Any other relevant information	View File
7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	D. Any 1 of the above
File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File
7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 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 	C. Any 2 of the above
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File
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

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	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

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).

Our institution has conducted several programmes for providing an inclusive environment. It has taken various initiatives for

promoting tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic, and other diversities. The N.S.S unit of our College organizes various programmes and camps for promoting the motto of social service and instilling the values in the stakeholders for building up a strong nation. All these initiatives sensitize the sense of communal harmony, national integration and fraternity among the stakeholders.

Our college also organizes various cultural programs to celebrate the cultural diversity of India. Students from various regional and cultural backgrounds participate in such programs and present their native cultural heritage. These cultural events are organized on different occasions like the fresher's welcome, Annual sports, Annual social programme, etc. Apart from the annual cultural event organized by the college, Students Union also conducted various programmes to promote the core values of India.

The various departments of the college conduct seminars, workshops, and outreach programmes to promote communal harmony and tolerance and to bridge the linguistic differences.

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

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

The college organizes various programs from time to time for the promotion of Constitutional values, rights, duties, and responsibilities of citizens. The college designs various plans to create awareness about the national identity and symbols. Moreover, these are aimed to familiarize its stakeholders about Fundamental Rights and Duties of the citizens.

On this occasion every year our college celebrate the Independence Day on the 15th August, the Republic Day on 26th January to mark the importance of these days through flag hoisting followed by recitation of the National Anthem and a cultural programme highlighting the constitutional spirit of liberty, equality, justice and fraternity.

Students Union of the college organizes a Blood Donation Camp every year. Many teachers and students donate blood to ensure that precious lives are saved. Our college also celebrates Women Day to mark the achievements of women throughout the history. Similarly, our college celebrates World Environment Day on the 5th of June every year to ensure the Environmental concern is addressed. Hence in this way, Sitananda College ensures that the Constitutional values, rights, duties, and responsibilities of citizens are promoted and served.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	View File

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 4. Annual awareness programmes on Code of Conduct are organized

D. Any 1 of the above

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

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

National and International Commemorative Days, Events and Festivals Observed by Our Institution

(a) Independence Day and Republic Day Observation: Our institution has celebrated 74th Independence Day (15th August,2020) and the Republic Day of 2021(26th January) as usual through flag hoisting followed by national anthem, offering flower garland on the altar of martyrs and grand cultural programmes.

(b) Rabindra Jayanti Celebration: Like every year, our institution has celebrated 160th Rabindra Jayanti on 9 th May, 2021 to commemorate the birthday of the poet of all poets offering the garland on the statue of Tagore. This is the official celebration of the poet only, but he is always celebrated in our body, mind and soul for he being a beacon for our enlightenment.

(c) International Women's Day Observation: On 8 th March, 2021 the International Women's Day has been observed by our college. The Women's Cell of our college has organised a programme presided over by our honorable Principal Dr. Samu Mahaliin the presence of our chief guest Prof. Anurupa Das, Dept of Bengali, Mugberia College. The programme comes to an end promoting the importance of women empowerment.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

(i) Increase the numbers of stalls: Our institution has already built forty three stalls and given lease through proper official process. Now, our college has undertaken the project further to increase the number of stalls to enhance the economy of our institution.

(ii) Hatchery for fish breeding: Our College has a pond in between our seminar hall and Nazrul Block.

We have used it for the perfection of our practical based education and economy growth. We have invested it for colourful fish breeding for aquarium to sale. For this purpose we have employed the students of our Fishery Department, from which they have undergone a firsthand experience relating to hatchery. Besides, our Institute gets lump sum. So, this practice successfully implemented by our college is very apt for both economic growth and the proper usage of human resource in terms of students placement.

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

7.3 - Institutional Distinctiveness

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

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 following Govt. Rules and payment facility for the students have been made available. 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. In the COVID-19 pandemic situation when the regular normal teaching-learning activities have been marred, our institution has immediately developed a software, Institutional Learning Management System (ILMS) to run the teaching-learning and evaluation systems smoothly. 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.

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

7.3.2 - Plan of action for the next academic year

1. All the members are encouraged by the Management to conduct regular meeting for upcoming NAAC.
2. Update of departmental library, Staff rooms, labs of different departments and health centre with Primary Facilities.
3. Sports facilities to be upgraded.
4. Restoration of the gymnasium
5. Campusing facilities to be introduced.
6. The proposed amount for the Auditorium/ Mukta Mancha has been sanctioned.
7. Purchase the latest and current books according to the new syllabus (CBCS).
8. Proactive NSS Units.
9. NCC Unit has introduced with the unit affiliation of 55 Bengal Battalion.
10. Restoration of Medicinal Plantation.
11. Remedial coaching to be started.
12. Webinar/Seminar to be organised by different departments.
13. Introduction of Professional & job oriented courses.
14. Automation of the official records like Annual Audit, Planning, Budgeting to be taken on priority basis.
15. Development of College website as per UGC guidelines.
16. Introduction of research centre, facilities and environment.
17. Initiatives to be taken towards college audit up to date, campus with Wi-Fi facility, increasing the number of classes, ICT based smart classes, expanding and augmenting the idea of green campus.
18. Introduction of Fish Breeding.
19. Diploma course on Vermi Compost will be initiated.