SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

SITANANDA COLLEGE

VILL. NANDIGRAM, P.O- NANDIGRAM, DIST. PURBA MEDINIPUR, PIN -
721631
721631
https://sitanandacollege.ac.in

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Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

September 2024

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Soon after India gained independence, the residents of Nandigram and neighboring areas united to establish Sitananda College, driven by a shared vision of promoting higher education and fostering a forward-thinking society. This vision was realized through the efforts of dedicated individuals, including Dr. P.K. Bhowmick, an internationally renowned anthropologist, Dr. B.N. Chandra, and Bhopal Chandra Panda. Their humanitarian outlook and commitment were pivotal in the college's founding.

The community's collective effort was crucial, with significant contributions from local figures like Benimadhab Pal and Kshirode Chandra Maity donated land and also Rs. 60,000 each. Taraknath Bera provided land, while local residents contributed labor and materials. Sitananda College was officially established on July 21, 1960, initially affiliated with Calcutta University and housed in modest buildings. It affiliated with Vidyasagar University in 1985.

The college started with faculties in Science and the Arts and expanded over time. Beginning with Bengali Honours in 1966, the college later introduced courses in Mathematics, Political Science, and various other subjects. Notably, it was one of the first in West Bengal to offer an undergraduate Anthropology department.

Growth continued with the addition of Honours courses in Education and Chemistry in 2006–2007 and Physics in 2008–2009. Despite challenges, Sitananda College is progressing rapidly, aiming to become a leading institution in southern West Bengal.

Today, the college operates from a modern, computerized campus with extensive facilities, including the Administrative, Science, Arts, and Kazi Nazrul Blocks. It boasts well-equipped laboratories, a mathematics computer lab, a zoology museum, and separate common rooms for boys and girls. The library's reading room is air-conditioned, and the college has hostels, playgrounds, and ponds. A new three-storied Physics Building, funded by the Department of Higher Education, Government of West Bengal, is nearing completion with special UGC aid.

Serving 1970 students, with 63% females and 37% males, Sitananda College is renowned for its positive academic environment and natural beauty. It has graduated thousands who have significantly contributed to building a strong, secular, democratic nation. The future of the college is bright, promising further growth and achievements.

Vision

Our vision is to transform Sitananda College into a beacon of excellence in higher education, contributing to the nation's inclusive development by cultivating high-quality human resources. We are dedicated to the holistic growth of our students, aiming to shape them into dependable, ethical, and committed future citizens with a strong value system. Our commitment extends beyond the students to their families and the local community.

Sitananda College strives to deliver education that not only advances students' careers but also empowers rural communities, including women from minority groups, to achieve independence and success.

We envision enhancing our curriculum and teaching methods to instill in students a profound respect for Fundamental Duties and Constitutional values. We aim to foster a deep connection with the country and an acute awareness of their roles and responsibilities in a globalized world. Our goal is to nurture a sense of pride in being Indian, reflected in thought, spirit, intellect, and actions.

The institution is dedicated to developing knowledge, skills, and values that promote a responsible commitment to human rights, sustainable development, and global well-being. By doing so, we seek to nurture truly global citizens who are well-equipped to contribute positively to the world.

Mission

- To drive socio-economic change and sustainable development in surrounding areas by providing higher education to rural populations, women, and marginalized as well as minority communities.
- To deliver quality education to students from socially and economically disadvantaged backgrounds, ensuring equitable access to learning opportunities.
- To focus on the holistic development of students' personalities and characters, fostering their growth into responsible and ethical citizens.
- To raise awareness on human rights, gender equality, environmental, and ecological issues through seminars, plantation programs, medicinal gardens, and the adoption of solar energy.
- To instill values of discipline, patriotism, mutual cooperation, and social responsibility in students through active participation in NSS programs.
- To integrate value education with scientific knowledge, shaping students into competent, committed, conscientious, and compassionate individuals.
- To promote nationalism, brotherhood, and secularism among students through activities and programs on Republic Day, Independence Day, and other significant occasions.
- To enhance the learning experience by incorporating ICT-enabled teaching methods, ensuring a modern and effective educational approach.
- To encourage faculty members to engage in research projects and improve their teaching skills through participation in Faculty Development Programs (FDP).
- To maintain a conducive academic atmosphere by fostering peace, communal harmony, brotherhood, and the optimal use and enhancement of infrastructural facilities.
- To organize seminars, special lectures, and workshops on emerging topics to enrich students' knowledge and academic experience.
- To promote awareness among students about our heritage, culture, and environment, fostering a deep appreciation and respect for these elements.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- A leading institution providing quality higher education in a rural setting.
- Offers a diverse array of educational programs in Arts and Science, including certificate courses.
- Well-developed physical infrastructure to support academic and extracurricular activities.
- Campus features an eco-friendly atmosphere, promoting sustainability.
- Extensive integration of Information Technology (IT) in the teaching and learning process.
- All teaching positions are filled, with approximately 60% of the permanent faculty holding Ph.D.

degrees.

- Facilities include a seminar hall with ICT capabilities and a hall equipped with a Smartboard.
- Well-maintained canteen providing quality food services.
- Financial support for students through comprehensive fee concessions.
- Zero cases of sexual harassment or ragging reported on campus.
- Promotion of organic farming and kitchen gardening through a vermicomposting project.
- Ethno-Medicinal plant garden encouraging the use of herbal remedies.
- Integration of ICT in teaching and learning processes for enhanced educational delivery.
- Learner-centered education facilitated through appropriate methodologies.
- Extensive extension activities and community service conducted through NSS units.
- Library automation with ILMS and INFLIBNET for efficient resource management.
- Supportive mechanisms including Career Counselling and Placement Cell, Grievance Redressal Cell, Anti-Ragging Cell, and various student welfare measures.
- Regular academic, administrative, and environmental audits to ensure quality and compliance.
- College-owned marketing complex providing additional financial support.
- Installation of a solar energy plant to promote sustainable energy use.
- Implementation of vermicomposting and rainwater harvesting systems to enhance environmental sustainability.

Institutional Weakness

- Located in a rural and underdeveloped area.
- Many students come from economically disadvantaged backgrounds.
- Absence of an incubation center to support entrepreneurial ventures.
- Placement system on campus is currently ineffective.
- As an affiliated college, it has limited ability to modify the curriculum independently.
- Loss of teaching days due to the pandemic and the college being utilized as a University examination center.
- Low student enrollment in certain courses.
- Limited use of digital resources by students.
- Insufficient mobilization of resources for research from funding agencies.
- Lack of substantial international collaboration for academic and research initiatives.

Institutional Opportunity

- Upgraded classrooms with modern ICT technologies and established a language lab to foster interactive and immersive learning environments.
- Introduced certificate programs in practical fields like Food Processing, Tailoring, Basic Computer and Beautician courses to diversify student skill sets.
- Accelerated recruitment for science teaching positions to enhance academic quality and research output.
- Modernized labs with advanced equipment to improve research and hands-on learning experiences.
- Established health facilities on campus for prompt medical care during student emergencies.
- Expanded and improved computer labs to increase digital access and support advanced learning resources.
- Built and expanded indoor sports facilities to promote physical fitness and recreational activities.
- Broadened the availability of technologically advanced classrooms for engaging and accessible learning.

- Promoted financial assistance schemes like Kanyashree and Swami Vivekananda Scholarships to support economically disadvantaged students.
- Embraced digital platforms and innovative pedagogical approaches for effective educational delivery.
- Offered continuous training and skill-enhancement programs for staff to maintain high educational standards.
- Implemented programs focusing on student well-being, ethics, and yoga to promote mental, emotional, and physical health.
- Strengthened collaborations with industries and NGOs to enhance internship opportunities and job placements.
- Improved and expanded seminar and auditorium spaces for academic, cultural, and extracurricular activities.
- Developed partnerships for cultural exchanges and academic collaborations.
- Launched M.A./M.Sc. programs and established research centres in Science and Humanities.
- Enhanced Central and Departmental Libraries with additional resources and updated collections.
- Organized regular seminars, conferences, and workshops for scholarly engagement.
- Created a literary magazine and launched a departmental e-journal.
- Aimed to secure major UGC-funded research projects.
- Invited distinguished speakers to enrich academic discourse.
- Opened a course to enhance language proficiency.
- Established a lab to support language learning.
- Planned to publish a quarterly magazine showcasing student achievements.
- Published an annual magazine highlighting departmental activities.
- Increased interactive smart classrooms for enhanced learning experiences.
- Developed a stadium for sports and recreational activities.
- Constructed a modern auditorium with comprehensive facilities.
- Expanded initiatives for sustainability on campus.
- Established a guest house for visitors and campus events.

Institutional Challenge

- Effectively implement the National Education Policy (NEP) 2020.
- Achieve the desired standard of quality education across all programs.
- Address the growing number of educational and professional institutions in the surrounding areas.
- Further reduce the student dropout rate through targeted interventions.
- Emphasize and integrate value-based education into the curriculum.
- Establish a dedicated Research Centre in Social Sciences.
- Mitigate the impact of decreased teaching days due to the pandemic and University examination schedules.
- Create additional sanctioned posts for teachers and technical staff to support academic and administrative needs.
- Enhance efforts to produce skilled and employable graduates.
- Introduce new programs in emerging fields to stay relevant and competitive.
- Increase student admissions in under-enrolled programs.
- Boost enrollment in specific subjects with low student numbers.
- Develop international collaborations and linkages for academic and research opportunities.
- Increase the number of students qualifying in state, national, and international examinations.
- Augment the number of awards and medals earned in sports and cultural activities at University, State,

national, and international levels.
- Mobilize resources from government and other funding sources to support institutional development.
- Implement additional measures for energy conservation to enhance sustainability.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Sitananda College follows the curriculum and guidelines set by Vidyasagar University. Since adopting the Choice Based Credit System (CBCS) in the 2017-18 academic session and the National Education Policy (NEP) 2020 in 2023, the college has adjusted its teaching, learning, and evaluation methods. The Academic Sub-Committee, led by the Principal, meets before each academic session to make key decisions, which are then communicated to the respective departments. The Routine Committee prepares the academic schedule based on the university's Academic Calendar, available on the college notice board and website. Faculty members develop detailed teaching plans, and department heads share a calendar of activities with students via departmental notice boards.

Traditional teaching methods are enhanced with learner-centric approaches like field/project work, participative learning, problem-solving, and ICT-based instruction. For example, all second-semester undergraduate students in Environmental Studies engage in mandatory field-based project work. Innovative assessment methods such as home assignments, quizzes, and PPT presentations are employed, with remedial classes provided for slow learners. Special attention is given to cross-cutting issues like gender, value education, professional ethics, and environmental awareness.

Beyond the prescribed syllabus, the college offers various add-on, certificate, and value-added courses annually to enrich the curriculum and meet job market demands. Over the past five years, about 70 such courses have been introduced. Feedback from students, faculty, and other stakeholders is collected each academic session to guide improvements.

Dedicated to holistic education, Sitananda College aims to foster responsible citizens with advanced knowledge and strong ethical values. Faculty contribute to curriculum development through the Board of Studies, and the IQAC creates the Academic Calendar, detailing session start dates, examinations, and events, accessible on the college website. Deviations from this calendar are rare and occur only in exceptional cases, like during the COVID-19 pandemic.

Recent enhancements include the use of Learning Management Systems (LMS) and ICT tools. The College Library offers extensive resources, including electronic books and journals. Continuous evaluation involves class tests, assignments, and student seminars, with results posted on departmental notice boards. The curriculum integrates professional ethics, gender issues, and human values, supported by the Internal Complaints Committee, NSS, and environmental initiatives by the Eco-Club. The college also offers certificate/value-added courses through MOOCs, SWAYAM, and NPTEL, with feedback analyzed and communicated to relevant bodies.

Teaching-learning and Evaluation

Located in a rural area, Sitananda College serves a diverse student body from various socio-cultural, political,

and economic backgrounds. The college ensures inclusivity and transparency in admissions, adhering to Government of West Bengal's directives and reservation policies. An online admission process upholds fairness and representation.

The college maintains a student-to-full-time-teacher ratio of 1:21.4 (2022-23), with a full-time teaching staff fulfilling 100% of sanctioned posts, many holding NET/SET/PhD qualifications. A mentoring system is in place to boost student engagement and success rates.

Teaching methods blend traditional approaches with innovative, learner-centric strategies including field/project work, assignments, presentations, and ICT-based learning. Enrichment activities like wall and e-magazines, seminars, group discussions, debates, quizzes, and creative writing competitions further support this approach. Evaluation includes open-book tests, double-evaluation, poster presentations, and student seminars, alongside continuous assessments such as assignments and class tests.

Program Outcomes (POs) and Course Outcomes (COs) are clearly stated and accessible on the college website, with a focus on evaluating their effectiveness. The college boasts a high pass percentage of 97% in university examinations. Regular Student Satisfaction Surveys assess the teaching, learning, and evaluation processes.

Student assessment and support begin with a 'Student Aptitude Test' post-admission to understand academic backgrounds. Advanced learners benefit from resources like e-journals and e-books through N-LIST, and are encouraged to engage in SWAYAM and MOOCs. Slow learners receive additional support through mentoring, remedial classes, and preparation for competitive exams. Parent-teacher meetings are held to discuss academic progress.

ICT integration enhances learning through digital tools, field trips, and project work. Post-pandemic, internships, apprenticeships, and digital resources have been incorporated into the curriculum. The college provides clear POs and COs, with evaluation including Continuous Internal Assessment (CIA) and semester exams. Feedback from students, alumni, and employers helps refine programs, and tracking of progression to higher education and employment further assesses program effectiveness.

The Internal Quality Assurance Cell (IQAC) ensures transparent and fair evaluation, while holistic development is fostered through various clubs, outreach programs, and environmental and social initiatives, aligned with the college's motto of "Discipline, Dedication & Determination."

Research, Innovations and Extension

Sitananda College actively promotes research and innovation among its faculty and students. The institution encourages faculty to undertake quality research projects, publish in reputable journals, and present findings at seminars and conferences. To support this, seed money is provided for research on social and environmental issues.

A dedicated Research Centre in Natural Science, approved by Vidyasagar University, fosters knowledge creation and transfer. The college nurtures an innovation ecosystem through entrepreneurship programs and motivational sessions, having conducted 60 workshops, seminars, and conferences on topics like Research Methodology, Intellectual Property Rights (IPR), and entrepreneurship over the past five years. Faculty research has resulted in 136 publications in national and international journals and 41 books/book chapters.

Extension activities are integral to the college's mission, aimed at raising awareness of community issues, gender disparities, and social inequity. The NSS units and various departments conduct outreach programs addressing social, environmental, and health issues, instilling social values and responsibilities among stakeholders. These efforts earned the college State NSS Awards from the Department of Higher Education, Government of West Bengal, for the 2019-2020 year in categories including College, Programme Officer, and Volunteer.

The college has established 24 functional MoUs/linkages with institutions in India, facilitating on-the-job training, project work, student/faculty exchange, and collaborative research. The Incubation Centre for Innovative Ecosystem, launched on January 10, 2023, aims to foster entrepreneurial skills among students through practical innovation and industry collaboration. The Centre has engaged over 500 students, providing insights into government schemes and MSME business models with support from faculty and industry experts.

The curriculum aligns with Vidyasagar University's syllabus and the UGC's Choice-Based Credit System, blending regional and traditional knowledge with global perspectives. Subjects like Sanskrit, Bengali, History, and Geography incorporate Indian values and practical applications, such as biodiversity conservation and Ayurveda-based medicinal plant knowledge. The college also emphasizes IPR awareness through seminars and workshops, and engages in collaborative research with prestigious institutions.

Community service is a cornerstone, with NSS Unit facilitating activities like blood donation camps, COVID-19 relief efforts, environmental conservation, and educational seminars. The college houses two museums—the Local Culture Museum and the Geological Museum—enriching the curriculum and preserving historical knowledge. Sitananda College's initiatives reflect its commitment to integrating traditional knowledge with modern innovation, supporting holistic education, and fostering social responsibility.

Infrastructure and Learning Resources

Sitananda College, spread over 9.85 acres with a built-up area of 2,697 square meters, provides extensive infrastructure to support effective teaching, learning, and student development. The campus features eight major buildings housing offices, departments, support services, and various specialized cells. Facilities include a hostel, canteen, pure drinking water, toilets, playground, gymnasium, yoga centre, and a lift.

Outdoor sports facilities comprise a football ground, volleyball court, kabaddi field, and equipment for shot put, discus, and javelin. The indoor games hall is equipped for table tennis, chess, carrom, and ludo. The college promotes cultural and literary activities through events like E/Wall Magazine Publications, Annual Cultural Functions, Freshers' Welcome, Teachers' Day, Rabindra Jayanti, Basant Utsav, and Annual Sports & Cultural Competitions.

Financially, 32.21% of the college's expenditure (excluding salaries) over the past five years has been dedicated to infrastructure improvements. The library, a key asset, holds approximately 19,959 printed books and subscribes to various journals and magazines. It offers access to over 6,000 e-journals and 199,500 eBooks through the N-List INFLIBNET membership. In 2024, the library upgraded its automation software from Soul 1.0 to Soul 3.0 and implemented AIMES ERP Solution Software on a cloud server, enhancing remote access to the OPAC & Web OPAC search functions.

The college's IT facilities are robust, featuring 75 computers available for student use, comprehensive Wi-Fi with 150 Mbps bandwidth, and specialized software for various departments. The Learning Management

System (LMS) has been adopted to modernize educational delivery. Administrative functions are streamlined with office software like Tally ERP and a well-maintained website.

Sitananda College is committed to sustainability, implementing rainwater harvesting, waste management, and air-quality monitoring. The campus also includes eco-friendly features like solar panels and a backup generator. Accessibility for differently-abled individuals is a priority, supported by health services, a gymnasium, a yoga center, an Oral Archive, and a Medicinal Plant Garden. The IT infrastructure is regularly updated, emphasizing cyber security and technological support.

Student Support and Progression

Sitananda College places a high priority on student support through a range of mechanisms, including Career Counselling, Grievance Redressal Cells, and various welfare activities. The institution facilitates access to scholarships, fee concessions, and other financial aids, with 67% of students benefiting from these forms of support during the assessment period. Financial aid is provided by the government, institutional funds, and non-governmental agencies.

To enhance student development, the college offers capacity-building programs focusing on soft skills, language and communication skills, life skills (including yoga, physical fitness, health, and hygiene), and ICT/computing skills. Additionally, guidance for competitive exams and career counseling are available to assist in student progression.

The college adheres to statutory guidelines and maintains a zero-tolerance policy towards sexual harassment and ragging. Grievances can be submitted online or offline and are addressed promptly by designated committees.

Sitananda College has seen notable achievements in student placement and advancement to higher education. Students have excelled in state, national, and international examinations, earning 37 awards and medals in sports and cultural activities over the past five years.

The Sitananda College Alumni Association, which has over 500 active members, plays a crucial role in supporting the college. Initially starting with 20 life members, the Association is led by the Principal and includes faculty and non-teaching staff. It has made significant contributions, such as supporting campus maintenance during the COVID-19 pandemic and funding projects like garden upkeep and road paving. The Association awards monetary prizes to outstanding students and organizes successful alumni events that foster networking and community engagement.

Alumni frequently contribute by delivering motivational speeches, guiding students, and participating in cultural and sports events, thereby reinforcing the college's traditions and sense of community. The Association also organizes seminars with prominent alumni and offers financial assistance for college development. Additionally, it engages in social impact initiatives, including NSS collaborations, blood donation drives, and book donations to enhance departmental libraries. Membership requires a registration fee of Rs. 100. Overall, the Alumni Association significantly enriches the college experience and strengthens the college community.

Governance, Leadership and Management

Sitananda College is governed by a proactive Governing Body responsible for strategic planning, policy implementation, and agenda management, with the Principal serving as the chief academic and administrative leader. The college operates under a participative management model, with regular meetings held for the Governing Body and various subcommittees, including Finance, Academic, Admission, Building, and Library.

Standard Operating Procedures (SOPs) are established for academic and administrative processes to ensure smooth functioning. Following the first cycle of accreditation in 2017, the college developed a strategic plan for the subsequent five years, focusing on quality improvements and infrastructure enhancements.

E-governance has been successfully integrated into administration, finance, student admission, and examination processes. The college has a robust performance appraisal system for faculty and staff, supported by welfare schemes such as the GPF Scheme. During the assessment period, 100% of teachers received financial support for attending conferences and workshops and for professional body memberships.

Resource and fund mobilization are efficiently managed through various sources, including government and non-government organizations. Regular internal and external financial audits are conducted to ensure optimal resource utilization. The Internal Quality Assurance Cell (IQAC) plays a crucial role in quality assurance, conducting regular academic, administrative, and environmental audits. The IQAC also oversees online teaching-learning processes and the recruitment of qualified faculty.

Quality assurance is further supported by regular IQAC meetings, collaborative initiatives, and participation in external audits and accreditation processes, such as NAAC and ISO Certification.

The Career Counselling Cell enhances student employability by facilitating industry interactions and organizing training programs. Financial transparency is maintained through rigorous internal and external audits, with budgets and financial strategies reviewed by the Finance Subcommittee and approved by the Governing Body.

Additional initiatives include the implementation of fee waivers and support schemes for economically disadvantaged students, staff welfare programs, and the development of a Learning Management System (LMS). The IQAC's achievements include the enhancement of e-resources, faculty development, and student support through mentoring and skill enhancement courses. The college's commitment to continuous improvement is underscored by its focus on quality assurance, infrastructure development, and strategic planning.

Institutional Values and Best Practices

Sitananda College is dedicated to sustainability and inclusivity through various initiatives. The institution actively promotes alternative energy sources and energy conservation while implementing comprehensive waste management strategies for both degradable and non-degradable waste. Water conservation and green campus initiatives are integral to the college's environmental strategy. Additionally, the college maintains a barrier-free and disabled-friendly environment, supported by regular quality, green, and environmental audits to ensure adherence to sustainability practices.

Gender Equity Measures:

The college prioritizes gender equity through several key measures. Safety is enhanced with CCTV surveillance and a dedicated Girls' Common Room, which ensures campus comfort. Sanitary napkin vending machines

support menstrual health. The college has an Internal Complaints Committee and Anti-Sexual Harassment Cell to provide confidential support and address issues of sexual harassment. Gender awareness is promoted through student-led campaigns, Women's Day events, and the integration of gender-related topics into the curriculum. International Women's Day is marked with seminars and discussions, and the college fosters equal access to educational resources while encouraging female leadership.

Cultural and Intellectual Development:

Sitananda College actively engages in cultural preservation by digitizing historical records, helping to maintain and honor the region's cultural heritage.

Sustainability and Inclusivity:

The college's environmental initiatives encompass energy conservation, waste management, and water conservation. Regular quality and green audits are conducted to validate the effectiveness of these measures. In terms of diversity and inclusion, the college celebrates linguistic, cultural, and religious diversity through various events and adheres to reservation policies to promote inclusive education. Activities that respect different cultures and civic responsibility are central to campus life.

Best Practices Implemented:

1. Career Opportunities: The Career Counselling Cell has organized an Interactive Workshop on Career Opportunities in the Pharmaceutical Industry in collaboration with MENDINE ERYTHRONET PRIVATE LIMITED on April 27, 2023, to enhance job prospects. Additionally, the Department of IFF hosted a seminar on Entrepreneurship Development in Fisheries and Aquaculture for Youth on April 5, 2023.

2. NSS Socio-Cultural Programs: The NSS Units conducted various socio-cultural programs, including a Tree Plantation Programme (90 saplings planted), a Blood Donation Camp (82 donors, including 61 males and 21 females), a Literacy Programme (28 participants), a Disaster Management Programme, Women Empowerment Awareness Programme, and Health Awareness Programmes (AIDS Awareness with 150 participants and Cancer Awareness with 290 participants). These initiatives have significantly contributed to community awareness and engagement.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SITANANDA COLLEGE
Address	Vill. Nandigram, P.O- Nandigram, Dist. Purba Medinipur, Pin - 721631
City	Nandigram
State	West Bengal
Pin	721631
Website	https://sitanandacollege.ac.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Samu Mahali	03224-232295	9433178006	-	sitanandaiqac@gmail.com
IQAC / CIQA coordinator	Arpan Dhara	03224-	8670698910	-	arpanbesu88@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

State	University name	Document
West Bengal	Vidyasagar University	[View Document](#)

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	10-07-2017	[View Document](#)
12B of UGC	10-07-2017	[View Document](#)

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Vill. Nandigram, P.O-Nandigram, Dist. Purba Medinipur, Pin - 721631	Rural	9.849815	2697

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Bengali, Hons. or Hons. With Research	48	Higher Secondary or equivalent	Bengali	182	152
UG	BA,Bengali, Honours	36	Higher Secondary or equivalent	Bengali	300	130
UG	BA,English, Honours	36	Higher Secondary or equivalent	English	170	100
UG	BA,English, Hons. or Hons. With Research	48	Higher Secondary or equivalent	English	104	92
UG	BA,History, Honours	36	Higher Secondary or equivalent	English + Bengali	104	29
UG	BA,History, Hons. or Hons. With Research	48	Higher Secondary or equivalent	English + Bengali	62	35
UG	BA,Sanskrit, Honours	36	Higher Secondary or equivalent	Bengali,Sanskrit	112	19
UG	BA,Sanskrit, Hons. or Hons. With Research	48	Higher Secondary or equivalent	Bengali,Sanskrit	69	26
UG	BA,Education,Hons. or Hons. With Research	48	Higher Secondary or equivalent	English + Bengali	122	50
UG	BA,Education,Honours	36	Higher Secondary or equivalent	English + Bengali	200	94
UG	BA,Political	48	Higher	English +	53	26

	Science,Hons. or Hons. With Research		Secondary or equivalent	Bengali		
UG	BA,Political Science,Honours	36	Higher Secondary or equivalent	English + Bengali	86	29
UG	BSc,Anthropology,Hons. or Hons. With Research	48	Higher Secondary or equivalent	English + Bengali	42	31
UG	BSc,Anthropology,Honours	36	Higher Secondary or equivalent	English + Bengali	70	22
UG	BSc,Chemistry,Honours	36	Higher Secondary or equivalent	English + Bengali	80	10
UG	BSc,Chemistry,Hons. or Hons. With Research	48	Higher Secondary or equivalent	English + Bengali	49	9
UG	BSc,Geography,Honours	36	Higher Secondary or equivalent	English + Bengali	94	48
UG	BSc,Geography,Hons. or Hons. With Research	48	Higher Secondary or equivalent	English + Bengali	58	28
UG	BSc,Physics, Hons. or Hons with Research	48	Higher Secondary or equivalent	English + Bengali	31	4
UG	BSc,Physics, Honours	36	Higher Secondary or equivalent	English + Bengali	50	2
UG	BSc,Mathematics,Hons. or Hons. With Research	48	Higher Secondary or equivalent	English + Bengali	69	9

UG	BSc,Mathematics,Honours	36	Higher Secondary or equivalent	English + Bengali	112	14
UG	BSc,Zoology,Hons. or Hons. With Research	48	Higher Secondary or equivalent	English + Bengali	91	34
UG	BSc,Zoology,Honours	36	Higher Secondary or equivalent	English + Bengali	150	53
UG	BSc,Physical Science And Life Science, Multidisciplinary with Life Science and Physical Science	36	Higher Secondary or equivalent	English + Bengali	49	27
UG	BSc,Physical Science And Life Science, General with Chemistry Geography Physics Zoology Anthropology Mathematics Nutrition and Botany	36	Higher Secondary or equivalent	English + Bengali	80	19
UG	BA,Humanities And Social Science,Multidisciplinary with Humanities and Social Sciences	36	Higher Secondary or equivalent	English + Bengali	513	374
UG	BA,Humanities And Social Science,General with Bengali	36	Higher Secondary or equivalent	English + Bengali	840	216

	English History Sanskrit Philosophy Political Science and Education					
PG	MA,Bengali,	24	Bachelors Degree	Bengali,Sanskrit	90	59
PG	MA,Sanskrit,	24	Bachelors Degree	Bengali,Sanskrit	70	14

Position Details of Faculty & Staff in the College

	Teaching Faculty											
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				7				85			
Recruited	1	0	0	1	5	2	0	7	51	32	0	83
Yet to Recruit	0				0				2			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				19
Recruited	12	1	0	13
Yet to Recruit				6
Sanctioned by the Management/Society or Other Authorized Bodies				27
Recruited	21	6	0	27
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				1
Recruited	1	0	0	1
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	3	1	0	15	5	0	25
M.Phil.	0	0	0	0	1	0	1	0	0	2
PG	0	0	0	2	0	0	36	26	0	64
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

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Part Time Teachers									
Highest Qualificatio n	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	499	0	0	0	499
	Female	1183	0	0	0	1183
	Others	0	0	0	0	0
PG	Male	17	0	0	0	17
	Female	56	0	0	0	56
	Others	0	0	0	0	0
Certificate / Awareness	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		**Year 1**	**Year 2**	**Year 3**	**Year 4**
SC	Male	112	122	101	105
	Female	166	155	135	145
	Others	0	0	0	0
ST	Male	3	2	1	1
	Female	2	1	4	2
	Others	0	0	0	0
OBC	Male	102	34	58	68
	Female	132	115	97	114
	Others	0	0	0	0
General	Male	513	518	407	427
	Female	940	932	882	901
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1970	1879	1685	1763

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	The college has adopted an interdisciplinary approach to enrich the teaching-learning process, which empowers students by enhancing their knowledge, problem-solving skills, and self-confidence. This innovative strategy involves faculty members from various science departments conducting a minimum of two classes per week, regardless of their specific disciplines. Similarly, educators from different humanities departments actively contribute to interdisciplinary teaching. To provide a well-rounded learning experience, teachers from the Department of Mathematics also engage in classes across different science and humanities departments. Additionally, there is a reciprocal exchange of classes between the

	Department of Education and other departments such as History, Sanskrit, Bengali, Philosophy, Geography and Political Science, creating a diverse and interconnected curriculum. The Gender Equity Cell is collaboratively managed by departments including English, Bengali, Political Science, Philosophy, Geography and History, emphasizing a collective effort to offer students a thorough understanding of gender equity issues. Under the Choice-Based Credit System (CBCS) syllabus, all students are required to take Environmental Studies as an Ability Enhancement Compulsory Course (AECC), highlighting the integral role of the Department of Geography in the interdisciplinary teaching-learning process. This comprehensive approach not only enriches the academic experience but also equips students with a holistic skill set for real-world challenges. The college offers distinct undergraduate (UG) programs across various categories, including Arts, Social Sciences, Pure Sciences, and Bio-Sciences. These programs feature a broad range of honours and general elective subjects, catering to the diverse interests and demands of students in the region. Additionally, the college has successfully organized webinars that delve into various aspects of study, drawing participants from diverse backgrounds and interests.
2. Academic bank of credits (ABC):	The Academic Bank of Credit (ABC), as outlined in the National Education Policy, introduces a flexible system for students enrolled in undergraduate programs, offering multiple entry and exit options. This innovative approach allows students to exit and re-enter their courses within a specified period, facilitating academic mobility through an efficient credit transfer mechanism across Higher Education Institutions nationwide. Students can accumulate credits toward certificates, diplomas, degrees, and more, with the Vidyasagar University mandating registration with the ABC system via www.abc.gov.in. Additionally, the university recommends that students register on Digilocker at [www.digilocker.gov.in] (http://www.digilocker.gov.in) for access to electronic copies of their academic credentials. Starting from the 2023-2024 academic session, registration with ABC and Digilocker is compulsory,

	modernizing and streamlining academic processes while providing a secure repository for educational records. The ABC system promotes flexibility in course selection, credit accumulation, interdisciplinary learning, and personalized learning paths, allowing students to tailor their educational experience and achieve a well-rounded education. We are enthusiastic about the positive impact this initiative will have on our students and encourage the community to embrace this progressive approach to learning.
3. Skill development:	To ensure the success of its students in their future careers, Sitananda College focuses on equipping them with essential skills through a range of targeted initiatives. Guided by the Internal Quality Assurance Cell (IQAC), the Career Counselling Cell, the college has launched several programs aimed at enhancing students' skill development and employability. These initiatives are designed to complement the regular curriculum by offering specialized courses that impart practical skills relevant to students' chosen fields. Key programs include opportunities for entrepreneurship, internships, and experiential learning, supported by career workshops, practice interviews, and networking events. The college also conducts regular seminars, training camps, and professionalism workshops to further prepare students for their careers. Collaborative programs with businesses and organizations provide valuable practical experience. The CBCS curriculum includes skill enhancement courses such as Academic Writing (English), Indian Heritage (History), and Legislative Practices (Political Science), ensuring a well-rounded education. Specialized add-on courses, such as Basics in Computers and Spoken English, bolster students' technical and linguistic skills. Mentoring programs offer students valuable interactions with industry experts, guiding them along their career paths. The IQAC has established MOUs with various sectors beyond education, offering students hands-on experiences and improved job prospects. Skill Enhancement Courses (SECs) are available across departments, including Sensor Basics, Computer Skills, and Business Communication (English). Although the college primarily offers undergraduate programs, it is committed to fostering a focused learning environment and encouraging students to

	apply their knowledge to future projects and enterprises. Post-pandemic, the IQAC has worked closely with the institution's leadership to enhance the teaching-learning environment by introducing regular skill enhancement courses and organizing workshops and seminars focused on computer literacy, Spoken/Functional English, and soft skill development. Aligned with the National Education Policy (NEP, 2020), nearly every department offers add-on courses to support holistic development. This comprehensive approach ensures that students graduate with both academic knowledge and practical skills crucial for their future success.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	Although Vidyasagar University has not mandated formal training programs in the Indian Knowledge System (IKS) for college and university teachers, the institution actively integrates IKS principles through a range of innovative programs and initiatives. The college embraces IKS by incorporating courses inspired by India's rich ancient heritage. Distinctive programs include exploring subjects such as Philosophy, History, and Sanskrit through the perspective of Ayurveda and incorporating Yoga practices to enhance physical and mental well-being. The Mathematics curriculum examines ancient Indian contributions, while the History department offers a certificate course on Indian Heritage, allowing students to engage deeply with the nation's cultural legacy. Although formal credit-based sessions specifically related to IKS are not yet established, the college has introduced a 36-hour Museology course and plans to expand with additional offerings on topics such as archaeological artifacts, temple icons, and other aspects of India's extensive cultural heritage. The institution also promotes linguistic diversity by offering courses in Bengali and Sanskrit, fostering cross-cultural understanding. Celebrations such as International Language Day and International Mother Language Day highlight the college's commitment to linguistic and cultural diversity. Seminars on Vedic Mathematics reflect the institution's dedication to Indian Knowledge Systems. Under this initiative, collaborative reading discussions of the Rig Vedas, Dharmashastras, the Mahabharata, and the Arthashastra are conducted with various departments, integrating traditional Indian scholarship into the curriculum. Special

	collaborative programs with ILSR have explored Micro Traditions of Bengal, including Sufism and Vaishnavite thinking. The curriculum follows the Choice-Based Credit System (CBCS) as prescribed by the University and aligned with UGC directives, providing flexibility to address region-specific issues while exploring India's heritage. Courses cover traditional knowledge in areas such as culture, arts, literature, and life sciences. Departments like Sanskrit, Bengali, History, English, Geography, Philosophy, and Political Science blend Indian values with global perspectives, promoting a holistic understanding of life and its values. Biodiversity conservation practices and the study of botanical and medicinal plants rooted in Ayurveda further demonstrate this commitment. The college's continued organization of seminars, cultural programs, and observance of significant days underscores its dedication to preserving and celebrating India's cultural richness.
5. Focus on Outcome based education (OBE):	Outcome-Based Education (OBE) offers a structured framework that defines and measures students' learning outcomes by systematically assessing them against predefined expectations. At the college, a comprehensive evaluation process tracks the knowledge and skills students acquire throughout their academic journey. This process includes class tests, tutorials, internal assessments, and final examinations. By implementing OBE, the college continuously evaluates the effectiveness of its educational delivery, comparing student outcomes from entry-level assessments to final exams. This approach helps identify both slow and advanced learners, providing a nuanced understanding of individual student progress. Understanding that classroom engagement is crucial to OBE, teachers use a variety of methods to actively involve students in the learning process. These methods include projects, student seminars, conferences, and field tours. Project reports are particularly valuable for evaluating and refining the curriculum and teaching materials. The Academic Subcommittee reviews these reports, using the insights gained to redesign courses, promote higher-order knowledge and skills, and move beyond conventional curriculum approaches. The adoption of new teaching methods enhances the effectiveness of both teaching and

	learning. Through initiatives such as seminars, certificate courses, add-on courses, and excursions, teachers break free from traditional barriers, providing instruction that aligns with OBE principles. This approach has notably improved the success of graduates, who now exhibit higher levels of preparedness for the evolving academic and professional landscape compared to those educated under traditional methods. OBE focuses on organizing the entire academic program and instructional efforts around clearly defined outcomes, which include knowledge, skills, abilities, attitudes, and understanding attained through higher education. To fully leverage the benefits of OBE, the institution organized a special workshop on its key aspects. This workshop emphasized integrating diverse learning modalities to equip students with the skills and competencies necessary to excel in a competitive world. Ultimately, the college's commitment to OBE has transformed both the assessment and learning processes, resulting in graduates who are better prepared for the challenges of the academic and professional realms.
6. Distance education/online education:	The onset of the pandemic necessitated a shift to online instruction at the college. In response, during the latter part of the 2021–2022 academic session, the institution implemented proactive measures to support this transition, including the introduction of add-on, certificate, and collaborative courses to facilitate the adoption of online and remote learning. Recognizing the critical role of technology in education, the college invested in a Learning Management System (LMS) to enhance the online learning experience. To accommodate diverse student preferences, the college offers both synchronous virtual classes and a hybrid education model. Hybrid courses combine online and in-person elements, providing the benefits of face-to-face interactions alongside the flexibility of online learning. This approach has been well-received by students, who appreciate the advantages of both formats. Additionally, the college has expanded its reach through collaborations with online learning platforms, encouraging students to enroll in courses on platforms like SWAYAM and NPTEL. To recreate an interactive classroom environment, the college has successfully conducted group discussions

and student seminar presentations in virtual mode, fostering real-time engagement between students and professors. The institution remains committed to ensuring that its distance education programs uphold the same level of rigor and quality as in-person courses. By embracing a variety of instructional modes and technologies, the college has created a dynamic and accessible learning environment that caters to the needs of all students. The importance of online digital learning became particularly evident during the COVID-19 pandemic. Even as the educational landscape returns to normal, online methods continue to play a crucial role, particularly in the dissemination of study materials and communication of important information. This approach ensures the swift and efficient exchange of information, aligning with current educational trends and supporting the institution's goal of providing a seamless learning experience.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	An Electoral Literacy Club (ELC) was established at the college on 08/12/2022 as a proactive initiative to promote civic and electoral awareness, particularly targeting new voters aged 18–21 who are pursuing their graduation. The club, named the Sitananda College Electoral Literacy Club (SCELC), has been actively organising programs since then. In addition to the formal establishment of the ELC, the Department of Political Science spearheads various electoral literacy initiatives. Within this framework, the college actively observes significant events such as Voters' Day and Constitution Day. Members of the ELC participate in campaigns both within the college and in the surrounding community, emphasizing the importance of voting, understanding the political system, the significance of the right to vote, and the process of enrolling in electoral rolls. These initiatives aim to foster a deeper understanding of democratic participation and civic responsibility among students and local residents, helping to nurture informed and active citizens.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and	Sitananda College prioritizes electoral literacy as a fundamental component in shaping an informed and

whether the ELCs are functional? Whether the ELCs are representative in character?	responsible electorate. This commitment is exemplified through the Electoral Literacy Club (ELC), which operates in a neutral and nonpartisan manner to uphold the integrity of the electoral process. The ELC serves as a representative body where selected departments and cells nominate students to participate in discussions addressing broader sociopolitical issues, fostering a democratic vision among the student body. While all students are members of the ELC, specific students are chosen as representatives. The club's primary goal is to cultivate a thorough understanding of democratic processes among students, preparing them to be active, informed, and conscientious participants in electoral systems at both local and national levels. Through various activities and discussions, the ELC aims to nurture responsible citizenship. At Sitananda College, the ELC functions as a formal body, adhering to the guidelines set by the Election Commission of India (ECI). The club comprises both teachers and students, with Sreejan Das, an Assistant Professor in the Department of Political Science, serving as the Nodal Officer. Sreejan Das also acts as a mentor for the club, guiding its initiatives and development. Other key members include Sreejan Das, Assistant Professor, from the same department. The club is managed by an elected student body, with representatives chosen from various classes and sections, including Honours and General courses, as well as the NSS units. These student representatives ensure that the SCELC remains a vibrant and inclusive platform, empowering students to engage with sociopolitical issues and develop a democratic outlook.
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	The Electoral Literacy Club (ELC) at Sitananda College is dedicated to fostering civic awareness and encouraging active participation in democratic processes, in alignment with the guidelines set by the Election Commission of India (ECI) and the District Election Officer (DEO) of Purba Medinipur. The ELC engages both students and the surrounding community through various initiatives, including voter registration drives and empowerment programs. These initiatives aim to educate participants about the electoral process, ensuring they are informed of their rights and responsibilities. In collaboration with the Department of Parliamentary Affairs, Government of

West Bengal, and following guidelines from the District Magistrate's office, the ELC organizes a Youth Parliament. This platform allows students to debate national and international issues, simulating parliamentary processes and enhancing their understanding of governance. The ELC also celebrates National Voters Day annually with a series of workshops, guest lectures, and interactive sessions that emphasize the importance of civic engagement. These efforts contribute significantly to developing a well-informed, responsible, and proactive electorate. Beyond educational initiatives, the club encourages students to actively contribute to the electoral process. This includes assisting with voter registration drives for both students and local community members, as well as supporting the district election administration of Purba Medinipur during polling. The ELC is also involved in voter awareness campaigns that promote ethical voting practices and ensure the inclusion of underrepresented groups, such as transgender individuals, commercial sex workers, disabled persons, and senior citizens. On January 25, 2023, in collaboration with the NSS unit of Sitananda College and with direct assistance from the Purba Medinipur Election Office, the ELC organized an awareness program for newly eligible 18+ voters. This initiative further underscores the club's commitment to civic education and participation, reinforcing its role in promoting democratic values within the college and the broader community.

4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	The Electoral Literacy Club (ELC) at Sitananda College collaborates closely with the District Election Office to boost community engagement in the electoral process, focusing particularly on voter registration and enrollment. The club actively supports voter registration drives by mobilizing faculty and student volunteers who assist community members with completing registration forms, providing information on required documentation, and addressing any queries about the electoral process. This hands-on assistance helps remove barriers to registration and encourages higher voter participation. In addition to these efforts, the ELC organizes campus-wide awareness drives in partnership with the District Election Office. These drives include educational presentations on voter

	registration procedures, the significance of every vote, and a comprehensive overview of the electoral process. Interactive sessions with election officials allow students to ask questions and clarify their doubts. The club also facilitates enrollment assistance by setting up registration booths and guiding eligible students through the registration process. A notable example of this collaboration is the awareness drive for 18+ voters organized by the District Election Office, Purba Medinipur, at the District Magistrate's Office. Through these comprehensive efforts, the ELC not only promotes a deeper understanding of democratic responsibilities among students but also serves as a crucial community resource for electoral engagement. The club's initiatives aim to foster a more informed and active electorate, essential for sustaining the democratic fabric of society.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	At Sitananda College, nearly all students who are 18 years of age or older are registered voters. To further boost voter awareness and engagement, the college regularly invites resource persons from the District Election Office to address students, enhancing their understanding of voting rights and responsibilities. These programs have consistently yielded positive outcomes, significantly increasing awareness among the student body. The Sitananda College Electoral Literacy Club (SCELC) has proactively launched a project aimed at identifying students over 18 who are not yet enrolled in the electoral roll, with a focus on preparation for the 2024 National Level Elections. This initiative seeks to further educate students on the importance of voter registration and to encourage broader participation in the electoral process.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1970	1879	1685	1763	1801

File Description	Document
Upload Supporting Document	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 92

File Description	Document
Upload Supporting Document	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.2

Number of teaching staff / full time teachers year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
91	91	92	92	20

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
145.05	106.4	67.94	130.1	131.9

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File Description	Document
Upload Supporting Document	[View Document](#)

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

Sitananda College, affiliated with Vidyasagar University, is committed to delivering a holistic education that nurtures responsible citizens equipped with advanced knowledge and strong moral values. Our approach to academic planning and curriculum management is designed to ensure the timely completion of coursework while supporting students from diverse backgrounds.

Institutional/College Level:

Before each academic year, the college meticulously prepares and publishes the Academic Calendar, which includes important dates for session commencements, internal examinations, holidays, and institutional events like Foundation Day and Annual Sports Day. This calendar, available on the College website, aligns with Vidyasagar University's schedule and the Government of West Bengal's holiday list. Key examination dates are announced well in advance, allowing both students and faculty ample time for preparation. Despite our adherence to this calendar, deviations are occasionally necessary due to exceptional circumstances, such as the COVID-19 pandemic.

Department Level:

Departments are central to implementing the curriculum. Each department conducts regular meetings with the principal and the Teachers Council Secretary to discuss teaching strategies, innovative pedagogies, and other academic activities. A departmental schedule is created and monitored to ensure curriculum completion. Faculty and non-teaching staff collaboratively work to meet these goals. Department heads periodically review progress and student performance. To address learning gaps, departments offer remedial online instruction and additional tutorial classes. For courses requiring advanced knowledge, library orientations are provided to support student learning.

Individual Level:

Teachers are responsible for executing the curriculum within the given timeframe. Each educator develops a teaching plan by class, course, and lecture number, allowing flexibility to use innovative teaching methods and additional lectures if necessary. Teachers also ensure that their lesson plans are shared with students at the beginning of each semester, maintaining meticulous records to track syllabus coverage.

Enhancements and Resources:

Recently, we have integrated a Learning Management System (LMS) to provide digital access to teaching materials and plans. Alongside traditional methods, we utilize ICT tools, audio-visual aids, and PowerPoint presentations. Laboratory-based subjects include regular practical classes, while tutorial and special sessions support slow learners. Mentoring is available to address academic challenges.

Our College Library offers a comprehensive range of resources, including electronic books, journals, learning videos, and IT facilities like scanners and printers. Continuous evaluation through class tests, assignments, and student seminars is integral to our teaching process. An Annual Test Examination is held before the University's semester exams, with results displayed on departmental notice boards.

Students are encouraged to engage in invited lectures, seminars, webinars, and interdisciplinary events to expand their knowledge. Wall magazines, prepared by students with faculty guidance, reflect their engagement with academic and contemporary issues. Additionally, excursions, field surveys, internships, and institutional visits provide practical knowledge and enhance learning experiences.

Overall, Sitananda College's academic framework emphasizes meticulous planning, continuous evaluation, and diverse learning opportunities to support student success and development.

File Description	Document
Provide Link for Additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 37

File Description	Document
List of students and the attendance sheet for the above mentioned programs	[View Document](#)
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Evidence of course completion, like course completion certificate etc. Apart from the above:	[View Document](#)

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 39.54

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1645	713	0	1214	25

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.3 Curriculum Enrichment

1.3.1

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

Here is a point-wise summary of how Sitananda College integrates critical crosscutting issues into its curriculum and extracurricular activities:

Gender Sensitization

- **Gender Sensitization Programs:** Organized to provide equal learning opportunities and raise awareness about egalitarian rights.
- **Counselling Services:** Free counseling available through a dedicated Counselling Cell.
- **Events:** Includes International Women's Day celebrations, guidance lectures for female students, and health hygiene programs focusing on women's issues.

Environmental Sustainability

- **Support for NSS:** Promotes sustainable development through various environmental programs.
- **Activities:** Includes cleanliness drives, tree planting, extempore and speech competitions, and health hygiene initiatives.
- **Curriculum Integration:** Courses in Botany, Geography, and Zoology include topics on ecology, renewable energy, and Environmental Impact Assessment (EIA).

- **Mandatory Course:** All students engage with sustainability issues through a mandatory Environmental Studies course.

Professional Ethics and Human Values

- **Extracurricular Activities:** Seminars, conferences, and social activities such as medical check-up camps, AIDS awareness programs, student credit card awareness campaigns, museum visits, and blood donation camps.

2. Curriculum Integration:

- **Sanskrit Departments:** Ethics integrated into curricula.

Gender Issues in Courses

1. Explored in Disciplines:

- **Political Science, History:** Courses address gender rights, social problems, domestic violence, feminism, and women's empowerment.
- **English, Bengali, History:** Coverage includes gender rights and issues.

2. Internal Complaints Committee: Organizes seminars and discussions featuring prominent speakers on gender-related topics.

Human Values in Disciplines

- **Political Science:** Covers social and political communication, social changes, and problems.
- **Language Departments:** Address humanism and ethical debates on issues like euthanasia and suicide.
- **Human Geography:** Explores social processes and well-being.
- **NSS Activities:** Includes flood relief and donations to promote human values.

Value Orientation Course

- **For New Students:** Conducted at the start of each academic session.
- **Content:** Introduces ethical issues, offers opportunities to engage with resource persons on moral upliftment, and includes discussions aimed at fostering ethical responsibility.

File Description	Document
Provide Link for Additional information	[View Document](#)

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 43.76

1.3.2.1 **Number of students undertaking project work/field work / internships**

Response: 862

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

File Description	Document
Feedback analysis report submitted to appropriate bodies	[View Document](#)
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	[View Document](#)
Action taken report on the feedback analysis	[View Document](#)
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 62.5

2.1.1.1 **Number of seats filled year wise during last five years (Only first year admissions to be considered)**

2022-23	2021-22	2020-21	2019-20	2018-19
949	878	785	875	969

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
1294	1324	1324	1609	1579

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list as published by the HEI and endorsed by the competent authority	[View Document](#)
Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.	[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 36.72

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)**

2022-23	2021-22	2020-21	2019-20	2018-19
246	250	181	230	217

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
556	571	571	689	674

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	[View Document](#)
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	[View Document](#)

2.2 Student Teacher Ratio

2.2.1

Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 21.65

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 and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

Sitananda College employs a range of learner-focused methods to enhance educational experiences, including hands-on and participatory learning, critical thinking strategies, and ICT integration.

A. Experiential Learning

- **Laboratory Assignments and Experiments:** Students gain practical experience through hands-on laboratory work.
- **Educational Tours:** Departments such as Zoology, Geography, and Anthropology organize extensive tours to provide first-hand knowledge of nature.
- **Folk Culture Research:** The Bengali Department emphasizes research on tribal folk culture to highlight expressive traditions.
- **Supervisory Sector Visits:** Political Science students engage in practical experiences through visits to the supervisory sector.
- **Educational Institution Visits:** The Education Department explores top institutions for practical insights.
- **Career-Oriented Courses:** The Department of IFF offers a career-focused course on fish culture.
- **PG Interactive Activities:** PG students participate in mini projects, field visits, and dissertation projects.
- **Mandatory Environmental Projects:** UG second-semester students must engage in environmental projects as part of the curriculum.

B. Participative Learning

- **Peer Learning:** Encourages individual and group learning through discussions, presentations, assignments, quizzes, and seminars/webinars.
- **Interactive Sessions:** Small group instruction and interactive sessions foster enjoyable and effective learning experiences.

C. Problem-Solving Methodologies

- **Case Studies and Complex Scenarios:** Curriculum includes discussions on case studies and societal issues to develop critical thinking and problem-solving skills.
- **Utilization of Communication Platforms:** Students solve problems using platforms like WhatsApp, library resources, and INFLIBNET.

D. ICT-Enabled Tools

- **Smart Interactive Panels and LCD Projectors:** Used to enhance active participation and experiential learning.
- **Online Resources:** Access to e-library, e-journals, and databases through:
    - **[N-LIST]** (https://nlist.inflibnet.ac.in)
    - **[Sitananda College Library OPAC]** (https://sitanandacollegeerp.in/lib_opac.aspx)
    - **[ePGP]** (https://epgp.inflibnet.ac.in)
- **Software Tools:** Departments like Mathematics, Physics, and Chemistry utilize software for teaching.
- **Student Societies:** Use ICT tools for communication via WhatsApp and social media under faculty guidance.
- **Collaboration Tools:** Google Meet, Google Classroom, and ILMS facilitate online teaching and

learning.

- **Online Add-on Courses:** Advanced learners explore multi-disciplinary knowledge through various online courses.
- **Universal Internet Access:** Wi-Fi connectivity across the campus supports information access.

Student Assessment and Support

- **Student Aptitude Test:** Conducted post-admission to assess academic and intellectual backgrounds.
- **Advanced Learner Resources:** Identified students access e-journals and advanced resources through N-LIST, SAGE Online, and are encouraged to engage in SWAYAM and MOOCs courses.
- **Academic and Career Guidance:** Includes student seminars, quizzes, debates, and workshops. The library offers career guidance and competitive exam resources.
- **Support for Slow Learners:** Regular mentoring, remedial classes, supplementary books, and special classes for competitive exams are provided. Parent-teacher meetings address academic progress.

Post-Pandemic Adjustments

- **Internships and Apprenticeships:** Incorporated into the curriculum.
- **Digital Integration:** Departments like English, Bengali, and Sanskrit use digital devices for enhanced learning. Political Science employs PowerPoint for Youth Parliament Competitions.
- **Participative and Outreach Activities:** Encouraged through industrial site visits, science exhibitions, and environmental programs by the NSS.

ICT Tools and Library Enhancements

- **Training and Resources:** Teachers receive basic computer training; learning materials are uploaded on the college website and shared via WhatsApp and email.
- **Library Innovations:** Features include Automated Wi-Fi, QRenabled web OPAC, e-sodhsindhu membership, and cloud-based Soul 3.0. Regular user orientation and empowerment programs enhance digital learning.

This comprehensive approach integrates hands-on, participatory, and ICT-enhanced learning to foster a dynamic educational environment.

File Description	Document
Provide Link for Additional information	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response: 96.5

2.4.1.1 Number of sanctioned posts year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
93	93	93	93	28

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	[View Document](#)

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 42.49

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
40	38	34	34	18

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	[View Document](#)
Institution data in the prescribed format	[View Document](#)
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awareded by UGC recognized universities	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is

time- bound and efficient

Response:

A. Assessment System

- **Transparency and Communication:** Sitananda College adheres to Vidyasagar University's assessment framework, ensuring transparency and clarity. The assessment protocol is communicated through the syllabus, Academic Calendar, and departmental induction sessions at the start of each academic term.
- **Evaluation Weightage:** The assessment is divided into 90% for final end-semester examinations and 10% for internal assessments, as per university standards.
- **Examination Patterns:** The college follows the Choice Based Credit System (CBCS), conducting final examinations twice a year on a semester basis, while annual examinations are held once a year.

B. Internal Assessment Mechanism

- **Schedule Communication:** Internal assessment schedules are shared with students by their instructors promptly, fostering a transparent process and facilitating regular interaction between students and instructors.
- **Continuous Internal Evaluation (CIE):** The college enhances university-prescribed methods with CIE activities such as debates, student seminars, quizzes, worksheets, home assignments, group discussions, practicals, and project work, aimed at developing critical thinking and communication skills.

C. External Assessment Mechanism

- **University-Conducted Examinations:** End-semester exams are administered by Vidyasagar University, with evaluation conducted by faculty members from various affiliated colleges to ensure impartiality. Faculty are assigned papers from different colleges for evaluation.
- **Examination Cell:** The college's Examination Cell is frequently selected by the university for conducting written and practical end-semester exams.
- **Examiner Selection:** Experienced subject teachers are chosen as examiners. Answer scripts are evaluated securely and promptly.
- **Online Examination Adaptation:** During the COVID-19 pandemic, exams transitioned to online formats. Students accessed question papers and answer booklets from the portal, completed their answers, and submitted scanned copies via email.

D. Grievance Redressal System

- **Internal Assessment Grievances:** Issues related to internal assessments are addressed by instructors within seven days.
- **End-Semester Grievances:** For re-evaluation or correction of end-semester results, students submit grievances in a prescribed format to the Controller of Examinations, who processes these complaints promptly.

Evaluation and Internal Mechanisms

- **Choice Based Credit System (CBCS):** Since 2019, CBCS allocates 36% of marks for non-practical subjects to internal evaluations (8% for attendance, 12% for Internal Assessment exams, and 16% for tutorial examinations). For practical subjects, 30% of marks are for practical exams, 20% for attendance, and 12% for Internal Assessment.
- **Attendance Monitoring:** Monthly attendance records are maintained by departments. Low attendance is addressed through guidance and support.
- **Tutorial Examinations:** Assessment methods include term papers, projects, written tests, group discussions, and presentations, varying by department. Regular class tests and remedial classes support student progress.
- **Continuous Internal Assessment (CIA):** CIA involves flexible scheduling and diverse evaluation methods. Online assessments were implemented during the pandemic to ensure timely mark submission.
- **Internal Quality Assurance Cell (IQAC):** Collaborates with stakeholders to enhance evaluation methods, including project-based assessments, group discussions, and seminars. CIA is supervised by the Central Examination Sub-committee.

Post-Pandemic Adjustments

- **Internships and Apprenticeships:** Integrated into the curriculum to provide practical experience.
- **Digital Integration:** Departments utilize digital devices for enhanced learning, with Political Science using PowerPoint for Youth Parliament Competitions.
- **Participative and Outreach Activities:** Include industrial site visits, science exhibitions, and environmental programs through the NSS.

ICT Tools and Library Enhancements

- **Training and Resources:** Teachers receive computer training, and learning materials are uploaded to the college website and shared via WhatsApp and email.
- **Library Innovations:** The library features Automated Wi-Fi, QRenabled web OPAC, e-sodhsindhu membership, and cloud-based Soul 3.0, with regular orientation programs to enhance digital learning.

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

Course and Programme Outcomes at Sitananda College

Programme and Course Outcomes: Sitananda College emphasizes the importance of well-defined Programme Outcomes (POs) and Course Outcomes (COs) to enhance teaching effectiveness. Each

department has established clear outcomes for every course and programme offered, which are readily accessible on the institutional website to ensure transparency and ease of access for stakeholders.

Development of Course Outcomes: COs are formulated with the following considerations:

- **Practical Application:** Emphasizing how knowledge and skills can be applied in real-world scenarios.
- **Contextual Relevance:** Addressing the relevance and application of learning in various contexts.
- **Integration of Learning:** Connecting and integrating knowledge across different areas.

Learning Outcomes: The focus of learning outcomes is on the application and integration of knowledge, moving beyond mere content coverage to the practical and academic application of learned material.

Communication of Course Outcomes:

- **Induction Programme:** COs and POs are introduced to students and parents during the induction/orientation program.
- **Documentation:** COs and POs are available in written form in each department and the library.
- **Institutional Website:** COs, POs, and Programme-Specific Outcomes (PSOs) are published on the college website (https://sitanandacollege.ac.in/programme-course-outcomes/).

Commitment to Transparency and Accountability: Sitananda College prioritizes transparency by prominently displaying PSOs and COs for all programs on its website, ensuring that students and faculty are well-informed through induction and orientation sessions. Guided by the motto "*Discipline, Dedication & Determination,*" the institution promotes holistic development and expects all members to adhere to these values.

Program Structure and Outcomes:

- **Syllabi:** Each program's syllabus includes detailed information about courses, electives, skill enhancement opportunities, and clearly defined learning outcomes and evaluation criteria. This structured approach supports interdisciplinary knowledge and the development of critical skills such as problem-solving, communication, coordination, and management.
- **Outcome Communication:** POs and COs are displayed on the college website and discussed during the Orientation Programme for new students. Detailed explanations are also provided during departmental orientation on the first day of classes, and teachers continuously communicate these outcomes in the classroom.

Assessment and Evaluation Methods:

- **Direct Methods:**
    - **Continuous Internal Assessment:** Includes student seminars, assignments, project work, laboratory performance, poster presentations, PowerPoint presentations, and class tests. These activities are designed to assess understanding and skill development, fostering critical thinking and effective communication.
    - **Semester Examination Performance:** Evaluates CO attainment through performance in end-of-semester exams and other formative assessments.

- **Indirect Methods:**
  - **Feedback Mechanism:** Regular feedback from students, alumni, and employers is used to assess the effectiveness of the program in meeting POs, PSOs, and COs.
  - **Holistic Development:** Teachers focus on developing students' quest for knowledge, adaptability, leadership qualities, and professional and life skills.
  - **Student Progression:** Monitoring students' progress to higher studies and their success in placements serves as an indicator of the program's effectiveness.
  - **Placement and Employability:** Employability and placement rates are key metrics for evaluating the success of POs and COs.

By employing these evaluation methods, Sitananda College ensures that students acquire the necessary skills and knowledge to meet societal needs effectively, preparing them for various professional and academic challenges.

File Description	Document
Provide Link for Additional information	[View Document](#)

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

Attainment of Programme Specific Outcomes (PSOs) and Course Outcomes (COs): At Sitananda College, the evaluation of PSOs and COs involves a range of indicators throughout the academic year, complementing the university-prescribed assessment format. Faculty members use various methods to assess student performance, including internal tests, quizzes, student seminars, debates, and assignments.

Key Indicators for Measuring Attainment:

1. **Internal Assessment Tests:**

- **Frequency and Weightage:** Two tests per course per semester. For courses with a total of 75 marks, each test carries 10 marks; for courses with 50 marks, each test carries 5 marks.
- **Additional Assessments:** Includes quizzes, group discussions, and student seminars, each contributing 10 marks to the internal assessment.

1. **End-Semester University Examinations:**

- **Forma:** The examinations are conducted following the semester pattern of the Choice Based Credit System (CBCS) and include both theoretical and practical papers.
- **Marks Distribution:** For a full mark of 75, theory papers are worth 40 marks and practicals 20 marks; for a full mark of 50, theory papers are worth 25 marks and practicals 15 marks.

Measurement of Course Outcomes (COs):

- **Components:**

- Class/assignment tests
- Internal assessment tests
- End-semester examinations (both theory and practical)
- Student seminars and quizzes

- **Weightage:** Total of 80 marks for Core Courses (CC) and Discipline Specific Elective (DSE) papers:

- Internal Assessment: 10 marks
- Student Seminar/Quiz/Class Test: 10 marks
- University End-Semester Exam: 60 marks (Theory: 40, Practical: 20)

Evaluation Methods:

Direct Methods:

1. **Continuous Internal Assessment (CIA):**
   - **Components:** Includes 10 marks—4 for attendance and 6 for Continuous Evaluation. Assessment activities comprise seminars, assignments, projects, lab performance, poster presentations, and class tests. Project files and presentations are archived for reference.
2. **Semester Examination Performance:**
   - **Analysis:** Performance in semester examinations, both formative and summative, is analyzed to gauge the attainment of COs and evaluate curriculum effectiveness.

Indirect Methods:

1. Feedback Mechanism:

- **System:** A robust feedback system gathers input from students, alumni, and employers annually. The feedback is reviewed by the Internal Quality Assurance Cell (IQAC) and discussed with college authorities and department heads. Feedback reports are published on the college website for transparency.

2. Holistic Development:

- **Focus:** Teachers emphasize team participation, leadership skills, professional ethics, environmental sustainability, and respect for diverse viewpoints.

3. Student Progression:

- **Metrics:** Monitoring progression to higher education and success in competitive exams. Over the past five years, 40% of graduates pursued further studies, with many qualifying for exams such as JAM, GATE, NET, and SET.

4. Placement and Employability:

- **Support:** The college facilitates internships and career counselling through the Career Counselling and Placement Cell. High placement and employability rates reflect the educational program's effectiveness.

Monitoring and Reporting:

- **Student Monitoring:**
    - **Tracking:** Academic monitors track progress through semester-wise reports. Regular counselling and mentoring are provided, especially for struggling students.
- **Parental Engagement:**
    - **Meetings:** The Principal, along with teachers and staff, holds meetings with parents to discuss student performance, improvements, and passing percentages.
- **Attainment Level Score:**
    - **Calculation:** Combines 80% from direct methods (assessments and performance) and 20% from indirect methods (feedback and progression). This comprehensive evaluation approach ensures continuous improvement in educational practices and effective student support.

By integrating these methods, Sitananda College ensures a thorough assessment of educational outcomes, supporting continuous enhancement of teaching and learning practices.

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response: 98.77

2.6.3.1 **Number of final year students who passed the university examination year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
444	446	455	391	270

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
458	446	455	391	281

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response: 3.91

File Description	Document
Upload database of all students on roll as per data template	[View Document](#)

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 18.7

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

2022-23	2021-22	2020-21	2019-20	2018-19
0	18.3	0	0	0.4

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS),including awareness   about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

Research and Innovation Initiatives at Sitananda College

1. Establishment and Future Plans:

- **UGC Initiative:** Recognizing the UGC's initiative to establish Research Development Centers (RDCs) in Higher Education Institutions (HEIs) to promote quality research contributing to "Atma-Nirbhar Bharat" and aligned with NEP-2020, Sitananda College has taken proactive steps in this direction.
- **Current Structure:** Our Research Cell and IQAC (Internal Quality Assurance Cell) actively foster an environment for innovation and knowledge transfer. Various sub-committees, including Career Counselling, Seminar, Research, Library, Campus Beautification, and ICT, support a broad range of activities.

- **Future Plans:** Although we currently lack an Intellectual Property Rights (IPR) cell and an Incubation Centre, we recognize their importance for advancing our innovation ecosystem and plan to establish these centres in the near future.

2. Recent Activities and Achievements:

[A] Transfer of Knowledge:

- **Conferences and Workshops:** The Research Cell and IQAC organize conferences, seminars, and workshops to foster academic integrity and promote innovation and entrepreneurship. Notable among these is a state-level workshop on "*Soil Management by Vermicompost and Its Utility in Sustainable Agriculture*" conducted in collaboration with the Certificate Course and Seminar sub-committees. This workshop aimed at raising awareness about eco-friendly practices and sustainable agriculture among students and local farmers.
- **Certificate and Add-On Courses:** Various certificate and add-on courses have been offered to promote the Indian Knowledge System and skill development. Examples include courses on "Application of Research Methodology in Anthropology," "*Sustainability of Medicinal Plants*," "*Bangla Banan Bidhi*," and "Spoken Sanskrit."
- **Research Projects:** The Research Cell supports innovation and knowledge creation. Currently, one Ph.D. student is under the supervision of Dr. Samu Mahali, Principal of our college. Dr. Soumya Jana, Assistant Professor of Physics, is leading a research project in collaboration with the Department of Physics at IIT Kharagpur, supported by a SERB fellowship.

[B] Ecosystems Led by IQAC and Sub-Committees:

- **Skill Enhancement Courses:** Vidyasagar University's introduction of mandatory Skill Enhancement Courses for UG departments has been integrated into the CBCS curriculum from the outset.
- **Field Work and Projects:** Various departments undertake fieldwork and projects, as detailed in criterion 1.3, contributing to practical knowledge and skills.
- **MoUs and Collaborations:** With 18 active MoUs, the college engages in knowledge exchange and collaborative work, fostering internships and innovative projects.
- **Seminars and Workshops:** To encourage entrepreneurship, the Career Counselling Cell organized an interactive workshop on 'Career Opportunities in the Pharmaceutical Industry' with Mendine Pharmaceuticals Pvt. Ltd., addressing students' career uncertainties. This event was covered in the local Bengali newspaper 'Biswa Samachar'.

[C] Indian Knowledge System:

- **Courses Offered:** The college has conducted several certificate courses to promote the Indian Knowledge System:
- **"Spoken Sanskrit":** Organized by the Sanskrit Department.
- **"History of Education in Modern India and Current Trends":** Conducted by the History Department.
- **"History of Indian Journalism since Pre-Independence":** Also organized by the History Department.

Sitananda College remains committed to enhancing its research capabilities and innovation ecosystem,

striving to align with national educational goals and preparing students for future challenges.

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 28

3.2.2.1 **Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
11	6	6	3	2

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3 Research Publications and Awards

3.3.1

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0.5

3.3.1.1 **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
10	12	10	6	8

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	[View Document](#)
Link to re-directing to journal source-cite website in case of digital journals	[View Document](#)
Links to the papers published in journals listed in UGC CARE list or	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.3.2

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.39

3.3.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
2	7	7	17	3

File Description	Document
List of chapter/book along with the links redirecting to the source website	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	[View Document](#)

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and

sensitizing the students to social issues for their holistic development during the last five years.

Response:

Community Engagement and Extension Activities at Sitananda College, Nandigram

Sitananda College, Nandigram, remains steadfast in its commitment to contributing meaningfully to society and the environment through active participation in the College-Neighborhood-Community network. Given its rural setting, the college focuses on addressing social issues and fostering student engagement, service orientation, and holistic development.

1. NSS Initiatives and Student Engagement:

- **Leadership and Activities:** The NSS unit, currently led by *Nabin Chandra Mahato(Unit-I), Dr. Naba Kumar Das(Unit-II), Dr. Arup Bera(Unit-III),* engages students in a wide range of community development programs. NSS volunteers actively participate in awareness campaigns, such as AIDS awareness programs and cleanliness drives, both on campus and in local villages. Regular health and blood donation camps are organized in collaboration with local health centers.
- **Special Days and Events:** The NSS unit celebrates key national events, including Independence Day and National Youth Day, reinforcing social awareness and personal character development among students.

2. Extension Activities for Academic Year 2022-2023:

- **Community Services:** The NSS Units , overseen by Programme Officers *Nabin Chandra Mahato(Unit-I), Dr. Naba Kumar Das(Unit-II), Dr. Arup Bera(Unit-III)*, offer students valuable opportunities to develop democratic values and engage in collaborative learning. Activities include blood donation awareness camps, thalassemia screening, campus clean-up drives, and plantation programs.
- **Special Camping Programs:** The NSS units organize Special Camping Programmes in adopted villages and surrounding neighborhoods. During the COVID-19 pandemic, they provided essential supplies, including food items, masks, and sanitizers, and collaborated with NGOs to distribute sanitary napkins, clothing, and other necessities.

3. Key Extension Activities:

- **Swachh Bharat Abhiyan:** Regular cleaning programs at Nandigram Gram Panchayat and tree plantation drives to address deforestation.
- **Yoga Day Observance:** Yoga sessions involving stakeholders, residents, and school children to promote wellness.
- **Seminars and Awareness Programs:** Educational forums on child labor, gender equality, and AIDS awareness, as well as fund collection for flood victims.
- **Environmental Conservation:** Initiatives include plantation programs, World Environment Day celebrations with a '*Say No to Plastic'* campaign, and efforts to raise awareness about biodiversity conservation.
- **COVID-19 Response:** Distribution of groceries, essential supplies, and educational materials during the pandemic, along with webinars on mental health, ecosystem restoration, and women's health.

- **Social Entrepreneurship and Awareness Campaigns:** Programs to encourage innovative solutions and raise awareness on various issues, including no tobacco use and voter registration.

4. Holistic Development and Impact:

- **Education and Empowerment:** NSS activities, such as seminars and educational forums, contribute to the personal growth and social responsibility of students. By engaging in community service, students develop empathy, leadership skills, and a commitment to societal well-being.
- **Graduates' Contributions:** Many graduates continue their philanthropic efforts, including participating in blood donation camps and other community service activities, reflecting the college's dedication to developing socially conscious individuals.

5. Institutional Commitment:

- **Integration with Academic Learning:** The college's extension activities complement academic learning, providing practical experience in management, leadership, and social responsibility. This holistic approach to education ensures that students are well-prepared to contribute positively to their communities.

Sitananda College's dedication to community engagement and extension activities underscores its commitment to fostering socially responsible and empathetic citizens, enhancing both local and broader societal well-being.

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

Recognition for Community Impact and Extension Activities at Sitananda College

Sitananda College has earned notable acclaim for its profound commitment to creating a significant societal impact, particularly within its local community. The accolades received over recent years highlight the college's dedication to various aspects of community service and engagement.

Awards and Recognitions:

1. **Youth Parliament Competition Achievements:** The college has consistently excelled in the Youth Parliament competition, which plays a crucial role in educating young people about electoral democracy. These awards underscore the college's effectiveness in fostering civic awareness among students.

Student Participation in Extension Activities:

Sitananda College encourages students to engage actively in extension activities through the NSS and

other college programs. These activities are designed to help students understand societal needs and values. Students can volunteer based on their interests, with coordination and oversight provided by various committee coordinators and faculty members.

Support for Government-Sponsored Aids and Benefits:

The college is committed to helping students access various government-sponsored aids and benefits, including:

- **Kanyashree:** This scheme supports the status and well-being of girls from socio-economically disadvantaged families.
- **Aikyashree:** Provides scholarships to minority students.
- **Various Scholarships:** Offers financial assistance to support students' education and academic pursuits.

Disaster Management Initiatives:

- **COVID-19 Pandemic Response:** During the pandemic, the NSS units, in collaboration with faculty members, distributed essential food supplies to needy villages. This effort was crucial in supporting local communities during the lockdown.

NSS Unit and Social Awareness:

During the lockdown period, the NSS unit, along with faculty members, engaged in several activities to support the community:

- **Distribution of Essential Supplies:** Ensured that vital food supplies reached those in need within local adopted and others villages.
- **Government and Local Body Acknowledgement:** The college's efforts have been recognized by both government and local bodies for their contributions to societal welfare.

Sitananda College's steadfast dedication to community engagement and social responsibility has garnered significant recognition. The college's numerous accolades and impactful initiatives underscore its commitment to fostering a culture of service and empathy. Through these efforts, Sitananda College continues to make a pivotal contribution to societal development and the holistic growth of its students.

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 48

3.4.3.1 **Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
18	15	5	5	5

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	[View Document](#)

3.5 Collaboration

3.5.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 24

File Description	Document
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- **teaching – learning, viz., classrooms, laboratories, computing equipment etc**
- **ICT – enabled facilities such as smart class, LMS etc.**

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

The college is well-equipped with the necessary physical and academic facilities to meet University Grants Commission (UGC) guidelines for various programs. Here's a detailed overview of the campus and its resources:

Campus and Building Facilities:

- **Campus Area:** Spanning 9.85 acres.
- **Blocks:** Five well-equipped blocks with essential facilities including electricity and water supply.
- **Hostels:** Separate Boys' and Girls' Hostels.
- **Common Rooms:** Dedicated Boys' and Girls' Common Rooms.
- **Playgrounds:** Multiple playgrounds for sports and recreational activities.
- **Water Bodies:** Two ponds with three cement ghats, and a large pond for water storage under the rainwater harvesting scheme.
- **Utilities:** Canteen, Generator Room, Cycle Stand, N.S.S Office, and three submursible pump.
- **Social Forest Plantation:** Campus includes green space for ecological benefits.
- **Cleanliness:** The campus is maintained in a clean and orderly manner.

Academic and Administrative Facilities:

- **Classrooms:** Well-ventilated classrooms equipped with Black Boards, White Boards, and Green Boards.
- **Laboratories:** State-of-the-art laboratories for various science subjects.
- **ICT Facilities:** ICT-enabled classrooms and well-equipped seminar halls.
- **Administrative Office:** A computerized and well-furnished administrative office.
- **Library:** Comprehensive library with access to books, online journals through N-LIST and CBS Publications, and digital resources.
- **Specialized Centers:** Includes a Language Lab, Reprographic Centre, and Digitization Centre.

Technology and Infrastructure:

- **Computing Facilities:** Extensive computing resources and Wi-Fi coverage throughout the campus.

- **Audio-Visual Technology:** Advanced conference rooms with audio-visual equipment and LCD projectors.
- **E-Learning:** Supported by advanced library services, digital resources, and memberships.

Environmental and Sustainability Initiatives:

- **Green Initiatives:** Solar panels and a green generator for sustainable power supply.
- **Rainwater Harvesting:** Large pond for water storage and rainwater harvesting.
- **Waste Management:** Comprehensive waste segregation and plastic-free campus initiatives.
- **Medicinal Garden:** A medicinal plant garden with pavements for educational and health purposes.
- **Vermicomposting Plant:** For sustainable waste management.

Accessibility and Health:

- **Accessibility:** Facilities for differently-abled individuals, including ramps and reserved parking.
- **Health Services:** Health Check-up Centre, Diet Counselling Centre, Psychological Counselling Cell, Gymnasium, and Yoga Centre.

Security and Safety:

- **Security:** CCTV surveillance across the campus and robust fire safety measures.
- **Safety Equipment:** Equipped with necessary safety equipment to ensure a secure environment.

Additional Facilities:

- **Cultural Room:** Dedicated space for hosting cultural activities and annual events.
- **Sports Complex:** Includes a fitness center and a variety of game options.
- **Astronomical Telescope and Museums:** Botanical and Zoological museums for educational enrichment.
- **Purified Drinking Water:** Available throughout the campus and in the hostels.
- **Extension Activities:** NSS programs with dedicated spaces for student unions and counseling.

The college's infrastructure is designed to support a high-quality educational environment, ensuring students and staff have access to modern amenities, technological resources, and a safe, clean, and sustainable campus.

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 29.81

4.1.2.1 **Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
38.24	37.49	22.96	17.93	56.72

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	[View Document](#)

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

The Central Library at our college is equipped with a state-of-the-art Integrated Library Management System (ILMS) to provide efficient and automated services. The library's automation journey began in 2006 with the implementation of 'SOUL' (Version 1.0) software, developed by INFLIBNET Centre, Ahmedabad. Over the years, we upgraded to 'SOUL' (Version 3.0). As of 2024, the library has transitioned to the "AIMES ERP" solution software, developed by Infotech Lab, Salt Lake, Kolkata, with the latest version being 3.5. Data from the previous software has been successfully migrated to the new system, which is now fully operational.

Library Facilities:

1. Automation and Software:

- The library has been automated since 2006 using ILMS(SOUL 1.0).
- Currently operating on 'AIMES ERP' solution software (Version 3.5).
- Major library operations including circulation and cataloguing (OPAC) are fully automated.

2. Access and Services:

- **OPAC & Web-OPAC:** Available for easy user access via computer terminals.
- **Cloud-based Access:** 'AIMES ERP' is integrated with the college website for remote access to library holdings, e-books, and e-journals.

- **Remote Access:** Users can access library resources from personal devices like mobile phones or PCs.

3. Physical Facilities:

- **Air-Conditioned Reading Rooms:** Separate facilities for both teachers and students.
- **Accessible Reading Rooms:** Equipped with ramps and dedicated reading spaces for PWD users.
- **Computer Terminals:** Provided in reading rooms for OPAC/Web-OPAC searches and accessing e-resources.

4. Technology and Resources:

- **Barcode Scanning:** Used for efficient circulation services.
- **N-LIST Consortium:** Subscription to over 6,000 e-journals and 199,500 e-books through INFLIBNET, covering Pure Science, Social Sciences, Humanities, Languages, and Linguistics.
- **Digital Resources:** Access to digital resources, including e-books and e-journals.

5. Collection:

- **Newspapers:** Subscription to 4 daily newspapers and 2 weekly job-oriented newspapers.
- **Books:** 20000 extensive collection of science and arts faculty books, including text and reference books.
- **Special Collections:** Includes materials on NET, SET, TET, WBCS, and other competitive examinations.

Library Services:

- **Lending Services:** Barcode-based circulation system.
- **Reading Room:** Air-conditioned facilities for reading.
- **Reference Services:** Assistance with research and information.
- **OPAC/Web-OPAC Services:** Online Public Access Catalog services.
- **Internet Access:** Available for library users.
- **Remote Access:** To e-books and e-journals.
- **N-LIST Access:** Remote access to e-resources through the N-LIST Consortium.
- **Digital Resource Access:** Facilities for accessing digital materials.
- **User Orientation:** Programs to familiarize users with library resources and services.
- **Previous Year Question Papers:** Availability of university examination question papers for reference.

The Central Library's comprehensive automation and resource management ensure a modern, efficient, and user-friendly experience for all members of our college community.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

The college is committed to continuously updating and upgrading its IT infrastructure to enhance educational and administrative efficiency.

IT Infrastructure and Equipment:

1. Computers and Internet:

- **Broadband Connectivity:** Most departments are equipped with their own computers connected to broadband.
- **Central and Departmental Libraries:** Well-equipped with computers and internet facilities.
- **Laboratories:** Equipped with computers in the Anthropology, Botany, Chemistry, Geography, Mathematics, Physics and Zoology departments.
- **Computer Lab:** Available for student use.

2. Classroom Technology:

- **Virtual Classrooms and Smart Classrooms:** Equipped with smart boards and projectors to enhance teaching and learning experiences.
- **Digital Devices:** Teachers use digital devices to present educational materials and conduct classes.

3. Wi-Fi Connectivity:

- **Campus-Wide Access:** Wi-Fi connectivity is available throughout the college, including the main building, library, and departmental areas. It is accessible to all students and staff.

4. IT Facilities and Equipment:

- **Computers:** The college currently has 74 computers for student and office use.
- **LCD Projectors:** 5 projectors are available for teaching purposes.
- **Laptops:** 5 laptops are provided for various uses.
- **Printers and Scanners:** 12 printers and 9 scanners are in use.
- **CCTV:** 12 cameras are installed across the campus for security.
- **Webpage:** Maintained by a reputable software company named Gen Next Information

Technology to ensure functionality and security.

5. Software and Systems:

- **Library Automation:** SOUL 3.0 and INFLIBNET are used for library management, with recent upgrades to AIMES ERP, a cloud-based integrated management software.
- **Specialized Software:** Departments such as Mathematics and Chemistry have acquired MATLAB software, PDF cutters, Zoom, and antivirus software.

6. Maintenance and Security:

- **Regular Maintenance:** Computers are formatted regularly by the college's IT staff at no additional fee. Antivirus software is installed on all computers.
- **Solar Power:** A 10KVA on-grid solar panel system has been installed to support the college's energy needs.
- **Office Automation:** AIMES ERP, a cloud based intrigrated software are used for office Management. Online admission and fees payment are being dong throug this software.

Administrative and Educational Use of ICT:

- **Official Work:** Most administrative tasks are conducted using ICT tools.
- **Educational Sites:** Various educational websites are utilized in teaching, facilitated by digital devices.

The college's robust IT infrastructure supports a modern, efficient learning environment and streamlines administrative operations, reflecting our commitment to technological advancement and educational excellence.

File Description	Document
Provide Link for Additional information	[View Document](#)

4.3.2

Student – Computer ratio (Data for the latest completed academic year)

Response: 28.97

4.3.2.1 **Number of computers available for students usage during the latest completed academic year:**

Response: 68

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	View Document
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 34.76

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
52.78	38.82	20.69	45.07	44.71

File Description	Document
Institutional data in the prescribed format	View Document
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 73.53

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
2021	1525	1211	1099	834

File Description	Document
Year-wise list of beneficiary students in each scheme duly signed by the competent authority.	[View Document](#)
Upload policy document of the HEI for award of scholarship and freeships.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

    1. Soft skills
    2. Language and communication skills
    3. Life skills (Yoga, physical fitness, health and hygiene)
    4. ICT/computing skills

Response: A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	[View Document](#)
Report with photographs on ICT/computing skills enhancement programs	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 14.5

5.1.3.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
337	668	0	180	134

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: A. All of the above

File Description	Document
Proof related to Mechanisms for submission of online/offline students' grievances	[View Document](#)
Details of statutory/regulatory Committees (to be notified in institutional website also)	[View Document](#)
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	[View Document](#)

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 28.59

5.2.1.1 **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
256	128	83	57	40

5.2.1.2 **Number of outgoing students year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
444	445	410	389	285

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	[View Document](#)
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 1.7

5.2.2.1 **Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

2022-23	2021-22	2020-21	2019-20	2018-19
21	1	0	2	0

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

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 last five years

Response: 10

5.3.1.1 *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 wise during the last five years*

2022-23	2021-22	2020-21	2019-20	2018-19
10	0	0	0	0

File Description	Document
list and links to e-copies of award letters and certificates	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.3.2

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 32

5.3.2.1 **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
48	46	09	27	30

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

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

Response:

Officially registered under the West Bengal Society Registration Act XXVI of 26th February 2021 (Registration No. S0017436 of 2020-21), the **Nandigram Sitananda College Alumni Association** has seen substantial growth, now comprising over 720 active members.

The Alumni Association, known for its commitment to supporting college initiatives, has organized numerous internal programs, including graduation ceremonies, orientation programs, and alumni meets.

The current leadership includes:

- Dr. Samu Mahali, Principal, as President
- Dr. Arup Bera, Assistant Professor, as Convenor
- Dr. Arpan Dhara, Assistant Professor, as Member
- Dr. Pallab Bera, SACT, as Member
- Santanu Bhuniya, Non-teaching Staff, as Member
- Gour Hari Das, Non-teaching Staff, as Member

During the COVID-19 pandemic, the Association played a vital role in campus maintenance, including the upkeep of plantations and gardens. Post-pandemic, it has continued to support the college by funding garden maintenance, converting a gravel road between the English and Geography Departments into a paved road, and providing monetary awards to outstanding students.

The Association recently organized a successful Alumni Meet that facilitated nationwide networking and idea exchange. Alumni have been generous with their contributions, including pledges for purchasing computers for the college. They actively engage in motivational speaking, career guidance for new students, and participation in college events such as Nabin Baran Utsab, reinforcing the college's tradition and community spirit.

The Association's involvement extends to organizing and supporting annual sports events, promoting teamwork and sportsmanship. It also plays a key role in cultural events like Basanta Utsab and Saraswati Puja, celebrating regional heritage. In addition to cultural and sporting activities, alumni contribute to academic and professional development through career guidance sessions and job opportunity programs, enhancing student employability.

Financial assistance from the Association supports college development and fundraising efforts, including reunions, charitable events, and crowdfunding campaigns. Seminars on various topics, featuring established alumni and eminent personalities, enrich the academic environment. The Association also organizes book donation drives to enhance the departmental library and often provides mentorship to students for career and professional skills development.

Furthermore, the Association partners with the college for guest lectures and workshops led by accomplished alumni, offering students real-world insights. Networking events, reunions, and social gatherings provide alumni with opportunities to reconnect and build new relationships.

The Association's social impact initiatives include collaboration with NSS units on special camps and blood donation drives. It has also contributed a glow signboard for the main gate and organized a silver jubilee reunion.

04-10-2024 06:07:49

All alumni are encouraged to contribute a registration fee of Rs. 200/- for each membership. The Nandigram Sitananda College Alumni Association Committee remains dedicated to fostering a supportive environment within the college, enhancing the educational experience, and promoting a strong sense of pride and community among all members.

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

Vision and Mission

Sitananda College aspires to become a center of excellence in higher education, contributing to inclusive national development by producing quality human resources. The college is dedicated to delivering exceptional education and fostering the holistic development of its students.

Governance and Leadership

The institution's governance and leadership are pivotal in achieving its mission and vision. The Governing Body oversees financial, educational, and infrastructural decisions, examining strategic plans, recruitment, and other proposals. The Finance Committee reviews expenditure and forwards recommendations to the Governing Body for approval. The Internal Quality Assurance Cell (IQAC) ensures academic quality and continuous improvement.

Principal's Role

The Principal plays a crucial role in implementing ideas from statutory and non-statutory bodies, overseeing academic and administrative functions to maintain high standards. The Academic Council manages course approvals, admissions, examinations, and reforms in teaching and evaluation methods, including the Choice Based Credit System (CBCS). The college promotes participatory management by forming subcommittees and cells that involve both teachers and students in decision-making.

Decentralization and Participative Management

Sitananda College emphasizes decentralization and participative management, engaging staff and students in various responsibilities. Committees oversee education, administration, culture, sports, and overall development for both faculty and students. The Principal and IQAC establish committees to organize college and intercollegiate events, celebrating national and international holidays, annual events, and memorial days with enthusiasm.

Committee Structure and Operations

Most committees are led by conveners, with faculty members and students involved. To encourage creativity and flexibility, committee members and coordinators are frequently rotated. Regular meetings facilitate planning and discussion of activities.

Teacher Involvement

Teachers are actively involved in the IQAC, Academic Subcommittee, and other committees. They contribute to work schedules, syllabus planning, and management of certificate and life skills programs. Teachers are encouraged to propose additional activities, fostering a collaborative environment.

Quality Assurance and Institutional Functioning

The IQAC is dedicated to developing and implementing a quality system for improving academic and administrative performance. Departmental heads manage academic programs at the departmental level, ensuring a participative management system that includes all stakeholders in decision-making.

Leadership and Management Practices

The Principal's Office, supported by various subcommittees, manages administrative activities. Participative management is demonstrated through the inclusion of external and student members in committees like the Internal Complaints Committee (ICC) and IQAC.

Alignment with National Education Policy (NEP)

In line with the National Education Policy (NEP), Sitananda College has introduced a 4-Year Undergraduate Programme focusing on skill development, online education, and multidisciplinary learning. The college also offers short-term certificate/add-on/value-added courses to address emerging educational needs and proactively develops its curriculum.

Institutional Committees

The college operates several committees to ensure effective functioning across various domains:

- **Strategic Planning and Execution:** Planning Board, IQAC, Central Purchase Advisory Committee, Healthy Practices and Innovation Monitoring Committee, Industry-Institute Collaboration.
- **Academic Affairs:** Undergraduate and Postgraduate Admission Committee, College Routine Committee, Examination Committee, Seminar and Research Committee, Publication Committee, Eco Club, Centre for Continuing Education, Library Committee.
- **Student Support and Activities:** Student Welfare Committee, Placement & Career Counseling Cell, Cultural Activities Committee, Equal Opportunity Cell, Sports and Games Committee, Hostel Committees, NCC, NSS.
- **Staff and Student Welfare:** Grievance Redressal Cell, Internal Complaints Cell, SC/ST, Minority, Anti-Ragging Committee.
- **Social and Environmental Affairs:** Local Culture Study Cell, Eco Club and Green Audit Committee.
- **ICT and Data Management:** College Website Monitoring Committee.

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

Organizational Structure and Governance at Sitananda College

Organizational Structure

Sitananda College operates with a well-defined organizational structure and governance system, as illustrated by its organizational chart. The chart outlines the hierarchy and roles of various committees and cells within the administrative system. The Governing Body ensures effective campus management, while the Principal, supported by the IQAC and department heads, oversees daily academic and administrative activities.

Governing Body and Committees

The Governing Body acts as the primary authority for planning and monitoring, approving proposals, plans, and budgets submitted by the PG Board of Studies (BOS), statutory bodies like the Academic Subcommittee and Finance Committee, and other non-statutory bodies. The Academic Subcommittee handles academic matters, while the Finance Committee reviews and approves departmental budgets.

Non-statutory bodies manage various aspects of academic, non-academic, co-curricular, and extracurricular activities. Key non-statutory bodies include:

- Examination Committee
- Tender Subcommittee
- Purchase Subcommittee
- Building Subcommittee
- IQAC
- Grievance Redressal Cell
- Admission Committee
- Cultural Subcommittee
- Sports Subcommittee
- Internal Complaints Committee
- Code of Conduct Monitoring Committee
- Library Subcommittee
- Anti-Ragging Committee
- Career Counselling Cell
- Psychological Counselling Cell
- NSS Committee
- Research Committee
- Canteen and Hostel Committee

Standard Operating Procedures (SOPs)

SOPs are established for various academic and administrative processes. Recruitment, promotion, and service rules adhere to guidelines set by the Department of Higher Education, Government of West Bengal, and the University Grants Commission (UGC).

Administrative Structure and Governance

Sitananda College operates under the Department of Higher Education, Government of West Bengal, adhering to guidelines for administrative setup, appointments, and service rules. Faculty recruitment, excluding SACT, is managed by the West Bengal College Service Commission in accordance with UGC guidelines. Appointments and transfers are also overseen by the Department of Higher Education.

Governance Framework

The college embodies democratic, decentralized, and participatory governance principles. The Principal leads administrative efforts, working closely with the Planning Board and IQAC to develop and implement strategic initiatives. These initiatives involve the Teachers' Council and College Office, which play crucial roles in decision-making. The Teachers' Council, led by the Principal and supported by the Teachers' Council Secretary (TCS) and Heads of Departments (HODs), is integral to academic and administrative governance.

Committees and Cells

Various committees and cells, composed of faculty, non-teaching staff, and student representatives, facilitate smooth academic and administrative operations. These bodies meet regularly to provide recommendations for effective policy formulation and institutional excellence. Key initiatives include:

- **Strategic Initiatives:** During the COVID-19 pandemic, the college, in collaboration with the IQAC and HODs, facilitated online classes by providing data pack recharges and smartphones to financially constrained students.
- **Financial Support:** Examination fees and cultural/welfare fund contributions were waived for the 2021-22 academic year, and a free studentship scheme was introduced to support eligible students.
- **Entrepreneurial Development:** An "Incubation Centre for Innovative Ecosystem" is being established to offer hands-on experience in innovation, supported by faculty, management, and industry experts.

Sitananda College remains committed to fostering a conducive environment for holistic education. Through inclusive governance and strategic initiatives, the college continues to uphold its position as a leading institution of educational excellence.

6.2.2

Institution implements e-governance in its operations

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	[View Document](#)
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	[View Document](#)
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

Appraisal System and Welfare Measures at Sitananda College

Appraisal System

Sitananda College employs a structured performance evaluation process for both teaching and non-teaching staff. For teaching staff, adherence to campus hours is monitored through attendance registers. Any leave taken requires prior authorization, with written justification necessary for unnotified absences. Additionally, participation in programs such as RC, OP, FDP, and Spot Evaluation requires a no-objection certificate. Career advancement follows UGC norms, utilizing Self-Appraisal Reports for evaluations under the Career Advancement Scheme (CAS).

For non-teaching staff, leave also requires prior authorization, with performance reviews managed by a designated IQAC member. Promotions are determined based on a combination of seniority, educational qualifications, and performance appraisals.

Welfare Measures

Sitananda College provides a range of welfare measures to support and motivate its staff. Educational and professional development is encouraged through support for orientation, refresher, and short-term courses, as well as research and higher studies, including doctoral and post-doctoral programs. The

college also offers concessions on admission fees for the wards of non-teaching staff and provides financial support for research and project work.

Health and wellbeing are prioritized through free health check-ups, blood donation camps, and awareness programs for HIV, Thalassemia, and COVID-19. On-campus medical facilities are available at subsidized rates, along with yoga classes and group medical insurance.

Financial support includes access to loans and advances through the college employees' credit cooperative society, advance salary for needy staff, and festival advances. Staff also benefit from financial support mechanisms such as the General Provident Fund (GPF), group health insurance, and pensionary benefits.

The college provides various facilities and amenities, including a well-equipped gymnasium, yoga room, departmental rooms, and recreational activities like carrom and chess. ICT facilities are comprehensive, with a Wi-Fi-enabled campus, laptops for senior teachers, and desktop facilities in departments.

Staff recognition and support include annual felicitations for outstanding contributions in teaching, research, and administration, along with regular training programs for professional development. Additional benefits such as festival and travel concessions, on-duty leave for Faculty Development Programmes, and compassionate recruitment in case of death in service further enhance staff welfare.

Government Benefits

Sitananda College staff benefit from government-sanctioned pension and gratuity schemes, following the rules of the Government of West Bengal. The West Bengal Health Scheme (WBHS) provides cashless and reimbursement facilities for staff and their dependents. Leave entitlements include earned leave, child care leave, and medical leave, with on-duty leave available for Faculty Development Programmes.

Performance and Career Development

Faculty members submit annual Self-Appraisal Reports through the IFMS portal, reviewed by the Principal, Director of Public Instruction, and Special Secretary of the Higher Education Department. Research support includes financial assistance for academic conferences and activities, with provisions for No Objection Certificates (NOCs) for research engagements.

Sitananda College remains committed to fostering a supportive environment for both professional and personal growth through its robust appraisal system and comprehensive welfare measures.

File Description	Document
Upload Additional information	[View Document](#)

6.3.2

Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 23.06

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

2022-23	2021-22	2020-21	2019-20	2018-19
50	4	13	9	13

File Description	Document
Policy document on providing financial support to teachers	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 9.57

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), *Management Development Programmes (MDPs)* **professional development /administrative training programs during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
14	12	13	3	2

6.3.3.2 Number of non-teaching staff year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
14	14	14	16	16

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Copy of the certificates of the program attended by teachers.	[View Document](#)
Annual reports highlighting the programmes undertaken by the teachers	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

Financial Management and Fund Utilization at Sitananda College

Sitananda College relies primarily on student fees as its main source of funds. Additionally, revenue is generated from two study centers and through interest earned from fixed deposits, as well as proceeds from miscellaneous sales activities.

Funds raised are allocated for various purposes following thorough consultations with the Finance Committee. Each fiscal year begins with the creation of a detailed budget, ensuring transparency and accountability in fund management. Purchases are overseen by the Purchase Committee, which adheres to standardized procedures including e-tenders, public advertisements, and notices on campus.

Expenditures fall under several categories. Government and research grants, such as those from DST-FIST, are utilized effectively, alongside donations which are used in accordance with the donors' guidelines. Operational expenses include salaries for teaching and non-teaching staff, infrastructure enhancement, maintenance of academic and infrastructural facilities, software and computer maintenance, Wi-Fi and internet services, library resources, and the costs associated with seminars, sports, and cultural events. Additionally, funds cover electricity and internet charges.

The college is committed to the optimal utilization of its resources. Physical, financial, and teaching resources are made available for students, faculty, staff, and external organizations conducting academic and extracurricular activities.

Financial oversight is robust, involving both internal and external audits. Internal audits are managed by the Bursar, Accountant, Finance Committee (led by the Principal), and Purchase Committee. The procurement process follows government-mandated procedures, including e-tendering and comparison of quotes. Utilization certificates are prepared for grants from UGC, and the Higher Education Department of West Bengal. Financial data is verified by the Bursar and Principal to ensure accuracy.

An internal audit is conducted annually by a certified Chartered Accountant, approved by the Governing Body, to ensure compliance and accuracy in financial reporting. Additionally, an external audit is performed every five years by an auditor recommended by the Government of West Bengal. This audit involves a comprehensive review of financial records, including bills, vouchers, and other relevant documents. The audit report confirms financial integrity and regulatory compliance.

Financial management procedures include a consultative process involving the Finance and Purchase Committee and the Tender Committee. The annual budget is classified into Non-Plan and Plan categories. Non-Plan funds cover routine expenses such as wages, medical insurance, bonuses, utility bills, and maintenance, while Plan funds are allocated for development grants and project-specific needs including library automation, community development, LMS, ERP systems, and infrastructure improvements. The Purchase Committee, in collaboration with the Principal and departmental requisitions, prepares the budget and manages the procurement process to ensure efficient resource use.

Finally, laboratory and library management is overseen by the Heads of lab-based departments and the librarian, respectively. The college office ensures timely submission of IT and GST returns. Through these measures, Sitananda College maintains rigorous financial oversight, adhering to best practices in financial management and ensuring transparency and accountability.

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. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

Continuous Monitoring, Review, and Improvement of Learning and Teaching Activities

To maintain high standards in learning, teaching, and student support services, aligned with regulatory authorities' guidelines, the following procedures will be implemented for all staff involved in academic delivery and support:

- **Regular Monitoring and Evaluation:** Continuous assessment of teaching practices, learning outcomes, and support services will ensure adherence to high standards.
- **Feedback Mechanisms:** Systems for gathering feedback from students, faculty, and stakeholders will be established to drive improvements.
- **Continuous Improvement:** Action plans based on feedback will be developed and executed to enhance educational and support quality.
- **Compliance with Standards:** All activities will be aligned with regulatory guidelines and standards.
- **Professional Development:** Ongoing training for staff will support quality assurance processes.
- **Documentation and Reporting:** Comprehensive records of quality assurance activities will be

maintained and reported to relevant stakeholders.

Procedures

1. **Data Collection:** Collect data on teaching, learning, and support services through surveys, assessments, and feedback forms.
2. **Analysis and Review:** Analyze data to identify strengths and areas for improvement.
3. **Action Plan:** Develop and implement plans to address issues and enhance quality.
4. **Monitoring Progress:** Regularly review the effectiveness of action plans.
5. **Reporting:** Provide detailed reports on quality assurance activities and improvements to governing bodies and stakeholders.

Initiatives and Improvements

1. Student Enrichment: Introduced a Language Lab and Add-on courses in Communicative English and Basics in Computer for self-employment opportunities

2. E-Resource Upgradation: Enhanced digital resources with library e-books, INFLIBNET, Sage Online Journal access, and departmental YouTube channels. Training on Digital Content Creation and plans for a Multi-Media Studio are also underway.

3. Quality Assurance: Implemented robust induction programs, stakeholder engagement, and academic and administrative audits. Conducted library orientations, student meetings, and Training Programs (FDP/MDP) for staff.

4. Staff Development: Hosted Staff and Faculty Development Programs, seminars, and conferences. Faculty are involved in curriculum design as Board of Studies (BOS) members, integrating Course Outcomes (CO) and Program Specific Outcomes (PSO) into curriculum planning.

5. Student Support: Provided mentoring, tutorials, and classes for varied learning needs. Facilitated collaborative events and gathered feedback for improvements.

6. Career Counselling and Skill Enhancement: The Career Counselling Cell offers skill enhancement courses and certifications in partnership with SSC and other organizations.

Additional Initiatives

- Regularly monitoring and reviewing teaching-learning processes, infrastructure, and student performance.
- Introduced various Add-on, Value-Added, and Certificate courses.
- Implemented a Learning Management System (LMS) for effective communication.
- Conducted vulnerability surveys to understand and address students' socio-economic backgrounds.
- Promoted evaluations of Course and Program Outcomes, organized student seminars, and equipped departments with ICT-enabled and smart classrooms.
- Enhanced e-learning and digital library facilities with INFLIBNET-NLIST and OPAC.
- Facilitated library automation and fostered research through collaborations and memorial lectures.
- Signed MoUs with academic institutions and businesses.

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- Supported faculty research, including doctoral supervision and publications in high-quality journals.
- Developed academic journals and introduced FDP courses in collaboration with Malviya Mission Teacher Training Center, Vidyasagar University.
- Conducted various audits (Quality, Green, Academic, Energy, Environment, Gender) and village surveys for community empowerment through NSS.
- Established a Digital Archival Centre to promote research and preserve local heritage.

The IQAC is committed to maintaining high standards in teaching and learning, fostering a supportive academic environment, and integrating technological advancements for continuous improvement.

6.5.2

Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
2. **Academic and Administrative Audit (AAA) and follow-up action taken**
3. **Collaborative quality initiatives with other institution(s)**
4. **Participation in NIRF and other recognized rankings**
5. **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: A. Any 4 or more of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	[View Document](#)
NIRF report, AAA report and details on follow up actions	[View Document](#)
Link to Minute of IQAC meetings, hosted on HEI website	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

Promoting Gender Equality and Sensitization at Sitananda College

Sitananda College is committed to fostering an environment of gender equality and sensitivity, ensuring that all students, regardless of gender identity, have equal opportunities to develop their intellectual and personal potential. Our approach is rooted in our constitutional obligations and a commitment to inclusivity and safety.

Gender Equality Initiatives:

To promote gender equality, our college has established several dedicated cells:

- **Women's Cell:** Focuses on the protection and empowerment of female students.
- **Students' Counseliing Cell:** Provides psychological support and guidance.
- **Anti-Ragging Cell:** Ensures a harassment-free environment.
- **Anti-Sexual Harassment Cell:** Addresses and resolves issues of sexual harassment with confidentiality and support.

We avoid gender segregation in classroom activities and encourage mixed-gender collaboration on projects. During annual sports events, both male and female students participate in various activities together.

Campus Safety and Facilities:

Our campus is equipped with comprehensive CCTV surveillance to ensure the safety of all students. The college has also developed facilities such as:

- **Girls' Common Room:** A safe and recreational space for female students.
- **Large Girls' Hostel:** Provides comfortable accommodation with enhanced security.

Hygiene and Well-being:

We address menstrual health by installing sanitary napkin vending machines in key locations, including the Girls' Common Room and Hostel. Additionally, an incineration machine in the hostel supports effective menstrual hygiene management.

Grievance Redressal:

The Internal Complaints Cell and Anti-Sexual Harassment Cell offer confidential platforms for reporting and addressing grievances. These cells ensure a supportive environment for all students, including non-binary individuals.

Awareness and Education:

Gender equality is actively promoted through:

- **Student-led Campaigns:** Including posters and debates, especially on Women's Day.
- **Curriculum Integration:** Courses in Political Science, English, and History cover gender-related topics such as Gender Rights, Feminism, and Women's Empowerment.

Leadership and Participation:

Female students are encouraged to take on leadership roles in committees and academic activities, promoting gender-inclusive representation.

Resource Accessibility:

We ensure equal access to essential resources, such as study materials, laboratories, and computer facilities, for all students regardless of their background.

Counselling and Support:

Dedicated counseling services are available to support the unique challenges faced by female and non-binary students. Our annual Gender Sensitization Plan includes programs and webinars on gender issues.

Community Engagement:

International Women's Day is celebrated with seminars, participatory activities, and screenings of relevant documentaries. Eminent speakers discuss topics such as empowerment and domestic violence.

National Service Scheme (NSS):

NSS units contribute to gender equity through community awareness programs on personal hygiene, nutrition, and women's health. Volunteers conduct seminars and sensitization programs on these topics.

Government Support and Events:

We leverage government schemes like Kanyasree Prakalpa and SVMCM to support female students. Events such as 'KANYASREE DAY' highlight their achievements and promote gender awareness.

Safety Measures:

Additional safety measures include security guards at entry points and a comprehensive grievance redressal system involving the Internal Complaints, Grievance Redressal, and Anti-Ragging Committees.

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Psychological counseling services are also provided.

Sitananda College's multifaceted approach underscores our commitment to gender sensitivity and empowerment, aiming to create an inclusive and equitable academic community for all its members.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.1.2

The Institution has facilities and initiatives for

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Response: A. 4 or All of the above

File Description	Document
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. **Green audit / Environment audit**
2. **Energy audit**
3. **Clean and green campus initiatives**
4. **Beyond the campus environmental promotion activities**

Response: A. All of the above

File Description	Document
Policy document on environment and energy usage Certificate from the auditing agency	[View Document](#)
Green audit/environmental audit report from recognized bodies	[View Document](#)

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

At Sitananda College, we prioritize academic excellence while ensuring students gain a deep understanding of constitutional rights, values, duties, and responsibilities. Our educational approach integrates these principles into both the curriculum and extracurricular activities, offering a holistic learning experience.

Strengthening Democratic Values:

We have instituted a compulsory course on the Indian Constitution to enhance students' awareness of national identity, symbols, Fundamental Rights and Duties. Key national events like Independence Day and Republic Day are observed with flag hoisting, National Anthem recitation, and cultural programs that underscore constitutional principles of liberty, equality, justice, and fraternity.

Civic Responsibility and Social Engagement:

Our commitment to civic responsibility is reflected in annual initiatives such as the Blood Donation Camp, organized by the Students' Union, which encourages participation in life-saving efforts. We celebrate Women's Day to honor the achievements of women and World Environment Day on June 5th to address environmental issues.

Promoting Diversity and Inclusivity:

Sitananda College fosters an inclusive environment that values cultural, religious, regional, linguistic, communal, and socioeconomic diversity. Our initiatives include:

- **Blood Donation Camp:** Held annually by the NSS Units in collaboration with NGOs, this event promotes societal responsibility and teamwork.
- **International Mother Language Day:** Celebrated on February 21st, this event emphasizes linguistic diversity and the preservation of mother languages.
- **Yoga Day Celebration:** On June 21st, International Yoga Day features yoga training courses to enhance physical and mental well-being.
- **Cultural Programs:** We host events such as Fresher's Welcome, Annual Cultural Program, Farewell Ceremony, and College Social Functions. Students celebrate cultural figures and festivals like Rabindra Jayanti, Baishe Sraban, and Basanta Utsav (Holi), with events like Student Week further enhancing cultural awareness.

Inclusivity and Equity:

We adhere to reservation policies to ensure an equitable environment for Scheduled Caste, Scheduled

Tribe, Other Backward Classes, EWS, Minority, and Differently Abled students, supported by government scholarships. Our diverse student body includes individuals from various backgrounds, fostering mutual respect and empathy.

Community Engagement and Cultural Enrichment:

Students actively participate in organizing and celebrating events such as Saraswati Puja, Independence Day, Constitution Day, National Flag Day, and Republic Day. During 'Prak Sharad' (College Annual Day), traditional art forms and folk dances, including scroll paintings, bamboo art, dokra art, shoal art, and Jhumur folk songs, are showcased. Festivals like Basanta Utsav and International Women's Day are celebrated with enthusiasm.

Civic Awareness and Skill Development:

The Electoral Literacy Club (ELC) promotes civic awareness and encourages eligible students to exercise their voting rights. Our staff, including female teachers, participate in election-related activities as appointed by the State Election Commission. National Constitution Day on November 26th reinforces awareness of constitutional values and democratic principles.

We also focus on skill development through workshops aimed at enhancing job skills and entrepreneurial abilities. NSS units collaborate with various organizations to reinforce democratic values and civic responsibility. Events like Flag Day and activities coordinated with the District Administration and Election Commission highlight our commitment to civic engagement.

Sitananda College's dedication to diversity, inclusivity, and civic responsibility underscores our mission to cultivate a socially aware and well-rounded student body.

7.2 Best Practices

7.2.1

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

Response:

Best practice- I

Title: Expanding Stall Operations to Enhance College Resources

Objectives:

Our institution is dedicated to benefiting both society and the college community through practical initiatives. We have established stalls and aim to expand their number with the following objectives:

- To generate regular income for the college and boost the college fund.

- To provide opportunities for ex-students and local residents to engage in self-employment.
- To offer educational resources and services to current students.
- To minimize noise and visual pollution from nearby bus terminuses and markets.

Context:

Higher educational institutions need to explore alternative funding sources beyond government grants. By increasing our economic resources, we can implement more student-centric initiatives. Our college aims to address this need by expanding stall operations along the college's frontal boundary.

The Practice:

Initially, we set up 43 stalls, increasing the total to 53. This approach is noteworthy compared to other rural colleges, which often struggle with economic constraints and lack external funding opportunities.

Evidence of Success:

The implementation of stalls has been successful. All stalls are leased out on a monthly rental basis through formal procedures. These stalls have provided current students with convenient access to services like a cyber café, stationery, and document processing. This has reduced the need for students to travel long distances for these services.

Problems Encountered and Resources Required:

Challenges include space constraints and vehicular congestion affecting stall accessibility. Additionally, initial funding was required to establish the stalls. Future plans involve expanding stall operations to the first floor, necessitating additional grants.

Best practice- II

Title: Conducting Regular Career Counselling Programs

Objectives:

Institutional education aims to prepare students for successful careers. Rural students often face challenges in selecting appropriate career paths. Our college organizes career counselling programs to guide students in making informed career choices.

Context:

In an era marked by job scarcity and high living costs, securing stable employment is crucial. Many students struggle with career decisions, prompting our college to take on the role of career advisor through our Career Counselling Cell.

The Practice:

Our college regularly offers short-term professional courses and training programs to improve job prospects. Recently, we have hosted:

- An Interactive Workshop on Career Opportunities in the Pharmaceutical Industry with MENDINE ERYTHRONET PRIVATE LIMITED on April 27, 2023.
- A seminar on Entrepreneurship Development in Fisheries and Aquaculture for Youth by the Department of IFF on April 5, 2023.

These initiatives are designed to provide career guidance and training opportunities to students.

Evidence of Success:

Following the workshop on April 27, 2023, ten students chose to enroll in a training and job placement course with MENDINE ERYTHRONET PRIVATE LIMITED. Five of these students were successfully admitted to the company. Additionally, interest in fisheries and aquaculture has increased among students. We have also signed a five-year MOU with the company effective on and from June 6, 2023.

Problems Encountered and Resources Required:

Students from economically weaker backgrounds often face financial barriers to participating in job-oriented short-term courses. Societal stereotypes about non-mainstream education also pose challenges. To overcome these obstacles, increased financial support is essential. Additional funding would allow us to offer more low-cost training opportunities and support a greater number of students.

File Description	Document
Best practices as hosted on the Institutional website	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1

Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

"*Education is the manifestation of perfection already in man.*" — **Swami Vivekananda**

At Sitananda College, our mission is grounded in Swami Vivekananda's vision of holistic education, aiming to nurture ideal human beings rather than mere academic machines. We are committed to delivering quality, value-based education to a diverse student body, regardless of caste, creed, language, gender, religion, or socio-economic status.

Admission and Inclusivity:

Our admission process is merit-based, conducted online in compliance with the Higher Education Department, Government of West Bengal, and Vidyasagar University's guidelines. We rigorously adhere to government reservation policies to ensure equitable access. Our facilities, including classrooms, auditorium, playground, canteen, NSS, and Sports Unit, reflect the diverse socio-economic backgrounds of our students, fostering a unified sense of belonging.

Teaching and Learning:

We employ a student-centric approach that includes experiential, participative, and problem-solving methodologies. Modern tools such as laptops, Wi-Fi, and smart boards enhance the learning environment. We support students through enrichment programs, financial aid, and awards for academic excellence. Facilities like accessible toilets, wheelchairs, and alternative paths ensure inclusivity for differently-abled students.

Skill Development and Support:

Beyond the standard curriculum, we offer certificate courses with a minimum of 30 contact hours to build additional skills. Our free counselling services help students address academic, social, and personal challenges, while the Placement Cell organizes career counselling to broaden students' career prospects.

Extracurricular and Co-curricular Activities:

Students have ample opportunities to demonstrate their talents through events such as the Cultural Competition, College Social, and Sports Day. Activities like the college magazine, departmental wall magazines, and various cultural events foster creativity. Fieldwork, educational tours, and project work across departments prepare students for real-world challenges and encourage critical thinking.

Community Engagement and Values:

Since its foundation in 1960, Sitananda College has been striving to mould students into socially responsible and morally committed citizens. We engage in community outreach through NSS and Alumni associations and emphasize constitutional values, rights, and duties through various initiatives.

Safety and Welfare:

The college maintains an Internal Complaints Committee to address grievances and a Women's Cell to tackle issues of sexual harassment. An Anti-Ragging Cell works to prevent ragging, while CCTV surveillance ensures safety across the campus.

Environmental Initiatives:

Our Green Campus initiatives promote sustainability and environmental conservation. We feature lush greenery, herbal plants, and solar panels, reducing electricity costs and supporting eco-friendly practices. Additionally, our market complex outside the campus generates revenue and further supports our mission.

Teaching-Learning Processes:

We utilize diverse teaching methods, including workshops, seminars, and interactive sessions. Departments conduct quizzes, group discussions, field surveys, and educational tours to enrich learning. Our use of online resources and digital libraries, combined with tailored support for diverse learners, ensures a comprehensive educational experience.

Examination and Assessment:

Internal assessments and practicals are aligned with university guidelines. During the COVID-19 pandemic, we transitioned to online examinations, ensuring a seamless process for submitting answer scripts.

Collaboration and Health:

We have signed MOUs with 20 neighboring institutions to facilitate knowledge exchange. Additionally, we collaborate with the local health center to provide health awareness programs, supported by our college medical cell.

Sitananda College is dedicated to fostering holistic development of the student, providing quality education, and contributing to the creation of an enlightened society and a developed nation.

File Description	Document
Appropriate web in the Institutional website	[View Document](#)

5. CONCLUSION

Additional Information :

In response to the recommendations from the NAAC Peer Team visit (Cycle 1) on November 13-14, 2017, Sitananda College has implemented several significant improvements to enhance institutional quality:

- **Smart Classrooms:** Increased the number of smart classrooms equipped with ICT facilities to facilitate modern teaching methods.
- **Library Upgrades:** Fully automated the library and expanded its collection with additional reference books, journals, and e-resources to support research. Enriched library subscriptions to online journals and e-book databases.
- **Technological Enhancements:** Added more computers with internet access and extended Wi-Fi connectivity across the campus for students.
- **Research and Industry Collaboration:** Improved the quality of research publications and strengthened interactions with industry. Secured minor funds for research and infrastructure development through national funding agencies and increased library subscriptions to online journals and e-book databases.
- **ICT and Language Lab:** Enhanced ICT-enabled teaching-learning methods and established a Language Lab to support language development.
- **Staff Recruitment:** Filled vacant teaching and non-teaching positions and recruited additional staff to improve the teacher-student ratio.
- **Vocational Courses:** Introduced vocational courses to provide practical skills and career opportunities.
- **Alumni and Industry Engagement:** Strengthened associations with alumni and industry for resource mobilization, placement, consultancy, and extension services.
- **Facilities Improvement:** Upgraded seminar rooms and constructed additional sports facilities to enhance the campus infrastructure.

These actions reflect the college's commitment to continuous improvement and alignment with NAAC recommendations, aiming to elevate the quality of education and campus facilities.

Concluding Remarks :

In conclusion, Sitananda College exemplifies a comprehensive approach to education, integrating sustainability, gender equity, cultural preservation, and community engagement into its core mission. The college follows the curriculum and guidelines set by Vidyasagar University, incorporating the Choice Based Credit System (CBCS) and the National Education Policy (NEP) 2020 to enhance its teaching, learning, and evaluation methods. The academic framework is supported by detailed planning and robust evaluation processes, ensuring an enriching educational experience for students.

The college's commitment to gender equity is evident through its safety measures, grievance redressal mechanisms, and gender-awareness programs. Cultural and intellectual development is supported by initiatives like digitizing historical records, while the integration of professional ethics, gender issues, and human values into the curriculum further enriches the educational experience.

Sitananda College prioritizes sustainability through active energy conservation, waste management, and water conservation efforts. The institution's environmental initiatives, coupled with regular audits, underscore its

dedication to maintaining a green campus. Inclusivity is also a cornerstone of the college's ethos, with diverse celebrations and adherence to reservation policies ensuring equitable access to education.

The college's best practices include enhancing career opportunities through workshops and seminars, and conducting a variety of socio-cultural programs via the NSS Units, contributing significantly to community engagement and awareness. Recent advancements in digital tools and resources, such as the Learning Management System (LMS) and extensive library resources, further support academic excellence and student development.

The Sitananda College Alumni Association plays a vital role in supporting the institution through various contributions and activities, reinforcing the college's sense of community and tradition. Governance and management practices, including e-governance and regular quality assurance, ensure transparent and efficient administration.

Overall, Sitananda College's holistic approach to education, commitment to sustainability, and focus on community and student development reflect its dedication to fostering responsible, well-rounded individuals prepared to contribute positively to society.