YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	**CHANDRAKETUGARH SAHIDULLAH SMRITI MAHAVIDYALAYA**
• Name of the Head of the institution	**DR. SAROJ KUMAR CHATTOPADHYAY**
• Designation	**PRINCIPAL**
• Does the institution function from its own campus?	**Yes**
• Phone no./Alternate phone no.	**03216242652**
• Mobile No:	**9433362091**
• Registered e-mail	**chandraketugarh@gmail.com**
• Alternate e-mail	**iqaccssm@gmail.com**
• Address	**DEBALAYA, BERACHAMPA, NORTH 24 PARGANAS**
• City/Town	**BERACHAMPA**
• State/UT	**WEST BENGAL**
• Pin Code	**743424**
2.Institutional status	
• Affiliated / Constitution Colleges	
• Type of Institution	**Co-education**
• Location	**Rural**

• Financial Status	**UGC 2f and 12(B)**	
• Name of the Affiliating University	**WEST BENGAL STATE UNIVERSITY**	
• Name of the IQAC Coordinator	**DR. SAURABH BHATTACHARYYA**	
• Phone No.	**03216242652**	
• Alternate phone No.	**9433373371**	
• Mobile	**9433373371**	
• IQAC e-mail address	**iqaccssm@gmail.com**	
• Alternate e-mail address	**bhattacharyya.saurabh@gmail.com**	
3.Website address (Web link of the AQAR (Previous Academic Year)	http://cssmberachampa.org/vwdiffcell.aspx#	
4.Whether Academic Calendar prepared during the year?	**Yes**	
• if yes, whether it is uploaded in the Institutional website Web link:	http://cssmberachampa.org/vwdiffcell.aspx#	

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.12**	**2016**	**16/12/2016**	**15/12/2021**

6.Date of Establishment of IQAC	**31/05/2014**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
0	**0**	**0**	**0**	**0**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**	
• Upload latest notification of formation of IQAC	View File	

9.No. of IQAC meetings held during the year	4	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

The mentoring system has been substantially strengthened during this year.

A Covid task force was created by the NSS under active inspiration of the IQAC which provided free medicine, food, masks and councelling during this period to the local community.

The examination system was logistically strengthened by the introduction of an exam poral completely dedicated to the online examination given by the students during the lockdown period of the pandemic. This happened under direct advice and recommendations of the IQAC.

An international webinar, the first of its kind held in the college, was organised jointly in collaboration with the IQAC to commemorate the bi centenary of Pandit Iswar Chandra Vidyasagar's birth anniversary.

A number of state level and national webinar were held during the lockdown period. by different departments of the college under active collaboration of the IQAC.

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

Plan of Action	Achievements/Outcomes
Setting up a covid task force	Successfully executed.
Introducing a dedicated portal for online examinations	Introduced and successfully utilised
commemoration of the birth bi-centenary of Vidyasagar	A book was published by the Teachers'council with ISBN number under acgtive inspiration of the IQAC and an International webinar was held to mark the occassion.
Strengthening the mentoring system	Substantially strengthened.

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	25/04/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-21	22/02/2022

15.Multidisciplinary / interdisciplinary

Interdisciplinary activities have been carried out in many departments. Departments like Philosophy and Physical Education have jointly organised Certificate and value based courses like Certificate Course on Yoga which explored the fundamental concepts of mainstream Yoga and its philosophical foundations. The course focused on the foundations for the theoretical as well as practical aspects of Yoga, one of the world's oldest sciences. Both qualitative and quantitative efforts were taken to meet the purpose of the program. Eminent speakers and trainers from different universities, colleges and institutions were invited as resource person to conduct the course schedule. As Course co-ordinator , it is our pleasure to inform that the entire program was very satisfactory and learner-centric. The total number of participants

benefitted from the course is 49. We have been delighted to have the active participation from six of our faculties (Rupa Chakraborty from Dept. of History, Dr Paramita Sen, Librarian, Nivedita Karmakar from Dept. of English, Nripen Mandal from Dept. of Education, Badiruddin Saikh from Dept. of Political Science and Poulomi Bhattacharya, Music Teacher) in this course who enhanced their knowledge on Yoga.

Interdisciplinary clases are also taken by the teachers. For instance Dr. Sudeshna Biswas of Sociology takes classes on Agriculture and Rural Development at the Hons level. Interdisciplinary lectures are also held and encouraged by the college authorities.

16.Academic bank of credits (ABC):

 Being a member of the academic bank of credits has been felt as one of the important aims of the institution for the full implimentation of the CBCS curriculam. However this year the registration process has not happen. The institution looks forward to get in registered in the academic bank of credit in the near future.

17.Skill development:

The present CBCS syllabii in corporate many skill based subjects as a part of the academic curriculam. The skill enhancement courses which is a part of CBCS curriculam like Museology,computer fundamentals, Film studies and the like are part of the regular knowledge transactions of the college. We have planning for many activities during 2021-22 to bring about skill development among the stake holders of the college.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

Integration of Indian knowledge system in the teaching learning process has already been done in the new CBCS curriculam. For instance in the first semester of the English Hons Indian cultural esthetics is basically taught. Thus the college does not have to take and aditional responsibility in acquinting students with the traditional knowlege system of the country and its cultural orientations.

The cultural committee and various of the ancilariy commities of

the college makes sure that the traditional culture of the nation is adequately represnted before the students. The different programmes held at different times of the year like Vasanta Utsav, Sarat Vandana and the like acquint the students with the traditional modes of cultural expression.

When it comes to online teaching, online facilities were fully utilised during this period because the pandemic was raging through these parts of the globe and there was a complete lock down imposed in and around the college.During this pandemic period all education and cocurricular activities were conducted in online /blended mode so that every one could take part of it.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

Outcome based course is basically a curriculam that has its focus on the results of the curriculam. While the college has limited independance in framing the university shaped curriculam and making it outcome based as such, efforts are made the institution level to use its own certificate courses for the furthering and betterment of outcome based education. So we are planning to start a number of certificate courses in the current session with their focus on the outcome of these courses.

20.Distance education/online education:

ICE tools are effectively used by all departments of the college and seminars and workshop are often arranged making use of the google suite of the college and its other online facilities. All examinations are also taken online through the college examination interface particularly developed for the institution.

When it comes to online teaching, it will be relevant to point out over here that during the pandemic period all education and cocurricular activities were conducted in online /blended mode so that every one could take part of it. The certificate value based course that have been planned for the next year are mostly inthe blended mode.

Extended Profile

1.Programme

1.1   **12**

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

File Description	Documents
Data Template	[View File]

2.Student

2.1   **4716**

Number of students during the year

File Description	Documents
Data Template	[View File]

2.2   **1444**

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

File Description	Documents
Data Template	[View File]

2.3   **797**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File]

3.Academic

3.1   **43**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File]

3.2   **34**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1	**12**
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	[View File](#)

2.Student

2.1	**4716**
Number of students during the year	

File Description	Documents
Data Template	[View File](#)

2.2	**1444**
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	[View File](#)

2.3	**797**
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1	**43**
Number of full time teachers during the year	

File Description	Documents
Data Template	[View File](#)

3.2 Number of Sanctioned posts during the year	**34**

File Description	Documents
Data Template	<u>View File</u>

4.Institution

4.1 Total number of Classrooms and Seminar halls	**22**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**6164954**
4.3 Total number of computers on campus for academic purposes	**19**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Every year a prospective academic calendar is framed at the beginning of the session so as to plan the activities of the different departments of the college both in their curricular and cocurricular aspects. This academic calendar is made available to all the stake holder of the college through the college website and regular meetings are held to ensure that the projected calendar is more or less being followed. Apart from this there is a detailed central routine framed by the routine committee at the commencement of every semester of the college in keeping with the provision of the central routine the different department of the college frame their departmental routine where allotted classes tutorial and remedial classes are assigned for the students. Regular formative and summative assessments are taken as a part of the CBSC curriculam which ensures the academic quality of the different academic departments of the college. The regularly held departmental meeting maintain check and balance on different academic cocurricular and extra curricular activities.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	http://cssmberachampa.org/doc/Prospectus%202021-22%20cssm.pdf

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

Continuous internal evaluation is a requirement of the choice based credit system that the institution follows.

As a result there is a consistent planning behind the conduction of this assessment though the internal assessment are primarily conducted by the individual department still an estimate of the tentative date of such assessment is provided in the academic calendar of the college. As a result of this provision the candidate gets to know at the beginning of every semester the date and time (tentatively) of the assessment taken by the college which has substantial bearing on the final SGPA score obtained by the incumbent. The question patterns of this assessment are mostly communicated to the students in the syllabus prepared by the undergraduate board of studies of the university this syllabuses are given to the students at the beginning of the semester by the respective departments by mostly by posting them in electronic form in their groups. Internal Assessments are regularly taken and the masks obtained by the candidate in these assessments are sent to the university authorities in the prescribed proforma in due course of time.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	http://cssmberachampa.org/vwdiffcell.aspx#

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for　　**A. All of the above**

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

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

1.2 - Academic Flexibility

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

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

12

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

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

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

0

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

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

number of students during the year

0

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

0

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The present CBCS curriculum is framed in such a way that the curriculum by default contents issues relevant to areas of professional ethics in each discipline that of gender divide and ideas related to environment and human values. For instance in the English Hons curriculum there is a core course dedicated to gender studies related to literature. Environmental awareness and Human rights are important components in other Hons subjects curriculum like Philosophy, Political Science, Education and History. Besides these all first semester students have to mandatorily study environmental studies which is tested in the end semester examination in a OMR sheet by the university. The college often organizes programmes on gender, environment, human values and sustainability. The college also runs a rain water harvesting project for preservation of pure water as its area is prone to ground water arsenic contamination.

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

1.3.2 - Number of courses that include experiential learning through project work/field

work/internship during the year

7

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

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

475

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows　　**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://cssmberachampa.org/doc/SSR_05_12_2022.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

3214

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

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

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

800

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

2.2 - Catering to Student Diversity

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

An assessment of the learning level of the students is generally done through formative assessments and university stipulated internal examinations that are taken by all the academic departments of the college. In departmental meeting the cases of such backward students are isolated and threadbare discussion is often made. On the basis of these meetings Counselling programmes with the students are organized and remedial classes are conducted for their betterment. Through summative and formative assessments, backward students are identified and steps are taken to provide remedial and corrective teaching for them. Regarding advanced learners incentive is given to them by way of prizes. They are also given special facilities like open access in the library for encouraging them to be toppers in their respective fields. Sometimes supplementary internal examinations are taken so as to ensure that the career of the students are not affected adversely by their backwardness for which they cannot be held responsible in any way.

File Description	Documents
Link for additional Information	https://drive.google.com/drive/folders/1Vvx-TX4bUV5ZolSkCrQe9WCcxZ79F-w5?usp=sharing cN5e5cFwk4nkgClZ1QbwsvnmG?usp=sharing
Upload any additional information	View File

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

Number of Students	Number of Teachers
4716	49

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Experiential learning is encouraged by the institution as it lays particular stress on projects and field studies. The method ensures that students and their requirements are paramount in each and every aspect of the institution. In the science subjects every effort is taken to relate the laboratory to the real work experience. The institution encourages every student to think, and not just to cram topics in the syllabi. Students are helped to master the contents of their syllabus and they are often given problems from practical lives a in the classrooms. Grading is done as much as possible and they are also made to realise the value of participatory management through the students' council of which some of them are active members. As their work is divided among several sections and subsections, they learnto develop skills completely conducive to their experience and acumen. Every activity is given to the students with a modus operandi and a target. These are the different ways in which student cantered education is fostered by the institution.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	http://cssmberachampa.org/doc/Prospectus%202021-22%20cssm.pdf

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

There is a dedicated ICT block in the college which consists of five large class rooms each allotted to two departments in double sharing basis. However during the pandemic lockdown, classes could not be failed in the college premises and were largely held online. As a result almost all class involved the use of ICT enabled tools in the most effective way. Even teachers who are not so tech savvy had no other way but take recourse to online teaching with the help of digital whiteboard, Google classroom, Google suite, zoom, and Skype using teaching modes like PowerPoint presentation and film shows. Thus during the lockdown and the closure of the college due to that teachers were busy preparing online resources and making fool use of whatever ICT device was available with them at their home. Further since the college

allots one laptop per department, these laptop were widely used by the teachers for the successful running of their ICT classes. State of the art digital classroom is also available in the college. However, unfortunately, during the pandemic years, the classroom was sparingly used.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://cssmberachampa.org/doc/Prospectus%202021-22%20cssm.pdf

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

2.3.3.1 - Number of mentors

49

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

2.4 - Teacher Profile and Quality

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

20

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

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

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

9

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

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

2.4.3.1 - Total experience of full-time teachers

172

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

2.5 - Evaluation Process and Reforms

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

Since internal assessment is an integral part of the CBCS curriculum, its importance cannot be overlooked. Thus the college takes meticulous steps every year through its departments to ensure the proper conduction of the internal assessments. Assessments are taken in two ways in the college. The first way is most common one, by taking pen and paper examinations. The second is by encouraging students to get involved in project works and home assignments. While the former evaluates the students ability in sitting form direct offline examination, the latter encourages him/her to exercise his or her skills in research and analysis.

However because of Covid restrictions written pen and paper assessments could not be done during this year the mode of internal assessment had to be confined in project work and written assignments along. We are hopeful that with the relaxation of the Covid restriction things will change and we will once again be able to apply different and varied pedagogical modes in approval with the respective undergraduate board of studies of the West Bengal State University, Our affiliating one.

File Description	Documents
Any additional information	View File
Link for additional information	http://cssmexam.in/

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

Whenever a student expresses in writing any kind of grievance regarding any or all the aspects of internal evaluation, such a complaint is forwarded by the principal to the concerned Head of the Department who probes in to the matter to check whether the grievance actually holds ground. In order to ensure that there is no victimization, no bias of any kind and no favoritism on the other side, teachers giving private tuition of students belonging to this college are desisted from being involved in any kind of internal assessment. This is strictly maintained by all the departments. In order to make the assessment process time bound a deadline is given to all examiners and the dead line is strictly adhered to. A mail id is given to each examiner so that after filling up the marks in the university portal a copy of that is sent to the college end. The college makes effective verification of the marks obtained and it is only subsequent to that it is sent to the university as final marks.

File Description	Documents
Any additional information	View File
Link for additional information	http://cssmexam.in/

2.6 - Student Performance and Learning Outcomes

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

Normally all stake holders are made aware of the different

academic and co curricular programme held by the institution through the college website and the printed prospectus which also has a soft copy of itself in the college website. Besides these limited advertisement is done in the locality whenever a new course is introduced and this is another mode in which the local community gets to know about it. Further different orientation programme are held as the college open for the new semester which acquaints the students with all the aspect of the programme courses and the certificate courses that the college offers. Besides these informal dissemination of information is done by the students council which plays an important ancillary role in the admission process of the institution. Above all students and other stake holders gets this information from every day class activity the different meeting of the different sub committees of the college.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://cssmberachampa.org/doc/Prospectus%202021-22%20cssm.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

Along with attitude skill ability capacity development on the subject so as to secure employment on it in the future programme outcome also contain the objective of inclusive education which incorporate sensitivity to environment and sustainability interest and capacity for research and analysis , development of the concept of responsible citizenship and above all the development of the faculty of rational and critical thinking.

From the point of view of the college an efficient and extremely effective feedback system is maintained regarding most of the stakeholders of the college which is perhaps the most comprehensive mechanism that tells us how the programme outcomes and course outcomes are happening in the college. Besides these we have also developed a systematic record of students progression into different institution of higher education and training which tell us how the students are faring in their professional life after passing out from this college.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	http://cssmberachampa.org/doc/Prospectus%202021-22%20cssm.pdf

2.6.3 - Pass percentage of Students during the year

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

797

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	https://drive.google.com/drive/folders/1Rwh13K0V889LzLhWbeuUAK5xt8yP4C1p?usp=sharing

2.7 - Student Satisfaction Survey

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

http://cssmberachampa.org/doc/SSR_05_12_2022.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

06

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

3.2 - Research Publications and Awards

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

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

13

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

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

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

13

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

3.3 - Extension Activities

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

The college performs a lot of extension activities in order to spread inclusive education so as to inculcate community engagement development of the norms of responsible citizenship among students as well as people belonging local community. Programmes are held on human right, women empowerment, environment sustainability, political consciousness and other mode of social awareness.

However during the period under our focus it was extremely difficult to carryout outreach programme even within the own community of the college due to intensive lockdown owing to the Covid scare. Nevertheless despite our physical limitations, the college make full use of the online mode to spread these messages

among the stake holders and the wider community of the large. Extension programmes were held in the form of workshop on Covid issues, Environment , Psychological health and even on the Indian constitution. Different departments and ancillary unit of the college performed different programme during the year to spread these issues among the stake holders. Even when opportunity came, the NSS got down to the street for spreading awareness regarding the pandemic offering masks and sanitizers for free even emergency provisions were made for those students and their families suffering from the deadly diseases.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1hBcBY3vG3dHEK6GEtdW04XC2lJUk1i20?usp=sharing
Upload any additional information	View File

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

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

0

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

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

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

2

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

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

`100`

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

`1`

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

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

1

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has three storied building which has two wings. It has a dedicated ICT section 21 class rooms , 19 computers, two laboratories and adequate number of small vestibular structures for its different committes.There is a state of the art virtual class room and very well equiped library. The ICT enabled class rooms are utilised by students on a routine basis when the college is open for offline classes.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/drive/folders/1W4RB3dKcN5e5cFwk4nkgClZ1QbwsvnmG?usp=sharing

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

The institution is quite culturally strong. It has a seminar hall which doubles up as an auditorium and there is a full fledged music training department which is slowly developing into a full fledged provider of a Certificate course programme which could not be started this year owing to the Covid pandemic. Every year the department performs celebration like the birth anniversary of Rabindranath Tagore, Kazi Nazrul Islam, Swami Vivekananda and other luminaries of our national and cultural history. Every year

specific programmes celebrating the Advent of spring (Vasanta Utsav) Holi is celebrated with great cheer by the stake holders. Other cultural programmes which are normally held in the college however could not be held offline but cultural celebrations were performed online during special days of observance like Independence Day, Republic Day and the birth anniversary of Netaji Subhas Chandra Bose and Swami Vivekananda this year.. The college has a full fledged gymnasium about which the same can be said and though it does not have a yoga center yet, the management is about to open a certificate course in yoga which will be operational from next year.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://drive.google.com/drive/folders/1W4RB3dKcN5e5cFwk4nkgClZ1QbwsvnmG?usp=sharing

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

22

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

7

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://drive.google.com/drive/folders/1W4RB3dKcN5e5cFwk4nkgClZ1QbwsvnmG?usp=sharing
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

1273855

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

4.2 - Library as a Learning Resource

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

· **Name of ILMS software`: KOHA**

· **Nature of automation (fully or partially) : Partially**

· **Version : 3.18.03**

· **Year of Automation : 2016**

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	http://cssmberachampa.org/index.aspx#

4.2.2 - The institution has subscription for the **A. Any 4 or more of the above** **following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

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

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

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

32765

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

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

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

10

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

4.3 - IT Infrastructure

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

The college has as many computers of which 19 are directly used for academic purposes. It has Wi-Fi coverage of its building and a fully dedicated ICT Section which consist of 5(five) rooms with full fledged ICT facilities which are partly powered by solar energy. There is a dedicated digital classrooms in the college. However during the pandemic full utilization of personal ICT facilities were done by the stake holders as it was impossible to come to the college owing to the lockdown.

So far as updating the IT facilities of the college there is an IT Upgrading Committee which supervises the need for updating these facilities. Subsequently the Annual Maintenance Provider of the college takes charge of the updating. It also checks andsupervises over all the IT facilities every week though the frequency of that supervision could not be maintained during the lockdown for obvious reasons.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://drive.google.com/drive/folders/1W4RB3dKcN5e5cFwk4nkgClZ1QbwsvnmG?usp=sharing

4.3.2 - Number of Computers

19

File Description	Documents
Upload any additional information	[View File](#)
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	[View File](#)

4.4 - Maintenance of Campus Infrastructure

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

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

783962

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

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

Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities on the website within a maximum of 200 words

The physical and the academic facilities of the college are properly maintained by the respective departments. Departments are given full charge over their departmental ICT classrooms and the maintenance of such rooms is done fully under their supervision. There are dedicated people meant for the cleaning work who work under the instruction of the department and take care of the physical facilities as much as possible. The laboratory is maintained by a dedicated laboratory assistant who also looks after the geography laboratory and the laboratory used for Agriculture and Rural Development. The library also is partially digitized and well maintained under the supervision of a full time librarian and her staff. There is a dedicated sports department of the college for the maintenance of the sports facilities and holding of the annual sports and athletic meet in which most of the students take part in some way or the other. The computers are all under annual maintenance contract which works under the supervision of the IT Upgradation Committee and are calibrated every week. Thus the maintenance aspect of the college in all its aspects is systematic and meticulous.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://drive.google.com/drive/folders/1W4RB3dKcN5e5cFwk4nkgClZ1QbwsvnmG?usp=sharing

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

3344

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

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

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

51

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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

C. 2 of the above

File Description	Documents
Link to institutional website	http://cssmberachampa.org/doc/Prospectus%202021-22%20cssm.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

98

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

98

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

5

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

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

105

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

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

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

government examinations) during the year

0

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

5.3 - Student Participation and Activities

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

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

4

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

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

The college has a selected Students Council consisting of representatives of different sections of the students. Different responsibilities are given to different members of this council in the form of portfolios. For instance there is a sports in charge of the students'council who looks up the different activities relating to sports and games and works in consonance with the sports department of the college. Similarly the secretary for the cultural affairs of the students selects students skilled in different modes of cultural and artistic expression and recommend those names for the cultural competition conducted by the cultural

committee of the college. The Students' Council also plays an important role in organizing the annual fest and the Freshers' Welcome of the college both of which were not held this year because of the Covid scare. The students council also plays very important role of assistance during the admission each year. It also publishes a magazine called 'Chetana' which unfortunately was not published during the year under focus owing to covid lockdown.

File Description	Documents
Paste link for additional information	http://cssmberachampa.org/SU.html
Upload any additional information	View File

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

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

0

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

5.4 - Alumni Engagement

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

Unfortunately for us there is no formal Alumni Association in the college but we are preparing to register the informal alumni association that we have and make it official. Needless to say the present informal association plays some important advisory role in the development of the academic co curricular and ancillary wings of the institution. It holds meetings at regular interval on the various aspects of the institution and the way the organization

can be more and more useful to it. The alumni association also provides important feedback on the overall activities of the college and it provides the same of how the inclusive education imparted by the college is fostering the spirit of the responsible citizenship among members of the local community.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The college purports to promote higher education for the empowerment of the rural youths. It also aims to provide professional and vocational training to meet the changing needs for a better way to living and to make them socially responsible citizen.

The mission of the college is to create an ideal academic ambience in the institute towards the fulfilment of the goal of quality education, particularly higher education, through service and mutual co-operation of all, especially of the teachers, students, non-teaching employees, guardians and other stakeholders.

The college is governed by a full fledged governing body where there are representative from the Government, the University, the teachers, the non teachers and the local self government in this case the panchayet of the village in which the college is situated. A full fledged governing body also contains a student representative as a nonvoting member of the body and in this our college is also no exception. There are three teacher representatives in the governing body. The chalking out of plans

is normally done at the subcommittee level while at the end it is ratified by the governing body before approval.

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

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

As the case study we will take up that admission procedure of our college to demonstrate how leadership works here through the decentralization and participative management. The end term examinations are held between the fifth and sixth month of the semester under normal circumstances and between the third and the fourth month during the Covid lockdown. Right from the notification the matter is managed by the exam committee which consists of both teaching and non teaching members of the college staff. It decides all the logistical details like that of the class room allotments the answer scripts distribution among the examiner, the question papers and all necessary things. During the covid year which is presently under our focus exams were fully held online and therefore sensitizing the students under the new mode, digitally collecting the answer scripts, evaluating them and filling up the marks at the University portal within the deadline are all done by teachers managed by the exam subcommittee and the academic departments jointly. This is an instance in which though principal is the center of power, power is systematically distributed among all ancillary nodes.

File Description	Documents
Paste link for additional information	http://cssmexam.in/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Many activities of the institution are implemented based on strategic planning. In fact, the nature of some of the activities of the institution is such as they need a well planned strategy

and a strict adherence to such a strategy in the execution of the same. The holding of the end semester examinations in the Covid period is an instance in point. While the university decides the dates of the examinations and the broad guidelines regarding it, the college has a systematic planning for the same. This systematic planning which not only includes the logistical aspect but also the effective dissemination of information is done through meetings and conferences between the essential stakeholders of the institution. Then everything, from providing the students with the submission mail ids and the whatsapp numbers, providing them with the question papers online within the time period stipulated by the university and securing a proper submission mechanism for the answer scripts are strictly done in accordance with the plan laid down by the college. It is perhaps because of this adherence to a pre-framed strategy that the college was able to perform this evaluation process so seamlessly.

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	http://cssmexam.in/
Upload any additional information	[View File](#)

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Yes. The HEI functions in a way which is at once efficient, effective and transparent and its policies are embodied in the various documents given in its website. In most of the cases however it being a govt aided college. Its policies administrative set up appointment and service rules are all decided by the relevant rules and regulations of the west Bengal govt. And the statutory laws of the west Bengal state university, the affiliating University of the HEI.

File Description	Documents
Paste link for additional information	http://cssmberachampa.org/Management.html
Link to Organogram of the Institution webpage	**Nil**
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination   **A. All of the above**

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

6.3 - Faculty Empowerment Strategies

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

There is still a lot to be done regarding creating more and more welfare projects for the teaching and the non teaching staff of the college. There is a well maintained employee's provident fund which is well maintained with accurate regularity by the accounts section of the college. All employees serving the college in substantive posts are given due Loans from it as and when necessary. Festival advances are also given to the employees before the respective festivals like Durga Puja and Id. Despite many problems during the past year on account of Covid lockdown, the college tried its best to stick to its policy on such welfare schemes.

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

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

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

0

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

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

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

0

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

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

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

12

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

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

Performance appraisal is done for the teachers in several possible ways. There is a departmental record book commonly called 'Daily Diary' by the teachers in which all class performances are recorded on a daily basis. The entire process is supervised by the

head of the department and appraised by the head of the institution at regular intervals.

This appraisal is reflected in the Self Appraisal Report prepared by the teacher at the end of the academic session. This report is systematically used for the promotion of the incumbent.

There is a similar system in place for the non teaching members of the staff. The Principal supervises over all their works with the help of the head clerk.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1OThq3M726a2ThcuDzC33zzmn74aX8bsY?usp=sharing
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The college is very particular and meticulous in terms of financial audit, both internal and external. Regular audit is done by government appointed auditor for every financial year and Audit reports are carefully placed before the governing body for threadbare discussion and approval. Audit objections or statements, if any, are taken up at different levels of the financial committees of the college and necessary corrections and rectifications are made as and when necessary. The accounts section of the college ensures the holding of regular audit of all relevant financial aspects of the institution.

Even during the Covid pandemic, this policy was followed as far as practicable.

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

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

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

0

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

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

In terms of resource mobilization the college employs usual conventional strategies for doing so. Whenever funds are received by the college for any specific purpose, a committee is constituted as per norms for the utilization of the fund in a systematic way. In funds related to the development of the college, the constituted development committee takes charge of the utilization and, the entire work utilizing the fund is carried on under the joint management and supervision of this development committee and the finance committee which not only consists of members from the college, but also the government representatives. Expenditures are always conducted by government given guidelines through e-tender and other accepted mechanisms and utilization certificate is sent to the funding authorities in due course of time under the active supervision of these committees.

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

6.5 - Internal Quality Assurance System

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

The Internal Quality Assurance Cell has played an active role during this year in developing strategies related to the use of different educational and other community enrichment practices. Two of such practices are enumerated below.

The first of these consists in setting up a system for the successful conduction of dissemination of teaching and examination in online mode during the Covid lockdown days. The Internal Quality Assurance Cell of the college was originally instrumental in the purchase of Google suite for the teaching learning process of the college during the entire length of the covid-19 lockdown. Further it was instrumental in securing for the college an examination platform through which astate of the art mechanism is provided for the students for successful submission of online examination script as well as for the teachers who were facilitated in the act of assessing them.

When it comes to community development the internal Quality Assurance Cell performed a constructive role in planning and execution of dissemination of vital information and Logistical arrangements in combating the covid-19 pandemic. Not only general awareness programs where conducted, but the IQAC was instrumental in executing with the collaboration of the NSS, mask and medicine distribution programmes among all sections of the stakeholders and the members of the local community.

Both these endeavours have been institutionalized and are carried on by the college.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1hBcBY3vG3dHEK6GEtdW04XC2lJUk1i20?usp=sharing
Upload any additional information	View File

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

Yes, the Internal Quality Assurance Cell of the college sits at regular intervals for the planning and execution of the incremental developments of the different aspect of the college

under its purview. Two such areas in which such regularly held ideation meetings have improved the existing mechanism substantially are the formation of a properly based mentoring programme which has substantially improved upon the system of informal mentoring largely carried out and expanding the feedback system so as to bring within its ambit more stakeholders of the college. These are the two areas in which the college has been able to make incremental improvements on the basic existing structures.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://drive.google.com/drive/folders/1Rwh13K0V889LzLhWbeuUAK5xt8yP4C1p?usp=sharing
Upload e-copies of the accreditations and certifications	[View File](#)
Upload any additional information	[View File](#)
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File](#)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Though offline specific programmes could not be held during the year because of the extensive lockdown, programmes indirectly dealing with psychic health for women and gender sensitivity were held. For instance the college organize an International seminar to mark the end of the bicentenary celebrations of Iswarchandra Vidyasagar's Birth in which the visions of this great educationist and patriot in thefield of women empowerment were the central points in focus. A large number of girl students took part in the seminar to make it a success in all possible ways. Further girls students particularly participated in other counseling orientation programmes and came up with issues which are directly related to gender equality and gender sensitization. Further in some curriculums disseminated from the college like English and sociology gender studies constitute an integral part.

There is a separate common room for girls but that did not come to much use during this period because of the extensive lockdown.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

C. Any 2 of the above

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

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

Solid waste is usually disposed through large dustbins placed at different parts of the college building and at crucial places in the college campus. Though there is no dedicated committee for waste management there is an employee designationally called Karmabandhu who supervises over the waste management of the college which includes solid waste management. For solid waste which can not be managed with the dustbins, sweeping staff are engaged by the college under thesupervision of the Karmabandhu for the purpose.

Liquid management is mainly done by means of well laid down pipelines that run through out the college and dump the waste in the local sewage. The college also has septic tanks for its toilets and lavatories.

The e waste of the college is normally disposed by selling of non hazardous components of it to vendors. The hazardous components are disposed off as per protocol.

In case of hazardous chemicals the same protocol is maintained.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://drive.google.com/drive/folders/1W4RB3dKcN5e5cFwk4nkgClZ1QbwsvnmG?usp=sharing
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus   C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

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

    A. Any 4 or All of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	[View File](#)

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

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

    E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	[View File](#)

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-

    B. Any 3 of the above

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

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

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution maintains a completely secular atmosphere in its day to day activities. It is policy wise not partial to any religion faith or communal identity. However it is not irreligious in its activities. Every year an academic seminar is conducted to commemorate the birth anniversary of Prophet Muhammad. Different resource persons belonging to different religious communities take part in it. The seminar becomes an important activity every year in sensitizing students in interfaith studies and research. Likewise the saraswati puja or Basanta vandana is held every year in the college and students belonging to all communities take part in all activities related to the puja. We have an ideal atmosphere of communal harmony and acceptance in our college and come what may we are determined to protect it at any cost.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	**No File Uploaded**

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

Value education particularly education of the values rights, duties and responsibilities of the students is disseminated both formally and informally by the college. During the last year the college organized programmes on the constitution of India, in which such value education was disseminated. Again the value of democracy at every levels and the cardinal faith in equality is practiced in almost in every aspects of the college. Decision making and execution of the act also done by democratically through meeting and ideation seminars. Moreover constitution of the students union is ensured the students inculcate these values in the process of their taking part in the management of the college through the student's council.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

B. Any 3 of the above

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

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

All these national commemorative days are celebrated /observed by the institution with great zeal. We observe the Republic Day and Independence Day hoisting the national flag. We also observe international women's day, Netaji Jayanti, Vivekananda's birth anniversary and the birth anniversary of Prophet Muhhamad with lectures and seminars to sensitize the students as well as the local community on the importance of these days and these personalities in our nation building process.

This year in particular we observed the bicentenary of Pandit Iswar Chandra Vidyasage Birth by publishing an ISBN book on behalf of the teachers council and holding the first ever International webinar of the college on Vidyasagar in which the IQAC played a major role.

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

7.2 - Best Practices

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

Title of the Practice

COVID AWARENESS PROGRAMME

Objectives of the Practice

The objective of these best practice was prevention and cure of the covid pandemic and the protocol that must be followed both inside and outside one's home to fully cope with the pandemic.

The Context

The corona pandemic had hit India with the rest of the world at

the beginning of the previous year and there have often being continuous and intermittent lockdowns to break the chain of its infections.

ThePractice

Distribution of Medicines, mask, gloves

Formation of a psychological help line

Formation of Covid Task force

Evidence of Success

The chain of infection was broken.

ProblemsEncounteredandResourcesRequired

The Primary problem was getting human resource. However our NSS volunteers came to much help. Financial resources were provided by the stakeholders.

Title of the Practice

Setting a dedicated examination portal

Objectives of the Practice

To enable students hassle free online examination experience

The Context

During the lockdown period all examinations are online

ThePractice

A vendor was outsourced the responsibilities of setting up and maintenance.

Evidence of Success

Hassle free online examination of the students and satisfactory evaluation process for the examiners.

ProblemsEncounteredandResourcesRequired

Financial Resource was provided by the college.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	[View File](#)

7.3 - Institutional Distinctiveness

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

One of the most important aspects of the institution is its dissemination of education by direct classroom teaching. Such teaching was actually impossible during the period due to the fact that the college was under covid lockdown throughout the period under report. As a result we had to resort to teaching, seminars and other activities online through the google suite purchased by the college. The way all the stakeholders adopted to the change and functioned sucessfully, turning the limitation to an advantage is indeed an achievement and worthy of mention. The examination system working through the examination portal provided by the college is another such area in which the performance of the institution is successfully conducting the examinations had been remarkable.It may not also be irrelevant to pointout over here that the college even held state level, national level and even internal level webinars / conferences /symposia of excellence through the onlinen mode. We even commomorated the bi centinary of Iswar Chandra Vidyasagar birth by holding and international webinar online on the theme. The pandemic could not hold back the college rather it gifted it with new mode of expressionand dissemination of knowledge.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

Every year a prospective academic calendar is framed at the beginning of the session so as to plan the activities of the different departments of the college both in their curricular and cocurricular aspects. This academic calendar is made available to all the stake holder of the college through the college website and regular meetings are held to ensure that the projected calendar is more or less being followed. Apart from this there is a detailed central routine framed by the routine committee at the commencement of every semester of the college in keeping with the provision of the central routine the different department of the college frame their departmental routine where allotted classes tutorial and remedial classes are assigned for the students. Regular formative and summative assessments are taken as a part of the CBSC curriculam which ensures the academic quality of the different academic departments of the college. The regularly held departmental meeting maintain check and balance on different academic cocurricular and extra curricular activities.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	http://cssmberachampa.org/doc/Prospectus%202021-22%20cssm.pdf

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

Continuous internal evaluation is a requirement of the choice based credit system that the institution follows.

As a result there is a consistent planning behind the conduction of this assessment though the internal assessment are primarily conducted by the individual department still an estimate of the tentative date of such assessment is provided

in the academic calendar of the college. As a result of this provision the candidate gets to know at the beginning of every semester the date and time (tentatively) of the assessment taken by the college which has substantial bearing on the final SGPA score obtained by the incumbent. The question patterns of this assessment are mostly communicated to the students in the syllabus prepared by the undergraduate board of studies of the university this syllabuses are given to the students at the beginning of the semester by the respective departments by mostly by posting them in electronic form in their groups. Internal Assessments are regularly taken and the masks obtained by the candidate in these assessments are sent to the university authorities in the prescribed proforma in due course of time.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	http://cssmberachampa.org/vwdiffcell.aspx#

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

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

1.2 - Academic Flexibility

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

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

12

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

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

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

0

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

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

The present CBCS curriculum is framed in such a way that the curriculum by default contents issues relevant to areas of professional ethics in each discipline that of gender divide and ideas related to environment and human values. For instance in the English Hons curriculum there is a core course dedicated to gender studies related to literature. Environmental awareness and Human rights are important components in other Hons subjects curriculum like Philosophy, Political Science, Education and History. Besides these all first semester students have to mandatorily study environmental studies which is tested in the end semester examination in a OMR sheet by the university. The college often organizes programmes on gender, environment, human values and sustainability. The college also runs a rain water harvesting project for preservation of pure water as its area is prone to ground water arsenic contamination.

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

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

7

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

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

475

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

1.4.2 - Feedback process of the Institution may be classified as follows	B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	http://cssmberachampa.org/doc/SSR_05_12_2022.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

3214

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

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

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

800

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

2.2 - Catering to Student Diversity

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

An assessment of the learning level of the students is generally done through formative assessments and university stipulated internal examinations that are taken by all the academic departments of the college. In departmental meeting the cases of such backward students are isolated and threadbare discussion is often made. On the basis of these meetings Counselling programmes with the students are organized and remedial classes are conducted for their betterment. Through summative and formative assessments, backward students are identified and steps are taken to provide remedial and corrective teaching for them. Regarding advanced learners incentive is given to them by way of prizes. They are also given special facilities like open access in the library for encouraging them to be toppers in their respective fields. Sometimes supplementary internal examinations are taken so as to ensure that the career of the students are not affected adversely by their backwardness for which they cannot be held responsible in any way.

File Description	Documents
Link for additional Information	https://drive.google.com/drive/folders/1Vvx-TX4bUV5ZolSkCrQe9WCcxZ79F-w5?usp=sharingcN5e5cFwk4nkgClZ1QbwsvnmG?usp=sharing
Upload any additional information	View File

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

Number of Students	Number of Teachers
4716	49

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

Experiential learning is encouraged by the institution as it lays particular stress on projects and field studies. The method ensures that students and their requirements are paramount in each and every aspect of the institution. In the science subjects every effort is taken to relate the laboratory to the real work experience. The institution encourages every student to think, and not just to cram topics in the syllabi. Students are helped to master the contents of their syllabus and they are often given problems from practical lives a in the classrooms. Grading is done as much as possible and they are also made to realise the value of participatory management through the students' council of which some of them are active members. As their work is divided among several sections and subsections, they learnto develop skills completely conducive to their experience and acumen. Every activity is given to the students with a modus operandi and a target. These are the different ways in which student cantered education is fostered by the institution.

File Description	Documents
Upload any additional information	View File
Link for additional information	http://cssmberachampa.org/doc/Prospectus%202021-22%20cssm.pdf

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

There is a dedicated ICT block in the college which consists of five large class rooms each allotted to two departments in double sharing basis. However during the pandemic lockdown, classes could not be failed in the college premises and were largely held online. As a result almost all class involved the use of ICT enabled tools in the most effective way. Even teachers who are not so tech savvy had no other way but take recourse to online teaching with the help of digital

whiteboard, Google classroom, Google suite, zoom, and Skype using teaching modes like PowerPoint presentation and film shows. Thus during the lockdown and the closure of the college due to that teachers were busy preparing online resources and making fool use of whatever ICT device was available with them at their home. Further since the college allots one laptop per department, these laptop were widely used by the teachers for the successful running of their ICT classes. State of the art digital classroom is also available in the college. However, unfortunately, during the pandemic years, the classroom was sparingly used.

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://cssmberachampa.org/doc/Prospectus%202021-22%20cssm.pdf

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

2.3.3.1 - Number of mentors

49

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

2.4 - Teacher Profile and Quality

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

20

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

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

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

9

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

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

2.4.3.1 - Total experience of full-time teachers

172

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

2.5 - Evaluation Process and Reforms

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

Since internal assessment is an integral part of the CBCS curriculum, its importance cannot be overlooked. Thus the college takes meticulous steps every year through its departments to ensure the proper conduction of the internal assessments. Assessments are taken in two ways in the college. The first way is most common one, by taking pen and paper examinations. The second is by encouraging students to get involved in project works and home assignments. While the former evaluates the students ability in sitting form direct offline examination, the latter encourages him/her to exercise his or her skills in research and analysis. However because of Covid restrictions written pen and paper assessments could not be done during this year the mode of internal assessment had to be confined in project work and written assignments along. We are hopeful that with the relaxation of the Covid restriction things will change and we will once again be able to apply different and varied pedagogical modes in approval with the respective undergraduate board of studies of the West Bengal State University, Our affiliating one.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	http://cssmexam.in/

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

Whenever a student expresses in writing any kind of grievance regarding any or all the aspects of internal evaluation, such a complaint is forwarded by the principal to the concerned Head of the Department who probes in to the matter to check whether the grievance actually holds ground. In order to ensure that there is no victimization, no bias of any kind and no favoritism on the other side, teachers giving private tuition of students belonging to this college are desisted from being involved in any kind of internal assessment. This is strictly maintained by all the departments. In order to make the assessment process time bound a deadline is given to all examiners and the dead line is strictly adhered to. A mail id is given to each examiner so that after filling up the marks in the university portal a copy of that is sent to the college end. The college makes effective verification of the marks obtained and it is only subsequent to that it is sent to the university as final marks.

File Description	Documents
Any additional information	View File
Link for additional information	http://cssmexam.in/

2.6 - Student Performance and Learning Outcomes

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

Normally all stake holders are made aware of the different academic and co curricular programme held by the institution through the college website and the printed prospectus which also has a soft copy of itself in the college website. Besides these limited advertisement is done in the locality whenever a new course is introduced and this is another mode in which the local community gets to know about it. Further different orientation programme are held as the college open for the new semester which acquaints the students with all the aspect of the programme courses and the certificate courses that the college offers. Besides these informal dissemination of information is done by the students council which plays an important ancillary role in the admission process of the institution. Above all students and other stake holders gets this information from every day class activity the different meeting of the different sub committees of the college.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://cssmberachampa.org/doc/Prospectus%202021-22%20cssm.pdf
Upload COs for all courses (exemplars from Glossary)	View File

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

Along with attitude skill ability capacity development on the subject so as to secure employment on it in the future programme outcome also contain the objective of inclusive education which incorporate sensitivity to environment and sustainability interest and capacity for research and analysis

, development of the concept of responsible citizenship and above all the development of the faculty of rational and critical thinking.

From the point of view of the college an efficient and extremely effective feedback system is maintained regarding most of the stakeholders of the college which is perhaps the most comprehensive mechanism that tells us how the programme outcomes and course outcomes are happening in the college. Besides these we have also developed a systematic record of students progression into different institution of higher education and training which tell us how the students are faring in their professional life after passing out from this college.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	http://cssmberachampa.org/doc/Prospectus%202021-22%20cssm.pdf

2.6.3 - Pass percentage of Students during the year

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

797

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	https://drive.google.com/drive/folders/1Rwh13K0V889LzLhWbeuUAK5xt8yP4C1p?usp=sharing

2.7 - Student Satisfaction Survey

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

http://cssmberachampa.org/doc/SSR_05_12_2022.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

06

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

3.2 - Research Publications and Awards

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

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

13

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

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

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

13

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

3.3 - Extension Activities

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

The college performs a lot of extension activities in order to spread inclusive education so as to inculcate community engagement development of the norms of responsible citizenship among students as well as people belonging local community. Programmes are held on human right, women empowerment, environment sustainability, political consciousness and other mode of social awareness.

However during the period under our focus it was extremely difficult to carryout outreach programme even within the own community of the college due to intensive lockdown owing to the Covid scare. Nevertheless despite our physical limitations, the college make full use of the online mode to spread these messages among the stake holders and the wider community of the large. Extension programmes were held in the form of workshop on Covid issues, Environment , Psychological health and even on the Indian constitution. Different departments and ancillary unit of the college performed different programme during the year to spread these issues among the stake holders. Even when opportunity came, the NSS got down to the street for spreading awareness regarding the pandemic offering masks and sanitizers for free even emergency provisions were made for those students and their families suffering from the deadly diseases.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1hBcBY3vG3dHEK6GEtdW04XC2lJUk1i20?usp=sharing
Upload any additional information	View File

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

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

0

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

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

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

2

File Description	Documents
Reports of the event organized	[View File](#)
Any additional information	[View File](#)
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	[View File](#)

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

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

100

File Description	Documents
Report of the event	[View File](#)
Any additional information	[View File](#)
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	[View File](#)

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

`1`

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	View File

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

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

`1`

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The institution has three storied building which has two wings. It has a dedicated ICT section 21 class rooms , 19 computers, two laboratories and adequate number of small vestibular structures for its different committes.There is a state of the art virtual class room and very well equiped library. The ICT enabled class rooms are utilised by students on a routine basis

when the college is open for offline classes.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://drive.google.com/drive/folders/1W4RB3dKcN5e5cFwk4nkgClZ1QbwsvnmG?usp=sharing

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

The institution is quite culturally strong. It has a seminar hall which doubles up as an auditorium and there is a full fledged music training department which is slowly developing into a full fledged provider of a Certificate course programme which could not be started this year owing to the Covid pandemic. Every year the department performs celebration like the birth anniversary of Rabindranath Tagore, Kazi Nazrul Islam, Swami Vivekananda and other luminaries of our national and cultural history. Every year specific programmes celebrating the Advent of spring (Vasanta Utsav) Holi is celebrated with great cheer by the stake holders. Other cultural programmes which are normally held in the college however could not be held offline but cultural celebrations were performed online during special days of observance like Independence Day, Republic Day and the birth anniversary of Netaji Subhas Chandra Bose and Swami Vivekananda this year.. The college has a full fledged gymnasium about which the same can be said and though it does not have a yoga center yet, the management is about to open a certificate course in yoga which will be operational from next year.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://drive.google.com/drive/folders/1W4RB3dKcN5e5cFwk4nkgClZ1QbwsvnmG?usp=sharing

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

22

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

7

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://drive.google.com/drive/folders/1W 4RB3dKcN5e5cFwk4nkgClZ1QbwsvnmG?usp=shari ng
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

1273855

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

4.2 - Library as a Learning Resource

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

- **Name of ILMS software`: KOHA**

- **Nature of automation (fully or partially) : Partially**

- **Version : 3.18.03**

· Year of Automation : 2016

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	http://cssmberachampa.org/index.aspx#

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**A. Any 4 or more of the above**

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

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

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

32765

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

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

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

10

File Description	Documents
Any additional information	[View File](#)
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

The college has as many computers of which 19 are directly used for academic purposes. It has Wi-Fi coverage of its building and a fully dedicated ICT Section which consist of 5(five) rooms with full fledged ICT facilities which are partly powered by solar energy. There is a dedicated digital classrooms in the college. However during the pandemic full utilization of personal ICT facilities were done by the stake holders as it was impossible to come to the college owing to the lockdown.

So far as updating the IT facilities of the college there is an IT Upgrading Committee which supervises the need for updating these facilities. Subsequently the Annual Maintenance Provider of the college takes charge of the updating. It also checks andsupervises over all the IT facilities every week though the frequency of that supervision could not be maintained during the lockdown for obvious reasons.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://drive.google.com/drive/folders/1W4RB3dKcN5e5cFwk4nkgClZ1QbwsvnmG?usp=sharing

4.3.2 - Number of Computers

19

File Description	Documents
Upload any additional information	[View File](#)
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	A. ? 50MBPS

File Description	Documents
Upload any additional Information	**No File Uploaded**
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

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

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

783962

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

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

Describe policy details of systems and procedures for maintaining and utilizing physical, academic and support facilities on the website within a maximum of 200 words

The physical and the academic facilities of the college are properly maintained by the respective departments. Departments are given full charge over their departmental ICT classrooms and the maintenance of such rooms is done fully under their supervision. There are dedicated people meant for the cleaning work who work under the instruction of the department and take care of the physical facilities as much as possible. The

laboratory is maintained by a dedicated laboratory assistant who also looks after the geography laboratory and the laboratory used for Agriculture and Rural Development. The library also is partially digitized and well maintained under the supervision of a full time librarian and her staff. There is a dedicated sports department of the college for the maintenance of the sports facilities and holding of the annual sports and athletic meet in which most of the students take part in some way or the other. The computers are all under annual maintenance contract which works under the supervision of the IT Upgradation Committee and are calibrated every week. Thus the maintenance aspect of the college in all its aspects is systematic and meticulous.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://drive.google.com/drive/folders/1W4RB3dKcN5e5cFwk4nkgClZlQbwsvnmG?usp=sharing

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

3344

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

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

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

51

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills — **C. 2 of the above**

File Description	Documents
Link to institutional website	http://cssmberachampa.org/doc/Prospectus%202021-22%20cssm.pdf
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

98

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

98

File Description	Documents
Any additional information	[View File](#)
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	[View File](#)

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View File](#)
Upload any additional information	[View File](#)
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

5

File Description	Documents
Self-attested list of students placed	**No File Uploaded**
Upload any additional information	[View File](#)

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

105

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

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

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

0

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

5.3 - Student Participation and Activities

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

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

4

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at uni versity/state/national/internatio nal level (During the year) (Data Template)	View File

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

The college has a selected Students Council consisting of representatives of different sections of the students. Different responsibilities are given to different members of this council in the form of portfolios. For instance there is a sports in charge of the students'council who looks up the different activities relating to sports and games and works in consonance with the sports department of the college. Similarly the secretary for the cultural affairs of the students selects students skilled in different modes of cultural and artistic expression and recommend those names for the cultural competition conducted by the cultural committee of the college. The Students' Council also plays an important role in organizing the annual fest and the Freshers' Welcome of the college both of which were not held this year because of the Covid scare. The students council also plays very important role of assistance during the admission each year. It also publishes a magazine called 'Chetana' which unfortunately was not published during the year under focus owing to covid lockdown.

File Description	Documents
Paste link for additional information	http://cssmberachampa.org/SU.html
Upload any additional information	View File

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

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

0

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

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

Unfortunately for us there is no formal Alumni Association in the college but we are preparing to register the informal alumni association that we have and make it official. Needless to say the present informal association plays some important advisory role in the development of the academic co curricular and ancillary wings of the institution. It holds meetings at regular interval on the various aspects of the institution and the way the organization can be more and more useful to it. The alumni association also provides important feedback on the overall activities of the college and it provides the same of how the inclusive education imparted by the college is fostering the spirit of the responsible citizenship among members of the local community.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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

File Description	Documents
Upload any additional information	**No File Uploaded**

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The college purports to promote higher education for the empowerment of the rural youths. It also aims to provide professional and vocational training to meet the changing needs for a better way to living and to make them socially responsible citizen.

The mission of the college is to create an ideal academic ambience in the institute towards the fulfilment of the goal of quality education, particularly higher education, through service and mutual co-operation of all, especially of the teachers, students, non-teaching employees, guardians and other stakeholders.

The college is governed by a full fledged governing body where there are representative from the Government, the University, the teachers, the non teachers and the local self government in this case the panchayet of the village in which the college is situated. A full fledged governing body also contains a student representative as a nonvoting member of the body and in this our college is also no exception. There are three teacher representatives in the governing body. The chalking out of plans is normally done at the subcommittee level while at the end it is ratified by the governing body before approval.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

As the case study we will take up that admission procedure of

our college to demonstrate how leadership works here through the decentralization and participative management. The end term examinations are held between the fifth and sixth month of the semester under normal circumstances and between the third and the fourth month during the Covid lockdown. Right from the notification the matter is managed by the exam committee which consists of both teaching and non teaching members of the college staff. It decides all the logistical details like that of the class room allotments the answer scripts distribution among the examiner, the question papers and all necessary things. During the covid year which is presently under our focus exams were fully held online and therefore sensitizing the students under the new mode, digitally collecting the answer scripts, evaluating them and filling up the marks at the University portal within the deadline are all done by teachers managed by the exam subcommittee and the academic departments jointly. This is an instance in which though principal is the center of power, power is systematically distributed among all ancillary nodes.

File Description	Documents
Paste link for additional information	http://cssmexam.in/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Many activities of the institution are implemented based on strategic planning. In fact, the nature of some of the activities of the institution is such as they need a well planned strategy and a strict adherence to such a strategy in the execution of the same. The holding of the end semester examinations in the Covid period is an instance in point. While the university decides the dates of the examinations and the broad guidelines regarding it, the college has a systematic planning for the same. This systematic planning which not only includes the logistical aspect but also the effective dissemination of information is done through meetings and conferences between the essential stakeholders of the institution. Then everything, from providing the students with the submission mail ids and the whatsapp numbers, providing them with the question papers online within the time period stipulated by the university and securing a proper submission

mechanism for the answer scripts are strictly done in accordance with the plan laid down by the college. It is perhaps because of this adherence to a pre-framed strategy that the college was able to perform this evaluation process so seamlessly.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://cssmexam.in/
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Yes. The HEI functions in a way which is at once efficient, effective and transparent and its policies are embodied in the various documents given in its website. In most of the cases however it being a govt aided college. Its policies administrative set up appointment and service rules are all decided by the relevant rules and regulations of the west Bengal govt. And the statutory laws of the west Bengal state university, the affiliating University of the HEI.

File Description	Documents
Paste link for additional information	http://cssmberachampa.org/Management.html
Link to Organogram of the Institution webpage	Nil
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

There is still a lot to be done regarding creating more and more welfare projects for the teaching and the non teaching staff of the college. There is a well maintained employee's provident fund which is well maintained with accurate regularity by the accounts section of the college. All employees serving the college in substantive posts are given due Loans from it as and when necessary. Festival advances are also given to the employees before the respective festivals like Durga Puja and Id. Despite many problems during the past year on account of Covid lockdown, the college tried its best to stick to its policy on such welfare schemes.

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

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

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

0

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

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

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

0

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

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

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

12

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

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

Performance appraisal is done for the teachers in several possible ways. There is a departmental record book commonly called 'Daily Diary' by the teachers in which all class performances are recorded on a daily basis. The entire process is supervised by the head of the department and appraised by the head of the institution at regular intervals.

This appraisal is reflected in the Self Appraisal Report prepared by the teacher at the end of the academic session. This report is systematically used for the promotion of the incumbent.

There is a similar system in place for the non teaching members of the staff. The Principal supervises over all their works with the help of the head clerk.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/10Thq3M726a2ThcuDzC33zzmn74aX8bsY?usp=sharing
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

The college is very particular and meticulous in terms of
financial audit, both internal and external. Regular audit is
done by government appointed auditor for every financial year
and Audit reports are carefully placed before the governing
body for threadbare discussion and approval. Audit objections
or statements, if any, are taken up at different levels of the
financial committees of the college and necessary corrections
and rectifications are made as and when necessary. The accounts
section of the college ensures the holding of regular audit of
all relevant financial aspects of the institution.

Even during the Covid pandemic, this policy was followed as far
as practicable.

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

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

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

0

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

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

In terms of resource mobilization the college employs usual
conventional strategies for doing so. Whenever funds are
received by the college for any specific purpose, a committee
is constituted as per norms for the utilization of the fund in

a systematic way. In funds related to the development of the college, the constituted development committee takes charge of the utilization and, the entire work utilizing the fund is carried on under the joint management and supervision of this development committee and the finance committee which not only consists of members from the college, but also the government representatives. Expenditures are always conducted by government given guidelines through e-tender and other accepted mechanisms and utilization certificate is sent to the funding authorities in due course of time under the active supervision of these committees.

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

6.5 - Internal Quality Assurance System

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

The Internal Quality Assurance Cell has played an active role during this year in developing strategies related to the use of different educational and other community enrichment practices. Two of such practices are enumerated below.

The first of these consists in setting up a system for the successful conduction of dissemination of teaching and examination in online mode during the Covid lockdown days. The Internal Quality Assurance Cell of the college was originally instrumental in the purchase of Google suite for the teaching learning process of the college during the entire length of the covid-19 lockdown. Further it was instrumental in securing for the college an examination platform through which astate of the art mechanism is provided for the students for successful submission of online examination script as well as for the teachers who were facilitated in the act of assessing them.

When it comes to community development the internal Quality Assurance Cell performed a constructive role in planning and execution of dissemination of vital information and Logistical arrangements in combating the covid-19 pandemic. Not only general awareness programs where conducted, but the IQAC was

instrumental in executing with the collaboration of the NSS, mask and medicine distribution programmes among all sections of the stakeholders and the members of the local community.

Both these endeavours have been institutionalized and are carried on by the college.

File Description	Documents
Paste link for additional information	https://drive.google.com/drive/folders/1h BcBY3vG3dHEK6GEtdW04XC2lJUk1i20?usp=shari ng
Upload any additional information	View File

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

Yes, the Internal Quality Assurance Cell of the college sits at regular intervals for the planning and execution of the incremental developments of the different aspect of the college under its purview. Two such areas in which such regularly held ideation meetings have improved the existing mechanism substantially are the formation of a properly based mentoring programme which has substantially improved upon the system of informal mentoring largely carried out and expanding the feedback system so as to bring within its ambit more stakeholders of the college. These are the two areas in which the college has been able to make incremental improvements on the basic existing structures.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality	**B. Any 3 of the above**

initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	

File Description	Documents
Paste web link of Annual reports of Institution	https://drive.google.com/drive/folders/1Rwh13K0V889LzLhWbeuUAK5xt8yP4C1p?usp=sharing
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Though offline specific programmes could not be held during the year because of the extensive lockdown, programmes indirectly dealing with psychic health for women and gender sensitivity were held. For instance the college organize an International seminar to mark the end of the bicentenary celebrations of Iswarchandra Vidyasagar's Birth in which the visions of this great educationist and patriot in thefield of women empowerment were the central points in focus. A large number of girl students took part in the seminar to make it a success in all possible ways. Further girls students particularly participated in other counseling orientation programmes and came up with issues which are directly related to gender equality and gender sensitization. Further in some curriculums disseminated from the college like English and sociology gender studies constitute an integral part.

There is a separate common room for girls but that did not come to much use during this period because of the extensive lockdown.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	Nil

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

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

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

Solid waste is usually disposed through large dustbins placed at different parts of the college building and at crucial places in the college campus. Though there is no dedicated committee for waste management there is an employee designationally called Karmabandhu who supervises over the waste management of the college which includes solid waste management. For solid waste which can not be managed with the dustbins, sweeping staff are engaged by the college under thesupervision of the Karmabandhu for the purpose.

Liquid management is mainly done by means of well laid down pipelines that run through out the college and dump the waste in the local sewage. The college also has septic tanks for its toilets and lavatories.

The e waste of the college is normally disposed by selling of non hazardous components of it to vendors. The hazardous

components are disposed off as per protocol.

In case of hazardous chemicals the same protocol is maintained.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://drive.google.com/drive/folders/1W 4RB3dKcN5e5cFwk4nkgClZ1QbwsvnmG?usp=shari ng
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**C. Any 2 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants**	**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	**E. None of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	**No File Uploaded**
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**B. Any 3 of the above**

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

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

The institution maintains a completely secular atmosphere in its day to day activities. It is policy wise not partial to any religion faith or communal identity. However it is not irreligious in its activities. Every year an academic seminar is conducted to commemorate the birth anniversary of Prophet Muhammad. Different resource persons belonging to different religious communities take part in it. The seminar becomes an important activity every year in sensitizing students in interfaith studies and research. Likewise the saraswati puja or Basanta vandana is held every year in the college and students belonging to all communities take part in all activities related to the puja. We have an ideal atmosphere of communal harmony and acceptance in our college and come what may we are determined to protect it at any cost.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	**No File Uploaded**

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

Value education particularly education of the values rights, duties and responsibilities of the students is disseminated both formally and informally by the college. During the last

year the college organized programmes on the constitution of India, in which such value education was disseminated. Again the value of democracy at every levels and the cardinal faith in equality is practiced in almost in every aspects of the college. Decision making and execution of the act also done by democratically through meeting and ideation seminars. Moreover constitution of the students union is ensured the students inculcate these values in the process of their taking part in the management of the college through the student's council.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	B. Any 3 of the above

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

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

All these national commemorative days are celebrated /observed by the institution with great zeal. We observe the Republic Day and Independence Day hoisting the national flag. We also observe international women's day, Netaji Jayanti, Vivekananda's birth anniversary and the birth anniversary of Prophet Muhhamad with lectures and seminars to sensitize the students as well as the local community on the importance of these days and these personalities in our nation building process.

This year in particular we observed the bicentenary of Pandit Iswar Chandra Vidyasage Birth by publishing an ISBN book on behalf of the teachers council and holding the first ever International webinar of the college on Vidyasagar in which the IQAC played a major role.

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

7.2 - Best Practices

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

Title of the Practice

COVID AWARENESS PROGRAMME

Objectives of the Practice

The objective of these best practice was prevention and cure of the covid pandemic and the protocol that must be followed both inside and outside one's home to fully cope with the pandemic.

The Context

The corona pandemic had hit India with the rest of the world at the beginning of the previous year and there have often being continuous and intermittent lockdowns to break the chain of its

infections.

ThePractice

Distribution of Medicines, mask, gloves

Formation of a psychological help line

Formation of Covid Task force

Evidence of Success

The chain of infection was broken.

ProblemsEncounteredandResourcesRequired

The Primary problem was getting human resource. However our NSS volunteers came to much help. Financial resources were provided by the stakeholders.

Title of the Practice

Setting a dedicated examination portal

Objectives of the Practice

To enable students hassle free online examination experience

The Context

During the lockdown period all examinations are online

ThePractice

A vendor was outsourced the responsibilities of setting up and maintenance.

Evidence of Success

Hassle free online examination of the students and satisfactory evaluation process for the examiners.

ProblemsEncounteredandResourcesRequired

Financial Resource was provided by the college.

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

7.3 - Institutional Distinctiveness

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

One of the most important aspects of the institution is its dissemination of education by direct classroom teaching. Such teaching was actually impossible during the period due to the fact that the college was under covid lockdown throughout the period under report. As a result we had to resort to teaching, seminars and other activities online through the google suite purchased by the college. The way all the stakeholders adopted to the change and functioned sucessfully, turning the limitation to an advantage is indeed an achievement and worthy of mention. The examination system working through the examination portal provided by the college is another such area in which the performance of the institution is successfully conducting the examinations had been remarkable.It may not also be irrelevant to pointout over here that the college even held state level, national level and even internal level webinars / conferences /symposia of excellence through the onlinen mode. We even commomorated the bi centinary of Iswar Chandra Vidyasagar birth by holding and international webinar online on the theme. The pandemic could not hold back the college rather it gifted it with new mode of expressionand dissemination of knowledge.

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

7.3.2 - Plan of action for the next academic year

1. Extension of college campus
2. Construction of a separate science block (three storied)
3. Construction of new auditorium
4. Opening Hons courses in science subjects
5. Extension of teaching space by devoting new class rooms

6. Recruitment of more teaching staff to improve teachers students ratio
7. Improve college- community interaction to motivate 1st generation learners more into higher education
8. Introduction of Add on and Certificate courses
9. Participation in NIRF