



YEARLY STATUS REPORT - 2021-2022

Part A	
Data of the Institution	
1.Name of the Institution	Vivekananda Satavarshiki Mahavidyalaya
• Name of the Head of the institution	Dr. Uma Bhaumik
• Designation	Principal
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03222230244
• Mobile No:	9433722528
• Registered e-mail	iqac@vsm.org.in
• Alternate e-mail	iqac.vsm20@gmail.com
• Address	PO: Manikpara, Dist - Jhargram
• City/Town	Manikpara
• State/UT	West Bengal
• Pin Code	721513
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Rural

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	Vidyasagar University				
• Name of the IQAC Coordinator	Tapas Kumar Das				
• Phone No.	03222230244				
• Alternate phone No.	7384555718				
• Mobile	9433722528				
• IQAC e-mail address	iqac@vsm.org.in				
• Alternate e-mail address	iqac.vsm20@gmail.com				
3. Website address (Web link of the AQAR (Previous Academic Year))	https://www.vsm.org.in/download/71663852576.pdf				
4. Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.vsm.org.in/download/71685207154.pdf				
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	C	1.88	2016	19/01/2016	18/01/2021
6. Date of Establishment of IQAC			01/04/2012		
7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
NIL	NIL	NIL	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
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
A number of computers have been repaired and upgraded in the Computer Lab.	
High speed broadband connection has been extended to several laboratories and library.	
A separate ICT-enabled room has been established for academic and official works.	
Additional two ICT-based class rooms have been established.	
More number of student related co-curricular activities such as sports, cultural, career development programmes etc have been promoted to be organised through online and offline mode.	
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
Enhancement of internet connectivity and student accessibility to the computer Lab.	Existing Computer Lab has been equipped with more computers and high speed broadband connection.
No of ICT-based class rooms to be increased.	Additional two ICT-based class rooms have been established with latest projectors and other peripherals.
Upgradation of Library management software from SOUL 2.0 to KOHA 22.10	Upgradation of Library management software to KOHA 22.10 (local version) has been done.
Enhancement of health unit for providing First-Aid support to the students and staff.	The health unit has been equipped with different health equipments for providing First Aid support to the students and staff. A committee for monitoring the COVID-19 appropriate behaviour has been formed.
Offline feedback should be collected from the staff members in addition to online feedback from outgoing students.	Collected feedback from staff members and outgoing students has been analyzed. Some infrastructural developments and renovation works have been recommended accordingly to the competent authority.

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

Name	Date of meeting(s)
Governing Body	14/03/2023

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2021-22	14/02/2023

15.Multidisciplinary / interdisciplinary**16.Academic bank of credits (ABC):****17.Skill development:****18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)****19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):****20.Distance education/online education:****Extended Profile****1.Programme**

1.1 Number of courses offered by the institution across all programs during the year	33
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File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	1630
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File Description	Documents
Data Template	View File

2.2	564
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	359
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	19
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	26
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	30
Total number of Classrooms and Seminar halls	
4.2	Rs . 16 , 27 , 721 . 00
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	20
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

We follow the syllabus and academic calendar as provided by our affiliating University. At the beginning of every academic session, each department holds an internal meeting where the relevant syllabus is distributed among the faculty members, and the class routine is finalized. A meeting of the Teachers' Council is also conducted where, among other things, the schedule of internal examinations is also discussed and finalized. To familiarize the newly admitted batch with the structure of the syllabus an orientation seminar is also conducted by each of the departments with their respective students. Students are encouraged to attend their classes regularly as a part of internal examination marks were to be awarded on the basis of the regularity of attendance.

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

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

Since our college is affiliated to Vidyasagar University, the academic calendar is prepared and notified by the University at the beginning of the academic session and our college strictly adheres to the same. In-keeping with the academic calendar prepared by the university, our college authority also prepares an academic calendar for the college by incorporating few modifications as per necessity. This academic calendar comprises of the dates of commencement of classes and examinations viz. the semester wise schedule for CBCS courses of the college, the date of commencement of classes, schedule of the college internal assessments, tentative schedule of University examinations etc.

Holidays and other activities and celebrations/observances by the college are also included in the academic calendar. The academic calendar is discussed in the departmental meeting of each department and also in the teachers' council. It is then distributed among all teaching faculty and non-teaching staff of the college. Delivery of

lectures, completion of syllabus and conduction of examination are held in accordance with this academic calendar.

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

1.1.3 - Teachers of the Institution participate in B. Any 3 of the above 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

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

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

33

File Description	Documents
Any additional information	No File Uploaded
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	No File Uploaded

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

Our college follows the curriculum as provided by Vidyasagar University to which we are affiliated. Within the curriculum several aspects in relation to Professional Ethics, Gender, Human Values, Environment and Sustainability can be identified. Some of the courses of our undergraduate programmes like Philosophy, Sanskrit, Bengali, and Environmental Studies do contain the desired elements. Two courses of the undergraduate programme in Philosophy, namely Indian and Western Ethics cater to Human values and Professional Ethics. The course on Environmental Awareness and Taittiriyo Upanisad within the undergraduate curriculum of Sanskrit raises

awareness on environment and human values respectively.

Within the undergraduate curriculum of Bengali, the courses, namely Charjapad, Birangana, and Muktodhara explore various aspects of human values, gender equity and environmental issues. Finally, the section on Environmental Policies & Practices within the curriculum of the compulsory course on Environmental studies delivers various aspects on Environmental Ethics.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

3

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	No File Uploaded
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

547

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

1.4 - Feedback System

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

C. Any 2 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)	No File Uploaded
Any additional information(Upload)	No File Uploaded

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.vsm.org.in/download/71684855046.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

1252

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

410

File Description	Documents
Any additional information	No File Uploaded
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

As the COVID 19 Protocols were eased out in phased manner, both offline and online classes ran in tandem for the particular academic year 2021-2022. Our faculty members conducted their classes in mixed mode. Similarly, internal assessments were also conducted in the online mode, after which our faculty members were able to identify the most advanced as well as slow learners. After further probing we came to know that a section of students were slow learners due to their poor attendance while another section was genuine slow learners. For both the categories of slow learners, however, special tutorial classes were organized. On the other hand, the advanced learners were provided superior reference materials and online materials.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
1630	19

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

Our college has an adequate system for experiential learning, participative learning and problem solving methodologies for enhancing learning experiences. However, during the academic year 2021-22, due to the Covid-19 pandemic's new strain of Omicron and Delta variant - classes were held in mixed mode. Since conducting practical classes as well as field based project were not practicable during lockdown, we were not able to impart a wholesome experiential learning.

However, our faculty members tried their best to impart practical learning in the online mode. Also for the departments who usually conduct field based work, teachers shared their previous year's experiences with the current students.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

Our college has one smart classroom for effective teaching as well as delivery of presentations. Besides this, the majority of our departments have been provided with one desktop computer and a mini laptop. These tools are frequently used to impart presentations to our students apart from the usual classroom based pedagogy.

It's worthwhile to mention here that during the academic year 2021-22 due to post corona pandemic and new variants mixed mode of learning - teaching took place As a result, our teachers had to shift to both online and offline mode of curriculum delivery. Both our

teachers and students had to adapt to the virtual mode of classes using their personal internet services and online applications like google meet, zoom, cisco webex etc.; with the requirements of time.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.vsm.org.in/facilities/ict-based-classrooms.php

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

53

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

19

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

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

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

/ D.Litt. during the year

12

File Description	Documents
Any additional information	No File Uploaded
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**

187

File Description	Documents
Any additional information	No File Uploaded
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.

At the beginning of every academic semester our college prepares an academic calendar following the schedule provided by the affiliating university. The tentative dates of the internal assessments meant for evaluating academic progress of students are stated in the calendar itself. Accordingly, our faculty members carry out their teaching assignments and conduct internal evaluations roughly around the allotted dates. However, due to the post effects corona pandemic, following government regulations both online and offline modes of classes were conducted. Both teachers and students had to migrate to the mixed mode of curriculum delivery. Accordingly, the mode of internal assessment was also redesigned. Teachers prepared the question papers for their respective subjects which were then sent to WhatsApp group prepared for communicating with the different classes of students. On the other hand, students accessed the

question papers from their respective WhatsApp group, wrote their answers on A4 sheets of papers, scanned the completed answer sheets and thereafter sent the scanned sheets to the respective teachers via email. The received sheets were evaluated by the teachers and the marks scored by the students were submitted to the marks submission portal prepared by our affiliating university.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

For a section of students who failed to attend the internal examination on schedule dates or those who wanted to reappear for the test in an attempt to score more satisfactory marks, the internal examinations were rearranged on request.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

The syllabus for the undergraduate students is designed by the Board of Studies of our affiliating university. The Programme and Course outcomes of each of the programmes are stated in the respective departmental web pages of our college website for perusal of the students. The faculty members too state the course outcomes before the start of each course.

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

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

We assess the attainment of POs, PSOs, and COs in a number of ways. Continuous internal evaluations are conducted throughout the semester to test the grasp of the students over the subjects. Students are asked to appear for written internal exams, viva-voce and home-assignments. In some cases, they are also encouraged to give presentations in their class under the subject teacher's supervision. Such periodic evaluation also gives ample scope for identifying slow learners. Once identified, the reasons for their poor performance are ascertained and due care is provided so as to uplift their level of understanding at par with their peers. Each semester terminates with an End Semester Examination where the comprehensive ability of students is best understood. The End Semester Examination is always a written examination and the question paper is set by the affiliating University. Some of the subjects, mostly from science stream and few from Humanities and Social Sciences also have a part on practical evaluation which requires the students to demonstrate their skills and dexterity on the applied aspects of the subjects. We try our best to keep track of our students and gather data on their progress toward higher education and employment status.

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

2.6.3 - Pass percentage of Students during the year

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

359

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<https://www.vsm.org.in/download/71684855348.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

3

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
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**

10

File Description	Documents
Any additional information	No File Uploaded
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**

8

File Description	Documents
Any additional information	No File Uploaded
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

Due to COVID-19 pandemic situation, most of the following extension activities were carried out through online mode:

1. National Yuva Divas, January 12.
2. International Women's Day, March 8.
3. World Environment Day, June 5.
4. International Yoga Day, June 21.
5. NSS Day, September 24.
6. Rashtriya Ekta Divas, October 31.
7. NCC Day, November 28.
8. World AIDS Day, December 1.
9. Human Rights' Day, December 10.

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

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

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

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

7

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
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

733

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
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

0

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

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

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

0

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

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.

Our college is situated in a rural location in West Bengal and is bestowed with a fairly large campus with an area of 18.86 acres surrounded by a natural landscape with more than five thousand trees of Eucalyptus, Akashmoni, etc.

Our campus encompasses the following physical facilities and infrastructures:

- Thirty classrooms facilitate the regular teaching and learning process of the college.
- One ICT-enabled smart classroom equipped with projectors, computers, smart board, sound system, and other accessories.

- Five laboratories with an adequate number of computers and equipment.
- A library with an adequate number of books along with a spacious reading room.
- A computer room furnished with sufficient numbers of desktops and internet connectivity for our students.
- An administrative block consisting of the principal's chamber, college office, common staff room, IQAC room, ICC Cell, NCC office, NSS office, and First Aid room.
- Separate rooms are assigned for individual departments with internet connection and printers.
- A well-furnished seminar hall has been recently completed for arranging seminars, workshops, and other events.
- There is a students' union room, a boys' common room, and a girls' common room.
- We have a pair of hostel accommodations: one for male students and another for female students.
- A canteen that offers tea, snacks, and meals at affordable prices.
- Purified and cold drinking water facilities are available for students and staff.
- A sufficiently equipped gymnasium.
- In the midst of the campus, a garden known as 'Vivek Udyan' adds to the aesthetic appeal of the entire atmosphere.

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

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

- A spacious playground measuring approximately 8300 square meters is situated adjacent to the main building, serving as a venue for the physical activities of students participating in NCC, NSS, physical education, as well as sports enthusiasts. The college utilizes its playground in order to organize sports events, yoga sessions, and cultural activities.
- A fairly equipped gymnasium, measuring 2080 square feet, is available for use by both students and staff members during and beyond regular class hours.
- The college possesses sufficient sports apparatus for a

various sports and games such as athletics, football, cricket, badminton, volleyball, kho-kho, and more.

- A basketball court and a badminton court are maintained to cater to the recreational needs of our faculty members and students.
- Our college possesses three rooms including a seminar room of considerable seating capacity, which are designated for the purpose of hosting cultural programs and other events.
- The units such as NCC, NSS, and Physical Education promote activities related to physical and mental well-being such as yoga, meditation, exercises and sports that contribute to the holistic welfare of the students.
- The institution has created a homely atmosphere that fosters various athletic, cultural, and extracurricular activities within the campus, under the supervision of the Sports sub-committee and Cultural sub-committee.

Despite the presence of sufficient resources for cultural events, athletics, games, and other related matters, the college was unable to fully utilize the available facilities for being partially impacted by the pandemic during the academic year 2021-22.

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

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

1

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

1

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.vsm.org.in/facilities/ict-based-classrooms.php
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)

10.85254

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)

The library is automated using Integrated Library Management System (ILMS)

1. Name of ILMS Software: Software for University Libraries (SOUL)
2. Nature of Automation: Partially
3. Version: 2.0
4. Year of Automation: 2015

The library is partially automated using Integrated Library Management System (ILMS) SOUL 2.0 developed by INFLIBNET. The automation of Library services started in 2015. A range of library housekeeping activities including cataloguing, spine label and

barcoding of books, report generation, stock verification, generation of binding list, etc. are done through this software. The library also provides online access to the catalogues (OPAC) available within the library premises. The library has planned to implement automated circulation process by upgrading the local software to the cloud version from the subsequent year.

The college library has been equipped with six computers including a server computer for the smooth functioning of the library activities and services. Students are provided with two computer terminals for searching online catalogue, e-resources and also for other educational purposes. The library has a separate website (URL: <https://vsmlibweb.wordpress.com/>) for easy dissemination of library information and e-resource services along with a separate library tab integrated with the college website.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://vsmlibweb.wordpress.com/

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

File Description	Documents
Upload any additional information	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)

0.67926

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

80

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 attempts to update its IT facilities for supporting the teaching-learning process and administrative services as and when required.

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

4.3.2 - Number of Computers

35

File Description	Documents
Upload any additional information	No File Uploaded
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)

3.53837

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.

Proper management of the available infrastructure plays a complementary role in the growth and development of any educational institution. Areas and facilities requiring repair or replacement are identified and noted by the building subcommittee. After consulting with the Governing Body, the relevant work is accomplished by hiring repair services viz. plumbing, electricity, carpentry or masonry, on a daily wage basis or on a contract basis. In case of requirement of laboratory equipment or repair and replacement of computers, printers, scanners, photocopying machines the respective HoD/Coordinator places the list of requirements to the Principal who discusses the matter with the relevant committees like IT-infrastructure sub-committee, Purchase sub-committee etc and finally forwards the proposals to the Finance committee for further

processing. Subsequently, the equipments purchased or repaired either by tendering or from the lowest bidder after inviting quotations from vendors. The playground and the gymnasium of the college are regularly monitored by the Physical Education Department. The facilities like sports, culture, health, canteen, etc are looked after by the respective designated sub-committees. The software for managing library books and records is regularly maintained by the librarian. The Library sub-committee meets regularly to discuss the improvement of facilities provided by the library. Cleaning and sanitation of the campus, departmental rooms, and classrooms are done by sweepers and cleaners every day before opening of the college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.vsm.org.in/policies-and-procedures.php

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

1822

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

11

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

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

E. none of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

344

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

344

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student 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

C. Any 2 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
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

21

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

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

18

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

0

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

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

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

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

Our institution does have a provision of students' representation and engagement in various administrative, co-curricular and extracurricular activities. Usually they arrange activities like Fresher's welcome, Saraswati-Puja, Cultural events, publication of magazine etc. However, during the academic year 2021-22, following post COVID norms and governments mandate of precautions in relation to the same - students engagement was less. We adhere to our pre COVID 19 engagements with the students and their representations. And as the normalcy has been restored we shall follow our principles on the same.

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

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

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

0

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

5.4 - Alumni Engagement

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

No registered alumni association has been formed till date.

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

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

At the start of each academic session, the academic committee of our college prepares an academic calendar following the schedule provided by our affiliating University. Accordingly, the routine committee prepares the class routine to be followed by all the departments of the college. The NCC and NSS units of our college help in developing human values, morality, and character among our

students besides their usual set of training. The Career Counselling cell takes an initiative of raising the level of awareness among the students on different avenues of employment.

Other sub-committees like the magazine, admission, and examination look after their respective fields. The Teacher's Council takes an initiative in the formation and management of all the different committees. All the committees work under the directions provided by the IQAC of our college. Students are informed and encouraged to apply for a number of scholarships provided by government and non-government sources. We also have been able to operationalize the Mentor-Mentee System whereby each mentor is allotted a set of students to provide help, support and necessary guidance. At the end of the academic session the details of all activities are reported to the Governing Body of our college.

File Description	Documents
Paste link for additional information	https://www.vsm.org.in/aboutus/mission-and-vision.php
Upload any additional information	No File Uploaded

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

The college authority encourages decentralization of activities at various levels. Various sub-committees are constituted where one or two teachers are assigned as conveners for smooth functioning of academic and infrastructural developments. As per the recommendation of the Teachers' Council, one or two teachers are also assigned as in-charge for different units of student union.

N.S.S. Advisory committees and N.S.S. programme officers of four units look into various extension activities and social services. Departments are also engaged with various activities as instructed by the college authority. The departments are governed by the respective Heads. Plan of academic and infrastructural development for the college are discussed in the Teachers Council (T.C.). Representatives from students, teachers, administrative-support staff, government and affiliating university etc. are included in various subcommittees and the Governing Body. Thus participative management is ensured by including representatives from various stakeholders in the committees, IQAC and G.B. of the college. The plan of development thus prepared are placed in IQAC and finally to

the Governing Body (G.B.), the highest statutory body of the college.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

In pursuance of our previous trends we had shortlisted a number of developmental tasks to be accomplished by means of a year-long strategy for the academic year 2021-22 too. However, the post effects COVID-19 pandemic for a major period of the academic year 2021-22 and the successive government notification requiring lockdowns for certain months in the academic calendar restrained some of our academic activities.

Our major institutional plans were:

1. Successfully adopt the mixed mode of the learning activities.
2. Preparation for online examinations - both external and internal
3. Collect and compile a list of free and open access e-resources for the perusal of our students.

Deployment

1. Ours' being a college located in a remote area of the Jhargram district, orienting students towards the online mode of teaching was an enormous challenge. Our faculty members devoted additional efforts in mobilizing the students into various whatsapp groups, conducting a major part of the academic activities in the online mode.
2. As we followed mixed mode of academic activities one of our biggest challenges was channeling the information on right time to students and our faculty member both. We overcame the same with all our experiences from lockdown phase of academic year 2020- 21.
3. Collect and compile a list of free and open access e-resources from various sources and displayed the list in the library website. Following the UGC recommendation we plan to subscribe e- resources (e-books and e-journals) for providing online

library services in near future.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Decentralization and participative management is adequately reflected in the organogram of our college. Our college is government-aided and affiliated to Vidyasagar University.

Accordingly our functioning across various dimensions is regulated by agencies like UGC, Ministry of Education, WBHED, and Vidyasagar University. The college is headed by Principal who supervises the internal administration. The Principal, in turn, reports to the Governing Body-the apex policy making body-constituted as per the West Bengal Universities and Colleges (Administration and Regulation) Act, 2017.

A number of sub-committees consisting of both teaching and non-teaching staff as well as students (wherever applicable) have been constituted to manage various activities of our college.

The IQAC, Finance Committee, and Academic sub-committee are formed by the Governing body, which look after quality assurance, financial decision making, and academic activities respectively.

Teachers Council is also a statutory body and looks after the welfare of teachers so as to aid in smooth functioning of college. To manage the overall activities of college, a number of other sub-committees are formed in the meeting held by the Teacher's Council.

File Description	Documents
Paste link for additional information	https://www.vsm.org.in/download/71657354306.pdf
Link to Organogram of the Institution webpage	https://www.vsm.org.in/download/71657354022.pdf
Upload any additional information	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	No File Uploaded
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

As both the teaching and non-teaching staffs are the pillars of all academic institutions; provision of adequate welfare measures for them is imperative. In this regards, we have the following welfare measures:

- The Service Book committee initiates and updates the service books of all employees wherein an account of all sorts of leaves and details of promotions received are systematically documented.
- A dedicated P.F. sub-committee looks after P.F. advances and withdrawals and the associated interest credited in the employees' account books.
- The IQAC, besides supervising its usual academic administration, plays a pivotal role in career advancement of

faculty members by verifying and processing the CAS related paperwork of the incumbent.

- The non-teaching employees are provided their promotional benefits on completion of 7/10/20 years of service on the consent of Governing Body and due approval of the DPI.
- Faculty members are encouraged to participate in Seminars and Workshops as well as to undertake Doctoral research at institutions of repute. Such endeavors are promoted by allowing leaves as per statutory and Government provisions.
- The college provides a monthly advance to newly recruited employees on permanent post till their official procedure of pay- fixation is complete.

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

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

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

0

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

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

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

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

6

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

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

The institution takes into account the attendance and the number of leaves taken up by the staff for their performance based appraisal. Excessive leaves over and beyond the permissible limit are treated as 'extraordinary leave' and lead to penalties in the form of salary deduction as per standard rules. The deducted amount is then returned to the government accounts. For the fulltime teaching

staff, serving at the level of Assistant Professor, a performance based appraisal system is already operational following the prescribed UGC guidelines under Career Advancement Scheme (CAS) which takes into account: attendance, number of classes taken, as well as, other curricular, extracurricular and administrative duties performed. On the other hand, for the State Aided College Teachers (SACT) and non-teaching staff, a satisfactory service for a stipulated period renders him/her eligible for a higher slab.

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

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

No internal financial audit has been conducted by our institution so far.

External financial audit is conducted on the directives of the Department of Higher Education, West Bengal. In the current academic year, however, no external financial audit was carried out as no external audit team has been assign by the Higher Education department.

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

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

As of the current academic year, our institution has two major sources of financial inflow. First, is the Grants-in-Aid received from the State Government which is utilized for payment of salaries to the employees. Second, is the revenue generated out of tuition fees--half of the same is remitted to State Government--and a number of other fees which is utilized for augmenting college facilities. A dedicated Finance Sub-committee headed by the Principal with the assistance of Bursar and Accountant ensures rational use of the available financial corpus. This committee plays a critical role in finalizing the annual budget of our college. It's needless to mention that the said committee functions under the supervision of the Governing Body. All major procurements are carried out following standard practices like inviting tenders/ quotations etc. from different vendors. As a move towards, greater transparency we are encouraging the use of digital payment as far as practicable.

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 Mentor-Mentee system initiated on the recommendation of IQAC was found to be effective in terms of establishing proper communication with the students especially during the pandemic period. Besides resolving their class and attendance related anomalies, the system

helped in smooth conduct of online admission and online examination within prefixed schedules.

The faculty members were encouraged to attend online webinars, short term courses, and faculty development programmes so as to upgrade themselves. Also, they were encouraged to conduct webinars and other student related activities.

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

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

For a systematic conduct of online classes as well as to maintain a proper record of the number of classes and student attendance a MoU was signed with Times of Internet on the recommendation of IQAC. The MoU was on the provision of one Learning Management System (LMS) from the concerned organization.

The IQAC takes an initiative to collect the online feedback from the passing out batch of students on a number of services and facilities of our college. The collected feedback is computer processed and the subsequent inference generated is discussed and adequate measures are initiated for the improvement of the required areas.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC);

D. Any 1 of the above

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)

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

In pursuance of the UGC guidelines, our college has a sexual harassment cell, which strives to provide a safe and healthy work ambience. We also have a girl's hostel along with security guards to provide safe accommodation to outstation girl students. We celebrate women's day every year. For the academic calendar 2021-22, we too celebrated international women's day. Dr. Mithu Phaujdar (Paramanik), from Department of History and Professor Manjusha Singha Mohapatra, from Department of Philosophy were our chief speakers. A girl's common room has been allotted for the convenience of our girl students.

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

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

A clean and properly sanitized campus is a prerequisite for maintaining the basic aesthetics of any academic institution. For avoiding littering of waste materials dustbins have been positioned at appropriate places. The cleaning staff of the college takes care of sanitation and cleanliness. The college has provided a few garbage bins for disposing both bio-degradable and non-biodegradable wastage separately. Liquid waste are segregated and disposed off in a nearby pit where the waste products decompose naturally. NSS team too take initiative for the waste management and cleanliness programmes through their various activities. Solid and liquid waste are segregated and disposed off in a nearby pit where the waste products decompose naturally. NSS team too take initiative for the waste management and cleanliness programmes through their various activities.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://www.vsm.org.in/facilities/waste-management.php
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

D. Any 1 of the above

and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

B. Any 3 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	No File Uploaded

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

D. Any 1 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	View File
Any other relevant information	No File Uploaded

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

D. Any 1 of the above

5.

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

As our college is located in the remote district of Jhargram - cultural, regional, and linguistic diversity do exist in our college. A major portion of students are from Kurumali speaking Mahata community, followed by students from Bengali community. A small proportion of students are from Santali community which is a

primitive tribe traditionally residing in Jhargram and the adjoining state of Jharkhand. The college through its various activities and cultural programmes celebrates communal harmony and inclusivity. One such example is of Santali diwas which our college proudly celebrates on 22nd December to commemorate the acceptance of Santali language in the Indian constitution.

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

Our college celebrates Independence Day and Republic Day to commemorate the day of our nation's independence and formation of democratic republic respectively where students are taught to respect our nation's flag and national anthem. The Department of Political Science and History usually takes an initiative to sensitize our students on various aspects of our constitution by organizing youth parliament. For the academic session 2021- 22, the rehearsals for youth parliament was practised in continuity to represent our college in district level competition. Apart from these activities our college organizes a number of activities, as listed in the attachment, to inculcate the values, rights, duties and responsibilities of citizens as enshrined in our constitution.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
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 D. Any 1 of the above

of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	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	No File Uploaded
Any other relevant information	No File Uploaded

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

The institution takes special initiative in organizing national and international commemorative days, events and festivals. A list of all such events organized in our college during the current academic year is presented below:

1. National Yuva Divas, January 12.
2. Independence Day, August 15.
3. Republic Day, November 26.
4. International Women's Day, March 8.
5. World Environment Day, June 5.
6. International Yoga Day, June 21.
7. NSS Day, September 24.
8. Rashtriya Ekta Divas, October 31.
9. NCC Day, November 28.
10. World AIDS Day, December 1

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
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.

Best Practice 1: Plantation Drive

To raise awareness among our students on the medicinal properties of herbal plants, sensitize young minds about preservation of forests, as well as to improve the overall aesthetics of our college, we organized a number of plantation drives at various points of time. Seeds and saplings for medicinal plants were obtained from the Block Development Office as well as the local Panchayat Office and were planted in an empty space in front of our girls' hostel. For observing Van Mahotsav, saplings for mango, guava, sal, eucalyptus, jackfruit etc. were obtained from the nearby forest office and were planted at appropriate locations.

Best Practice 2: Webinars on issues of contemporary relevance

To provide relevant exposure to our students, our faculty members from across six departments as well as the career counseling cell and the NSS organized a number of webinars on issues of relevance. Our faculty members initiated the practice of webinars on topics which would potentially interest our students. Resource persons from institutions of repute (state, national & international) were invited for delivery of lectures in a language which is easy to comprehend by our students enrolled in undergraduate courses.

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

7.3 - Institutional Distinctiveness

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

- Poor and meritorious students are supported financially.
- Motivated students for Higher education are guided by the concerned teacher.
- Sports and cultural committee identify the talented students by arranging cultural /sports competition and recommend them for participation in higher level events.
- Most of the students are first generation learners. NSS and NCC, have taken the challenge to develop the confidence level of these students.
- Career counselling cell is dedicated to provide them proper guidance and exposures of job opportunities.
- Hostel fees are very low so that students from remote area can afford, stay and continue their education.
- Grievance cell collects address student grievances and provides proper counselling .Access to the library and office is available in the office hours. Representatives from students union take their active participation in different student related activity their suggestions are incorporated as far as possible. A large green campus which spreads around 18 acres is another distinctiveness of our college. Students actively participate to maintain and develop forestry within the campus. Gardening and plantation of trees are important regular activities of the NSS of our college.

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

We follow the syllabus and academic calendar as provided by our affiliating University. At the beginning of every academic session, each department holds an internal meeting where the relevant syllabus is distributed among the faculty members, and the class routine is finalized. A meeting of the Teachers' Council is also conducted where, among other things, the schedule of internal examinations is also discussed and finalized. To familiarize the newly admitted batch with the structure of the syllabus an orientation seminar is also conducted by each of the departments with their respective students. Students are encouraged to attend their classes regularly as a part of internal examination marks were to be awarded on the basis of the regularity of attendance.

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

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

Since our college is affiliated to Vidyasagar University, the academic calendar is prepared and notified by the University at the beginning of the academic session and our college strictly adheres to the same. In-keeping with the academic calendar prepared by the university, our college authority also prepares an academic calendar for the college by incorporating few modifications as per necessity. This academic calendar comprises of the dates of commencement of classes and examinations viz. the semester wise schedule for CBCS courses of the college, the date of commencement of classes, schedule of the college internal assessments, tentative schedule of University examinations etc.

Holidays and other activities and celebrations/observances by the college are also included in the academic calendar. The academic

calendar is discussed in the departmental meeting of each department and also in the teachers' council. It is then distributed among all teaching faculty and non-teaching staff of the college. Delivery of lectures, completion of syllabus and conduction of examination are held in accordance with this academic calendar.

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

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

B. Any 3 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	No File Uploaded

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

33

File Description	Documents
Any additional information	No File Uploaded
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	No File Uploaded

1.3 - Curriculum Enrichment

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

Our college follows the curriculum as provided by Vidyasagar University to which we are affiliated. Within the curriculum

several aspects in relation to Professional Ethics, Gender, Human Values, Environment and Sustainability can be identified. Some of the courses of our undergraduate programmes like Philosophy, Sanskrit, Bengali, and Environmental Studies do contain the desired elements. Two courses of the undergraduate programme in Philosophy, namely Indian and Western Ethics cater to Human values and Professional Ethics. The course on Environmental Awareness and Taittiriyo Upanisad within the undergraduate curriculum of Sanskrit raises awareness on environment and human values respectively.

Within the undergraduate curriculum of Bengali, the courses, namely Charjapad, Birangana, and Muktohdhara explore various aspects of human values, gender equity and environmental issues. Finally, the section on Environmental Policies & Practices within the curriculum of the compulsory course on Environmental studies delivers various aspects on Environmental Ethics.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

3

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	No File Uploaded
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

547

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	C. Any 2 of the above
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File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://www.vsm.org.in/download/71684855046.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

1252

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

410

File Description	Documents
Any additional information	No File Uploaded
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

As the COVID 19 Protocols were eased out in phased manner, both offline and online classes ran in tandem for the particular academic year 2021-2022. Our faculty members conducted their classes in mixed mode. Similarly, internal assessments were also conducted in the online mode, after which our faculty members were able to identify the most advanced as well as slow learners. After further probing we came to know that a section of students were slow learners due to their poor attendance while another section was genuine slow learners. For both the categories of slow learners, however, special tutorial classes were organized. On the other hand, the advanced learners were provided superior reference materials and online materials.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

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

Number of Students	Number of Teachers
1630	19

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

Our college has an adequate system for experiential learning, participative learning and problem solving methodologies for

enhancing learning experiences. However, during the academic year 2021-22, due to the Covid-19 pandemic's new strain of Omicron and Delta variant - classes were held in mixed mode. Since conducting practical classes as well as field based project were not practicable during lockdown, we were not able to impart a wholesome experiential learning.

However, our faculty members tried their best to impart practical learning in the online mode. Also for the departments who usually conduct field based work, teachers shared their previous year's experiences with the current students.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

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

Our college has one smart classroom for effective teaching as well as delivery of presentations. Besides this, the majority of our departments have been provided with one desktop computer and a mini laptop. These tools are frequently used to impart presentations to our students apart from the usual classroom based pedagogy.

It's worthwhile to mention here that during the academic year 2021-22 due to post corona pandemic and new variants mixed mode of learning - teaching took place As a result, our teachers had to shift to both online and offline mode of curriculum delivery. Both our teachers and students had to adapt to the virtual mode of classes using their personal internet services and online applications like google meet, zoom, cisco webex etc.; with the requirements of time.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://www.vsm.org.in/facilities/ict-based-classrooms.php

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**

53

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**

19

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

12

File Description	Documents
Any additional information	No File Uploaded
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

187

File Description	Documents
Any additional information	No File Uploaded
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.

At the beginning of every academic semester our college prepares an academic calendar following the schedule provided by the affiliating university. The tentative dates of the internal assessments meant for evaluating academic progress of students are stated in the calendar itself. Accordingly, our faculty members carry out their teaching assignments and conduct internal evaluations roughly around the allotted dates. However, due to the post effects corona pandemic, following government regulations both online and offline modes of classes were conducted. Both teachers and students had to migrate to the mixed mode of curriculum delivery. Accordingly, the mode of internal assessment was also redesigned. Teachers prepared the question papers for their respective subjects which were then sent to WhatsApp group prepared for communicating with the different classes of students. On the other hand, students accessed the question papers from their respective WhatsApp group, wrote their answers on A4 sheets of papers, scanned the completed answer sheets and thereafter sent the scanned sheets to the respective

teachers via email. The received sheets were evaluated by the teachers and the marks scored by the students were submitted to the marks submission portal prepared by our affiliating university.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

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

For a section of students who failed to attend the internal examination on schedule dates or those who wanted to reappear for the test in an attempt to score more satisfactory marks, the internal examinations were rearranged on request.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

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

The syllabus for the undergraduate students is designed by the Board of Studies of our affiliating university. The Programme and Course outcomes of each of the programmes are stated in the respective departmental web pages of our college website for perusal of the students. The faculty members too state the course outcomes before the start of each course.

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

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

We assess the attainment of POs, PSOs, and COs in a number of ways. Continuous internal evaluations are conducted throughout the semester to test the grasp of the students over the subjects. Students are asked to appear for written internal exams, viva-voce and home-assignments. In some cases, they are also encouraged to give presentations in their class under the subject teacher's supervision. Such periodic evaluation also gives ample scope for identifying slow learners. Once identified, the reasons for their poor performance are ascertained and due care is provided so as to uplift their level of understanding at par with their peers. Each semester terminates with an End Semester Examination where the comprehensive ability of students is best understood. The End Semester Examination is always a written examination and the question paper is set by the affiliating University. Some of the subjects, mostly from science stream and few from Humanities and Social Sciences also have a part on practical evaluation which requires the students to demonstrate their skills and dexterity on the applied aspects of the subjects. We try our best to keep track of our students and gather data on their progress toward higher education and employment status.

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

2.6.3 - Pass percentage of Students during the year

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

359

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

<https://www.vsm.org.in/download/71684855348.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

3

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
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**

10

File Description	Documents
Any additional information	No File Uploaded
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**

8

File Description	Documents
Any additional information	No File Uploaded
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

Due to COVID-19 pandemic situation, most of the following extension activities were carried out through online mode:

1. National Yuva Divas, January 12.
2. International Women's Day, March 8.
3. World Environment Day, June 5.
4. International Yoga Day, June 21.
5. NSS Day, September 24.
6. Rashtriya Ekta Divas, October 31.
7. NCC Day, November 28.
8. World AIDS Day, December 1.
9. Human Rights' Day, December 10.

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

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

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

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

7

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
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

733

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
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

0

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

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

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

0

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

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.

Our college is situated in a rural location in West Bengal and is bestowed with a fairly large campus with an area of 18.86 acres surrounded by a natural landscape with more than five thousand trees of Eucalyptus, Akashmoni, etc.

Our campus encompasses the following physical facilities and

infrastructures:

- Thirty classrooms facilitate the regular teaching and learning process of the college.
- One ICT-enabled smart classroom equipped with projectors, computers, smart board, sound system, and other accessories.
- Five laboratories with an adequate number of computers and equipment.
- A library with an adequate number of books along with a spacious reading room.
- A computer room furnished with sufficient numbers of desktops and internet connectivity for our students.
- An administrative block consisting of the principal's chamber, college office, common staff room, IQAC room, ICC Cell, NCC office, NSS office, and First Aid room.
- Separate rooms are assigned for individual departments with internet connection and printers.
- A well-furnished seminar hall has been recently completed for arranging seminars, workshops, and other events.
- There is a students' union room, a boys' common room, and a girls' common room.
- We have a pair of hostel accommodations: one for male students and another for female students.
- A canteen that offers tea, snacks, and meals at affordable prices.
- Purified and cold drinking water facilities are available for students and staff.
- A sufficiently equipped gymnasium.
- In the midst of the campus, a garden known as 'Vivek Udyan' adds to the aesthetic appeal of the entire atmosphere.

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

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

- A spacious playground measuring approximately 8300 square meters is situated adjacent to the main building, serving as a venue for the physical activities of students participating in NCC, NSS, physical education, as well as

sports enthusiasts. The college utilizes its playground in order to organize sports events, yoga sessions, and cultural activities.

- A fairly equipped gymnasium, measuring 2080 square feet, is available for use by both students and staff members during and beyond regular class hours.
- The college possesses sufficient sports apparatus for a various sports and games such as athletics, football, cricket, badminton, volleyball, kho-kho, and more.
- A basketball court and a badminton court are maintained to cater to the recreational needs of our faculty members and students.
- Our college possesses three rooms including a seminar room of considerable seating capacity, which are designated for the purpose of hosting cultural programs and other events.
- The units such as NCC, NSS, and Physical Education promotes activities related to physical and mental well-being such as yoga, meditation, exercises and sports that contribute to the holistic welfare of the students.
- The institution has created a homely atmosphere that fosters various athletic, cultural, and extracurricular activities within the campus, under the supervision of the Sports sub-committee and Cultural sub-committee.

Despite the presence of sufficient resources for cultural events, athletics, games, and other related matters, the college was unable to fully utilize the available facilities for being partially impacted by the pandemic during the academic year 2021-22.

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

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

1

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

1

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.vsm.org.in/facilities/ict-based-classrooms.php
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)

10.85254

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)

The library is automated using Integrated Library Management System (ILMS)

1. Name of ILMS Software: Software for University Libraries (SOUL)
2. Nature of Automation: Partially
3. Version: 2.0
4. Year of Automation: 2015

The library is partially automated using Integrated Library Management System (ILMS) SOUL 2.0 developed by INFLIBNET. The automation of Library services started in 2015. A range of library housekeeping activities including cataloguing, spine

label and barcoding of books, report generation, stock verification, generation of binding list, etc. are done through this software. The library also provides online access to the catalogues (OPAC) available within the library premises. The library has planned to implement automated circulation process by upgrading the local software to the cloud version from the subsequent year.

The college library has been equipped with six computers including a server computer for the smooth functioning of the library activities and services. Students are provided with two computer terminals for searching online catalogue, e-resources and also for other educational purposes. The library has a separate website (URL: <https://vsmlibweb.wordpress.com/>) for easy dissemination of library information and e-resource services along with a separate library tab integrated with the college website.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://vsmlibweb.wordpress.com/

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

C. Any 2 of the above

File Description	Documents
Upload any additional information	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)

0.67926

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

80

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 attempts to update its IT facilities for supporting the teaching-learning process and administrative services as and when required.

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

4.3.2 - Number of Computers

35

File Description	Documents
Upload any additional information	No File Uploaded
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)	
3.53837	
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.	
<p>Proper management of the available infrastructure plays a complementary role in the growth and development of any educational institution. Areas and facilities requiring repair or replacement are identified and noted by the building subcommittee. After consulting with the Governing Body, the relevant work is accomplished by hiring repair services viz. plumbing, electricity, carpentry or masonry, on a daily wage basis or on a contract basis. In case of requirement of laboratory equipment or repair and replacement of computers, printers, scanners, photocopying machines the respective HoD/Coordinator places the list of requirements to the Principal who discusses the matter with the relevant committees like IT-infrastructure sub-committee, Purchase sub-committee etc and</p>	

finally forwards the proposals to the Finance committee for further processing. Subsequently, the equipments purchased or repaired either by tendering or from the lowest bidder after inviting quotations from vendors. The playground and the gymnasium of the college are regularly monitored by the Physical Education Department. The facilities like sports, culture, health, canteen, etc are looked after by the respective designated sub-committees. The software for managing library books and records is regularly maintained by the librarian. The Library sub-committee meets regularly to discuss the improvement of facilities provided by the library. Cleaning and sanitation of the campus, departmental rooms, and classrooms are done by sweepers and cleaners every day before opening of the college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://www.vsm.org.in/policies-and-procedures.php

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

1822

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

11

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

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

E. none of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

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

344

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

344

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student 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

C. Any 2 of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
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

21

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

5.2.2 - Number of students progressing to higher education during the year**5.2.2.1 - Number of outgoing student progression to higher education**

18

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	View File

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

0

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

5.3 - Student Participation and Activities**5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

0

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

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

Our institution does have a provision of students' representation and engagement in various administrative, co-curricular and extracurricular activities. Usually they arrange activities like Fresher's welcome, Saraswati-Puja, Cultural events, publication of magazine etc. However, during the academic year 2021-22, following post COVID norms and governments mandate of precautions in relation to the same - students engagement was less. We adhere to our pre COVID 19 engagements with the students and their representations. And as the normalcy has been restored we shall follow our principles on the same.

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

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

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

0

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

5.4 - Alumni Engagement

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

No registered alumni association has been formed till date.

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

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

E. <1Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

At the start of each academic session, the academic committee of our college prepares an academic calendar following the schedule provided by our affiliating University. Accordingly, the routine committee prepares the class routine to be followed by all the departments of the college. The NCC and NSS units of our college help in developing human values, morality, and character among

our students besides their usual set of training. The Career Counselling cell takes an initiative of raising the level of awareness among the students on different avenues of employment.

Other sub-committees like the magazine, admission, and examination look after their respective fields. The Teacher's Council takes an initiative in the formation and management of all the different committees. All the committees work under the directions provided by the IQAC of our college. Students are informed and encouraged to apply for a number of scholarships provided by government and non-government sources. We also have been able to operationalize the Mentor-Mentee System whereby each mentor is allotted a set of students to provide help, support and necessary guidance. At the end of the academic session the details of all activities are reported to the Governing Body of our college.

File Description	Documents
Paste link for additional information	https://www.vsm.org.in/aboutus/mission-and-vision.php
Upload any additional information	No File Uploaded

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

The college authority encourages decentralization of activities at various levels. Various sub-committees are constituted where one or two teachers are assigned as conveners for smooth functioning of academic and infrastructural developments. As per the recommendation of the Teachers' Council, one or two teachers are also assigned as in-charge for different units of student union.

N.S.S. Advisory committees and N.S.S. programme officers of four units look into various extension activities and social services. Departments are also engaged with various activities as instructed by the college authority. The departments are governed by the respective Heads. Plan of academic and infrastructural development for the college are discussed in the Teachers Council (T.C.). Representatives from students, teachers, administrative-support staff, government and affiliating university etc. are included in various subcommittees and the Governing Body. Thus participative management is ensured by including representatives

from various stakeholders in the committees, IQAC and G.B. of the college. The plan of development thus prepared are placed in IQAC and finally to the Governing Body (G.B.), the highest statutory body of the college.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

In pursuance of our previous trends we had shortlisted a number of developmental tasks to be accomplished by means of a year-long strategy for the academic year 2021-22 too. However, the post effects COVID-19 pandemic for a major period of the academic year 2021-22 and the successive government notification requiring lockdowns for certain months in the academic calendar restrained some of our academic activities.

Our major institutional plans were:

1. Successfully adopt the mixed mode of the learning activities.
2. Preparation for online examinations - both external and internal
3. Collect and compile a list of free and open access e-resources for the perusal of our students.

Deployment

1. Ours' being a college located in a remote area of the Jhargram district, orienting students towards the online mode of teaching was an enormous challenge. Our faculty members devoted additional efforts in mobilizing the students into various whatsapp groups, conducting a major part of the academic activities in the online mode.
2. As we followed mixed mode of academic activities one of our biggest challenges was channeling the information on right time to students and our faculty member both. We overcame the same with all our experiences from lockdown phase of academic year 2020- 21.
3. Collect and compile a list of free and open access e-

resources from various sources and displayed the list in the library website. Following the UGC recommendation we plan to subscribe e- resources (e-books and e-journals) for providing online library services in near future.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

Decentralization and participative management is adequately reflected in the organogram of our college. Our college is government-aided and affiliated to Vidyasagar University.

Accordingly our functioning across various dimensions is regulated by agencies like UGC, Ministry of Education, WBHED, and Vidyasagar University. The college is headed by Principal who supervises the internal administration. The Principal, in turn, reports to the Governing Body-the apex policy making body-constituted as per the West Bengal Universities and Colleges (Administration and Regulation) Act, 2017.

A number of sub-committees consisting of both teaching and non-teaching staff as well as students (wherever applicable) have been constituted to manage various activities of our college.

The IQAC, Finance Committee, and Academic sub-committee are formed by the Governing body, which look after quality assurance, financial decision making, and academic activities respectively.

Teachers Council is also a statutory body and looks after the welfare of teachers so as to aid in smooth functioning of college. To manage the overall activities of college, a number of other sub- committees are formed in the meeting held by the Teacher's Council.

File Description	Documents
Paste link for additional information	https://www.vsm.org.in/download/71657354306.pdf
Link to Organogram of the Institution webpage	https://www.vsm.org.in/download/71657354022.pdf
Upload any additional information	No File Uploaded

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

C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user interfaces	No File Uploaded
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

As both the teaching and non-teaching staffs are the pillars of all academic institutions; provision of adequate welfare measures for them is imperative. In this regards, we have the following welfare measures:

- The Service Book committee initiates and updates the service books of all employees wherein an account of all sorts of leaves and details of promotions received are systematically documented.
- A dedicated P.F. sub-committee looks after P.F. advances and withdrawals and the associated interest credited in the employees' account books.
- The IQAC, besides supervising its usual academic administration, plays a pivotal role in career advancement

of faculty members by verifying and processing the CAS related paperwork of the incumbent.

- The non-teaching employees are provided their promotional benefits on completion of 7/10/20 years of service on the consent of Governing Body and due approval of the DPI.
- Faculty members are encouraged to participate in Seminars and Workshops as well as to undertake Doctoral research at institutions of repute. Such endeavors are promoted by allowing leaves as per statutory and Government provisions.
- The college provides a monthly advance to newly recruited employees on permanent post till their official procedure of pay- fixation is complete.

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

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

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

0

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

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

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

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

6

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

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

The institution takes into account the attendance and the number of leaves taken up by the staff for their performance based appraisal. Excessive leaves over and beyond the permissible limit are treated as 'extraordinary leave' and lead to penalties in the

form of salary deduction as per standard rules. The deducted amount is then returned to the government accounts. For the fulltime teaching staff, serving at the level of Assistant Professor, a performance based appraisal system is already operational following the prescribed UGC guidelines under Career Advancement Scheme (CAS) which takes into account: attendance, number of classes taken, as well as, other curricular, extracurricular and administrative duties performed. On the other hand, for the State Aided College Teachers (SACT) and non-teaching staff, a satisfactory service for a stipulated period renders him/her eligible for a higher slab.

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

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

No internal financial audit has been conducted by our institution so far.

External financial audit is conducted on the directives of the Department of Higher Education, West Bengal. In the current academic year, however, no external financial audit was carried out as no external audit team has been assign by the Higher Education department.

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

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

As of the current academic year, our institution has two major sources of financial inflow. First, is the Grants-in-Aid received from the State Government which is utilized for payment of salaries to the employees. Second, is the revenue generated out of tuition fees--half of the same is remitted to State Government--and a number of other fees which is utilized for augmenting college facilities. A dedicated Finance Sub-committee headed by the Principal with the assistance of Bursar and Accountant ensures rational use of the available financial corpus. This committee plays a critical role in finalizing the annual budget of our college. It's needless to mention that the said committee functions under the supervision of the Governing Body. All major procurements are carried out following standard practices like inviting tenders/ quotations etc. from different vendors. As a move towards, greater transparency we are encouraging the use of digital payment as far as practicable.

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 Mentor-Mentee system initiated on the recommendation of IQAC was found to be effective in terms of establishing proper communication with the students especially during the pandemic

period. Besides resolving their class and attendance related anomalies, the system helped in smooth conduct of online admission and online examination within prefixed schedules.

The faculty members were encouraged to attend online webinars, short term courses, and faculty development programmes so as to upgrade themselves. Also, they were encouraged to conduct webinars and other student related activities.

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

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

For a systematic conduct of online classes as well as to maintain a proper record of the number of classes and student attendance a MoU was signed with Times of Internet on the recommendation of IQAC. The MoU was on the provision of one Learning Management System (LMS) from the concerned organization.

The IQAC takes an initiative to collect the online feedback from the passing out batch of students on a number of services and facilities of our college. The collected feedback is computer processed and the subsequent inference generated is discussed and adequate measures are initiated for the improvement of the required areas.

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

6.5.3 - Quality assurance initiatives of the

D. Any 1 of the above

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)

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

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

In pursuance of the UGC guidelines, our college has a sexual harassment cell, which strives to provide a safe and healthy work ambience. We also have a girl's hostel along with security guards to provide safe accommodation to outstation girl students. We celebrate women's day every year. For the academic calendar 2021-22, we too celebrated international women's day. Dr. Mithu Phaujdar (Paramanik), from Department of History and Professor Manjusha Singha Mohapatra, from Department of Philosophy were our chief speakers. A girl's common room has been allotted for the convenience of our girl students.

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	D. Any 1 of the above
--	-----------------------

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

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

A clean and properly sanitized campus is a prerequisite for maintaining the basic aesthetics of any academic institution. For avoiding littering of waste materials dustbins have been positioned at appropriate places. The cleaning staff of the college takes care of sanitation and cleanliness. The college has provided a few garbage bins for disposing both bio-degradable and non-biodegradable wastage separately. Liquid waste are segregated and disposed off in a nearby pit where the waste products decompose naturally. NSS team too take initiative for the waste management and cleanliness programmes through their various activities. Solid and liquid waste are segregated and disposed off in a nearby pit where the waste products decompose naturally. NSS team too take initiative for the waste management and cleanliness programmes through their various activities.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://www.vsm.org.in/facilities/waste-management.php
Any other relevant information	View File

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

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

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

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

B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

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

D. Any 1 of the above

**following 1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green
campus recognitions/awards 5. Beyond the
campus environmental promotional activities**

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

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

D. Any 1 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	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

As our college is located in the remote district of Jhargram - cultural, regional, and linguistic diversity do exist in our college. A major portion of students are from Kurumali speaking Mahata community, followed by students from Bengali community. A small proportion of students are from Santali community which is a primitive tribe traditionally residing in Jhargram and the adjoining state of Jharkhand. The college through its various activities and cultural programmes celebrates communal harmony and inclusivity. One such example is of Santali diwas which our college proudly celebrates on 22nd December to commemorate the acceptance of Santali language in the Indian constitution.

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

Our college celebrates Independence Day and Republic Day to commemorate the day of our nation's independence and formation of democratic republic respectively where students are taught to respect our nation's flag and national anthem. The Department of Political Science and History usually takes an initiative to sensitize our students on various aspects of our constitution by organizing youth parliament. For the academic session 2021- 22, the rehearsals for youth parliament was practised in continuity to represent our college in district level competition. Apart from these activities our college organizes a number of activities, as listed in the attachment, to inculcate the values, rights, duties and responsibilities of citizens as enshrined in our constitution.

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

<p>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</p>	<p>D. Any 1 of the above</p>
--	-------------------------------------

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	No File Uploaded
Any other relevant information	No File Uploaded

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

The institution takes special initiative in organizing national and international commemorative days, events and festivals. A list of all such events organized in our college during the current academic year is presented below:

1. National Yuva Divas, January 12.
2. Independence Day, August 15.
3. Republic Day, November 26.
4. International Women's Day, March 8.
5. World Environment Day, June 5.
6. International Yoga Day, June 21.
7. NSS Day, September 24.

8. Rashtriya Ekta Divas, October 31.

9. NCC Day, November 28.

10. World AIDS Day, December 1

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
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.

Best Practice 1: Plantation Drive

To raise awareness among our students on the medicinal properties of herbal plants, sensitize young minds about preservation of forests, as well as to improve the overall aesthetics of our college, we organized a number of plantation drives at various points of time. Seeds and saplings for medicinal plants were obtained from the Block Development Office as well as the local Panchayat Office and were planted in an empty space in front of our girls' hostel. For observing Van Mahotsav, saplings for mango, guava, sal, eucalyptus, jackfruit etc. were obtained from the nearby forest office and were planted at appropriate locations.

Best Practice 2: Webinars on issues of contemporary relevance

To provide relevant exposure to our students, our faculty members from across six departments as well as the career counseling cell and the NSS organized a number of webinars on issues of relevance. Our faculty members initiated the practice of webinars on topics which would potentially interest our students. Resource persons from institutions of repute (state, national & international) were invited for delivery of lectures in a

language which is easy to comprehend by our students enrolled in undergraduate courses.

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

7.3 - Institutional Distinctiveness

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

- Poor and meritorious students are supported financially.
- Motivated students for Higher education are guided by the concerned teacher.
- Sports and cultural committee identify the talented students by arranging cultural /sports competition and recommend them for participation in higher level events.
- Most of the students are first generation learners. NSS and NCC, have taken the challenge to develop the confidence level of these students.
- Career counselling cell is dedicated to provide them proper guidance and exposures of job opportunities.
- Hostel fees are very low so that students from remote area can afford, stay and continue their education.
- Grievance cell collects address student grievances and provides proper counselling .Access to the library and office is available in the office hours. Representatives from students union take their active participation in different student related activity their suggestions are incorporated as far as possible. A large green campus which spreads around 18 acres is another distinctiveness of our college. Students actively participate to maintain and develop forestry within the campus. Gardening and plantation of trees are important regular activities of the NSS of our college.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

1. Upgradation of Internet Connectivity.
2. Enhancing the security of the College campus e.g. construction of college boundary,
3. Upgradation of CC TV camera,
4. Upgradation of Library management software (from Standalone to Cloud).
5. Enhancement of admission and college automation software with some additional modules.
6. Initiative to start some carrier development related courses.
7. Initiative to develop eco-friendly and green campus.