



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		SUSHIL KAR COLLEGE
Name of the head of the Institution		Manas Kumar Adhikari
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03218260005
Mobile no.		9474447246
Registered Email		susilkarcollege@gmail.com
Alternate Email		manas.adhikari61@gmail.com
Address		Ghoshpur, P.O. - Champahati
City/Town		South Twenty Four Parganas
State/UT		West Bengal
Pincode		743330
2. Institutional Status		

Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Tapas Sarkar
Phone no/Alternate Phone no.	03218260005
Mobile no.	8902676833
Registered Email	iqac.skcollege@gmail.com
Alternate Email	tapas.srkr@gmail.com

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	https://susilkarcollege.com/working_folder/DOWNLOAD-D-21-1-635B94F4F1B96.pdf
4. Whether Academic Calendar prepared during the year	Yes
if yes, whether it is uploaded in the institutional website: Weblink :	https://susilkarcollege.com/working_folder/NOTICE-G-0-2-6319BEB49C747.pdf

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity	
				Period From	Period To
2	B	2.28	2013	25-Oct-2013	24-Oct-2018

6. Date of Establishment of IQAC

17-Feb-2007

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Meeting of IQAC Co-ordinator, and Principal,	07-Jan-2020 1	2

with Joint-DPI, Mr. T.K.Ghora to discuss about preparation and submission of AQAR

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Sushil Kar College	Unnat Bharat Abhiyan	MHRD	2019 365	50000
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View File](#)

10. Number of IQAC meetings held during the year :

2

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

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

• To try and solve the problem of shortage of permanent staff • Academic and Administrative audit done internally. • Arranging more constructive extension activities. • To enhance library facilities, no. of classrooms, wall magazines by various departments • To accelerate the completion of science building, Administrative Block and Auditorium in the new campus.

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

Plan of Action	Achievements/Outcomes
Review of the workings of academic and	Academic and administrative audits were

administrative subcommittees	done internally by Principal and IQAC
Preparation of SSR third cycle	It is resolved that SSR will be done within the stipulated time.
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14. Whether AQAR was placed before statutory body ?	Yes
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Name of Statutory Body	Meeting Date
Governing Body	02-Sep-2022

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
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16. Whether institutional data submitted to AISHE:	Yes
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Year of Submission	2020
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Date of Submission	20-Feb-2020
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17. Does the Institution have Management Information System ?	Yes
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If yes, give a brief description and a list of modules currently operational (maximum 500 words)	The types of MIS like Process Control, Inventory Control, Human Resource Management are in place, as records are stored in the college office computers. Constant upgradation and updation is aimed at. The college website displays notices before admission, examinations and other important college events. Accounts documentation is digitally maintained and student information, likewise. Fees are remitted by students through online transactions. Staff salary details are also stored digitally.
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Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

Sushil Kar College is affiliated to the University of Calcutta, and it follows the University-prescribed curriculum. Actually, curriculum design is made in the Board of Studies meeting in discussion with the UG council. So we have no direct role in this sphere. However, we can implement the curriculum designed

by the university. Different steps are followed by the institution to ensure effective curriculum delivery. Unfortunately in the whole year of 2020 (from March) following the movement of the worldwide Pandemic deliverance of the curriculum process also some changes experimental basis. An attempt was there to remain as minimum disruptive as we can using the advantage of technology. ?The Annual Academic Calendar is prepared according to the University Calendar prior to the commencement of the academic year by IQAC, specifying available dates for significant activities to ensure proper teaching -learning process and continuous evaluation and it is displayed in the Students Notice Board & College Website. ? Meeting is held in each department at the end of the academic year to discuss the course distribution among the teachers for the next academic session. Every Department individually prepares a teaching plan according to the syllabus. But in the midst of the pandemic situation Faculty members had been formed WhatsApp groups for different semesters where online classes along with voice mail and provided study materials sent to the student groups. Arrangements for online examinations were also done. ? Syllabus of each subject for the academic session is provided to the students at the beginning of the new session. For effective implementation of the curriculum in absence of a library facility, the teachers provided the students with sufficient study materials through their groups. Extension seminars were conducted online mode. ? Teachers were always ready to reach out to their students if there is any need for help or counseling academic or others by over telephonic conversation or any other online mode. ?The College encourages faculty members to attend Orientation/Refresher courses, Short Term Courses, workshops, and present papers in seminars conducted by various Educational Institutions. Photocopies of the Certificates of the above courses are provided by faculty members to IQAC for documentation.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
NIL	NIL	Nil	0	NIL	NIL

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
BA	Bengali Honours	01/06/1972
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	BA	01/07/2018
BCom	BCom	01/07/2017
BSc	BSc	01/07/2018

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

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
NIL	Nil	0
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	DFSG	46
BA	PEDG	47
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	No
Alumni	Yes
Parents	Yes

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

Feedback Obtained
Through our college feedback system

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	CHEMISTRY	24	9	2
BA	BENGALI	125	212	102
BA	HISTORY	60	139	55
BA	EDUCATION	30	36	25
BA	SANSKRIT	30	43	24
BA	PHILOSOPHY	45	67	38
BA	ENGLISH	38	101	33
BA	POLITICAL SCIENCE	60	112	47
BSc	MATHEMATICS	31	27	15
BSc	PHYSICS	24	11	2
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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	3579	0	42	0	0

2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
42	10	3	4	4	4
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

Student mentoring system has been introduced in the Honours department during 2019-2020 in a limited manner. Under the system each teacher is allotted specific number of students or mentees from first semester (Honours). The teachers cum mentors listen to the multifaceted issues that students might be facing ranging from an academic to personal or financial issues. They not only provide suggestions to alleviate the issues but also actively work towards solving them. This system ensures a holistic development of students both inside class and outside of it.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
350	37	1:9

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
44	42	2	0	16

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	NIL	Nill	NIL
2020	NIL	Nill	NIL
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-	Date of declaration of results of semester-
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			end examination	end/ year- end examination
BA	BA(H)	UG III	25/04/2019	25/06/2019
BA	BA(G)	UG III	31/05/2019	14/08/2019
BSc	BSc(H)	UG III	25/04/2019	25/06/2019
BSc	BSc(G)	UG III	31/05/2019	14/08/2019
BCom	BCom (H)	UG III	25/04/2019	25/06/2019
BCom	BCom (G)	UG III	31/05/2019	14/08/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

Mechanism to deal with internal examination related grievances: • The answer scripts of Internal and Tutorial examinations are preserved by the institution for five years as per the university norms. Within this period if any inquiry comes then required actions are taken by the college without any negligence. • The Internal and Tutorial examinations are a part of the whole examination process. These examinations are taken by the college and results are uploaded to the university portal within the assigned time given by the university. The students have the opportunity of reviewing their answer scripts. The college assesses the claims of the students and forwards the cases to the university maintaining the university regulations. Otherwise, college does not have any role to play in this regard. • Class attendance bears ten marks for each course in the university examination system under CBCS. These marks are added to the final result. Attendance registers are regularly maintained very carefully by the departmental teachers and calculation of the attendance is announced in the classroom after being checked and verified by the Principal. Any queries from the students are settled by the departments immediately. • Parent-Teacher meetings are arranged if so required. Knowing the difficulties of the students suggestions are given to solve the issue. • Continuous internal evaluations like class test, home assignments, group projects, surprise test, mock teaching etc. help the students to do better in the final examination. • Continuous discussion of previous question papers help the students to improve over time. • Informal answer scripts, homework, self-made notes etc. are duly checked by the teachers regularly. It also helps the students to improve their writing skills.

Mechanism to deal with external examination related grievances: The University of Calcutta centrally conducted the final examination for both CBCS and (111) system. The question paper setters, moderators, examiners, scrutineers are all selected by the university externally. The college plays the role as examination center and teachers perform their invigilation duties in this regard. The copies of the students of general course are kept by the college. The teachers check the copies and sent the copies to the respective H.E.s. After publication of the result students can fill up the review forms and the college forwards the same to the university maintaining the regulation. The reviewers and post-publication scrutineers are also appointed by the university externally.

Classes and Examination during the Pandemic Period: • Classes have been taken through online mode. • Any difficulties arising from poor connectivity has been addressed by providing relevant YouTube links and recordings. • Study materials have been given regularly via WhatsApp groups. • Previous question papers have been discussed in the online classes. • The teachers checked the soft copy of self-made notes of the students via online mode. • All notices and important information regarding examination have been uploaded in college website as well as in the WhatsApp groups. • Both internal and external examinations were held in online mode during the pandemic period.

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

The institution is ceaselessly dedicated for the gradual and all-round upliftment of teaching learning quality. For the fulfillment of this timely need, the college prepares a sensible academic calendar in every semester well in advance and in concurrence with the academic calendar of the affiliating university. This well-designed academic calendar plays a significant role for a systematic, effective and smooth implementation of teaching learning process, organizing various academic and cultural activities, conducting various examinations. A well-framed committee, comprising of Principal, HODs and experienced senior faculties prepares as well as regularly monitors academic calendar taking into consideration various sports, cultural programmes, NSS programmes, NCC programmes, other co-curricular activities etcetera. The committee also plans a tentative schedule of college examinations like class test, mid-term test in advance for maintaining a smooth, continuous and hassle-free evolution process throughout the semester. This academic calendar is so balanced that it gives sufficient time to the teachers to complete their syllabus as well as to the students for their own preparation before the university examinations. Thus, the college maintains a faculty-friendly as well as student-friendly academic calendar for containing a healthy and effective learning culture. Apart from that, they said committee successively monitors the accurate enforcement of the academic calendar. They regularly evaluate the progress of the syllabus according to the time frame of the academic calendar. Each and every faculty of all academic departments maintains daily class conduction report and syllabus completion reports under the supervision of the HODs of the concerned departments. The academic committee with the help of HODs makes the alternative arrangement in place of a faculty on leave so that students do not loss their valuable learning hours. Later the faculty also takes sincere responsibility to compensate his/her lectures hampered due to his/her leave.

2.6 – Student Performance and Learning Outcomes

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

<https://susilkarcollege.com/webdata.php?c=43>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
BNGA	BA	BENGALI	60	42	70
HISA	BA	HISTORY	16	15	93.75

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2.7 – Student Satisfaction Survey

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

[SSS is not done in this academic year.](#)

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nill	0	NIL	0	0
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3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
NIL	NIL	

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NIL	NIL	NIL	Nill	NIL
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsered By	Name of the Start-up	Nature of Start-up	Date of Commencement
NIL	NIL	NIL	NIL	NIL	Nill
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
NIL	0

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Econimics	2	0
National	Sanskrit	1	0
International	Defence Studies	1	0
National	Defence Studies	1	0
National	Commerce	1	0
International	Commerce	3	0
National	English	2	0
International	English	2	0
International	Education	1	0
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
History	4
English	1
Physics	1
Library	2
Bengali	3
Political Science	2
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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NIL	NIL	NIL	Nil	0	0	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NIL	NIL	NIL	Nil	0	0	0
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	50	66	50	10
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3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
NIL	NIL	0	0
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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
NIL	NIL	NIL	0
No file uploaded.			

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

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

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
World Environment Day	Sushil Kar College	Celebration of World Environment Day	26	20
World Blood Donor Day	Sushil Kar College	Celebration of World Blood Donor Day	36	20
Army Day	Sushil Kar College	Celebration of Army Day	23	20
National Voters Day	Sushil Kar College	Celebration of National Voters Day	34	20
Republic Day	Sushil Kar College	Celebration of Republic Day	34	40
World Wetlands Day	Sushil Kar College	Celebration of World Wetlands Day	34	40
National science day	Sushil Kar College	Celebration of National science day	26	20

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3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
NIL	NIL	NIL	0

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Project Work	Masters Project work	RKMRC, Narendrapur	01/01/2020	02/07/2020	Kunal Singha
Project Work	Masters Project work	RKMRC, Narendrapur	01/01/2020	02/07/2020	Arindam Bhanja

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
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Existing	44	13	4	4	0	5	25	50	1
Added	2	0	0	1	0	0	2	0	0
Total	46	13	4	5	0	5	27	50	1

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

50 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
NIL	NIL

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1.5	1.22	3	2.84

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

The physical, academic and support facilities of the Institution is taken care of by the Management. Yearly review is done of all the facilities available both in-campus and off-campus and initiatives are taken for general maintenance as well as upgradation in order to upkeep and improve the facilities. Advanced facilities are introduced as and when required in order to serve the stakeholders in a better way and to ensure the fulfillment of its stated vision and mission.

<http://www.susilkarcollege.com/webdata.php?c=45>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NIL	0	0
Financial Support from Other Sources			
a) National	Post Matric Scholarship schemes Minorities CS, SVMCM, TSP	459	3063600
b) International	NIL	0	0

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

Name of the capability	Date of implementation	Number of students	Agencies involved
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enhancement scheme		enrolled	
CARRER COUNCELLING PROGRAMME	06/09/2019	60	NCC, Sushil Kar College
CARRER COUNCELLING PROGRAMME	11/09/2020	35	NCC N.C.C Career counseling cell, Sushil Kar College
MENTORING	09/09/2019	16	Dept. of Bengali, Sushil Kar College
MENTORING	13/09/2019	10	Dept. of Philosophy, Sushil Kar College
MENTORING	14/08/2019	14	Dept. of History, Sushil Kar College
MENTORING	21/09/2019	16	Dept. of English, Sushil Kar College
E-QUIZ (Online)	12/08/2020	487	Dept. of Library IQAC, Sushil Kar College
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Carrer counseling Competitive Examination	95	95	31	31
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NIL	0	0	NIL	0	0

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

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	1	Sushil Kar College	Comerce	Vidyasagar University	Mcom
2019	1	Sushil Kar College	History	Bankura University	Registered for Ph.D
2019	1	Sushil Kar College	Philosophy	Jadavpur University	MA in Philosophy
2019	1	Sushil Kar College	Bengali	Calcutta University	MA in Bengali
2019	1	Sushil Kar College	Mathematics	Calcutta University	M.Sc in Mathematics
2019	1	Sushil Kar College	Mathematics	Fakir Chand College of Education under Calcutta University	M.Sc in Applied Mathematics
2019	1	Sushil Kar College	Sanskrit	Jadavpur University	P.G Diploma in Yoga Therapy
2019	1	Sushil Kar College	Bengali	Vidyasagar University	MA in Bengali

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

Items	Number of students selected/ qualifying
Any Other	1

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

Activity	Level	Number of Participants
Teachers day celebration	institution level	50
Annual Social	institution level	1300

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5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
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2019	NIL	Nil	Nil	Nil	Nil	NIL
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

The college has an active students' council which keeps in contact with the students regularly and takes care of the students' welfare both academically and non-academically. The GS represents the students' views and grievances and contributes to a healthy interaction among students and teachers regarding academic, co-curricular, and extra-curricular activities of the College. The students' union assists the Principal to organize ? games and annual sports ? Fresher's welcome and annual social ? Different competitions ? Publication of college magazine "Sapath" ? Blood donation camp and NSS programs ? Different ceremonies, Programs. The students' union organizes Saraswati puja and celebrates Teachers' Day, Independence Day, Republic Day, and other ceremonies with great enthusiasm. The union also ensures discipline in the college campus by encouraging the students to follow the rules of the Institution and also to keep the environment clean. The GS is a member of the Governing Body. The students of the union are also the members of the different subcommittees like cultural, sports, magazine, library, gym, and common rooms. This Year, due to lock down in the State and Country, many of the events, programs could not be held.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

10

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

The college has a benevolent Alumni Association. The Association provides assistance for the development of the college academically and non academically. The member representative Mr. Avijit Roy, participates in all the meetings and discussions formal as well as informal interactions with the Principal and IQAC coordinator on the institutions present status and its direction towards global scenario. This Year, on 13.05.2020, the Alumnus of this Institution organized a relief camp for disritibuting foods and necessary items among almost 100 needy persons at Naridana, Champahati, South 24 Parganas during lockdown period .

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

The institution has inculcated the practice of decentralisation and participative management for a long time. Various responsibilities are duly distributed among its various stakeholders wherever applicable. All the college activities and events are conducted and managed by different committees (e.g. Academic Sub-Committee, Admission Committee, Routine Sub-Committee, Library

Committee, Sports Committee, Cultural Committee etc.), with representatives from the faculty members, non-teaching staff members as well as the student community. All the academic departments also believe in participative management, where all class and other duties are shared proportionately all decisions regarding syllabus distribution, class load etc are taken after detailed departmental meetings.

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

Yes

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	The College is affiliated to the University of Calcutta, and follows the curriculum set by the University. Faculty members regularly attend the syllabus-related workshops organised by the University and give their feedback wherever there is scope.
Teaching and Learning	? Educational Excursions ? Inter-departmental lectures ? Guest Lectures from Faculty of other Colleges ? Syllabus-oriented and G.K based quiz competitions
Examination and Evaluation	All year round evaluation through class tests, tutorials, student seminars/presentations keeps the students in touch with their subject. It also enhances and helps students grow in confidence for University examinations. Parents of students who have low attendance and/or those who have not performed well in college are informed over phone about their wards' performance, and in serious cases, one-on-one meetings are held with them.. An Examination Committee is in place to ensure smooth conduct of University exams. It held regular meetings before the commencement of exams to chalk out the norms and made all faculty aware of the same for proper functioning.
Research and Development	Faculty members and students make presentations at various seminars within and outside college and are encouraged to continue with further research. Research by the Faculty has been published in books and journals. The College has a Journal Club, which meets frequently, where Faculty members talk about their areas of expertise/research enabling a cross-discipline enrichment of minds. e.g. Dr. Sudeshna Chakravorty of the Dept.

	<p>of English presented a paper at THE 21st ANNUAL INTERNATIONAL CONFERENCE OF THE ENGLISH DEPARTMENT, UNIVERSITY OF BUCHAREST, Romania on 'Trauma, Narrative, Responsibility' (6-8 june, 2019) Faculty members are granted Study Leave (as per Govt. norms) to conduct their research (Ph.D or higher degrees)</p>
<p>Library, ICT and Physical Infrastructure / Instrumentation</p>	<p>? Regular maintenance and upgradation of the existing infrastructure like clean drinking water through aquaguards, canteen facility, equipment for outdoor games like cricket, football, badminton etc. ? Procurement of instruments by different departments, specially the science departments (Physics, Chemistry, Comp. Sc.) for augmenting the Laboratories. ? Buying books to update the Library as per new syllabus needs.</p>
<p>Human Resource Management</p>	<p>According to the total workload, attempt is made to appoint an appropriate number of staff, though this is subject to the constraints of Govt. norms/regulations and finance. and To keep them motivated and encouraged. Faculty development programs conducted to enhance the skills of teaching and non teaching staff (e.g Comp.Sc dept organised a workshop for the faculty to make them cognisant with the use of smart classroom set-up). Constant Communication is maintained between the management and staff to ensure an effective relationship. The allotment of work is done according to the specialization and skills of the employees to ensure that the right person is appointed for the right job.</p>
<p>Industry Interaction / Collaboration</p>	<p>Contact with Subhasgram Power Grid, Monetary help received from P.C.Chandra Group, under their CSR scheme</p>
<p>Admission of Students</p>	<p>Admissions are done as per the norms laid down by University of Calcutta and as per the Reservation Policy of the Govt. of West Bengal. A dedicated admission committee is constituted for guiding students and guardians throughout the admission process. All relevant notices are displayed on the college Notice Board, as well as the college website. Merit List is published online,maintaining full transparency.</p>

E-governance area	Details
Planning and Development	Data stored digitally pertaining to admissions with respect to total number of forms filled up, final enrollment figures helps in identifying trends in admission, enabling the institution in future plans. Demand for offered courses also helps assess their popularity and subsequently has an impact on decisions such as requesting increase in seats.
Administration	Staff Payroll operations , student results storing , placement services all are done electronically. Automation process of the Library was continued in this session.
Finance and Accounts	75 of the fees submission process is done online. 100 shift to online mode is on our agenda, but we have to keep in mind the convenience of students too, in some emergency cases. All ledger records are maintained through TallyERP. Staff salary notification and generation of salary slips is done online.
Student Admission and Support	Online submission of applications, online admissions, online payment of fees.
Examination	Examinations are held as per University norms and routine. After evaluation and scrutiny of scripts, marks are uploaded to the C.U. portal and the records are preserved electronically by the respective departments.

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
Nil	NIL	NIL	NIL	0
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
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		staff				
Nill	NIL	NIL	Nill	Nill	Nill	Nill
No file uploaded.						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Orientation Programme	1	09/11/2019	29/11/2019	21
Refresher Course in Mathematics	1	01/08/2019	14/08/2019	14
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
1	20	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
<p>Teaching and Non-teaching Employees • Child Education Allowance: All Teaching and Non-Teaching employees have been reimbursed Child Education Allowance as per prescribed norms of Govt. Of India from class nursery to XII as per Government of India rules. • Child Care Leave: Child Care Leave is granted to faculty and non-teaching staff as per Government of India rules.</p>	<p>Teaching and Non-teaching Employees • Child Education Allowance: All Teaching and Non-Teaching employees have been reimbursed Child Education Allowance as per prescribed norms of Govt. Of India from class nursery to XII as per Government of India rules. • Child Care Leave: Child Care Leave is granted to faculty and non-teaching staff as per Government of India rules.</p>	<p>Student Aid fund. Students from economically challenged backgrounds are granted fees waivers if found eligible. Meritorious students, securing 1st class in their university exams, or performing well in sports/athletics are given monetary rewards. It is always ensured that any student-aid scheme started by the Govt. is kept track of, and any benefit is immediately passed-on to the eligible students, with minimum delay possible. A Grievance Redressal Cell, an Anti-Ragging Cell is in place to address any complaints if they arise.</p>

6.4 – Financial Management and Resource Mobilization

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

Internal Audit is done by the Faculty members of the Dept. of Commerce. External Audit done by the Chartered Accountants firm- Bhaumik and Associates (Address: BB-8/8, Salt Lake City, Kolkata-700064) recommended by Directorate of

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

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
P.C. Chandra Group (under their CSR scheme)	50000	Rain- water harvesting
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6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NIL	Yes	Principal and IQAC
Administrative	No	NIL	Yes	Principal and IQAC

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

NIL

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

? Computer skill Development of staff by the Comp. Sc Dept.

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

1. Seminar on preparation of SSR acc. to newest guidelines attended by Co-ordinator and Members of IQAC at RamKrishna Mission Vidyamandir, Belur.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2019	Seminar on preparation of SSR acc. to newest guidelines attended by Co-ordinator and Members of IQAC at RamKrishna	04/07/2020	04/07/2020	Nil	4

	Mission Vidyamandir, Belur.				
2020	Meeting of IQAC Co-ordinator, and Principal, with Joint-DPI, Mr. T.K.Ghora to discuss about preparation and submission of AQAR, for NAAC 3rd Cycle.	07/01/2020	07/01/2020	Nil	2
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Gender Consciousness: The Gender consciousness in society: Indian scenario	08/03/2020	08/03/2020	50	52

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

Percentage of power requirement of the University met by the renewable energy sources
<p>The College has initiated the use of LED bulbs and tubes in the Classrooms and Campus. There are approximately 50 tube lights and 100 bulbs inside the Campus. The LED bulbs are of 30 watts and tube are of 20 watts. These have been installed replacing the 80 watts CFL lights. The facilities have been operational since 2017. Annual Lighting requirements met through LED bulbs in 2019-20 : 100 of power requirement of the College met by the renewable energy sources in 2019-20 : 0</p>

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	1
Provision for lift	Yes	1
Ramp/Rails	Yes	1
Braille Software/facilities	No	0

Rest Rooms	Yes	2
Scribes for examination	No	0
Special skill development for differently abled students	Yes	1

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2019	1	1	01/06/2019	365	Priention for Mass Programme of Functional Literacy (MPFL)	Locational advantage and natural ability of the students are addressed. Also many students get employment.	219

[View File](#)

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

Title	Date of publication	Follow up(max 100 words)
College Brochure in the College website Code of Conduct uploaded in the College website	05/09/1968	Notices regarding code of conduct put up in the College website, Campus, corridors, Library and Common room. Students are sensitized about the importance of adherence to code of conduct norms set by the College. Any violation of the conduct was addressed by the teachers and staff of the College with promptness.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Solid Waste Management - waste material dumped in a pit adjacent to College campus to	01/07/2019	30/06/2020	52

be naturally decomposed.			
Liquid Waste Management	01/07/2019	30/06/2020	75
E-Waste Management	01/07/2019	30/06/2020	56
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Since the college is located in a village so there is an abundance of trees. There is also a big football ground where all college extracurricular activities and N.C.C training is performed. Regular maintenance of the campus is undertaken and apart from it the following measures is taken during 2017-18 : 1) N.C.C undertakes activities like tree plantation and green campus every year with special programme on 5th June and 15th August every year. 2) N.S.S undertakes planting of new trees and preservation of existing trees in the 5 adopted village of the college every year. 3) LED lights replacing the existing lights and Solar panel installed in the College. 4) Conservation of environment undertaken under the BONOITHI and SWACHH BHARAT programme. 5) 'No Plastic Zone' declaration in the Campus. 6) Encouragement to paperless office through the use of mail, online banking facilities. 7) Encouragement to use bi-cycle and battery operated vehicle in the Campus. 8) 'No Horn' zone declaration 9) Dry and wet waste disposal in underground pit.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

link. 1) Inculcate a value system and promote employability of the Students-- The College is situated in rural areas and majority of the students are from rural backgrounds and first generation learners. The College tires to ensure employability of the students apart from the academic field. The N.C.C unit of the College in one way through which the students find employment as well as perform the duty of serving the nation. The College has N.C.C unit with a strength of approximately 120 students. The N.S.S unit has a student enrolment of 100 students. Apart from this the College has a well equipped gymnasium which provides the students resources, guidance to find employment in various defence and state police force. Apart from this the Career Counselling Cell of the College provides necessary guidance and information about employment. However the pandemic and lockdown from March 2020 had hampered the normal communication channel. Slowly these limitation could be removed and during 2019-20 approximately 45 students were employed in government jobs. 2) Promote social justice, ensure equity and increase access to higher education through provision of financial assistance to students -- Another best practice is the financial assistance given to students who have secured good grades and achievement in University examination and University or District Sports. Every year university rankers, first class holders are given assistance/rewards in the College annual social programme. The College also assists the students in getting the various state and central scholarships which helps them to continue their studies given the fact that majority of the students come from a financially weak background. However, the Corona virus pandemic and lockdown has prevented in physical proximity which was slowly overcome by transforming to online mode of communication. The teachers and staff of the College tirelessly worked to ensure that normalcy could be restored and the interest of all the stakeholders can be fulfilled. It is of great satisfaction that all the departments shifted to online mode of teaching learning and counselling methods. The University exams and results were held as per schedule set by the affiliated University.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

<http://www.susilkarcollege.com/webdata.php?c=46>

7.3 – Institutional Distinctiveness

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

The College is situated in the Ghoshpur Village of the South 24 Parganas district. The students of the College mostly belong to the scheduled caste and are first generation learners. Therefore, the students lack proficiency in English and communication skills. Given these background it has been a constant endeavour of the College to ensure the academic upliftment of the students. Apart from the Teaching Learning process the various department organize mentoring, counselling, interactive lecture session, micro teaching, departmental/field tour etc to improve the students academically. The departments also encourage the students to participate in quizzes, debates, contribute in the wall magazine and College magazine. Our students have secured high position in University exam, secured first class and have pursued higher studies in various universities. Another distinctive effort taken by the College is to inculcate sportsmanship spirit in the students. The N.C.C unit and the College Gymnasium provides the students an opportunity to be physically fit as well as serve the nation. Many students have been benefitted and have been employed in the west Bengal Police force and Indian Border Security Force and defence related jobs. N.C.C counsels, motivates and trains the students to seek job in defence jobs. The N.S.S unit of the College trains the students to participate in group activities and contribute to the community development by organizing Health Camp, special camp etc. Last but not the least the College tries to provide deserving students financial support through the various government schemes and scholarship. The Students Credit Card Scheme introduced in 2021 and similar other government schemes helps the students financially. Each year students securing first class in University exam is given financial incentive which goes a long way in helping them. Thus, the one area that the College tries to give thrust is the overall welfare of the students both academically and physically. The College tries to nurture the spirit of knowledge and enquiry in every student thus bringing out the best lying dormant within him/her.

Provide the weblink of the institution

<http://www.susilkarcollege.com/webdata.php?c=44>

8.Future Plans of Actions for Next Academic Year

The future plan of the College can be elaborated under the following categories: Administrative Plan–The College is undertaking an expansion programme with the construction of a new building where the Science (Physics and Chemistry) Laboratories will be constructed more and more for the students facility. The College office will be transferred to this new building with all modern student-friendly facilities. Library automation and procurement of new books according to the new CBCS format are also undertaken. Academic Plan - The affiliating University has introduced Choice Based Credit System from the academic year 2019-20 which requires the organization of workshops, and preparation of a Teaching plan for the teachers. Orientation Programmes for the students has to be organized to acquaint the students to the new system.