



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		SARSUNA COLLEGE
• Name of the Head of the institution	DR. SUBHANKAR TRIPATHI	
• Designation	PRINCIPAL	
• Does the institution function from its own campus?	Yes	
• Phone no./Alternate phone no.	03324523699	
• Mobile No:	9433110055	
• Registered e-mail	naac.sarsuna@gmail.com	
• Alternate e-mail	sarsuna.college@rediffmail.com	
• Address	4/HB/A, Ho-Chi-Minh Sarani	
• City/Town	Kolkata	
• State/UT	West Bengal	
• Pin Code	700061	
2.Institutional status		
• Type of Institution	Co-education	
• Location	Semi-Urban	
• Financial Status	UGC 2f and 12(B)	

• Name of the Affiliating University	UNIVERSITY OF CALCUTTA				
• Name of the IQAC Coordinator	PRASHASTI BHATTACHARYA				
• Phone No.	03324523699				
• Alternate phone No.	9007564196				
• Mobile	9831314360				
• IQAC e-mail address	iqacsarsuna074@gmail.com				
• Alternate e-mail address	iqac.sarsunacolg21@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year)	http://sarsunacollege.ac.in/WebPages/Downloads/NAAC/AQAR_2019-20.pdf				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	http://sarsunacollege.ac.in/WebPages/Downloads/Academics/2021/20-21.pdf				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.41	2016	19/02/2016	18/02/2021
6.Date of Establishment of IQAC			30/03/2014		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
SARSUNA COLLEGE	BOOST	NILDST& BT, WB	2018-2021	2500000	
SARSUNA COLLEGE	DST	DST-SERB	2019-2022	200000	
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? 	No	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11.Significant contributions made by IQAC during the current year (maximum five bullets)		
IQAC has ensured a proper and seamless shift towards online mode during the pandemic.		
It has ensured mental well being of all the stakeholders, particularly of students by encouraging teachers to hold regular discussions with them and by being available for the students beyond classes as well		
IQAC has taken online feedback of students during the pandemic year and has tried to make arrangements accordingly.		
It has also ensured maintenance of physical infrastructure of college even though the premises remained closed due to the pandemic.		
In keeping with its previous years' tradition, it has also encouraged in the organisation of few co-curricular events for students in online mode and prioritize carrying out social work in local area.		
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
The IQAC had planned a thorough academic calendar at the beginning of the session to ensure a viable teaching-learning condition via online mode	Following the Academic Calendar as suggested by IQAC, all the departments could complete the syllabus effectively and on time.
The IQAC had encouraged various departments to hold online meetings with students at regular intervals	The teacher-student interaction could be maintained, which resulted in a better class bonding and improved mental health of both the students and teachers, through positive and fruitful interactions.
Intercollege competitions using virtual platforms were actively promoted and scheduled.	Department of Zoology organised an online inter-college essay competition in September. Students from other departments also participated in it.
IQAC, in consultation with the departments, made a tentative list of various subject experts for inviting them to speak for the students of the college	Several external faculty members, and research scholars delivered lectures for the students of Sarsuna College
IQAC planned seminars and workshops	To continue with maximum teaching learning process, various departments planned and executed various seminars for the benefit of the students

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

Name	Date of meeting(s)
Administrator (in absence of Governing Body)	19/07/2022

14. Whether institutional data submitted to AISHE
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Year	Date of Submission
2021	02/04/2021

15. Multidisciplinary / interdisciplinary

The college is multidisciplinary consisting of Arts, Sciences and Commerce streams.

Curriculum has provisions for interdisciplinary interactions as well. Apart from that the college also encourages interdisciplinary interactions through events like Poster Competitions, Exhibitions and other student related programmes.

Some examples of such interdisciplinary courses are -

PG syllabus of Geography includes papers from Anthropology and Sociology, Environmental Science. Apart from that Professors from Botany, Zoology, History, and Commerce also deliver special lectures related to the discipline.

Statistics department is involved in providing classes to departments Commerce, Computer Science (PG), Geography (PG).

UG syllabus of Bengali includes History of English Literature which is regularly addressed by the teachers of English department.

16. Academic bank of credits (ABC):

The system is yet to be developed.

17. Skill development:

The GIS course imparted at Sarsuna College trains the students in the application of various techniques in geoinformatics field. The training programme is imparted as a PGDM course. The GIS programme continued in spite of the pandemic. Classes shifted to online medium. There were 18 students in the session and quite a few discontinued due to COVID related problems in family, mainly economic.

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

All the students have to compulsorily take up at least one paper on either Bengali (MIL) or English in which students are exposed to Indian literature and culture.

All B.A. General students have to additionally read a paper on English/ Bengali on each of the last 4 semesters (3,4,5,6).

Both these sets of papers contain literary pieces from Indian language and culture. Online materials are shared with students regularly.

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

Due to pandemic, it was not possible to start any new courses. But the existing course on GIS shifted to online mode. This is an Outcome Based Education that helps students get jobs and also equip them to do freelancing in relevant fields.

The GIS course imparted at Sarsuna College trains the students in the application of various techniques in geoinformatics fields. The training programme is imparted as a PGDM course.

20.Distance education/online education:

The college, as a part of its mission to maximise imparting of education, also offers courses through Distance Learning, affiliated to Vidyasagar University. Though the college is actually a part of the University of Calcutta but these courses are taken up as a part of the social responsibility of the college. This initiative has helped the local students to avail Post graduation courses and have enabled working individuals to get an opportunity to pursue Higher Studies.

The Courses that are offered by the college are - Post Graduate courses on Environmental Science, Commerce, Bengali, English, Chemistry.

The courses started from the session 2015-16 and have become very popular among students.

Extended Profile

1.Programme

1.1 624

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

File Description	Documents
Data Template	View File

2.Student2.1 **3261**

Number of students during the year

File Description	Documents
Data Template	View File

2.2 **798**

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 **662**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic3.1 **93**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 **39**

Number of Sanctioned posts during the year

Extended Profile

1. Programme

1.1	624
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2. Student

2.1	3261
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	798
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	662
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	93
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	39
Number of Sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	60
Total number of Classrooms and Seminar halls	
4.2	133.8
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	150
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The college ensures an effective and sincere teamwork by all the stakeholders to deliver curriculum timely and in a well-planned manner. A detail and semester wise routine is shared with every department which is then strictly followed. The routine takes care of the requirements of the Choice Based Credit System.

Departments are also required to prepare a Teaching Plan with details of assignments under each teacher of the department. It is then shared with the students.

Since all teaching activities in 2020-21 was conducted in online mode, the routine was made keeping that in account. The students were shared the links for their classes well in advance and were encouraged to join in video mode. To take full advantage of the online mode, students were instructed with the aid of other available online portals like documentary films, YouTube videos, as well as audio-visual power point presentations.

Students were also encouraged to visit various online websites relevant to their syllabus.

WhatsApp groups were made where the teachers regularly uploaded teaching materials and links to complement the classroom teachings and to help students gain an understanding of the subjects. Materials were shared in website and in whatsapp groups. Scripts and different practical exercises were online corrected. For eg. in case of PG diissertation, map making and analysis was hard to grasp online by most students. Concerned teachers used pen devices to check maps and scripts online and share also screen recordings of fault discussions and suggestions.

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)

The Academic Calendar is prepared and distributed in softcopy format to all students through whatsapp official groups. Normally in other years hard copies are also given. But uncertainty of University exam dates and other matters due to pandemic prevented us from preparing the Calendar very early in the sesion. Nevertheless it was done and henceforth all commencement of classes and internal exams followed the dates mention therein.

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

A. All of the above

**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

37

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**

Sarsuna College gives immense importance to imparting holistic education to students. The Institution does not have the opportunity to frame UG and PG syllabi. Nevertheless teaching-learning process is naturally enriched by emphasis on incorporating discourses on professional ethics, gender, human values, importance of conservation of environment and the need for sustainability. This was done in two ways: 1. Other than Core courses related to the mentioned topics some departments have opted for Discipline Specific Electives and skill enhancement courses that have the aforesaid aspects directly as part of the CBCS curriculum and 2. Departments organize seminars/webinars, lectures to impart knowledge about the afore-mentioned values.

Besides the CBCS syllabus prescribed content delivered by different departments of the College, a PGDM Course on GIS and Remote Sensing is also there in the Department of Geography. PG students and UG students are encouraged to get enrolled in this course and the course emphasizes on application of GIS and RS on natural and social hazards, pollution studies, regional development and problems and environmental impact assessments, etc. Collaborative seminar presentations, projects are undertaken. Post graduate dissertations are also all done on environmental and regional developmental issues.

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

12

File Description	Documents
Any additional information	No File Uploaded
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

398

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

A. All of the above

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

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

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

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://drive.google.com/file/d/14EfoK7057X8O82NE7ONmWFyfpybaJg_P/view?usp=sharing

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

1761

File Description	Documents
Any additional information	No File Uploaded
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

406

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

Institution has provision for remedial classes and tutorials to help slow learners. The advanced learners are regularly exposed to seminars, more reference materials and lectures by experts in related fields to help them attain a deeper understanding of the subjects.

In the 2020-21 session, students were encouraged to avail the platforms of WhatsApp and Google Classroom to contact the departments. WhatsApp communication with teachers helped them receive a one-to-one interaction, to compensate for the lack of teacher-student dialogue that is otherwise prevalent in the campus.

In the online mode, the advanced learners were encouraged to explore talks by experts in their disciplines which are widely available online. It helped them to listen to the recorded lectures by eminent professors of world-renowned universities across countries, and gave them an idea of the current status of their areas of interest. Often the teachers and students shared the online meeting platforms to watch relevant movies, documentaries as well as invited lectures to enhance an understanding of the subject. You tube videos were shared to teach different techniques of practicals. In case of PG field and dissertation report preparations it was very hard for certain students. Teachers concerned used recording voice messages, screen recording and explaining faults and errors in analysis along with checking on softcopy scripts and maps.

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
3261	93

File Description	Documents
Any additional information	No File Uploaded

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

Students are regularly exposed to areas where they have to apply their curriculum knowledge and involve in problem solving techniques. In the 2020-21 session since most of the interactions were online, students were involved in online projects, online sample survey methods and interactions.

The language and literature departments regularly exposed the students to various live events like poetry readings and theatres in which they could watch and engage with the performers and experts.

Science and social science departments which generally took students to field trips, made changes according to the pandemic situation and gave students projects, in which they made use of available online secondary data resources for experiential learnings. UG, PG research reports had to be prepared using secondary sources like census data, remote sensing images etc.

Students were made to listen to industry experts which gave them an understanding of application of their curriculum knowledge in the industry.

You tube videos were shared to make understand about different techniques of practicals, for eg. GIS methods and applications in research. In case of post graduation, field, dissertation report

preparation it was very hard for certain students. Teachers concerned used voice messages, screen recording and explaining faults and errors in analysis along with checking on softcopy scripts and maps.

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

The college has ICT enabled classrooms and wifi facilities which are regularly used for taking classes. However, in the session 2020-21, when the entire mode of operation shifted online, teachers made use of further ICT facilities, as much as was possible, to implement the use of the available resources. The college made provision for G-Suite which was then used for taking classes and holding conferences for the benefit of the students.

Teachers also explored other platforms like google meet and zoom to take classes or to organise talks. Online movie sessions were encouraged which the students attended with a great enthusiasm and these were followed by discussions by the respective teachers.

Plenty of reading and audio-visual materials available online were put at the students' disposal, to enhance their experiences and understanding of their subjects.

Online competitions were organised using Google Form in which the students participated with full enthusiasm.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://sarsunacollege.ac.in/WebPages/Downloads/Administration/ICT%20TOOLS_2020-21.pdf

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

2.3.3.1 - Number of mentors

93

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
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

39

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	View File

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

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

30

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

1226 years

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.

The college holds regular internal assessments through quizzes, class tests, viva voce and class presentations. Internal assessments are broadly categorised into two types - one is the continuous departmental assessment which each department decides according to the need of the discipline and second is the University Internal Assessment which follows the guidelines set by the university of Calcutta.

The departments share the details of the time schedule and the duration of Internal Examinations. In all examinations like class tests, prior to the University Level Theory Exams, results were duly intimated to the examinees and they were informed about the correct answers as well as improvements needed in their answer writing. Doubts of students were clarified by the teachers. Students were regularly made aware of their mistakes so that they do not repeat the mistakes. Students are often advised to rewrite answers and send it to the concerned teacher so that he /she is able to check whether the mistakes are properly understood and

rectified by the students

In the online session of 2020-2021, assessments were done in the virtual mode. Internal assessments were taken through google forms/ uploading pdfs. Each department created separate email ids for the purpose of assessments.

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

The institution encourages students to clarify their doubts regarding internal assessments and other assessments given by their teachers. In the 2020-21 online mode, one to one interaction with the help of WhatsApp or emails. Teachers also interacted with the students via meeting apps like G-Meet and Zoom in which they discussed the question papers after the internal examination, to help student understand and verify the right approach to the given questions.

In case the students had grievances, occurring due to their lack of their understanding or due to some human errors on the part of the teachers, dealing with the online mode, due care was taken to solve the problem at the earliest. No grievance, if brought to the notice of the teacher, was left unattended. The issues were solved in proper time so that no student had to suffer for this.

The marks of the end-semester Internal Examination assigned by the University of Calcutta, is kept confidential, as per the requirement by the university. Any grievance pertaining to this internal examination is taken care of by the university through its own mechanism.

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.

Detailed programs and Course outcomes of all the offered subjects by the college are given in the college website. The students can access the website to get a detailed idea of the course content and possibilities, before taking admission in their desired subjects.

An Orientation Programme is also held in which the students are also briefed about the courses. The first class of every department is dedicated to the discussion of the course content and future prospects.

Teachers are encouraged to regularly attend workshops on curriculum development as well as on the new research held in their related subject areas.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://sarsunacollege.ac.in/Home/Academics/#tabFade-6
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The college has an Academic Council that, along with the IQAC, regularly maintains the students' performance data which ultimately takes the shape of the Program Outcomes and Course outcomes. After declaration of results there is a meeting which is attended by the Academic Council, Principal and the IQAC Convenor to assess the student progression and understand the rate of success of the stated Program outcomes and Course outcomes.

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

728

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	No File Uploaded
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)

[http://sarsunacollege.ac.in/WebPages/Downloads/Academics/2021/FEEDBACK%20ANALYSIS%20OF%20STUDENTS%20\(2020-2021\).pdf](http://sarsunacollege.ac.in/WebPages/Downloads/Academics/2021/FEEDBACK%20ANALYSIS%20OF%20STUDENTS%20(2020-2021).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)

NIL

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

2

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

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

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

8

File Description	Documents
Report of the event	View File
Any additional information	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

18

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

7

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

Our college is situated beside a large waterbodies and a playground and a locality comprising all income group. The year 20-21 being pandemic year all activities related to community service, sensitizing students to social issues were done virtually. Through various whatsapp group our students were sensitized towards social responsibilities. Verbally, we communicated with each other and did all the requisites like- supply of oxygen cylinder, and food packets to COVID patients. Supply of groceries, medicines, and essential goods to the needy person was carried out by students who lived locally. Children of Blind School, Old age home were visited and celebrated Durga Puja with them providing them gifts and lunch. To observe Teachers' Day a webinar and competition was arranged. Flag hoisting ceremony on 15th August and 26th January was done. College was under sanitization process at a regular intervals. Affected COVID students, teachers, non teaching staff were communicated verbally and assisted with the necessities.

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

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

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

0

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

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

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

2

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

118

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.

The college has adequate infrastructure and physical facilities for teaching learning programme. The Institution has auditorium, smart classroom, audio-visual equipped classrooms, sufficient classrooms and other related supports in their proper condition. Laboratories are well equipped with instruments and consumables keeping in mind the requirement of the courses. The departments have their workstations equipped with a PC connected to a printer, a phone and a high speed internet connection. These computers are also facilitated to access the library catalogue of the college. Library facilities are also upgraded annually to cater to the needs of the students as well as the teachers. At the beginning of each academic year, the departments are allotted a fixed budget to buy books and other related items as required by the curriculum and even beyond. In the recent years, stress has been given on e-resources and the library maintains a regular access to the INFLIBNET. Among the laboratories, GIS lab is unique and also have 32 computers equipped with GIS softwares like ARCPRO, ENVI, ERDAS, QGIS, AUTOCAD, etc. The BOOST lab is also unique for bioscience research having modern instruments. Microbiology, Botany, Zoology, Physics, Chemistry, Comp.Sc., Biochemistry, IT labs are all well equipped. The students are also encouraged to access the e-resources. The college has user rights to the adjoining field owned by the municipal corporation. Field events like educational field work and sports are held regularly. Regular AMC's are maintained for facilities such as computers, certain lab equipments and other relevant items.

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.

The college has a seminar hall dedicated for arranging cultural activities. The college has user rights to the adjoining field owned by the Municipal Corporation. Field events of the Annual

College Sports take place there. A gym with basic equipments helps the students for their overall physical development. There are plans to upgrade the gym with more equipments in future. The student Common rooms have facilities for indoor games such as carrom, table tennis, etc. The annual budget of the college keeps a portion allocated each year for the maintenance, supervision and upgradation of all the support facilities.

File Description	Documents
Upload any additional information	No File Uploaded
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.

22

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

22

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

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

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

133.8

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
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)

Library is automated with KOHA (ILMS) version 3.16.04. Entry of all books and documents are completed and users can search all books and documents through OPAC within college premises.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources E. None of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

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)

No books were purchased from July 2020 to June 2021 during to pandemic time.

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

IT facilities have been updated and upgraded. Bandwidth has been increased. Some necessary IT equipments have been purchased. Internet facility is provided in the classrooms and laboratories.

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

4.3.2 - Number of Computers

150

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	No File Uploaded

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)

133.8

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.

Systems pertaining to overall maintenance for academic support, laboratories, library and sports are upgraded each academic year. The existing facilities of the college such as the auditorium, audio-visual equipped classrooms and other related supports are maintained regularly in their proper condition. The laboratories have been upgraded keeping in mind the requirement of the courses. The departments have their workstations equipped with a PC connected to a printer, a phone and a high speed internet connection. Library facilities are also upgraded annually to cater to the needs of the students as well as the teachers. Stress has been given on e-resources and the library maintains a regular access to the INFLIBNET. The college has user rights to the adjoining field owned by the municipal corporation. Field events

of the Annual College Sports take place there. The sports equipment are purchased from time to time. The student Common rooms have facilities for indoor games such as carrom, table tennis, etc. The annual budget of the college keeps a portion allocated each year for the maintenance, supervision and upgradation of all the support facilities. There are regular AMCs maintained for facilities such as computers, certain lab equipment and other relevant items.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

283

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 benefitted 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 benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

83

File Description	Documents
Upload any additional information	No File Uploaded
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

D. 1 of the above

File Description	Documents
Link to institutional website	http://sarsunacollege.ac.in/WebPages/PublicPages/Academics/Courses/Professional/GISRemoteSensing.aspx
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

NIL

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

NIL

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)	No File Uploaded

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
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

40

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.

3

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

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

College has various mechanisms to facilitate students' representation in administrative, co-curricular and extracurricular activities

Administrative -

i) The IQAC has student representative as one of the members.

ii) The College Governing body had student representative.

Co-curricular and extra-curricular -

i) College magazine has the cultural secretary of the students' union as one of the editorial board member

ii) The Student Union organises various cultural programmes and extracurricular competitions for the students of the college. They also organise inter college events

iii) Sarawati puja and sports are planned and organised by the students with a lot of interest.

iv) College social is one mega event that is organised by the Students Union in which there are various cultural events.

** However, this year due to pandemic, most of these events could not take place.

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

3

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

5.4 - Alumni Engagement

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

There is no registered Alumni Association. But there is an active Alumni group that takes part in programmes, visit college in seminars, fill up feedback forms, gives suggestions and interact freely with teachers. The college seriously is planning to formalise the Association that remained undone due to certain local issues. Since the group is not registered no subscription is collected from members.

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	View File

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

Sarsuna College is pledged to spread education among the residents of the nearby locality as well as those coming from distant locations. The college, therefore offers education with a no profit policy to make it accessible to students from poor socio economic background as well as first generation learners.

The governing body of the college ensures that the fees structure of the college adheres to this policy.

The college also runs post graduation courses in Geography and Computer Science in regular mode and in English, Bengali, History, Applied Mathematics, Chemistry, Physics, Commerce through distance mode. Distance Courses make higher education accessible even to those who have to join the work force. PGDM on Geoinformatics runs successfully and students get good jobs in IT sector.

The college also pledges overall development of its students. Therefore the college organises sports, cultural and other extracurricular activities for students and workshos and seminars on career related matters, gender and health issues. NSS and students union carry out different outreach activities.

File Description	Documents
Paste link for additional information	Nil
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 institution practices decentralization and participative management in order to facilitate proper functioning. As the head of the institution, the Principal delegates work among various committees and academic bodies. Teachers' Council Secretary, selected/ elected from among the teachers and the IQAC Coordinator and bursar advice the principal regarding various issues.

Each department has a departmental head who is in regular correspondence with the head of the institution. All the departmental heads, along with the Teachers' Council Secretary form the Academic Sub-committee which determines the academic functioning of the college.

The Head clerk oversees the smooth functioning of the non teaching staff and related issues.

There are various committees and sub-committees like Examination committees, Sports Committee, Cultural Committee, etc who help in the organising of various activities in the college and helps in the smooth running of the academic and extracurricular activities of the college.

This decentralization and participative management was also followed during the lockdown period due to online mode.

File Description	Documents
Paste link for additional information	http://sarsunacollege.ac.in/WebPages/Downloads/Academics/2021/ORGANOGRAM.pdf
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The lockdown proved an impediment to the effective execution of perspective plans of the institution. The institution focussed upon the continuation of teaching-learning process with utmost efficiency even in the online mode.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://sarsunacollege.ac.in/Home/Elearning/#tabFade-chemistry
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.

The IQAC body of Sarsuna College keeps a track of the promotion, leave, and other aspects of the service of the teaching members which are then taken into consideration during the promotion interviews of the individual during CAS.

The governing body maintains the appointment of both non teaching and teaching members. In the current session after the expiry of the governing body and start of lockdown, the college is run under the Administrator as appointed by the Higher Education Department of West Bengal. He checks all activities.

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

A. All of the above

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

The college provides the following benefits to its Non teaching staff:

ESIC (Employee State Insurance Corporation) medical facilities

EPF (Employee Provident Fund)

LIC Premium

Puja Bonus

The teaching members can avail either medical allowance or West Bengal Health scheme as a part of their salary package.

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

10

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	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

There are regular meetings of the academic sub committee to assess the performance of teachers.

IQAC conducts Students' Feedback form in which there is also a

provision for the appraisal of teachers by students. This feedback received from the students are then discussed in the academic and departmental meetings.

The Principal holds regular meetings with the non-teaching staff of the college. The head clerk too interacts with the other non-teaching members to keep them apprised about their performances.

This year meetings could not be held at regular intervals due to the pandemic. Yet, online discussions were held via gmeet to consider discussions regarding teaching and nonteaching staff's performances.

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

The college has provision for both internal and external audit.

Internal Audit - The bursar, in consultation with the principal, checks all the vouchers, bills and grant utilisation before the signing for acceptance.

Esternal Audit - The college has two kinds of external audits -

1) **Tax audit** - The auditor is appointed by the college. The auditor meticulously goes through the bills, vouchers, memos, grants - both government and non-government forms. Once the auditor is satisfied with the documentation, the report is generated and duly signed.

2) **Statutory Audit** - The auditor is nominated by the Higher Education department of west Bengal government. The auditor goes through all the required documents and similar steps are followed.

In the session 2020-21, the statutory audit is still pending as the government auditory is yet to be sent.

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

The college appoints a bursar from among the teaching members who in consultation with the principal and accountant, plans the annual budget of the college.

There is a finance committee for ensuring the proper utilization of resources. But in the current year, since the new Governing Body of the college was not formed due to the pandemic situation, and the previous GB had exhausted its tenure, there was no finance committee in the college.

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 IQAC prepares the academic calendar of the institution through which it tries to assure a structured institutional qualitative approach emphasising on the holistic teaching-learning process.

It keeps a record of the minutes of the meetings held which are then well circulated between the stake holders.

The most significant strategy this year taken by the IQAC has been to ensure steady online classes with minimum disruption of the academic calendar.

File Description	Documents
Paste link for additional information	http://sarsunacollege.ac.in/WebPages/Downloads/Administration/2021/IQAC%20MEETING%20NOTICES%20&%20MINUTES,%202020-21.pdf
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

The IQAC has a regular mechanism for reviewing teaching learning process, structures and methodologies of operation and learning outcomes through meetings, and discussions between various stake holders.

The feedback forms are also used as a part of this reviewing process.

This year, only online feedback could be taken from the students which were then discussed in the IQAC meeting.

Since most of the activities remained suspended, not much incremental improvement could be recorded.

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); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://sarsunacollege.ac.in/WebPages/Downloads/Administration/2021/IQAC%20MEETING%20NOTICES%20&%20MINUTES,%202020-21.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
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

Due to pandemic, there was no programme organised regarding promotion of gender equity. However, the departments during their online classes have tried their best to incorporate the gender equity values among their students. The college has security staff who check all rooms and ensure security of girl students in late hours of the day and teachers along with specially disciplinary committee, grievance redressal committee members take special care in ensuring security in normal college days. All department heads ensure no ragging campus in beginning of sessions. There are

separate common room,, washrooms for girl students. Any student facing problems are counselled by teachers. In online system telephone and whatsapp was used to counsel many students facing health and economic and psychological issues.

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

The college has a system of classifying waste according to degradable and non biodegradable nature.

The institution remained closed through out this academic session and so waste management was not required.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

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 E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
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 E. None of the above

3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

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

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

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).

The institution organises various programmes that promotes inclusivity .

1. Department of Bengali organises programmes on International Mother Language Day which celebrates the unity of languages and also promotes linguistic harmony.

2. Debates, essay competitions, poster competitions on topics related to environment, cultural harmony, religious tolerance, etc are organised by the college.

All classes include students coming from different cultural, regional, linguistic, communal, socioeconomic diversities. The teachers play premier role in maintaining unity in diversity and harmony friendly relations among all. In case of any problem arising it is solved instantly by deliberations and necessary steps are taken. The college is naturally always having a popularity in the region in terms of harmonious and friendly environment.

Nevertheless in pandemic closure there wasnt much need to maintain such issues.

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

No lecture could be organised this year due to COVID situation. But online sensitization, psychological counselling, advises on values, rights and duties was always carried out in online classes and discussions by departmental teachers.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, C. Any 2 of the above

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.

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

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

The college each year observes the Independence Day, Republic Day and Netaji birth anniversary, Teachers' Day and SaraswatiPuja. But this year students were not allowed to come due to government declared COVID protocol.

This academic year, only intercollege online poster competition on 'new normal lifestyle during the covid 19 pandemic' was organised by the Department of Botany.

Several departments also celebrated Teachers' Day through online mode.

Hence no annual report was also prepared.

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	No File Uploaded

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 I

Title of the Best Practice - COVID 19 relief programmes organised by college

The Practice

The student members of the Student Council, Sarsuna College, along with some other non teaching members of the college distributed food and medicine to the families in need of those. They also distributed sanitisers among the needy people.

Best Practice II

Title of the Practice - Using inclusivist practices of teaching learning in the online mode

The Practice

The teachers were encouraged by the IQAC to use the most common and least expensive forms of social media to reach out to the students.

Most of the teachers used whatsapp voice and video messages, along with text messages for reaching out to the students. While platforms like Gmeet and Zoom required hi speed internet, the whatsapp messages could be easily downloaded at the convenience of the students.

The teachers therefore, shared the texts, whose pdf was available, instructions for certain activities through voice and video

messages. Links to various websites like You Tube lectures and academic sites were also shared through whatsapp chats.

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

7.3 - Institutional Distinctiveness

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

The institution encouraged teachers to take classes and share notes, study materials and even books through portals that can be accessible by maximum number of students in the online mode.

Since a large percentage of our students come from the economically poor background, data usage was a problem faced by them. In order to help all students get an access to the study materials, alongside online classes on gmeet or zoom, whatsapp voice and video recorded messages were also used. Teachers spent often around the clock catering to student needs like checking online submission of writeups, exercises on practical lessons, and explaining errors by checking with pen device on online scripts or maps and even screen recordings, voice messages were sent to compensate for the benefits of classroom teaching. Weak students needed multiple explanations and extra individual assistance.

Texts for which pdf was available was also shared with the students in order to lead to unhindered teaching learning process. Even for post graduate research satellite imageries, cracked GIS softwares, administrative maps atlases, data were provided through whatsapp groups. You tube videos were shared to make understanding of methods easy.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The college ensures an effective and sincere teamwork by all the stakeholders to deliver curriculum timely and in a well-planned manner. A detail and semester wise routine is shared with every department which is then strictly followed. The routine takes care of the requirements of the Choice Based Credit System.

Departments are also required to prepare a Teaching Plan with details of assignments under each teacher of the department. It is then shared with the students.

Since all teaching activities in 2020-21 was conducted in online mode, the routine was made keeping that in account. The students were shared the links for their classes well in advance and were encouraged to join in video mode. To take full advantage of the online mode, students were instructed with the aid of other available online portals like documentary films, YouTube videos, as well as audio-visual power point presentations.

Students were also encouraged to visit various online websites relevant to their syllabus.

WhatsApp groups were made where the teachers regularly uploaded teaching materials and links to complement the classroom teachings and to help students gain an understanding of the subjects. Materials were shared in website and in whatsapp groups. Scripts and different practical exercises were online corrected. For eg. in case of PG diissertation, map making and analysis was hard to grasp online by most students. Concerned teachers used pen devices to check maps and scripts online and share also screen recordings of fault discussions and suggestions.

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)

The Academic Calendar is prepared and distributed in softcopy format to all students through whatsapp official groups. Normally in other years hard copies are also given. But uncertainty of University exam dates and other matters due to pandemic prevented us from preparing the Calendar very early in the session. Nevertheless it was done and henceforth all commencement of classes and internal exams followed the dates mention therein.

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

A. All of the above

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

37

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

Sarsuna College gives immense importance to imparting holistic education to students. The Institution does not have the opportunity to frame UG and PG syllabi. Nevertheless teaching-learning process is naturally enriched by emphasis on incorporating discourses on professional ethics, gender, human values, importance of conservation of environment and the need for sustainability. This was done in two ways: 1. Other than Core courses related to the mentioned topics some departments have opted for Discipline Specific Electives and skill enhancement courses that have the aforesaid aspects directly as part of the CBCS curriculum and 2. Departments organize seminars/webinars, lectures to impart knowledge about the aforementioned values.

Besides the CBCS syllabus prescribed content delivered by different departments of the College, a PGDM Course on GIS and Remote Sensing is also there in the Department of Geography. PG students and UG students are encouraged to get enrolled in this course and the course emphasizes on application of GIS and RS on natural and social hazards, pollution studies, regional development and problems and environmental impact assessments, etc. Collaborative seminar presentations, projects are undertaken. Post graduate dissertations are also all done on environmental and regional developmental issues.

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

12

File Description	Documents
Any additional information	No File Uploaded
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

398

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	A. All of the above
File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File
1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website
File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	https://drive.google.com/file/d/14EfOK7057X8082NE7ONmWFyfpYbaJg_P/view?usp=sharing
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	
1761	
File Description	Documents
Any additional information	No File Uploaded
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

406

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

Institution has provision for remedial classes and tutorials to help slow learners. The advanced learners are regularly exposed to seminars, more reference materials and lectures by experts in related fields to help them attain a deeper understanding of the subjects.

In the 2020-21 session, students were encouraged to avail the platforms of WhatsApp and Google Classroom to contact the departments. WhatsApp communication with teachers helped them receive a one-to-one interaction, to compensate for the lack of teacher-student dialogue that is otherwise prevalent in the campus.

In the online mode, the advanced learners were encouraged to explore talks by experts in their disciplines which are widely available online. It helped them to listen to the recorded lectures by eminent professors of world-renowned universities across countries, and gave them an idea of the current status of their areas of interest. Often the teachers and students shared the online meeting platforms to watch relevant movies, documentaries as well as invited lectures to enhance an understanding of the subject. You tube videos were shared to teach different techniques of practicals. In case of PG field and dissertation report preparations it was very hard for certain students. Teachers concerned used recording voice messages, screen recording and explaining faults and errors in analysis along with checking on softcopy scripts and maps.

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
3261	93

File Description	Documents
Any additional information	No File Uploaded

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

Students are regularly exposed to areas where they have to apply their curriculum knowledge and involve in problem solving techniques. In the 2020-21 session since most of the interactions were online, students were involved in online projects, online sample survey methods and interactions.

The language and literature departments regularly exposed the students to various live events like poetry readings and theatres in which they could watch and engage with the performers and experts.

Science and social science departments which generally took students to field trips, made changes according to the pandemic situation and gave students projects, in which they made use of available online secondary data resources for experiential learnings. UG, PG research reports had to be prepared using secondary sources like census data, remote sensing images etc.

Students were made to listen to industry experts which gave them an understanding of application of their curriculum knowledge in the industry.

You tube videos were shared to make understand about different techniques of practicals, for eg. GIS methods and applications in research. In case of post graduation, field, dissertation

report preparation it was very hard for certain students. Teachers concerned used voice messages, screen recording and explaining faults and errors in analysis along with checking on softcopy scripts and maps.

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

The college has ICT enabled classrooms and wifi facilities which are regularly used for taking classes. However, in the session 2020-21, when the entire mode of operation shifted online, teachers made use of further ICT facilities, as much as was possible, to implement the use of the available resources. The college made provision for G-Suite which was then used for taking classes and holding conferences for the benefit of the students.

Teachers also explored other platforms like google meet and zoom to take classes or to organise talks. Online movie sessions were encouraged which the students attended with a great enthusiasm and these were followed by discussions by the respective teachers.

Plenty of reading and audio-visual materials available online were put at the students' disposal, to enhance their experiences and understanding of their subjects.

Online competitions were organised using Google Form in which the students participated with full enthusiasm.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	http://sarsunacollege.ac.in/WebPages/Downloads/Administration/ICT%20TOOLS_2020-21.pdf

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

2.3.3.1 - Number of mentors

93

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	No File Uploaded
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

39

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	View File

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

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

30

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

1226 years

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.

The college holds regular internal assessments through quizzes, class tests, viva voce and class presentations. Internal assessments are broadly categorised into two types - one is the continuous departmental assessment which each department decides according to the need of the discipline and second is the Univeraity Internal Assessment which follows the guidelines set by the university of Calcutta.

The departments share the details of the time schedule and the duration of Internal Examinations. In all examinations like class tests, prior to the University Level Theory Exams, results were duly intimated to the examinees and they were informed about the correct answers as well as improvements needed in their answer writing. Doubts of students were clarified by the teachers. Students were regularly made aware of their mistakes so that they do not repeat the mistakes.

Students are often advised to rewrite answers and send it to the concerned teacher so that he /she is able to check whether the mistakes are properly understood and rectified by the students

In the online session of 2020-2021, assessments were done in the virtual mode. Internal assessments were taken through google forms/ uploading pdfs. Each department created separate email ids for the purpose of assessments.

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

The institution encourages students to clarify their doubts regarding internal assessments and other assessments given by their teachers. In the 2020-21 online mode, one to one interaction with the help of WhatsApp or emails. Teachers also interacted with the students via meeting apps like G-Meet and Zoom in which they discussed the question papers after the internal examination, to help student understand and verify the right approach to the given questions.

In case the students had grievances, occurring due to their lack of their understanding or due to some human errors on the part of the teachers, dealing with the online mode, due care was taken to solve the problem at the earliest. No grievance, if brought to the notice of the teacher, was left unattended. The issues were solved in proper time so that no student had to suffer for this.

The marks of the end-semester Internal Examination assigned by the University of Calcutta, is kept confidential, as per the requirement by the university. Any grievance pertaining to this internal examination is taken care of by the university through its own mechanism.

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.

Detailed programs and Course outcomes of all the offered subjects by the college are given in the college website. The students can access the website to get a detailed idea of the course content and possibilities, before taking admission in their desired subjects.

An Orientation Programme is also held in which the students are also briefed about the courses. The first class of every department is dedicated to the discussion of the course content and future prospects.

Teachers are encouraged to regularly attend workshops on curriculum development as well as on the new research held in their related subject areas.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	http://sarsunacollege.ac.in/Home/Academics/#tabFade-6
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The college has an Academic Council that, along with the IQAC, regularly maintains the students' performance data which ultimately takes the shape of the Program Outcomes and Course outcomes. After declaration of results there is a meeting which is attended by the Academic Council, Principal and the IQAC Convenor to assess the student progression and understand the rate of success of the stated Program outcomes and Course

outcomes.

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

728

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	No File Uploaded
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)

[http://sarsunacollege.ac.in/WebPages/Downloads/Academics/2021/FEEDBACK%20ANALYSIS%20OF%20STUDENTS%20\(2020-2021\).pdf](http://sarsunacollege.ac.in/WebPages/Downloads/Academics/2021/FEEDBACK%20ANALYSIS%20OF%20STUDENTS%20(2020-2021).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)

NIL

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

2

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

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

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

8

File Description	Documents
Report of the event	View File
Any additional information	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**

18

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**

7

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**

Our college is situated beside a large waterbodies and a playground and a locality comprising all income group. The year 20-21 being pandemic year all activities related to community service, sensitizing students to social issues were done virtually. Through various whatsapp group our students were sensitized towards social responsibilities. Verbally, we communicated with each other and did all the requisites like- supply of oxygen cylinder, and food packets to COVID patients. Supply of groceries, medicines, and essential goods to the needy person was carried out by students who lived locally. Children of Blind School, Old age home were visited and celebrated Durga

Puja with them providing them gifts and lunch. To observe Teachers' Day a webinar and competition was arranged. Flag hoisting ceremony on 15th August and 26th January was done. College was under sanitization process at a regular intervals. Affected COVID students, teachers, non teaching staff were communicated verbally and assisted with the necessities.

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

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

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

0

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

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

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

2

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

118

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.

The college has adequate infrastructure and physical facilities for teaching learning programme. The Institution has auditorium, smart classroom, audio-visual equipped classrooms, sufficient classrooms and other related supports in their proper condition. Laboratories are well equipped with instruments and consumables keeping in mind the requirement of the courses. The departments have their workstations equipped with a PC connected to a printer, a phone and a high speed internet connection. These computers are also facilitated to access the library catalogue of the college. Library facilities are also upgraded annually to cater to the needs of the students as well as the teachers. At the beginning of each academic year, the departments are allotted a fixed budget to buy books and other related items as required by the curriculum and even beyond. In the recent years, stress has been given on e-resources and the library maintains a regular access to the INFLIBNET. Among the laboratories, GIS lab is unique and also have 32 computers equipped with GIS softwares like ARCPRO, ENVI, ERDAS, QGIS, AUTOCAD, etc. The BOOST lab is also unique for bioscience research having modern instruments. Microbiology, Botany, Zoology, Physics, Chemistry, Comp.Sc., Biochemistry, IT labs are all well equipped. The students are also encouraged to access the e-resources. The college has user rights to the adjoining field owned by the municipal corporation. Field

events like educational field work and sports are held regularly. Regular AMCs are maintained for facilities such as computers, certain lab equipments and other relevant items.

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.

The college has a seminar hall dedicated for arranging cultural activities. The college has user rights to the adjoining field owned by the Municipal Corporation. Field events of the Annual College Sports take place there. A gym with basic equipments helps the students for their overall physical development. There are plans to upgrade the gym with more equipments in future. The student Common rooms have facilities for indoor games such as carrom, table tennis, etc. The annual budget of the college keeps a portion allocated each year for the maintenance, supervision and upgradation of all the support facilities.

File Description	Documents
Upload any additional information	No File Uploaded
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.

22

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

22

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

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

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

133.8

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
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)

Library is automated with KOHA (ILMS) version 3.16.04. Entry of all books and documents are completed and users can search all books and documents through OPAC within college premises.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-

E. None of the above

ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	No File Uploaded

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)

No books were purchased from July 2020 to June 2021 during to pandemic time.

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

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

IT facilities have been updated and upgraded. Bandwidth has been increased. Some necessary IT equipments have been purchased. Internet facility is provided in the classrooms and laboratories.

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

4.3.2 - Number of Computers

150

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	No File Uploaded

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)

133.8

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.

Systems pertaining to overall maintenance for academic support, laboratories, library and sports are upgraded each academic year. The existing facilities of the college such as the auditorium, audio-visual equipped classrooms and other related supports are maintained regularly in their proper condition. The laboratories have been upgraded keeping in mind the requirement of the courses. The departments have their workstations equipped with a PC connected to a printer, a phone and a high speed internet connection. Library facilities are also upgraded annually to cater to the needs of the students as well as the teachers. Stress has been given on e-resources and the library maintains a regular access to the INFLIBNET. The college has user rights to the adjoining field owned by the municipal corporation. Field events of the Annual College Sports take place there. The sports equipment are purchased from time to time. The student Common rooms have facilities for indoor games such as carrom, table tennis, etc. The annual budget of the college keeps a portion allocated each year for the maintenance, supervision and upgradation of all the support facilities. There are regular AMCs maintained for facilities such as computers, certain lab equipment and other relevant items.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support	
5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year	
283	
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	
83	
File Description	Documents
Upload any additional information	No File Uploaded
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	D. 1 of the above

File Description	Documents
Link to institutional website	http://sarsunacollege.ac.in/WebPages/PublicPages/Academics/Courses/Professional/GIS_RemoteSensing.aspx
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

NIL

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

NIL

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	No File Uploaded
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

40

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.	
3	
File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File
5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)	
<p>College has various mechanisms to facilitate students' representation in administrative, co-curricular and extracurricular activities</p> <p>Administrative -</p> <p>i) The IQAC has student representative as one of the members.</p> <p>ii) The College Governing body had student representative.</p>	

Co-curricular and extra-curricular -

i) College magazine has the cultural secretary of the students' union as one of the editorial board member

ii) The Student Union organises various cultural programmes and extracurricular competitions for the students of the college. They also organise inter college events

iii) Sarawati puja and sports are planned and organised by the students with a lot of interest.

iv) College social is one mega event that is organised by the Students Union in which there are various cultural events.

** However, this year due to pandemic, most of these events could not take place.

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

3

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

5.4 - Alumni Engagement

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

There is no registered Alumni Association. But there is an active Alumni group that takes part in programmes, visit college in seminars, fill up feedback forms, gives suggestions and interact freely with teachers. The college seriously is planning to formalise the Association that remained undone due to certain local issues. Since the group is not registered no subscription is collected from members.

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	View File

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

Sarsuna College is pledged to spread education among the residents of the nearby locality as well as those coming from distant locations. The college, therefore offers education with a no profit policy to make it accessible to students from poor socio economic background as well as first generation learners.

The governing body of the college ensures that the fees structure of the college adheres to this policy.

The college also runs post graduation courses in Geography and Computer Science in regular mode and in English, Bengali, History, Applied Mathematics, Chemistry, Physics, Commerce through distance mode. Distance Courses make higher

education accessible even to those who have to join the work force. PGDM on Geoinformatics runs successfully and students get good jobs in IT sector.

The college also pledges overall development of its students. Therefore the college organises sports, cultural and other extracurricular activities for students and workshos and seminars on career related matters, gender and health issues. NSS and students union carry out different outreach activities.

File Description	Documents
Paste link for additional information	Nil
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 institution practices decentralization and participative management in order to facilitate proper functioning. As the head of the institution, the Principal delegates work among various committees and academic bodies. Teachers' Council Secretary, selected/ elected from among the teachers and the IQAC Coordinator and bursar advice the principal regarding various issues.

Each department has a departmental head who is in regular correspondence with the head of the institution. All the departmental heads, along with the Teachers' Council Secretary form the Academic Sub-committee which determines the academic functioning of the college.

The Head clerk oversees the smooth functioning of the non teaching staff and related issues.

There are various committees and sub-commitees like Examination committees, Sports Committee, Cultural Committee, etc who help in the organising of various activities in the college and helps in the smooth running of the academic and extracurricular activities of the college.

This decentralization and participative management was also followed during the lockdown period due to online mode.

File Description	Documents
Paste link for additional information	http://sarsunacollege.ac.in/WebPages/Downloads/Academics/2021/ORGANOGRAM.pdf
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The lockdown proved an impediment to the effective execution of perspective plans of the institution. The institution focussed upon the continuation of teaching-learning process with utmost efficiency even in the online mode.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	http://sarsunacollege.ac.in/Home/Elearning/#tabFade-chemistry
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.

The IQAC body of Sarsuna College keeps a track of the promotion, leave, and other aspects of the service of the teaching members which are then taken into consideration during the promotion interviews of the individual during CAS.

The governing body maintains the appointment of both non teaching and teaching members. In the current session after the expiry of the governing body and start of lockdown, the college is run under the Administrator as appointed by the Higher Education Department of West Bengal. He checks all activities.

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

A. All of the above

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

The college provides the following benefits to its Non teaching staff:

ESIC (Employee State Insurance Corporation) medical facilities

EPF (Employee Provident Fund)

LIC Premium

Puja Bonus

The teaching members can avail either medical allowance or West Bengal Health scheme as a part of their salary package.

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

10

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	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

There are regular meetings of the academic sub committee to assess the performance of teachers.

IQAC conducts Students' Feedback form in which there is also a provision for the appraisal of teachers by students. This feedback received from the students are then discussed in the academic and departmental meetings.

The Principal holds regular meetings with the non-teaching staff of the college. The head clerk too interacts with the other non-teaching members to keep them apprised about their performances.

This year meetings could not be held at regular intervals due to the pandemic. Yet, online discussions were held via gmeet to consider discussions regarding teaching and nonteaching staff's performances.

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

The college has provision for both internal and external audit.

Internal Audit - The bursar, in consultation with the principal, checks all the vouchers, bills and grant utilisation before the signing for acceptance.

Esternal Audit - The college has two kinds of external audits -

1) **Tax audit** - The auditor is appointed by the college. The auditor meticulously goes through the bills, vouchers, memos, grants - both government and non-government forms. Once the auditor is satisfied with the documentation, the report is generated and duly signed.

2) **Statutory Audit** - The auditor is nominated by the Higher Education department of west Bengal government. The auditor goes through all the required documents and similar steps are followed.

In the session 2020-21, the statutory audit is still pending as the government auditor is yet to be sent.

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

The college appoints a bursar from among the teaching members who in consultation with the principal and accountant, plans the annual budget of the college.

There is a finance committee for ensuring the proper utilization of resources. But in the current year, since the new Governing Body of the college was not formed due to the pandemic situation, and the previous GB had exhausted its tenure, there was no finance committee in the college.

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 IQAC prepares the academic calendar of the institution through which it tries to assure a structured institutional qualitative approach emphasising on the holistic teaching-learning process.

It keeps a record of the minutes of the meetings held which are then well circulated between the stake holders.

The most significant strategy this year taken by the IQAC has been to ensure steady online classes with minimum disruption of the academic calendar.

File Description	Documents
Paste link for additional information	http://sarsunacollege.ac.in/WebPages/Downloads/Administration/2021/IQAC%20MEETING%20NOTICES%20&%20MINUTES,%202020-21.pdf
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

The IQAC has a regular mechanism for reviewing teaching learning process, structures and methodologies of operation and learning outcomes through meetings, and discussions between various stake holders.

The feedback forms are also used as a part of this reviewing process.

This year, only online feedback could be taken from the students which were then discussed in the IQAC meeting.

Since most of the activities remained suspended, not much incremental improvement could be recorded.

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); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

D. Any 1 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://sarsunacollege.ac.in/WebPages/Downloads/Administration/2021/IQAC%20MEETING%20NOTICES%20&%20MINUTES,%202020-21.pdf
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
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

Due to pandemic, there was no programme organised regarding promotion of gender equity. However, the departments during their online classes have tried their best to incorporate the gender equity values among their students. The college has

security staff who check all rooms and ensure security of girl students in late hours of the day and teachers along with specially disciplinary committee , grievance redressal committee members take special care in ensuring security in normal college days. All department heads ensure no ragging campus in beginning of sessions. There are separate common room,, washrooms for girl students. Any student facing problems are counselled by teachers. In online system telephone and whatsapp was used to counsel many students facing health and economic and psychological issues.

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

The college has a system of classifying waste according to degradable and non biodegradable nature.

The institution remained closed through out this academic session and so waste management was not required.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

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

E. None of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
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

E. None of the above

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

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

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

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).

The institution organises various programmes that promotes inclusivity .

1. Department of Bengali organises programmes on International Mother Language Day which celebrates the unity of languages and also promotes linguistic harmony.

2. Debates, essay competitions, poster competitionson topics related to environment, cultural harmony, religious tolerance, etc are organised by the college.

All classes include students coming from different cultural, regional, linguistic, communal, socioeconomic diversities. The teachers play premier role in maintaining unity in diversity and harmony friendly relations among all. In case of any problem arising it is solved instantly by deliberations and necessary steps are taken. The college is naturally always having a popularity in the region in terms of harmonious and friendly environment.

Nevertheless in pandemic closure there wasnt much need to maintain such issues.

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

No lecture could be organised this year due to COVID situation. But online sensitization, psychological counselling, advises on values, rights and duties was always carried out in online classes and discussions by departmental teachers.

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

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

4. Annual awareness programmes on Code of Conduct are organized

C. Any 2 of the above

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

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

The college each year observes the Independence Day, Republic Day and Netaji birth anniversary, Teachers' Day and SaraswatiPuja. But this year students were not allowed to come due to government declared COVID protocol.

This academic year, only intercollege online poster competition on 'new normal lifestyle during the covid 19 pandemic' was organised by the Department o Botany.

Several departments also celebrated Teachers' Day through online mode.

Hence no annual report was also prepared.

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	No File Uploaded

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 I

Title of the Best Practice - COVID 19 relief programmes organised by college

The Practice

The student members of the Student Council, Sarsuna College, along with some other non teaching members of the college distributed food and medicine to the families in need of those. They also distributed sanitisers among the needy people.

Best Practice II

Title of the Practice - Using inclusivist practices of teaching learning in the online mode

The Practice

The teachers were encouraged by the IQAC to use the most common and least expensive forms of social media to reach out to the students.

Most of the teachers used whatsapp voice and video messages,

along with text messages for reaching out to the students. While platforms like Gmeet and Zoom required hi speed internet, the whatsapp messages could be easily downloaded at the convenience of the students.

The teachers therefore, shared the texts, whose pdf was available, instructions for certain activities through voice and video messages. Links to various websites like You Tube lectures and academic sites were also shared through whatsapp chats.

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

7.3 - Institutional Distinctiveness

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

The institution encouraged teachers to take classes and share notes, study maaterials and even books through portals that can be accessible by maximum number of students in the online mode.

Since a large percentage of our students come from the economically poor background, data usage was a problem faced by them. In order to help all students get an access to the study materials, alongside online classes on gmeet or zoom, whatsapp voice and video recorded messages were also used. Teachers spent often around the clock catering to student needs like checking online submission of writeups, exercises on practical lessons, and explaining errors by checking with pen device on online scripts or maps and even screen recordings, voice messages were sent to compensate for the benefits of classroom teaching. Weak students needed multiple explanations and extra individual assistance.

Texts for which pdf was available was also shared with the students in order to lead to unhindered teaching learning process. Even for post graduate research satellite imageries, cracked GIS softwares, administrative maps atlases, data were provided through whatsapp groups. You tube videos were shared to mae understanding of methods easy.

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

7.3.2 - Plan of action for the next academic year

The IQAC has a well laid out plan for the next academic year (2021-22)

1) IQAC plans to introduce short time certificate courses for students, like cyber security, photography, art and craft, yoga, communication skill and grooming, etc. and sign agreements with industry, NGOs, educational institutes and cultural organisations to concentrate on add on programs to create employability potential among students, outreach programs and career- counselling, camping, environmental awareness, gender, health issues to mention some.

2) It plans to introduce guidance courses for certain competitive exams for its students and alumni.

3) IQAC also plans organisation of book fair and introduction of other food-objects-artefact fairs in the college involving college students/ young entrepreneurs. This will be done to promote entrepreneurial qualities among students. 4) There has been plans to revitalizing the college's online webinar or any event management portal for unlimited participation platform capacity. 5) It also plans to introduce LMS and integrate it with ERP. 6) Modernisation of library and upgrading e-resources, revitalising the gym, NSS room, auditorium and smart classrooms, setting up a medicine garden and arranging space for sick room, aquarium. 7). IQAC will apply and pray to the University for enhancing the intake capacity of Post-graduation in Geography. .8) Complete the development of air pollution monitoring station, rain water harvesting and solar power systems. 9) IQAC will try for a formation of a well-formed formal Alumni organization.