YEARLY STATUS REPORT - 2021-2022

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	
• Affiliated / Constitution Colleges	Affiliated
• 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_2020-21.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/2122/academic%20calendar%202021-22.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
DEPARTMENT	**SEMINAR**	**ICSSR**	**2022**	**1,44,000**

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

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

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

• Number of collaborative programmes, seminars, workshops were held in collaboration and in this session we signed 5 MOUs. • Students actively participated in all programmes undertaken by the college on cultural, environmental and social aspects. • With the arranging of such workshops and seminars, we have identified fields of interest of students and add on courses that should be introduced in near future. • The college IT partner was pressurised and kept in regular coordination to update student and teacher database and move forward towards an effective LMS . • 8 teachers were promoted to next levels .

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
Collaborative ventures/ signing of agreements with industry, NGOs, academic institutions	Number of collaborative programmes, seminars, workshops were held in collaboration and in this session we signed 5 MOUs.
Motivating students to take part in activities related to culture, environment, gender, health and social issues, outside curriculum based teaching-learning system	Students actively participated in all programmes undertaken by the college on cultural, environmental and social aspects.
Arranging career and research oriented workshops and seminars	With the arranging of such workshops and seminars, we have identified fields of interest of students and add on courses that should be introduced in near future
Database updating and development of LMS of utmost need	The college IT partner was pressurised and kept in regular coordination to update student and teacher database and move forward towards an effective LMS e
To successfully carry out faculty promotion system	8 teachers were promoted to next levels

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

- Name of the statutory body

Name	Date of meeting(s)
ACADEMIC SUB COMMITTEE (IN THE ABSENCE OF BOTH GOVERNING BODY AND ADMINISTRATOR)	27/06/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022	24/02/2022

15.Multidisciplinary / interdisciplinary

The college is multidisciplinary consisting of Arts, Sciencs 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 alos deliver special lectures related to the discipline. Statistics department is involved in providing classes to departments Commerce, Computer Science (PG), Geography (PG). UG syllbus of Bengali includes History of English Literature which is regulrly addressed by the teachers of English department.

16.Academic bank of credits (ABC):

The system is yet to be developed.

17.Skill development:

The College has one PGDM programme on GIS and Remote Sensing running from 2015. IQAC planned to start courses on Cyber Security and Ethical Hacking, handicrafts-artificial jewellery and recycled products making course, communication skill and personality development, digital Journalism and advanced photography, surveying methods, AUTOCAD training, deep learning and advanced GIS applications on disaster management and urban planning, Tally and SAP training, dance music and yoga workshops.

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. Annual Quality Assurance Report of SARSUNA COLLEGE 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):

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

The institution actively uses student centric methods in two ways, a. while following the University prescribed curriculum and b. undertaking other programs and activities with the motive to enhance learning experience and also to integrate job based knowledge building, social values and experiential learning. Departments like zoology, botany and geography undertake regular field works to different areas of India. Individual dissertations on environmental issues and urban/ regional developmental issues are done by PG students of geography and are based on survey of various types. Students are encouraged to prepare projects on different problem-centric topics and

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.Student

2.1   **3192**

Number of students during the year

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

2.2   **967**

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   **182**

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   **38**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

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

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	3192

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	967

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	182

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	93

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	38

File Description	Documents
Data Template	View File

4.Institution

4.1 Total number of Classrooms and Seminar halls	60
4.2 Total expenditure excluding salary during the year (INR in lakhs)	144.38253
4.3 Total number of computers on campus for academic purposes	150

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 teaching activities at the begining of 2021-22session were 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. Offline classes were started from February 2022. butin a blended mode, new set of routines were made in order to ensure a smooth academic progression. Changes

were accomodated in the academic calender to suit the new blended form of classes.

File Description	Documents
Upload relevant supporting document	[View File]
Link for Additional information	http://sarsunacollege.ac.in/Home/NoticeDetails

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 uncertainity 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.

When the physical classes commenced in the session 2021-22, from February 2022, the academic calender was modified accordingly.

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 teachinglearning 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

66

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

1230

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)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows	A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	http://sarsunacollege.ac.in/Home/IqacLinks/#tabFade-4

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

1816

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

415

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

1. **Institution has provision for remedial classes and tutorials to help slow learners.**
2. **A mentor and mentee system is kept in place in order to facilitate a proper learning process for the slow learners.**
3. **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.**
4. **In the 2021-22 session, WBCOLOR (West Bengal College Libraries Online Resources) was endorsed by the college to give easy access to books and study materials to students through college website. Students were encouraged to avail the online platforms to contact the departments even after start of offline classes.**
5. **WhatsApp communication with teachers helped them receive a one-to-one interaction. The advanced learners were encouraged to explore talks by experts in their disciplines. You tube videos were shared to teach different techniques of practicals.**
6. **In case of PG, field and dissertation report preparation situation was very hard for certain students. Besides normal guidance provided in class hours in college, the teachers concerned used recording of lectures, screen recording and explaining faults and errors in analysis along with checking on softcopy scripts and maps and assignments during the lock down period.**

File Description	Documents
Link for additional Information	http://sarsunacollege.ac.in/Home/Library
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
3192	93

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

The institution actively uses student centric methods in two ways, a. while following the University prescribed curriculum and b. undertaking other programs and activities with the motive to enhance learning experience and also to integrate job based knowledge building, social values and experiential learning. Departments like zoology, botany and geography undertake regular field works to different areas of India. Computer science students are encouraged to prepare projects on different problem-centric topics, programming techniques and application development to solve management issues, machine learning, social networking to suit marketing field, library management, ecommerce related services etc. Films are produced by students on different social topics. Education students prepare on modern education system and curriculum designing, social change and relation with education, education planning, need of value education, etc, History students emphasise projects on Ancient & Medieval civilisations like urban planning, art, architecture in Harappa and Mughal times, changes in Colonial Indian society, women in Indian National Movement, heritage studies. Political Science students do projects on changing political thoughts, international relations, political sociology, gender and politics, governments, understanding South Asia, foreign policies and globalization impacts, public policies, citizenship, human rights, public administration etc. Internships are done by students of Geography department trained in GIS in companies and even others.

File Description	Documents
Upload any additional information	[View File](#)
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, at the begining of the session 2021-22, when the mode of operation was 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 enthusiam 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.In the 2021-22 session, WBCOLOR (West Bengal College Libraries Online Resources) was endorsed by the college to give easy access to books and study materials to students through college website.

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	View File
mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

38

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

27

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

472

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.

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 2021-2022, assessments were done in the blended mode. Internal assessments were taken through google forms/ uploading pdfs in case of online system and classroom mode in 2022 part. Each department created separate email ids for the purpose of online assessments.

File Description	Documents
Any additional information	[View File]()
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 2021-22 online mode, one to one interaction with the help of WhatsApp or emails,G-Meet and Zoom were held to discuss the question papers after the internal examination, to help student understandthe right approach toanswering questions. In case the students had grievances,due to their lack of understanding or due to some other human errors, 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. They 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 throught its own mechanism and the college always take necessary steps to help students in interacting with university for result clearance.

When the offline mode was revived, due care was taken to help students get back to the physical mode of examination.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	http://sarsunacollege.ac.in/Home/NoticeDetails

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)	View File

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. Steps are needed to buy relevant instruments, books, software etc to help students cope with syllabus needs.

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

971

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<u>View File</u>
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/2122/ANALYSIS%20OF%20FEEDBACK%20REPORTS%202021-22.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0

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

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

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

0

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

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

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

11

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

22

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

13

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

Sarsuna College is constantly engaged in a strive towards a cleaner environment and a better community. In this regard, the following steps were taken to directly engage with the community,

as well as sensitize the students to the social issues ---

The students of Sarsuna College was engaged in a drive of Planting trees in the neighbourhood areas in an attempt to increase the green cover of the immediate locality.

Saplings were gifted to the community members to encourage them to plant more trees in their surroundings.

A street play on environmental concern was performed by the students of Sarsuna College, which attracted a large no of viewers from the neighbourhood community. Through the street play our students helped to spread ecological consciousness among the residents of this locality.

An event was orgqanised on the 'World Cycle Day' in which students and staff of the college cycled in the neighbourhood area to make the community aware of low-fuelor no fuel conveyences.

Pollution control board has made Sarsuna College a substation with a digital display board for public displaying all weather parameters and pollution parameters including sound pollution. This helps the neighbourhood community to become aware of their immediate environment.

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

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

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

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

7

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

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

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

345

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

5

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

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

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

5

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college has adequate infrastucture 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 equiped 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 eresources 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 eresources. 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	http://sarsunacollege.ac.in/Home/Facility

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

1. The college has a seminar hall dedicated for arranging cultural activities.
2. The college has user rights to the adjoining field owned by the Municipal Corporation. Field events of the Annual College Sports take place there.
3. The college has a gym with basic equipments helps the students for their overall physical development. After the reopening of the college, post lockdown, sports committee has been actively engaged in taking estimates of the required equipments. Upgradation work will begin soon.
4. The student Common rooms have facilities for indoor games such as carrom, table tennis, etc.
5. 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	[View File](#)
Paste link for additional information	**Nil**

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

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)

144.38

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template)	[View File](#)

4.2 - Library as a Learning Resource

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

Library is automated with KOHA (LMS) 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. Library also provides webbased services to students and teachers like previous year question papers, curriculum, newly arrived books.

Central Library of Sarsuna College has 28000 book collection. Users also avail e-books and e-journals fron NLIST. Student can avail the internet facility through library's computers or can use their own mobile via Wi-fi. Library provides NLIST user ID and e-document delivery services via register mail of each users.

Central Library had a YouTube Cannel. (https://www.youtube.com/sarsunacollegelibrary),Library created Facebook page and Library website to connect and cater information services.

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	C. Any 2 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)	View File

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

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-

journals during the year (INR in Lakhs)

Rs. 5,55,440/-

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

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

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

85

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

The college has an upgraded IT facilty which enables teachers and students to carry on with their teaching-learning process.

Library, staffroom, office, Principal's room, Audio-Visual room, departmental laboratoriesand selected classsrooms are equipped with internet facilities.

The Internet subscription is increased as per requirement. When the college reopened afterCOVID lockdown, IT facilities were renewed and upgraded to suit the requirement.

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)

19.68

File Description	Documents
Upload any additional information	**No File Uploaded**
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 maintainence for academic support,laboratories, library and sports are upgradedeach 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

215

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<u>View File</u>
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)	<u>View File</u>

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

527

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

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

0

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

0

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	**No File Uploaded**
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

17

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

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

5.2.2.1 - Number of outgoing student progression to higher education

136

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

4

File Description	Documents
Upload supporting data for the same	View File
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	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	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 mechanismsto facilitate students' representation in administrative, co-curricular and extracurricular activities Administrative - i) The IQAC has student representatove as one of the members. ii) The College Governing body had student representatve. Co-curricular and extra-curricular - i) College magazine has the cultural secretary ofthe students' union as one of the editorial board member ii) The Student Union organises various culturalr programmes and extracurricular competitions for the students of the college. They also organise inter college events iii) Sarawati puja aand 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.

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

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

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

14

File Description	Documents
Report of the event	[View File](#)
Upload any additional information	[View File](#)
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

The motto of the college is - tamso ma jyotirgamaya.

The college has been trying its best to sustain this goal since its inception. When the physical teaching-learning process was put on hold due to COVID induced lockdown, the college ensured a smooth transition to the online mode of education. In keeping with its motto, the college strived hard to keep its students falling prey to depression and other emotional anxieties that became a part of the lockdown existence.

Post lockdown, when the college reopened, stress was laid on environmental consciousness and measures were taken accordingly. Various activities related to the environmental betterment and growing awareness was facilitated and organised by the colege administration.

The IQAC and NSS continuously strived towards community building activities, as COVID had taught all of us the importance of community living.

Distance education in PG level is offered to the students to help them access the benefits of HIgher Education. A fair percentage of our students community come from economically impoverished sectors. DIstance learning helped them to gain higher education while also enabling them to continuing their earning 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.

File Description	Documents
Paste link for additional information	http://sarsunacollege.ac.in/WebPages/Downl oads/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 effective deployment of institutional strategy or perspective plan is carried out by the cumulative efforts of the college staff in hierarchically organized manner. The decisions are taken by the administrative head of the institution in consultation with different statutory bodies and other committees. The directives are expressed in the form of notices that are displayed in college notice boards, library, departmental notice boards, through website and even in social platform groups. The institution functions as a component unit of the university and academic activities are fundamentally based on university dictated regulations in case of syllabus and exams. The financial aspect is planned according to budget prepared and purchase/ transaction

decisions are based on deliberations of the finance committee and final decision by the Principal with support of management body or for the present situation of the college of the administrator in place of GB. Even certain matters are dealt with in consultation with student representatives.

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

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

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 maintains an overall supervision of the college activities, with the help of the college principal.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	*http://sarsunacollege.ac.in/WebPages/Downloads/Academics/2021/ORGANOGRAM.pdf*
Upload any additional information	*View File*

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

File Description	Documents
ERP (Enterprise Resource Planning)Document	**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

1

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)	View File

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

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

12

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

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

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 aprovision 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 nonteaching members to keep them appraised about their performances. In the first half of this academic year, meetings could not be held at regular intervals due to the pandemic. Yet, online discussions were held via gmeet to consider discussions regarding teasching and nonteaching staff's performances. After resuming of the college in offline mode, the previous sysatem of appraisal meetings was resumed.

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.

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 calender 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 current academic year is divided into two parts - online mode (during lockdown) and ofline mode (Post lockdown)

The IQAC has played a vital role in ensuring a smooth transition between the two modes.

There was minimal disruption of the academic calender during the transition between two modes.

Once the offline mode was resumed, IQAC regularly interacted with staff and students through its COVID CELL in order to smoothen the process of transition.

An e-book of Post COVID protocols was circulated by the IQAC to provide directions to the students regarding Post COVID safety measures and institutional behaviour.

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

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

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. Online feedback has been taken from the students which were then discussed in the IQAC meeeting.

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)	**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	<u>View File</u>
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

Annual gender sensitization action plan:

The college always is with the vision of equality and women empowerment with no gender bias in education imparted here. This session general plan had wholesome development as the core thought and not only emphasizing one specific aspect. Gender sensitization is an important aspect to be dealt with in every year. This year plan highlighted the following:

- **Collaborating with women health and awareness related specialized organisations and learning, spreading knowledge**

and awareness about women health issues, hygiene related right and wrong practices among girl students.
- We will drive towards educating both the boy and the girl about the need to think equally and rise above stereotype biasness embedded in society.
- The teachers identified as mentors for college as a whole and departments in particular will look after beside any other problem, any existence of gender issues among students and will understand individual mind and counsel as needed.
- There is need in incremental rise of CCTV installation in the campus to ensure safety.
- Girls Common Room to be given certain needed essential amenities.

File Description	Documents
Annual gender sensitization action plan	Annual gender sensitization action plan: The college always is with the vision of equality and women empowerment with no gender bias in education imparted here. This session general plan had wholesome development as the core thought and not only emphasizing one specific aspect. Gender sensitization is an important aspect to be dealt with in every year. This year plan highlighted the following: • Collaborating with women health and awareness related specialized organisations and learning, spreading knowledge and awareness about women health issues, hygiene related right and wrong practices among girl students. • We will drive towards educating both the boy and the girl about the need to think equally and rise above stereotype biasness embedded in society. • The teachers identified as mentors for college as a whole and departments in particular will look after beside any other problem, any existence of gender issues among students and will understand individual mind and

	counsel as needed. • There is need in incremental rise of CCTV installation in the campus to ensure safety. • Girls Common Room to be given certain needed essential amenities.
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	Specific facilities provided for women in terms of a. Safety and security, b. Counseling, c.Common Rooms, d. Day care centre for young children, e. Any other relevant information a. Safety and Security: The college assures that women students and staff are safe and under surveillance through network of CCTV cameras in the campus. They have freedom of complaining to concerned authority as and when needed. b. Counseling: Any issue arising have always been dealt with fast and in most sensitive way, mostly through preferred informal and friendly counseling given by the core mentor group or by mentor teachers of respective departments. It's a principle too to not make publicity of any such issue. c. Common Rooms: The Girls Common Room is to be given certain needed essential amenities. Also the ladies washrooms to be made more hygienic.

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.

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:

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

B. Any 3 of the above

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

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

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	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.International Biodiversity Day was observed by the College in association with IQAC and NSS team of Sarsuna Colllege, along with Green Wildlife Lovers Forum to inculcate an awareness of biodiversity and its importance.

2. One day awareness programme through webinar on 'Know Dementi, Know Alzheimer's" was organised by the IQAC in collaboration with Alzheimer's and Related Disorders Society of India (ARSDI) Calcutta chapter. This was a signiicant event organised by the IQAC which helped the students to develop a more inclusivist attitude towards al kinds of students in the society.

3. The Students' Week celebration contained three significant programmes in this regard, along with a few other events

i) An awareness programme by Anahat for Change Foundation on 'Women's Health and Healthy Environment.'

ii) Workshop on Common concerns of the Old People and their support by ARSDI in collaboration with IQAC, Sarsuna College

iii) A Lecture-interaction on 'Reaching out to our Rural Brethren and Helping in Developing Sustainable Livelihoods'.

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

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

The college observes Independence Dayand Republic Day to inculcate pride among the students on being citizens of India. On these days, the flag hoisting is followed by a speech by the Principal in which he addressed the students regarding the rights and duties

of the citizens of India and the responsibilities of the youth
towards their country.

The college sends its students team to participate in the Youth
Pariament. This year, a team of students was sent to Ramakrishna
Mission Residential College (Autonomus), Narendrapur, to taske
part in the Youth Parliament.

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	No File Uploaded

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

The following days were observed by the college -

1. **Independence Day**
2. **Republic Day**
3. **Netaji Subhash Chandra Bose's Birth Anniversary**
4. **Saraswati Puja**
5. **Rabindrajayanti**
6. **Teachers' Day**
7. **World Biodiversity Day**
8. **World Yoga Day**
9. **World Bicycle Day**

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

1. **COLLABORATIVE ACTIVITIES**

The Context:

The IQAC have worked on finding interesting areas and associating with industries and NGOs with an aim to collaborate.

The Practice

Sarsuna College organised collaborative programmes with industries and NGOs. The positive feedback from each programme led to signing of 5 MOUs,

- **IEMA R & D Pvt. Ltd. (for Cyber Security-Ethical Hacking),**
- **ANAHAT For Change Foundation (building gender awareness),**
- **Uttarayana (cultural dimension and boost talent),**
- **ARDSI (awareness on Dementia, memory screening).**
- **Department of Geography with Softa Geotechnical Pvt. Ltd. (training on surveying, autocad, internship, faculty**

exchange.

Problems Encountered:

- **Scheduling programmes in Semester system**
- **Peripheral location of the college**
- **poor economic background of students**

Evidence of Success:

- **Impressive participation of students**
- **Students gave suggestions**

II. EMPHASISING AWARENESS BUILDING & ENVIRONMENTAL ETHICS

Context

Organising programmes related to environment in post COVID period was necessary.

The Practice

- **Internationally acclaimed days related to environment celebrated by planting saplings in locality, street-corner awareness play, gifting saplings, organising Webinars, poster and essay competitions.**
- **The value of endemic species, preserving habitats addressed**
- **PG student research emphasises environmental issues.**

Problems Encountered

- **Difficulty to environmentally motivate technocentric urban people**
- **Arranging experts.**

Evidence of Success

- **More students got interested**
- **Interactions with local people.**

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

7.3 - Institutional Distinctiveness

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

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 whatsap 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

- To prepare for NAAC as fast as possible ;
- recognises the immediate need of an effective Governing Body or an administrator;
- renovating auditorium, seminar halls, library, gym, etc;
- establishing the solar plant, rain water harvesting, newly building day care centre, attaching sensors, planning a hostel etc;
- to maintain the trend of multifaceted development through organising collaborative academic, career-oriented and co-

- curricular programmes;
- new linkage building;
- collaborative training of students, exposure to industry needs, techniques, health, social and environmental issues through:

add on certificate courses, workshops, outreach programmes, field and community interactions, seminars, industry-academia linkage lectures and projects.

- Counselling and campussing cells should be active;
- research based activities should be encouraged and best use of BOOST lab and the GIS lab to solve industrial-social needs and generate income;
- to prepare for NEP and become a college imparting socially viable interdisciplinary education;
- to establish more effective contacts with present students through meetings and social media groups;
- to move towards a formal ALUMNI Association as fast as possible;
- to emphasise student participation in college and outside sports, cultural events, competitions;
- sustainably beautify the college and surroundings by planning green and blue development;
- develop waste management system;
- go for energy and environmental audit;
- to improve online library;
- to upgrade the website and LMS.