



YEARLY STATUS REPORT - 2022-2023

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, SARSUNA
• 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	9007564196				
• IQAC e-mail address	iqacsarsuna074@gmail.com				
• Alternate e-mail address	qac.sarsunacolg21@gmail.com				
3. Website address (Web link of the AQAR (Previous Academic Year))	http://sarsunacollege.ac.in/WebPages/Downloads/NAAC/AQAR%202020-21.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/2223/Academic%20Calendar%202022-23.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			31/03/2014		
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	
na	nil	nil	2023	0	
8. Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	4	
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes	
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	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)		
At the foremost, to do the needful regarding establishing a suitable administrative governance in the college in the form of setting up the Governing Body and to try and solve financial transaction related constraints.		
To emphasise upon the goal of promoting students as young entrepreneurs in their ventures to earn a livelihood which will prepare them for future endeavours.		
Emphasising upon teaching students to imbibe the environmental ethics, and to learn value of organic and green products.		
To encourage utilisation of college resources like labs and human resources.		
To introduce Add-on programmes and multiply the previous years' initiatives of collaboration and collaborative activities.		
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	
To establish a suitable administrative governance in the college.	Though GB formation permission could not be achieved and full solutions be made, events and activities involving minimum costs could be carried out.	

<p>To promote students as young entrepreneurs</p>	<p>The Young Entrepreneur Promotion Fair was held in the college ground. Lot of people visited and purchased products displayed by the students, encouraging the students trying to sell their handmade products and earn a living. Collaborative partners were the Greens Wildlife Lovers Forum, Kerala who added a unique flavour to the event by displaying tribal bamboo handicrafts, clay products, organic cosmetics and spices, tea, coffee. Recycled products and products with an intrinsic value in a polluted world was represented.</p>
<p>Emphasising imbibing in students environmental ethics</p>	<p>Various events were aimed at environmental awareness and students were encouraged to learn the significance of environmental ethics. They participated, interacted and learnt environmental value through multiple ventures in this college.</p>
<p>Utilisation of college resources like labs and human resources.</p>	<p>BOOST Lab was utilised for workshop-addon course. GIS lab was open to all types of student and teacher researches based on GIS platforms</p>
<p>Introduction of Addon programmes, increase collaborations and collaborative activities</p>	<p>4 Addon courses were started. MOUs were signed with different organisations, industry and NGOs. A lot of collaborative events were organised.</p>
<p>13. Whether the AQAR was placed before statutory body?</p>	<p>Yes</p>
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
Academic Sub-Committee	30/04/2024

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2024	19/03/2024

15. Multidisciplinary / interdisciplinary

The college is a multidisciplinary institution 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. English department has translation of multiple Bengali texts. Lectures by the teachers of Bengali department are organised to give the students an understanding of the source texts.

16. Academic bank of credits (ABC):

no

17. Skill development:

The College has one PGDM programme on GIS and Remote Sensing running from 2015. IQAC introduced add on courses on Cyber Security and Ethical Hacking, Tally, choreography and application of molecular biology. Events were organised to imbibe interests in 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. Creative Writing workshop was organised to provide students with trainings regarding creative writing process.

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.

An International Seminar was organised on Heritage Management and Restoration in which various facets of natural and man-made heritage value, their unique entities, management and restoration techniques were discussed. The Seminar was very interesting to all participants and instigated a love for our culture and history with the effort to set up a Museum in the college and create a separate section in the Library.

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.

20.Distance education/online education:

NIL

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 3380

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

2.3 897

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1 92

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2 37

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	3380
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	897
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

3. Academic

3.1	92
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	37
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	159
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. Class tests and mock tests are taken along with extra practical sessions before exams are common practice of the college.

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 displayed on notice boards. Hard copies are also given when needed. The tentative University examination dates and other matters are recorded in the Calendar very early in the session. All commencement of classes and internal exams follow the dates mentioned therein and directives of the University and decisions of college Academic subcommittee decisions.

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)

4

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

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

123

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

123

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

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

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. Lectures on core courses focus on the gender issues, environmental concerns, and human values to inculcate ethics and values among students.

2. 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

3. 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	View File
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

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

390

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
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File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	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	View File
URL for feedback report	http://sarsunacollege.ac.in/WebPages/Downloads/Academics/2122/PRESENT%20STUDENT%20FEEDBACK%202021-22.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

1811

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

301

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. Remedial classes and tutorials help slow learners.
2. A mentor-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 2022-23 session, there started collaborations within institutions and faculty exchange classes were taken that helped in growing interests in hard topics and providing students specialised faculties. Advanced and slow learners both gain thereby.
5. There was built interlinkage between 12 colleges so that there can be library resource sharing easily. Students were encouraged to avail the online platforms and were supported with softcopy book sharing and care taken beyond class hours too.
6. 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. YouTube videos were shared to teach different techniques of practicals.
7. In case of PG, field and dissertation report preparation situation is very hard for certain students. Besides normal guidance provided in class, the teachers concerned use screen recording and explaining errors by checking on softcopy assignments.

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
3380	92

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

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. Computer science students are encouraged to prepare projects on different problem-centric topics. Films are produced by students on different social topics. Botany emphasizes field studies to identify plant species and monitor changes while zoology visit ex situ and in situ sites to study animal behavior and changes. Commerce students prepare projects on topics of finance, marketing and accounting. Education students prepare on modern education system and curriculum designing, social change and relation with education. History students emphasise projects on Ancient & Medieval civilisations like urban planning, 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 etc.

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. Most teachers made use of further ICT facilities, as much as was possible, to implement the use of the available resources. The college have 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. In the 2022-23 session, WBCOLOR (West Bengal College Libraries Online Resources) that was previously endorsed by the college to give easy access to books and study materials to students through college website moved yet further to sign agreement among several colleges so that a community of library setups be shared online with students and teachers.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://assessmentonline.naac.gov.in/public/index.php/hei/generateAgar HTML hei/arsu.nacollege.ac.in/WebPages/Downloads/Academics/2021/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

92

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****37**

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****488**

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. Mock tests and module wise regular tests are taken by certain departmental teachers.

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.

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.

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

Grievances often arise in case of internal exam marks. Students have easy access to teachers who look into the matter and clarify doubts and in case of any mistake rectifies the matter.

In case of complicated issues arising with University regarding internal exam mark submissions from the college, the teacher-college office integrate and raise the issue to University to help the students secure correct marks. The matter takes a definite time but the college does pursuing for speedy solution.

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.

The IQAC also meets students to orient them about programmes, course outcomes and all facilities present in the college for the students alongwith disciplinary norms to be adhered for the maintenance of a positive teaching-learning environment.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	View File

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

The college has an Academic Sub Committee 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 Sub Committee, 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

1186

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/2223/FEEDBACK%20ANALYSIS%20&%20ACTION%20TAKEN%202022-23.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)

0.15

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

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

1

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	https://akdcentrevisvabharati.org/

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

12

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

27

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

6

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

12.9.22: Career Counselling Session for all by IEM Labs with Expert in cyber security and ethical hacking.

NSS Day, 24/09/2022: Awareness rally, Tree Plantation and Cleanliness Programmes in college and surroundings collaborating with community and also on Kali & Chatt Pujas. Pandals, melas, waterbodies of Sarsuna Housing- Sakuntala Park were cleaned on 28th Oct. and 4th Nov 22.

27th -28.9.22: Exhibition in collaboration with Green's Wildlife Lovers Forum, Kerala of organic, tribal products and handmade products of students to promote their entrepreneurial ideas in post COVID era.

Door to Door "Dengue Awareness and Control" programme, 09.12.22.

Cleanliness Programme of Sen-Poultry, Joka:21.12.22.

Interactive exposure visit, to the science labs by school students on 10/01/2023.

On 24.3.23 World Tuberculosis Day: collaboration with Behala Urban Health Department, KMC. discussion and rally about symptoms, causes, treatment of TB.

On 3rd April 2023 EndoRun with Anahat Foundation etc. Discussion on symptoms, cure and dangers of endometriosis, exercises demonstrated and rally of 100 girls around to bring together all to march for a shared cause.

Geography PG students into villages amidst Puruliya and North Bankura Forest Ranges on 12th-18.6.23 to learn about forest-society interface, forest fires, human-wildlife conflicts and make villagers aware of solutions.

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

14

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

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

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

905

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

6

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

11 NEW, OLD 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 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 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	http://sarsunacollege.ac.in/WebPages/Downloads/Academics/2223/PICTURES_OF_EVENTS.pdf

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)

108

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)

Since 2016, the Central Library of Sarsuna College has been partially automated with Koha ILMS. This software was used for book collecting, spine labeling and barcoding, book circulation, library user card development, and online catalog access (OPAC).

OPAC helps library patrons check book availability.

The library gives access to digital resources such as previous years's question papers, curriculum, and new arrived books through LAN.

The central library has large number of books, rare books, N-List e-books, and e-journals. Students can access online study materials on the library's computers.

The library offers users printing, restricted document scanning, N-LIST user ID, and e-document delivery via email.

Students can also access the e-resources as per their syllabus from WBCOLOR (West Bengal college libraries' online resources) from this website <https://wbcolor.in/>

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://wbcolor.in/

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

D. Any 1 of the above

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

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

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

35961

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

117

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 facility which enables teachers and students to carry on with their teaching-learning process.

Library, staffroom, office, Principal's room, Audio-Visual room, departmental laboratories and selected classrooms are equipped

with internet facilities.

The Internet subscription is increased as per requirement. When the college reopened after COVID 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)

108

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 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**

950

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**

73

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

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

C. 2 of the above

File Description	Documents
Link to institutional website	Nil
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 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	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

21

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

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

5.2.2.1 - Number of outgoing student progression to higher education

120

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**1**

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File

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.****24**

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

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

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 extracurricular - 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.

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

705

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	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The motto of the college is - tamso ma jyotirgamaya.

The College seeks to spread the light of education to eradicate ignorance. The governance of the college is carried on keeping this in mind. Covid has brought a major change in the educational system worldwide.

Post lockdown, when the college reopened, stress was laid on environmental consciousness and measures were taken accordingly. The college tries its best to keep the students aware and updated about the various kinds of global crisis, environmental crisis being given the top priority. It seeks to eradicate ignorance regarding one's environment and bring forth young individuals aware of their rights and responsibilities as well as their duties towards their ecology.

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

Young Entrepreneur Fair was held to make them aware of the significance of recycling, nature based products, organic lifestyle as well as incorporate that with earning a living.

Along with imparting education based on syllabus framed by

University, there are a number of programs emphasising on environmental ethics, health issues, gender issues, heritage and culture.

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, the IQAC Coordinator and Bursar advise the Principal regarding various issues. Each department has a departmental head who is in regular correspondence with the head of the institution as well as with other departmental teachers. 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	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

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	View File
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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 and IQAC. CAS promotions are looked after by a team who forwards the files to IQAC and then goes to Principal, thereafter there is appraisal by higher education department nominee and subject experts.

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	View File
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

7

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	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

There are regular meetings of the academic sub committee to assess the performance of teachers. IQAC conducts Students' Feedback 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 aware about their 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.

External 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. There is problem in timely appointment of Auditor from Government side..

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 , there was no finance committee in the college. Finance decisions depend on permission of the Administrator who in reality doesnt agree to be a signatory in finacial accounts of the

college. The college hence runs through mobilisation of a single account at present which is a serious problem.

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 IQAC organises developmental programmes for the benefit of the faculties members and help them keep themselves updated.

The IQAC also actively encourages participation in the Faculty Development Programmes.

The IQAC regularly collaborates with other institutions/ organisations to provide students with multidisciplinary and advanced exposure to knowledge and experiences.

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 meeting. Reviews, deliberations on problems are undertaken in meetings of IQAC with student groups. Teachers Council and Academic Subcommittees collaborate with strategies framed by the IQAC.

File Description	Documents
Paste link for additional information	http://sarsunacollege.ac.in/Home/Iqac
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)

B. Any 3 of the above

File Description	Documents
Paste web link of Annual reports of Institution	http://sarsunacollege.ac.in/Home/Iqac
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Annual gender sensitization action plan:

The college always is with the vision of equality and women empowerment with no gender bias in the college system. This general plan of the college is to keep a close watch and

counselling on girl students who are financially stressed and need to earn. Gender sensitization is always an important aspect to be dealt with every year. This year plan highlighted the following:

- Collaborating with women health and awareness specialized organisations so that learning, spreading knowledge and awareness about women health issues, hygiene related right and wrong practices among girl students can be done. Female disease specific awareness programmes were organised not only for college students but also outreaching to local people.
- We 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 all problems and any existence of gender issues among students.

File Description	Documents
Annual gender sensitization action plan	 https://assessmentonline.naac.gov.in/public/index.php/hei/generateAgar_HTML_wei/Annual%20gender%20sensitization%20action%20plan:%20The%20college%20always%20is%20with%20the%20vision%20of%20equality%20and%20women%20empowerment%20with%20no%20gender%20bias%20in%20education%20imparted%20here.%20This%20session%20general%20plan%20had%20whole%20some%20development%20as%20the%20core%20thought%20and%20not%20only%20emphasizing%20on%20specific%20aspect.%20Gender%20sensitization%20is%20an%20important%20aspect%20to%20be%20dealt%20with%20in%20every%20year.%20This%20year%20plan%20highlighted%20the%20following:%20%E2%80%A2Collaborating%20with%20women%20health%20and%20awareness%20related%20specialized%20organisations%20and%20learning,%20spreading%20knowledge%20and%20awareness%20about%20women%20health%20issues,%20hygiene%20related%20right%20and%20wrong%20practices%20among%20girl%20students.%20%E2%80%A2We%20will%20drive%20towards%20educating%20both%20the%20boy%20and%20the%20girl%20about%20the%20need%20to%20think%20equally%20and%20rise%20above%20stereotype%2

	<p>Obiasness%20embedded%20in%20society.%20%E2%80%A2The%20teachers%20identified%20as%20mentors%20for%20college%20as%20a%20whole%20and%20departments%20in%20particular%20will%20look%20after%20beside%20any%20other%20problem,%20any%20existence%20of%20gender%20issues%20among%20students%20and%20will%20understand%20individual%20mind%20and%20counsel%20as%20needed.%20%E2%80%A2There%20is%20a%20need%20in%20incremental%20rise%20of%20CCTV%20installation%20in%20the%20campus%20to%20ensure%20safety.%20%E2%80%A2Girls%20Common%20Room%20to%20be%20given%20certain%20needed%20essential%20amenities.</p>
<p>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</p>	<p><a 424="" 507="" 955="" 972"="" data-label="Page-Footer" href="https://assessmentonline.naac.gov.in/public/index.php/hei/generateAgar_HTML_heit/Specific%20facilities%20provided%20for%20women%20in%20terms%20of%20a.%20Safety%20and%20security,%20b.%20Counseling,%20c.Common%20Rooms,%20d.%20Day%20care%20centre%20for%20young%20children,%20e.%20Any%20other%20relevant%20information%20a.%20Safety%20and%20Security:%20The%20college%20assures%20that%20women%20students%20and%20staff%20are%20safe%20and%20under%20surveillance%20through%20network%20of%20CCTV%20cameras%20in%20the%20campus.%20They%20have%20freedom%20of%20complaining%20to%20concerned%20authority%20as%20and%20when%20needed.%20%20b.%20Counseling:%20Any%20issue%20arising%20have%20always%20been%20dealt%20with%20fast%20and%20in%20most%20sensitive%20way,%20mostly%20through%20preferred%20informal%20and%20friendly%20counseling%20given%20by%20the%20core%20mentor%20group%20or%20by%20mentor%20teachers%20of%20respective%20departments.%20It%E2%80%99s%20a%20principle%20too%20to%20not%20make%20publicity%20of%20any%20such%20issue.%20c.%20Common%20Rooms:%20The%20Girls%20Common%20Room%20is%20to%20be%20given%20certain%20needed%20essential%20amenities.%20Also%20the%20ladies%20washrooms%20to%20be%20made%20more%20hygienic.</p> </td> </tr> </table> </div> <div data-bbox="> <p>Page 48/55</p> </p>

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. Workshop on E-waste management was organised and the college is moving towards collaboration for the cause.

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

D. Any 1 of the above

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

7.1.5 - Green campus initiatives include

<p>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</p> <ol style="list-style-type: none"> 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 	<p>A. Any 4 or All of the above</p>										
<table border="1"> <thead> <tr> <th data-bbox="76 555 539 629">File Description</th> <th data-bbox="539 555 1449 629">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 629 539 734">Geo tagged photos / videos of the facilities</td> <td data-bbox="539 629 1449 734" style="text-align: center;">View File</td> </tr> <tr> <td data-bbox="76 734 539 801">Any other relevant documents</td> <td data-bbox="539 734 1449 801" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	File Description	Documents	Geo tagged photos / videos of the facilities	View File	Any other relevant documents	No File Uploaded					
File Description	Documents										
Geo tagged photos / videos of the facilities	View File										
Any other relevant documents	No File Uploaded										
<p>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</p>											
<p>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</p>	<p>E. None of the above</p>										
<table border="1"> <thead> <tr> <th data-bbox="76 1167 539 1240">File Description</th> <th data-bbox="539 1167 1449 1240">Documents</th> </tr> </thead> <tbody> <tr> <td data-bbox="76 1240 539 1379">Reports on environment and energy audits submitted by the auditing agency</td> <td data-bbox="539 1240 1449 1379" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="76 1379 539 1485">Certification by the auditing agency</td> <td data-bbox="539 1379 1449 1485" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="76 1485 539 1588">Certificates of the awards received</td> <td data-bbox="539 1485 1449 1588" style="text-align: center;">No File Uploaded</td> </tr> <tr> <td data-bbox="76 1588 539 1653">Any other relevant information</td> <td data-bbox="539 1588 1449 1653" style="text-align: center;">No File Uploaded</td> </tr> </tbody> </table>	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	
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Certification by the auditing agency	No File Uploaded										
Certificates of the awards received	No File Uploaded										
Any other relevant information	No File Uploaded										
<p>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</p>	<p>D. Any 1 of the above</p>										

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

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	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 Environment Day, Forest Day, Earth and Biodiversity Days are observed by the College in association with IQAC and NSS teams, along with collaborators like Green Wildlife Lovers Forum to inculcate an awareness of climate change, conservation, environmental ethics.

2. Awareness programmes on Dementia, Alzheimer's, Brain Screening, TB, endometriosis, physical exercises are organised for inhouse members and reaching out to locals outside college.

3. The Students' Week celebration, and other days are celebrated like the World Heritage Day in which cultural, regional, local diversities are discussed in true sense. Understanding our own origins and unique identity is strongly dealt with in this college.

4. Reaching out to our Rural Brethren and Helping in Developing Sustainable Livelihoods are emphasised by moving out to forests and villages to integrate research and awareness drive into villages and fighting for the cause of planet, forests, wildlife and marginal people.

5. Acting at grassroot level by planting trees, door to door

awareness drives on diseases, rallies for cleanliness are undertaken. Waterbodies, puja pandals are cleaned, water quality tested.

6. Students are helped in earning by Entrepreneur Promotion fair allying te same with organic, recycled, handmade products.

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	View File

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 Day and 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 Parliament and in any event outside college so that they communicate with all.

Field work helps in teaching students to cooperate and stay as a group and be a responsible citizen or team member.

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

A. All of the above

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 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. Rabindra Jayanti
6. Teachers' Day
7. World Biodiversity Day
8. World Yoga Day
9. World Bicycle Day
10. World Environment Day
11. Basant Utsav and Rakhi Bandhan
12. World Heritage Day
13. Human Rights Day
14. World Blood Donor Day
15. World TB Day
16. World Forest 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.

Best Practice I

Title of the Best Practice - PROMOTING STUDENTS TO DREAM BIG: BE ENTREPRENEURS WITH A FLAVOUR OF NATURE

Best Practice II

Title of the Practice - IMBIBING ENVIRONMENTAL ETHICS AS HABIT & PRACTICE: BE NATURE'S STEWARDS "SWACHCHA BHARAT O SATYA PRAKRITI PREMI PRATIGYABADDH HUMLOG"

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 has focussed on developing entrepreneurial attitude among students. Alongside preparing students for the job market, the college has also made considerable efforts to make them enterprising.

The young entrepreneurial fair has been the result of the consistent efforts by the college to make the students aware of the ways and means by which they could turn into entrepreneurs.

The fair has been preceded by lectures and interactions with successful entrepreneurs which has made them understand the value of self help and tricks of the trade.

Such endeavours make them ready to join the work force and be prepared to stand on their own feet.

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 main objective of the IQAC is to prepare for NAAC and cater to those areas actively which can be managed and planned at present and try to do anything possible to help Principal convince HE Dept to allow GB formation to allow financial expenditure behind pending projects.

Renovating auditorium, seminar halls, library, gym, labs and establishing the solar plant, rain water harvesting, attaching sensors, planning a hostel, museum, landscape gardening within and outside boundaries several outreach activities starting from promoting students to be young entrepreneurs, do plantations at larger scales, possibly try for a Miyawaki project in city periphery have all been thought.

More collaborative relations will be made so that students, teachers, industry and community all get benefits. Education at College will go beyond University based academic curriculum and train students in modern technological fields, environmental and health management, gender, social and community suiting practices.

Research based activities and spreading use of our labs and human resource to solve industrial and social needs will be encouraged.

The formal ALUMNI-Association, LMS will start functioning.

Green and blue development of the college will be true with waste management system developed and we finally go for energy and green environmental audit.