



Yearly Status Report - 2017-2018

Part A

Data of the Institution

Part A	
Data of the Institution	
1. Name of the Institution	SAHEED KSHUDIRAM COLLEGE
Name of the head of the Institution	AJOY KUMAR DATTA
Designation	Principal (in-charge)
Does the Institution function from own campus	Yes
Phone no/Alternate Phone no.	03564260419
Mobile no.	9775925238
Registered Email	saheedkshudiramcollege@gmail.com
Alternate Email	ajoykumardatta555@gmail.com
Address	SAHEED KSHUDIRAM COLLEGE, P.O. KAMAKHYAGURI, DIST-ALIPURDUAR, WEST BENGAL, PIN-736202
City/Town	KAMAKHYAGURI, DISTRICT- ALIPURDUAR
State/UT	West Bengal
Pincode	736202

2. Institutional Status					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Rural			
Financial Status		state			
Name of the IQAC co-ordinator/Director		DR. UTPAL ROY			
Phone no/Alternate Phone no.		03564260419			
Mobile no.		9832005864			
Registered Email		saheedkshudiramcollege@gmail.com			
Alternate Email		ajoykumardatta555@gmail.com			
3. Website Address					
Web-link of the AQAR: (Previous Academic Year)		http://skcollege.org/aqar/			
4. Whether Academic Calendar prepared during the year		Yes			
if yes, whether it is uploaded in the institutional website: Weblink :		http://skcollege.org/igac-document/			
5. Accrediation Details					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.19	2017	02-May-2017	01-May-2022
6. Date of Establishment of IQAC			16-Aug-2014		
7. Internal Quality Assurance System					
Quality initiatives by IQAC during the year for promoting quality culture					
Item /Title of the quality initiative by IQAC	Date & Duration		Number of participants/ beneficiaries		
College has applied for the hostel grant to the different funding	20-Dec-2017 15		5500		

agencies		
IQAC initiated to apply for the additional post to mitigate the faculty shortage	20-Dec-2017 15	5500
The automation college library by KOHA software	15-Sep-2017 60	5500
1,5 Lakh to purchase the books	16-Sep-2017 30	5500
IQAC has continuously communicated with NBDD, Govt. of West Bengal to quick start of the new buildings	31-Jul-2017 30	5500
View File		

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

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
No Files Uploaded !!!				

9. Whether composition of IQAC as per latest NAAC guidelines:	Yes
Upload latest notification of formation of IQAC	View File
10. Number of IQAC meetings held during the year :	4
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	Yes
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No

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

1. Initiative for the quick start of New Buildings 2. Library automation by KOHA software 3. According to IQAC recommendations college purchase Books (Sanctioned 1.5 lakh Rupee) 4. IQAC initiated to apply for the additional post to mitigate the faculty shortage 5. IQAC took essential steps for the hostel grant to the different funding agencies

[View File](#)

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

Plan of Action	Achievements/Outcomes
Decision regarding Interdisciplinary Classes	All most all departments conducted the Interdisciplinary Classes
Initiative regarding the extension programme	NCC & NSS conducted different extension programme for the betterment of society.
College has applied for the hostel grant to the different funding agencies.	We don't get any fund still under consideration
IQAC initiated to apply for the additional post to mitigate the faculty shortage	Yet not sanctioned by the Higher Education Department Department, W.B till under consideration.
Decision regarding the automation college library	The library has been automated by KOHA software
Decision regarding the adequate books for the library according to NAAC recommendation	Book has been purchased of Rs.One and half lack
IQAC has continuously communicated with NBDD, Govt. of West Bengal to quick start of the new buildings	Building work has been started
View File	

14. Whether AQAR was placed before statutory body ?

No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2017

Date of Submission

07-Mar-2018

17. Does the Institution have Management Information System ?

No

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

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

The college directly has no opportunity for making any curriculum planning. However, we have few Board of Studies members from different universities, where we have the opportunity to propose our view regarding the curriculum planning. We are recognized by the University of North Bengal. University is the sole authority behind the the curriculum planning. We are also bound to implement the university curriculum. However, we have online Students' Feedback system where we may analyse the students' feedback regarding the curriculum and we may deliver the feedback report to our BOS members to convey the University authorities for the better curriculum planning.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

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

Certificate	Diploma Course
No Data Entered/Not Applicable !!!	

1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Field Project by Department of Geography	36
BA	Field Project Department of Bengal	18
View File		

1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	
Employers	
Alumni	Yes
Parents	

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

Feedback Obtained

We follow the online Students and Alumni feedback system for the all students and alumni. For each question/statement each students have to face five level of experiences (Below Average, Average, Good, Very Good, Excellent) by choosing a statement from a score between 1 and 5. A higher score indicates a better experience. The students and alumni will give feedback on five parameters : Academic, Infrastructure, Support- system , Skills and Overall Experience. After taking the online feedback system college follow its own feedback policy. After analyse we make a report on overall feedback system and IQAC discusses the matter with the members and make a recommendations. Thereafter, IQAC sends their recommendations to the associate departments and bodies of the college.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	Bengali Honours	79	457	79
BA	Geography Honours	47	342	47
BA	History Honours	79	382	79
BA	Political Science Honours	79	162	57
BA	English Honour	47	325	47
BA	Sanskrit Honours	30	275	30
BA	General	2300	3225	2300
BSc	General	20	75	20

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2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
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2017	2659	0	13	0	13
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2.3 – Teaching - Learning Process

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

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
13	8	4	2	1	5
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

The students mentoring yet not started. The college will take innovative initiatives in the academic years to come.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
4787	13	1: 386

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
14	13	1	0	2

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BA	Honour	2018	30/05/2018	30/06/2018
BA	General	2018	30/05/2018	30/06/2018
BSc	General	2018	30/05/2018	30/06/2018
View File				

2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

College has conducted internal test exam and mock test for each and every department.

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

Academic Calendar has been prepared and uploaded in the college website in adherence to the Examinations conducted and other academic matters

2.6 – Student Performance and Learning Outcomes

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

<http://skcollege.org/#>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
B.A.	BA	General	1044	465	44.54
English	BA	Honours	27	24	88.89
Political Science	BA	Honours	38	31	81.58
History	BA	Honours	51	47	92.16
Geography	BA	Honours	32	30	93.75
Bengali	BA	Honours	49	47	95.92

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2.7 – Student Satisfaction Survey

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

<http://skcollege.org/student-feedback/>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				
No file uploaded.				

3.2 – Innovation Ecosystem

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

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
No Data Entered/Not Applicable !!!		

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

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Political Science	5	0
National	Political Science	4	0
International	History	1	0
National	History	1	0
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Political Science	3
Department of Library	1
History	3
View File	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!						
No file uploaded.						

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	0	3	7	8
Resource persons	1	2	0	2
View File				

3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Workshop on Disaster Management	NSS with Disaster Management, W.B	4	55
Cleanliness Drive	NSS with Kamakhyaguri Voluntary Organisation	4	80
College Cleanliness Drive	NSS	4	150
Health Check up	NSS and Kamakhyaguri Health Centre	4	60
Dengue Prevention Workshop	NSS with Health Dept. W.B	6	160
Health Awareness and Family Welfare	NSS Special Camp	4	187
NSS Day	NSS	4	300
Womens Day	NSS	4	250
Blood Donation	NSS with Blood Bank	4	400
View File			

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
No Data Entered/Not Applicable !!!			
No file uploaded.			

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activities	Number of students participated in such activities
Workshop on Disaster Management	NSS with Disaster Management, W.B	Workshop on Disaster Management	4	55

Cloth Distribution in Tea Estate	NSS with KVO	Cloth Distribution in Tea Estate	4	70
Cleanliness Drive	NSS with Kamakhyaguri Voluntary Organisation	Cleanliness Drive	4	80
Health Check up	NSS and Kamakhyaguri Health Centre	Health Check up	4	60
Dengue Prevention Workshop	NSS with Health Dept. W.B	Dengue Prevention Workshop	6	160
Blood Donation	NSS with Blood Bank	Blood Donation	4	400
View File				

3.5 – Collaborations

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

Nature of activity	Participant	Source of financial support	Duration
No Data Entered/Not Applicable !!!			
No file uploaded.			

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
No Data Entered/Not Applicable !!!			
No file uploaded.			

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
No Data Entered/Not Applicable !!!	

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
No Data Entered/Not Applicable !!!	
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
KOHA	Fully	18.11.10	2018

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	5803	350860	56	17351	5859	368211
Reference Books	4084	130388	40	12724	4124	143112
e-Books	138521	5750	0	0	138521	5750
Journals	12	8600	6	7295	18	15895
e-Journals	6328	5750	0	0	6328	5750
CD & Video	18	5200	0	0	18	5200
Library Automation	0	0	1	21500	1	21500
View File						

4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	38	2	30	0	1	28	10	1	0
Added	0	0	0	0	0	0	0	0	0
Total	38	2	30	0	1	28	10	1	0

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

1 MBPS/ GBPS

4.3.3 – Facility for e-content

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

No Data Entered/Not Applicable !!!

4.4 – Maintenance of Campus Infrastructure

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

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
No Data Entered/Not Applicable !!!			

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

No Data Entered/Not Applicable !!!

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
No Data Entered/Not Applicable !!!			
View File			

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

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2017	Affirmative action TCS	10	45	7	7
View File					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
102	55	65

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus	Off campus

Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
Affirmative action TCS	10	45	1	7	7
View File					

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

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2017	10	BA honours	Bengali	NBU, ASSAM Guwahati University, IGNOU, NSOU, RBU	MA
2017	5	BA honours	English	NBU, ASSAM Guwahati University, IGNOU, NSOU, RBU	MA
2017	8	BA honours	Geography	NBU, ASSAM Guwahati University, IGNOU, NSOU, RBU	MA
2017	7	BA Honours	History	NBU, ASSAM Guwahati University, IGNOU, NSOU, RBU	MA
2017	8	BA Honours	Political science	NBU, ASSAM Guwahati University, IGNOU, NSOU, RBU	MA
View File					

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

Items	Number of students selected/ qualifying
No Data Entered/Not Applicable !!!	
No file uploaded.	

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

Activity	Level	Number of Participants
College Annual Sports	College Level	200
College Annual Cultural Programme	College Level	50
Annual Social Programme	College Level	100

Freshers Welcome	College Level	61
View File		

5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students council is one of the important body of the College administration. Students council General Secretary is the member of Governing Body of the college and has vital role to promote the students interest in the college administration. Students council has significant role in the college cultural and sports activities. Every year council conducts different cultural activities with the collaboration of college cultural and sports body.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

128

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

0

5.4.4 – Meetings/activities organized by Alumni Association :

One meeting has been conducted by the Alumni Association

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

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

1. Formation of different committees for the distribution of work 2. Governing Body is the sole authority of the college, but the total administrative system as well as decentralized by different administrative bodies.

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

Partial

6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	University is the sole authority behind Curriculum planning but we have some

	BOS members they have the scope to convey the college opinions.
Teaching and Learning	College always try to provide the best teaching and learning atmospheres in the campus with continuous effective classes and evaluation.
Examination and Evaluation	We always maintains internal test, mock test however main evaluation process is conducted by the University.
Research and Development	We have little scope in the research development . However, few teachers are doing good publications in the reputed journals.
Library, ICT and Physical Infrastructure / Instrumentation	Introduction of fully automated library by KOHA software .
Human Resource Management	We always encourage and try to improve our Human Resource Management . Faculties are always encouraged to participate in training workshop and staff development programme.
Industry Interaction / Collaboration	We have not yet industry collaboration
Admission of Students	Admission process is conducted online for fare admission procedure .

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	We are going to initiate planning and development .
Administration	Already admission, office work and finance has been continuing by e-governance
Finance and Accounts	It will be introduced from next year.
Student Admission and Support	It was semi-online mode.
Examination	It was not under E-governance

6.3 – Faculty Empowerment Strategies

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

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
No file uploaded.				

6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme	Title of the administrative training programme	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
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	organised for teaching staff	organised for non-teaching staff				
No Data Entered/Not Applicable !!!						
No file uploaded.						

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
No file uploaded.				

6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
No Data Entered/Not Applicable !!!			

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
We have staff welfare committee for teaching and non-teaching staff for the overall development .	We have staff welfare committee for teaching and non-teaching staff.	We have also student welfare committee. College helps to the all students to get different government scholarship.

6.4 – Financial Management and Resource Mobilization

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

The college conducts internal audit by itself and external financial audits DPI, West Bengal Govt. every year.
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6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
No Data Entered/Not Applicable !!!		
No file uploaded.		

6.4.3 – Total corpus fund generated

No Data Entered/Not Applicable !!!

6.5 – Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No			
Administrative	No			

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

NA

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

We have a welfare committee for the development of support staff .

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

1. Purchase of Library books amounting to Rs. 1.5 lakh
 2. Automation of Library Software by KOHA software
 3. Initiative regarding the quick construction of new college building for additional class room.

6.5.5 – Internal Quality Assurance System Details

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

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2017	Development of universal moral values among the students	12/07/2017	12/07/2017	12/11/2017	500
2018	Students Workshop on CBCS	06/02/2018	06/02/2018	27/06/2018	2130

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES**7.1 – Institutional Values and Social Responsibilities**

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

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Observation of the International Women Day	08/03/2017	18/03/2018	150	100

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

Percentage of power requirement of the University met by the renewable energy sources

College introduced number of solar lights as alternative energy resource and also for reducing the electricity bill.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	12

Physical facilities	Yes	12
Rest Rooms	Yes	12

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
No Data Entered/Not Applicable !!!							
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
No Data Entered/Not Applicable !!!			
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

<p>1. Plantation of trees for the Green campus 2. Proper use of dustbin for renewable and non-renewable resources 3. Plantation of decorative trees and flowers 4. Use of Solar light 5. Initiative for the paperless administration 6. Initiative for plastic free campus</p>
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7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

<p>Interdisciplinary Class: Faculties have taken interdisciplinary classes to exchange their academic idea and also to promote the interdisciplinary approaches for further academic development. Students Seminar: Each and every department organised departmental students seminar according to the guidance of the Departmental teachers. Students are encouraged to take new and burning social and academic issues.</p>
<p>Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link</p>
<p>http://skcollege.org/igac-document/</p>

7.3 – Institutional Distinctiveness

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

<p>More than 70 students come from SC/ST background and majority having agrarian background and also are first generation learner. Therefore, the college practices its vision to uplift and promote these students with special importance. Attempts have been made on behalf of the college authority to inculcate universal moral values among the students of the college for the purpose of holistic development of their personalities.</p>

Provide the weblink of the institution

<http://skcollege.org/>

8.Future Plans of Actions for Next Academic Year

1. Introducing mentoring system for the academic development 2. Proper activation of all feedback system including parents, teachers and staff 3. Necessary step for the proper use of ICT 4. More effective students support system 5. Use of ICT in the Students Support System 6. Creation of Departmental Alumni association