



## Yearly Status Report - 2019-2020

### Part A

#### Data of the Institution

<b>1. Name of the Institution</b>		SHREE AGRASEN MAHAVIDYALAYA
Name of the head of the Institution		DR. JAYEETA BASU
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		03525275440
Mobile no.		9434234254
Registered Email		shreeagrassenmahavidyalaya@gmail.com
Alternate Email		drjbjana@gmail.com
Address		BHUSHAMONI DALKHOLA, UTTAR DINAJPUR West Bengal 733201
City/Town		DALKHOLA
State/UT		West Bengal
Pincode		733201

<b>2. Institutional Status</b>					
Affiliated / Constituent		Affiliated			
Type of Institution		Co-education			
Location		Semi-urban			
Financial Status		state			
Name of the IQAC co-ordinator/Director		DR. SANAT KUMAR ADHIKARY			
Phone no/Alternate Phone no.		03525257440			
Mobile no.		9434170981			
Registered Email		shreeagrasenmahavidyalaya@gmail.com			
Alternate Email		sam.iqac2016@gmail.com			
<b>3. Website Address</b>					
Web-link of the AQAR: (Previous Academic Year)		<a href="https://samdlk.ac.in/iqac-documents/">https://samdlk.ac.in/iqac-documents/</a>			
<b>4. Whether Academic Calendar prepared during the year</b>		Yes			
if yes, whether it is uploaded in the institutional website: Weblink :		<a href="https://samdlk.ac.in/academic-calender/">https://samdlk.ac.in/academic-calender/</a>			
<b>5. Accrediation Details</b>					
Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.13	2016	05-Nov-2016	04-Nov-2021
<b>6. Date of Establishment of IQAC</b>			24-Jul-2014		
<b>7. Internal Quality Assurance System</b>					
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	
SILVER JUBILEE CELEBRATION		01-Sep-2019 1		600	

WORKSHOP ON HOW TO WRITE A GOOD RESEARCH PAPER	03-Sep-2019 1	50
NATIONAL SEMINAR ON VIDYASAGAR	11-Feb-2020 1	200
ORIENTATION PRGRAMME ON CBCS	23-Jul-2019 1	52
QUIZ COMPETITION ON VIDYASAGAR	25-Sep-2019 1	100
FOOD DISTRIBUTION CAMP FOR COVID PANDAMIC	04-May-2020 1	170
<a href="#">View File</a>		

**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
Nil	Nil	Nil	2020 0	0
<a href="#">View File</a>				

**9. Whether composition of IQAC as per latest NAAC guidelines:**

Yes

Upload latest notification of formation of IQAC

[View File](#)

**10. Number of IQAC meetings held during the year :**

2

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

No

Upload the minutes of meeting and action taken report

No Files Uploaded !!!

**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.The IQAC has kept regular contact with the various stakeholders of the institute namely non teaching staff, faculty members, students etc. to address their problems and to ensure a smooth running of the college. 2. Implementation of Online Feedback System from the stakeholders through the Google Form 3.

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

Plan of Action	Achievements/Outcomes
Increase Use of ICT tools in teaching learning process	Training programmes were carried out by IQAC for faculty members for better use of ICT tools in teaching and learning. Installation of smart boards in some of the ICT enables rooms for effective curriculum delivery with power point presentation. New E learning portal was linked with the website of Shree Agrasen Mahavidyalaya where faculty members uploaded their lectures and study materials and students could access the materials any time.
Conduct proper internal survey for assessing overall development and quality enhancement of college	Conduct awareness programmes in all departments with students and faculty members, regarding procedure of satisfaction survey, and how it is important for overall progress of the institution. Conducted online survey regarding infrastructure development and curriculum delivery among all the students of the college, received very good response, which helped the institute to analyse and develop proper mechanism for better curriculum delivery. Based on the feedback of the students, several steps are taken for developing the physical infrastructure of the college.
Encourage faculty members to publish research papers in reputed journals	Workshop on "How to write good research papers" was conducted by IQAC to promote research and innovation among the faculty members. All the faculty members participated in the workshop and acquired adequate knowledge on 'plagiarism', 'different writing styles like MLA & APA' and different search engines for downloading research materials. It was very effective and everyone responded spontaneously in the programme.

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**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	2020
Date of Submission	27-Feb-2020
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 curriculum is set by University of GourBanga. The institute has designed a well planned master routine keeping into account the prescribed format of class distribution required for effective curriculum delivery. The ratio of honours and general courses has ben managed according to the requirement of UGC curriculum. The documentation process of effective delivery of curriculum is done through submission of Lesson Plans at the beginning of the academic year.

From current academic session, University of Gour Banga has adopted CBCS (Choice Based Credit System) curriculum for all UG courses , and Shree Agrasen Mahavidyalaya (as an affiliated college to University of Gour Banga) also has adopted the CBCS system.The master routine has been designed in such a way that simultaneous 3 yr (1+1+1) system and CBCS system can be in operations. Duration of classes is adjusted to 1 hour and laboratory classes are also adjusted keeping in mind the minimum required credit hours for each laboratory classes are also adjusted keeping in mind the minimum required credit hours for each laboratory courses. The academic committee meet regularly to formulate strategies for effective curriculum delivery, and action taken report is well documented in minutes of these meetings. Internal assessment would carry direct weight age in total marks in CBCS system for each paper, so internal assessment methods are given more importance and has been restructured. Student feedback system ensures the quality of the effectiveness in curriculum delivery, at the end of the academic year. For CBCS system , feedback from the students are collected at the end of each semester , and sometimes even more frequently , at the departmental level. Tutorial classes are also held during the academic year where discussions are made with the students about the effectiveness of curriculum delivery. ICT enabled teaching learning process has enhanced the quality and effectiveness of curriculum delivery. Documentation process for effective curriculum, delivery is mainly reflected in student feedback. Slong with student feedback, other modes of effective curriculum delivery is documentedas completion of class loads as per routine , and well documed by IQAC.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

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

## 1.2 – Academic Flexibility

### 1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	Nil	Nil
<a href="#">View File</a>		

### 1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	BA Honours in Bengali	08/07/2019
BA	BA Honours in English	08/07/2019
BA	BA Honours in Political Science	08/07/2019
BA	BA Honours in History	08/07/2019
BA	BA Honours in Sociology	08/07/2019
BA	BA Honours in Hindi	08/07/2019
BA	BA General in Bengali	08/07/2019
BA	BA General in English	08/07/2019
BA	BA General in Political Science	08/07/2019
BA	BA General in History	08/07/2019
BA	BA General in Sociology	08/07/2019
BA	BA General in Hindi	08/07/2019
BA	BA General in Education	08/07/2019
BA	BA General in Philosophy	08/07/2019
BA	BA General in Sanskrit	08/07/2019
BA	BA General in Physical Education	08/07/2019
BA	BA General in Urdu	08/07/2019
BA	BA General in Geography	08/07/2019
BCom	BCom Honours in Accountancy	08/07/2019
BCom	BCom General	08/07/2019
BSc	BSc General in Chemistry	08/07/2019
BSc	BSc General in Physics	08/07/2019
BSc	BSc General in Maths	08/07/2019

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

	Certificate	Diploma Course
Number of Students	0	0

### 1.3 – Curriculum Enrichment

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

Value Added Courses	Date of Introduction	Number of Students Enrolled
Taekwondo	11/01/2020	25
<a href="#">View File</a>		

#### 1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
Nil	Nil	0
<a href="#">View File</a>		

### 1.4 – Feedback System

#### 1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	No

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

##### Feedback Obtained

Feedback obtained through the students at the departmental level were analyzed at the departmental meetings by the faculty members. Students are overall very satisfied with the curriculum delivery as most of the students agree to the fact that 90 - 100 percent syllabus is being covered in class. Most of the students are very satisfied with the transparency of the internal assessment process and feel enough evaluation procedures are undertaken during the academic session to properly judge the progress of a student. Though based on the students feedback, some of the departments introduced diverse ways of evaluation like group discussion, poster presentation, impromptu discussion , during the academic year, and plan to formulate a more innovative internal assessment methods. IQAC and various departments of the college carried out awareness programme for students satisfaction survey required in NACC Accrediation process and IQAC conducted an internal survey among the students regarding various aspects involving overall development of the college. Based on the feedback received from more than 400 students , college authority revamped the infrastructure at the class rooms, boys and girls common room, improved the drinking facility. Based on the feedback by the students, waste management system of the campus has been improved, and washrooms of the college were kept clean on regular basis. Feedback of the students were analysed in meetings of various standing committees of the college. One such committee is Library Committee, that , on the basis of feedback, enhanced the development of the library. INFLIBNET registration is regularly renewed, which provide more e-resources to the teachers for enhancing the standard of teaching learning process. Feedback obtained from the teachers and alumni members are discussed in the governing body meeting and the facilities at the teachers common room has been enhanced.

### 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	BNGH	119	255	56
BA	ENGH	58	131	37
BA	HINH	25	11	5
BA	PLSH	43	143	26
BA	HISH	58	126	31
BA	SOCH	43	3	0
BCom	HONS	43	13	7
BA	GENERAL	1400	1871	1011
BCom	GENERAL	25	13	6
BSc	GENERAL	300	11	5

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## 2.2 – Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2019	2873	0	34	0	34

## 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
34	15	5	2	1	4

[View File of ICT Tools and resources](#)

[View File of E-resources and techniques used](#)

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

Student mentoring programme is available in the institution. Students from different demographic and economic backgrounds are enrolled in the college, so faculty members mentor the students in timely manner regarding various issues experienced by the students during the academic year. All the departments having honours subject in the curriculum organize mentoring programme during the year with their students, all 3 years for UG, semester wise for CBCS system and here the full time teachers play role of mentors.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2873	34	1 : 85

## 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	12	2	2	9

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

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	PANDAB KUMAR SINGHA	Nil	PH.D.

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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	HONORS	III	26/08/2020	29/10/2020
BA	GENERAL	III	26/08/2020	29/10/2020
BCom	HONORS	III	26/08/2020	29/10/2020
BCom	GENERAL	III	26/08/2020	29/10/2020
BSc	GENERAL	III	26/08/2020	29/10/2020

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

In the academic year 2019-2020, the Standard continuous internal evaluation process has been followed at Shree Agrasen Mahavidyalaya as usual like previous years. All the departments conducted class tests during academic session 2019-2020 and also the science departments conducted laboratory tests as part of the CIE. Some of the departments adopted student centric teaching learning methods and included poster presentation by students, reverse classroom analysis as part of their CIE process. As part of the newly added CBCS system, separate set of departmental examinations, assignment submissions were conducted among the students of 1st and 2nd semester.

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

Academic Calendar had been prepared well in advance before commencement of the academic year. Hardcopies of the academic calendar has been distributed among various stakeholders before beginning of academic session 2019-2020. The dates given by the University for Examination had been adhered to strictly, and examination process has been completed in timely manner both for theory and practical examinations. Orientation programme for 1st semester students have been conducted for all 1st semester Hons students about their newly adopted CBCS system.

### 2.6 – Student Performance and Learning Outcomes

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

<https://samdlk.ac.in/course-outcomes/>

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
PART III	BA	HONORS	115	115	100
PART III	BA	GENERAL	424	416	98.11
PART III	BCom	GENERAL	11	11	100
PART III	BSc	GENERAL	10	10	100
PART III	BCom	HONORS	2	2	100

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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)

<https://samdlk.ac.in/student-satisfaction-survey-sss/>

### **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
Nil	0	No agency	0	0

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**3.2 – Innovation Ecosystem**

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

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

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Rashtriya Bhasa Gourab Samman	MD Mazid Mia	Rashtriya Kabi Chaupal	08/05/2019	Teacher
Global Excellence Award	MD Mazid Mia	World Book of Talent	01/02/2020	Teacher
Fanishwarnath Renu	MD Mazid Mia	Sahitya Sangam Sanstha	03/03/2019	Teacher
Teacher Innovation	MD Mazid Mia	Sri Aurobindo Society	02/02/2020	Teacher

Award			
<a href="#">View File</a>			

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
NA	NA	NA	NA	NA	Nil
<a href="#">View File</a>					

**3.3 – Research Publications and Awards**

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

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

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

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Hindi	3	Nil
National	Commerce	1	Nil
<a href="#">View File</a>			

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
Hindi	5
Bengali	2
History	2
Political Science	1
<a href="#">View File</a>	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
nil	nil	nil	Nil	Nil	nil	Nil
<a href="#">View File</a>						

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

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
nil	nil	nil	Nil	0	0	0

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

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	13	20	34	0
Presented papers	6	6	0	0
Resource persons	0	2	1	0

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### 3.4 – Extension Activities

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

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Swachh Bharat Abhigyan (Basic cleanliness programme of the college and the locality)	Dalkhola Municipality	5	100
Food distribution during lock down with NSS team who reside at Dalkhola	Dalkhola Municipality	5	10

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

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Nil	Nil	Nil	0

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#### 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
Awareness Camp	Dalkhola Municipality	Dengue Awareness Camp	4	50

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### 3.5 – Collaborations

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

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

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Nil	Nil	Nil	Nil	Nil	0

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

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Kalyani University	01/07/2018	CONDUCTION OF MA UNDER DISTANCE EDUCATION MODE	50

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## 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
525000	214813

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Newly Added
Campus Area	Existing
Others	Newly Added
Laboratories	Newly Added

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### 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 patially)	Version	Year of automation
SOUL	Partially	2.0	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text	11057	Nil	1079	198800	12136	198800

Books						
Journals	6	0	6	11700	12	11700
<a href="#">View File</a>						

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
Nil	Nil	Nil	Nil
<a href="#">View File</a>			

#### 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	23	1	3	3	0	7	3	700	0
Added	2	0	0	0	0	0	0	0	0
Total	25	1	3	3	0	7	3	700	0

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

700 MBPS/ GBPS
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4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
Smart Class room	<a href="https://samdlk.ac.in">https://samdlk.ac.in</a>

#### 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
525000	106424	25000	29300

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)

There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. The college has a well organised and decentralised mechanism to maintain the physical, academic and support facilities. Different committees keeping sync with IQAC ensures the proper maintenance and utilization of the facilities as per the allocation of the budget. Maintenance of Academic Facilities - The academic requirements regarding books, journals, developing study materials, IT facilities along with the budget are placed by the Departmental Head in the Academic council and IQAC. IQAC places the requisition to the Principal and then the Principal and

Burser forwards the issues to the Administrator/Governing Body, Finance Committee, , Tender Committee or any other relevant committee based on the requirements as per relevance. On production of proposal and budget for organising seminars and workshops, the college allows fund and for National/International Level College has purchase policy and tender notifications are done for the bulk purchase. Sometimes required goods are also purchased from local vendors according to requirement. Proper stock register is maintained. Maintenance of Physical Facilities - Various sub - committees look after the maintenance of physical facilities. For any other maintenance related to electricity, plumbing, lab - machinerics, playground, building gymnasium and canteen, the Sub Committees in Coordination with the office arranges everything according to the demands raised by the departments and other units. The CCTV, Hardware and Software are under Annual Maintenance contracts. The college regularly maintain electrical equipments such as pump, generator rooms etc. Campus Cleaning - The cleaning and gardening staff is in charge of keeping the campus (including classrooms, laboratories and playground clean). NSS also takes an active part in keeping the campus clean and green. IT infrastructure is by the Computer Repairing and Maintenance Committee. College has high performance server for numerical simulation/ digital computation. Sports Facilities - The Sports Committee monitors the ground and equipment of sports and games are regularly maintained. The Gymnasium is maintained and monitored by the Staff and Gymnasium committee where the students regularly visit from 3.00 pm to 4.00 pm in the afternoon on all working days. Laboratory facilities - The laboratory equipment is maintained by the concerned department staff or through hired technician. Chemicals, glassware and other instruments are maintained in the stock register by the college. Library Facilities - The library committee maintains the existing books and take decision about buying new books as per allocation of funds and demand of the books provided by the departmental Heads. Major decisions regarding the purchase of books, service hours are taken in the Library Committee meeting, Sufficient staff is engaged in the library for proper functioning and maintenance.

<https://samdlk.ac.in/physical-academic-support-facilities>

## CRITERION V – STUDENT SUPPORT AND PROGRESSION

### 5.1 – Student Support

#### 5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	FEES REDUCED OF ALL STUDENTS DUEE TO PENDING SITUATION	1689	228015
Financial Support from Other Sources			
a) National	VARIOUS SCHOLARSHIP	1900	0
b) International	Nil	Nil	Nil
<a href="#">View File</a>			

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
MENTORING	01/07/2019	2873	TEACHERS

<b>SELF DEFENCE PROGRAMME</b>	<b>11/01/2020</b>	<b>25</b>	<b>PHYSICAL EDUCATION DEPARTMENT</b>
<a href="#">View File</a>			

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
<b>2019</b>	<b>ENTRY-IN-SERVICE</b>	<b>134</b>	<b>156</b>	<b>8</b>	<b>3</b>
<a href="#">View File</a>					

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
<b>8</b>	<b>8</b>	<b>7</b>

## 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
<b>NIL</b>	<b>0</b>	<b>0</b>	<b>NIL</b>	<b>0</b>	<b>0</b>
<a href="#">View File</a>					

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
<b>2019</b>	<b>9</b>	<b>B.A. (Hons.)</b>	<b>ENGLISH</b>	<b>Raiganj University, North Bengal University, Gour Banga University</b>	<b>MA in English, B.Ed</b>
<b>2019</b>	<b>16</b>	<b>B.A. (Hons.)</b>	<b>BENGALI</b>	<b>Raiganj University, North Bengal University, Gour Banga University</b>	<b>M.A. In Bengali, B.Ed, BLIS, ANM</b>
<b>2019</b>	<b>3</b>	<b>B.A. (Hons.)</b>	<b>HISTORY</b>	<b>Raiganj University, North Bengal University,</b>	<b>M.A. In History</b>



				Gour Banga University	
2019	4	B.A. (Hons.)	POLITICAL SCIENCE	Raiganj University, Nnorth Bngal University, Gour Banga University	M.A. In Political Science
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5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Nil	0
<a href="#">View File</a>	

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

Activity	Level	Number of Participants
ANNUAL SPORTS	COLLEGE LEVEL	112
Swachhata Pakhya Activities	COLLEGE LEVEL	45
SILVER JUBILEE CELEBRATION OF MAHAVIDYALAYA	COLLEGE LEVEL	250
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### 5.3 – Student Participation and Activities

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

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Youth Parliament Competition 1st Prize	Nil	3	6	Nil	Nil
<a href="#">View File</a>						

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

The student council actively participates in every aspect of the college. The activity of the student council is guided by the Guidelines framed by the Department of Higher Education, Government of West Bengal. The Students Representatives' were elected and the General Secretary were selected by the Students representative as per the Government Order No. 168 -ILC/OM-34L12017, dated 07.06.2017. The elected class representatives look after every parameter of the college and convey information to the college administration through the General Secretary. The students' council takes an active role in student oriented activities through planning and execution in cooperation with Principal and other stakeholders. The General Secretary of the Students Council represents the students in the Governing Body, IQAC, Admission Committee,

Students' Aid Fund Sub-Committee and such other administrative / academic committees of the institution. In different meetings the student representative places the demands of the students - academic, career-oriented, endowments, and so on. The Student council takes active participation in organising seminars, workshops and all kinds of extension activities in the college. The student council also takes active participation in organising extension programme at the Bhusamoni, the adopted village of the college. The student council strictly adheres to the rules and regulations of the college in maintaining attendance, proper discipline and following the norms regarding eligibility of University Examinations. As a role towards community student council organises Blood Donation camp, organizes Traffic safety week every year. The students organise Freshers welcome every year for the newly admitted students. They also actively organise college annual function, model exhibition, Teachers' Day celebration, Annual Social Programme, Annual Exhibition, Publication of Students' Magazine, Annual Sports etc. The Students' Council functions in consultation with the College authority as well as teachers of different Departments. Annual Magazine of the college is published in assistance with the Students' Council where the creative writings and articles of the students and teachers are published. successful alumni visits the college and takes special classes, gives motivational lectures and shares insights of their experience of life after college to encourage the students. The Alumni Association takes an active role in enhancing cultural and professional ethics. The association helps in organizing cultural programmes and activities. The alumni association donated sanitary tools and sewing machine in the adopted village "Bhusamoni". The Association has provided financial help to enhance extension activities and enhance the quality of education.

#### 5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

Yes

Alumni Association has been registered and it is fully in a functional state. Registration No: S/16/12703 of 2002-2003. The alumni association of Shree Agrasen Mahavidyalaya has been formed much earlier though the registration under the West Bengal Societies Registration Act, 1961 has been done on 16th August, 2016. Registration No. 59974 of 2016-2017. Pass out students can register themselves in the Alumni association at any time of the year through online or offline form. IQAC and College Administration always stays in contact to regularize activities of the alumni association Renowned and successful alumni visits the college and takes special classes, gives motivational lectures and shares insights of their experience of life after college to encourage the students. The Alumni Association takes an active role in enhancing cultural and professional ethics. The association helps in organizing cultural programmes and activities. The alumni association donated sanitary tools and sewing machine in the adopted village "Bhusamoni". The Association has provided financial help to enhance extension activities and enhance the quality of education.

5.4.2 – No. of enrolled Alumni:

127

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

6350

5.4.4 – Meetings/activities organized by Alumni Association :

1

## CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 – Institutional Vision and Leadership

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

The institute practices decentralization and participative management in frequent consultation with the college governing Body. The institute has constituted different Committees for the smooth functioning of academic and administrative work of the institute. All the decisions related to college development, infrastructure and adding new courses, budget allocation to various activities of the college are taken by a democratic and participative management system in which the teaching, non-teaching staff students all contribute. A decentralized administrative system provides the best facility to the students. Before implementation of any important measure the Principal discusses it with the different stake holders in meetings, funds and mobilized decisions are taken. For instance, 1. Purchase Committee - To purchase any stationary or equipments the HODs gives a letter to the Principal mentioning the requirements which is forwarded by the Principal to the Purchase Committee. The committee consisted of the Principal, Bursar, and Governing Body Representatives, Few Senior Teachers, two non teaching staff and student representatives. The Committee communicates to the vendors requesting to submit their quotations envelopes are opened in the presence of all members. The Committee discussed the reputations, prices, and quality of the products that they claimed in their quotations, including its guarantee/warranty period in the presence of the Principal order was placed on the same day but if it goes beyond these tender notices is issued through college website. Thus, the process of any purchase is executed through such a transparent way where teachers, administrative staff and students are involved. The college ensures decentralization and participative management. 2. Library Committee - This committee consist of the Principal, Librarian Coordinator IQAC, all HODs to submit a list of the books required by the department through requisition from side by side, book requisition is also taken from the student members. Next, step is tender notice issued through college website. Thus it is ensured that the needs of all are ensured and funds are used in the best possible manner through a process of participative management.

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

Yes

### 6.2 – Strategy Development and Deployment

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

Strategy Type	Details
Curriculum Development	Being an affiliated college, curricula designed by affiliating university is followed. Some faculty members participate in framing and, modifying the University prescribed curricula. Students choose the optional papers and extracurricular activities as per prescribed syllabus. The students are also allowed to choose desirable subject combination during submission.
Teaching and Learning	Conventional classroom teaching is blended with use of ICT to make the

teaching learning process more learners centric. You tube assisted learning, experimental learning, participative learning and Problem Solving methods are used for effective curriculum delivery. Classroom teaching is supplemented with seminars, workshops, special lectures, group discussions, Tutorials, Departmental Quiz, paper presentation by the students, projects, group assignments, educational tours, and industrial visits. Review meeting with students also helps to improve the teaching learning process.

**Examination and Evaluation**

The external examination is conducted by the University per semester. The college is authorized to conduct internal assessments, Tutorials/Practical. The marks of internal assessment/Tutorials are sent to the University through portal. The schedules for internals as well as for other activities as per CBCS guidelines are categorically mentioned in the academic calendar are conducted accordingly. The answer scripts of internal examinations are shown to the students and necessary suggestions are given by the teachers so that students feel confident and can do better in their semester end examinations. The students' projects are carried out under the Supervision of the concerned teacher.

**Research and Development**

College published bilingual multidisciplinary research journal Shree Agrasen Mahavidyalaya. IQAC motivates faculty members for research publications in peer reviewed journals with high impact factor encourages them to present papers in International/ National/State Level Seminars, workshops and to act as resource persons. IQAC also encouraged faculty members to submit plan of work to ICSSR, DST, STRIDE. The Governing Body of the college decided to give Rs. 5,000 to each department to organize Special lectures/Seminar/Workshop on relevant topics for the overall development of the students.

**Admission of Students**

The students is admitted through purely online mode as per merit list under supervision of Admission Committee which comprises of both teaching and non teaching staff. The entire process is mobile friendly and

students can complete the entire process including payments through mobile phone. The students first come to college on the day of commencement of Classes and physical verification is conducted on the same day. All student support during admission is offered through online mode.

**Human Resource Management**

For the improvements of the human resources of the college, along with regular classes practical and field works are also conducted. Faculty members are encouraged to participate in seminars, conferences, workshops to upgrade their research potential. Recruitment of Permanent Faculties and teaching assistants is governed by the State Government. The College has filled up the staff shortage by appointment of Guest Faculties (purely temporary). They are being encouraged to develop their capacities. The new faculties are always allowed to participate in Refresher Courses, Orientation Courses, Workshops, Seminars and Conferences. For digitization of the administrative work and for proper implementation of ERP modules, the college arranges various hands - on training programmes for collaborative work. Application of ICT in teaching learning and administrative practices is the priority of the institution. For this and for proper implementation of ERP modules, the college arranges time to time various hands - on training programmes for collaborative work. College authority proposes to administrator for rewarding non teaching staff for their devoted work.

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

E-governance area	Details
<p><b>Planning and Development</b></p>	<p>Each student has a login ID for online portal. Through this id they can make e payment through Bill -desk by using net banking, UPI, credit card debit card. The college website is mobile friendly and upgraded. All databases are meticulously generated from the admission process. Every event is being recorded online with brief reports, photographs and other documents. The Government of West Bengal has initiated e governance system through various modules like e</p>

	<p>pension, West Bengal health scheme, integrated financial management system, Human Resource Management system. The college regularly uses online payment facility through various payment Gateways.</p>
Administration	<p>All teachers and teaching assistants are provided employee codes to enter into their related field of activities using ERP. An online student's portal was developed containing online payment link for the students, etc Notice display system for students and other stakeholder. Regular exercises of e tendering process through Govt. Portal Regular exercises of PFMS portal to upload expenditures related to Govt. fund. Submission of retirement related documents through e pension portal.</p>
Finance and Accounts	<p>The entire Finance and accounts of the college are integrated under one umbrella with the implementation of ERP Solution. The college finance system is maintained by Finaware software. The major advantage gained by the college was proper maintenance of the ledger book , Bank reconcile statement, voucher record, Balance sheet, Income expenditure report, receipt payment and other financial aspects. All the parameters can be visible at a glance. The entire admission fees payment by the students was made online using SBI Collect and Bill desk.</p>
Student Admission and Support	<p>For online admission and counseling Enterprise Resource Planning (ERP) was implemented with the technical guidance of INFONETICS, (<a href="http://www.infonetics.in">http://www.infonetics.in</a>). It enabled all the data of the students to be collected in an integrated manner. The document verification system was also made more transparent. The students were made aware about any necessary information through email and SMS developed by the ERP Solution. Students were automatically assigned student ID after completion of the entire process of admission. The scholarship module also helps in providing support.</p>
Examination	<p>The Affiliated University has implemented e-governance through different modules like online registration, examination form fill up, exam marks upload and publication of marks through University Portal.</p>

### 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
Nill	NIL	NIL	NIL	0

[View File](#)

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

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2019	UNIVERSITY LEVEL WORKSHOP ON CHOICE BASED CREDIT SYSTEM	UNIVERSITY LEVEL WORKSHOP ON CHOICE BASED CREDIT SYSTEM	19/07/2019	19/07/2019	5	1
2019	COLLEGE LEVEL WORKSHOP ON CHOICE BASED CREDIT SYSTEM	COLLEGE LEVEL WORKSHOP ON CHOICE BASED CREDIT SYSTEM	23/07/2019	23/07/2019	35	11

[View File](#)

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

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
ORIENTATION PROGRAMME	1	03/09/2019	25/09/2019	21
REFRESHER COURSE	1	10/12/2019	23/12/2019	14

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

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
2	0	0	0

## 6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Timely approval of leaves, PF contribution	Timely approval of leaves, PF contribution and Festival Bonus	Poor Fund, Student Health Home, Various Students 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 institution has a transparent and well planned management system in which State Government and Central Government are the main sources of funds. Daily transactions are verified by the Bursar and the Accountant of the college. The Government funds are utilised properly and the Institution and the Utilization Certificates, duly prepared by the registered Chartered Accountant, are submitted in the concerned department at the end of the financial year. The college conducts audit for each financial year. All the financial details are minutely studied by the auditors and recommendations are provided. The college takes special care to implement the recommendation from the next financial year. The external/statutory auditor is appointed by the Department of Higher Education, Government of West Bengal. The external /statutory auditor is appointed by the Department of Higher Education, Government of West Bengal. The external audit has been completed for the financial year 2019-2020.

## 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
Nil	0	Nil
<a href="#">View File</a>		

## 6.4.3 – Total corpus fund generated

0
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## 6.5 – Internal Quality Assurance System

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

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

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

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

ICT Training Programme, Hands on Training on Online Admission Process, Workshop on University Registration Process under CBCS (UG) .
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## 6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Construction of separate Science Block has been started. 2. Increasing of ICT enable Classroom. 3. Extension of Library Building 4. Implementation of ERP 5. Online fees collection 6. Green Campus Initiative
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## 6.5.5 – Internal Quality Assurance System Details





2019	Nill	1	24/07/2019	1	Establishment Day of NSS	Seminar	200
2019	1	1	27/07/2019	1	Dengue Awareness Camp	Community Work	100
2019	Nill	Nill	09/08/2019	2	Cleanliness of the college campus	College hygiene	100
2019	1	1	11/08/2019	2	Cleaning of the Dalkhola Railway Station	Community Work	50
2019	1	1	13/08/2019	2	Cleaning of the Primary Helath Centre at Dalkhola	Community Work	50

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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)
CODE OF CONDUCT FOR TEACHERS	28/02/2020	It is clearly stated in the college prospectus.
CODE OF CONDUCT FOR THE NON-TEACHING STAFF	21/02/2020	It is clearly stated in the college prospectus.
CODE OF CONDUCT FOR THE STUDENTS	08/08/2019	Chewing paan, paan masala gutka or any other tobacco products , smoking or consumption of any other intoxicating products is strictly prohibited. Playing cards, spitting and loitering are strictly prohibited inside the college campus and shall invite severe punishment /disciplinary action. Use of cell phones is strictly prohibited during class hour. Attempted or actual theft of and / or damage to property of the college, or property of the College, or property of a

member of the College community, or other personal or public property, on or off campus will be considered as a punishable act. During leisure hours, students are advised to use the library as maximum as possible. Students should handle the college properties with care. Damage to the furniture or any other materials may lead to penalty or suspension from the college. Indulging ragging, anti-national, antisocial, communal, immoral or political expressions and activities within the Campus and hostel are strongly prohibited as well as punishable. Without the permission of the Principal, students are not allowed to circulate any printed materials within the college campus. Latecomers will not be entertained to enter into the classroom. A student should maintain at least 75 attendance in the Lectures of every subject and 100 overall performance. Otherwise he or she will be debarred from the University Examination. Students are required to check the Notice Board and also website of the college for important announcement.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Orientation programme for 1st year students	23/07/2019	23/07/2019	700
Independence Day	15/08/2019	15/08/2019	45
Silver Jubilee Celebration	01/09/2019	01/09/2019	500

Teachers Day	05/09/2019	05/09/2019	700
Quiz on Vidyasagar	27/09/2019	27/09/2019	30
Freshers Welcome	21/12/2019	21/12/2019	750
Annual Cultural Programme	23/12/2019	23/12/2019	1500
Annual Sports	04/01/2020	04/01/2020	500
Republic Day	26/01/2020	26/01/2020	45
Saraswati Puja	29/01/2020	29/01/2020	50
<a href="#">View File</a>			

#### 7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

Regular awareness programs are conducted through NSS unit to keep the campus plastic free and for sustainable use of water by students and faculty members. Plantation initiative taken to make the environment eco-friendly and sanitary vending machine installed in college for the benefit of the female students.

### 7.2 – Best Practices

#### 7.2.1 – Describe at least two institutional best practices

**Institutional Best Practice Best Practice - 1: Title: Use of Information and Communication Technology (ICT) in Teaching- Learning and Administrative work.**

**Objective of the practice:** Use of ICT make mutual learning faster, easier, broader and deeper resulting in better understanding and efficiency in the domain of knowledge and skills. ICT based teaching - learning provides students with all necessary and desired information at anywhere anytime basis. Moreover it is cost -effective and time - effective as students get interest and helps in remembering. 100 percent online admission system, online fees payment, online attendance, feedback and other academic and administrative activities making the system more transparent and for generating a database of all students and other stake -holders for future reference. The Context - Teaching -Learning has been re-conceptualized over the last few decades to recognize the social construction of knowledge and solving problems individually or collaboratively in authentic contexts. Turning the use of smart phones by the students towards academic orientation. The college authority faced problems in the past retrieving the database of any student, including his/her personal details, year of passing, attendance details etc which prior to ICT was scattered. With the implementation of ERP system, details of students can be tracked as per requirement. The Practice: The Practice of ICT has the following dimensions. ICT enabled room with projectors, white boards and laptops given to the teachers has been providing opportunity for classroom teaching through power -point presentations, movies and other online learning materials. A dynamic auto updated Central college routine link exists on the college website. The college possesses a well published website designed to fulfil all the academic need and support to the student. Students can make online payment and view notices. Continuous Internal Examination and Pre - University Test Examination conducted for the students and the result is published accordingly. Administrative Purpose - The college website has a separate section for dynamic notice and tenders for bringing transparency in the administrative system. All the payment related transactions are through online mode using their unique student ID through ERP. The college possesses different committees for smooth administration. An online office stock and asset register is maintained. Evidence of Success: The access to real time attendance records by students and guardians has increased the attendance percentage of students. Regular assessment and examination has improved the result of the students. In

accordance with the spirit of the Central Govt. less cash drive, all the transactions in the college is almost 100 percent cashless. Problem encountered and Resources Required: Since most of the students come with very less or no exposure to online system, initially they face problems. Students' frequent change of email id and mobile number create problems. With introduction of CBCS curriculum and changing technology, it has become a challenge to cope up with the up - gradation frequently. Through orientation programmes students have been made aware of the online system. Evidence of success: With the implementation of ERP most of the administrative and academic related transaction has shifted to paperless mode. Best Practice 2: Title: Green Practice Objective - To make the students aware about environmental challenges. Generate awareness among students to avoid the use of plastic within the campus. To maintain the natural ambience within the campus. The Context: Mitigation of the environmental challenges and shifting to a sustainable society needs proactive social participation. Towards paperless administration, initiative was adopted through resolution of Governing Body to avail internet banking system in SBI account. World Environment Day every year is observed through plantation of trees in the campus and campaign among the students, teaching and non- teaching communities raising the slogan - "Reuse, Reduce and Recycle" aiming at encouraging everyone to make the campus environment friendly. Under "Swachh Bharat Abhigyan", the NSS unit works collectively to make the campus clean and environment friendly. The adopted village of Shree Agrasen Mahavidyalaya, Bhusamoni also comes under the Green Campus initiatives of the college. A sanitary napkin vending machine has been set up at the girls' common room from 2018. The use of plastic cups is strictly prohibited in the college canteen, a step towards Eco friendly practices.

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

<http://samdlk.ac.in/wp-content/uploads/2022/07/Institutional-Best-Practice.pdf>

### 7.3 – Institutional Distinctiveness

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

The college is a 25-year -old institution. Since the institution is located at the educationally , socially and economically backward district may first generation learners, every year from different parts of the Uttar Dinajpur district take admission in the college. It is an additional skill set of all the faculty members of the college to keep such students motivated in their academic pursuits and help them to evolve their capabilities for the job market. Teachers work with determination and patience to achieve their feat. Keeping in view the above objective, the Institution may not regularly get toppers across all the disciplines but is often successful in finding meritorious students from non -creamy layers of the society and help them to carve out a stable academic career. The multilingual platform offered by the Institution also aids significantly in achieving this objective and earners can slowly adopt and get moulded into the academic ambience of the campus. College has been successful in nurturing a healthy campus environment free from caste, religion and gender discrimination and a harmonious relationship between all stakeholders. To fulfil the vision and make them responsible citizens, priority is given to the participative and experiential learning so that the students can get a firsthand experience of the world outside the campus. The college organizes various programmes and events to bring out the potential within the students so that they can fly with bright colours in future. The events organized as part of extracurricular activities are - Model Exhibition and Competition, Quiz competition, Debate and Extempore competitions helps the students to be aware of various contemporary social issues of the world.

Students of all the departments participate in annual cultural programmes which provides a platform for encouraging young talents in the field of Performing arts. Youth and Mock Parliament: Students participate in various events organized by governmental and non -governmental organizations that creates awareness about social and political issues. Publication of Wall Magazine: Students are encouraged to publish wall magazine to explore their creative writing skills. Moreover, it helps them to collaborate with friends in and develops team spirit. As per its vision the college tries to create a happy society within its campus which it aspires to spread beyond its walls through its students who are its antecedents.

Provide the weblink of the institution

<http://samdlk.ac.in/wp-content/uploads/2022/07/Institutional-Distinctiveness.pdf>

### **8.Future Plans of Actions for Next Academic Year**

Academic Plan - To systematize curriculum delivery all the teachers shall prepare a lecture wise break up of their courses and share their lecture layout with students. Introduction of Choice Based Credit System - Development and sharing of E-learning materials through personal websites and encouraging teachers to participate in various MOOC. All the departments shall conduct internal assessment throughout the year. Introduction of more Add -on Courses to develop the skill of the students which would help them get placed. Increase the application of ICT further and help the teachers who are still struggling with technology. Group discussions and Seminar presentations by the students will be made mandatory for all the departments. Book Bank shall be strengthened more. New books with respect to CBCS curriculum will be brought in the library according to requirement and budget. Students will be encouraged to participate in extracurricular activities through participative and experiential learning.